



THE YOUNG AMERICANS
COLLEGE OF THE
PERFORMING ARTS

2018-2019



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THE PURPOSE

The Young Americans College of the Performing Arts exists to provide members of The Young Americans, Inc. with a learning environment that reinforces the Young American experience of innovative and creative learning with academic rigor that advances artistry and leadership to establish each student as a lifelong learner.

Formed as a specialty school, The Young Americans College of the Performing Arts blends the concepts of theoretical learning with practical application. It is our belief that an education with an emphasis on the performing arts enables the student to develop diversity in their thought process, communication skills, and approach to problem solving – skills vital to success in today's global community.

OUR MISSION

To provide members of The Young Americans with a performance-based education emphasizing artistry, leadership, communication, and collaboration. The Associate of Arts and certificate programs of study offered provide developing artists with skills, knowledge, and experiences that will be foundational for their future as performers, teachers and leaders.

OUR VALUES

The Young Americans College of the Performing Arts is committed to:

- Offering unique educational programs focused on training exceptional artists and educators.
- A pursuit of excellence that encourages the student to achieve the highest level of artistic and personal growth.
- Encouraging each student to understand personal ethics and embrace personal responsibility in the global community.

INSTITUTIONAL VISION

- To develop an institution that is recognized internationally for its ability to train the finest performers and arts educators.
- To provide courses of study that are of the highest standards and connect theory to practice so that students are prepared for life after college.
- To offer courses of study that ignite the student's desire to learn and equips them with the skills needed for a lifelong commitment to learning.
- To assemble a faculty with extensive professional experience in their fields and who are dedicated to sharing their knowledge and guiding artistic growth.

INSTITUTIONAL OBJECTIVES

Artistry: Students will develop their artistic voice and gain an acute awareness, understanding, appreciation and expression of the performing arts.

Leadership: Students will develop and demonstrate application of ethical decision making, defined value systems, diversity of knowledge and understanding of management and team leadership.

Global Perspective: Students will develop skills that allow them to effectively and professionally work across cultural boundaries.

Continuous Learning: Students will develop critical analysis skills and be able to apply these skills to a life-long pursuit of knowledge.

COLLEGE COMMUNITY

OUR STUDENTS

The Young Americans College of the Performing Arts' student body is very diverse. Our students come from over 35 different states within the USA. Each student brings to the program a unique life story and skill set which when combined gives all students access to a wealth of knowledge and experience that supports The Young Americans College of the Performing Arts' desire for strong peer-to-peer learning and a vibrant community where students learn to embrace their collective diversity.

OUR FACILITIES & EQUIPMENT

The Young Americans College of the Performing Arts is located at 1132, 1128 & 1112 Olympic Drive, Corona, California. Located close to local restaurants and stores, and near to the apartment complex utilized for student housing, this arrangement allows the organization to be self-contained and provides a safe and convenient learning environment.

In an effort to encourage artistic growth The Young Americans College of the Performing Arts strives to give students and faculty after-hours access to rehearsal halls, practice rooms, libraries, computer labs, and keyboard labs. Access may be limited at times to maintain security of equipment and facilities.

Vocal Studio & Private Practice Rooms: Four vocal studios and two private practice rooms are available for student use when not in use by a scheduled class. Each of these rooms is equipped with a digital or acoustic piano.

Dance Studios: Two 2,600 sq. ft. dance studios with sprung wooden floors, full-length mirrors, and ballet barres are open to student use when not in use by a scheduled class or rehearsal. Each room is equipped with a built-in sound system and an acoustic piano.

June & Margaret Piano Lab: This space has 20 student stations that feature weighted 88-key digital pianos with headphones connected to a teacher station using a lab controller. Students have access to the room when a class is not in session.

Black Box Studio: This space provides for a performance setting on campus separate from classrooms and is used for stagecraft courses as well as for recitals and jury performances. Students have access to room when a class is not in session. The room is equipped with portable staging, sound and lighting systems.

Classrooms: All classrooms are equipped with whiteboard, a digital or acoustic piano, digital projector, mini sound system and microphone, and an AV system to allow for CD or DVD playback. Students have access to these classrooms whenever a class is not in session.

Studio Lounge: This room is designed as a place for students to relax and store personal belongings.

STUDENT SERVICES CENTER

The Student Services Center comprises a range of services to support student learning and achievement, including print materials, digital materials, computer terminals, learning center, virtual library, and a student cafe .

Virtual Library: The online library supports all programs and degree levels at our institution. Professional librarians provide 7-day-a-week email reference. The online library gateway page in Populi serves as a central access point for students to access the credible and reliable information sources managed by the librarians. The librarians have created library multi-media instructional tools, general orientation resources, and program-specific research guides to assist students in finding, evaluating, and using the library e-resources effectively and efficiently. All resources are linked from

the library gateway page. The librarians provide an information literacy program tailored to the needs of performing arts students, helping students succeed in their academic work at The Young Americans and beyond.

Learning Center: The Young Americans Learning Center is a multidisciplinary tutoring and learning support facility that provides an opportunity for students to strengthen their skills in all areas of their studies. Writing tutors focus on sharpening the students' ability to convey ideas clearly to an intended audience. Tutors aid students through one-on-one tutorials that cover syntax, grammar, developing new ideas, and strengthening the structure of writing assignments from all courses offered on campus. Music Theory tutors help students with chord construction, reading of intervals, writing notation, and understanding and analyzing form. The Center also provides tutoring in Business Math where students can receive assistance on homework assignments and exam preparation.

Computer Lab: This room, with 6 PC stations, 2 Mac stations, and 2 printers, is designed to provide students with on-campus access to a computer, virtual library, and printer. The resource areas also contain 1 Mac and 3 PC stations and two printers for student digital access.

Print & Digital Resources:

The Young Americans College of the Performing Arts maintains an extensive collection of sheet music, scripts, scores, resource books, and performance DVDs that are accessible to students during extended hours throughout the week.

Current physical holdings include:

- Dance-based movies ranging from traditional jazz through hip hop.
- Vocal selection books including opera, jazz, pop, rock, classical and musical theatre genres.
- Resource books covering:
 - Acting (acting techniques, history of theater, history of musical theatre, directing techniques, entertainer profiles)
 - Technical Design (production, costume design, makeup design, stagecraft fundamentals,
 - Music (history, piano techniques, music theory.)
 - Writing (structure, grammar and dictionaries)

- Teaching (theory, lesson planning, effectiveness, assessment strategies, philosophy)
- Subscriptions and links to digital resources, particularly focused towards arts education

Students may check out any library holding or available resource through Student Services. Each resource will have a time limit applied to the period of loan to ensure students have equal and fair access to all resources. Faculty may place a “do not loan” hold on any specific resource. This means students may access the resources in the confines of the Student Services Center, but may not check it out.

“From the Heart” Student Cafe: Built with donor funds, the student cafe is a place for students to grab healthy meals, snacks, and drinks during breaks. With seating for 80+ people, the cafe is also a great place for students to meet up for group projects, study groups, or to just kick back and enjoy some down time together.

OUR LOCAL COMMUNITY

Corona offers a small-town feeling with easy access to the big city. A 45-minute drive in one direction lands at the Pacific Ocean surf, while a drive of the same distance in the opposite direction leads to the ski and mountain biking slopes of the San Bernardino mountains. Iconic locations such as Hollywood, Malibu, Palm Springs, and Joshua Tree are within easy drives, as are theme parks such as Disneyland, Universal Studios, Magic Mountain, and Knott's Berry Farm. And of course, local, regional, and Broadway theaters all across the Southern California.

