



Lakewood
COLLEGE

2011-2012

College Catalog

Published October 2011

The information contained in this catalog was accurate at the time of publication. Following publication, any catalog information may change without notice, including, without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, faculty, advisory committees, student services, administrative policies, program objectives and career opportunities for graduates of the program.

New courses as well as course changes are included in this edition of the catalog. Students pursuing a diploma under a previous edition of the catalog should refer to that edition to determine course requirements for their program.





12900 Lake Avenue, Suite 003A

Lakewood, Ohio 44107

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2011 – 2012



CATALOG

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Approved by the

State of Ohio Board of Career

Colleges and Schools, Registration Number 06-11-1800B



2011 College Catalog

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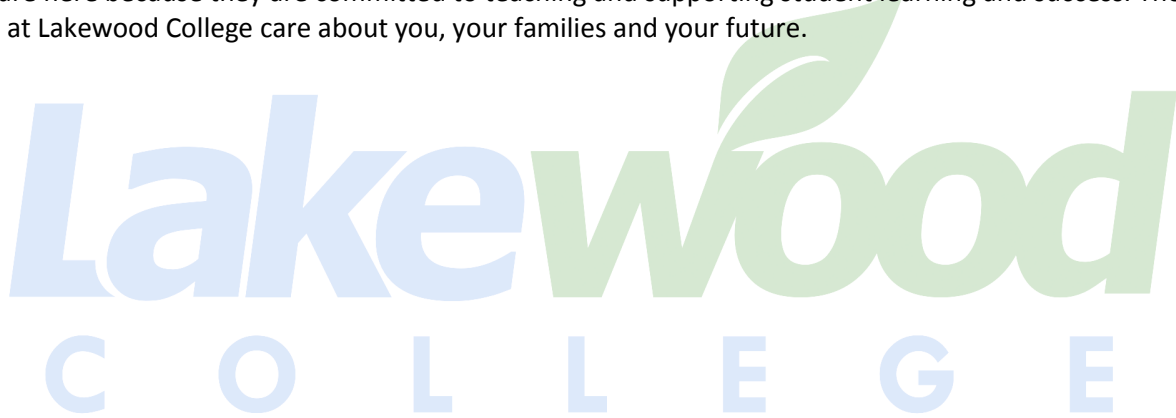
1. About Lakewood College

History

Lakewood College, formerly the American Center for Conflict Resolution Institute, was founded on the October 22, 1998. For the past decade we have been setting new standards of excellence in education by offering distance learning degree and diploma programs in both the Mediation and Paralegal fields.

Lakewood College is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC), Washington D.C. The Accrediting Commission of the DETC is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.

Lakewood College is located in Ohio which is located along the shore of Lake Erie, 5 miles west of Cleveland's Public Square. This location houses our people -- faculty and staff who are highly educated experts in their fields -- who are here because they are committed to teaching and supporting student learning and success. The people at Lakewood College care about you, your families and your future.



Key Staff Members

ADMINISTRATIVE STAFF

Tanya L. Haggins
President

Aleia Evans
Director of Student Services & Registration

Michael Mitchell
Academic Dean

Isaac Haggins
Vice President of Client Relations & Admissions

Danielle Aimes
Social Media Representative

Louis Dominick
Student Services Representative

Monisa Mason
Admissions and Placement Specialist

Alice Smith
Student Services Representative

Ashley Butler
Student Services Representative

Tommy Sutton-Lovett
Student Services Representative



Accreditation & Approvals



Lakewood College is accredited by the Accrediting Commission of the Distance Education and Training Council (www.detc.org). The DETC is located at 1601 18th Street, NW, Washington, DC 20009-2529, and may be contacted by phone at (202) 234-5100 or fax at (202) 332-1386.

The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.



Lakewood College is affiliated with Defense Activity for Non-Traditional Educational Support (DANTES), which qualifies military personnel for tuition reimbursement. For more information on DANTES, visit their website at <http://www.dantes.doded.mil>.



Lakewood College is an accredited business member of the Better Business Bureau with an A+ rating, and accordingly meets all BBB membership standards. As a matter of policy, the Better Business Bureau does not endorse any product, service or company. BBB reports are provided solely to assist you in your own best judgment. Visit their website at <http://www.bbbonline.org>.



Lakewood College is proud to be one of only a handful of schools that are a part of the **AVOTEC Pilot Program**. Under the program active duty Army, Army Reserve, and National Guard soldiers may acquire technical, vocational or advanced training and retraining benefits up to \$4500.

State Approval to Operate



Lakewood College is approved by the State of Ohio Board of Career Colleges and Schools Registration, #06-11-1800B. Visit their website at <http://scr.ohio.gov/>.

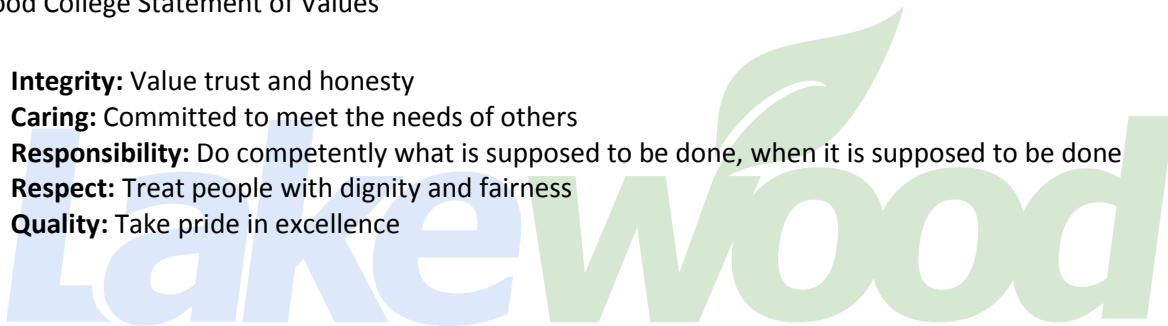
Mission

The mission of Lakewood, a not for profit 501(c)(3) institution, is to improve the quality of life of our students by providing excellent and affordable educational programs using various distance learning methods.

Values & Institutional Objectives

Lakewood College Statement of Values

- **Integrity:** Value trust and honesty
- **Caring:** Committed to meet the needs of others
- **Responsibility:** Do competently what is supposed to be done, when it is supposed to be done
- **Respect:** Treat people with dignity and fairness
- **Quality:** Take pride in excellence



Lakewood College Statement of Objectives:

- To provide programs to prepare students to enter specific occupations.
- To provide courses and programs to improve workers' job performance, to upgrade job skills, to prepare workers for expanding information bases and changing skills requirements, and to assist persons in transition to new occupations.
- To provide guidance to assist students in making decisions that may affect their education, career, cultural advancement and general well being.
- To provide opportunities for students to become involved in school activities and governance.
- To provide equal educational access for disabled as well as academic and economically disadvantaged individuals. Support services will be offered to meet their special needs.
- To provide activities and special events which encourage alumni involvement in Lakewood College.
- To provide special services designed to improve the quality of life and peaceful relations in the community and to promote life-long learning.
- To provide the best possible instructional and support services – including, but not limited to, adequate supplies, sufficient and appropriate facilities, and technologically current equipment.
- To provide programs and opportunities to develop employees' professional knowledge and abilities.
- The Institute will make efforts to implement legislative mandates, in a timely and effective manner, as well as other directives placed upon it by federal, state and local policy-making bodies.
- To adhere to and address recommendations from the accreditation process.
- To establish annual special priorities.

Contact Information

Telephone

1.800.517.0857

Fax Number

216-803-9899

Email address:

support@lakewoodcollege.edu

Website

www.lakewoodcollege.edu

Mailing Address:

Lakewood College
5247 Wilson Mills Road, #442
Richmond Heights, Ohio 44143

Physical Address:

Lakewood College
12900 Lake Avenue, Suite 003A
Lakewood, OH 44107



Hours of Operation

Monday – Friday 9:00 a.m. through 5:00 p.m., EST

2. Admissions

Application and Enrollment Process

Lakewood College is open to all applicants without discrimination on the basis of race, religion, national origin, or sex. All applicants desiring to pursue formal programs of study culminating in the award of an academic credential are admitted to the school as regular students provided the following conditions have been met: To be admitted, the student must be a high school graduate or at least 18 years of age with a GED or its equivalent, receive certain disclosures and sign an enrollment agreement.

Lakewood College's admissions policy is oriented to adult learners, including military members, who typically have previously completed high school, undergraduate level courses, military training, or earned credit by examination. To be admitted to the College, students need to submit evidence of a high school diploma, GED certificate, or an international equivalent.

Step 1: Application

The application process is simplified to reduce processing time. Prospective Lakewood College students complete an online application that can be accessed from the website, www.lakewoodcollege.edu. Applicants indicate which academic program they are applying for.

Additionally, prospective students may send an enrollment application and appropriate down payment administration fee to:

Office of Admissions
Lakewood College
5247 Wilson Mills Road, #442
Richmond Heights, OH 44143

OR

Enroll by phone: (216) 201-9025 or (800) 517-0857

An interested candidate should submit:

- A completed enrollment application
- An initial down payment
- Documentation of a high school diploma or GED, or the foreign equivalent

Entrance Requirements

Candidates for admission should have:

- Ability to read and write English fluently
- The ability to be self-motivated and work independently
- A high school diploma or GED, or the foreign equivalent
- The ability to receive and send email
- Access to the internet/basic computer skills
- Reached the age of majority (18) eighteen

Step 2: Enrollment Process

Soon after the application has been received by Lakewood College's Admissions Department, the prospective student is contacted by an admissions representative whose mission is to inform the applicant about Lakewood College's available programs and assist throughout the enrollment process. Essential documents, including transcripts for credit transfer, enrollment agreement, military service forms, and payment method, are collected by the admissions representative by e-mail, fax, and mail.

Step 3: Transfer Credit Evaluation

As soon as the prospective student and the admissions representative have completed the application requirements, the information is sent to the Registrar for credit evaluation. An unofficial transcript, which may be sent from the applicant to Lakewood College, is accepted to facilitate the credit evaluation. An official transcript, which must be sent to Lakewood College directly from the institution or military branch where the credit was earned or sent by student as long as the official transcript is sealed from the originating institution. The official transcript must be submitted before the end of the first semester. An assessment is generated listing all course work that is transferable. The assessment is used to generate the Degree Plan.

Step 4: Creation of the Degree Plan

After the transcripts are evaluated, transfer credit is matriculated to the selected program. A personalized degree plan showing the transferred credit, along with remaining courses required to graduate, is created and sent to the applicant. The admissions representative contacts the prospective student at this point and answers any questions related to the degree plan or the enrollment process. For VA students, prior to enrollment the VA is notified. Notification occurs for first time enrollment and for all additional enrollments.

Step 5: Getting Started

Once the degree plan is accepted and all required documents are submitted, the enrollment process is completed and the applicant officially becomes a student. First time Lakewood College students will automatically be enrolled in the Lakewood Online Orientation course. It gives students the opportunity to become comfortable with Lakewood College's online learning platform and helps them successfully complete their degree program. Students may begin the online orientation course shortly after their enrollment is confirmed.

International Students Application Process

Students who are not citizens or permanent residents of the United States are considered for admission to Lakewood College on the basis of academic preparation and personal qualifications. To apply:

Step 1: Submit an online application

Prospective Lakewood College students complete an online application that can be accessed from the website, www.lakewood.edu. Applicants indicate whether they will pursue an Associate Degree, certificate or diploma and choose an academic degree program such as Paralegal Studies.

Step 2: Academic Documentation

Have official copies of transcripts from secondary schools and colleges and universities you have attended sent to Lakewood College. Transcripts in languages other than English must be accompanied by a certified translation.

Foreign Transcript Evaluation:

Transcripts for comparable college-level courses completed in a country other than the United States must be evaluated by an outside credential evaluation company before they are submitted to Lakewood College. The

National Association of Credential Evaluation Services (www.naces.org) members are acceptable sources for foreign credential evaluation and translation services.

