



Hope Center School (HCS) Student Catalog

Students are expected to be familiar with the information presented in this school catalog, with any supplements and addenda to the catalog, and with all school policies. By enrolling in HCS, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the enrollment agreement controls.

Publication Date: March, 2020
Volume 3

Photographs

All photographs in this publication were taken at Hope Center School and represent the building and general type and quality of equipment on campus.



**The Hope Center School at 3 Hickman Street, Graniteville, SC
803-272-7285**

Hope Center School Classroom's



Paralegal Principles – Culinary Arts – Computer Lab - Engineering

Table of Contents

<u>WELCOME.....</u>	<u>5</u>
<u>HOPE CENTER SCHOOL – GENERAL INFORMATION.....</u>	<u>6</u>
<u>ACADEMIC PROGRAMS</u>	<u>7</u>
CULINARY ARTS	8
CULINARY ARTS BAKING AND PASTRY CERTIFICATE PROGRAM.....	10
BAKING AND PASTRY TRIMESTER SCHEDULE	11
CULINARY ARTS SPECIALTY COOKS CERTIFICATE PROGRAM.....	12
BAKING AND PASTRY TRIMESTER SCHEDULES.....	13
PARALEGAL PRINCIPLES CERTIFICATE PROGRAM.....	14
PARALEGAL TRIMESTER SCHEDULES.....	18
ENGINEERING TECHNOLOGY CERTIFICATE	19
ENGINEERING TECHNOLOGY CERTIFICATE SPECIFICS	21
ENGINEERING TECHNOLOGY CERTIFICATE TRIMESTER SCHEDULES.....	22
<u>IMPORTANT ACADEMIC INFORMATION</u>	<u>23</u>
<u>HOLD HARMLESS AGREEMENT</u>	<u>30</u>
<u>ADMISSIONS AND RELATED POLICIES</u>	<u>31</u>
<u>HOPE CENTER SCHOOL GRANTS AND SCHOLARSHIPS</u>	<u>33</u>
<u>STUDENT SERVICES.....</u>	<u>35</u>
<u>GENERAL INFORMATION</u>	<u>37</u>
<u>HOPE CENTER SCHOOL VALUES</u>	<u>38</u>
<u>LEADERSHIP TEAM AND HCS OFFICERS AND STAFF.....</u>	<u>43</u>

Welcome

Christ Central Ministries, Inc. is pleased to announce our offerings in Culinary Arts, Engineering Technology and Paralegal Principles at the Hope Center School (HCS), located on our campus in Graniteville, South Carolina. We at HCS believe these programs will prepare you for multiple employment opportunities.

HCS is committed to providing consistent, high-quality academic training to maximize your opportunities for both academic and personal success. Although academic success depends on how well you take responsibility for your own education, our faculty will work hard to help make the most of your time at our school. Your success in work and in life is a central focus of HCS.

HCS faculty and staff will do its best to make HCS a place where creative and intellectual experiences are the norm, and where your vision of career path and life skills comes into focus. However, we count on you, to bring new ideas, new ways of thinking, and new ways to solve problems in the classroom and to the world. No matter who you are or where you are from, your enthusiasm, participation, and willingness to learn is our expectation of you. Your expectation of us – delivery of a quality education.

There are countless ways to make good use of your time at HCS, but they all begin with your dedication to learning and improving, coupled with curiosity, a willingness to meet new people, make new friends and try new things.

I am sincerely excited that you chose HCS as your next educational step. I trust that your time here will be professionally rewarding and a personally enjoyable experience.

President,
Peter Poulos, Esq.

Hope Center School – General Information

The Mission Statement and Vision

HCS exists to provide a quality skills education that will lead to new job opportunities, and a broadened personal horizon for each student. HCS seeks to unite many volunteers to help families through education, job-skills training, and career opportunity assistance; to witness men and women, young and old, reach their academic potential; and to help each program participant take the next steps in developing the skills necessary for meaningful employment and a rewarding life.

Hope Center History

The Hope Center is located in Graniteville, SC. This location had been ground zero when, in 2005, a train derailed causing a resultant chlorine leak. After being abandoned for five years, the building's interior had been rendered useless. Christ Central purchased the building in 2010 to establish classrooms that could be used to help educate both children and adult populations. Part of Christ Central's vision was to build a state-of-the-art commercial kitchen to offer education programs in the culinary arts and thus provide employment opportunities in the food service industry for county residents. Today, this building is known as HOPE CENTER because we believe it will bring 'New Hope' to the Aiken County communities, their residents, and those beyond.

Main Campus

HCS is located at 3 and 6 Hickman Street in Graniteville, South Carolina.

Statement of Honor and Integrity

Academic honor and integrity are of utmost importance at HCS for both faculty and students. Falsifying one's work, copying another's work, plagiarizing, cheating in any form, misrepresenting, deceiving and lying will not be tolerated. Acts of this nature violate the American Bar Association's Code of Conduct, the Accrediting Board of Engineering Technology's Code of Ethics of Engineers and the American Culinary Federation Culinarian's Code. Students are expected to pursue their studies in an honest and responsible manner. Students that violate this Statement of Honor and Integrity will be subject to disciplinary action which may result in dismissal from their program of study.

South Carolina Commission on Higher Education

The HCS is licensed by the South Carolina Commission on Higher Education to operate in the State of South Carolina. The Commission is located at 112 Lady Street, Columbia, SC 28201 (telephone 803-737-2260). Licensure indicates only that minimum standards have been met AND it is not an endorsement or guarantee of quality. Licensure is also not equal to OR synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Academic Programs

General Information

HCS offers courses in three primary areas, Culinary Arts, Paralegal Principles, and Engineering Technology. Within these three areas of focus, HCS offers four certificate programs: One in Paralegal Principles, two in Culinary Arts: 1) Baking and Pastry and 2) Specialty Cooks, and one in Engineering Technology. Each certificate program requires successful completion of 24 credit hours of classes involving about one year of academic work divided into three trimesters (approximately 3.5 months for each trimester). In addition, HCS may also offer summer courses, not as part of the certificate programs, but as topics of interest for enrolled students, non-certificate seeking students, and the general public.

Course Numbering System

Courses offered by HCS are described below. Courses numbered 100 - 199 are normally taken during the student's first and second trimester. Courses numbered 200 - 299 are generally reserved for the second and third trimesters. Students entering a program with prior relevant classroom experience may receive credit for 100 level courses. To receive this advanced credit, students must provide an official transcript and course description as proof of prior successful completion of an equivalent course. A final decision as to the award of advanced credit will be made by the Registrar and HCS Director of Education.

Size Class

Culinary with a kitchen component and Engineering classes will not exceed 12 students. Culinary lecture-only and Paralegal Principles classes will not exceed 16 students.

Culinary Arts

Overview

The HCS of Culinary Arts is designed to provide a combination of classroom theory and hands on practical application in the state of art HCS kitchens, culminating in a cooperative education/work experience in a local establishment. The combination of this educational experience produces a culinary school graduate who is qualified to be employed by a restaurant, hotel, bakery, or other food business.

Culinary Arts - Course Descriptions

The following course descriptions include all culinary arts courses offered at HCS. After this listing of courses, the course work for the two certificate programs in culinary arts will be discussed.

CPT 098 Introduction to Computers - This is a 2-hour recommended introductory course and is not required. Students are encouraged to take this course. It will be offered at the beginning of every trimester to expose students to the vast 'culinary' resources online, including how to find recipes and information related to the culinary industry. There is no fee for this course. Prerequisites: None. No credit

CUL 099 Food Handling Certification - This course will prepare students for the NEHA Examination. Students must pass this examination and receive the Food Handler Card prior to continuing in their program of study. Non -matriculating students must have a Food Handler Card before they can register for 2nd trimester. Students pay a \$10.00 fee. The Registrar's Office has information on where and when the test will be offered. Prerequisites: None. No credit

MAT 101 Culinary Mathematics - This course introduces the culinary student to the mathematics needed to succeed in the kitchen and includes topics such as conversions, measuring and basic costing. Prerequisites: None. 1 credit

CUL 103 Principles of Food Preparation - This course introduces students to the basic techniques and procedures required to prepare foods. Emphasizes is on nutrition, identification of a standard quality product, and the importance of methods to develop sanitary working habits. Prerequisites: None. 3 credits

CUL 105 Introduction to Baking and Pastry Arts I - This course presents an introduction to baking and pastry with intensive hands-on laboratory training in a quantity food environment. The course competencies concentrate on the production and quality control of baked goods that are served in hotels, restaurants, resorts, and institutions. Laboratory classes emphasize basic ingredients and production techniques for breads, rolls, folded doughs, batters, basic cakes, pies, and creams. Prerequisites: None. 3 credits

CUL 109 Food Safety Certification - This course addresses public-health problems that relate to the hospitality industry. Topics include disease transmission through improper food handling, flow of food through the operation, and safety regulations. Students will be required to take the National Food Safety Certification examination; a passing grade on the National Food Safety Certification examination is not required to successfully complete the course. Prerequisites: None. 2 credits

CUL 112 Advanced Food Preparation - Full-course American menus are prepared in quantity. All students experience various positions in the dining room and kitchen areas. Emphasis is on preparation of recipes, purchase orders, requisitions, and income and expense summaries for each menu and dining room service. Prerequisites: CUL 099, CUL 103. 4 credits

CUL 115 Intro to the Hospitality Industry — Introducing Students to all aspects of the hospitality industry enabling informed career choices. 2 credits

CUL 135 Service Management - This course is designed to introduce the students to the basic principles of food and beverage management with focus on front-of-the-house training and development. Topics include dining room/style organization, customer relations, staff challenges, serving beverages, and modern management techniques. Students will gain experiences in basic set-up service skills, dining etiquette training, and tableside preparation. Sanitary practice and compliance with laws and ordinances of the Department of Health are enforced. Prerequisites: None. 3 credits

CUL 201 International Foods - Full-course, ethnic menus are planned, prepared, and served by student teams. Emphasis is on organization, showmanship, and supervision. Students will provide both oral and written reports on the multicultural menu presentations including food and labor costs, product and production analysis, and menu presentation and delivery. Prerequisites: CUL 099, CUL 103 and CUL 112. 3 credits

CUL 210 Catering Management - This is a lecture/production course with emphasis on organization in the catering of buffets, banquets, teas, and receptions. Students experience artistic production and participate in community service projects. Prerequisites: CUL 135. 3 credits

CUL 215 Baking and Pastry Arts II - This course focuses on the preparation of advanced pastries and classical desserts. It includes the preparation of petit fours, cake decoration and calligraphy, sugar and chocolate work, ice cream, and show pieces. The course objectives also include the preparation of pralines, candies, and specialty items. Laboratory classes are complemented with baking and pastry arts related studies that introduce management operations and procedures in the baking profession. Prerequisites: CUL 099, CUL 105. 3 credits

CUL 220 Baking and Pastry Arts III - This is a lecture and laboratory course offering the principles, techniques, and materials used in upper-level bake-shop and competition piece production. Units covered include sculpture of chocolate, sugar, pastillage, marzipan, salt dough, and dessert presentation. Prerequisites: CUL 099, CUL 105 and CUL 215. 3.5 credits

CUL 250 Artisan Bread - This course focuses on the formulation and the preparation of commercially produced artisan breads. The class, as a "bakery team," will learn how to work with pre-ferments, levains, and various types of yeast. Assorted formulations for straight dough, enriched dough, and naturally leavened breads in a production volume will be covered. There will be an emphasis on baker's math percentages, the science of ingredients, and the 'art of bread-making.' Prerequisites: CUL 099, CUL 105, CUL 215 and CUL 220. 3.5 credits

CUL 296 Cooperative Externship - This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings, as related to their program of study, including corporations, institutions, restaurants, and hotel and conference settings. The on-site student supervisor will maintain a weekly log of hours worked by each student. This log will be submitted to the HCS course instructor bi-weekly and made part of the student's official record. There may be an opportunity for a student to receive compensation for all or part of their work performed at a given location (See Career Services Officer). Prerequisites: CUL 099, CUL 103, CUL 105, CUL 215, and CUL 220. 3 credits

Culinary Arts Baking and Pastry Certificate Program

The Baking and Pastry Certificate Program prepares students for baking and pastry positions in a variety of settings including fine-dining restaurants and retail bakeries. Students study both theory and practical applications of baking and cake decorating. All culinary courses are presented in culinary theory with application in the kitchen and classrooms of HCS.

