

# 2017

## NCC- College Catalog



**Most people dream  
of success  
but we make it  
happen**

Main Campus

711 W 17<sup>th</sup> Street Suite A8

Costa Mesa CA, 92627

Satellite Campus

9531 Pittsburgh Ave.

Rancho Cucamonga CA 91786

1/1/2017

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## CAMPUSES

### Main Campus

711 W 17<sup>th</sup> Street Suite A8  
Costa Mesa, CA 92627  
(949) 646-8018  
[NewCreationCollege.org](http://NewCreationCollege.org)

### Satellite Campus

9531 Pittsburgh Ave.  
Rancho Cucamonga, CA 91786  
888-754-0518

## COLLEGE INFORMATION

### Mission Statement and Educational Philosophy

New Creation College is committed to provide adult learners with entry-level skills and technological knowledge necessary to achieve success in their chosen vocational field. The College is committed to building our communities through transformative quality education that meets the needs of its students and assisting them in pursuing their educational goals.

New Creation College is committed to provide our students a quality education by focusing on importance of labor trends technology advancement, and educational material updates through our service learning based curriculum, exceptional outcomes, and lifelong learning opportunities in comfortable and pristine educational environment.

### College History and Description

New Creation College was incorporated in California on February 23, 2009. The College, then named Centaur College of Chemical Dependency Counseling, located at Costa Mesa California. In 2016, the college was purchased by New Creation College and added a new satellite facility in Rancho Cucamonga, CA. In August 2015, the College was granted institutional approval from the Bureau for Private Postsecondary Education. Currently College is applying for ACCSC accreditation.

New Creation College does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 etseq.).

### Facilities

New Creation College main campus is housed in a modern, air-conditioned, 15,000 square foot facility at 711 W 17<sup>th</sup> Street Suite A8., Costa Mesa, CA 92627. New Creation College's satellite campus is located at 9531 Pittsburgh Ave. Rancho Cucamonga, CA 91786. Each main course classroom has its own resource library of literature. A Computer Resource lab is available for all students to conduct research, review, job search, and more. The Allied Health classes have individual laboratory areas and exam rooms.

Main campus facilities include a reception area, Admissions, Financial Aid, Student Services, Career Services, and administrative staff offices. The facilities also include restrooms and break areas for student use. The facilities provide a pleasant, efficient atmosphere for adult education and training. Classrooms and practical equipment are state of the art, as found in private industry. The typical classroom/lab area holds a maximum of 18 students. Free parking is provided for our students while attending New Creation College. New Creation College's facilities and equipment comply with all local, state and federal safety and health rules and regulations.

## Hours of Operation

### Main Campus Administrative Offices

Office hours for the Commerce campus are 8 AM to 6 PM from Monday through Friday.

### Day Classes

Day classes are typically offered between 8 AM-12:30 PM, Monday through Friday. Schedules vary by program. To obtain exact times of classes offered, please check with the Admissions Department prior to enrollment.

### Future Evening Classes

Evening classes are typically offered between 5:30 PM and 10:00 PM, Monday through Friday. Schedules vary by program. To obtain exact times of classes offered, please check with the Admissions Department prior to enrollment.

### Weekend Classes

Weekend classes are typically offered between 8 AM and 4:30 PM, Saturday and Sunday. Schedules vary by program. To obtain exact times of classes offered, please check with the Admissions Department prior to enrollment.

### Externship/Clinical Rotations

Externships and clinical rotations are scheduled for various times Monday through Sunday, according to the needs of the specific program and the availability of the externship/clinical site. Externship and clinical hours are set by the host site and will vary.

## Security and Safety

Students are responsible for their own security and safety and must be aware of the security and safety of others. The College is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, at clinical/externship sites, or during any college activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to their instructor, Dean of Education or any College official. Upon receipt of any report of a medical or criminal emergency, the College will, on behalf of the student, obtain the services of medical or security professionals, as appropriate. Students are encouraged to promptly and accurately report all emergencies to College officials.

## Health and Safety Requirements

The College strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the appropriate regulatory agencies.

Students are required to complete certain health and safety requirements according to individual program needs. Many students at the College are involved with direct patient care in health care careers; they may be exposed to conditions of high risk and must be protected. Patients must also be protected against potential health risks from students. Individual programs may have clinical or externship requirements that must be met prior to the first day of the clinical or externship class.

SUD program is responsible for tracking and maintaining clinical health and safety requirements and ensuring that students meet the program requirements.

All students must meet the requirements of the clinical/externship site to which they are assigned. If a student does not meet the requirements for the site, the student may become ineligible to participate in the specific program of study and unable to complete the program.

## Required Federal Disclosure Information

For information on graduation rates, median debt of graduates completing programs, and other important information, visit <http://www.npcollege.edu/consumer-disclosures/>.

## California Regulatory Disclosures

New Creation College makes every effort to ensure accuracy of the information contained in this catalog. The College reserves the right to change policies, regulations, fees, and courses of instruction during this catalog period upon direction of the New Creation College Administration and its School Director. The most current and complete information is available from the Operations & Compliance Director or Director of Education. All information contained in this college catalog is current and correct as of the publication date and is so certified as true by Monireh Karimkhani, School Director.

The College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

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

**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 Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov).**

## Accreditation, Approvals and Memberships

The College voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject matter experts in occupational education and private postsecondary school administration.

- New Creation College is a private institution, approved to operate by the Bureau for Private Postsecondary Education (BPPE). Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Phone (916) 431-6959 / Toll free (888) 370-7589 / Fax (916) 263-1897 / [www.bppe.ca.gov](http://www.bppe.ca.gov)
- This Alcohol & Drug Counseling program meets standards set forth by the California Consortium of Addiction Programs and Professionals (CCAPP), Physical Address: 2400 Marconi Ave., Suite C, Sacramento, CA 95821  
Phone: (916) 338-9460  
/ Fax: (916) 338-9468 /  
[www.ccapp.us](http://www.ccapp.us)

## Statement of Ownership

New Creation College is operated by New Creation College, Inc., a California Corporation.

## Officers and Key Personnel

Glenn Swanson	Founder and Chief Executive Officer
Carol Swanson	Chief Financial Officer
Monireh Karimkhani	Chief Academic Officer

## Program Offerings

PROGRAM TITLE	PROGRAM CODE	CIP	SEMESTER CREDITS	INSTRUCTIONAL/ EXTERNSHIP HOURS	OUTSIDE WORK
<b>Certificate</b>					
Substance Use Disorder Counseling	SUD	51.1501	25	300	255

## College Holidays for All Programs

HOLIDAYS	2017-2018	2018-2019
Martin Luther King, Jr. Day	January 16, 2017	January 15, 2018
President's Day	February 20, 2017	February 19, 2018
Memorial Day	May 29, 2017	May 28, 2018
Independence Day	July 4, 2017	July 4, 2018
Labor Day	September 4, 2017	September 3, 2018
Thanksgiving Day & Day After	November 23-24, 2017	November 23-24, 2018
Winter Recess All programs	December 25, 2017- January 3, 2018	December 24 - January 2, 2019

## Academic Calendar and Program Start Dates for 2017-2018

Not all programs, program start dates or sessions are available at all campuses. Applicants/students must check with the campus/program to ensure availability. Program start dates may be added at the discretion of the College.