OUR FACULTY

The faculty body is comprised of gifted and talented academics and artists who are dedicated to enriching the lives of young people and connecting the learning process to creative activity. Each faculty member possesses specialized knowledge and personal experience in the fields of entertainment and/or education that is vital to providing a real perspective into those careers.

OUR ALUMNI

The Young Americans has an alumni body of over 3,500 members residing across the U.S. and around world. Many alumni have gone on to be highly successful in both the entertainment and education industries. The family-like atmosphere that is nurtured within our organization has allowed us to develop a unique setting in which our alumni members visit on a regular basis to meet with current students and offer workshops and lectures that are based on the alumni's personal experiences.

OPERATIONAL STATUS

The Young Americans College of the Performing Arts is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: www.accjc.org

The Young Americans College of the Performing Arts is a private institution approved to operate by the California Bureau for Private Postsecondary Education.

LEARNING OPPORTUNITIES

The Young Americans College of the Performing Arts offers each student a unique learning experience. Emphasizes training performers and arts educators, however, these components also contain fundamental lessons that can be applied to any career path the students may ultimately choose.

Music Outreach Training Certificate

This program is designed to prepare new members of The Young Americans, Inc. for participation as a performer and teacher with The Young Americans International Music Outreach Tour.

The training certificate is completed in the student's first year and works upon developing performance techniques, teaching techniques, and artistic growth. New members of The Young Americans must complete this program prior to auditioning for a place on a Music Outreach Tour. Students interested only in pursuing this program should refer to information regarding the certificate program on page 16.

Associate of Arts in Performance

The Associate of Arts in Performance degree is a two-year program of study that emphasizes the development of artistic growth coupled with the development of leadership, cultural literacy, and a commitment to continued personal growth. The AA program is musically oriented and develops a foundation of contemporary performance skills in the genres of voice, acting, and dance. The overall program provides students with technical proficiency, live performance experience, and core academic classes so they may become well-rounded artists.

All first-year courses in the AA Performance program fulfill all requirements for the Music Outreach Tour Training Certificate. This allows AA-seeking students to earn the Music Outreach Tour Training Certificate while simultaneously pursuing the AA Performance degree.

Performance Opportunities

The integration between the college program and the productions of The Young Americans organization provides students the opportunity to work towards completing their education with The Young Americans College of the Performing Arts while participating in outreach tours, summer camp programs, dinner theatres, album recordings, and live concert performances.

Because of the nature of the learning opportunities The Young Americans offers, many students continue to participate in Music Outreach Tours after the completion of their second year. There is no limit set on a student's length of stay with The Young Americans; however, participation in each touring company and performance production is by invitation only.

North Central Michigan College Affiliation

Students may combine their AA Performance program of study with the North Central Michigan College (NCMC) Affiliation program and receive an Associate of General Studies (AGS) degree from NCMC. For further details, refer to page 18.

STUDENT SERVICES

"To provide insightful services which support and empower student growth."

The Student Services department is focused on advocating for students, supporting student learning, and student achievement. Services include:

New Student Orientation: Prior to commencement of instruction, first-year students complete a series of orientation sessions including student housing, campus operations, and college preparation.

Class Placement: First-year students undergo an assessment in dance, voice, piano, and music theory prior to commencement of instruction. The data is used to group students with similar abilities into sections.

Success Coaching: Once student class placement and enrollment is completed, students meet with a student services staff member to review their individual schedule and develop time and priority management plans.

Second-year students engaging in practicum studies or online courses will participate in an online course success orientation prior to commencement of instruction.

First-year Academic Advising: In the spring semester of the first year, all students complete academic advising to refine educational goals and program planning for the second year.

Learning Center: The Young Americans Learning Center is a multidisciplinary tutoring and learning support facility that provides an opportunity for students to strengthen their skills in all areas of their studies.

Counseling: Counseling services are available to support students with behavioral health concerns. Services are available via phone for students who are off-campus.

Resident Advisors: As Student Services staff, the RAs work to support student health and wellbeing as well as empower student success. Students are able to reach out to the RAs for support during the RA duty hours or through the duty phone during off-duty hours.

Faculty Office Hours: Faculty members are required to maintain and publish office hours each week to support students needing assistance outside of class time.

Library Resource Support: Library services link curriculum needs to student resources for learning and research support. The Virtual Library is available 24/7.

Campus Access: The campus is open for student use until midnight each weeknight classes are in session. Students have full access to labs, classrooms, private practice

rooms, student resource center, student cafe, and rehearsal studios.

Administrative Services: Support for students including registration, student records, and student accounts-- are handled through the administrative office. Offices are located on campus and available to students during business hours. Phone and email access is also available for students in off-campus settings.

The Populi cloud-based administrative platform also provides students with continuous access to their student records and accounts.

Admissions Advising: Admissions Advising sessions are offered to all incoming students through online group webinars. Additionally, all new students are encouraged to review the College website, printed materials, and admissions prep videos prior to signing the enrollment agreement. Admissions advising information ensures the expectations and demands of the program are clearly outlined and understood by the student.

Admission advising sessions occur prior to students' arrival on campus and can be completed either in person through a scheduled meeting with Director of Admissions or through webinars hosted by the College.

CAMPUS LIFE

The Young Americans College of the Performing Arts strives to ensure that student learning is not limited to the classroom setting. Our students' ability to apply the subject matter learned in class to their everyday lives is of the utmost importance. It is expected that each student develops a sense of personal responsibility for their learning and lifestyle choices.

The Young Americans College of the Performing Arts' staff and faculty are committed to an open-door policy in which students should feel free to approach any staff or faculty member for guidance and support throughout their personal development. It is our aim to ensure that each student is provided with a personalized educational experience, and we consider all aspects of campus life part of the education offered.

Housing and Residential Life

First-year students are housed in apartment complexes in the local area. Each student shares a two-bedroom, two-bath apartment with three or four other students. This arrangement ensures that each student who moves to California is surrounded by fellow students in our

program and can be assured that they are living in a safe and secure environment. The complexes selected are gated, clean, and surrounded by well-kept grounds. The close proximity to our rehearsal/classroom buildings is a big advantage for our rehearsal and academic needs.

First-year students will be required to sign a rental contract with The Young Americans that commits the student to an apartment lease for 8.5-9.5 months, depending on course sequencing plan. Each student's co-signer must also guarantee their student's lease obligations. The only way to break the lease is to find another Young American student to sublet. That sublet must be formally processed through a signed, separate lease agreement with The Young Americans.

Student Interaction

The Young Americans College of the Performing Arts views student interaction as a crucial element of our campus life and vital to our students' academic development. To aid in this process, all students in conjunction with The Young Americans participate in annual performance productions in the fall and spring semesters.

Furthermore, students are encouraged to take advantage of the individual strengths each brings to the campus and to learn from the students around them. Students are encouraged to spend time outside of class practicing, rehearsing, and studying together. The open-door policy of our faculty and our liberal student access policy to campus resources and facilities are designed to aid and encourage these activities.

Campus Tours

Appointments can be made throughout the year for parents and families to visit us in California. Our staff is more than happy to accompany you while touring our facilities and answer any questions you may have. Please call our office to schedule an appointment.

