

# The Police Science Institute Course Catalog 2020



**POLICE SCIENCE INSTITUTE**  
5133 N. Gates Ave, Suite 102  
Fresno CA 93722  
559 276-9800  
[www.policescience.com](http://www.policescience.com)

(2) This catalog is updated annually and is valid from 1/1/2020 through 12/31/2020  
5.CCR §71810(a)

(3) This catalog is provided to all prospective students or to the public upon request.  
CEC §94909(A), §94909(C)

(4) Police Science Institute 5133 N. Gates Ave Suite #102 Fresno, CA 93722 (559) 276-9800  
[www.policescience.com](http://www.policescience.com) CEC §94909(a)(1)

## (5) LOCATION AND HOURS

All courses will be held at Police Science Institute located at 5133 N. Gates Avenue, Suite 102, Fresno CA 93722, (559) 276-9800, [www.policescience.com](http://www.policescience.com). Operational hours are Monday through Friday from 9a.m. to 5 p.m. CEC §94909(a)(4)

(6) This catalog covers the period from January 1, 2020 through December 31, 2020 and is updated annually. All supplements and updates will be provided to the student upon enrollment. Police Science Institute is a private institution licensed to operate by the Bureau for Private Postsecondary Education. 5,CCR §71810(b)(1)

(7) Police Science Institute is a private institution licensed to operate by the Bureau for Private Postsecondary Education (BPPE). Institution Code: 1002681 CEC94909(a)(2), 94897(l)(1)(2)

For information about the Bureau, please call 916 574-7720 or toll free at 888 370-7589 or you may visit BPPE's website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

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## **(8) DISCLOSURES**

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition or had a petition in bankruptcy filed against it within the last five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.) CEC §94909(a)(12)

(9) As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. CEC §94904(a)(3)(B)

## **(10) MISSION STATEMENT**

Police Science Institute prepares graduates for successful careers in Security, Loss Prevention, Law Enforcement, Investigations, Executive Protection and Armored Transportation. It is the mission of the Institute to enhance the potential for success in each graduate's career and in life, while offering continuing education and job placement assistance.

5, CCR §71735, §71810(b)(9)

## **(11) FACILITIES AND EQUIPMENT**

Police Science Institute offers a 12,000 square foot facility consisting of classrooms/lecture halls, a mat room and a state-of-the-art firing range. Classroom instruction and range training is done at the facility. All necessary equipment, including firearms and ammunition, expandable batons, electronic immobilization devices, chemical agents, and first aid materials will be provided to the student at no additional cost. Each student will receive a duty bag upon successful completion of one of the academic programs offered at the Institute. 5, CCR §71735, §71810(b)(9)

## **(12) LIBRARIES**

The Institute provides students with educational materials and services that support the curriculum and assist with independent study, including some computer and internet access, books, reference materials, photocopying, printing, videos and periodical collections.

5, CCR §71740, §71810(b)(9)

(13) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to Bureau for Private Postsecondary Education 1747 N. Market Blvd, Ste 225, Sacramento CA. 95834, P.O. Box 980818, West Sacramento, CA. 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or (916)574-8900 or by fax (916) 263-1897. CEC §94909(a)(3)(A)

(14) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website ([www.bppe.ca.gov](http://www.bppe.ca.gov)). CEC §94909(a)(3)(C)

## **(15) NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Police Science Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificates you earn in Security, Investigations, Corrections, Law Enforcement or Armored Transportation are also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may

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include contacting an institution to which you may seek to transfer after attending Police Science Institute to determine if your certifications will transfer.

CEC §94909(a)(15)

## **(16) PROVISIONAL APPROVAL – N/A**

## **(17) ADMISSIONS POLICIES**

The following are the institution's admissions policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, and admissions requirements for ability-to-benefit students: California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Under CEC §94904 (a), an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE).

Police Science Institute is a vocational training institution and not a degree granting college or university. It is not the policy of the institution to hold articulation agreements with any other college or university that provides for the transfer of credits earned in the program of instruction. Police Science Institute will give credit for existing licenses held by the student in their chosen field of study, such as credits for licenses issued by the State of California's Bureau of Security and Investigative Services, including Security Guard Card, Exposed Firearms Permit, Baton Permit, Handcuffing, Electronic Immobilization Device, Chemical Weapons and/or American Red Cross CPR/First Aid/AED. CEC §94909(a)(8)(A), 5, CCR §71770

## **(18) AWARD OF CREDITS FOR PRIOR EXPERIENTIAL LEARNING**

Police Science Institute does not award credits for prior experiential learning. All of the institution's programs lead to a certificate of completion and licensing in the student's chosen field of study. 5, CCR §71810(b)(7), 5, CCR §71770(c)

## **(19) ADMISSIONS REQUIREMENTS**

Applicants requesting admission will be interviewed and assessed by an admissions representative for their vocational objectives, motivation, determination, and attitude towards completing the training and entering full-time employment. The following are the admissions requirements:

1. Applicants entering any certificate program must have a high school diploma or its equivalent (GED).
2. Take and achieve an acceptable minimum score on the Entrance Exam.
3. Provide proof of residency.