Step 3: TOEFL/IELTS Scores

International applicants whose native language is not English must submit evidence of English proficiency through one of the following exams:

- Test of English as a Foreign Language (**TOEFL**) with a minimum score of 500 (paper based), 200 (CBT - computer based), or 75 (iBT - Internet based).

TOEFL exams must have been taken within two years of the date of application for admission to Lakewood College

- International English Language Test (**IELTS**) exam is also acceptable with a minimum score of 6.0
- **SAT** verbal exam with a minimum score of 500
- **ACT** English exam with a minimum score of 17
- International students who have completed their undergraduate degrees at a nationally or regionally accredited U.S. college or College do not need to submit TOEFL or IELTS scores.

Non-Degree Seeking Students

Lakewood College (Lakewood College) welcomes individuals who are not seeking a degree from the College but wish to continue their education for college credit or to pursue a certificate or diploma. Non-degree seeking students are individuals who may be taking coursework for personal enrichment, job enhancement, or certification.

Non-degree seeking students must formally apply and are subject to all policies and procedures that apply to, as outlined in the College Catalog. These students must show proof of a high school diploma or equivalent. Official transcripts (prior college and/or military training) are not required to enroll in a non-degree seeking status.

There are no additional fees and tuition is the same regardless of the student status. Lakewood College encourages non-degree seeking students to apply their earned credit toward a degree. A non-degree seeking student who later decides to pursue a degree plan will be required to supply official transcripts for prior college and military training credit. A Lakewood College representative will assist students desiring to make this change.

Degree Options

Lakewood College offers one degree:

- Associate of Applied Business in Paralegal Studies

Certificate/Diploma Options

Lakewood College offers two programs:

Professional Mediation Certificate Program
Paralegal-Legal Assistant Diploma Program

Please refer to the *Course Catalog* section at the end of this catalog for details. Please note that programs and courses are subject to change at the discretion of the College.

College Enrollment Calendar

There are 52 start dates during the year with official enrollment dates on Monday of each week. Courses are 16 weeks long and all have fixed start and end dates.

College Holidays

The Lakewood College Campus is closed for the following holidays. However students have access to their online courses seven days a week including holidays.

New Years Day
Memorial Day (Last Monday in May)
Independence Day (July 4th)
Labor Day (1st Monday in September)
Veterans Day
Thanksgiving Day (Fourth Thursday in November)
Christmas Day
Martin Luther King Jr. Day

3. Academic Information

The Academic Dean, primarily serves as the institutional voice for curriculum research and selection, instructional design, course development, faculty selection, articulation, student retention, outcomes assessment, and accreditation oversight for the College.

Instructional Model

Lakewood College's goal is to provide a high-quality educational experience to both students and faculty through online learning using innovative technologies and teaching techniques.

The instructional model is a modified open-enrollment, cohort-of-one study track conforming to the following profile:

- A cohort consists of one student
- Weekly enrollment, beginning Monday of each week for 52 starts per year
- Each enrollment has a fixed start date and end date
- Courses consist of fifteen modules. Each module is typically one week. There are fifteen weeks in which students are required to submit module assignments and the final exam.
- The final course grade will be posted within seven (7) days of course completion

Academic Term – Traditional and Veteran Students

An academic term for traditional students and for veteran students using the Veteran Benefits is defined as 16 weeks of instructional time. Each course is offered within a 16 week timeframe. Students may accelerate their study rate and complete a course prior to the 16 week deadline.

The start of an academic term begins on Monday of the first course enrollment within that term. The number of courses enrolled within the start and end dates of the academic term is used to define a student's enrollment status.

Enrollment Status – Traditional and Veteran Students

A VA student's enrollment status is based on the number of credits for which the student is registered during an academic term. To be considered full-time status, undergraduate students need to be registered for a minimum of 12 credits per academic term. To be considered half-time status, undergraduate students need to be registered for a minimum of 6 credits per academic term.

Enrollment Status	
Status	Credits
Full-time	12+
Part-time	6-11

Course Format and Access

Lakewood College students access their courses through the Moodle Learning Management System. This course delivery platform is designed with an easy-to-use student interface. Moodle is also used as a developmental tool for Lakewood College course developers. Moodle is used by students and faculty members for all course work, attendance, and grading. Supported by the course instructor and the accompanying textbook, Moodle is the students' online classroom.

Every student is required to take the Lakewood College Online Orientation course, which is noncredit and is included at no additional cost. Students are required to complete it before completion of the first academic course. The purpose of the course is to orient the student to navigate through Moodle, to understand the process for successfully completing a course, and to utilize all helpful student resources.



Faculty and Instruction

Interaction with the course instructor is the front-line of academic support to students in mastering the course content. The Lakewood College instructional model is a cohort of one student per one faculty member. The student receives personalized attention that is tailored to his or her individual needs and preferences.

The main academic goals are that the student master the course learning objectives and complete all work within the course timeframe. The instructor's main responsibility is to work closely with the student to ensure the student's learning success. Faculty are responsible for initiating contact with students through e-mail at the start of the semester and to monitor student interaction throughout the course by e-mail, assignment submission and grading, discussion boards, student-centered assignment feedback, and through a messaging system.

Continuous improvement and institutional effectiveness are essential to student satisfaction and academic progress. As such, outreach efforts to foster student interaction for learning purposes are continually evaluated by Lakewood College faculty members and staff. Evaluation includes student and faculty surveys and monitoring student engagement with Lakewood College student activities outside of coursework.

Participation

Participation in the cohort-of-one track is identified through assignment submission and Moodle Discussion Board posts. Assignments must be submitted in a timely fashion each week/module for attendance and participation purposes. When assignments are not submitted on module due dates, the student's instructor will contact them by e-mail to check on their status and to determine if assistance is needed.

Instructors assess the quality of the student's contributions during the course by grading each assignment. Assignments include Check Your Understanding, Homework, Progress Tests, Discussion Board, and Final Exams. Each student is required to submit all assignments, and to take part in answering discussion questions posted by the instructor and contribute to the interactive discussions. Failure to complete assignments and maintain a passing course grade of 2.00 or C grade may contribute to unsatisfactory academic progress that carries various consequences. See Policies section, the Grading Policy and Satisfactory Academic Progress policy. If a student falls out of good standing, there are three types of academic status: warning, probation and dismissal. See Student Services section, the Academic Status section on consequences for each status.

Points for assignments and participation are awarded based on the following criteria. Student's work should:

- Reflect understanding of the course objectives
- Reflect original thought and reflection on the course topics
- Reflect ideas offered in the assigned course readings and feedback from the instructor
- Show evidence of thorough reading and analysis of the material being studied and discussed
- Show evidence that the student distinguishes among different kinds of data (e.g., facts, opinions, assumptions, inferences, and evaluations)
- Show a willingness to test new ideas and risk comments that are not "safe"
- Reflect a willingness to interact with faculty by asking questions and challenging ideas and conclusions. For example, in the discussion board students should avoid merely making comments such as "That's right" or "I agree."
- Be substantiated and persuasively presented

Non-participation is characterized by lack of assignment submission and inadequate contribution in threaded discussions. Non-participation will be monitored by both academic progress advisors and the instructor.

During the first two weeks/modules of a session, participation will be closely monitored. Students who have not participated will be contacted by their instructors by e-mail to learn the circumstances. If students are experiencing extraordinary circumstances that prevented assignment submission, the academic progress advisors will provide assistance as needed and instructors will provide support and guidance on assignment submission.

Instructors will send warning e-mails to students who fail to submit assignments or participate. The warning e-mail will indicate that the students' assignment grades and final course grade may fail to meet the minimum academic standard. See Academic Status section for more details on the minimum academic standard.

For threaded discussions, instructors contact students by e-mail with a reminder to contribute to the discussion if the student has not yet participated. When the students' participation is not meeting the performance criteria noted above, the instructor can provide threaded discussion feedback to encourage a higher level of contribution and email students individually with a personal coaching message regarding their contribution to date.

Assignment and participation points will be differentially awarded based on how well students have met the performance criteria noted above.

Outcomes Assessment

At the core of the College's assessment process are the following principles:

- Identify clearly what the institution is trying to accomplish
- Develop measurable outcomes to determine the degree of institutional success in achieving those outcomes
- Use qualitative and quantitative measures to identify the variables responsible for strengths and weaknesses in the institution or in its programs
- Collect follow-up data to assess the effectiveness of changes made in the process
- Use a broad cross-section of methodologies to ensure that limitations of individual instruments do not distort the measurement of complex attributes or outcomes
- Assessment measures will be selected to represent a range of assessment techniques: quantitative and qualitative, standardized and customized, direct and indirect, internal and external, to ensure a more comprehensive and rigorous assessment process

In order to ensure academic excellence, Lakewood College is committed to establishing a culture of assessment that encourages voluntary self inquiry, promotes innovation and experimentation in assessment methods, and supports efforts to become more reflective and responsive. Assessment provides the data to affirm what the College does well and to promote continuous improvement in all other areas.

The standard for assessment focuses on enhancing student learning and providing the appropriate levels of educational and administrative support to fulfill the College's mission.

Policies

Grading Policy

Students are expected to maintain at least minimum grade point averages (GPA). Students need to maintain at least a course GPA of 2.00 or better and maintain a cumulative GPA of 2.00 or better.

Faculty members are responsible for grading all students assigned to them. Faculty members will be able to view all of their currently enrolled students' grade reports through Moodle. Each member of the faculty is required to post grades for each student within three days of assignment submission and within seven days of the course completion date. Grade reports will be made available to students through Moodle on a continual basis throughout the term. No grades will be given to a student over the phone.

Through Moodle, students can submit their work, take exams, and view their course information (grades, program information, and scheduled courses). Grade reports indicate the date of assignment submission, date of exam completion, date of assignment feedback and feedback comments, courses taken, credits received, and the grades assigned. A student who has failed to make payment for tuition or who retains any other indebtedness to the College will not receive the grade until payment is made.

If a student has an incomplete, the faculty member is responsible for working with the student until the course has been completed. High quality faculty-student interaction and high quality student centered teaching promote course completion in a timely manner.

GPA TYPE	Definition
Course GPA	GPA calculated based on one course only
Term GPA	GPA calculated based on all completed courses associated with one term only
Institutional GPA	GPA calculated based on all completed courses through Lakewood College only
Cumulative GPA	GPA calculated based on all completed courses through Lakewood College and all accepted transfer credit from other institutions

Grading Scale and Equivalents

Lakewood College has established the following grading scale. All faculty members are required to comply with this scale and its equivalents. Plus or minus grades indicate a high or low end grade that has been assigned. These grades may be assigned on individual assignments within a course or as the final course grade.

Grade	Equivalent	Quality Points	Grade Scale
A	Excellent	4.0	90 – 100
B	Good	3.0	80 – 89
C	Satisfactory	2.0	70 – 79
D	Poor	1.0	60-69
F	Failure	.00	00-59
I	Incomplete	.00	N/A
W	Withdraw	.00	N/A
P/NP	Pass/No Pass	.00	N/A
PR	In Progress	.00	N/A

Grading Criteria

A = Excellent.

The student has demonstrated a thorough understanding of the content and skills presented in the course and consistently initiates thoughtful questions and can see many sides of an issue. The student writes logically and clearly. He or she also integrates ideas throughout the course and as appropriate from previously completed courses in a program.

B = Good to very good.

The B student is an excellent writer and maintains consistent performance and understanding of course content that goes beyond the minimum requirements.

C = Satisfactory

The C student demonstrates a minimal comprehension of the skills and subject matter included in the course and accomplishes only the minimum requirements, while displaying little or no initiative.

D = Below average

The student's performance is barely acceptable. Assignments are late or missing and there is not even a minimal understanding or mastery of course content skills.

F = Failing

Quality and quantity of work is unacceptable.

W = Withdrawal

Students who officially withdraw prior to completing the course will receive a "W" if the faculty member determines that the student was passing the course or cannot make a determination whether the student was passing or failing at the time of the withdrawal. The grade is not calculated in the GPA.