ADMISSIONS

The Young Americans College of the Performing Arts seeks students in the formative stages of their artistic development who, because of their talent and commitment to personal growth, stand to benefit most from the training and experiences offered. Before a student is considered for admission into the College Program they must first audition and be accepted into The Young Americans. The audition process considers every aspect of an applicant's strengths, including talent, leadership, creativity, collaboration, and problem-solving skills – all attributes essential to a student's success within our programs. Once accepted, the student must then meet the following admission requirements:

1. Have graduated high school with minimum GPA of 2.0 or equivalent. Students who do not meet the minimum GPA may be admitted on a conditional status. Conditional status allows the student to enroll for their first semester of instruction with the college, but requires them to attain a 2.0 GPA for that semester in order to continue enrollment in subsequent semesters. Conditional status admission is at the sole discretion of the College.
2. Application for admission is to be completed and submitted to the admissions office by the published deadlines.
3. Transcripts from high school and any other college work the student may have completed are to be sent to the admissions office with the application after graduation, or completion of any work in progress.
4. A maximum of 30 credits of college work can be accepted for transfer if they meet the course equivalency requirements set forth by the College.

ADMISSIONS EQUIVALENCY

A GED certification or Accuplacer test is required for admission for students without a high school diploma. Eligibility for admission through Accuplacer requires the following scores:

Math = AR 85-100 or EA 25-39

Reading = 55-120

Writing = 2-4

ENGLISH PLACEMENT STANDARDS

Students wishing to place into ENG 111 must have an ACT score of 18 or higher or an SAT score of 430 or higher. Students may take the Accuplacer test in lieu of an ACT or SAT score.

STUDENT HEALTH

Given the physical demands of The Young Americans, prior to admission, all students are required to submit a report from a licensed physician attesting to their physical and mental ability to withstand prolonged and rigorous physical activity. All students must also provide proof of health insurance as a condition of enrollment.

IMMUNIZATION POLICY

The YA Immunization Policy requires incoming students to obtain the vaccinations and screening recommended for colleges and universities by the California Department of Public Health (CDPH) for those diseases that can be passed on to others by respiratory transmission and therefore can pose risk to others attending classes, living in student apartments, using other College facilities or attending College/Production events. These vaccines currently include measles, mumps, rubella (MMR), varicella/chickenpox (VZV), and tetanus, diphtheria, and pertussis (Tdap). The meningococcal conjugate vaccine (MenACWY) is required for students aged 21 and younger. Additionally, all incoming students must also provide proof of a negative tuberculosis (TB) test.

Vaccination Documentation

1. All incoming students must enter their vaccination history and/or disease-specific antibody titers directly into their Admissions Portal.
2. Students must also submit documentation of vaccinations received, or titers indicating immunity to disease, directly to the Admissions Portal.
3. The TB test results must also be submitted to the Admissions portal.
4. Verification of student-entered immunization history will be performed on some or all of the self-entered data.

Administrative Services will place an enrollment hold on students who are not compliant with the immunization/screening requirement. This will prevent them from being enrolled into courses until the hold is removed.

AUDITION LOCATIONS

For up-to-date information on audition locations and procedures for The Young Americans please contact the business office at 951.493.6753 or visit www.yacollege.edu/auditions.

INSTRUCTIONAL LANGUAGE

All courses offered by The Young Americans College of the Performing Arts are conducted in English.

TRANSFER OF CREDIT

The Young Americans will allow up to 15 credits of college level work to be accepted for transfer for all certificate programs and up to 30 credits for AA programs. Students who have taken Advanced Placement exams in transfer-qualifying courses and scored either a 3, 4 or 5 can apply for transfer of credit.

Courses that are deemed specific to The Young Americans College of the Performing Arts' mission and goals will not qualify for transfer under this policy. Currently, these courses are:

ED 150 Teaching Methods by Age and Development
MU 101 Choral I
MU 290 Performance Teaching Practicum
THF 115 Improvisation
THF 275 Stagecraft Crew
THF 290 Performance Practicum
THF 299 Advanced Performance

All transfer requests and official transcripts are to be submitted to the Dean of Administrative Services for review. The Dean of Administrative Services will review the transcript in regard to the programs of study offered and determine which courses can be accepted for transferred credit based upon the following criteria:

- 1) Was the level of education at which the course was taken equivalent to the current program of study?
- 2) Where the credit hours awarded for the course equal to or greater than the equivalent courses offered by The Young Americans?
- 3) Was the scope of the course similar in nature to the equivalent course offered by The Young Americans College of the Performing Arts?

- 4) Is there evidence that the student successfully completed the course of study, obtaining a final grade of "C" or higher?

Upon reviewing the request and making a determination, the Dean of Administrative Services will submit a written response to the student advising them of which courses were accepted for transfer and which courses offered by The Young Americans College of the Performing Arts they are accepted in place of. If the request is denied, the denial letter must explain the reason why the courses were not accepted for transfer.

All requests are to be processed within 14 business days of receipt.

EXPERIENTIAL LEARNING

The Young Americans College of the Performing Arts is sensitive to individual student needs and promotes the validation of learning through experience. Students may therefore submit non-classroom acquired experiences for credit review. If the College deems an experience to have provided measurable learning achievement comparable to a designated campus course, credit will be given to the student. A maximum of 15 credits can be obtained through this process. Courses that are deemed specific to The Young Americans College of the Performing Arts' mission and goals will not qualify under this policy. These courses are listed in the transfer-for-credit policy.

All requests for experiential learning credit are to be submitted in writing to the Dean of Administrative Services for review. The Executive Team reviews the request, with faculty input, in light of the following requirements:

1. The activity or learning experience is deemed equivalent to college-level expectations and outcomes.
2. The activity or learning experience is deemed equivalent to the course offered by The Young Americans College of the Performing Arts.
3. Evidence is available to support the relevance, equivalence, and the student's achievement. Documentation required for this process will vary and may include evidence such as a description of the activity, a sample of work produced, published

review, program description, contact information of instructors, supervisors, etc.

The decision made by the Executive Team is final.

PLACEMENT SERVICES

The Young Americans College of the Performing Arts does not offer any placement services.

ENROLLMENT CLASSIFICATIONS

Student enrollment classifications are defined as follows:

Full-time: Student enrolled in a minimum of 12 credits for the semester

Part-time: Student enrolled in fewer than 12 credits and greater than 1 credit for the semester

ACADEMIC CREDIT

The Young Americans College of the Performing Arts employs the semester credit system in awarding academic credit. The following course classifications are used when determining the awarding of credit for each course offering.

Lecture: Any course of study that involves 15 hours of direct interaction between faculty and student per credit awarded. It is expected that lecture courses require the student to complete an additional 30 hours of preparation work per credit awarded.

Laboratory: Any course of study that involves 30 hours of direct interaction between faculty and student per credit awarded. It is expected that laboratory courses require the student to complete no more than an additional 15 hours of preparation work per credit awarded.

Studio: Any course of study that requires private instruction or consultation between faculty and student on a regular basis. These courses require a minimum of 5 hours of direct interaction between faculty and student per credit awarded. It is expected that studio courses require the student to complete an additional 40 hours of preparation work per credit awarded.

Practicum: Any course in which the student is engaged in practice and/or practical application of skills. These courses require a minimum of 5 hours of interaction and observation between faculty and student per credit

awarded and an additional 25 hours of practice per credit awarded.

GRADING SYSTEM

The Young Americans College of the Performing Arts emphasizes the acquisition, conceptualization,—and application of concrete skills in its grading practices. Attendance and participation are impressed upon students due to the role they play in providing the necessary time-on-task to master course objectives.