Police Science Institute does not provide visa services, nor will the school vouch for residency.

## **ENGLISH AS A SECOND LANGUAGE**

Police Science Institute does not offer English as a Second Language (ESL) instruction. All class instruction will occur in the English language. Each student is required to read and write at an English language level of twelfth grade or higher. Each student must provide the Institution with proof of English-language skill level. A high school diploma or equivalency is sufficient. If a student does not have documentation of English-language proficiency, a Test of English as a Foreign Language (TOEFL) results are acceptable. 5, CCR §71810(b)(4), 5, CCR §71810(b)(5)

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## (20) SECURITY

Classes and grades required for successful completion of this course are as follows:

| CLASSES                             | CR HRS     | GRADE |
|-------------------------------------|------------|-------|
| BSIS Powers to Arrest               | 4          | 100%  |
| BSIS Weapons of Mass Destruction    | 4          | 70%   |
| BSIS SB1626 School Security         | 24         | 70%   |
| BSIS Course in the Use of Stun Gun  | 4          | 70%   |
| BSIS Firearm Training               | 16         | 85%   |
| BSIS Impact Weapons                 | 8          | 85%   |
| BSIS Chemical Agents                | 4          | 70%   |
| Public Relations                    | 4          | 70%   |
| Communication and Its Significance  | 4          | 70%   |
| Observation and Documentation       | 4          | 70%   |
| Liability and Legal Aspects         | 4          | 70%   |
| Handling Difficult People           | 4          | 70%   |
| Work Place Violence–Active Shooter  | 4          | 70%   |
| Officer Safety                      | 4          | 70%   |
| Arrests, Search & Seizure           | 4          | 70%   |
| First Aid/CPR/AED (Adult Pediatric) | 4          | 70%   |
| Report Writing                      | 4          | 70%   |
| Force Option Simulator              | 4          | 70%   |
| Handcuffing                         | 4          | 70%   |
| Carry a Concealed Weapon            | 8          | 70%   |
| Taser                               | 4          | 70%   |
| Defensive Tactics                   | 12         | 70%   |
| Blood Loss                          | 4          | 70%   |
| <b>TOTAL PROGRAM HOURS</b>          | <b>140</b> |       |

| EQUIPMENT (INCLUDED)         |
|------------------------------|
| Duty Belt and Keepers (4)    |
| Pants Belt                   |
| Flashlight with Holder       |
| Handcuffs with Case          |
| Stun Gun with Case           |
| Chemical Agent with Case     |
| Silent Key Holder            |
| Expandable Baton with Holder |
| Duty/Utility Bag             |
| 5.11 Tactical Duty Pants (1) |
| 5.11 Tactical Boots (1 pair) |
| Security Shirt (2)           |

| STATE LICENSES, PERMITS AND CERTIFICATIONS                 |
|--|
| State Security Guard License                               |
| State Exposed Firearms Permit                              |
| State Baton License  |
| Electronic Immobilization Permit                           |
| Chemical Agents Permit                                     |
| American Red Cross CPR/First Aid/AED (Adult and Pediatric) |
| Handcuffing Permit   |

Completion of this course is based on a 70% cumulative overall score of all required classes. Upon successful completion all certificates, required training and state license test will be provided to work as a Security Guard in California.

*Pursuant to B&P Code Section 7583.6 All Courses Comply with The Department of Consumer Affairs' Training Courses for Security Guards.*

11 CEC §94909(a)(5)

## (21) TO BE ELIGIBLE TO APPLY FOR A SECURITY GUARD

registration through the Bureau of Security and Investigative Service (BSIS or Bureau), you must:

- Be at least 18 years old (BPC Section 7582.8)
- Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (BPC Sections 7581 and 7583.9) and
- Complete the Power to Arrest training (see “Training Requirements” below)

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## Training Requirements

- The power to arrest training must be completed prior to the issuance of a Security Guard Registration (BPC Sections 7583.6 and 7583.8).
- The thirty-two (32) hours of training in security officer skills must be completed within the first six (6) months of registration.
- Eight (8) hours of continuing training must be completed annually (BPC 7583.6 and California Code of Regulations (CCR) Section 643).
- For dates, times and class schedule see our website:  
[www.policescience.com](http://www.policescience.com)