Students seeking advanced placement must submit official transcripts demonstrating prior academic work directly to the Admissions Office for review prior to acceptance. An interview with the HCS Baking and Pastry Program Coordinator is recommended.

This certificate program can be completed in three trimesters. Courses can be completed out of sequence with the permission of the HCS Culinary Arts Program Coordinator.

Upon completion of the certificate program, the successful graduate will be able to:

1. Understand theory and techniques of baking and pastry arts in production of quality products
2. Utilize multiple classical and contemporary baking techniques to prepare, produce, and present baked products, pastries, confections, desserts, plate presentations, and design
3. Understand theory and techniques of food preparation and presentation
4. Understand how to establish and maintain a safe and sanitary bakeshop operation including integration of Hazard Analysis and Critical Control Points (HACCP) and South Carolina law
5. Use skills and techniques of professional cake decorating with molded/sculpted decorations
6. Perform the skills and techniques of professional artisanal bread baking
7. Apply cost control measures to track goods through the cycle of purchasing, receiving and inventory control while evaluating the effect on profitability
8. Understand basic principles and concepts of the hospitality industry organizational structure
9. Demonstrate appropriate leadership techniques in varying circumstances
10. Communicate professionally/respectfully in diverse hospitality industry settings
11. Apply nutrition principles to bakeshop production, addressing dietary restrictions, if applicable
12. Transfer acquired knowledge and skills to the world of work

Learning objectives for each course in the Bakery and Pastry Certificate Program are defined and incorporated into each course syllabus. For example, below are sample learning objectives:

CUL 220 - Baking and Pastry Arts III:

- Demonstrate proper use and care of carving and sculpturing tools and equipment
- Demonstrate safety principles when preparing decorative work and display pieces
- Develop advanced decorating techniques
- Temper chocolate
- Prepare a variety of candies and chocolates
- Prepare simple chocolate candies through the use of molds as well as dipped candies
- Design and implement 3-dimensional chocolate sculptures
- Demonstrate the procedure for boiling sugar and producing poured and pulled sugar pieces
- Design and implement 3-dimensional sugar/isomalt sculptures
- Design and implement 3-dimensional marzipan sculptures
- Design and implement 3-dimensional pastillage sculptures
- Design and prepare a display piece
- Understand the use of color, texture, and flavors in display pieces
- Receive and store baking goods and products
- Requisition product and materials for production

Required Courses for Baking and Pastry Certificate Program

CUL 099: Food Handling Certification (non-credit required course offered prior to and during first week of classes)

Baking and Pastry Trimester Schedule

1st Trimester:

MAT 101: Culinary Mathematics - 1 credit

CUL 103: Principles of Food Preparation - 3 credits

CUL 105: Introduction to Baking and Pastry Arts I - 3 credits

2nd Trimester:

CUL 109: Food Safety Certification - 2 credits

CUL 115: Introduction to the Hospitality Industry - 2 credits

CUL 215: Baking and Pastry Arts II - 3 credits

3rd Trimester:

CUL 220: Baking and Pastry Arts III – 3.5 credits

CUL 250: Artisan Bread – 3.5 credits

CUL 296: Cooperative Education (Baking and Pastry Externship) - 3 credits

Total: 24 Credits

Culinary Arts Specialty Cooks Certificate Program

The Specialty Cooks Certificate Program prepares students for positions as entry-level cooks in food operations including hotels, motels, resort restaurants, and catering operations. Students study both theory and practical management applications focusing on cooking on a kitchen line with a-la-carte service. All culinary courses are presented in culinary theory with application in the kitchen and classrooms of HCS and/or in a related area establishment.

Students seeking advanced placement must submit official transcripts showing prior academic work directly to the Admissions Office for review prior to acceptance. An interview with the HCS Specialty Cooks Program Coordinator is recommended.

This certificate program can be completed in three trimesters. Courses can be completed out of sequence with the HCS Culinary Arts Program Coordinator's permission.

Upon completion of the Specialty Cooks Certificate Program, the successful graduate will be able to:

1. Understand theory and techniques of food preparation and presentation
2. Understand theory and techniques of baking and pastry arts in production of quality products
3. Apply menu-planning principles through the cycle of purchasing, receiving, and inventory control, as well as evaluating the effect on profitability
4. Understand basic principles and concepts of the hospitality industry organizational structure
5. Apply the relationship of beverage laws to the foodservice industry
6. Apply techniques of Garde Manger food production
7. Create and cater events
8. Prepare basic foods in quantity including American regional foods
9. Understand how to establish and maintain a safe and sanitary food service operation including Hazard Analysis and Critical Control Points (HACCP) and South Carolina law
10. Organize and operate the front of the house
11. Demonstrate appropriate leadership techniques in varying circumstances
12. Communicate professionally/respectfully in diverse hospitality industry settings
13. Apply nutrition principles to food preparation and planning of menus while addressing dietary restrictions
14. Transfer acquired knowledge and skills to the world of work

Learning objectives for each course in the Specialty Cooks Certificate Program are defined and incorporated into each course syllabus. For example, below are sample learning objectives:

CUL 112 - Advanced Food Preparation

- Understand practical responses to realistic situations in the foodservice industry
- Be able to manage front and back-of-the-house areas in a foodservice operation
- Demonstrate management and communication skills
- Employ proper forms and techniques of dining room service
- Develop skills of quantity food production
- Be skilled in kitchen equipment uses and safety rules
- Explain rules of meal and menu planning
- Design a regional American menu (e.g. Southwest, Northeast, etc.)
- Apply basic rules of food cost control and procedures
- Determine selling price of menu items
- Explain regulations regarding foods to be served to the public
- Employ standard storeroom procedures
- Develop skills in purchasing, planning, and requisitioning
- Prepare a variety of sandwiches
- Perform protein fabrication or primal cuts with yield tests

Required Courses for Specialty Cooks Certificate Program

CUL 099: Food Handling Certification (non-credit required course offered prior to and during first week of classes)

Specialty Cooks Trimester Schedules

1st Trimester:

MAT 101: Culinary Mathematics - 1 credit

CUL 103: Principles of Food Preparation - 3 credits

CUL 135: Service Management - 3 credits

2nd Trimester:

CUL 115: Introduction to the Hospitality Industry - 2 credits

CUL 112: Advanced Food Preparation - 4 credits

CUL 105: Introduction to Baking and Pastry Arts - 3 credits

3rd Trimester:

CUL 109: Food Safety Certification - 2 credits

CUL 210: Catering Management - 3 credits

CUL 296: Cooperative Education (Specialty Cooks Externship) - 3 credits

Total: 24 Credits

Paralegal Principles Certificate Program

Overview

A paralegal or legal assistant is a person who is qualified through education, training or work experience to perform a wide range of work activities involving critical thinking, detailed research, organizational focus and written/oral communications surrounding a host of situations and issues related to the law. Paralegals, for example, conduct research projects, organize document systems, prepare memoranda and reports, draft legal documents (e.g., pleadings, deeds and contracts), interview clients or witnesses, prepare answers to legally related inquiries and assist in litigation related activities including trial depositions. Paralegals may also perform real estate title searches, UCC searches, keep track of court calendars and deadlines, and organize and maintain client files. Paralegals are generally qualified to work in a variety of employment environments including law offices, governmental agencies, corporations, government contractors, and real estate developers. Paralegals, however, may not give legal advice to the public or engage in the practice of law.

This certificate program provides students with the opportunity to enroll in a Paralegal Principles Program that meets guidelines set by the American Bar Association. The Program is a cooperative education/work experience course in which students gain practical experience in a legal setting while earning academic credits.

Students seeking advanced placement must submit official transcripts showing prior academic work directly to the Admissions Office for review prior to acceptance. An interview with the HCS Paralegal Principles Program Coordinator is recommended.

The Paralegal Principles Program courses are offered primarily in the evenings. Students should note that not all courses are offered every trimester. Part-time students are welcomed and should consult with the Paralegal Program Coordinator for suggested course sequencing.

Paralegal Principles - Course Descriptions

The following course descriptions include all Paralegal Principles courses offered at HCS. After this listing of courses, the course work for the certificate program will be discussed.

LGL 101: Introduction to Law - This course serves as an introduction to the study of law, with an overview of fundamental concepts and principles of our legal system. A variety of legal topics, terminology, and areas of law are discussed to assist students in acquiring an appreciation of the dynamic role of law in our changing society. Students are introduced to the roles of legal professionals, including paralegals. Prerequisites: None. 1 credit

LGL 102: Legal Research and Writing - Provides an understanding of the basic methods of finding legal authority associated with any legal question presented. The Students will understand and be able to use primary research tools such as LexisNexis®. In addition, the Students will understand the hierarchy, scope and adequacy of that legal authority. Finally, basic legal writing skills will be presented and used by the Student. These skills will be reinforced through written work in other courses in the program. Prerequisites: None. 3 credits

LGL 103: Legal Ethics and Professional Responsibility - Introduces students to the paralegal profession and the basic ethical principles that regulate those working in law, with special emphasis on how the rules affect paralegals. Regulation of attorneys and unauthorized practice of law is discussed with reference to permitted paralegal tasks. Critical issues such as conflicts of interest, confidentiality, competence, and financial matters are emphasized. Students will become familiar with the law affecting lawyers and paralegals, including relevant sections of the American Bar Association Rules of Professional Conduct, and guidelines and codes adopted by bar and paralegal professional organizations. Prerequisites: None 1 credit

LGL 104: Real Estate Practice - Examines basic principles of real property law, with an emphasis on the role of paralegals in residential real estate transactions. Areas studied include acquisition of real property and fixtures, surveys and legal descriptions, co-ownership, easements and other encumbrances, marketable record title and title insurance, brokers, sales contracts, mortgage financing, and closing procedures. Students gain practical experience through document preparation, and familiarity with land records through assignments. Ethical issues related to this practice area are discussed. Prerequisites: None 3 credits