Students must maintain a GPA of 2.0 or higher in order to remain in good standing. Academic progress is determined by the issuance of the student's level of achievement in the form of a final grade (A through D and F). Each course final grade is assigned a point value, which is averaged to arrive at the GPA.

<u>Symbols</u>	<u>Definition</u>	<u>Point Value</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Unsatisfactory	1
F	Failing	0

Certificate and Degree programs require a final grade of C or higher in all required courses in order for the student to meet the graduation requirements.

Alternative Grade Symbols:

Incomplete (I): Student was unable to complete coursework due to an unforeseeable emergency. The "I" will be removed from student's transcript and a grade assigned upon the student's completion of the work as specified by the instructor. Student has one semester to complete the work necessary to replace the Incomplete with a grade. Failure to complete missing work in that following semester will result in a failing grade.

Withdrawal (W): Students who withdraw from a class after 10% but prior to 80% of class instruction having been completed, will have a "W" on their transcript.

Students whose absences reach 30% of the course or are absent from class for two consecutive weeks without communicating with administration or the instructor may be administratively withdrawn from the course. Any withdrawal after 80% of the course will result in the student earning an "F" in the course.

Students participating in federal financial aid programs have additional requirements for satisfactory academic progress and should refer to the SAP policy on page 11.

Grievance Procedures: It should be noted that California Education Code prohibits, in the absence of any mistake, fraud, bad faith or incompetence, any faculty member being directed to change a grade. When a student believes that one of the above conditions exists or that the college's grading policy has not been followed the student should take the following steps to address their grievance:

Stage 1: Schedule and attend a meeting with the course instructor to resolve the situation. This attempt must be made within 10 days of receiving the grade. The student should clearly define the reason for their grievance as objectively as possible. If a satisfactory resolution is not obtained, the student may proceed to stage two after informing the instructor of their intention to do so.

Stage 2: Student submits a Grade Grievance Form (located on the Student Portal) to the Dean of Instruction. This form must be filed within 5 school days after the meeting with the instructor. A meeting with the student, instructor, and Dean of Instruction must take place within 5 school days of receiving the form.

If a resolution that is satisfactory to both the student and instructor cannot be reached, the Dean of Instruction assumes the responsibility for arriving at a decision regarding the validity of the grievance and the appropriate action to be taken.

If the action to be taken does involve a change of grade, the original grade shall be removed from the student's record and the revised grade recorded. Within 2 school days of this decision the Dean of Instruction must communicate their decision and needed action in writing to the student, the instructor, and the Dean of Administrative Services.

The Dean of Instruction's decision completes the grievance procedure for grade grievances.

ACADEMIC ACHIEVEMENT

Recognition will be given to students who display a standard of excellence in academic achievement based upon the following standards:

President's Scholar - Student earns a semester GPA of 3.75 or greater

Dean's Scholar - Student earns a semester GPA of 3.5 - 3.74

SATISFACTORY ACADEMIC PROGRESS

Students wishing to take part in the Outreach Tour and Summer Camp programs offered by The Young Americans must pass all courses listed in the Certificate program even if they are AA seeking. Additionally, is required to keep satisfactory academic progress toward their declared program of study.

Students who are seeking the Associate degree and who are applying for or are recipients of Title IV funds or VA Benefits must maintain satisfactory academic progress in order to become and/or remain eligible for funds. Certificate seeking students are not eligible for federal aid, however, the same standards of satisfactory academic progress apply. The standards of satisfactory academic progress are applied to all students regardless of their enrollment status. Students who are unable to meet these standards may be required to participate in tutoring, study sessions, and/or other interventions in order to achieve acceptable academic progress.

SAP Evaluation

Student SAP progress is assessed at the conclusion of each semester. Students whose performance is not meeting SAP standards will be notified by email. SAP standards are as follows:

GPA

Students are required to hold a cumulative 2.0 GPA and pass all classes with a C (70%) or higher in order to be in good academic standing.

Remedial courses such as ENG 095 and MU 095 are counted in GPA calculations for the purpose of monitoring SAP.

Quantitative Standards

All students must maintain a cumulative credit completion rate of 70% or higher. This is calculated by adding the total number of course credits the student successfully completed (earned a final grade of A, B or C) divided by the total number of course credits the student has attempted.

Remedial courses such as ENG 095 and MU 095 are counted in completion rate calculations for the purpose of monitoring SAP.

Maximum Time for Completion

Federal regulations require YACPA to place a maximum timeframe in which a student can receive federal financial aid to complete a program of study. AA seeking students must complete their degree program within 150% of the credit hours required for the degree program. If a student attempts more than 150% of the credit hours needed to complete their degree program, the student loses federal financial aid eligibility.

Example: The AA Performance Degree program requires 60 credits to earn. Students can attempt 90 credits in pursuit of the degree prior to losing federal financial aid eligibility.

Transfer Credits

Transfer credits that are accepted by YACPA and applied to the student's current program of study requirements are included in the cumulative GPA calculation and count as attempted and completed credit credits for the credit completion rate calculation.

Withdrawals

Courses for which the student files an official withdrawal within the allowable time frame and has a "W" recorded in their academic record are not counted in the GPA calculations. However, for the credit completion rate the "W" is treated the same as a failing grade.

Incompletes

Courses for which the instructor grants an extended time for completion, and thus records the "I" grade at the end of the semester, are not counted in the cumulative GPA calculation until such time as the "I" is converted to a final letter grade (A, B, C, D or F). For the purposes of credit completion rate, the "I" is counted the same as a failing grade. However, once the instructor submits a change of grade the SAP of the student must be reassessed.

Academic and Financial Aid Warning

Students who are unable to meet the SAP standards will be required to develop an academic plan with the Dean of Students prior to enrolling in a subsequent term. The academic plan will detail the sequence of courses that best align the student's educational goals with satisfactory academic progress. Additionally, the student will be placed on Academic Warning and

Financial Aid Warning as applicable. For students receiving VA Benefits this is considered academic probation.

Students placed on academic and/or financial aid warning have one semester within which to regain their SAP standing. Students will still receive financial aid funds; however, they must restore their GPA and credit completion rate to the acceptable standards. Students who fail to meet SAP standards after the warning period will lose their financial aid eligibility status unless they successfully appeal and are placed on financial aid probation. Student's whose appeal is denied are placed on financial aid suspension. Students receiving VA Benefits who fail to regain their SAP standing will have their VA Benefits interrupted and the Department of Veterans Affairs will be notified immediately.

Financial Aid Probation

Students who fail to regain SAP standing while on financial aid warning, lose their aid eligibility, and successfully file an appeal are placed on financial aid probation and will have their financial aid eligibility reinstated. Student will still receive financial aid funds, however, to prove satisfactory progression toward earning their degree, must:

1. attain SAP standing by the end of the probation term and maintain their SAP standing for the duration of their enrollment at YACPA, or
2. meet the standards defined in their academic plans.

Students who fail to meet the SAP standards for probation will be placed on financial aid suspension.

Note: students on financial aid probation are also placed on academic probation and must fulfill the standards established by their academic plan.

Academic Probation

Students who fail to regain SAP standing while on academic warning are placed on academic probation and are required to review and revise their academic plan with the Dean of Students prior to enrolling in a subsequent term. If the circumstances leading to probation are such that the student will be unlikely to obtain SAP standing within 1 term of probation, the revised academic plan may outline a longer time for attaining SAP. Based upon the severity of the student's satisfactory academic progress offenses the academic

plan may impose higher standards of SAP, such as requiring the student maintain a 100% course credit completion rate in subsequent semesters.

