

Catalog Addenda

New Addenda

Effective September 14, 2016

Discrimination Complaint Procedure – page 27

The Title IX coordinator and ADA/504 coordinator for Mt. Sierra College is:

Jon Persavich, Ph.D.
Provost and Chief Academic Officer
800 Royal Oaks Drive, Suite 101
jpersavich@mtsierra.edu
626-873-2152

The College will take the steps necessary to prevent the reoccurrence of discrimination, including harassment if it is found and remedy discriminatory effects on the complainant and others, if appropriate.

The College provides for the resolution of complaints regarding discrimination, hostile environment, and harassment on the basis of protected categories or activities. The following discrimination complaint procedures applies to all allegations of discrimination, as articulated in the Statement of Non-discrimination, whether carried out by employees, other students, or third parties, including allegations on the basis of disability, and for the failure to provide or implement approved auxiliary aids and services. Complaints of discrimination or harassment can be made orally or in writing to an instructor, Department Chairperson, administrator, or any management employee of the College. The Discrimination Complaint Procedure described below applies to complaints filed by students against any of the parties listed above.

A formal grievance should be filed as soon as possible following the actions considered discriminatory.

The College will provide an adequate, reliable, and impartial investigation that will be documented and thorough which adheres to the following process:

1. Neither the party alleged to have discriminated nor anyone related to or associated with the complaint or parties to the complaint will be chosen for the appeals panel
2. An appeals panel shall be selected within 10 business days of the filing of a complaint or grievance
3. The appeals panel will conduct a thorough, documented, and impartial investigation of the complaint
4. Both the complainant and alleged respondent may present witnesses and evidence for the appeals panel consideration.
5. The appeals panel shall send a memorandum detailing its findings and a recommendation for action within 21 calendar days of the receipt of the complaint/grievance to the complainant and respondent.

6. The written memorandum of finding will include:
 - a. Whether the College found the alleged conduct occurred, and whether it constituted discrimination;
 - b. Any individual remedies offered or provided to the complainant and/or any sanctions imposed on the respondent that directly relate to the complainant; (The respondent's will not include the remedies for the complainant unless they directly concern the respondent.)
 - c. Any other steps the College took to eliminate the hostile environment, if the College found one to exist, and prevent recurrence;
7. The evidentiary standard for the findings of the memorandum shall be preponderance of the evidence
8. The memorandum of findings shall be provided to the grievant and respondent and other parties to the complaint in writing
9. The grievant and respondent or other parties may request correction of any mistakes in fact included in the memorandum of findings on the basis of the evidence previously submitted, but may not provide new evidence
10. Any request for correction to the memorandum of finding must be submitted within three business days of receipt of the memorandum of findings
11. The Provost and Chief Academic Officer has 3 days to resolve any concerns of the complainant and respondent related to the memorandum findings.
12. The Provost and Chief Academic Officer shall submit a final written decision related to the complaint to the complainant and respondent within 7 business days after step 11 in this process is completed. When rendered this decision is final.

The Provost and Chief Academic Officer at his/her discretion may also consider whether interim measures are needed during and pending the results of the investigation, with minimum burden on the complainant. For example, a change in academic situations, provide counseling, and or academic support.

Discrimination and Complaint Procedures are found in the College Catalog. The catalog is available in hard copy or on the college's website. The College Catalog and complaint forms can be obtained from the Academic Services Support Coordinator.

Non-Academic Grievance Procedure – page 30

Students may grieve actions of a non-discriminatory nature taken as a result of the imposition of discipline, violations of College Policy or other actions by college staff or other students that are deemed inappropriate by the student. The following procedural due process shall be followed:

- The student shall submit a written request to the Provost and Chief Academic Officer for either a review of the case or an appeal of action taken by the College against the student for violations of College Policy
- The Committee shall consider all relevant testimony and supporting documentation presented by the student filing the request for appeal or review. Legal counsel cannot represent the student
- Based upon a thorough review of all relevant evidence and testimony, the Appeals/Review Committee shall make a recommendation to the Provost and Chief Academic Officer. This shall take place within 30 business days from the filing of the request for appeal or review. The Provost and Chief Academic Officer will render a final written decision

Retaliation Policy – Page 28

Retaliation against individuals who have engaged in activities protected by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the ADA Amendments Act, Age Discrimination Act, and all other federal and state laws and regulations, or in violation of the Statement of Non-Discrimination is prohibited. Colleges are prohibited from threatening, harassing, intimidating, or otherwise retaliating against any person who engages in an activity protected by these statutes.

Examples of actions that constitute retaliation include, but are not limited to, an instructor's or administrator's disclosure of student's disability status to other students, disclosure that a student has filed a discrimination complaint, or public attempts to enlist the support of classmates against a student who has filed a discrimination complaint. To file a complaint alleging discriminatory retaliation follow the process described under the Discrimination Complaint procedure on page 27 of this catalog

Earlier Addenda

Effective August 2, 2016

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Proof of High School Graduation

Acceptable proof of high school graduation includes an official transcript from an accredited secondary school indicating graduation, or official results showing that the applicant has passed either the General Educational Development (GED) or the California High School Proficiency (CHSPE) exam. Official documentation is required before a student can sign the Mt. Sierra College Enrollment Agreement form that completes the admissions process.

Effective July 21, 2016

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Non-matriculating Students

Non-matriculating students have not been admitted to a degree program, and may be taking courses for personal enrichment or to earn credit until they are eligible for admission to a degree program.

Non-matriculating students must meet all admissions requirements and take prerequisite courses as outlined in the catalog.

Effective July 12, 2016

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Home Schooled and GED Applicants

Home-schooled and GED applicants must meet the admissions requirements detailed previously as well as take and pass the Math and English assessments to be considered for admission to the College.

Effective June 17, 2016

Pg. 13 To be eligible for admission, applicants must meet the following admission requirements:

- A standard high school diploma or its recognized equivalent

Effective May 5, 2016

Pg.46 Remedial Courses
c. ESL

Effective May 12, 2016

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This catalog is effective January 1, 2016 through December 31, 2017

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Accreditation, Approvals, Authorizations:

Mt Sierra College's is licensed to operate as a private postsecondary school in the State of California. Approval to operate means compliance with the California Private Postsecondary Education Act (CPPEA) of 2009, (California Education Code, Title 3, Division 10, Part 59, Chapter 8), effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

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Accreditation, Approvals, Authorizations:

“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.”

Pg.17 Tuition and Fees

Left column table, row 2:

Total Charges for the Entire Program Tuition Cost Based on Current Tuition Rate:

Pg.17 Tuition and Fees

Estimated Cost

Estimated cost of attendance per academic year (9 calendar months) is listed below.

Direct Cost

Tuition (\$395 per unit)	\$14,220
Application fee (non-refundable)	\$ 50
Registration*	\$ 100
Lab Fee (per course)	
Business and Technology Programs	\$ 150
Media Arts and Design Programs	\$ 456
Technology Lab Fee	\$ 50
Facility	\$ 10
Total	\$15,036

Pg.12 Student Housing Right Column

Mt Sierra College does not have dormitories or housing on-campus. However, the college can provide information about apartments within walking distance of the institution. Housing Information is available through Student Services and International Development. According to www.rentals.com, rental Properties in Monrovia start at approximately \$950 per month.

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Transfer Credit Policy

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

The transferability of credits you earn at Mt. Sierra College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in Mt. Sierra College’s programs of study is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree 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 your course work 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 Mt. Sierra College to determine if your credits or degree will transfer.”

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Attendance

Leave-of-Absence Policy:

Mt. Sierra does not offer a leave-of-absence policy.