### Certificate Programs

#### Substance use Disorder Counseling Program Costa Mesa

Program Start Dates	Expected Program Completion Dates
2/13/2017	10/25/2017
3/15/2017	11/29/2017
4/12/2017	01/04/2018
5/10/2017	02/02/2018
6/08/2017	03/05/2018

#### Substance use Disorder Counseling Rancho Cucamonga

Program Start Dates	Expected Program Completion Dates
2/20/2017	11/1/2017
3/20/2017	12/1/2017
4/17/2017	1/9/2018
5/15/2017	2/7/2018
6/13/2017	3/9/2018
7/12/2017	4/6/2018
8/9/2017	5/4/2018
9/7/2017	6/4/2018
10/5/2017	7/2/2018
11/2/2017	8/1/2018
12/4/2017	8/30/2018
1/10/2018	9/28/2018

## ADMISSIONS INFORMATION

The College seeks to admit students who possess the appropriate credentials and have demonstrated capacity or potential that indicates a reasonable probability of success in completing the educational programs offered by the College. To accomplish this, the College evaluates all students and makes admissions decisions on an individual basis following the admission policies set forth in this catalog.

Students are encouraged to apply for admission as soon as possible for a specific program and start date. Applicant families are encouraged to participate in the enrollment process so that they may have an opportunity to ask questions.

Students must complete the entire admissions process before the first day of class for all programs. Students who fail to complete the admissions process prior to the first day of class may be required to reschedule to another start date.

### General College Admission Requirements

Listed below are the requirements and procedures that the College has established for admission to the College:

- Students are required to visit the College prior to enrollment to obtain a clear understanding of the College, view the facilities and equipment and meet with staff and instructors.
- All applicants are required to complete an application form and engage in a personal interview with an Admissions Coordinator.
- All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
- Applicants enrolling in the SUD program under 18 years of age must reach their 18<sup>th</sup> birthday prior to the expected start date of their Clinical Externship.
- All applicants must pay a non-refundable registration fee upon enrollment.
- Applicants enrolling in the College who have a misdemeanor conviction should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field. Certain misdemeanor convictions may prevent a student from successfully completing the desired program due to the inability to place students on externship or clinical sites; therefore, in these instances, the College reserves the right to deny admission. **Be sure to discuss licensing eligibility concerns and the effects of a criminal background on your professional career with your Admissions Coordinator, in consultation with Director of Education.**
- An applicant for enrollment at the College must possess a diploma from an accredited high school or the recognized equivalent prior to enrollment in order to enroll in the College. Acceptable proof of high school graduation or equivalency must be submitted as follows:
  1. Applicants enrolling in all programs must provide a copy of their high school diploma, transcripts, or a copy of their official GED or HSET certificate prior to enrolling for classes.

### Admissions Policy for Applicants with Felony Convictions

The College does not accept admissions applications from prospective students with outstanding, unsolved felony convictions. The College does not believe that students should make a substantial investment of time, money, and potential debt if the ability to secure employment in the field of training is unlikely. If you have a felony conviction, please disclose that information to your Admissions Coordinator and they can provide further information.

### Re-enrolling Students

In some cases, students wishing to re-enter may be required to appeal for readmission. This appeal must be approved by an Appeals Committee comprised of faculty and/or staff as deemed appropriate by the College.

Re-entering students may be required to complete competency testing to determine their ability level before being approved for re-entry. Students may be required to repeat previous modules or courses for which they received credit if they cannot demonstrate competency. These modules or courses may not be eligible for Title IV funding. All current and prior coursework will be counted towards the maximum time frame of the program. The ability to re-enter the College is on a seat availability basis. Students who drop or cancel voluntarily and who wish to reenter may do so upon meeting with the Director of Education or applicable Program Director under the following conditions:

- The student has no conduct or behavioral issues which will impede campus operations, security, or externship or clinical placement.
- The student resolves any financial issues to the satisfaction of the Financial Aid Office.
- There is seat availability to accommodate the student's reentry into the next module or course.



- The student participates in academic advisement with the Director of Education if there are issues with grades or attendance.

Students in good standing who drop due to scheduling or availability of a course or module or session change need only the signature of the Director of Education to be approved for reentry.

## **Additional Requirements for Clinical Externships**

All individuals interested in admission to the SUD program should be aware they may be required to have the following:

1. A physical examination which attests to the individual's ability to meet the physical and mental requirements necessary to perform functions.
2. A negative TB test (PPD) within 12 months and prior to externship placement and/or chest x-ray when indicated.
3. Immunity to Mumps, Rubella and Varicella verified with proof of vaccine or titer.
4. Immunity to Tetanus, Diphtheria and Pertussis verified with proof of vaccine or titer.
5. Hepatitis B - Proof of immunity or proof of series.

## **Statement of Non-Discrimination**

The College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, Veteran, military service status, age, or disability. The College complies with all local, state and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the Campus Director, who will apprise students of the procedures available for resolving complaints relating to alleged unlawful discriminatory actions.

## **College Program and Policy Changes**

The College, at its discretion, may make reasonable changes in program content, materials and equipment as it deems necessary in the interest of improving student educational experiences. The College reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. When class size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When federal, state, accreditation, or professional policy or standard changes occur the College is required to make appropriate changes and will attempt to minimize the effects of any change on current students.

## **Pregnancy**

Students for SUD program must inform the Director of Education of their pregnancy and must provide a complete medical clearance from their treating physician prior to attending externship.

## **Experiential Learning**

The College does not grant academic credit for experiential learning. As applicable, previous education and training for all Veterans and eligible persons is evaluated for transfer credit.

## **English Instruction**

Instruction at the College is delivered in English. Students must be able to read, write, speak, understand, and communicate in English.

## **Notice Concerning Transferability of Credits New Creation College**

The transferability of credits you earn at New Creation College is at the complete discretion of the institution to which you seek to transfer. Acceptance of the diploma or certificate you earn in your educational program at New Creation College is also at the complete discretion of the institution to which you seek to transfer. If the credits, diploma, or certificate that you earn at New Creation College 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 New Creation College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending New Creation College to determine if your credits, diploma or certificate will transfer.

## **Advanced Placement**

The College does not award academic credit for advance placement testing.

## **Credit for Previous Training**

A student applying for transfer credit in any program must submit official transcripts from an accredited and approved institution to the College for review prior to the beginning of the program. Copies of course descriptions, college catalogs, and course syllabi may also be required for evaluation purposes.

The Director of Education, in consultation with the appropriate Program Director, will evaluate previous education and training that may be applicable to the program offered at the College. Credit may be given if the education or training was completed at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) where courses and credit values are comparable to those offered at New Creation College and a letter grade of at least C or numerical grade of at least 70 was earned. Credit may be given where courses and credit values are comparable to those offered at New Creation College and a letter grade of at least B or numerical grade of at least 80 percent was earned.