Students on academic probation must fulfill the requirements of the academic plan for each and every subsequent semester the academic plan covers. Failure to do will result in academic suspension.

Financial Aid Suspension

Students whose appeal for their loss of aid eligibility is denied or who fail to meet SAP standards while on financial aid probation are placed on financial aid suspension and will not receive financial aid.

Academic Suspension

Students on academic suspension will be prevented from enrolling in courses that meet degree requirements in subsequent terms.

Reestablishing Financial Aid Eligibility

To regain financial aid eligibility after failing to meet SAP standards, the student must at their own expense, take action that brings them into compliance with YACPA SAP standards. To accomplish this the student must complete a minimum of 12 credits of applicable coursework at YACPA with a 100% credit completion rate and a cumulative GPA of 2.0. During this enrollment period the student will not be eligible, nor receive, any financial aid.

Reestablishing Academic Standing after Suspension

To regain academic standing after failing to meet SAP standards, the student must at their own expense, take action that brings them into compliance with YACPA SAP standards. To accomplish this the student must reapply for admission to the institution.

Student Fairness

All YACPA faculty and staff treat each student equally regardless of academic standing or ability. Every student will be given the necessary tools to succeed both in the classroom and the rehearsal studio. Students may request academic assistance voluntarily at any time.

Appeals

Students who wish to appeal the decision of being placed on academic probation can submit an official appeal notice to the Dean of Students directly. The Dean will then notify the student within 48 hours of receiving the appeal of the decision to keep or terminate the status of academic probation.

Students who wish to appeal the decision of losing their federal financial aid eligibility may file an official appeal with the Financial Aid Department to have their financial aid reinstated.

In either case, the appeal is considered if the student can demonstrate with supporting documentation that there were extenuating circumstances that occurred during the academic period that may have caused the students GPA or credit completion rate to decline. The appeal must also include what has changed in the student's circumstances that will allow them to meet SAP standards at the next evaluation point.

Extenuating circumstances may include prolonged illness or injury, hospitalization or the hospitalization of an immediate family member, the death of an immediate family member, and/or other special extenuating circumstances.

Appeals must be submitted in writing no later than 10 business days after receiving notification of the loss of their financial aid eligibility.

Students placed on academic and/or financial aid warning may not appeal the decision.

Maximum Time Frame Appeals

Students who exceed the maximum time frame can file an appeal with the Financial Aid Department to retain financial aid eligibility. The appeal must include a declared degree program, a completed degree audit, an academic plan that outlines the timeline for program completion, and an explanation as to why the 150% timeframe has been met. Approved appeals allow the student to retain aid eligibility for the program courses identified in the academic plan. Denied appeals do not prevent the student from enrolling in courses, however, they will not be eligible nor receive financial aid.

INSTITUTIONAL ATTENDANCE POLICY

The intensive and practical nature of The Young Americans College of the Performing Arts course of study requires student attendance and participation in every class session. Excessive absences may result in grade reductions. Excessive absence is defined as more than 20% of instructional time; cumulative absences of 30% or more results in a failure of the course.

It is the student's responsibility to inform the instructor as to the reason for the absence, as well as arrange to

make up any missed material. In the case of extensive excused absences, a student may be advised to withdraw from the course or petition for an incomplete.

Faculty may establish attendance policies for their courses that are more specific, providing those policies are within the framework of the institutional attendance policy.

Students receiving VA Benefits are required by the Department of Veterans Affairs to meet a minimum attendance of 80% in all scheduled classes. Attendance is assessed at the end of each academic semester. Students who failed to maintain 80% attendance will be placed upon academic probation in the next semester. Students on academic probation who fail to maintain 80% attendance will have their VA benefits interrupted and the Department of Veterans Affairs will be notified.

MULTI-TERM COURSE POLICY

A multi-term course has one number and is a single course extending over multiple terms. It is typically designated with Part A and Part B, for example, Jazz I A and Jazz I B.

For multi-term courses, enrollment in part A necessitates enrollment in subsequent parts. If a student drops subsequent parts of a multi-term course, a grade of "W" will be assigned for the first part. Tuition for the first part will not be refunded.

The "IP" grade is given at the end of the first term, and the final grade is assigned at the end of the last term and then applied to all courses within the series so that all semesters are shown and display the final grade.

COURSE WITHDRAWAL & TERMINATION

Any student who drops all of their courses will be withdrawn from the College. It is the responsibility of the student to ensure they file an official withdrawal request with the Administrative Services office. Prior to submitting the official withdrawal request the student should consult with the Dean of Students. Please see refund policies for information regarding tuition refunds.

Students receiving federal financial aid funds should consult with the Financial Aid Department prior to withdrawal to understand implications on aid eligibility and awards.

Students whose absences reach 30% of the course or are absent from class for two consecutive weeks without communicating with administration or the instructor may be administratively withdrawn from the course. Any withdrawal after 80% of the course with result in the student earning an "F" in the course.

DISTANCE EDUCATION COURSES

For fully online and practicum courses, the student should expect a response or evaluation from the instructor within 10 days of due date for all work submissions.

NOTICE OF SYSTEM REQUIREMENTS FOR DISTANCE EDUCATION COURSES

In order to complete the programs of study offered, some classes are administered in online or hybrid fashions. As such, all enrolled students need to have access to a computer with the recommended minimum computer configurations below. The LMS platform utilized by the college is web-based and as such there are no software requirements; students can access the platform from any computer with an internet connection. Students must be able to submit written assignments in Word doc (.doc or .docx) format.

While the College strives to provide WiFi throughout the Outreach Tours, signal strength while travelling may vary. Student must be prepared to explore alternative options when necessary such as purchasing their own personal WiFi device.

Minimum Computer Configurations

2 GHZ Processor (Dual Core) or better

4 GB RAM (or more)

Internet access with an email Account

Broadband (Cable or DSL)

Prefer Ethernet (not Wireless)

Cookies Enabled

JavaScript Enabled

Plugins: Latest Version of: Adobe Reader, Flash, and Java

Course-specific plug-ins*

Course-specific software*

Course-specific hardware*

Recommended Windows Software: Microsoft Office 2007 or Office 2010

Recommended Mac OSX Software: Microsoft Office 2011

LEAVE OF ABSENCE

Students who fail to enroll in The Young Americans College of the Performing Arts' courses for two consecutive semesters will lose their standing in the college and require a second application for admission. Students may request a leave of absence from the college for reasons of medical, family, or professional obligations. A leave of absence will be granted for one academic semester and allows the student to maintain their status with the college during their leave.

This leave of absence policy covers academic standing only and is not connected to a student's eligibility standing for federal financial aid programs.

ARTICULATION AGREEMENTS

The Young Americans College of the Performing Arts does not have any current articulation agreements with any other institution of higher learning that guarantees transfer of credits taken at The Young Americans College of the Performing Arts.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits earned at The Young Americans College of the Performing Arts is at the complete discretion of an institution to which students may seek to transfer.

Acceptance of the Associate of Arts in Performance earned at The Young Americans College of the Performing Arts is also at the complete discretion of the institution to which students may seek to transfer.

If the credits or Associate of Arts in Performance earned at this institution are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which the student may seek to transfer after attending The Young Americans College of the Performing Arts to determine if the credits or the Associate of Arts in Performance will transfer.