LGL 208: Litigation - Provides the student with a basic understanding of the civil litigation process as preparation for employment as a paralegal. The course surveys and reviews the civil litigation process in state and federal courts, including the form and content of documents used in instituting or defending civil lawsuits. Students will be taught legal concepts and skills germane to work as a litigation paralegal. Emphasis is given to court and office procedures before, during, and after trial, including causes of action and remedies, lawyer and client relationships and ethics, discovery, pleadings, organization of evidence, juries and verdicts; structure of a civil trial; post-trial motions; judgments; appeals, settlements, releases, and dismissals; and arbitration and mediation. . Prerequisites: LGL 101 and LGL 102. 3 credits

LGL 209: Probate Practice - Provides a basic understanding of the fundamental principles of law and legal terminology relating to the control and disposition of property before and after death, the probate court system and the probate process. Students will be taught basic concepts concerning wills, trusts, probate administration, estate and gift taxation, and fiduciary accounting. Responsibilities, ethical considerations, and duties of the paralegal in the handling of an estate will be stressed. Students will gain practical experience through exposure to document preparation, file management, and preparation of forms for estate administration. Probate matters such as emancipation, adoption, guardianship, and conservatorships will be reviewed. Prerequisites: LGL 101 and LGL 102. 3 credits

LGL 210: Family Law - Provides an introduction to and basic understanding of family law and practice for the paralegal. Students will be taught legal concepts regarding the scope and skills needed in a family law practice. Familiarity with legislation, legal terminology, and legal requirements in the area of family law will be stressed. Topics covered will include family-law research, ethics, interaction with the client, premarital agreements, ceremonial and common law

marriages, annulment, separation, dissolution of marriage, child custody, child support, tax consequences, legal rights of women and men, legal status of children, adoption, and surrogacy. Practical applications and drafting of documents will be included. Prerequisites: LGL 101 and LGL 102. 2 credits

LGL 211: Business Organization - This course provides an introduction to and understanding of the basic principles of law that apply to the formation of business organizations including sole proprietorship, general partnership, limited partnership, LLC, LLP, and corporation. Students will be taught legal concepts regarding the scope and skills needed by the paralegal in the formation and operation of these business forms. Familiarity with legal terminology, legislation, legal ethics, and legal requirements will be stressed. Practical applications and drafting of necessary documents and forms will be included. Prerequisites: LGL 101 and LGL 102. 2 credits

LGL 212: Commercial Law - Provides a framework for the legal and ethical considerations impacting many basic commercial transactions and deals with the formation of contracts and the rights and responsibilities of contracting parties. Specific topics included are contract law and the Uniform Commercial Code, including sales and negotiable instruments. Bankruptcy law is also covered. Prerequisites: LGL 101 and LGL 102. 3 credits

LGL 216: Administrative Law - Presents a basic understanding of legal concepts affecting public administrative agencies, including the way in which administrative agencies fit into the United States system of government, delegation of authority and separation of powers, the types and organization of administrative agencies, sources of administrative law, rulemaking, legislative oversight, agency actions, controls on agencies, appeals, adjudications, judicial review, and legal ethics. Specific areas of agency action are explored, such as environmental law, Social Security, civil rights, immigration, law, and Workers' Compensation. Prerequisites: LGL 101 and LGL 102 3 credits

LGL 218: Immigration Law – This course surveys the legal, historical, and political considerations that shape U.S. immigration law. The course will review the constitutional basis for regulating immigration into the United States, and, to some extent, the constitutional rights of noncitizens in the country; the history of U.S. immigration law and policy; the contours of the immigration bureaucracy, including the roles played by various federal agencies in immigration decisions; the admission of nonimmigrants (i.e., temporary visitors) and immigrants into the U.S.; the deportation and exclusion of nonimmigrants and immigrants; refugee and asylum law; administrative and judicial review; undocumented immigration; immigration and national security; and citizenship and naturalization. Prerequisites: LGL 101 and LGL 102. 3 credits

LGL 220: Contract Law - Contracts are promises that the law will enforce. We are exposed to contracts when downloading a new computer program, hiring a contractor and even ordering a meal at your favorite restaurant. This contract law course is designed to introduce the range of issues that arise when entering and enforcing contracts. It provides an introduction to what a contract is and analyzes the purpose and significance of contracts. It will discuss the intent to create legal relations, legality and morality. The course investigates one-sided promises, mistake, fraud, remedies and specific performance. Prerequisites: LGL 101 and LGL 102. 3 credits

LGL 260: Criminal Procedure – This intensive course deals with the constitutional dimensions of criminal law and procedure. Students will leave the course with an appreciation of how the U.S. Constitution focuses on the rights of the accused and the impact upon our law enforcement system. Discussion includes a number of issues relevant to the constitutional safeguards, as well as the cases reflecting current trends in criminal procedure. Prerequisites: LGL 101 and LGL 102. 3 credits

LGL 270: Cooperative Education/Work Experience - Provides students with the opportunity to apply classroom theory in an actual work setting. Students may be placed in a work setting related to the program of study, such as private law firms, corporate legal departments, corporate departments involving regulatory compliance, government organizations, or other such settings in which practical experience may be gained. In addition to site placement (200 hours),

students attend seminars focusing on job-related interpersonal skills including job search strategies. The on-site student supervisor will maintain a weekly log of hours worked by each student. This log will be submitted to the HCS course instructor bi-weekly and made part of the student's official record. There may be an opportunity for a student to receive compensation for all or part of their work performed at a given location. Prerequisites: 12 completed credit hours in the Paralegal program and permission of instructor. 3 credits

Paralegal Principles Certificate Program

Upon completion of the Paralegal Principles Certificate Program, the successful graduate will be able to:

1. Describe and understand the role of the paralegal in a number of different work environments
2. Apply the ethical rules that govern the conduct of the legal profession
3. Demonstrate critical thinking, reasoning, and analytical skills and organize and present information effectively, both orally and in writing
4. Conduct factual and legal research using print and computerized methods
5. Describe the organization of the American legal system
6. Understand basic substantive law in several general areas of legal practice, including administrative law, property law, family law, probate practice and litigation.
7. Generally understand basic legal documents, including pleadings, deeds, probate documents, court forms, business documents, and contracts
8. Perform file and case management tasks
9. Understand general court procedures and requirements
10. Demonstrate problem-solving, organizational and computer skills
11. Recognize and participate in opportunities for professional development through continuing education and affiliation with professional organizations

Learning objectives for each course in the paralegal program are defined and incorporated into each course syllabus. For example, shown below are sample learning objectives:

LGL 210 - Family Law for Paralegals

- How family law interrelates with other areas of the law
- Role of the paralegal in a family law practice
- Potential ethical issues in the family law practice
- Have a general understanding of the substantive law dealing with this practice area, including:
 - Legal marriage requirements and dissolution of marriages (e.g., annulment, dissolution, divorce, no-fault divorce and fault divorce requirements).
 - Real property and personal property, forms of ownership of property, marital property and separate property
 - Award of alimony, types of alimony, term of alimony, tax consequences of alimony, and separation agreements
 - Child custody laws
 - Domestic violence statutes
 - Alternate Dispute Resolution (ADR)
 - Legal Rights involving guardianship/custodial related issues such as involving children and incapacitated family adults
- Adoption, in vitro fertilization, surrogacy

Paralegal Trimester Schedules

1st Trimester:

LGL 101: Introduction to Law - 1 credit

LGL 102: Legal Research and Writing - 3 credits

LGL 103: Legal Ethics and Responsibility - 1 credit

LGL 216 Administrative Law - 3 credits

2nd Trimester:

LGL 104: Real Estate Practice - 3 credits

LGL 210: Family Law - 2 credits

LGL 211: Business Organization - 2 credits

3rd Trimester:

LGL: 208 Litigation - 3 credits

LGL 209: Probate Practice - 3 credits

LGL 270: Cooperative Education/Work Experience - 3 credits

Total: 24 credits

Engineering Technology Certificate

Overview

The HCS Engineering Technology Certificate is designed to provide students with a full range of skills necessary to pursue a career in engineering. Students will also learn to program using Python. They will be prepared to work in a variety of design and engineering jobs.

Course Descriptions

The following course descriptions include all the Engineering Technology Program courses offered at HCS.

ETC 101: Engineering Mathematics - Engineering Mathematics is designed for students with little math backgrounds to learn Applied Mathematics in the most simple and effective way. The aim of this course is to provide students with the knowledge of not only mathematical theories but also their real world applications so students understand how and when to use them. Prerequisites: None. 3 credits.

ETC 105: Introduction to Engineering - This course is designed to teach students various areas needed for an Engineering Certificate. We will learn about Statics, Thermodynamics, Mathematics, and Circuits. Prerequisites: ETC 101. 2 credits.

ETC 201: LibreCAD - LibreCAD is a comprehensive introduction to program LibreCAD. LibreCAD is a fully functional multiplatform CAD 2D. It's Interface and navigation does not differ significantly from commercial programs such as AutoCAD or DraftSight. In addition to the 2D drawing tools, we can find here many ready-made blocks, for example with kinetic, constructional or electronic elements. Prerequisites: ETC 101. 2 credits

ETC 210: Basic Chemistry - For students with little or no background in chemistry. The first half of this one semester course includes an introduction to general principles of chemistry including measurements, atomic structure, chemical bonding, naming compounds, states of matter, solutions, and chemical reactions with applications in health care. The second half of the course covers aspects of organic and biological chemistry that directly affect health care. They include sections on hydrocarbons, organic functional groups, carbohydrates, lipids, proteins, enzymes, nucleic acids, and metabolic pathways that provide energy for life. Prerequisite: ETC 101. 3 credits.

ETC 215: Octave - The course, intended for students with no programming experience, provides the foundations of programming in Octave. Variables, arrays, conditional statements, loops, functions, and plots are explained. At the end of the course, students should be able to use Octave in their own work, and be prepared to deepen their Octave programming skills. Prerequisite: ETC 101. 2 credits.

ETC 220: Basic Physics - Physics is concerned with every aspect of our universe, and in Basic Physics you will explore 4 main areas: Motion, Waves & Sound, Electricity & Magnetism, and Light. You will gain some valuable insight into these topics, and be able to make simple calculations and predictions. Prerequisite: ETC 101. 2 credits.

ETC 225: Basic Circuits - This electrical training course provides a basic introduction to DC theory, electrical circuits, batteries and DC machinery (motors and generators). This course will be extremely helpful to individuals who are just beginning a career in electrical work, or who require a basic knowledge of electrical principals and equipment to better their primary responsibilities. Prerequisites: ETC 101 and ETC 105. 3 credits.

ETC 230: Basic Calculus - Mathematics is the language of Science, Engineering and Technology. Calculus is an elementary Mathematical course in any Science and Engineering Bachelor. Pre-university Calculus will prepare you for the Introductory Calculus courses by revising four important mathematical subjects that are assumed to be mastered by beginning Bachelor students: functions, equations, differentiation and integration. After this course you will be well prepared to start your university calculus course. You will learn to understand the necessary definitions and mathematical concepts needed and you will be trained to apply those and solve mathematical problems. You will feel confident in using basic mathematical techniques for your first calculus course at university-level, building on high-school level mathematics. We aim to teach you the skills, but also to show you how mathematics will be used in different engineering and science disciplines. Prerequisite: ETC 101. 3 credits.