Only official transcripts will be accepted for transfer credit evaluation, and any coursework to be considered for credit must have been completed within the previous five years.

If official transcripts are not received prior to beginning the program, credit will not be awarded for prior coursework. For accepted coursework or training, the student may be required to demonstrate competency in those courses.

The College will conduct an evaluation of previous education and training for all Veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the Veterans Administration and student accordingly.

Transfer credits are not used in determining grade point averages (GPAs). Credits or clock hours associated with credit for previous training will be counted towards maximum time frame. Recognition of credits earned at another postsecondary institution is limited to no more than 75 percent of the total hours required for completion of a designated program.

## **Articulation Agreements**

The College does have articulation agreements in place with other institutions that allow for the transferability of credits to New Creation College. Ask the Admissions representative for more details.

## **Programs Preparing Graduates for a Field Requiring Licensure**

Under California law, the College must take reasonable steps to ensure you are eligible for licensure if you choose a program that prepares you for a field where licensure is required. There are numerous eligibility requirements for licensure, depending on the field. Be sure to carefully read these requirements and do further research if you have any concerns about your ability to achieve licensure. Discuss any concerns with your Admissions Coordinator and Program Director. If you choose to pursue training despite the fact that you may not be able to achieve licensure, you must indicate that and sign a release to that effect.

Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed.

## **State and National Board Examinations**

State and national licensing and/or certification and registration examinations or processes are the student's responsibility. The College will provide students with information regarding test dates, locations, and fees whenever possible. Students should be aware that all test fees, unless stated on the Enrollment Agreement, are in addition to the tuition paid to the College. Students who choose to participate in state and national licensing and/or certification or registration examinations or processes are responsible for paying the sponsoring organizations.

Students are responsible for confirming their eligibility for any licensing, certification or registration. Additionally, students are encouraged to understand any changes or additional requirements that may apply to the licensure, certification or registration requirements.

## Licensure/Certification Requirements

### Certified Substance Use Disorder Counseling

Although it is not required to work as a Substance Use Disorder Counselor in California, graduates may pursue RADT1 and RADTII the California Consortium of Addiction Program & Professionals (CCAPP). Detailed information is available at [www.ccapp.us](http://www.ccapp.us)

## ACADEMIC INFORMATION AND COLLEGE POLICIES

### Grading System

Progress and quality of student work in the diploma programs are measured by a system of letter grades and grade percentages as shown below. Progress reports are issued to students at the completion of each module for diploma programs or each term for degree programs. Grades are based on the quality of work as shown by learning deliverables as indicated on the module or course syllabus.

### Grading Scale

PROGRAM GRADING SYSTEM		PROGRAM					
Letter Code	Percentage	Letter Code	Percentage	Passing	Included in Credits Attempts	Included in GPA	Quality Points
A	90-100	A	90-100	Yes	Yes	Yes	4.00
B	80-89	B	80-89	Yes	Yes	Yes	3.00
C	70-79	C	75-79	Yes	Yes	Yes	2.00
D	60-69 Fail	D	70-74 Fail	No	Yes	Yes	0.00
F	0-59 Fail	F	0-69 Fail	No	Yes	Yes	0.00
I	Incomplete	I	Incomplete	No	Yes	No	N/A
P	Pass	P	Pass	Yes	Yes	No	N/A
TC	Transfer Credit	TC	Transfer	Yes	Yes	No	N/A
W	Withdraw	W	Withdraw	No	Yes	No	N/A
**	Repeated Course	**	Repeated Course	No	Yes	No	N/A

**Pass/ Fail for Each Level - Passing is 75% or greater**

*\* NOTE: A student who fails to achieve a passing grade in the clinical portion of a course cannot progress in the program.*

### Interpretation of Grades

Grades represent the instructor's final estimate of the student's performance in a course. The grade of A may be interpreted to mean that the instructor recognizes exceptional capacity and exceptional performance. The grade of B signifies that the student has gained a significantly more effective command of material than is generally expected in the course. The grade of C is the instructor's certification that the student has demonstrated the required mastery of the material. A student is graded C when his/her grasp of the course essentials is minimal. The D and F grades indicate failure to master the essentials and the necessity for repeating the course before credit may be earned.

## **Incomplete Grades**

An "incomplete" cannot be given as a final grade. At the end of a module or course, a student's failure to complete the required class work, clinical hours, assignments and/or tests will result in an incomplete grade.

## **Repeated Modules or Courses**

Students who do not achieve a letter grade of "C" or better in any course or module are considered to have failed that course or module and must repeat it. When students repeat a failed course or module, the grade received is used to calculate the cumulative GPA. Both the original and repeat attempts will be counted in rate of progress calculations. If repeating the course or module is required, the length of the program must not exceed 150 percent of the published program length. Students may repeat a failed course or module only once. Additionally, the ability to repeat a course or module is on a "seat availability" basis. A student's training may be interrupted if the course or module to be repeated is not available until a later date.

## **Student Appeal Procedures**

Students have the right to appeal decisions made and policies enforced by the College. Appeal considerations will be based on the student's overall attendance record, academic progress, professional development, instructor recommendations, and, if applicable the circumstances surrounding the occurrences that resulted in excessive absences or failure to maintain satisfactory academic progress. A student must submit a written letter to the School Director to be reviewed by an Appeal Board. The Appeal Board shall consist of three (3) attending members. Students must provide supporting documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. The student will be notified of the Appeal Board's decision within 7-10 business days following the receipt of the student's appeal. The decision of the Appeal Board will be final.

## **Process for Students with Denied Appeals**

The student must remain out of school for 6 months following the module in which the appeal was denied. The student may request an additional appeal for reinstatement. The student must demonstrate accomplishment of changes that show a level of college readiness that can reliably predict success. Decisions regarding reinstatement to the College will take into consideration factors such as grades, attendance, account balance, conduct and the student's commitment to complete the program within the maximum time frame allowed pursuant to the College's policy on Satisfactory Academic Progress. Dismissed students who are reinstated will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate at the time of reinstatement.

## **General Graduation Requirements**

To be eligible for graduation, a student must:

- Pass all modules or courses;
- Complete all required externship training hours and meet all objectives evidenced by satisfactory evaluations;
- Complete the program within maximum time frame allowed;
- Be in good financial standing with the College and attend all graduate/financial aid exit interviews;
- Pass the program's exit examination, if applicable.

## **Program Measurement**

The College measures its programs in semester credits and clock hours, as delineated in the program information. Both methods of measurement are provided to assist in comparing the program length to other institutions programs.

## **Clock hours are defined as follows:**

A clock hour is a minimum of 50 minutes in which lectures, demonstrations, and similar class activities are conducted.

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit. For lecture classes, one semester credit is equal to 18 clock hours.

## **Maximum Students in a Typical Classroom**

- The number of students in a classroom may vary based upon programmatic requirements, number of instructors and instructional assistants assigned to the class.
- Typical classroom lecture settings range from approximately 15 to 25 students.

## **Non-Credit, Remedial Coursework**

- Students enrolled in the College are not offered non-credit or remedial coursework.