PREREQUISITES FOR THE YOUNG AMERICANS YOUTH PROGRAMS

Students seeking eligibility for participation in The Young Americans Music Outreach Tours should refer to Music Outreach Training Certificate details on page 16. First-year students attending other institutions full time will be required to submit a transcript of equivalent courses of study to be accepted for transfer.

GRADUATION POLICY

A student will earn a certificate or degree upon satisfactorily completing all requirements for graduation and complying with all applicable policies of the College, including that all financial obligations to the College are met.

Students will graduate at the end of the term in which they complete all course requirements.

When the student completes all the requirements for graduation and is awarded a certificate/degree, they will receive two copies of the complete official transcript at no charge. Additional copies of official transcripts may be obtained for a fee by submitting an online request to the Administrative Office.

Graduation Honors

Qualifying students may graduate with the following Latin honors: summa cum laude, magna cum laude, or cum laude. The minimum GPA requirements for honors are as follows:

- 3.90 – summa cum laude
- 3.80 – magna cum laude
- 3.70 – cum laude

GRADUATION PROCEDURES

1. Students apply for graduation during their final semester of enrollment.
2. The Dean of Administrative Services or delegated staff member will review the student's transcript to ensure the student has met the graduation requirements before issuing the certificate or degree. If the application for graduation is not approved, an appeal may be filed with the Dean of Instruction.
3. Students must earn a final grade of C or higher for all required classes in order to fulfill certificate or degree requirements.

4. Formal graduation ceremonies are held each December.
5. Certificates, degrees, diplomas, and transcripts will be mailed approximately four weeks after graduation pending payment of any outstanding student account balances.

MUSIC OUTREACH TRAINING CERTIFICATE

CURRICULA

This program represents the series of courses deemed as prerequisites by The Young Americans before a member can be considered eligible for participation in Music Outreach Tour programs and Summer Camps. The training certificate focuses on developing performance techniques, teaching techniques, and artistic growth.

Upon completion of the Music Outreach Training Certificate the member shall obtain a skill level suitable for participation in The Young Americans Music Outreach Tours and Summer Camps in the following areas:

- Vocal skills for both solo and ensemble work.
- General dance and movement skills.
- Artistic integrity and authenticity in performance.
- Stagecraft and touring production skills.
- Reading sheet music and understanding music theory at an intermediate level.
- Working knowledge of health and safety skills necessary to protect the performers' mind and body.
- Personal and child development in conjunction with teaching methodologies to advance communication skills with peer performers, directors, and workshop participants.
- General understanding of cultural regions of the world and their sociological structures.

REQUIREMENTS

MU 095 Music Fundamentals	3 credits
MU 101 Chorale I	2 credits
MU 128 Vocal Techniques I	1 credit
MU 129 Vocal Techniques II	1 credit
MU 111 Semi-Private Voice	1 credit
MU 112 Private Voice Instruct.	1 credit
MU 121 Piano I	1 credit
MU 130 Music Theory I	3 credits
DAN 100 Technique & Conditioning	0.5 credits
DAN 120 Classical Ballet I	1 credit
DAN 121 Jazz Dance I	1 credit
DAN 123 Tap Dance	0.5 credits
THF 100 Intro to Acting	1 credit
THF 110 Scene & Character Dev.	1 credit
THF 115 Improvisation	1 credit
THF 150 Intro to Stagecraft	1 credit
ED 150 Teaching Methods by Age and Development	3 credits
LS 101 Life Skills for Student Success	1 credit
PSY 161 Intro to Psychology	3 credits
SOC 171 Intro to Sociology	3 credits

Total

30 credits

Students must earn a final grade of C (2.0) or higher for all required courses.

All courses required for the Music Outreach Training Program are also requirements for the Associate of Arts in Performance. Students can complete the Music Outreach Training Program while also working towards earning the Associate of Arts in Performance.

YACPA offers courses in a conservatory-style format with defined sequence and progression. To see course sequencing plans, please review page 20.

ASSOCIATE OF ARTS IN PERFORMANCE

Associate of Arts Performance

Associate of Arts Performance, Vocal Emphasis

Associate of Arts Performance, Acting Emphasis

Associate of Arts Performance, Theatre Emphasis

CURRICULA

The Associate of Arts in Performance program is a two-year program of study that emphasizes artistic growth coupled with the development of leadership, cultural literacy, and a commitment to continued personal growth. The Associate of Arts in Performance program is musically oriented and develops a foundation of contemporary performance skills in the genres of voice, acting, and dance. The overall program provides students with technical proficiency, live performance experiences, and core academic classes foundational to becoming well rounded artists.

Upon completion of the Associate of Arts in Performance program the student is able to:

- Demonstrate technical proficiency of the discipline.
- Demonstrate artistic integrity and authenticity.
- Demonstrate confidence and professionalism while building a working repertoire.
- Demonstrate an ability to apply concepts learned in one discipline to other disciplines.
- Demonstrate the ability to think critically and analytically.
- Demonstrate clarity in written, verbal, and nonverbal communication.
- Demonstrate an ability to approach situations with an understanding of cultural diversity and equality.
- Demonstrate facility with digital literacy and information technology.

REQUIREMENTS

All courses outlined are required for the student to be awarded the Associate of Arts in Performance. In addition, students will participate in pre-production, rehearsals, performance observation and public performances in conjunction with the appearance calendar of The Young Americans.

The Young Americans College of the Performing Arts reserves the right to alter curriculum as needed.

Performance Core – 22 credits

All classes required

MU 101 Choral I or Chorale II	2 credits
MU 111 Semi-Private Voice	1 credit
MU 112 Private Voice Instruct. A	1 credit
MU 121 Piano I or II	1 credit
MU 128 Vocal Techniques I	1 credit
MU 129 Vocal Techniques II	1 credit
MU 130 Music Theory I	3 credits
MU 131 Music Theory II	3 credits
DAN 100 Technique & Conditioning	0.5 credits
DAN 120 Classical Ballet I or II	1 credit
DAN 123 Tap Dance	0.5 credits
THF 100 Intro to Acting	1 credit
THF 110 Scene & Character Dev.	1 credit
THF 115 Improvisation	1 credit
THF 150 Intro to Stagecraft	1 credit
THF 210 Musical Theatre	2 credits
THF 299 Advanced Performance	1 credit

Practicum Core - 6 credits

These courses are best taken in conjunction with a touring program with The Young Americans. Students may choose to wait to take these courses until they are cast in a touring program.

THF 275 Stagecraft Crew	2-3 credits
THF 290 Performance Practicum	2-3 credits
MU 290 Performance Teaching	2-3 credits

Breadth of Knowledge Requirements 30 credits

Please refer to page 18 for details.

Associate of Arts in Performance – 60 credits

Electives	2 credits
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Associate of Arts in Performance, Vocal Emphasis

Performance Core + Breadth of Knowledge

Plus the following:

MU 112	Private Voice Instruct. B	1 credit
MU 102	Chorale II	1 credit
MU 205	Vocal Techniques III	1 credit
THF 230	Auditioning Techniques	1 credit

Associate of Arts in Performance, Acting Emphasis

Performance Core + Breadth of Knowledge

Plus the following:

THF 102	Acting I	3 credits
THF 230	Auditioning Techniques	1 credit

Associate of Arts in Performance, Dance Emphasis

Performance Core + Breadth of Knowledge

Plus the following:

DAN 220	Classical Ballet III	1 credit
DAN 221	Jazz Dance III	1 credit
DAN 260	Choreography	1 credit
THF 230	Auditioning Techniques	1 credit

Students must earn a final grade of C or higher for all required courses.