I = Incomplete

The grade of Incomplete (I) is assigned when a student fails to complete all course requirements by the time the course ends. The "I" grade is awarded at the discretion of faculty member who recommended to the academic dean who determines that unanticipated circumstances or events have prevented the student from completing the course.

Course grades of "C-" or lower fall below the level for satisfactory academic progress. See Student Services, Academic Status section and VA Notification section for more information on the impact of grades on academic status and warning notifications.

Grades are issued at the completion of each assignment. A final grade is issued upon completion of the entire program.

Attendance Policy

Attendance requirements include submission of module assignments, completion of course tests and exams, and participation in the module discussion boards. There must be a minimum of one assignment or quiz submitted each week on average to Moodle to meet the attendance requirements. It is the submission of assignments and participation that constitutes attendance. Failure to keep up with the module requirements

may impact a student’s individual assignment grade and overall course grade. For minimum requirements see Satisfactory Academic Progress policy; and, for consequences see Student Services section, Academic Status.

All assignments must be posted to Moodle within 24 hours of the last day of each scheduled week or module. The module schedule is based on a week that runs from Monday through Sunday. Thus, module assignments must be posted by the end of the day on Monday for the prior module ending on Sunday. Instructors will respond and grade within 72 hours after students post their assignments. All students are expected to complete the course within the eight week time-frame specified by the College.

Under extenuating circumstances, the student must contact the instructor to make alternate arrangements for assignment submission. This agreement must support the student’s ability to master the learning objectives and to complete all work within the session’s timeframe.

Satisfactory Academic Progress Policy (Degree Program)

	Under Graduate Degree Level
	Associate Degree
Total Credits Attempted and Recognized by Lakewood College	1-61.5
Minimum Cumulative GPA	2.0
Minimum % of Total Credits Successfully Completed (Measured as Credits Earned ÷ Credits Attempted)	67%
Maximum Total Credits Attempted Allowed to Complete Degree Requirements for Current Program of Study	150% of the specific degree programs published length

Academic Progress Evaluation

Satisfactory Academic Progress is calculated after the second term following the student’s first term of enrollment as a regular degree-seeking student and annually thereafter. Quantitative (credits attempted and earned) and qualitative (cumulative GPA) Satisfactory Academic Progress is measured. Changes in major may alter status, which is based upon the current degree level pursued.

Students meeting the standards listed above are classified as being in good standing. For minimum requirements see Satisfactory Academic Progress policy; and, for consequences if a student falls out from good standing see Student Services section, Academic Status.

Academic Honesty

Academic honesty is highly valued at Lakewood College. Students must always submit work that represents their original words or ideas. The student must make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

There is a growing concern among academics about violations of academic honesty, particularly among those who facilitate distance education. It is essential that all students produce and submit work that is their own original thoughts and work when completing coursework at Lakewood College. This policy on academic honesty is an attempt to discourage students from obtaining or attempting to obtain credit for work through the use of any dishonest, deceptive, fraudulent, or unauthorized means.

Academic honesty includes but is not limited to cheating on writing assignments and quizzes, plagiarism, and any act that gives an unfair academic advantage to a student. Plagiarism occurs when words and ideas are submitted in assignments that have already been published by others or that have been produced by someone other than the student. Lakewood College joins other academic institutions in their concern over this common problem and has formulated a policy that reflects the high value placed on academic honesty.

Academic honesty can be violated in at least the following ways:

- Using words or ideas that do not represent the student's original work in assignments
 - Failing to cite all relevant sources used as reference material
 - Submitting another person's entire work or work that was produced through collaboration with another student as one's own
 - Submitting work done in one course to satisfy the requirements of another course unless both instructors agree beforehand to accept such work
 - Forging or altering documents. These include transcripts, add/drop forms, or any academic form that has been falsified or on which a professor's signature, or anyone else's signature, has been forged or altered
- When instances of academic dishonesty have been detected, faculty members will have a number of options for addressing the incident with the student:
- Resubmission of the assignment (possibly for fewer points)
 - Failure on the assignment
 - Additional assignment(s)
 - Reduction of the final course grade
 - Failing grade in the course

When the faculty member has determined that academic dishonesty has occurred and that a disciplinary action is necessary, he or she should initiate the following procedure:

- First, work with the student to determine the circumstances and instructor's alternatives to overcome the deficiency.
- If the instructor and student cannot resolve the situation satisfactorily, the instructor submits an academic dishonesty complaint form to the Faculty Dean and copies the form to the student.
- The Faculty Dean will alert the Academic Dean of all instances reported.
- The student will receive a letter that officially notifies him or her of the charge of academic dishonesty.
- The student may appeal the allegation.

In the case of an appeal, the Academic Dean will submit the allegation to an ethics committee which will consist of selected faculty and the Academic Dean. The ethics committee will determine the appropriate action for the student's violation of the academic honesty policy.

Cases submitted to the Academic Dean will result in the initiation of a formal administrative investigation and review by an ethics committee. The result of that investigation may lead to one of the following actions:

- Removal from class
- Disciplinary action which might include, but is not be limited to, documented counseling by a College staff member, loss of credit, or suspension
- Expulsion from the College

All actions will be based on the severity of the offense.

Preventing Plagiarism

Lakewood College trains faculty members to take steps to prevent instances of plagiarism in their classes. Some suggested steps include the following:

- Set clear expectations for assignments, including format and citation requirements
- Design assignments to fulfill specific objectives which might include personal applications, work experiences, or specialized knowledge that only the student might possess
- Use a plagiarism checker
- Take immediate action when plagiarism is suspected
- Use clear language in the course syllabus that might communicate the definition and consequences of plagiarism and the importance of academic honesty



4. Student Services

The Student Services department is responsible for providing personalized, proactive, responsive service to enhance student engagement within the Lakewood College distance learning environment. The various sections of the department, including the registrar, credit evaluation, and student service representatives.

Registrar

The Office of the Registrar serves as the institutional administrator for academic information and records that support faculty, staff, and students. Services provided by the Registrar include:

- Management of student academic records
- Determination of transferability of courses
- Degree plan services
- Course registration and enrollment verification
- Providing official and unofficial transcripts
- Assessment and conferral of degrees, certificates and diplomas
- Consulting on academic policies and procedures
- Informing students, faculty members, and staff of their rights and responsibilities for their educational records, access, and privacy

Credit Transfer

Lakewood College will assess the following categories of credit toward program completion:

- Academic credit awarded by colleges and universities accredited by appropriate agencies recognized by the U.S. Department of Education (ED)
- Credit by Examination, from standardized examinations to include:
 - Chauncey Group International— DSST Program (Formerly known as DANTES Subject Standardized Tests)
 - College Board Advanced Placement (AP) Program
 - College-Level Examination Program (CLEP)
 - Excelsior College Exam (formerly Act PEP)
- American Council of Education (ACE) evaluated coursework.

The College will accept up to 75% of an undergraduate program to be earned through any form of recognized credit toward a degree, as detailed above.

Academic coursework eligible for credit toward a Lakewood College degree program must satisfy the following criteria:

- Be awarded from an academic institution recognized by an ED-accrediting agency
- Coursework must be:
 - Comparable to coursework required in the program of study;
 - Completed with a minimum GPA of 2.00 (“C”).

Coursework will be evaluated and credit matriculated based on the following criteria:

- Student is able to provide an academic catalog and/or course outline from the institution awarding credit
- Transfer credit will not exceed credit value of the course for which it is substituted
- Credit transfer for a course not currently offered can be applied if the course is comparable or equivalent to the appropriate general education subject area.

- Transfer credits based on a different unit of credit system than those implemented by Lakewood College are subject to conversion before being transferred based on the formula: quarter credits x 2/3 = semester credits

The prospective student must provide the following documentation:

- Copy of all applicable college transcripts
- Course outlines and/or catalog from awarding institution
- Military-earned credit:
 - Army American Council on Education Registry Transcript (AARTS)
 - Coast Guard Institute (GCI)
 - Community College of the Air Force Transcript (CCAF)
 - Sailor/Marine American Council of Education Registry Transcript (SMART)
 - Standardized examination results:
 - Award of academic credit toward the degree program of enrollment is assessed on the basis of test scores and the appropriate subject area
 - Lakewood College will award transfer credits for exams that are associated with the current Lakewood College curriculum
 - As the curriculum evolves, the credit tables listed below will be updated to reflect the appropriate equivalencies

Lakewood College academic personnel will review the submitted materials and provide an assessment used to identify where transfer credit can be matriculated to the program of study and for which program requirement credit is applicable. The Assessment and Degree Plan are provided to the student.

Lakewood College does not award academic credit toward program completion for experiential learning.

Academic Progress Support

Each student is assigned to one academic progress advisor (APA) who is the personal point of contact for support and service issues. The APA stays in touch with the student from the date of enrollment through graduation. The importance of the APA's efforts toward student retention is second only to the influence of the course instructor and the quality of the course materials.

Through e-mail and phone calls, the academic progress advisor is always there to provide support in areas that include:

- Monitoring attendance and motivating the student to stay on track to complete on time
- Answering procedural questions such as grading and scheduling
- Coordinating proctored exams
- Assisting students in selecting their next courses and process enrollment for the next term
- Processing graduation requirements and introduce students to alumni services

Academic Status

The features of a student in good standing status are found in the satisfactory academic progress section. If a student falls out of good standing, there are three types of academic status: Warning, probation and dismissal.

Warning: Any student who earns a course GPA below 2.00 through Lakewood College will receive an e-mail letter of Academic Warning.

- The academic dean is informed of any students who receive warning letters
- Students must meet the academic standard of a cumulative GPA of 2.00 to remain in good academic standing and to successfully earn their academic degree

Probation: Any student who earns a cumulative GPA below 2.00 will be placed on academic probation status based on approval by the academic dean.

- Students on academic probation may only be enrolled at half-time status during each term they are on probation
- Students are eligible to be removed from academic probation if they are able to earn a cumulative GPA of 2.00 or greater at Lakewood College
- For veteran students whose enrollment status changes from full to part time the VA Office will be notified of the change in student status.

Dismissal: Any student who has not reached a minimum term GPA of 2.00 while on academic probation for two consecutive terms is subject to academic dismissal from the College.

- The academic dean will notify the Registrar's Office of students eligible for dismissal. Students will receive a letter from the Registrar's Office informing them of their status and a copy of the letter will go into the student's permanent record.
- For veteran students whose enrollment status changes from enrolled to dismissed the VA Office will be notified of the change in student status.

A student who is academically dismissed is ineligible to continue enrollment and may not be readmitted before the lapse of at least one academic term. Upon return, the student will be permitted to take courses on academic probation and will be required to consult with the academic dean prior to enrolling in courses.

Any students notified of academic dismissal may appeal the decision based on mitigating circumstances that explain the unsatisfactory academic performance and a likelihood of success if allowed to continue at Lakewood College.

To appeal an academic dismissal, students must submit a typed petition to the Registrar within ten business days of notification of dismissal. The appeal should be a concise narrative with supporting documents. During an appeal, the student's status remains as academically dismissed.

The appeal will be forwarded to the Student Standards Committee for consideration. The committee will recommend a decision to the Registrar's Office. Students will be notified in writing of the decision by the Registrar's Office within ten business days of receiving the student's appeal. All decisions by the committee are final.

If the appeal for academic dismissal is approved the student will be permitted to continue coursework at Lakewood College under academic probation status. If the appeal is not approved the student remains academically dismissed, is ineligible to continue enrollment, and may not be readmitted subject to committee recommendations.

Upon return the student will be permitted to take courses under academic probation status and according to the academic dean's recommendations.

Conditions for reentrance after dismissal for unsatisfactory progress/re-enrollment will be established by the Student Standards Committee on an individual basis and will be provided to the student upon notification of their dismissal.

Attendance Requirements and Deadlines

In order to meet the Attendance policy guidelines, Student Services provides students guidance in the following ways. During the online course, students are required to communicate with course instructors through online forums within the College's Moodle Learning Management System, by telephone, or via e-mail. In the event that students need support in meeting the policy requirements, students should take advantage of the support services available.