## **Attendance Requirements and Policy**

The student must attend all class sessions in order to successfully complete any academic program. The policy is designed to assist students in accomplishing their academic goals and to fully prepare them for the professional environment they will encounter in their professional field.

The College emphasizes the need for all students to attend classes on a regular and consistent basis. Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in a highly competitive job market. Attendance is recorded on a daily basis and excellent attendance may enhance a student's employability. Students are encouraged to schedule medical, dental, and personal appointments before or after school hours and should notify the Instructor if they plan to be tardy or absent.

Students missing from class a total of 15% in any 4-week period (3 absences) shall receive a warning from instructor. Students missing 20% (4 absences) or more may be placed on a 30-day probation period. Students exceeding 20% absences shall be directed to the Director of Education for further determination. A student who is consecutively absent for 14 calendar days (including Saturday and Sunday) will be terminated from the program altogether.

## **Make-Up Work Tests**

Students are required to make up all assignments and work missed as a result of legit absences. Arrangements to take tests missed because of an absence or tardiness can only be made with instructor and the Director of Education's approval. Highest make up test grade that will be granted to any students due to absent will be 70% and for home work is 50%.

Regardless of the completion of work, being late or missing attendance in any scheduled class will be counted as tardiness or absence. Clinical and externship hours must be completed at an assigned clinical or externship site. Refer to the program syllabus for details regarding the policy for completing missed work for particular programs.

## **Make-Up Work Assignments**

In addition to outside preparation and study time, regular classroom activities, are required to complete the class assignments. The type of outside preparation will vary by module or course and may take the form of homework assignments, projects, reading and required studying. The amount of time spent for outside preparation will vary according to individual student abilities and the complexity of the assignments. Students are responsible for reading all study materials issued by their instructors and must turn in homework assignments at the designated time in order to receive a full credit.

## Required Outside Preparation and Study Time

In addition to outside preparation and study time, regular classroom activities are required to complete the class assignments. The type of outside preparation will vary by module or course and may take the form of homework assignments, projects, reading and required studying. The amount of time spent for outside preparation will vary according to individual student abilities and the complexity of the assignments. Students are responsible for reading all study materials issued by their instructors and must turn in homework assignments at the designated time in order to receive a full credit.

## Externship and Clinical Experiences

Externship and clinical experiences required in some programs enable students to work with patients/clients to apply the competencies and practices learned in the classroom. Students participating in externship and clinical experiences work under the supervision of a qualified assigned preceptor, as determined by College faculty, in participating sites and under the general supervision of College staff. Students are evaluated by supervisory personnel and evaluations are placed in the student's permanent record. Externship and clinical guidelines and requirements for SUD program may be obtained from the Externship Coordinator.

The following applies to all students who are required to complete externship or clinical experiences:

1. Students are expected to meet all host site requirements.
2. Site assignments are determined by the College. Students may be terminated from the program if they refuse the clinical or externship site assignment.
3. Externship and clinical sites are selected to meet the objectives of the program. Students are required to travel to the clinical site. In many cases, this may require travel that is a greater distance than the student's commute to the campus.
4. Site locations within a specified distance from the campus or from a student's home cannot be guaranteed.
5. The College reserves the right to re-assign site assignments and locations as needed to ensure that program requirements are met.
6. Students must arrange and pay for their own transportation to and from their assigned clinical or externship experience, including any parking charges at the host site.
7. Students should expect the hours and days to vary depending on the host site. Shifts on externship or clinical experience can range from 6 to 8 hours, occurring any hour of the day, afternoon, or evening and any day of the week.
8. If students are going to be absent from their clinical or externship site, they are required to notify their designated supervisor and a Career Services staff member.
9. Students must make up all absences that occur during clinical or externship experiences to ensure that the required hours are completed prior to the end of the scheduled period.
10. Students enrolled in a program that requires an externship are expected to immediately begin that portion of their program, upon successful completion of all classroom requirements.
11. Externship students are encouraged and should be prepared to participate in their externship training on a full-time basis (30-40 hours per week).
12. Students are expected to abide by the College's Conduct Policy at all times while on externship or clinical experiences as well as the policies and procedures of the site.

## Field Trips and Guest Lectures

Field trips to program-related medical clinics businesses facilities may be scheduled by the instructor and/or Program Director. The purpose of field trips is to introduce students to the career field in their area of study and to augment classroom instruction. Guest lectures and speakers may be scheduled to reinforce classroom training. All field trip must be pre-authorized by the Dean of Education two weeks prior to the trip. It is the instructor responsibility to complete all the appropriate paper work and turn it in to be reviewed prior to the activity by the Dean of Education.

## Leave of Absence

A leave of absence (LOA) may be granted in the case of extenuating circumstances that may require students to interrupt their education. The LOA must be requested in handwritten form by the student and approved by the College, in accordance with the College's LOA procedure.

Examples of extenuating circumstances that may qualify a student for LOA include:

- military duty;
- serious injury or illness of a student that prevents the student from attending school;
- serious injury or illness of a family member that prevents the student from attending school;
- maternity;
- extenuating circumstances as approved by the Director of Education.

### Leave of Absence Procedure

Students must submit a hand-written request for a LOA to Student Services. Student Services and the Director of Education will review the student's eligibility for a LOA and ensure that all information and documentation has been provided.

There must be a reasonable expectation that the student will return from the LOA in the period indicated, in order for a LOA to be granted. The student will be informed, in writing, of the decision to grant or deny the request for LOA by the Director of Education.

Prior to the beginning of a LOA, the student must meet with the Financial Aid Department to determine the financial aid implications of taking a LOA.

### Additional Provisions

- Students may not exceed 180 calendar days on LOA within a continuous 12-month period.
- If an LOA occurs anytime during a module or course in progress, students may be required to retake those courses in their entirety. Students will receive a W grade for such module or courses.
- Students will not be eligible for any financial aid while on LOA and may be required to complete additional financial aid documents.
- Students who fail to return from LOA on the scheduled date will be dismissed from the program. This may impact a student's loan repayment obligations.
- Student must provide medical documentation or attestation stating the student must be available to care for the family member and the date the student is expected to return to school.
- Extenuating circumstances: Students encountering other extenuating circumstances not listed above may apply for a LOA by providing documentation of the circumstances. The determination of whether these circumstances are appropriate grounds for a LOA are at the discretion of the College.
- The College will provide students with a tentative schedule based on the estimated return date. Schedules cannot be guaranteed and students may have to return to a different session depending on course availability.

## Termination Policy

A student is subject to termination for violating any of the following:

- Failure to maintain satisfactory academic progress
- Failure to comply with the College's attendance policy
- Failure to comply with the College's conduct policy
- Failure to meet financial obligations to the College
- Failure to fully comply with program, clinical and/or externship requirements
- Failure of the same course or module twice
- Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement
- Failure to return from a LOA

## Program Transfers

Students who have begun their training and wish to transfer to another time must seek permission from the Director of Education.