ETC 301: Statics - Statics is the study of methods for quantifying the forces between bodies. Forces are responsible for maintaining balance and causing motion of bodies, or changes in their shape. Motion and changes in shape are critical to the functionality of artifacts in the man-made world and to phenomena in the natural world. Statics is an essential prerequisite for many branches of engineering, such as mechanical, civil, aeronautical, and bio-engineering, which address the various consequences of forces. This Engineering Statics course contains many interactive elements, spread throughout, to promote conceptual understanding and problem solving skills. These include: simulations, some with adjustable parameters controlled by the student, to help visualize concepts; “walk-throughs” that integrate voice and graphics to explain an example of the procedure or a difficult concept; and, most prominently, interactive exercises in which students practice problem solving, while receiving hints and feedback. High school physics, algebra, and trigonometry are recommended prerequisites. Engineering Statics uses algebra and trigonometry and is suitable for use with either calculus- or non-calculus- based academic statics courses. Completion of a beginning physics course is helpful for success in statics, but not required as all the key concepts are included in this course. Prerequisite: ETC 101, ETC 105, ETC 220, and taken concurrently with ETC 230. 3 credits.

Engineering Technology Certificate Specifics

The Engineering Technology Certificate Program prepares students for the world of design and engineering. Students will study a wide range of engineering theory and learn to design structures and correct errors in design and implementation of engineering processes.

Students seeking advanced placement must submit official transcripts demonstrating prior academic work directly to the Admissions Office for review prior to acceptance. An interview with the HCS Engineering Technology Coordinator is recommended.

This certificate program can be completed in three trimesters. Courses can be completed out of sequence with the permission of the HCS Engineering Technology Coordinator.

Upon completion of this certificate program, the successful graduate will be able to:

1. Use mathematics to solve engineering problems and use math to design structures.
2. Design and troubleshoot problems with statics, thermodynamics, electrical design, and circuits.
3. Use LibreCAD for design and drafting, troubleshooting issues with design and drafting and prepare plans for development.
4. Work with various electrical circuits and designing circuits, work with AC and DC circuits as well as design programs to utilize those circuits.
5. To use and to write scripts and functions using Octave, work with vectors and matrices, handle data files, plot graphics and save them in pdf and jpg formats, and write interactive programs.
6. Understand the important quantities that describe motion: position, velocity, acceleration, how to analyze the causes of motion using Newton's Laws of Motion, understand what the relationship is between force and energy, understand the properties of waves, including a mathematical description, understand sound and light in terms of their wave nature, understand how waves overlap and interfere, and how this applies to some musical instruments.
7. Recognize the different states of matter, classify matter as an element, compound, or mixture, distinguish between heterogeneous and homogeneous mixtures, convert metric system measurement units into related units, express numbers using scientific notation, express the answer to calculations to the proper number of significant figures, complete calculations involving densities.
8. Understand, visualize and manipulate different elementary functions, like powers, roots, polynomials, trigonometric functions, exponential and logarithmic functions; understand, visualize and solve equations and inequalities involving these elementary functions.

Learning objectives for each course in the Engineering Technology Certificate Program are defined and incorporated into each course syllabus. For example, below are sample learning objectives:

ETC 101: Engineering Mathematics – 3 Credits

Engineering Mathematics is designed for students with little math backgrounds to learn Applied Mathematics in the most simple and effective way. The aim of this course is to provide students with the knowledge of not only mathematical theories but also their real world applications so students understand how and when to use them.

You will learn how to:

- Distinguish different numbers types and understand power, logarithm, sine and cosine.
- Understand the difference between functions and equations and knowing how to plot basic functions and solve for equations.
- Define differentiation and integration from the first principle and how to use some properties and rules to find the derivatives and integration of more complicated functions.
- Do basic complex number arithmetic using both polar and rectangular forms.
- Understand sequence and series and knowing how to evaluate a series.
- Explain why all of these topics are important in engineering.

Requirements:

- Basic computer knowledge and familiarity operating a computer system

Engineering Technology Certificate Trimester Schedules

1st Trimester:

ETC 101: Engineering Mathematics – 3 Credits
 ETC 105: Introduction to Engineering - 2 Credits
 ETC 201: LibreCAD - 2 Credits

2nd Trimester:

ETC 210: Basic Chemistry - 3 Credits
 ETC 215: Octave - 2 Credits
 ETC 220: Basic Physics - 3 Credits

3rd Trimester:

ETC 225: Basic Circuits - 3 Credits
 ETC 230: Basic Calculus – 3 Credits
 ETC 301: Statics – 3 Credits
Total: 24 credits

Important Academic Information

Academic Program Improvement

HCS reviews its academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. HCS may change, amend, alter, or modify program offerings and schedules to reflect this feedback. HCS, through the process of student evaluations, faculty evaluations, externship partner evaluations and Hope Committee reviews, ensures that its certificate programs are current and meet both the needs of our students and the expectations of their future employers.

Library

HCS has entered into an understanding with Aiken Technical College, the University of South Carolina Aiken, and Aiken County Libraries to provide access to library collections of books, periodicals, journals, videos and materials. This collaboration supports the HCS mission and curriculum and will assist students in attaining their educational goals. Libraries will be open during their respective posted hours. All the above-mentioned libraries have the authority and right to terminate an HCS's student library privileges for violation of their rules and code of conduct.

Electronic Library Information

HCS provides links on its website www.hopecenterschool.org to full-text journals, books, reference materials, and other sites relevant to each curricular area. The websites are selected to support students as they advance through their programs of study. Instructional materials for students and faculty are designed to enhance information literacy skills. A librarian located at HCS manages the electronic library information. The librarian selects the electronic resources and website links and helps prepare the instructional materials that are on the website. Students at HCS have unlimited access to this electronic library from their campus location and from home. Paralegal Principles students will be issued ID's allowing access to the online Lexis-Nexis library during their enrollment.

Learning Resource Center (LRC)

HCS maintains a Learning Resource Center (LRC) on the campus which contains computers for students use. The LRC is available to all HCS students during posted hours.

Tutoring

Free tutoring services are available for students at HCS and can be arranged through the Career Services Office.

School Closing Information

Scheduled school closings can be found in the academic calendar. In the event of a weather-related closing, students will be notified by the email address provided to the school. If the student does not have a current and working email, closing announcements can be obtained on television stations WFXG FOX Channel 31 and WRDW CBS Channel 12.

Trimester

A Trimester is defined as fifteen weeks of class/lab plus a fifteenth week for final examinations. Calendar of trimester dates will be published on HCS webpage.

Carnegie Credit Hour

The Carnegie credit hour is the unit of academic measurement used by HCS. It is based on the number of classroom hours and/or laboratory hours per week throughout the trimester. A three (3) credit course consists of 3 hours and 30 minutes of lecture or laboratory work each week for 14 weeks. This does not include a minimum of 3 hours and 30 minutes of outside reading, homework, or preparation each week. A two (2) credit course requires 2 hours and 20 minutes of lecture or laboratory work each week for 14 weeks. This does not include an additional 2 hours and 20 minutes of outside reading, homework, or preparation each week. A one (1) credit course requires 1 hours and 10 minutes of lecture or laboratory work each week for 14 weeks. This does not include an additional 1 hours and 10 minutes of outside reading, homework or preparation each week.

A three (3) credit cooperative/externship course consists of 200 hours of on-site work plus 3 scheduled meetings throughout the trimester with the co-op supervisor to discuss student's progress. Each meeting is expected to last approximately 30 minutes. Students are required to submit a weekly electronic journal to the co-op supervisor summarizing their weekly learning and work activities.

Schedule of Course Offerings

The Director of Education or designee is responsible for developing schedules of course offerings each trimester. Not all courses may be offered every trimester. Last minute changes may be necessary to accommodate staffing and class size. The Director of Education or designee is responsible for making the decision to add, cancel, combine or divide courses based on enrollment and other factors. Students will be promptly notified of schedule changes. HCS reserves the right to change, delete, or schedule additional courses required for certificate programs. Any changes made will not affect enrolled students. The course requirements in the catalog published the year the student enrolled are the courses the student must complete to graduate. Course substitutions may be approved by the Program Coordinator.

Enrollment Status – Full-time Student

A full-time student is defined as someone enrolled in a minimum of 7 credit hours per trimester.

Transfer of Credit to Hope Center School

Students who have previously attended an accredited College or University recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of the Program Coordinator. Courses taken at a previous institution must be 80% equivalent to the course offered at HCS. Those courses must be applicable to the student's program of study. Only courses in which the student earned a grade of 'C' or above will be considered for transfer. Students seeking transfer credit are responsible for having official transcripts and course syllabi forwarded to HCS for review.

When transfer credit is granted, only the credits transfer. The grade received in the course transferred from another institution will not be factored into the student's Combined Grade Point Average (CGPA). Students must petition for transfer credit with the Registrar's Office within three weeks of notification of admission. Students who receive transfer credit will have the program tuition charge pro-rated based upon the remaining number of credits the student must earn in order to graduate.

The Financial Aid Office will make the tuition adjustment. Transfer of credit is always at the discretion of HCS, and may depend on comparability of accrediting agencies.

In some cases, articulation agreements may be in place with local area high schools offering complimentary programs of study. These agreements would provide for automatic advanced standing in the related HCS certificate programs.

Transfer of Credit to Other Schools

There is no guarantee that credits completed at HCS will be accepted by or transferable to any college, university, or institution. Students seeking to transfer credits earned at HCS to another institution should contact the other institution to which they seek admission to ascertain that school's policies on credit transfer.

Residency

Students are required to earn a minimum of sixteen (16) of the 24 credits required for a certificate while attending HCS. A maximum of 8 credits can be transferred from another institution.

Attendance

Classroom attendance is not only an essential ingredient for academic success, but also a fundamental building block for employment after graduation. As part of the course requirements, students must attend at least 80 percent of the scheduled classes. For courses that meet once per week students must attend 12 classes; for courses that meet twice per week attendance at 24 classes is required. Failure to do so will result in administrative withdrawal. Extenuating circumstances will be considered by the course instructor.

Students in an externship course are required to complete all scheduled hours during the trimester. Students who do not complete the 'hour' requirement will earn a grade of incomplete and will be required to complete the course 'hour' requirement in the following trimester to receive credit. Absences due to extenuating circumstances such as sickness, military service etc. may reduce the 'hour' requirement. Program coordinators have the authority to make this decision.

Absences/Late Arrival

Students who know they will miss a class are responsible for notifying the instructor in advance of their planned absence. In the event of an absence, it is the student's responsibility to obtain the material covered during that class from a fellow classmate or by meeting with the instructor. If the student is absent from class, points may be lost towards the student's final grade. For example, if the student was absent the day a quiz was given, faculty members are not required to administer a makeup quiz. If an examination is missed, the student must have an acceptable, valid excuse to be provided the opportunity to sit for a makeup examination. Be aware, it will not be the same examination given to the class. If the student does not have a valid excuse for missing the examination, he/she will receive a grade of 0 on that examination.

Students who have been absent from all their scheduled classes for 4 consecutive scheduled classes or two weeks, not including scheduled holidays or breaks, will be administratively withdrawn from HCS. A notation on the transcript will record a 'WA,' administratively withdrawn due to excessive absence.

Students are expected to arrive on time for the beginning of class and remain until the class is over. Late arrivals and early departures are disruptive to the class.