Academic progress advisors are on hand to assist students to meet these requirements. Each student has been assigned to an academic progress advisor who can act as a liaison when needed between student and faculty. A student's academic progress advisor is the key point of contact during a student's entire degree, certificate or diploma program. Academic progress advisors are required to respond to all student inquiries within 1 business day. The support relationship can include direct phone calls, direct emails, or the use of the online support request system. Students can submit an online request to their academic progress advisor through the student portal.

Students who encounter any problems sending assignments to Moodle or other technical issues should contact the Student Services staff for assistance. The technical support staff can be contacted through the student portal or by phone. All requests for technical support are responded to within 1 business day.

Extension Process

If circumstances prevent students from completing a course within the sixteen week timeframe, an extension time period can be requested and a temporary incomplete grade can be assigned. An extension is four weeks beyond the session end date. For veteran students, the VA Office will be notified as appropriate when an extension process has begun. For Veteran Students this may affect VA Benefits. See Student Services section, VA Notifications.

A student must submit a request for extension form after the fourteenth (14th) week and prior to the end of the session. Factors such as reason for incomplete and academic progress within the course will be evaluated to determine approval of an extension. A letter from the Office of the Registrar will be sent to the student notifying them of the status of their request for extension. This letter will be saved to the student's permanent record.

If approved, an incomplete grade (I) will be awarded to the student as a final grade prior to completion of the course and for the duration of the extension or until all work has been submitted, graded and a final course grade awarded. A student who is awarded an extension but does not complete the remaining course requirements by the designated incomplete deadline will be assigned a grade based on coursework submitted by the deadline against the total requirements of the course. Under extenuating circumstances a student may request an additional extension.

Proctored Examinations-Degree Programs

Proctored exams are required for selected Lakewood College courses to ensure a student's mastery of a course's learning objectives and to ensure academic honesty. As a general policy, required courses and core program courses are given priority in proctored exam assignment. A course's syllabus will clearly state if the course includes a proctored final exam and a student's academic progress advisor will notify students when a course has a proctored final exam.

Proctored exams are used to assess whether students have mastered the subject matter. The proctored exams are open book, open notes, and are two hours unless otherwise noted. Proctored exams are to be scheduled

within one week after coursework has been completed. The student must have a passing grade on submitted coursework before taking a proctored exam.

Upon successful completion of the proctored exam, the grade becomes official and is entered into the student's transcript.

Students are responsible for scheduling the proctored exams with an approved proctor prior to taking the required exam. Students request the proctoring form through the student portal. It is recommended that students arrange for a proctor at least two weeks prior to their exam. Please note that this is in addition to having all submitted assignments and/or progress tests successfully completed.

Once selected, the proctor must certify that he or she is not related to the student, is not a close friend of this student, and that there is no relationship between the proctor and the student that will prevent the examination from being properly administered. Additionally, the proctor must certify that he or she will check a photo I.D. to confirm the identity of the student taking the final examination and declare under penalty of perjury that the information is true and correct.

Once the proctor has been approved by Lakewood College, the examination code is forwarded to the proctor. The proctor enters this code for the student once the identity of the student has been verified and the student is ready to take the exam. Failure to follow the instructions can result in the invalidation of the exam and possible failure of the course.

VA Notification

For Veteran students the VA Office will be notified under certain circumstances which include at least the following instances. Veteran students are advised to contact their VA Office to determine if any Veteran Benefits are affected.

- Initial enrollment
- Additional enrollment
- Dropped course
- Course or Program withdrawal
- Leave of Absence
- Extensions
- Unsatisfactory academic progress

Graduation Requirements

To receive an Associate Degree, diploma or certificate, a student must satisfy requirements related to credits, grade point average, program of study and courses. It is the student's responsibility to ensure that all requirements for graduation have been met and are completed in a timely manner. To assist students in this process, Lakewood College provides support through academic progress advisors and through the Student Services department.

Once a student has determined that all requirements have been met, the student submits a graduation application to the Student Services office.

For an Associate Degree, a student must complete the following:

- Earn a minimum of 61.5 credits of which at least 15 credits must be earned through Lakewood College required courses
- Maintain a cumulative GPA of 2.00 (on a 4.00 system) overall in a declared major
- Fulfill the academic requirements as directed by the degree program

A Career Diploma or Certificate s awarded to each student who successfully meets the requirements for graduation.

- Completion of coursework, quizzes and exams.
- Achieve a 70% or better on each course in the program of study.
- All fees and financial debts to the school are paid.

Graduation

Degrees, certificates and diplomas with Lakewood College are conferred on a monthly basis. The conferral date is defined as the date on which a student’s degree, certificate or diploma is officially awarded. After completing all courses and submitting a completed graduation application, graduating students must resolve any outstanding financial obligations. After all academic and administrative requirements have been met, students will receive two official transcripts and their diploma.

Library Services

Lakewood College provides access to online library resources and services that assist students to meet the objectives of the degree program through Library and Information Resources Network (LIRN). The LIRN consortium allows access to online databases that include information related to LAKEWOOD COLLEGE’s course offerings. Subjects include Business, Criminal Justice, Health Management, Information Technology, Arts, History and Humanities, among others. The databases include a variety of sources including academic journals, magazines, newspapers, books and multimedia.

The LIRN search engine allows students to search all Library and Information Resources Network products. Students access these library resources through their Lakewood College login and password.

Technology Requirements

The following lists the minimum and recommended hardware and software requirements a student will need to successfully access Lakewood College's online courses:

- Audio: sound card and speakers or headphones for listening
- Internet connection: 56 Kbps for self-paced courses (caution: if video is present, it may be poor at this speed)
- Screen resolution: at least 800 x 600
- Internet browser: IE 7 or greater, Firefox 2 or greater, browser set to accept cookies and to show the newest version of a page
- Pop-up blocker: must be disabled

Recommended requirements

- All of those items recommended in minimum specifications, PLUS the following:
- Internet connection: Cable modem, DSL or better (required for high-quality video)
- Screen resolution: 1024 x 768
- ONE of the following free media players are required in order to view videos included in most Moodle courses:
 1. Camtasia Player is a free multimedia player required for viewing high-quality narrated desktop video clips. You will need 300KB of free disk space and the ability to download, unzip and install programs on your Windows PC. If you do not have software download/installation privileges and/or the ability to unzip a file on your local PC, ask your System Administrator to assist you. (If you do not have access to a zip utility, there are many free zip utilities available, such as QuickZip.)
 2. Windows Media Player is a free media player that you probably already have on your computer -- please check to ensure that you have the latest version (not beta) available. If you do not, please visit the Windows Media Player site to download the version appropriate for your operating system. (And yes, there is a version available for the Mac operating system.)

5. Tuition, Fees and Financial Assistance

The following table displays the tuition schedule. To ensure that a college education at Lakewood College is affordable, tuition rates are kept at reasonable, competitive levels. Tuition and fees, however, are subject to change at the discretion of Lakewood College.

Tuition Schedule (Degree Programs) Semester Credit Hour as of April, 2009

<u>Associates Degrees</u>	<u>Cost Per Credit Hour</u>	<u>Average Cost per Semester</u>
Paralegal Studies	\$100	\$1,500.00

Tuition Schedule (Certificate/Diploma programs)

<u>Program</u>	<u>Cost for Entire Program</u>
Professional Mediation Training Program	\$1,298.00
Paralegal-Legal Assistant Training Program	\$1,898.00

Tuition is the total student cost for all course instruction and student support. The tuition for Lakewood College courses and degree programs is computed based on semester credit hours. A standard course consists of three credit hours. Students typically enroll in two courses at a time and start the courses on the same date. A second option allows the student to choose a start date for the second course eight weeks from the start date for the first course. A student may petition to concurrently enroll into as many as five courses per semester.

Textbooks, software and other study materials that are required for course completion are provided at no additional student cost. The cost of those materials is offset by a Lakewood College textbook grant program.

Fee Schedule

The following are fees for students:

- Admission Fee \$0
- Transfer Credit Evaluation Fee \$0
- Transcript Fee \$0
- Shipping and Handling Fee* \$80

**Please see the Cancellation, Withdrawal and Refund Policy for information on the administrative charge for students who withdraw from the College. Other charges, including non-sufficient funds on returned payment may be assessed based on student activity.*

**Shipping and handling fees are waived for the continental U.S., APO and FPO addresses. All other shipping and handling expense will be \$150 for international students.*

Financial Assistance

Qualified Lakewood College students may be eligible for 3rd party private loans, military tuition assistance, paid in full enrollments, and employee reimbursement plans to finance their education.

1. Education Loans

Lakewood College offers student education loans through in-house financing programs. A Lakewood College representative will guide prospective students through the application process. Some of the features are:

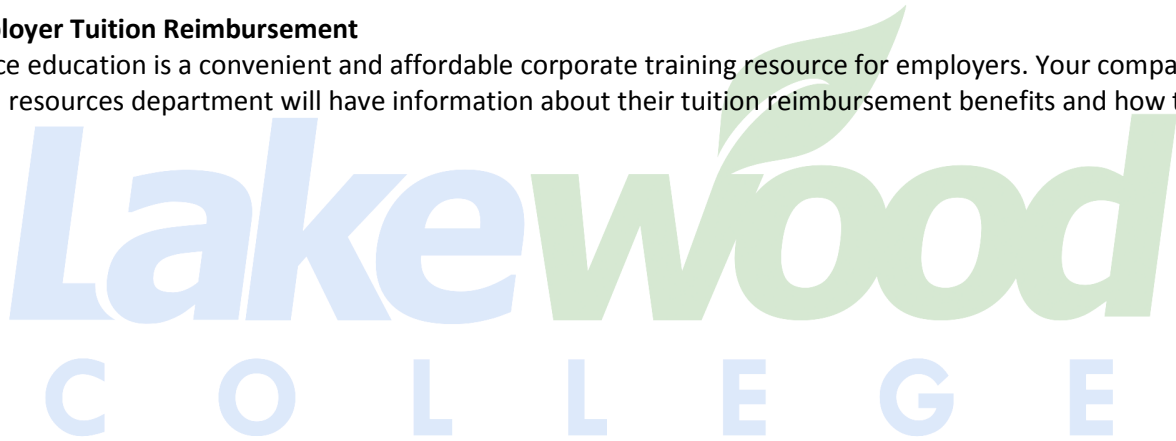
Low monthly payments
No pre-payment penalties
Co-Borrower options

2. Tuition Assistance for Military Students

Most active-duty military personnel, along with Army Reservists and Army National Guard members, qualify for their branch's Tuition Assistance program. In most cases, eligible personnel who enroll have no out-of-pocket expenses due to Lakewood College's affordable tuition, no additional cost for textbooks and zero fees policy. For questions about eligibility, please contact the base education office for details.

3. Employer Tuition Reimbursement

Distance education is a convenient and affordable corporate training resource for employers. Your company human resources department will have information about their tuition reimbursement benefits and how to apply.



Cancellation, Withdrawal and Refund Policy

A student may cancel an enrollment or withdraw from the College at any time. Cancellation or withdrawal requests may be made in any manner; however, it is strongly recommended that the request be e-mailed to the College to ensure that a timely, documented record of the request is created. Any money due the student will be refunded within 30 days.

Enrollment Cancellation

An enrollment may be cancelled within five (5) calendar days after midnight of the day on which the enrollment agreement is signed. The cancellation date is the date that the request is received by the College. A student will receive a full refund of any tuition paid during this period. If the enrollment is cancelled at this point, all shipments from Lakewood college should be refused and/or returned to:

Lakewood College
Attn: Returns Department
12900 Lake Avenue, Suite 003A
Lakewood, OH 44107

A student who withdraws from a course later than five (5) days after midnight of the day on which the enrollment agreement is signed will be subject to a non-refundable administrative charge equal to 20% of the course tuition up to a maximum of \$200. The remaining tuition will be refunded based on the following schedule:

Refundable Tuition Due After
1 st week= 80%
2 nd Week=70%
3 rd Week=60%
4 th Week=50%
5 th Week=40%
6 th Week=30%
5 th Week=20%
6 th Week=30%
7 th Week=20%
8 th Week=10%
9 th Week=0%

Withdrawal from a Course

A student who finds it necessary for any reason to withdraw from Lakewood College should inform Student Services of his or her intention and complete a formal withdrawal form. For a student who withdraws without completing a course in progress, the effective withdrawal date is the date on which the student began

the formal withdrawal process by notifying Student Services of his or her intention. For Veteran students the VA Office will be notified. Veteran students should contact their VA Office in the event VA Benefits may be affected.