## TO BE ELIGIBLE FOR A BSIS FIREARMS PERMIT, APPLICANTS MUST:

- be a citizen of the United States, or have permanent legal alien status (BPC Sections 7542.2, 7583.23, and 7596.3); be at least 21 years old and
- not be banned from owning or possessing any firearm pursuant to State or Federal Law (BPC Sections 7542.3, 7583.24, 7583.25, and 7596.8); and
- be a licensed Private Investigator, Qualified Manager of a Private Investigator, Private Patrol Operator, Qualified Manager of a Private Patrol Operator, Alarm Company Operator, Qualified Manager of an Alarm Company Operator or be a registered Security Guard or Alarm Agent with BSIS (BPC Sections 7542.2, 7583.23, and 7596); and must
- complete a criminal history background check through the Federal Bureau of Investigation (FBI) and the California Department of Justice (DOJ) (BPC Sections 7542.2, 7583.23, 7583.24, and 7596.8); and
- complete and submit to the Bureau, the Firearms Permit Initial Application, which can be accessed at [https://www.bsis.ca.gov/forms\\_pubs/fq\\_initial.pdf](https://www.bsis.ca.gov/forms_pubs/fq_initial.pdf).
- complete the required training courses, including passing all required examinations and qualifications (BPC Sections 7542.2, 7583.22, 7583.23, 7596 and California Code of Regulations Title 16, Division 7, Section 635); and
- pay the initial application fee (Title 16, California Code of Regulations, Section 640). View the application fee at [https://www.bsis.ca.gov/forms\\_pubs/newfees.pdf](https://www.bsis.ca.gov/forms_pubs/newfees.pdf).
- After July 1, 2018, complete an assessment, if applicable (BPC Section 7583.47). For additional information on the firearms assessment, visit <https://www.bsis.ca.gov/firearmsassessment/>.
- **BSIS Firearms Training and Qualifications**  
Applicants must complete the Course of Firearms Training (CCR Section 635) at a Bureau-approved Firearms Training Facility, from a Bureau-approved Firearms Training Instructor and pass the written examination and range qualifications. Applicants must qualify with the caliber of weapon that will be carried while on duty. For information on Bureau-approved Firearms Training Facilities, visit the "Verify a License" page available on the Bureau's website at <https://www.breeze.ca.gov/>. The BSIS Firearms Training Manual is also available on the Bureau's website at [https://www.bsis.ca.gov/forms\\_pubs/firearms\\_manual.pdf](https://www.bsis.ca.gov/forms_pubs/firearms_manual.pdf).  
CEC §94909(a)(16), §94897(a)

(22) DEGREE PROGRAMS – This institution and courses offered are not accredited by an accrediting agency. CEC §94909(a)(16)

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## (23) SCHEDULE OF PROGRAM CHARGES

### SECURITY

Tuition: \$4,518

Equipment and Resources: \$2,000

Licenses, Permits, Certs and Fees: \$537

Administrative Costs: \$440

Total Program Charges for Period of Attendance: \$7,495

Estimated Schedule of Total Charges for The Entire Educational Program: (Charges are the same as the Total Program Charges)

### SECURITY LICENSING ELIGIBILITY

- Must be 18 years or older
  - Must have a valid State Identification
  - Must be a U.S. Citizen
  - No felony criminal convictions
- CEC §94870, §94909(a)(9)

## (24) STUDENT TUITION RECOVERY FUND

### 76215. Student Tuition Recovery Fund Disclosures

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Ste 225, Sacramento CA. 95834.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

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2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

CEC §94909(a)(14), 5, CCR §76215(a), §76215(b)

## **(25) STUDENTS RIGHT TO CANCEL**

A Student may cancel the agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro-rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. Cancellation may occur when the student provides a written notice of cancellation at the following address:

**POLICE SCIENCE INSTITUTE, 5133 N. GATES AVE, SUITE 102, FRESNO CA 93722**

This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with the proper postage. The written notice of cancellation need not take any particular form, and however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administrative fee, not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

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## **WITHDRAW FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administrative fee, not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. CEC §94909(a)(8)(B), §94919, §94920, 5, CCR §71750

## **(26) FACULTY QUALIFICATIONS**

Faculty of the Police Science Institute are licensed, certified and approved by various agencies, including the Bureau for Private Postsecondary Education (BPPE), Bureau of Security and Investigative Services (BSIS), Department of Justice (DOJ), and the National Rifle Association (NRA). Many have served in the United States Armed Services, and local and state law enforcement agencies.