Late Homework Policy

Students must submit all assignments when due. In general, late assignments will not be accepted for work turned in after the stated due date. Refer to the late homework section of the syllabus; acceptance of late work is at the sole discretion of the Instructor.

Student Email

Each student will be provided a free school email account (studentname@hopecenterschool.org) during the time they are registered as a student at HCS. The account will be terminated 30 days after the student is no longer affiliated with HCS.

Grading System

Grade reports will be posted on the student bulletin board by student ID at the completion of each trimester. Course grades are based on a 4.0 system. The student's grade is determined by a combination of factors including written tests, laboratory work, papers, electronic journals, class participation and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the grade value for the grade received for the course times the credit hour of the course. For example, a 3.0 credit course with a grade of 'C+' would earn 6.99 quality points; 3 credits times 2.33 (grade value of a C+). The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits completed. The table below shows the equivalency between a letter grade and the grade value in the 4.0 system.

Letter Grade	Grade Value
A	4.0
A minus	3.67
B plus	3.33
B	3.0
B minus	2.67
C plus	2.33
C	2.0
C minus	1.67
D plus	1.33
D	1.0
D minus	0.67
F	0
I	Incomplete
A	Audit
WP	Withdrew Passing
WF	Withdrew Failing
WA	Administrative Withdrawal (includes Excessive Absence)
T	Transfer Credit

Course Withdrawal Policy

Students who wish to withdraw from a course must complete a Course Withdrawal Form available in the Registrar's office. During the Add/Drop period, students who withdraw will be unregistered from courses dropped, and there will be no record of the course on their transcript. If the student withdraws after the Add/Drop period, a grade of 'WP' (Withdrew Passing), 'WF' (Withdrew Failing), or 'WA' (Administratively Withdrawn) will be entered on the student's transcript. Students who withdraw during the last two scheduled calendar weeks of the class will receive a final grade based on the work completed up to the withdrawal date. A Course Withdrawal Form must be submitted to the instructor and signed by both the student and instructor for the withdrawal to be official. Students who discontinue class attendance without completing the proper withdrawal process will receive an 'F' when grades are recorded. A student may also withdraw from an externship course.

Course Repeating Policy

Students must repeat any required course in which a grade of 'F' or 'W' is received. Students are also allowed to repeat courses in which: (a) they received a 'D+' or below, (b) their CGPA is < 2.0 before registering for an externship or < 2.0 by the time they complete the program and cannot graduate, or (c) they receive approval by the Program Coordinator. If a student receives a 'D+', 'D', 'D-' or 'F' in a course and retakes the course, the better of the two grades received will be used to calculate the CGPA. Both courses will appear on the transcript but the course with the lower grade will include a footnote indicating that the course has been repeated. Federal financial aid may only be used for one repeat of a previously passed course. If a course is repeated, the student will be assessed 75% of the course fee.

Extension of Time to Complete Course Work

To receive a grade of Incomplete ('I'), the student must petition the course instructor two weeks prior to the last day of class to receive an extension to complete the required coursework. The instructor must approve or disapprove the request within three business days of the student's written request. The student must be satisfactorily passing the course at the time of petition. Should a student fail to complete the unfulfilled coursework requirements within three weeks of the end of the trimester, the incomplete will be converted to a final grade based on the student's work during the trimester and any work completed during the time allotted for submitting the incomplete work. If the student fails to petition the course instructor for an extension of time, the student's grade will be determined in accordance with the grading rubric shown on the course syllabus. Incompletes are not available for Culinary Art kitchen/laboratory classes except for extenuating circumstances such as a medical emergency.

Appeal of Grade

A student who disagrees with a grade he or she has received should contact the course instructor immediately to discuss the concern. If the dispute is unresolved, the student must submit a written appeal to the HCS Appeals Committee within 14 calendar days from the end of the grading period with copies to the Program Coordinator and the Director of Education. The student's appeal must be signed and dated and must include the reason he or she is appealing the grade with supporting documentation (e.g., test and quiz scores, graded papers). A decision regarding the appeal will be made within ten business days of receipt. Students will be notified of the decision in writing by the Chairperson of the Appeals Committee.

Cancellation and Refund Policy

The student may cancel enrollment without penalty by notifying HCS in writing within three business days after signing the Enrollment Agreement ("3-day Cancellation Period"). In this event, all monies paid to HCS by the Student will be refunded. Costs and expenses incurred by the Student but not paid directly to HCS (e.g., for text books, uniforms and kitchen equipment) will not be "refunded" by HCS. Grants and scholarships awarded by HCS to the student are applied to program costs and are not subject to refund.

After the 3-day Cancellation Period, if the student withdraws enrollment from HCS before the beginning of the twelfth (12th) week of the first trimester of a Program, HCS will refund a pro rata portion of tuition costs paid by the student rounded to the nearest 10 percent, less \$100 for administrative costs. After the first trimester, absent mitigating circumstances, HCS will only refund tuition costs received for future trimesters and not the trimester the student is currently attending. Mitigating circumstances include but are not limited to those circumstances beyond the student's control that prohibit pursuit of a Program, such as serious illness of the student, death in the student's immediate family, extended military service and extended jury duty. If mitigating circumstances are present, HCS will follow the pro rata refund policy noted above. HCS will make refunds within 40 days after the effective date of cancellation. The requested cancellation must be in writing. The three examples shown below illustrate how the Refund Policy works:

1. **Example 1:** Student attended four weeks of a 15-week trimester, for which the tuition costs were \$1280 (8 credit hours X \$160 per credit hour). Student then withdrew from the course. 11 of the 15 weeks in the trimester were not completed: $11/15 = 0.733$ or 73.3% not completed. Rounding to the nearest 10% = 70%. Base Refund: $0.70 \times \$1280 = \896 . HCS retains $\$1280 - \$896 + \$100$ (administrative costs) = \$484. **Student Refund: \$1,280 - \$484 = \$796.** (See Table below for tuition refund calculations by week)

Refund table for \$1,280 tuition for 15 week trimester

Weeks Attended	% Refund	Base Refund (Col. 1 * 1,280)	HCS Retains (Trimester Cost – Col. 2 + \$100)	Student Refund (Trimester Cost – Col. 3)
	1	2	3	4
1	90%	\$1152	\$228	\$1052
2	90%	\$1152	\$228	\$1052
3	80%	\$1024	\$356	\$924
4	70%	\$896	\$484	\$796
5	70%	\$986	\$484	\$796
6	60%	\$768	\$612	\$668
7	50%	\$640	\$740	\$540
8	50%	\$640	\$740	\$540
9	40%	\$512	\$868	\$412
10	30%	\$384	\$996	\$284
11	30%	\$384	\$996	\$284

2. **Example 2:** Student completed the first trimester and paid \$1280 tuition costs for the second trimester. Student withdrew after five weeks of the second trimester. There were no mitigating circumstances. No refund is due.

3. **Example 3:** Student completed the first trimester and paid \$1280 tuition costs for the second trimester. Student withdrew after four weeks of the second trimester (15 weeks) because of the death of an immediate family member – a recognized mitigating circumstances. Student would be entitled to the same refund as calculated in Example 1, above.

HCS reiterates that (1) after the 3-day Cancellation Period, it refunds only tuition costs paid by Student to HCS and (2) grants and scholarships awarded by HCS are applied directly to program costs and are not refundable.

Auditing Courses

If classroom space is available, a student may register to audit any course with consent of the instructor or Program Coordinator. Current students may audit a class outside of their program of study, subject to space availability, and provided the course is taken concurrently with a program course. Students are expected to fully participate in the course, and class attendance is required. Students taking a course outside their program of study will pay tuition at the current rate for any course they take for credit or audit. Students are required to purchase equipment, textbooks, uniforms, etc. required for the course.

Non-Certificate Seeking Students

A student not enrolled in a specific program is considered to be a non-certificate seeking student. HCS may allow a student to take a course subject to space availability and prerequisite requirements. Non-certificate seeking students are subject to campus policies and attendance is required. Non-certificate seeking students will be required to purchase textbooks, uniforms, etc. required for the course. Non-certificate seeking students will be awarded course credit and a letter grade on their transcript. A non-certificate seeking student could at any time seek admission as a full or part-time student.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet minimum CGPA requirements throughout the program. Student CGPAs will be reviewed at the end of each grading period to determine if the student's CGPA is in compliance. Students whose CGPA falls below 2.0 will be required to meet with the Director of Education.

Academic Probation

At the end of each trimester each student's CGPA is reviewed. A student will be placed on academic probation if his/her CGPA is below 1.33 at the end of the first trimester or below 1.67 at the end of the second trimester. At the end of the third trimester, the student's CGPA must be 2.0 or above to graduate. At any time during a student's course of study, students may retake a course to improve and replace a prior low grade and raise their CGPA (e.g., register for a fourth trimester to retake courses). If a course is repeated, the highest grade received in the course will be used to compute the student's CGPA. The student will be assessed 75% of the course fee when a course is repeated. A student on Academic Probation must participate in academic tutoring (provided by HCS) as deemed necessary by the Program Coordinator. Failure to comply may result in dismissal. The Career Services Office will schedule tutoring services. A student who raises his/her CGPA to meet or exceed graduation standards (2.0) will be removed from probation.

Dismissal

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy. Grant money received is not refundable to the student but to the granting agency.

Appeal

A student who has been dismissed for academic or non-academic reasons may appeal the decision if special or mitigating circumstances exist. Any appeal must be in writing and submitted within 5 working days of receiving notification of his/her dismissal to the Director of Education for action by the HCS Appeals

Committee (HCSAC). The student must explain what circumstances contributed to the academic or non-academic problem/issue and what action on the part of the student is being taken to overcome the special or mitigating circumstances in the future. The decision regarding readmission for a student dismissed for poor academic performance will be based upon several factors including but not limited to grades, attendance, conduct, and personal commitment to successful completion of the program. The decision of the HCSAC is final and may not be further appealed.

Reinstatement

If a student dismissed for academic reasons is readmitted, the student may be required to repeat one or more courses previously taken. If a student repeats a course, the student will receive the higher of the grades received between the previous course and repeated course. All grades for that course will appear on the transcript but only the higher of the two will be used in computing the CGPA. A course may be repeated two times. If a course is repeated students will be assessed 75% of the course fee.

Add/Drop Period

During the Add/Drop period, students may make modifications to their schedules without incurring any academic or financial penalty. The Add/Drop period in each trimester is during the first two weeks the course is in session.

Maximum Time Allowed to Complete a Certificate Program

Full-time students must complete their program of study in 2 years. Part-time students are allowed 4 years to complete their program of study. The time limit may be extended under special circumstances. Students should file a request in writing for time extension with the Program Coordinator with a copy to the Director of Education.

Graduation Requirements

To graduate, a student must have earned a minimum 2.0 CGPA, have successfully completed all courses required for the certificate and be current on all financial obligations. To participate in the graduation ceremony, students must have completed all the requirements for graduation. Exceptions may be made for students who needs one additional course and are registered for the course during the trimester following the graduation ceremony. The graduation certificate will not be issued until all final credits are completed and all graduation requirements fulfilled.