BREADTH OF KNOWLEDGE

Philosophy on Breadth of Knowledge

The focus of The Young Americans College of the Performing Arts is to graduate artist-educators who can parlay their developed skills in the areas of performance, education, leadership and international awareness, to serve in whatever careers they ultimately pursue, whether these are in arts and/or education or fields such as engineering, accounting, law or others.

Breadth of Knowledge courses are crucial to fulfilling this mission as they provide our graduates with the ability to think and to communicate clearly and effectively, both orally and in writing; to use mathematics for personal, practical and business purposes; to understand modes of inquiry among disciplines; to be aware of the mores of other cultures; to understand the different stages of human development and cognitive skills; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding and realization.

BREADTH OF KNOWLEDGE REQUIREMENTS FOR DEGREE PROGRAMS

English Comprehension – 9 credits required

ENG 111	English Composition I	3 credits
ENG 112	English Composition II	3 credits
COM 170	Interpersonal Comm.	3 credits

Natural Science – 4 credits required

BIO 133	Human Biology w/ Lab	4 credits
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Quantitative Reasoning – 3 credits required

B 104	Business Math	3 credits
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Social Science – 6 credits required

PSY 161	Intro to Psychology	3 credits
ED 150	Teaching Methods by Age and Development	3 credits

Humanities – 7 credits required

MU 120	History of Music	3 credits
LS 101	Life Skills for Student Success	1 credit
THF 101	Survey of Theatre	3 credits

Cultural Understanding – 3 credits required

SOC 171	Intro to Sociology	3 credits
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Physical Education – 1 credit required

DAN 121	Jazz Dance I	1 credit
DAN 221	Jazz Dance II	1 credit

NORTH CENTRAL MICHIGAN COLLEGE ASSOCIATE OF GENERAL STUDIES

Through the NCMC affiliation, students enrolled in The Young Americans College of the Performing Arts' AA degree program can elect to take additional courses offered by NCMC and earn an AGS.

To earn the AGS, a minimum of 60 credits must be completed. In addition to the 48 credits possible by participating in The Young Americans' AA degree program of study, an additional 12 credits must be taken directly through NCMC or another recognized institution.

These courses can be completed at any time before, during, or after enrollment with The Young Americans College of the Performing Arts.

Students should consult with a NCMC advisor to determine elective courses best suited to their educational goals.

Students may also be required to complete up to 6 credits of coursework through a third-party school to avoid credit caps on modes of instruction.

COURSE SEQUENCING

FIRST YEAR

Fall Semester

This semester focuses on developing performance techniques in all styles—vocal, dance, and acting. Emphasizes learning basic musicianship, stagecraft, performance quality, professional rehearsal processes, and staging methods. Additionally, students begin exploring the fundamentals of personal development and take classes that teach them self-understanding, self-expression and effective communication skills. The semester culminates with a first-year showcase performance.

Spring Semester

In the second semester, the focus shifts to building upon performance techniques and introducing elements of teaching methods. Students continue to study and grow in classroom settings, but also begin to apply the knowledge gained through participation in special performances and through the Outreach Program – a weekly hands-on teaching workshop with K-12 students arranged in collaboration with departments of education around the Southern California.

Upon the successful completion of the second semester, students are eligible to audition for all performances and touring companies in The Young Americans.

COURSE SEQUENCING

SECOND YEAR

The second year focuses on applying the performance and rehearsal techniques developed in the first year to real-life performance and touring opportunities as well as preparing the student to transition into a professional career.

There are two second-year study modules that must be taken to complete the Associate of Arts in Performance. The modules can be taken in any order and each module can be taken in full or-taken-over a period of more than one academic semester. The latter option is encouraged for students simultaneously engaged in touring productions.

Second-year Module 1: Performance Application

This module is taken in conjunction with participation in a Young American resident company production or touring company.

For those taking the module in conjunction with a touring company, it is recommended that students split this module into two parts, taking 6 credits each semester for two semesters.

Second-year Module 2: Career Preparation

This module is taken on campus. This module is offered in the fall semester, the spring semester, and as a summer session pending enrollment needs.

Because of the nature of the learning opportunities The Young Americans offers, many students continue to participate in Music Outreach Tours after the completion of their second year. There is no limit set on a student's length of stay with The Young Americans; however, participation in each touring company and performance production is by invitation only.

COURSE SEQUENCE OVERVIEW

FIRST-YEAR FALL SEMESTER

		CREDITS	CERTIFICATE PROGRAM	AA DEGREE
THF 115	IMPROV	1	•	•
THF 150	INTRO TO STAGECRAFT	1	•	•
MU 121	PIANO I or II (Part A)	0.5	•	•
DAN 100	TECHNIQUE & CONDITIONING	0.5	•	•
DAN 120	CLASSICAL BALLET I OR II (Part A)	0.5	•	•
DAN 121	JAZZ DANCE I OR II (Part A)	0.5	•	•
DAN 123	TAP DANCE	0.5	•	•
LS 101	LIFE SKILLS FOR STUDENT SUCCESS	1	•	•
MU 101	CHORALE (Part A)	1	•	•
MU 128	VOCAL TECHNIQUES I	1	•	•
MU 111	SEMI-PRIVATE VOICE	1	•	•
MU 095 OR	MUSIC FUNDAMENTALS	3	•	
MU 130	MUSIC THEORY I	3	•	•
PSY 161	INTRODUCTION TO PSYCHOLOGY	3	•	•
THF 100	INTRO TO ACTING	1	•	•
ED 150	TEACHING METHODS: BY AGE AND DEVELOPMENT (Part A)	1	•	•
ENG 111 OR	ENGLISH COMPOSITION I	3		•
B 104	BUSINESS MATH	3		•

FIRST-YEAR SPRING SEMESTER

		CREDITS	CERTIFICATE PROGRAM	AA DEGREE
DAN 120	CLASSICAL BALLET I OR II (Part B)	0.5	•	•
DAN 121	JAZZ DANCE I OR II (Part B)	0.5	•	•
MU 101	CHORALE (Part B)	1	•	•
MU 129	VOCAL TECHNIQUES II	1	•	•
MU 112	PRIVATE VOICE	1	•	•
MU 121	PIANO I or II (Part B)	0.5	•	•
MU 130 OR	MUSIC THEORY I	3	•	•
MU 131	MUSIC THEORY II	3	•	•
ED 150	TEACHING METHODS: BY AGE AND DEVELOPMENT (Part B)	2	•	•
SOC 171	INTRODUCTION TO SOCIOLOGY	3	•	•
THF 110	SCENE AND CHARACTER DEVELOPMENT	1	•	•
ENG 111 OR	ENGLISH COMPOSITION I	3		•
B 104	BUSINESS MATH	3		•

SECOND-YEAR CAREER PREP MODULE

All AA Programs

		CREDITS	AA DEGREE
BIO 133	HUMAN BIOLOGY with LAB	4	•
ENG 112	ENGLISH COMPOSITION II	3	•
MU 120 OR	HISTORY OF MUSIC	3	•
THF 101	SURVEY OF THEATER	3	•
THF 210	MUSICAL THEATRE	2	•
THF 299	ADVANCED PERFORMANCE	1	•

Vocal Emphasis

THF 230	AUDITION TECHNIQUES	1	•
MU 102	CHORALE II	1	•
MU 112	PRIVATE VOICE	1	•
MU 205	VOCAL TECHNIQUES III	1	•

Acting Emphasis

THF 102	ACTING	3	•
THF 230	AUDITION TECHNIQUES	1	•

Dance Emphasis

THF 230	AUDITION TECHNIQUES	1	•
DAN 250	CLASSICAL BALLET III	1	•
DAN 251	JAZZ DANCE III	1	•
DAN 260	CHOREOGRAPHY	1	•

SECOND-YEAR PERFORMANCE MODULE

COM 170	INTERPERSONAL COMMUNICATION	3	•
THF 290	PERFORMANCE PRACTICUM	2-3	•
THF 275	STAGECRAFT CREW	2-3	•
MU 290	PERFORMANCE TEACHING PRACTICUM	2-3	•

COURSE DESCRIPTIONS

MUSIC

MU 095: Music Fundamentals **3 credits, Lecture**
Contact Hours: 45

Introduces basic elements of music theory: staff notation, clefs, key signatures, time signatures, meter and rhythm, triads, and the application of theoretical concepts at the keyboard. No musical background is required or expected.