## Campus Transfers

Students who have started their training at one New Creation College campus who wish to transfer to another New Creation College campus to complete the same program must receive clearance from both campuses. All credits attempted and earned at any New Creation College campus will be considered in measuring the rate of completion for SAP and maximum timeframe. Satisfactory arrangements to pay outstanding balances existing at the time of transfer must be approved by the Campus Director or Director of Education.

## Withdrawal from the College

Students who wish to withdraw from the College should contact the Student Services Coordinator and must meet with the Financial Aid office. Regardless of the circumstances of withdrawal or the date of notification to the College, the official withdrawal date is the last date of class attendance.

## Re-entering Students

In some cases, students wishing to re-enter may be required to appeal for readmission. This appeal must be approved by an appeals committee comprised of faculty and/or staff as deemed appropriate by the College.

Re-entering students may be required to complete competency testing to determine their ability level before being approved for re-entry. Students may be required to repeat previous modules or courses for which they received credit if they cannot demonstrate competency. All current and prior coursework will be counted towards the maximum timeframe of the program. The ability to re-enter the College is on a seat availability basis.

### Student Re-entries:

- Students who drop voluntarily and who wish to re-enter may initiate the process with an admissions representative.
- Admissions will coordinate the re-entry process for the student.
- Financial Aid Office will review and approve/deny the re-entry to ensure that any financial aid issues are resolved.
- Student Resource Center will review and approve/deny to confirm that any payment plans are current or need revision.
- The Director of Education or Program Director, without consultation or approval of an appeals committee, will review and approve the re-entry ensuring:
- The student has no conduct or behavioral issues which will impede campus operations, security, or externship or clinical placement.
- There is seat availability to accommodate the student's re-entry into the next module or course.
- The student participates in academic advisement with the Program Director or Dean of education if there are issues with grades or attendance.
- Students in good standing who drop due to scheduling or availability of a course or module or session change need only the signature of the Director of Education to approve the re-entry.

Applicants admitted as "Alternate Students" that are cancelled because class capacity has been met may re-enter without additional requirements when they are offered a seat in the next available class within one year of time of admission. Beyond one year, "Alternate Students" may be required to complete a health examination, background check, and/or drug screening.



## **STUDENT SERVICES**

Services to students are available to provide resource information that makes college life easier. In one convenient location, basic student questions, needs and requests in the areas of academics, finance, and co-curricular activities can be obtained. Students are encouraged to visit the staff with registrar requests, payment questions and any questions regarding transportation, childcare, professional counseling services in the community, and other information, as available, to address special concerns that may arise while attending the College.

### **Orientation**

All new students attend an orientation session prior to the first day of class. Students will be informed of the date and time of the scheduled orientation during the enrollment process.

### **Advising/Tutoring Assistance**

Faculty and staff are committed to assisting students with academic advising and tutoring, when needed. Students are strongly encouraged to meet with their instructors to discuss any academic concerns.

The College provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regularly scheduled class time. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors or Student Services.

### **Housing**

The College does not maintain or assume any responsibility for residential student housing. Approximate cost for a one bedroom apartment in the vicinity of our campuses ranges from \$1000 - \$1500/month.

### **Parking**

The Costa Mesa Main campus has parking options available to students:

- Street parking is available near and around the College.
- Daytime and evening parking is available in the New Creation College property parking lot.

### **Graduate Refresher Courses**

The College offers its graduates skill refresher courses. Courses or modules may be audited at no additional charge, subject to space and equipment availability. The cost of any uniform, books, supplies, and/or parking will be the responsibility of the graduate. Students must submit a request to Career Services for an assessment of the graduate's specific needs. In order to audit the course, the graduate must have graduated from the College within the previous 12 months.

### **Graduation Ceremony**

Graduation ceremonies recognize the efforts of the College's graduates. Upon successful completion of SUD program, graduates are encouraged to attend a graduation ceremony. Graduates must also be in financial good standing with the College to attend the ceremony.

### **Career Services**

The Career Services Department is a vital part of the student's educational program. Although employment cannot be guaranteed, the purpose of the Department is to actively assist students and graduates in obtaining desirable employment. The Career Services Department assists students and graduates in a broad range of career planning and advising activities including resume writing, interviewing skills and follow-up preparation, developing job opportunities through leads and networking, completing job applications and professional attire workshops.

Students and graduates are strongly encouraged to take advantage of every opportunity to work with the Career Services Department to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual, dedicated effort by both the graduate and the Career Services Department. Graduates are also encouraged to

actively and energetically seek employment opportunities on their own, keep records of their contacts, and inform their Career Services Specialist of the results of these efforts.

Employment assistance services are available to all students who successfully complete the requirements for graduation in their program. Employment opportunities may be limited for anyone who has a criminal background. Although a high school diploma or GED may not be a requirement for enrollment in some programs, without a high school diploma or GED, your employment opportunities may be limited.

## **STUDENT POLICIES AND PROCEDURES**

### **Copyright Infringement Policy**

Introduction – Courts have imposed fines against individuals found guilty of violating copyright laws. The purpose of this policy is to officially notify all students, faculty and staff, that it is a violation of federal law and New Creation College policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators' may be subject to civil and criminal prosecution under federal law, as well as personal sanctions specified in the New Creation College policy. The following is the New Creation College Copyright policy:

File sharing – File sharing software is commonly used to download music and movies from the Internet. Many don't realize that this software may turn your personal computer into a server, or upload site, even if that was not your intent. Many worms, viruses and other malicious code get transferred during peer-to-peer transfers, too. Files on your network connected PC may then be illegally shared with every other person connected to the World Wide Web. It is imperative that the file sharing capability of these systems be disabled. If you do not know how to disable this function, please contact the Front Office. Industry representatives aggressively monitor the Internet to discover incidents of illegal file sharing. When violators are discovered, they contact the network owner and/or the Internet service provider and demand that the offending device be disconnected from the network. To protect the user and New Creation College from further responsibility under federal copyright law or New Creation College policy, the New Creation College IT Specialist will disable network access for any machine for which a complaint of copyright infringement has been received.

Scanning – Administrative computers provide optical scanners to faculty and staff. These scanners could be used to copy (using the photocopier method) a book, journal or other printed material. The result is a computer file with the image of the book or journal pages. This page could be printed or read from the computer screen. The principle is the same; to reproduce copyrighted material into an electronic format. This is also a violation of the copyright law if done in excess of the accepted 'fair use'.

Legal Liability – You can be sued for sharing copyrighted applications, songs and other digital materials without the permission of the copyright holder. For more information check the resources below.

Fair Use and Copyright Law – The Copyright Law provides a set of rules regarding library productions. Our library complies with the law. The Copyright Law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research. If the user makes a request for, or later uses a photocopy or reproduction for the purposes in excess of the 'fair use' provision, that user may be liable for copyright infringement.

New Creation College reserves the right to deny a copying order from any staff or faculty member, if, in its judgment, fulfillment of the order would involve violation of copyright law.

### **Dress Code**

Students are expected to maintain a neat, clean appearance at all times during their training, both on campus and at externship and clinical sites.

## Academic Honor Code

Academic honesty, integrity and ethics are required of all members of the College community. Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational aims of the College at all times. Academic integrity and honorable behavior are essential parts of the professionalism that will be required well beyond graduation from the College.