Graduation and Academic Trimester Honors

Honors are a formal recognition of academic achievement upon graduation and at the end of each trimester. Upon graduation, students with a CGPA ≥ 3.75 will graduate with High Honors; students with a CGPA ≥ 3.5 and < 3.75 will graduate with Honors. Graduation honor status will be noted on the student's Graduation Certificate and official transcript. Each trimester, students at HCS will be placed on the Honor Roll based on the following criteria: High Honors 3.75 to 4.0 and Honors 3.5 to < 3.75 . Non-certificate seeking students are not eligible for academic honors.

Graduation Documents Issued by HCS

Certificate in Culinary Arts (Baking and Pastry)
 Certificate in Culinary Arts (Specialty Cooks)
 Certificate in Engineering Technology
 Certificate in Paralegal Principles

Hold Harmless Agreement

(Required to be signed by all students attending classes at HCS.)

I, the undersigned student at Hope Center School, acknowledge that there is some risk of accident or injury associated with use of equipment and other aspects of the Hope Center School course of study, including but not limited to travel; contact with others including students and visitors; activities in classes conducted in the kitchens of the Hope Center School Culinary Arts programs; and while working as an extern at a business, office or kitchen/dining facility off campus (e.g. restaurant, law office, cafeteria). I acknowledge that an externship may be required in my program of study. I hereby waive, release, and discharge the Hope Center School of any and all liability and all claims for damages for death, personal injury, or property damage which I may have or which hereafter may accrue to me as a result of participation in the program whether or not caused by negligence or fault of the Hope Center School.

This release is intended to discharge the Hope Center School, and its officers, directors, faculty, staff, employees, representatives, students, volunteers, and agents, from and against any and all liability arising out of or connected in any way with my participation in the training, internship/externship, hands-on activities, practice, classroom lessons or other activities required in and during my program of study.

Knowing risks exist, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all persons and agencies mentioned above that might otherwise be liable to me or my heirs or assigns for damages. I further understand and agree that this waiver, release, and assumption of risk is to be binding on me, my heirs, and assigns.

In addition, I give permission to receive, if necessary, emergency medical services by authorized personnel, and that any cost incurred as a result of such medical treatment will be my responsibility.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

(If student is under 18)

Admissions and Related Policies

Enrollment Requirements

All classes offered have limited enrollment and admissions is on a first come first serve basis. Accordingly, students should apply for admission as early as possible to be accepted for a specific program and start date. To be eligible for admission, students must have graduated high school with a minimum CGPA of 2.0 or successfully passed all sections of the GED examination. Applicants are required to complete a personal interview with an Admissions Representative, either in person or by telephone, depending on the distance from the school. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum.

Acceptable documentation of high school graduation must be received by HCS thirty (30) days prior to the first day of the student's first scheduled class. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency. Students who do not provide valid documentation of high school graduation and high school transcript or its GED equivalent will be not be allowed to register for classes and their program of study.

In Summary, each applicant must:

- a. Execute all enrollment documents including the Application Form and Enrollment Agreements (if applicant is less than 18 years of age, applicable enrollment documents must also be signed by a parent or guardian),
- b. Send to HCS a standard high school diploma or GED,
- c. Complete a personal interview with a Admissions Representative, and
- d. Pay the applicable application fee of \$25.00 (refundable if applicant is denied admission or withdraws application within 5 business days).

The school reserves the right to reject applicants if the items listed above are not properly completed.

Application Fee Waiver Policy

Application fees are waived upon presentation of documentation showing proof that the prospective student is:

- a. Active duty military, a veteran, a reservist or a spouse or dependent of any of the former;
- b. Eligible for Native American tribal education benefits; or
- c. A high school student who was on a free or reduced lunch program.

Criminal Conviction Policy

Applicants with criminal convictions (other than minor traffic violations) will be evaluated for admission on a case by case basis. To be clear, HCS seeks to provide an opportunity for admissions to all deserving applicants irrespective of mistakes made in the past. However, In an effort to maintain a safe educational and working environment for students and staff, HCS reserves the right to reject applicants with certain types of criminal convictions. Admitted students who are discovered to have misrepresented their criminal conviction history to HCS are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense (other than minor traffic violations) while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report while enrolled are subject to immediate dismissal. HCS reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate. The HCS will bear the expense and costs associated with background checks. If you have any questions or concerns, please discuss this matter with the Director of Education.

English Proficiency

HCS does not provide English-as-a-Second Language (ESL) instruction. Students are required to speak English in classes that are taught in English. Students whose native language is not English are required to provide proof of English proficiency by one of the following or obtain a waiver by the Admissions Officer:

1. Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (IBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer-Based Test (CBT) score of 173 or higher.
2. Advance Placement International English Language (APIEL) with a score of 173 or higher
3. International English Language Testing System (IELTS) with a level of 6 or higher
4. A grade of 'C' or better in an intermediate ESL course
5. Graduation from an English-speaking secondary school
6. Evidence of having completed 12 semester hours or equivalent with at least a 'C' (2.0) average at an accredited postsecondary institution in which English was the primary language of instruction

Admissions Policies for International Students

No English-language services are provided by the school. No assistance is offered by the school in applying for a visa. HCS will not knowingly enroll illegal immigrant students.

Non-Discrimination Policy

HCS admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Students Returning after Withdrawal

Students who have previously attended HCS but did not graduate and are returning within one year of their withdrawal date, at a minimum, will be subject to the following admission requirements and procedures as new applicants: Enrollment Agreement, General Student Disclosure Form and Program Disclosure Form. HCS may determine a Criminal Background Check is required. Payment of the application fee is not required. Students planning to return to HCS in a program of study that is different from the one they previously attended must apply to that program. Admission is not guaranteed.

Leave of Absence (LOA)

Under certain circumstances students may be granted up to a 180 day leave of absence from their studies. These circumstances include, but are not limited to, military duty, medical leave, family care, personal hardships and jury duty. If you need to take a leave of absence from your studies, please file a formal request and discuss it with the Director of Education. The student must have successfully completed (CGPA \geq 2.0) one trimester before applying for and receiving a LOA. Failure to return from a scheduled LOA will result in the student being administratively withdrawn ('W').

Foreign Academic Documents

HCS requires students with foreign educational credentials to submit authentic foreign academic documents from all secondary and postsecondary educational institutions. HCS may require foreign educational credentials to be verified through an approved foreign credential evaluation agency to ensure they are equivalent to a high school diploma. This evaluation will be paid for by the prospective student.

Forged/Altered Academic Documents

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the school and will not be returned. The student will not be admitted. If HCS becomes aware that a document was forged by a student currently enrolled in classes, the student will be subject to disciplinary action and may be dismissed from HCS without recourse.

Hope Center School Grants and Scholarships

HCS raises funds on a continuous basis for grants and scholarships through donations and other sources. Once funds raised in a given year are exhausted, grants and scholarships will no longer be available until the following year.

HCS certificate programs will cost \$ 160.00 per credit hour during its first year of operation. The cost per credit hour is expected to increase incrementally in the second and subsequent years to approximately \$400.00 per credit. During the first year of operation, a 24-credit -hour program in Culinary Art is expected to cost the student approximately \$ 5985.00. The Paralegal Principles program is expected to cost approximately \$5370.00. These expected program costs include tuition, books, culinary equipment and incidental expenses. It is the intent and HOPE of HCS that grants and scholarships will significantly help defray these costs and the graduating student will have incurred minimal out-of-pocket costs. And equally as important, students will have the opportunity to start a new career. HCS's goal is to provide grants or scholarships to all HCS students that have financial need. HCS HOPES to provide every student enrolled with a high quality, minimal-cost education.

Hope Bridge Grant

The Hope Bridge Grant will be awarded to students based on need and qualifications. It consists of all tuition costs for a given trimester of work. The student can apply for the grant each trimester.

Program Details:

1. The Hope Bridge Grant is renewable each trimester.
2. Students will automatically be considered for a Hope Bridge Grant upon completion of the admissions and financial aid application process.
3. A student must maintain a minimum CGPA of 2.0 to remain eligible for the Hope Bridge Grant.
4. If a student receives additional funding after the Hope Bridge Grant has been awarded, the Hope Bridge Grant may be reduced. The total combined amount of funding a student receives cannot exceed the student's direct cost of attendance (tuition, books and fees).
5. The Hope Bridge Grant will be applied to the student's program cost. The student will not receive cash.

Hope Achievement Scholarship

Each September, HCS will offer one full scholarship to a student that has graduated from an Aiken County High School with a GPA of 3.6 or higher within the last 4 academic years. Students will be considered for the Hope Achievement Scholarship once they have completed the admissions application process and have submitted the Hope Achievement Scholarship application and his/her high school transcript. All required forms are due by August 1 every year. Applications may be obtained from the financial aid office.

Program Details:

1. To apply for this scholarship, applicants must submit an essay (typed) explaining why they want to pursue a post-secondary education and a career in the Culinary, Paralegal, or Linux Computer Programming profession.
2. The scholarship will be awarded over the length of the program. The scholarship funds will be distributed across the student's anticipated enrollment, with equal amounts being applied to each trimester.
3. Student must maintain a 2.0 CGPA to remain eligible for the scholarship.
4. The student will not receive a cash award from this scholarship.

Hope Center School Military Grant

HCS has established a Military Grant for our Active Duty, Drilling National Guard, and Drilling Reservist Service Members of the U.S. Military to assist in providing the opportunity to attend a program of study at HCS. Applicants may be eligible for a one-time grant in the amount of \$1500.00 to be applied toward program costs. To be eligible for the grant, a candidate must be accepted for admission, verify his/her military status via a current military ID, Leave and Earnings Statement, or other government document. Application forms may be obtained at the financial aid office.

Program Details:

1. Must be active duty, in the National Guard, or an active Reservist in the U.S. Military.
2. Must apply and be accepted for admission to be eligible to receive the grant.
3. The grant is applied exclusively toward direct program costs (tuition and fees).
4. The grant will be awarded over the length of the program. Funds will be distributed across the student's anticipated enrollment, with equal amounts being applied to each trimester until the award is exhausted.
5. This Grant will not, in whole or in part, be awarded to the student as a cash payment. Applications and supporting documentation are due by the end of the add/drop period of the first class.

Veteran and Spouse of a Veteran Grant

HCS has established a Veteran and Military Spouse of a Veteran Grant to assist veterans and their spouses to attend a program of study at HCS. Applicants may be eligible for a grant in the amount of \$1500.00 for a program of study to be applied toward program costs. To be eligible for the grant, candidates must be accepted for admission and allow for the verification of their veteran status via a DD-214 or comparable government document. A spouse must also show a valid wedding certificate. Application forms can be obtained from the financial aid office.

Program Details:

1. Must be a Veteran of the U.S. Military with an honorable or medical discharge, or a spouse thereof.
2. Must apply and be accepted for admission to be eligible to receive the grant.
3. The grant is applied exclusively toward direct program costs, including tuition and fees.
4. The grant is awarded over the length of the program. The grant funds will be distributed across the student's planned enrollment, with equal amounts being applied to each trimester until the award is exhausted.
5. This Grant will not be awarded to the student as a cash payment.
6. Applications and supporting documentation are due by the end of the first week of class.