Withdrawal by Lakewood College

A student who does not follow the formal withdrawal procedures may be withdrawn by Lakewood College. This may occur if the student fails to complete the registration process, to participate in classes, or to return when scheduled from an approved leave of absence, or simply “drops out” in the middle of a term. A student who has been withdrawn by Lakewood College is no longer matriculated and must apply for readmission in order to return.

A student who intends to return within eight (8) weeks is strongly advised to follow the formal procedures for a leave of absence. In the case of a withdrawal by Lakewood College effective after the beginning of a term, there is no adjustment of tuition, fees or institutional financial aid for that term. It is to a student’s advantage to follow the formal withdrawal procedures in a timely manner. For Veteran students the VA Office will be notified. Veteran students should contact their VA Office in the event VA Benefits may be affected.

Dropping Courses

It is the student’s responsibility to contact Student Services to verify the effect that any change in course load will have on the student’s financial assistance or obligations. For Veteran students the VA Office will be notified. Veteran students should contact their VA Office in the event VA Benefits may be affected.

Leave of Absence

A student who finds it necessary to leave Lakewood College, but who plans to return within an eight (8) week period may request a leave of absence without having to reapply to the College. The effective date of an approved leave of absence and associated adjustment of tuition, fees and financial assistance is determined in the same way as the withdrawal date. The student must be in good academic standing to be eligible for a leave of absence. For Veteran students the VA Office will be notified. Veteran students should contact their VA Office in the event VA Benefits may be affected.

6. Rights and Responsibilities

Maintenance and Confidentiality of Student Records

The Ohio Board of Career Colleges and Schools requires colleges and universities to maintain student records for a period of five years after final enrollment, with exception of the student's permanent record.

Lakewood College's policy regarding confidentiality is in keeping with the Family Educational Rights and Privacy Act (FERPA), which affords student certain rights with respect to their education records, a summary of which follows. They are:

1. The right to inspect and review the student's education records within 45 days of the day Lakewood College receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are individuals or entities working for or on the behalf of the educational institution. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

As allowed within FERPA guidelines, Lakewood College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failure by Lakewood College to comply with the requirements of FERPA.

At its discretion, Lakewood College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act.

Complaint Procedure

Anyone who experiences harassment on the basis of sex, race, color, religion, national origin, age, disability or sexual orientation should immediately seek assistance from the Student Services Office. Anyone who experiences a unsatisfactory interaction with Lakewood College personnel or Lakewood College faculty may file a complaint through the online complaint system or contact the appropriate administrator by phone or e-mail to lodge a complaint.

Student Grievances

Lakewood College has a responsibility to protect the rights of students and ensure compliance with its nondiscrimination policy by providing a process for those who desire to file a grievance against the College, including any claim of discrimination.

Students who allege discrimination, harassment, or a violation of a Lakewood College policy must present their grievance in writing to the academic dean within three (3) weeks of the incident. Such grievances will be heard by the College's academic review committee.

A campus decision based upon the committee's recommendation may be appealed to the academic dean within ten (10) days of the date the student receives the decision from the campus.

Other grievances or requests for policy exceptions must be submitted in writing to Lakewood College's academic dean who will determine the appropriate course of action or render a decision. Grievances relating to financial aid, account balances or collections must be reviewed by Lakewood College management before being submitted to the academic dean. When such a grievance is received by the dean, it will generally be forwarded to the College president for a final decision if it cannot be resolved informally.

Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215, Phone number 617-466-2752; toll free 877-275-4219.

Non-Discrimination Policy

Lakewood College does not discriminate on the basis of race, color, national origin, sex, disability or Vietnam-era veteran status in its educational programs, activities or employment practices. The College complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and regulations, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

If any student or applicant has a question or concern regarding compliance with this policy, that student or applicant may direct the question or concern to the director of personnel and development.

Harassment Policy

It is the policy of Lakewood College that the educational environment be free of all forms of improper or unlawful harassment including sexual harassment or sexually offensive conduct. Conduct on the part of faculty, staff or students which would violate this policy includes, but is not limited to:

- Unwelcome or unwanted sexual advances
- Requests for sexual favors
- Any suggestion, whether overt or subtle, that a grade or other academic achievement is dependent upon the granting of sexual favors or submission to sexual requests
- Unwelcome physical contact, including patting, pinching, hugging, kissing, fondling, etc.
- Offensive conduct, verbal or written, including sexually explicit jokes, comments, innuendo or other tasteless actions that would offend a reasonably sensitive person
- The display of sexually offensive pictures, posters, illustrations or objects
- Slurs, jokes, or ridicule based on race, ethnic or national origin, religion, gender or disability

Conduct deemed to be in violation of this policy is prohibited and will not be tolerated by Lakewood College. Retaliation, in any form, against the person raising such a concern will also not be tolerated. Any student or applicant who has a question or concern regarding compliance with this policy may direct the question or concern to the director of personnel and development.

Americans with Disabilities Act

Lakewood College complies with the American with Disabilities Act, Section 504 of the Rehabilitation Act, as well as state and local requirements concerning students with disabilities. Lakewood College grants reasonable accommodations to qualified students with disabilities.

Reasonable accommodations are granted if the request:

- Is based on documented individual needs
- Does not compromise essential requirements of a course or a program
- Does not impose a financial administrative burden on Lakewood College beyond what is deemed reasonable and customary.



7. Other Policies

Transfer of Credit Hours

Lakewood College neither guarantees nor implies that other institutions will accept credit hours earned at the College. A student who anticipates transferring to another institution should first contact the other institution to determine whether or not their credit hours will transfer. Policies governing the transferability of credit vary greatly from school to school.

Refusal of Servicing

Lakewood College may refuse services to students who have an outstanding unpaid tuition balance. Lakewood College may also refuse services to a student who has left matriculation with financial obligations not cleared. Such refusal may include, but is not limited to, the access the student portal/resources, ability to take examinations and submit assignments for grading, and such other matters as the College may deem necessary and appropriate.

UGA

Universal Guardian Acceptance, LLC (UGA) Services handles the billing and financing of Lakewood College student tuition accounts. If you have complaints about the services rendered by UGA, you may report these issues to Lakewood College.

Shipping and Handling

Shipping and handling charges are included for all Lakewood College programs shipped domestically. Please allow 7 - 10 days for textbooks and materials to reach you. There will be additional fees for shipping, handling and all applicable custom duties for international students.

Discounts

There is a 10% discount for clergy members and active military. Documentations of your status will be required at the time of registration. For clergy you will need a letter of proof of your position. For military, a copy of a form DD214 or a copy of current order needs to be submitted to qualify for this discount.

Change of Information

It is the responsibility of the student to notify Lakewood College when there is a change of address, telephone, email address or other information.

TRANSCRIPTS

Transcripts of a student's academic record are issued only upon written request of the student.

Written requests should be forwarded to:

Lakewood College
12900 Lake Avenue, Suite 003A
Lakewood, OH 44107

Transcript requests from graduates of the school are issued free of charge. Transcripts will not be issued to those students who have unpaid financial obligations to the College.

Placement

Lakewood College does not provide job placement assistance in the traditional sense. Students may find relevant employment and career information posted on the College's website. Lakewood College can also assist

graduates with resume preparation, interviewing assistance, networking, career advising and job search techniques

Code of Ethics

1. Lakewood College values the goals and success of the students and serve them with pride and integrity
2. We operate with honesty and loyalty to each student
3. We conduct business in good faith without misrepresentation
4. No gifts are accepted from any student as a bribe for change of grade or status
5. All student's information is to be held confidential to only the staff of Lakewood College
6. Each student is graded based on the same grading policy
7. Students will be responded to in a time efficient manner with accurate information
8. Faculty and staff will uphold a professional atmosphere which reflects the service given to our students.

Conduct on the website

Messages:

- Submitted email messages become the property of Lakewood College.
- Assume all messages you post are available to other on-line learners.
- Do not submit confidential or restricted information.
- If you are submitting someone else's ideas, be sure you get that person's permission. It is acceptable to quote something written by someone else as long as you give that person credit.
- Please remember that comments by learners represent their opinions, not those of Lakewood College.
- Sending provoking, distracting or misleading messages is forbidden.
- Messages designed to provoke irrelevant or angry responses are also not permitted.

Behavior:

- A student must not disrupt the learning of others.
- Please welcome all on-line learners regardless of age, race, background, national origin, gender, sexual orientation or religious beliefs.
- Statements of bigotry, racism and hatred are strictly prohibited and are grounds for termination from the program.
- Never pretend to be someone else in your interactions with other students.
- Never alter another's work and claim it as your own.
- Avoid profane or obscene language.
- Behave the way you would behave in a classroom setting.
- Never send pornographic mail or pictures.
- Do not use this website to promote yourself, your company or your beliefs. It is fine to mention your experiences as they relate to the course material.
- Sales pitches, chain letters or advertisements are strictly prohibited.
- You may disagree with the opinions of other learners; however, do not personally attack that learner or use harassing language. If you have a disagreement with another learner, it is your responsibility to attempt to resolve the problem with that learner. If you experience what you consider to be inappropriate behavior on the part of another learner, or if there is continued conflict that prevents you from learning, please notify your instructor immediately.

Dismissal Policy

Any violations of the above conduct on the website will be grounds for immediate termination. A student may be dismissed from the College if he/she fails to comply with school policies and procedures. A student may apply for re-admission one year after dismissal.

Equal Education and Employment

Lakewood College admits qualified students of any race, creed, color, age, national origin, religion, sex, or sexual orientation. ACCRI is an Equal Opportunity Employer. Students must be able to satisfactorily use the required training equipment in the program they have selected both in the training sessions and the field in which they plan to obtain



Programs Offered

Associate of Applied Business in Paralegal Studies

Program Description: Lakewood College will prepare students to support attorneys in transactional and litigation fields through legal research, document drafting, case management, evidence gathering and the litigation procedure. Paralegals are often involved in trial assistance and other dispute resolution processes, as well as with preparation of real estate documents, wills, trusts, contracts, corporate matters and law office investigations.

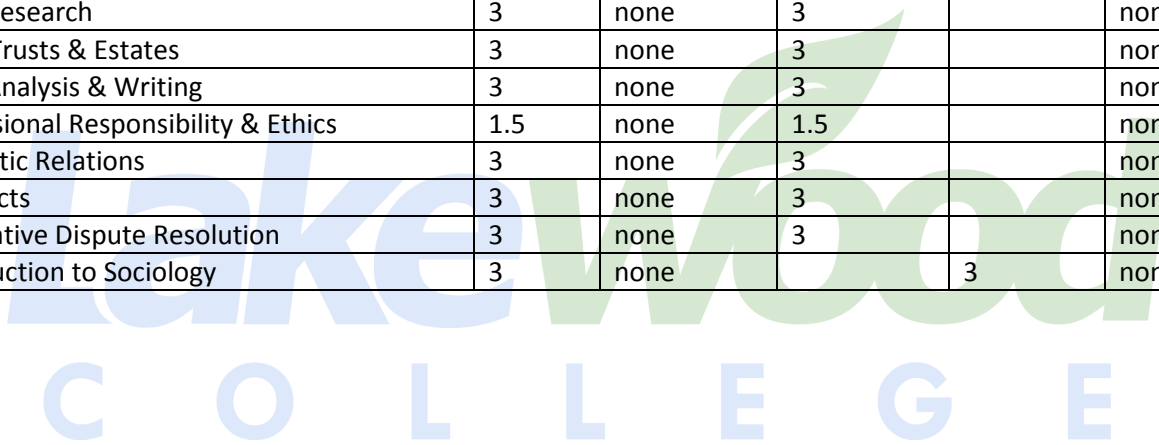
Program Objectives: The Associate of Applied Business Degree in Paralegal Studies is designed to prepare graduates to assume positions as legal assistants/paralegals, legal secretaries or administrative support staff in a law office. Emphasis is placed on the development of legal office skills such as case management, legal research, discovery, docketing, drafting and analyzing legal documents, and alternative dispute resolution.