The general public, professional organizations and accrediting bodies hold individuals in the Health Care industry to a high standard and expect us to monitor the professional behavior of our colleagues. As future health care professionals, students at the College have a responsibility to follow this model and guide their actions to serve the best interest of their fellow students, faculty and potential patients by maintaining the highest degree of personal and professional integrity. Students are representatives of their profession both within and outside of the academic environment. Therefore, allegations of misconduct by any student of the College will be taken very seriously.

Work for which students receive credit must be the result of their own effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever a student undermines the academic integrity of the College or attempts to gain an unfair advantage over others.

There are four possible consequences for violating the College's Honor Code:

1. Failure of the assignment/test.
2. Failure of the module or course.
3. Termination from the program.
4. Rescinding of a diploma or degree.

All violations of the Honor Code will be reported to the College's Administration to investigate. Individual reports will also be evaluated in the context of potential patterns of dishonesty. The faculty, in conjunction with Administration, will make a determination of the effect on student status and/or course grades resulting from substantiated reports of honor code violations.

Academic dishonesty jeopardizes the quality of education provided and depreciates the genuine achievements of others. It is everyone's responsibility to actively deter it. Ignoring the presence of academic dishonesty is not acceptable.

All members of the College community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Students, faculty, and staff are all responsible for understanding and upholding the College's policy.

## New Creation College Ethics Reporting

If a student is a witness to violations of College policy, the College asks that the violation be reported immediately. Students who feel uncomfortable talking to the Campus Director or Director of Education should follow the process outlined in the Student Grievance Policy. If the student prefers to make a confidential report, Ethics Reporting is available anytime at the following email address: [ethics@nccollege.edu](mailto:ethics@nccollege.edu).

## Conduct Policy

Students must conduct themselves in an orderly and considerate manner at all times when on College premises. Students must be present for classes in a coherent and receptive condition. Any behavior that disrupts the College environment, including but not limited to cheating, harassment, fighting, use of profanity and stealing, is not acceptable and may lead to probation, suspension or dismissal from the College.

Use of cell phones is not permitted during any class or lab session or at clinical/externship sites, and should be kept to a minimum while on campus. Faculty and staff have the right to confiscate cell phones used during scheduled class, lab or clinical/externship periods.

In addition, children or other visitors (18 years of age and approved by the College) are not allowed in class or on campus at any time.

**Note:** Programs may have specific conduct policies, and violation of those specific conduct policies may result in disciplinary action.

## **Sexual Harassment/Violence Prevention**

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtation, advances or propositioning, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures anywhere on College property, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member or other employee of the College shall threaten or insinuate, either explicitly or implicitly, that a student or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other College employee should bring the matter to the attention of the Campus Executive Director or Human Resource Administrator at the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention of the aforementioned College officials.

The College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

## **Violence against Women Reauthorization Act of 2013 (VAWA)**

On March 7, 2013, President Obama signed the Violence against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4) which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

New Creation College adheres to the VAWA of 2013 and includes annual security reports online to students, employees, prospective students, and the general public.

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence against Women Act of 1994 as follows:

Domestic violence means a felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the victim, (2) a person with whom the victim shares a child in common, (3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

## Family Educational Rights and Privacy Act of 1974, As Amended (FERPA)

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

### Review and Correction

A student has the right to inspect and review his/her educational records within 45 days from the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed. If circumstances prevent the student from inspecting and reviewing the records in person, such as distance or disability, or other circumstance, a copy of institutional records may be provided at the College's option. A charge will be assessed to the student for such copies.

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

### Voter Registration

New Creation College encourages all students to participate in local, state, and national elections. As part of our responsibility to promote good citizenship, as well as good scholarship, the College urges all students to register to vote. If you are not registered follow the link to <http://www.sos.ca.gov/elections/> who are not registered to vote are reminded that, to vote in the State of California, they must register at least 15 days prior to an election.

### Constitution and Citizenship Day

September 17 has been designated as Constitution Day and Citizenship Day to commemorate the signing of the Constitution in Philadelphia on September 17, 1787. Federal, State, and local officials, as well as leaders of civic, social, and educational organizations, are to conduct ceremonies and programs that bring together members within their organization to reflect on the importance of active citizenship, recognize the enduring strength of our Constitution, and reaffirm our commitment to the rights and obligations of citizenship in this great Nation.

### Disclosure of Educational Records

Information defined as Directory Information may be released without a student's consent. The College defines Directory Information to include:

- Name
- Address
- Phone Number
- Email address
- Birthday and month
- Enrollment Status/Grade Level (e.g. First Term, Second Term, etc.)
- Date of Graduation
- Diploma / Certificate and Honors Received
- Photos
- Major Field of Study
- Dates of Attendance
- Participation in officially recognized activities and sports
- Most Recent School Attended
- A student ID

**Note:** A student's Social Security number can never be considered Directory Information.

A student may opt out of Directory Information disclosure by submitting a written request to the Registrar within 80 days of the student's start of classes.

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

Generally, schools must have written permission from the student in order to release any personally identifiable information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

It is possible, under limited circumstances, that your record could be disclosed by one of the parties listed above, to another authorized representative with a legitimate educational interest. For example, your record may be provided to the US Department of Education for audit purposes, and the Department could share that record with the Office of Inspector General.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Complaints must be filed within 180 days of the alleged violation and specify the violation with enough detail to identify the referenced violation. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office Department of Education Independence Avenue,  
SW  
Washington, DC 20202-4605**

The College will maintain a log of all written FERPA record requests including the records disclosed and the interest of the parties who requested the records.

Additional FERPA information available from the College's Student Resource Center includes:

- Procedures for the inspection and review of records
- Procedures for requesting amendment of records
- Other related procedures

## **Student/Employee Fraternization**

Employees of the College are prohibited, under any circumstances, to date or engage in any fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Further, employees may not entertain students or socialize with students outside of the College environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College.

Inappropriate employee behavior includes, but is not limited to: flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, social networks, etc.) unrelated to course work or official College matters; giving or accepting rides; giving or offering housing; selling or buying anything even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and will follow the same guidelines as are presented here for employees. If a student witnesses or hears of a College employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the College's School Director, Human Resources or email [ethics@nccollege.edu](mailto:ethics@nccollege.edu).

## Student Complaint/Grievance Procedure

Students with complaints/grievances relating to classroom matters should first discuss them with their instructor. Unresolved complaints/grievances must be put in written form and the following steps initiated:

- **Level 1:** Contact a Student Services Coordinator. If dissatisfied with the response or solution, go to the next level.
- **Level 2:** Contact the Director of Education (as applicable) and the Campus Director. If dissatisfied with the response or solution, go to the next level.
- **Level 3:** Contact the President/CEO of New Creation College.

If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges (ACCSC).

All complaints considered by ACCSC must be in written form, with permission from the complainant(s) for ACCSC to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by ACCSC.