National Restaurant Association Educational Foundation – Prostart™

ProStar™ High School Completion Scholarship - HCS offers a ProStart™ Completion Scholarship to high school graduates who have successfully completed Level 1 and Level 2 of the ProStart™ high school curriculum. In addition, HCS offers a ProStart™ Collegiate Passport Scholarship to high school graduates who have successfully completed Level 1, Level 2, and 400 externship hours approved by ProStart™ that will entitle them to the ProStart™ National Certificate of Achievement (COA). The COA must be presented at the time of application to the Hope Center ProStart™ Collegiate Passport Scholarship. Application program rules and requirements may be obtained online at www.chefs.edu. ProStart™ Level 1 & 2 Completion Scholarship - \$200.00 ProStart™ Collegiate Passport Scholarship - \$400.00 HCS makes available a limited amount of money each year for the ProStart™ Scholarships. Once it is determined that available funding is exhausted, scholarships will not be available. The availability of scholarship funds is on a first-come, first-serve basis.

Loans

HCS has a goal; graduating students should have NO student loans. Let us work together to make this happen.

Student Services

Assistance

At HCS, the student comes first. Every effort is made to develop a relationship with our students so that they feel comfortable in requesting and receiving assistance. The Director of Career Services is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may also be provided, as needed. The administrative staff and the faculty are also available to provide needed assistance to the student.

Career Services

Students enrolled in HCS have many opportunities for part -time employment while they pursue their studies. It is important to note that the Career Services Office will assist all students who maintain a CGPA of 2.0 or greater, with seeking part-time employment while attending school. The Director of Career Services is the liaison between students and employers, serving the students by promoting HCS to prospective employers. These employers are assisted by the referral of qualified candidates from HCS. The employment assistance process intensifies as students near graduation. The Director of Career Services assists students with resume writing, interviewing skills, and professional networking techniques. Students may interview both on and off campus, until they have secured an appropriate position.

The externship is an important part of the learning experience, and as the last official class a student takes, is the culmination of many months of study. Students are encouraged to explore externship opportunities early, and the career Services Office shall take an active part in the search for student employment. Examples of assistance may include, but are not limited to, contacting employers to inquire what specific skills and experience levels they are seeking, what specific job duties and schedule requirements are expected, and what methods of contact they prefer from the potential employee. Career Service staff will conduct a series of in-class presentations on career skills topics such as resume writing, job searching techniques, and interview skills. Additionally, Career Services staff will meet with students to ascertain skill levels and learn about initial expectations the student has for employment. The information collected is used to assist the Career Services Director and staff to help facilitate connections between students and potential employers.

Employment Disclosure

HCS will provide career services assistance to its graduates but cannot guarantee employment or salary. Completion and employment rates are available for review in the Career Services office.

Background Checks

Agencies and institutions that accept our students for internship/externship and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues might not be accepted by agencies for externship or employment following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Employment and externship decisions are outside the control of HCS.

Students Are Family

HCS welcomes students to discuss any issues or concerns with any member of Career Services, faculty or staff. Students are encouraged to discuss academic as well as job-related concerns. Students are welcome on the campus any time the school is open to take advantage of the variety of services provided by HCS.

Student Orientation

Prior to beginning classes at HCS, all new students are required to attend an orientation program.

Student Portal

Student Portal will be implemented during Fall Trimester 2020. Currently transcripts of student progress are emailed at the end of each trimester.

Student Record Retention

HCS maintains student records at the campus for a minimum of 6 years; student transcripts are retained on and off site for 50 years.

Transcripts

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. HCS will supply official transcripts as directed by current or former students. Transcripts will not be released if the student has an outstanding balance. Fees for release of an official transcript are given below:

1. \$5.00 - Certified mail
2. \$10.00 - Overnight/U.S. Mail delivery
3. No Charge – Regular Mail

Uniform and Kitchen Tool Policy (Culinary Arts Program only)

The uniform policy (requirements) for HCS Culinary laboratory courses will be distributed to students when admitted to one of the Culinary certificate programs. Students must have uniforms and required kitchen tools prior to taking any classes using the kitchen.

Food Handler Card (Culinary Arts Program only)

Students attending HCS will be required to successfully complete the requirements for NEHA certification as a prerequisite when beginning any course that involves the production of food for sale or service to the public. Valid certification must be presented prior to entering courses with this prerequisite. Failure to meet this requirement will make students ineligible to complete program requirements and can lead to dismissal or withdrawal from their course of study. The one-day Food Handler course will be offered prior to and during the first week of classes.

General Information

Campus Security

The Director of Security publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus and on the public property surrounding the campus. The annual security report will be published each year by November 1 and will contain statistics for the most recent calendar years. The annual security report is provided to all current students and employees.

A copy of the most recent annual security report may be obtained from the Director of Security's office during regular business hours. In addition to the annual security report, HCS maintains a record of reported crimes that have occurred on campus. This record is available for public inspection at the Director of Education's office. HCS reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare. In this regard, in the evenings, consider walking outside the HCS building complex in groups or asking the Security Officer for an escort.

Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state, and local governments and for conducting themselves in a manner consistent with the best interests of HCS and of the student body. A student who has been previously dismissed for violations of the conduct policy may apply for reinstatement to HCS by submitting a written appeal to the Appeals Committee. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The appeal must be submitted within 7 business days of receiving notification of his/her dismissal. Dismissed students who are readmitted will sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate.

Code of Conduct

Students, staff, faculty, and guests follow a Code of Conduct adhering to a socially responsible and ethical approach to the Christian and educational mission of HCS. The grievance process protects the rights of students; student responsibilities are addressed in the Code of Conduct Policy. The following set of principles for behavior are based on values of honesty, mutual respect, responsibility, fairness, and mutual trust. Members of the HCS community are expected to promote a safe and healthy environment by treating everyone the way you would wish to be treated. Individuals will not conduct themselves in any manner that would damage the reputation of, or otherwise harm, HCS or the student body. Access to school premises is reserved for currently enrolled students, faculty, and guests of HCS or approved visitors. The faculty and staff of HCS are responsible for overseeing behavior and reporting violations. Remember, attendance at HCS is a privilege, not a right; therefore, students whose behavior may be detrimental to other members of the HCS community may be officially warned, sanctioned through an informed process, suspended and/or dismissed from HCS. Behavior that infringes upon rights, safety, or privileges, or which impedes the educational process or HCS's right to conduct its educational business is strictly prohibited.

Hope Center School Values

Please Read And From Time to Time, Re-Read

Respect

Respect is a two-way street. The notion of mutual respect is essential to the workings of an educational institution. Without it, everybody loses. Our faculty respects all students and it is expected that as a student you will respect your colleagues and your faculty. Look up the definition of RESPECT in a dictionary!

Persistence

There is no substitute for hard work. In a four-word graduation speech given by Winston Churchill at a prestigious English University after World War II, Churchill eloquently remarked 'Never, Never, Never Quit.'

Responsibility

Failure of any student to comply with the reasonable direction or lawful requests of officials (including, but not limited to faculty, administrators, and security personnel) or law enforcement officers acting in the performance of their duties or obey directives or orders expressed by such officials to cease and desist from any inappropriate act is not permitted, and may result in a student's administrative withdrawal.

Integrity and Honesty

Students are expected to demonstrate academic integrity and honesty by completing their own work assignments and assessments. Submission of work from another person, using unauthorized notes, having someone else take an examination in a student's place, copying from another or a published document without citing sources, or submitting the same paper to multiple courses without the knowledge of all instructors involved, constitute violations of academic integrity and honesty. If in doubt, ASK your professor. HCS has a zero-tolerance policy with respect to academic integrity and honesty.

Trust

Students, staff and faculty expect that individuals will follow the Code of Conduct. Student expectations will be discussed during student orientation. Mutual Trust is an expectation of all individuals associated with HCS.

Fairness

Students, faculty, and staff will simply treat one another fairly. There is no Plan B.

Courage

Belief in your ability, belief in your convictions, standing strong in the face of adversity and the old standard 'when the going gets tough, the tough gets going.' Webster defines Courage as 'The attitude or response of facing and dealing with anything recognized as dangerous, difficult or painful instead of withdrawing from it.' Make no mistake, achieving an education is difficult but you can do it. It takes Courage.

Behavior not permitted that may result in student dismissal or faculty or staff termination

Please Read

Open Disrespect

Disruptive, profane, or disrespectful words or actions toward HCS faculty, staff, other students or within any HCS facility, externship site, or function sponsored by HCS is not permitted,

Harassment

Harassment of any member of the community based on race, national origin, ethnicity, color, gender, sexual orientation, age, religion, marital or veteran status, or any other basis protected by local, state or federal laws is not permitted.

Physical Violence

Involvement in physical violence, bodily harm, or injury towards any member of the community or willful participation in a physical altercation is not permitted.

Lack of Compliance

Failure of any student to comply with the reasonable direction, directives or orders of lawful requests (including cease and desist) of officials including, but not limited to faculty, administrators, and security personnel or state and local law enforcement officers acting in the performance of their duties is not permitted.

Drug-Free Environment

HCS prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. There is no exception. Any violation of this policy will result in expulsion of student(s) and immediate termination of employee(s).

Computer Use Policy

Misuse of HCS information systems is prohibited. Misuse includes the following and may result in dismissal from our program of study:

1. Downloading or posting any pornographic material. In the United States Supreme Court obscenity case of *Jacob Ellis v. Ohio* (1964), Justice Potter Stewart wrote in his short concurrence that 'hard-core pornography' was hard to define, but that 'I know it when I see it...' Any person, student, faculty, or staff, involved in activity deemed to be pornographic, will be immediately dismissed or terminated from HCS.
2. Attempting to modify or remove computer equipment, software, or peripherals without proper authorization
3. Accessing, without proper authorization, computers, software, information or networks, regardless of whether the resource accessed is owned by the school
4. Taking actions, without authorization, which interfere with the access of others to information systems
5. Circumventing log-on or other security measures
6. Using information systems for any illegal or unauthorized purpose
7. Violating any software license or copyright, including copying or redistributing copyrighted software
8. Using electronic communications to violate the property rights of authors and copyright owners
9. Using electronic communications to harass or threaten users in such a way as to create an atmosphere which unreasonably interferes with the education or the employment experience or, similarly, using electronic communications to harass or threaten other information recipients

10. Using electronic communications to disclose proprietary information without the explicit permission of the owner
11. Reading other users' information or files without permission
12. Using electronic communications to hoard, damage, or otherwise interfere with academic resources available electronically
13. Launching a computer worm, computer virus, or other rogue program
14. Downloading or posting illegal, proprietary, or damaging material to a computer or any portion of a network that belongs to the school
15. Transporting illegal, proprietary, or damaging material
16. Violating any state or federal law or regulation in connection with use of any information system

Violations of Law

Any violations of the law will be referred to appropriate law enforcement authorities.

Referral to Help Centers

Students or employees may also be referred to drug, abuse, or other help centers. If such referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Director of Education's office.

The Hope Center School in Graniteville Facility Information

The campus facilities and the equipment used comply with all federal, state, and local ordinances and regulations, including those related to fire safety, building safety, and health.

Culinary - The kitchen is SC Department of Health and Environmental Control (DHEC)-approved. Kitchen labs are equipped with stoves, ovens, and food preparation equipment commonly found in the industry. A wide range of small kitchen wares are provided for the students' use in practicing a variety of culinary skills and techniques. Instructor demonstrations can easily be conducted. All culinary programs are supported by food-storage facilities similar to those in the industry. A 50-seat dining hall, classrooms for specialized instructional needs and a 300-seat banquet hall are available to support the two certificate programs.