Further concentration on critical thinking and decision making, human relations, and communications coupled with general education classes is designed to produce well-qualified legal assistants. The emphasis in this program is placed on marketable skills.



Associate Degree Program Curriculum-Paralegal Studies

Course	Credit Hours	Prerequisite	Core/Major	General Education	Elective
Introduction to Business	3	none		3	none
Interpersonal Communication	3	none		3	none
Business Law	3	none	3		none
Introduction to Paralegal Studies	3	none	3		none
English	3	none		3	none
American Government	3	none		3	none
Torts	3	none	3		none
Introduction to Psychology	3	none		3	none
Criminal Law & Procedure	3	none	3		none
Real Estate Law	3	none	3		none
College Mathematics	3	none		3	none
Law Office Management	3	none	3		none
Introduction to Computers	3	none		3	none
Legal Research	3	none	3		none
Wills, Trusts & Estates	3	none	3		none
Legal Analysis & Writing	3	none	3		none
Professional Responsibility & Ethics	1.5	none	1.5		none
Domestic Relations	3	none	3		none
Contracts	3	none	3		none
Alternative Dispute Resolution	3	none	3		none
Introduction to Sociology	3	none		3	none



Associate of Business Management

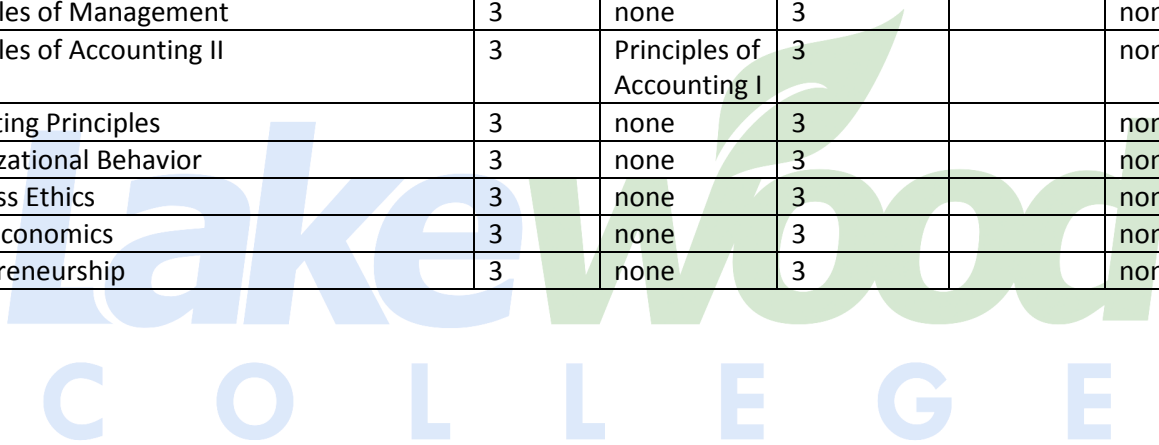
Program Description: The Associate Degree in Business Management will prepare students for entry-level positions in business, industry and non-profit organizations. The program is designed for students who seek to acquire a complete framework in basic business concepts and skills in order to contribute and create solutions for contemporary business problems.

Overall Program Objective: Upon successful completion of general education and specific program courses, students will acquire the knowledge and skills to apply management, marketing and accounting concepts to improve operational performance and aid in decision making skills. The emphasis in this program is placed on marketable skills.



Associate Degree Program Curriculum-Business Management

Course	Credit Hours	Prerequisite	Core/Major	General Education	Elective
Introduction to Business	3	none		3	none
Interpersonal Communication	3	none		3	none
Business Law	3	none	3		none
Personal Finance	3	none	3		none
English	3	none		3	none
American Government	3	none		3	none
Principles of Accounting I	3	none	3		none
Introduction to Psychology	3	none		3	none
Human Resource Management	3	none	3		none
Speech 101	3	none		3	none
College Mathematics	3	none		3	none
Operations Management	3	none	3		none
Introduction to Computers	3	none		3	none
Principles of Management	3	none	3		none
Principles of Accounting II	3	Principles of Accounting I	3		none
Marketing Principles	3	none	3		none
Organizational Behavior	3	none	3		none
Business Ethics	3	none	3		none
Microeconomics	3	none	3		none
Entrepreneurship	3	none	3		none



Program Overview

Learn the skills you need to become a pharmacy tech in a hospital or retail setting with the Pharmacy Technician Online Certification Training Program. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies, and you'll be prepared for national certification. All materials are included.

Pharmacy technicians and aides help licensed pharmacists prepare prescription medications, provide customer service, and perform administrative duties within a pharmacy setting. *Pharmacy technicians* also may receive prescriptions sent electronically from doctors' offices, and in some States they are permitted to process requests by phone. They must verify that the information on the prescription is complete and accurate. To prepare the prescription, technicians retrieve, count, pour, weigh, measure, and sometimes mix the medication. Then they prepare the prescription labels, select the type of container, and affix the prescription and auxiliary labels to the container. Once the prescription is filled, technicians price and file the prescription, which must be checked by a pharmacist before it is given to the patient. Technicians may establish and maintain patient profiles, as well as prepare insurance claim forms. Technicians always refer any questions regarding prescriptions, drug information, or health matters to a pharmacist.

Program Outline

Chapter 1 - History of Medicine and Pharmacy

Chapter 2 - Pharmacy Federal Laws and Regulations

Chapter 3 - Pharmacy Ethics, Competencies, Associations, and Settings for Technicians

Chapter 4 - Conversions and Calculations Used by Pharmacy Technicians

Chapter 5 - Dosage Forms, Routes of Administration and Drug Classifications, Drug Abbreviations, and Medical Terminology

Chapter 6 - Drug Information References

Chapter 7 - Prescription Processing

Chapter 8 - Over-the-Counter Medications

Chapter 9 - Complementary and Alternative Medicine

Chapter 10 - Hospital Pharmacy

Chapter 11 - Repackaging and Compounding

Chapter 12 - Aseptic Technique

Chapter 13 - Pharmacy Stock and Billing

Chapter 14 - Medication Safety and Error Prevention

Chapter 15 - Endocrine System

Chapter 16 - Nervous System

Chapter 17 - Psychopharmacology

Chapter 18 - Respiratory System

Chapter 19 - Visual and Auditory Systems

Chapter 20 - Integumentary System

Chapter 21 - Gastrointestinal System

Chapter 22 - Urinary System

Program Outline (continued)

Chapter 23 - Cardiovascular System

Chapter 24 - Reproductive System

Chapter 25 - Antiinfectives

Chapter 26 - Antiinflammatories and Antihistamines

Chapter 27 - Vitamins and Minerals

Chapter 28 - Vaccines

Chapter 29 - Oncology Agents

Chapter 30 - Microbiology

Chapter 31 - Chemistry



Professional Mediation Certificate Program

Program Description: Mediation and dispute resolution are rapidly growing fields of study and sought after skills in the workplace. This comprehensive course provides the core skill sets necessary for the practice of mediation. As it becomes more and more apparent that individuals, families, groups, organizations, communities and nations must begin to work together in peaceful ways for the common good, mediation and dispute resolution are poised to become increasingly popular. In mediation, a neutral third party, termed a mediator, works with both sides of a dispute to have them agree on their own terms, without someone else deciding what is best for them.

Students are guided through stages of mediation and how these stages apply to actual case studies of mediation. Students are offered an overview of the nature of conflict and differing styles of human interaction and are asked to explore their unique style of engaging or avoiding conflict and how this might affect their role as a mediator. The course presents an overview of theories of conflict and power, influences of gender and culture and how each helps inform a mediator's interventions. The important skill set of negotiation, including how to apply negotiation techniques, the critical issue of timing, and caucuses and other techniques to deal with impasses in the mediation are presented. The course covers the standards and ethics of this growing profession. Students learn core people skills such as reflective listening, impartiality, reframing, effective communication, and the handling of critical moments.

Program Objectives:

Upon successful completion of this program, students will be able to:

- Apply advanced dispute resolution skills to conflict situations.
- Apply concepts of conflict theory to conflict situations at multiple system levels.
- Apply the mediation process to interpersonal conflict.
- Analyze the differences between four of the most common mediation approaches.
- Analyze conflict using the concepts of empowerment theory.
- Increase self-awareness regarding approach and reaction to conflict.
- Understand the significance of gender and culture in mediation.
- Understand and apply skills for working through impasse in mediation.
- Demonstrate the ability to identify hidden interests in conflict.
- Demonstrate the ability to facilitate the resolution of conflict and reach agreement.
- Demonstrate effective communication and relationship skills in mediation.
- Articulate and apply ethical standards for practice.
- Demonstrate a stance of neutrality and impartiality in mediation.

Overview of Professional Mediation Certificate Course

Topic	Clock Hours
Introduction	0
Lesson 1- Conflict Resolution Overview	5
Lesson 2- Mediation And You	5
Lesson 3- The Formal Mediation Process	5
Lesson 4- Legal Considerations In Mediation	5
Lesson 5- The Convening Process	5
Lesson 6- The Opening Statement	5
Lesson 7- Communication & Information Gathering	5
Lesson 8- The Negotiation Stage	5
Lesson 9- Relationship Skills	5
Lesson 10- Problem Solving Skills	5
Lesson 11- Conflict Management Skills	5
Lesson 12- The Closing Stage	5
Lesson 13- Ethics	5
Lesson 14- Professional Family Mediation Skills	5
Lesson 15- Professional Business Mediation Skills	5
Lesson 16- Mediation Practice	5
Total	80

Pharmacy Technician Program

Program Description:

This 10 month program will train students to provide technical and clerical support to pharmacists in hospitals, clinics, or retail pharmacies. The pharmacy technician training will include medical terminology, reading, interpretation of prescriptions, inventory management and control, drug compounding, dosage calculations and dose conversions. Course content also includes the dispensing of prescriptions, billing, and reimbursement. Program completers can earn certification from the Pharmaceutical Technician Certification Board (PTCB).

Course Outcomes/Objectives:

- Understand the laws that govern pharmacy, whether federal or state-mandated
- Discuss the HIPAA requirements and their application to the pharmacy
- Interpret physician orders and prescriptions
- Prepare and distribute medications
- Define medical and pharmaceutical terms and common abbreviations
- Understand the pharmacology of medications in relation to the anatomy affected
- Perform pharmaceutical calculations
- Communicate effectively with patients and medical professionals
- Process insurance billing or collect payments
- Pass the National Certification Exam

Outline of Pharmacy Technician Lesson/Course Titles

1. Student Success Strategies

Emphasis is placed on thinking about success from day one and developing the non-technical skills to enhance personal, academic and career success. Topics include: goal setting, time management, learning styles, memory techniques, note taking and test writing techniques.

2. Introduction to Computers

Introduction to computer operations: operating system basics, disk structures, information sharing and customization, keyboarding, windows graphical user interface, basic use of the internet, introduction to word processing (MS Word), spreadsheets (MS Excel).

3. Introduction to Pharmacy

Overview of the history of pharmacy, legislation and health care systems; roles of the pharmacist and technician; explains the various pharmacy organizations in the province and ethical standards.

4. Pharmacy Fundamentals

Understanding dispensary, medical and pharmaceutical terminology, prescription interpretation and the abbreviations, introduction to various dosage forms, the various therapeutic classifications of drugs.

5. Pharmacy Math

Understanding different units of measures including metric, apothecary and household system

and their conversions from one to another. Working with drug strength, dilution, drop rates for calculating drug dosage, preparation of extemporaneous compounding including intravenous drugs, application of business mathematics and third party billing.

6. Anatomy and Physiology

Explore the various body systems and gain a basic understanding of the structure and functions of different organ and systems of the body and how they correlate with drug action. Learn common diseases with their pathophysiology.