Please direct all inquiries to:

### **Accrediting Commission of Career Schools and Colleges**

2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212

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

Complaints may also be directed to:

### **Bureau for Private Postsecondary Education**

P.O. Box 980818  
West Sacramento, CA 95798  
1-800-952-5210

## No Weapons Policy

The College prohibits all persons who enter College property from carrying weapons of any kind regardless of whether or not the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from the College.

## Drug and Alcohol Abuse Prevention

The College prohibits the illegal and irresponsible use of alcohol and other drugs. The College will strictly enforce federal, state, and local laws, as well as its own alcohol and drug policies and procedures which support these laws. It is the responsibility of every member of the College to know the risks associated with the use and abuse of alcohol and other drugs and to assist the College in creating an environment which promotes health-enhancing attitudes and activities.

The possession or use of drugs or alcohol is strictly forbidden on College premises or during any activities conducted off-campus. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in a student. Students who need counseling assistance for drug or alcohol dependency should contact the Campus School Director, Program Director or Student Services for referrals. All referrals will be kept confidential. Information on drug abuse prevention is available at the College for all students and employees.

The primary goal of students at the College is to achieve academic excellence. Illegal use of alcohol and other drugs will not be tolerated. Also, irresponsible use of alcohol by persons of legal age will not be excused.

1. At no time, will the College allow possession, use, and/or distribution of an illegal drug.
2. Students, employees, and guests must adhere to Federal, state and local laws and regulations.
3. The College will impose disciplinary action against students and employees for violating these standards of conduct, which may include suspension, termination of employment, or completion of a drug or alcohol rehabilitation program.
4. Brochures are available in the Student Resource Center and the Human Resources Department.



5. Information on Drug Awareness programs, counseling, treatment, and other related services are available through:  
The Center for Drug Abuse Treatment and Referral Hotline: 1-800-662-HELP
6. Students and employees seeking assistance in overcoming drug or alcohol related problems are encouraged to contact the Center for Drug Abuse Treatment.

The following guidelines describe the actions that may be taken when students are suspected of violating drug or alcohol policies:

1. Faculty or peers who suspect a student of alcohol or drug use/dependency (based on a pattern of behavior consistent with impairment) will document specific behaviors or confirmed evidence of such impairment. This documentation will be submitted in writing to the Campus Director who will determine the action to be taken. If the Campus Director/Director of Education and involved faculty feel the evidence is compelling and indicates violation of drug and alcohol policies, the student will be confronted with the concerns and evidence. The Campus Director and involved faculty will decide what type of follow-up is indicated, based on the outcome of this conference.
2. If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be **immediately** removed from that setting. The faculty member will discuss the concerns with the student. If reasonable suspicion still exists, the Director of Education (or the Campus Director in his/her absence) will be informed and will determine what actions need to be taken. Screening for drugs or alcohol will be required. The student will have to give consent for such testing and authorization for results to be made available to the College.

## Fair Practice Standards for Externship Experiences

Externship experiences are critical and invaluable portions of the College's educational programs. Externship experiences are an integral part of a student's education. To ensure that students get the maximum educational value and benefit from their externship experiences, the following policies are in effect for all programs:

1. Students are not to be paid for any of the activities they perform during their externship experiences.
2. Externship sites hosting the College's students are not to reduce their personnel as a result of the partnership to provide experiences for our students.
3. A site externship supervisor is to be present at all times during all of the procedures in which students are actively involved.
4. Students are allowed to procure gainful employment outside of their scheduled externship hours.  
If a student is an employee of the host site, hours worked as an employee do not count toward externship experience hours required.

## Student Record Retention

The College will maintain student records for each student, whether or not the student completes the educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). Student transcripts will be maintained indefinitely. Student records shall be retrievable by student name and shall contain all of the following applicable information:

- Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the College;
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to Financial;
- Copies of all tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
- A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student;
- A copy of documents relating to student Financial that are required to be maintained by law or by a loan guarantee agency;
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
- Copies of any official advisory notices or warnings regarding the student's progress;
- Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs pertaining to



- a complaint.
- The College shall maintain records of student attendance.

## FINANCIAL INFORMATION

The College believes that the cost of education is primarily the responsibility of the student. The Financial Aid office is available to all students to assist in financial advising and applying for aid through financial assistance programs.

### Program Tuition and Fees

Tuition and fees are subject to change. The schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are listed below:

*Effective for all students enrolling on or after September 1, 2016:*

Programs	Weeks	Program Hours	Sem. Credit Hours	Tuition	Reg.	Books	*Supplies	Total Charges
DIPLOMA								
Substance Use Disorder Counseling	37	840	25	\$1,2500.0	\$200.00	Included	Included	\$1,2500.00

### Tuition Payment

Tuition for the first enrollment period of the program selected is due at the first session of each module unless alternative arrangements are made with the Financial Aid Department. Payment may be made with cash, check, credit card, or money order made payable to New Creation College. Tuition payments should be made in person at the financial office during regular office hours or mailed prior to the due date. Checks that are returned for non-sufficient funds will be assessed a \$40 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order.

### Past Due Account

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good faith effort to keep their account current and in good standing, may be subject to late fees and College disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. In addition, the College reserves the right to withhold a diploma or degree and to deny requests for official or unofficial transcripts until the account is brought current. Students must also be in good financial standing to attend the graduation ceremony.

### Financial Assistance

At this time, College offers students several options for payment of tuition. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own.

### Financial Aid Eligibility Requirements

To be eligible for Financial Aid, a student must be:

- A citizen of the United States or an eligible Permanent Resident.
- Enrolled in an eligible program.
- Making satisfactory academic progress toward graduation.
- A high school graduate or the equivalent or have established eligibility by successfully passing a nationally recognized Ability-To-Benefit test prior to July 1, 2012.
- Not in default on a Financial Aid loan nor owe a refund to a Financial Aid grant received at any postsecondary college or institution.
- Have completed U.S. Selective Service requirements, if applicable.

If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full loan borrowed plus interest, less the amount of any refund. If you withdraw, a refund calculation will be completed and will be provided to you.

**Private Loans and Scholarships:**

Students and parents may apply for private loans and scholarships.

## **Cancellation and Refund Policy**

### **Student's Right to Cancel**

New students have the right to cancel the Enrollment Agreement including any equipment such as books, materials, and supplies, only unused items maybe returned and if notice of cancellation is made within seven (7) calendar days (excluding holidays) of enrollment or by the seventh (7th) calendar day following the scheduled program start date, whichever is later. Students who remain enrolled beyond Day 8 will be charged tuition and fees retroactive to Day 1 of the program.

Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on top of the front page of the Enrollment Agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the student cancels the Enrollment Agreement, the College will not charge institutional charges; however, the College retains the nonrefundable application fee and may charge for equipment not returned in a timely manner in good condition.

### **Withdrawal from Program**

Students have the right to withdraw from a program of instruction at any time. For the purposes of determining the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- Notify the College of withdrawal or the actual date of withdrawal; **or**
- The College terminates the enrollment; **or**
- Student fails to attend any classes for ten (10) consecutive scheduled class days, excluding College holidays.