A Learning Resources Center and common use rooms for study, meetings, conferences and guest speakers are available for both the culinary and paralegal programs.

Paralegal - A large conference-style classroom is available plus a computer lab with FastCase access.

Engineering Technology

Dedicated engineering classrooms are available along with a computer lab with access to engineering and computer software for use by students in their course of study.

Grievance/Complaint Policy

Many student grievances or complaints can be resolved through discussion with the appropriate instructor or staff member. We encourage students to address any problem or concern on the day of its occurrence.

If a student(s) has a grievance/complaint about a classroom situation, then the student should first attempt to resolve the situation with the instructor. If resolution cannot be made with the instructor, or if the grievance/complaint is about a general school policy over which the instructor has no jurisdiction, then the student(s) may contact HCS's Director of Education for resolution. If the complaint cannot be resolved at the school level through its complaint procedure, the student(s) may contact the South Carolina Commission on Higher Education. The form is available on the Commission's web site at http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf.

Grievance Procedure

The following describes procedures the student should follow so that problems/grievances raised by the student can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration, as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through HCS's grievance procedure first.

This grievance/complaint procedure is intended for problems concerning a student's enrollment, attendance, education, financial aid assistance, career service assistance, the educational process and/or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog. HCS and the student agree to participate in good faith in the grievance procedure. HCS will receive all information submitted by the student concerning a grievance in strict confidence, and HCS and the student agree to maintain confidentiality in the process. No reprisals of any kind will be taken by any party of interest or by any member of HCS administration against any party involved. HCS will investigate all complaints or grievances fully and promptly.

Grievance Process:

1. Grievances or complaints involving an individual instructor or his/her class should first be discussed with the instructor involved. Grievances or complaints involving a policy should be discussed with the individual enforcing that policy. The student may choose to submit the complaint directly to the Director of Education.
2. Within ten (10) days of the Director of Education's receipt of any written statement, the Director of Education will arrange to meet with the student to discuss the grievance/complaint, and the Director of Education will conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The Director of Education will render a decision in writing within ten (10) business days after concluding the investigation, and publish, in writing, for the parties involved the issue, findings, conclusion, and reasoning. The student's written complaint, together with the Director of Education's decision, will become a permanent part of the files of the parties involved.
3. If the matter is not resolved to the student's satisfaction, the student may submit a written, dated and signed statement of the grievance/complaint and the Director of Education's decision to the HCS Board of Advisors for review. The Board will render a decision on the matter within 30 days.

This grievance procedure is designed to address problems promptly and without undue delay. The student must initiate the grievance/complaint within twenty (20) business days of the occurrence giving rise to the grievance/complaint. If the student does not accept in writing the final decision, the student can file his/her grievance/complaint with the South Carolina Commission on Higher Education. All complaints handled by the South Carolina Commission on Higher Education must be in writing and must include:

1. (a) Permission from the complainant for the Commission on Higher Education to send a copy of the complaint to the institution. If permission is not included in the complaint letter, a letter is sent to the individual requesting permission for the complaint to be forwarded to the institution. In cases where permission is not received, the complaint cannot be pursued any further.
 (b) Written documentation that a reasonable effort was made to resolve the complaint directly with the institution.
 (c) Evidence bearing on the issues including names, dates, places, and other pertinent information.
2. A copy of the complaint is forwarded to the institution requesting that the institution promptly investigate the allegations and respond before a specific date (usually ten days).

3. In case of advertising violations, a copy of the advertisement is sent to the institution, citing the Regulation that may have been violated and requesting a response before a specific date.
4. The institution forwards its response to the SC licensing staff for review:
 - i. If it is concluded that the allegations do not establish a violation of licensing standards or any serious deviation of educational standards imposed by the Commission, a letter is sent to the complainant confirming this, along with a copy of the institution's response.
 - ii. If it appears that a licensing standard has been violated or that the institution has not complied with the institution's established policies, licensing staff will attempt a settlement through negotiation. If there is evidence that the institution may no longer be maintaining minimum standards, an investigation may be made to determine whether the institution's license should be revoked.

Any member of the public may file a complaint about HCS with the South Carolina Commission on Higher Education.

Reasonable Accommodations Policy - Individuals with Disabilities

HCS does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by HCS. To request an accommodation or service, please contact the Director of Education. Individuals requesting an accommodation or service will need to complete and submit an Application for Accommodation eight weeks before the first day of classes. Disagreements regarding an accommodation may be raised/addressed through HCS's grievance procedures.

Responsibility for Personal Property

HCS assumes no responsibility for loss or damage to personal property through fire, theft, or other causes.

Termination Policy

HCS reserves the right to dismiss a student for any of the following reasons: failure to maintain a 2.0 CGPA, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the HCS community, or failure to comply with the policies and procedures of HCS.

Policy Against Harassment

HCS is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed, the student should immediately inform the Director of Education. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Sexual harassment will not be tolerated.

Leadership Team and HCS Officers and Staff

Hope Center School
3 Hickman St.
Graniteville, SC 29829

Board of Directors Hope Center School (meeting schedule – two times/academic year)

Roger Floyd – President
Gollie Walker – Chaplain
Jayne Pearson
Mary Lowe
Thom Abbott
Linda Coffin

Culinary Faculty

Full Time:

Director of Culinary, Chef Instructor Jayne Pearson
Email Address: jpearson@hopecenterschool.org

Culinary Assistant:

Chef, Debra Carr
Email Address: dcarr@hopecenterschool.org

Adjuncts:

Chef Erica Burke
Email Address: eburke@hopecenterschool.org

Chef Instructor Michele Scott
Email Address: mscott@hopecenterschool.org

Chef Gail Hoskins
Email Address: ghoskins@hopecenterschool.org

Gerald Killian
BS Industrial Management, Auburn University 1964
Certified ServSafe Food Handler Instructor (# 11271816)
ServSafe Manager Certification (# 13780946)
Email Address: geraldkillian@hopecenterschool.org

Thomas Abbot
BS Business Management, USC Aiken 2010
Previous Owner/Operator Café Monet in Aiken, SC
Regional Manager 8 Florida Victoria Station Restaurants
Email Address: thomabbot@hopecenterschool.org

Engineering Faculty:Full Time:

Steven Pearson

MS Mechanical Engineering, University of Vermont 2013

BS Mechanical Engineering, University of Vermont 2011

Email Address: spearson@hopecenterschool.org

Adjuncts:

Attorney Peter Poulos, Professor Emeritus

MS Physics, University of Connecticut, 2015

Juris Doctorate Law, Quinnipiac University, 1993

MS Computer Information Systems, Boston University, 1984

MS Electrical Engineering, University of Michigan, 1973

BS Electrical Engineering, University of Michigan. 1972

Graduate – U. S. Naval Aviation Flight School, Pensacola, FL 1967

BS General Engineering, United States Coast Guard Academy, 1965

Email Address: peterpoulos@hopecenterschool.org

Larry Peyser

BS Physics, New York Institute of Technology, 1977

MS Nuclear Engineering, Polytechnic Institute of New York, 1980

Email Address lpeyser@hopecenterschool.org

Robert Leugemor

BS Chemical Engineering

Texas A&M University

Email Address rleugemor@hopecenterschool.org

Paralegal Faculty:Full Time

Attorney Peter Poulos, Professor Emeritus

MS Physics, University of Connecticut, 2015

Juris Doctorate Law, Quinnipiac University, 1993

MS Computer Information Systems, Boston University, 1984

MS Electrical Engineering, University of Michigan, 1973

BS Electrical Engineering, University of Michigan. 1972

Graduate – U. S. Naval Aviation Flight School, Pensacola, FL 1967

BS General Engineering, United States Coast Guard Academy, 1965

Email Address: peterpoulos@hopecenterschool.org

Adjuncts:

Paralegal, Aaron Velez

Email Address: avelez@hopecenterschool.org

HCS Advisory Board

HCS has organized and functional occupational advisory committees that meet the following requirements:

- Composed of at least three persons external to the institution;
- Has at least three external members who meet these criteria present at each meeting (with at least two members physically present and one virtually present);
- Meets at least once annually, if serving only in an institutional advisory capacity, or twice annually, if serving in an occupational advisory capacity;
- Keeps typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member; and,
- Used to provide community involvement in maintain a relevant mission for the institution.

HCS Appeals Committee (meeting schedule - as required)Chairperson

Attorney Peter Poulos, President

Members

Jayne Pearson, Director of Education

Erica Burke, Culinary Faculty

Gerald Killian, Culinary Faculty

STANDARDS OF PROGRESS for Veterans

Academic progress will be measured at the end of each evaluation period. Failure by a student to maintain a cumulative Grade Point Ratio (GPR) of at least 2.0 for any evaluation period will result in that student being placed on academic probation for the following term. Failure by the student to attain a cumulative GPR of at least a 2.0 during the probation term will result in academic suspension (termination of veteran's benefits) for one term. The interruption will be reported to the Veterans Administration **within 30 calendar days** of the change in status using VA Form 22-1999b.

Veterans who are reinstated for benefits after academic suspension who fail to attain a GPR of at least 2.0 during that term will be placed on academic dismissal for 2 terms. Reinstatement after dismissal will be granted only if mitigating circumstances exist.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

- ❖ Serious illness of the veteran
- ❖ Serious illness or death in the veteran's immediate family
- ❖ Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- ❖ Unanticipated changes in child-care responsibilities
- ❖ Active duty military service, including active duty for training

Addendum #1

ATTENDANCE POLICY for Veterans

By authority of Title 38, United States Cod 3676©(14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word “veteran” is used, it is intend to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits, and

- ♦ Is considered reasonable additional criteria,
- ♦ Will become a part of the 3676 approvals (if institution’s existing attendance policy is more restrictive, then that policy will be used),
- ♦ Will be listed as an addendum to the institution's catalog, bulletin, or handbook:

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, late arrival, and class cuts exceed twenty (20) percent of class contact hours (if the institution's existing policy is more restrictive, than that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, late arrival, and class cuts exceed twenty (20_ percent of the remaining contact hours (if the institution’s existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (use (VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of *mitigating circumstances*.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student’s control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

- ❖ Serious illness of the veteran
- ❖ Serious illness or death in the veteran’s immediate family
- ❖ Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- ❖ Unanticipated changes in child-care responsibilities
- ❖ Active duty military service, including active duty for training

Institutions having a published “Leave of Absence Policy” should discontinue VA educational benefits (use VAF 22-1999b) while that student is on “official leave of absence”.

ADDENDUM #2

REFUND POLICY for Veterans

Hope Center School has a refund policy for the refund of the unused portion of tuition, fees, and other charges listed on page 25 in the Catalog in the event the Veteran:

- Fails to enter the program/course
- Withdraws, or
- Is discontinued therefrom any time prior to completion of the program/course.

The refund will be made promptly (within 40 days).

Veterans are not required to file application for the refund.

Addendum #3

Hope Center School Catalog

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for HCS to make changes to this catalog due to the requirements and standards of the state licensing agency, or due to market conditions, employer needs and other program reasons.

HCS reserves the right to make changes at any time to any provision of this catalog, including but not limited to the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the school calendar, and other dates. HCS also reserves the right to make changes in equipment and instructional materials, to modify curriculum, and to combine or cancel classes.