7. Pharmacology

Learn the basic fundamentals of pharmacology, classification of drugs based on body system and therapeutic uses, mechanism of drug action, side effects, auxiliary labels, generic and brand name drugs, drug schedules, prescription and non-prescription drugs, legal requirements for narcotics and other drugs.

8. Compounding

Equipment use and maintenance, measuring, mixing and packaging techniques with pharmaceutical elegance, preparation of mixtures, creams and ointments, calculations related to compounding

9. Sterile Techniques

Hands on training on preparation of sterile products under laminar airflow hood, knowledge on basic microbiology and prevention of microbial growth, aseptic technique including chemotherapeutics; sterilization methods and handling of biohazard materials.

10. Pharmacy Software

Hands on training on operation and maintenance of the pharmacy software "Nexxsys", entering prescriptions and printing labels, maintaining patient's profile, drug search, doctor search, special instructions, third party billing and inventory management.

11. Communication Skills and Client Service

Review verbal and written communication skills, customer service, dealing with professional, peers and dispensary staff; problem solving techniques, handling complaints, and confidentiality.

12. Community Practice

Expose to product preparation from receiving prescription to delivery, purchasing and inventory control, third party billing and Ontario drug benefit plan, medication error, pharmacy law and record keeping,

13. Hospital Pharmacy

Learn about hospital organizations and the roles between different health care professionals, legislation governing hospital operations including review of drug management and distribution systems, ward stock, unit dose, automation and inventory control.

14. Long Term Care Pharmacy

Explore seniors and long term care, role of long term care pharmacies, drug distribution and packaging, unit dosage machine.

15. Career Planning and Preparation

Focus on various job search techniques, resume writing, interview techniques and lifelong learning

16. Conflict Resolution

Learn more about the conflict resolution process as it relates to the job of pharmacy technician.



Paralegal Diploma Program

Program Description: The paralegal profession has grown tremendously since it first appeared in the mid-1960's. There are now more than 120,000 paralegals in the United States. Presently, paralegals are involved in sophisticated legal work in traditional law office settings and in the corporate, government, and public arenas. The occupation has achieved recognition and has moved rapidly to professional stature.

This self-paced, program prepares students for an entry-level paralegal position. Students will be paired with an instructor for one-on-one assistance.

This training program is designed to provide the skills and knowledge necessary to both gain employment and successfully complete the National Association of Legal Assistants certification exam.

Program Objectives:

After completing this course, student will be able to describe:

- What a paralegal is.
- Common responsibilities and duties of paralegals.
- Types of positions available and common employers of paralegals.
- The paralegal's likely work environment.
- How paralegalism is regulated.
- Ethics for attorneys and paralegals.
- How the American legal system is structured, and how it operates.
- How to perform legal analysis.
- How to perform a legal interview.
- The legal investigation process.
- What makes a good witness?
- The duties of a litigation assistant in the four stages of litigation.
- Methods of legal research.
- Guidelines and proper etiquette for legal writing.
- How computers are used in the modern law office.
- What is commonly involved in law office administration?
- Methods of formal and informal administrative advocacy.
- The key terms associated with each chapter.

SEMESTER 1 - OVERVIEW OF PARALEGAL/LEGAL ASSISTING PROFESSION

Course Title	Clock Hours
Lesson 1: The Paralegal/Legal Assisting Profession Job skills, duties, career outlook, regulation of paralegals, salary range, CLA Examination, Court Filings, Unlicensed Practice of Law (UPL) issues	(100 Clock Hours)
Lesson 2: Law Office Operations Business of running a law firm, clients, witnesses, billing requirements, Confidentiality, Technology, Deadlines, Office Politics, Ethics, Mistake Avoidance Methodologies	(100 Clock Hours)
Lesson 3: Legal Systems: Understanding Court Structures and Purposes American Jurisprudence, Dual Court System (Federal vs. State), Criminal vs. Civil Litigation, Justice System Goals Field Trip Assignment	(100 Clock Hours)

SEMESTER 2 - PROCESS OF LEGAL LABORING

Course Title	Clock Hours
Lesson 4: Legal Research & Terminology Research methods and purposes, Latin Words in Law, Citations, Am Jur, Shepardising Cases, Lexis & Westlaw, Law Libraries, Internet Research Websites	(100 Clock Hours)
Lesson 5: Legal Writing & Analysis Types of Legal Documents and Purposes- Memorandums, Motions, Deposition Summaries, Legal Rational Thinking – Issue, Rule, Application & Conclusion	(100 Clock Hours)
Lesson 6: Civil (& Criminal) Procedures Trial Preparation, Pleadings, Discovery, Document Production, Motion Practice, Evidence & Investigation Comprehensive Examination	(100 Clock Hours)

SEMESTER 3 - ESSENCE OF LEGAL SUBJECTS WITHIN LAW

Course Title	Clock Hours
Lesson 7: Legal Subjects I: People Focus Torts/Personal Injury, Family Law, Criminal Law, Probate, Immigration	(100 Clock Hours)
Lesson 8: Legal Subjects II: Transaction Oriented Corporations, Businesses, Contracts, Real Estate	(100 Clock Hours)
Lesson 9: Litigation Alternatives, Conflict Resolution & Negotiation Mediation, Arbitration, Negotiation	(75 Clock Hours)
Lesson 10: Getting Paid Employment, Networking & Future Trends, Continuing Education Final Examination	(25 Clock Hours)
Total of Entire Program.....	900 Clock Hours

Undergraduate Degree Course Descriptions

Introduction to Paralegal Studies

3 Credit Hours

The course is the core of the paralegal program. Students will learn the past, present and future of the paralegal profession, including the paralegal defined, educational options, techniques for marketing skills and career opportunities. Instruction on ethics and professional responsibility, the organizational structure of the legal workplace and office culture and politics will prepare students for the challenges of today's paralegal. Students receive a formal introduction to law by examining sources of American law, the court system and alternative dispute resolution, substantive law in its various forms, as well as administrative law and government regulation. Legal procedures and advanced skills involving civil litigation and trial procedures, criminal law, conducting interviews and investigations, using primary and secondary sources to legal research, the emerging technology of computer assisted legal research, in addition to legal analysis and writing provide valuable insight and a solid foundation for the future legal assistant.

Legal Research

3 Credit Hours

This course is designed to teach the fundamentals of Legal Research. The student will learn research tools and techniques necessary to find the actual law, but also how to use the various secondary materials, which assist in the research process. Some of the topics covered are: Case Reporters, Digests, Codes, Annotated Codes, Annotated Reporters, Citators, Loose-leaf Services, Legal Encyclopedias, Treatises and Computerized Research Services.

Legal Analysis and Writing

3 Credit Hours

A requisite for the capable legal assistant is the ability to prepare professional legal documents. This comprehensive course provides the student with in-depth knowledge of the fundamentals of legal analysis and writing. Students will first examine an overview of the legal system, including analytic principles and the legal process. They will learn the specifics of legal analysis, including statutory analysis, case law and briefing, identifying and stating the issue, case application and counter analysis. Emphasis on application of these key principles in legal writing will allow students to prepare interoffice memorandums, court briefs and general legal correspondence.

Business Law

3 Credit Hours

The "bread and butter" of many law firms comes from organizing small business entities and advising them of their duties and rights. When is partnership better than a corporation? What procedure is followed in setting up a corporation? What must be included in the articles of incorporation? How are corporate minutes drafted? These questions are important to most business in your community and your knowledge in this specialty will help you assist a lawyer in answering them for his clients.

Domestic Relations

3 Credit Hours

This course is designed for the student who is interested in working in the area of family law. The student will learn the legal principles and processes involved in the law of marriage, divorce, separation, support, custody and visitation, annulment and adoption. Common agreements, pleadings and other documents applicable to these topics are set forth. Also covered are the tax consequences of separation and divorce.

Criminal Law & Procedure

3 Credit Hours

A great need for specialists in criminal law and procedures has been created by the rapidly expanding criminal justice system. Police departments, attorney generals, district attorneys and lawyers hire criminal law legal assistants. This course is designed to give an understanding of both the law and procedural aspects of criminal justice and to prepare you for an exciting career in criminal justice.

Real Estate Law

3 Credit Hours

Real Estate law is one of the most exciting and lucrative aspects of the legal profession. There is a great demand for real estate specialists not only in law firms, but also in banks, title companies, real estate brokerages, and many other aspects of business. This area of law has unlimited opportunities for paralegals who are interested in becoming involved in the dynamic and important aspect of life. Nearly everyone owns real estate, yet very few people really understand the nature of real estate transactions.

Wills, Trusts and Estates

3 Credit Hours

This area of specialty is ideal for legal assistants working with attorneys whose practice consists of some or all probate. This unit of study introduces the legal assistant to the essential requirements of wills, trusts, types of estates and estate taxes. It takes the student on a step-by-step process through all procedures involved in both formal and informal probate. Special emphasis is placed on the roles of various participants in the administration of a probate matter-the lawyer, the personal representative of the estate, the court and the legal assistant. A review of the responsibility that can be delegated to the legal assistant is included. Attention is given to training legal assistants in how to execute many of the probate forms necessary from the commencement through completion of the probate procedure.

Contracts

3 Credit Hours

Contracts are a part of almost every lawyer's practice: large or small firm, corporation or government agency. The student will be guided through the analysis of contracts, applicable law, formation (offer and acceptance) and the drafting of contracts. Enforceability, performance and breach, plaintiff and defendant remedies, and third party interests are also included.

Torts

3 Credit Hours

This fascinating specialty will expose the student to the duties and responsibilities owed by the individuals to their fellow citizens. Torts deal with civil wrongs, and your studies will illustrate and explain the many different types of tort recoveries that are allowed by law. You will learn the elements required to prove each tort, and defenses which may be posed, and a step-by-step strategy for the preparation and settlement for each type of action. Whether your tort theory be based upon negligence, products liability, libel, slander or malpractice, you will be guided through the entire process of personal injury litigation.

English

3 Credit Hours

This course is designed to develop your ability to write clearly. Emphasis is on effective writing and revising techniques including purpose, organization, and mechanics. Various modes and strategies of descriptive, narrative and illustrative essays are covered. The culminating assignment is a research paper.

Interpersonal Communications

3 Credit Hours

This course teaches the basics of communication principles and concepts. Topics include: Intercultural issues, conflict management, and communicating in groups and in public.

College Mathematics

3 Credit Hours

This course is a basic review of Mathematical skills, including terminology, checking accounts, taxes, payroll, step-by-step approaches. This course will help you develop math skills used in personal and business applications.

Introduction to Psychology

3 Credit Hours

Presents the theories and principles of modern psychology. You will learn about the different branches of psychology and the practical application of psychological tenets to functional behavior.

Professional Responsibility & Legal Ethics

1.5 Credit Hours

Anyone who works in the legal profession, whether an attorney or a paralegal, must have a fundamental understanding of the professional codes of conduct and laws dealing with the ethical obligations of members of the legal profession. This course covers the basic principles governing the ethical practice of law for both lawyers and paralegals. In addition, it provides students with the necessary tools for identifying and resolving ethical problems, and gives practical tips to implement in everyday practice. The areas that will be covered in this course include the regulation of attorney and paralegal conduct, confidentiality, the unauthorized practice of law, conflicts of interest, the handling of client funds, advertising, billing, fee splitting, disciplinary procedures and malpractice. Although this course will provide students with an understanding of the universal concepts of professional responsibility, each jurisdiction has its own minor variations on these concepts. Therefore, students are also encouraged to explore their local rules of professional conduct.

American Government

3 Credit Hours

The course provides a survey of the organization of American government, which includes an overview of the historical significance and provisions of the Constitution; the Bill of Rights; Congress; the Supreme Court; the Presidency; political parties and interest groups. The objective of the course is to lay the proper foundation for informed citizenship and more specialized study in political science.

Alternative Dispute Resolution

3 Credit Hours

The course provides a survey of the organization of American government, which includes an overview of the historical significance and provisions of the Constitution; the Bill of Rights; Congress; the Supreme Court; the Presidency; political parties and interest groups. The objective of the course is to lay the proper foundation for informed citizenship and more specialized study in political science.