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| FACULTY  | QUALIFICATIONS   |
|--|--|
| <i>Ron Sawl<br/>Director</i>                   | Doctorate in Law. 20 years law enforcement professional and commanded the Fresno County Sheriff's Air Squadron. BSIS firearms and baton instructor. Certificated as a firearm instructor by California Peace Officers Standards Training Commission, State of Utah and NRA. Served in Iraq, at the Sulaymaniyah Academy as a Police Instructor. Additionally, licensed pilot, EMT, evidence photographer and LEO active shooter instructor.  |
| <i>Jessica Gonzalez<br/>Admissions Officer</i> |  |
| <i>Pete Marin<br/>Admissions Officer</i>       |  |
| <i>Ray Zarate<br/>Instructor</i>               | Over 17 years law enforcement experience. Criminal justice major. Bureau for Private Postsecondary Education, Bureau of Security and Investigative Services, Department of Justice and National Rifle Association instructor. Licensed and certified to teach Firearms, Powers to Arrest, Weapons of Mass Destruction, Baton, Chemical Agents, and Electronic Stun Devices. Communications Practitioner, Handgun Safety Instructor, Basic Firearms Instructor, and is in the Fresno and Tulare County lists to teach CCW   |
| <i>John Mikkelson<br/>Instructor</i>           | 20 years of military, law enforcement, security and counter terrorism experience. Graduated from the Department of Corrections Basic Correctional Peace Officer Academy, Special Emergency Response School, Special Weapons and Tactics, Sniper School, and Tactical room Entry. Certified National Rifle Association instructor, Range Master and Proctor. Trained and certified by the Department of Homeland Security, Active Shooter Emergency Response Law Enforcement program, Performance Level Train-the-Trainer, and graduated from the Academy of Counter-Terrorism. Bureau for Private Postsecondary Education instructor. Bureau of Security and Investigative Services instructor of Baton, Firearms, Powers to Arrest, Weapons of Mass Destruction, Lethal and Non-Lethal Weapons, Chemical Agents and Impact Munitions. Certified Red Cross Instructor. |
| <i>Myrl Stebens<br/>Instructor</i>             | California licensed Private Investigator. Forty-one years of military, law enforcement, and private and criminal investigations background. Criminal Defense, Homicide, Federal and California State Superior Courts as a Forensic Expert in Blood-Spatter, Gunshot Wounds, Electric Restraints, Edged Weapons and use of Defensive Tactics.   |

CEC §94909(a)(7), 5, CCR §71720

## (27) LOANS

The Institute does not participate in federal or state financial aid programs. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

CEC §94909(a)(10)

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## **(28) FINANCING**

The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

CEC §94909(a)(11)

## **(29) FINANCIAL AID DISCLOSURE**

The Institute does not participate in federal or state financial aid programs. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1.The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2.The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

5, CCR §71810(b)(6)

## **(30) STUDENT ACHIEVEMENT**

Grades represent each student's achievement of course requirements and learning objectives. Students will earn a score for each course, based on individual achievement of specific course objectives, as well as quizzes and exams. Students must maintain a minimum cumulative score of 70% to remain in good standing with the educational program enrolled in. All scores earned are converted to the percentage of the total score possible within each course and the final course grade shown in the chart to the below.

|   |               |         |
|---|---------------|---------|
| A | Excellent     | 90-100% |
| B | Above Average | 80-89%  |
| C | Average       | 70-70%  |
| D | Below Average | 60-69%  |
| F | Failure       | 0-59%   |
| I | Incomplete    | N/A     |
| W | Withdrawal    | N/A     |

5, CCR §71810(b)(8)

## **(31) ATTENDANCE**

Consistent attendance is essential to the overall effectiveness and timely completion of any of the school's academic programs. All absences must be excused by Administration. An absence will be considered excused under the following circumstances: Doctor's visit, illness, death or birth in the immediate family, court appearances related to injury resolution and other valid reasons substantiated in writing, and at the discretion of the school Administrator. Documentation must be submitted to substantiate the absence. If documentation is not submitted, the instructor or Administrator will determine if the absence is excused. Tardiness is disrupting to a good learning environment. Tardiness without legitimate reason on two occasions in one class will be penalized with the equivalent point reduction of one unexcused absence. You are considered tardy if you have not signed in by the beginning of the class period. Students are expected to remain in class until being dismissed by the instructor. Provisions for leaving early should be discussed with the instructor, otherwise leaving class early will be considered as an unexcused absence. Make-up work may be required to complete a program. However, hours of make-up work cannot be accepted as hours of class attendance. Re-testing is not allowed.