If the student withdraws from the program after the period allowed for cancellation of the Agreement the College will calculate whether a refund is due, and if so, remit a refund within 45 days following the withdrawal.

### **Determination of the Withdrawal Date**

The student's withdrawal date is the last date of academic attendance as determined by the College from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the College's attendance records.

### **Verification and the Return Calculation**

If a student provides required verification document after withdrawing from the College, but within 45 days of the date of the notification informing the student of the requirements, and in time for the College to meet the 45-day return deadline. The College returns only the unearned portion of the inadvertent overpayment within 45 days of the College's date of determination that the student withdrew. Unearned inadvertent overpayments are returned according to the requirements for the return of unearned funds.

## CERTIFICATE PROGRAMS

### Substance Use Disorder Counseling

Length of Program: 40 Weeks - 840 Institutional Clock Hours – 25 Credit Hours 5 Days

Per week Monday to Friday

Morning Class: 8:00am-12:30pm

Evening Class: 5:30pm-10:00pm

Weekend Class: 8:00am – 4:30pm

Award: Certificate

This program will prepare those seeking a career as an entry-level Substance Use Disorder Counselor. The program's goal is to provide the alcohol and drug treatment field with knowledgeable and skilled counselors. The objectives are to meet the requirements and demand for certified counselors, to secure training-related employment, and to provide the student with opportunities for advancement. The 12 core functions of counseling including case management, basic counseling skills and methods, chemical dependency and the family, ethics and the law, treating special populations, counselor growth and burnout prevention, therapeutic theories and techniques and relapse prevention. A graduate that has proven his or her skills by completing our supervised practicum and has successfully passed the written examination of the International Certification & Reciprocity Consortium (IC&RC) can apply to be a Registered Alcohol and Drug Trainee Level II (RADT-II) as set forth by the California Consortium of Addiction Programs and Professionals (CCAPP) (formally, California Association of Alcoholism and Drug Abuse Counselors (CAADAC)).

COURSE #	COURSE TITLE	LECTURE HOURS	PRACTICUM HOURS EXTERNSHIP	TOTAL CLOCK HOURS	TOTAL CREDIT HOURS
SUD 101	INTRODUCTION AND OVERVIEW	90		90	3
SUD 102	PHYSIOLOGY AND PHARMACOLOGY	90		90	3
SUD 103	LAW AND ETHIC	90		90	3
SUD 104	CASE MANAGEMENT	90		90	3
SUD 105	GROUP AND FAMILY COUNSELING	90		90	3
SUD 106	PERSONAL AND PROFESSIONAL GROWTH	90		90	3
SUD 107	SUPERVISED PRACTICUM TAP 21		45	45	1
SUD 108	CLINICAL EXTERNSHIP			255	6
<b>Total:</b>		<b>540</b>	<b>45</b>	<b>840</b>	<b>25</b>

See Course Descriptions section for more information about each course listed above.

Graduation Requirement:

Upon completion of all sections of the program, with a grade average of no less than 75% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a diploma in Substance Use Disorder Counseling.

Classification of Instructional Programs (CIP): 51.1501

Standard Occupational Classification (SOC) Code: 21-1011, 21-1014, 21-1023, 21-1093

## TECHNICAL COURSE DESCRIPTIONS

### **SUD – Substance Use Disorder Counseling**

#### **SUD 101: INTRODUCTION AND OVERVIEW**

This four-week course is an introductory course in Substance Use Disorder Counseling. It will focus on the historical, theoretical, and practical aspects of abuse, addiction and chemical dependency counseling, stereotypes of alcohol/drug use, sociocultural factors that contribute to the use of drugs and the patterns and progression of alcoholism.

Prerequisite: None

#### **SUD 102: PHYSIOLOGY AND PHARMACOLOGY**

This course surveys the medical and pharmacological aspects of alcohol and psychoactive substances, includes theories and research pertaining to chemical dependency, pharmacological actions of drugs and drug classifications, medical and physical effects of alcohol and similar legal psychoactive drugs on the body. Additionally, the course will focus on damage to the brain, liver and other organs, tolerance, cross tolerance, and synergistic effects, physiological differences between males and females, the disease model, including signs and symptoms, neurobiological research and communicable diseases.

Prerequisite: None

#### **SUD 103: LAW AND ETHICS**

This four-week course is a review of legal and ethical issues governing the Substance Use Disorder counselor's responsibilities, including federal, state and local laws governing confidentiality and reporting and ethical practices associated with the Counseling field and related professional organizations.

Prerequisite: None

#### **SUD 104: CASE MANAGEMENT**

This four-week course instructs the student on the 12 Core Functions and Global Criteria, their documentation, practical application and review. The 12 Core Functions are as follows: Screening, Intake, Orientation, Assessment, Treatment Planning, Counseling, Case Management, Crisis Intervention, Client Education, Referral, Reports and Record Keeping, and Consultation.

Prerequisite: None

#### **SUD 105: GROUP, AND FAMILY COUNSELING**

This four-week course introduces the student specifically to the Micro Skills and allows them to apply them to Individual, Group and Family counseling scenarios in a classroom setting. Counseling is a relationship in which the counselor helps the client and/or family mobilizes resources to resolve his/her problems and/or to modify attitudes and values. This course must include practical applications in role play settings.

Prerequisite: None

#### **SUD 106: PERSONAL AND PROFESSIONAL GROWTH**

This four-week course educates the student on Professional Growth: Ethics and professional conduct/standards, counselor support and performance and maintaining ongoing education and training. This course also provides insight into the need for maintaining Personal Growth: recognizing personal strengths and limitations, effective stress and time management, as well as overall well-being and health.

Prerequisite: None

#### **SUD 107: SUPERVISED PRACTICUM**

This four-week course consists of (45) classroom hours and includes direct supervision by a qualified instructor. The instructor must also be available for consultation while the student is completing field work requirements.

Prerequisite: ADC 100-106

### **SUD 108: CLINICAL EXTERNSHIP**

The course is a specialized and supervised field work practice in a selected setting that will afford the student the opportunity to develop and refine their knowledge and skills in chemical dependency counseling. This course will focus on 300 hours of practical experience performed by students at an approved site and specific application of the 12 Core Functions in a clinical setting. Students will attend three hour per week at the College or externship processing. Students are not expected to receive any stipend or monetary compensation from the clinical site during externship. The student may complete both courses at a single site or the courses may be completed at two separate sites, if deemed necessary by the site or New Creation College.

Prerequisite: ADC 107

## **CAMPUS STAFF AND FACULTY LISTING**

### **Rancho Cucamonga Campus - Management Team**

<b>Glenn Swanson</b>	Founder and Owner of New Creation College
<b>Carol Swanson</b>	Chief Financial officer
<b>Monireh Karimkhani</b>	Chief Academic Officer / Campus President

### **Technical Course Faculty – All Programs**

#### **Alcohol & Drug Counseling**

**Instructors:** Elizabeth Naranjo

Robert Soucy

## **GENERAL QUESTIONS REGARDING THE COLLEGE**

Any questions regarding topics covered in this catalog or any other topics not covered in this catalog should be directed to the Chief Academic Officer.