Law Office Management

3 Credit Hours

This course will cover the theories, procedures and systems of law office management as well as an overview of the legal team and judicial system. Includes law practice technology as applied to paralegals.

Introduction to Computers

3 Credit Hours

This course introduces productivity software within the framework of business applications. It involves hands-on assignments including Windows operating system, computer components, word processing, spreadsheets, presentation graphics, the Internet, and e-mail.

Introduction to Business

3 Credit Hours

Present the fundamentals of business organization and procedures to acquaint you with management principles, business terminology, types of business organizations and their control.

Personal Finance

3 Credit Hours

This course is designed to introduce students to the basic terminology, concepts, and practices of personal finance. It will introduce the concepts of managing personal finances; inflation and recession; tax problems; insurance; annuities; credit; budgeting; financial planning; home ownership; bank accounts; investments; and social insurance programs. Further it will provide the foundation needed to understand and discuss the "language" of routine financial activities, and provide a solid foundation for future studies.

Principles of Accounting I**3 Credit Hours**

An introduction to the preparation and analysis of financial statements, Specific topics include the accounting model, general purpose financial statements and accounting for assets, liabilities, and equity.

Human Resource Management**3 Credit Hours**

An introduction to the human resources function and related elements and activities. The course outlines the roles and functions of members of the human resources department, as well as educating others outside human resources, in how their roles include human resources-related activities. The student will learn about the evolution in human resources management as we know it today. Emphasis is placed on the modern day importance of HRM and the new “corporate view” of the function.

Operations Management**3 Credit Hours**

The basic purpose of this course is to provide students with a broad understanding and knowledge of several operations management concepts. Such concepts include (but are not limited to) operations strategy, process design, forecasting, inventory management, scheduling, and quality management. Emphasis will be placed on the application of these concepts to actual business situations.

Microeconomics**3 Credit Hours**

This is a survey course in the theory and application of microeconomics. The course topics focus on microeconomic issues and problems, such as competition and monopoly, pricing, consumer demand, and producer supply. The course develops a theoretical framework for microeconomic analysis and applies this theory to practical domestic and international economic policy problems.

Principles of Management**3 Credit Hours**

This is the introductory course in management. The course is designed to provide students an overview of the management function and its role in organizations and society.

Principles of Accounting II**3 Credit Hours**

A continuation of Principles of Accounting I and an introduction to the use of accounting information for management decision making. Specific topics include determining cash flows, international accounting, product costing, budgeting and other concepts of management accounting.

Marketing Principles**3 Credit Hours**

This course is designed to introduce you to the basic principles of Marketing including, but not limited to, fundamental business, management, and entrepreneurial concepts that affect business decision making; economic principles and concepts fundamental to marketing; marketing career exploration, development and growth; and the basic functions of marketing (e.g. distribution, financing, marketing information systems, pricing, product/service management, promotions, and selling).

Organizational Behavior**3 Credit Hours**

This course analyzes the elements of organizational behavior. Topics include improving communications, managing conflict, understanding management, motivation, morale, dynamics of change, leadership, stress, ethics, and etiquette.

Speech 101**3 Credit Hours**

This course is designed as an introduction to the study of the human communication process with an emphasis on effective public communication. The course includes intensive practice in public speaking, reasoning, critical thinking, and critical listening. Speech 101 is an essential general education course teaching effective use and understanding of written and spoken forms of communication.

Entrepreneurship**3 Credit Hours**

The course focuses on the early development of independent ventures as well as those within established organizations. Individual and organizational level issues will be addressed. Entrepreneurial thinking will explore the thought processes that challenge existing norms and pave the way for novel solutions to problems in any field.

Business Ethics**3 Credit Hours**

This course examines business ethics from both an organizational and managerial perspective. Students will examine the goal of business organizations, as well as individual conduct in business settings. Ethical reasoning and ethical leadership will guide debate on topics such as: creating an ethical climate in an organization, honesty, affirmative action, environmental ethics, ethics in advertising and sales, financial management, personnel management, and the role of character and virtues in effective leadership.

C O L L E G E

Lesson Descriptions for the Mediation Certificate Program

CONFLICT RESOLUTION OVERVIEW

Define the history of dispute resolution. Also, you will understand other dispute resolution processes such as negotiation, arbitration, mediation and other extra-trial settlement procedures that have long been an integral part of court-dominated litigation. Examination of the advantages and disadvantages of each of these processes will be learned.

MEDIATION HISTORY

Outline the various types of mediation. The advantages and disadvantages and advantages will be provided for each type of mediation model. A comparison between facilitative and evaluative mediation will be presented. Each participant will be able to evaluate his or her own personality against the various models. Ethical considerations will be introduced to the students concerning neutrality, fairness and bias. Each student will receive a copy of the ABA Model Rules for mediators.

THE FORMAL MEDIATION PROCESS

Utilize communication techniques such as ignoring, pretending, selective listening, and active listening. You will learn how to ask open ended questions, close-ended questions, and leading questions.

LEGAL CONSIDERATIONS IN MEDIATION

Work with attorneys/accountants of the disputants to assist divorcing parties to determine appropriate division of assets and debts. This part of the course is designed to give participants assistance with these issues. A discussion of distributive bargaining and shuttle diplomacy is discussed with participants. Also, this part of the course provides instruction, as it relates to the mediation process, on how disputants may work with outside experts such as accountants, attorneys, real estate appraisers, or others. Finally, sound advice will be given relating to issues of child/spousal support.

THE COVENING PROCESS

Identify the convening stage of mediation, which is often the most difficult part of resolving a dispute. This stage begins when a party makes a request for mediation, either to another party or to a mediator. This is where a skillful mediator must decide and analyze the best strategy for getting the parties to participate in the mediation process. Instruction will be given to the participants on how to handle initial telephone contact and/or appointment letters. Also, this is the convening stage and is usually the stage when parties first learn of the mediation. Students will be taught the proper way to educate clients about mediation. Finally, once the parties agree to meet, the mediator should have a fee agreement and this part of the course addresses this issue.

THE OPENING STATEMENT

The purpose of this lesson is to teach you how to create safety and hope for disputants through employing the opening statement. After completing this lesson, you should be able to identify the 12 Steps of an Opening and effectively prepare an Opening Statement

COMMUNICATON & INFORMATION GATHERING

Effectively gather information and develop communication skills. The focus will include active listening, issue defining and identification, and opening statements. Also, there will be instruction on mediator control, which will include providing structure and setting the agenda.

THE NEGOTIATION STAGE

Determine negotiation skills of a competent mediator, since they are usually facilitating this negotiation. The use of a negotiation-planning instrument has aided in the success of many mediators. This involves defining all of the parties, their initial positions, fallback positions, and bottom line. It is also helpful for the mediator to determine alternative, interests and creative options for the parties. This section of the course will equip the participants with this useful tool and the knowledge to properly execute it. The participants will have the opportunity to practice using their negotiation-planning instrument during this period based upon a case study.

RELATIONSHIP SKILLS

Become a skillful mediator who learns to accept and value what is being presented. You will also learn critical skills needed for facilitating communication and dealing with problems that may arise in a mediation session. Lessons will focus on identifying and understanding factual problems as well as preventing and/or dealing with uncooperative parties.

PROBLEM SOLVING SKILLS

Focus on possible problem behaviors of disputants during mediation. Explanation of the steps of addressing impasse and brainstorming techniques. Specific techniques of learning how to invent all possible options will be given.

CONFLICT MANAGEMENT SKILLS

Identify various theories of conflict management. Additionally, both distributive and integrative bargaining techniques will be taught. Students will learn to recognize tactics of the disputants and to overcome them. Finally, students will learn to recognize and deal with interests, which disputants may or may not voice.

THE CLOSING STAGE

Appropriately draft mediation agreements for your clients. Also, a discussion of the unauthorized practice of law will be presented to students.

Assess the fitness of an agreement. To be durable, an agreement should be satisfying to the parties procedurally, substantively, and psychologically. This part of the course will help participants to ensure the delivery of a durable agreement. Discussion of issue of ownership of process and equity of the disputants will be provided. Finally, a discussion of reviewing the agreement in a way to prevent signer's remorse.

ETHICS

Review the final portion of the ABA proposed Model Rules for Mediators. This will include instruction relating to confidentiality, caucus, and conflicts of interests. How the mediator opens the session has tremendous significance. It is usually the disputant's first impression of the mediator's competency and style. A skillful mediator will carefully consider the environment he or she wishes to create and plan a strategy for setting the appropriate tone.

PROFESSIONAL FAMILY MEDIATION SKILLS

Focus on issues that are unique to divorce and family mediation. Specifically included will be training in domestic violence, child abuse and the psychological stages of divorce. This will involve ethical concerns for the mediator and their duty to report harm to others, as balanced with confidentiality. There will also be an in-depth look at mediation as compared to counseling.

PROFESSIONAL BUSINESS MEDIATION SKILLS

Deal with clients in a business situation. This part of the course will focus on the issues, which are unique to business environment situations. Some of the relevant issues will be negotiating with business employees, consumer's rights, the lemon law, insurance providers, and government entities.

Help parties construct a parenting plan/agreement, which is one of the most important roles for a mediator in a family mediation. This part of the course is designed to help parties develop an agreement that is free from mediation or legal linguistics. Additionally, the needs of the children are very important in dealing with family issues. Techniques will be demonstrated to keep parties/disputants focused on these needs.

MEDIATION PRACTICE

Effectively market a mediation practice and identify other ways to cultivate opportunities in the mediation profession. Being a mediator does not require a law degree or any other special educational background. However, there are important personal characteristics that are important to consider. This section of the course will deal with essential mediator skills. Additionally, setting up a mediation practice and marketing that practice are very essential skills for a mediator. Finally, local court policies, procedures and forms will be discussed.



Lesson Descriptions for the Paralegal Diploma Program

The Paralegal/Legal Assisting Profession

Discuss the career outlook for legal assistants/ paralegals and the role they play within the legal profession for delivering cost effective services to the public, while also understanding the debate regarding regulation & certification.

Law Office Operations

Express how law firms operate as a business and generate revenue while also adhering to ethics, confidentiality and other rules. Specifically state how paralegals and technology add to a law firm's profitability and overall success.

Legal Systems: Understanding Court Structures and Purposes

Understand the basic American judicial systems and functions particularly the dual nature of our federal and state court systems, as well as the origins of governmental authority. Know which laws supersede others and how courts maintain continuity among similar court cases.

Legal Research & Terminology

Perform basic legal research by recognizing how to transform facts into legal issues and knowing which legal encyclopedias will yield relevant & current information. Identify information hidden in legal citations and know how to decipher and read judicial opinions.

Legal Writing & Analysis

Think like a lawyer and be able to analyze legal issues and express findings in various legal writings consistent with established protocol. Draft common legal documents while understanding their differences and purposes.

Civil (& Criminal) Procedures

Explain the litigation process from the beginning of a case to the conclusion at trial. Make out possible post trial options. Assist attorneys with managing information during the discovery period while using same to generate legal documents necessary in the case.

Legal Subjects I: People Focus

Comprehend the basic issues behind law topics which have a people focus and what actions paralegals take to assist their attorneys handling such matters. Understand how lawyers earn money from personal injury cases. Know what it means to commit a tort.

Legal Subjects II: Transaction Oriented

Comprehend the basic issues behind law topics which are transaction oriented and what actions paralegals take to assist attorneys handling such matters. Grasp common legal issues relevant in business and property disputes and determine what skills are most useful for laboring in these matters.

Litigation Alternatives, Conflict Resolution & Negotiation

Distinguish when legal matters are outside the judicial system and how these alternative resolution procedures occur. Tell what actions paralegals perform to assist the prosecution of these matters and be aware of how non-judicial forums affect the justice system overall.

Getting Paid as a Paralegal

Develop a career mission plan which includes how to obtain employment in the legal profession, knowing which organizations are most beneficial for assisting new legal professionals, and recognizing the importance of continuing education and networking skills.