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## **CEC §94909(a)(8)(D)**

### **(32) PROBATION AND DISMISSAL POLICIES**

The institution expects its students to make steady progress towards their educational goals by maintaining a 70% or higher score in all coursework. Any student who falls below the 70% minimum shall be placed on academic probation and be required to meet with their instructor and school Administrator to develop a plan for improvement. Dismissal from the academic program will occur if the student's cumulative score is 70% or less at the halfway mark of the program. Students who have been dropped may apply for reinstatement. Student attendance is recorded by class hours. A student who falls below the cumulative attendance rate of 80% will be placed on a 30-day probationary period. Any unexcused absence during the probationary period will be considered cause for dismissal from the program.

## **CEC §94909(a)(8)(C)**

### **(33) LEAVE OF ABSENCE**

The academic programs taught at the Institution are six weeks or less in length. Each academic program is taught in blocks starting every Monday. The Institution must approve all leaves of absence. Students on an approved leave are able to return to Police Science Institute under their original academic requirements and will restart instruction on the Monday following the school's receipt of notification of the student's intent to return from leave.

## **CEC §94909(a)(8)(E)**

### **(34) GRIEVANCE POLICY**

Questions or concerns about suspected arbitrary treatment, discrimination or harassment based on prohibited bias may seek informal assistance or file a formal grievance. To file a formal complaint, the student must show that the alleged prohibited discrimination occurred and that it caused harm to the student. If the student files a formal grievance, the Institution's Administrator will arrange an interview with the student, the responding individual or department and any witnesses. All grievances must be submitted in writing to the Institution's Administrator within 30-days of the alleged treatment, discrimination or harassment. Forms of appropriate delivery include hand delivery, fax (with confirmation) or certified mail. Your grievance should provide detailed information about the incident about which you are complaining. Attach all supporting documents that might support your grievance. Police Science Institute suggests that students use this internal process first, but it is not required and the student may contact the Bureau at any time.

## **5, CCR §71810(b)(14)**

### **(35) STUDENT SERVICES AND RESOURCES**

Police Science Institute offers a broad range of programs and services to help students reach their personal and academic goals. Students may access these services by scheduling an in-person meeting with the school Administrator. All required literature, textbooks and equipment are provided to students during the course of the educational program.

## **5, CCR §71810(b)(12)**

### **(36) JOB PLACEMENT ASSISTANCE**

The Institute is dedicated to the continued success of each student, which is why job placement assistance is provided to all students who successfully graduate from one of the educational programs offered at the institution.

## **CEC §94909(a)(13)**

### **(37) HOUSING**

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**(A) Police Science Institute does not offer housing or dormitory facilities.**

**(B) Reasonably priced permanent and short-term housing is available within a one-mile radius of the facility. Permanent housing can be attained for less than \$1,000 per month and short-term housing can be attained for as little as \$50 per night.**

**(C) Because all of the educational programs offered at the Institution are four weeks or less in length, there is not a need for permanent house. Police Science Institute can assist students with necessary short-term accommodations upon request.**

**5, CCR §71810(b)(13)(A)(B)(C)**

## **(38) RETENTION OF RECORDS**

**Student records are maintained as required by statute / regulations and are retained for a period of not less than five years. Transcripts are kept indefinitely.**

**CEC §9490, 5, CCR §71810 (b)(15), §71920**

## **(39) JOB CLASSIFICATION**

**The Security program prepares its graduates for employment as a Security Guard as classified under the United States Department of Labor's Standard Occupational Classification code /**

**Detailed Occupation:**

**33-9032 Security Guards**

**Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment. Excludes "Police Officers" (33-3050) and "Transportation Security Screeners" (33-9093).**

**5, CCR 74112 (d)(3)**

## **(40) DISTANCE EDUCATION - N/A**

**The Institute does not provide distance education.**

**5, CCR 71810 (b)(11)**

## **(41) SEE WEB SITE**

**<http://policescience.com/about-us/consumer-information/>**

**CEC 94913, 5, CCR 74117**

## **RIGHT TO CHANGE REQUIREMENTS**

**This catalog and its contents are subject to change without notice. Neither the Police Science Institute's website nor any of the information and requirements contained herein constitute a contract or create any contractual commitments between Police Science Institute and any student, prospective student, or third party. The information and program requirements contained in Police Science Institute's catalog are updated annually. All updates to the catalog will be provided to the student upon enrollment. Additionally, all updates to the catalog will be posted on Police Science Institute's website.**