MU 101: Chorale I **1 credit, Lab**
Contact Hours: 30

Mixed-choral ensemble that rehearses and performs a comprehensive selection of musical styles in a concert setting. Chorale may be repeated for up to 4 credits and is open by audition to any student in the College.

MU 102: Chorale II **1 credit, Lab**
Contact Hours: 30

Explores vocal music through participation in an advanced, mixed-choral ensemble that rehearses and performs a comprehensive selection of musical styles in a concert setting. Chorale may be repeated for up to 4 credits and is open by audition to any student in the College.

MU 111: Semi-Private Voice **1 credit, Studio**
Contact Hours: 20

Students study the process of vocal production in a semi-private setting. Emphasizes developing vocal techniques and stylistic choices for the individual voice while simultaneously learning from the instructor and by observing their peer students.

Students meet weekly in a group of 5 students maximum in addition to a weekly peer performance setting.

MU 112: Private Vocal Instruction **1 credit, Studio**
Contact Hours: 20

A course providing private vocal lessons, with permission from each instructor, contingent upon approval by the Music Coordinator.

Pre-Requisite: MU 111.

MU 120: History of Music **3 credits, Lecture**
Contact Hours: 45

An overview of musical styles, historical periods, and technical elements designed to expand a student's musical intellect.

Pre-requisite: MU 131. Breadth of Knowledge Distribution Area: Humanities

MU 121: Piano I A/B **1 credit, Lab**
Contact Hours: 30 **Multi-Term**

Provides a comprehensive introduction to keyboard musicianship and proficiency. Students will learn the fundamental skills of identifying notes, learning major and minor scales, and playing chords. Students will also learn how to read notated sheet music and play from lead-sheets.

MU 128: Vocal Techniques I **1 credit, Lecture**
Contact Hours: 15

Students build skills to become self-sufficient singers. Topics covered include vocal health, vocal anatomy, microphone technique, improvisation, and song interpretation.

MU 129: Vocal Techniques II **1 credit, Lecture**
Contact Hours: 15

Builds upon Vocal Techniques I and introduces pedagogy and the basics of conducting singers. Duet and small ensemble vocal techniques are also covered.

Pre-Requisite: MU 128.

MU 130: Music Theory I **3 credits, Lecture**
Contact Hours: 45

A class of integrated fundamentals of basic musicianship. Training is given in aspects of all melodic and harmonic intervals and rhythms.

MU 131: Music Theory II **3 credits, Lecture**
Contact Hours: 45

A continuation of Music Theory I. Includes the importance of comprehending musical notation and the advantages of sight-reading over memory retention and rote learning.

Pre-requisite: MU 130

MU 205: Vocal Techniques III **1 credit, Lecture****Contact Hours: 15**

Builds upon the concepts of Vocal Techniques II and further equips singers for work in the professional world. Singers will learn more about different styles of singing, and how to teach others to improve their voice. Other topics include marketing and networking as a singer.

Pre-requisite: MU 129.

MU 221: Piano II A/B **1 credit, Lab****Contact Hours: 30** **Multi-Term**

Expands on the concepts taught in Piano I. Students will continue to practice the fundamentals of piano playing and study the application of music theory to the piano. Students will strengthen their sight-reading ability by playing notated sheet music. Students will also continue to develop the skill of keyboard harmonization through the study of lead-sheet arranging.

Pre-requisite: MU 121 or instructor approval.

MU 290: Performance Teaching Practicum**Activity Hours: 60** **2 credits, Practicum**

Covers teaching techniques studied in real world situations. Emphasizes preparation techniques and self-review of effectiveness in communicating with students. Students will be expected to undergo a self study to identify their own strengths and weaknesses and begin to understand how their own strengths and weaknesses impact the learning experience for the young students they are working with.

Pre-requisite: ED 150

DANCE

DAN 100: Dance Technique & Conditioning,**Contact Hours: 15** **0.5 credits, Lab**

This course examines the various applications to a healthy lifestyle through dance, yoga, pilates, and fitness exercise. Emphasizes cardio, core strength, flexibility, balance, and body awareness.

DAN 120: Classical Ballet I A/B **1 credit, Lab****Contact Hours: 30** **Multi-Term**

Studies the most traditional and disciplined form of dance at the beginner level. Emphasizes strength, conditioning, technique development and vocabulary.

DAN 121: Jazz Dance I A/B**Contact Hours: 30****1 credit, Lab****Multi-Term**

Develops the intermediate dancer's style and form through the various styles of jazz dance. Emphasizes stamina and coordination of movements.

Breadth of Knowledge Distribution Area: Physical Conditioning

DAN 122: Modern Movement I**Contact Hours: 30****1 credit, Lab**

Explores a variety of dance styles and genres popular in today's performance world. Areas may include lyrical, hip hop, ballroom, salsa, and African. History of the evolution of the genre is also included.

DAN 123: Tap Dance**Contact Hours: 30****0.5 credits, Lab**

Develops the beginner to intermediate tap dancer's skills. Emphasizes rhythm creation and technique. This course also introduces a brief history and various tap styles as well as the basic techniques needed to further your levels of tap dance

DAN 220: Classical Ballet II A/B**Contact Hours: 30****1 credit, Lab****Multi-Term**

Studies the most traditional and disciplined form of dance at the intermediate level. Emphasizes strength, conditioning, technique development and vocabulary.

Pre-requisite: DAN 120 or instructor approval.

DAN 221: Jazz Dance II A/B**Contact Hours: 30****1 credit, Lab****Multi-Term**

Develops the dancer's style and form through the various styles of jazz dance. Emphasizes stamina and coordination of movements.

Pre-requisite: DAN 121 or instructor approval. Breadth of Knowledge Distribution Area: Physical Conditioning

DAN 222: Modern Movement II**Contact Hours: 30****1 credit, Lab**

This course expands upon Modern Movement I with an emphasis upon performance based application of genre specific techniques.

Pre-requisite: DAN 122 or instructor approval.

DAN 250: Classical Ballet III**Contact Hours: 30****1 credit, Lab**

Studies the most traditional and disciplined form of dance at the advanced level. Emphasizes strength, conditioning, technique development, and vocabulary.

Pre-requisite: DAN 220 or instructor approval.

DAN 251: Jazz Dance III **1 credit, Lab****Contact Hours: 30**

Develops the dancer's style and form through the various styles of jazz dance. Emphasizes stamina and coordination of movements.

Pre-requisite: DAN 221 or instructor approval.

DAN 260: Choreography **1 credit, Lab****Contact Hours: 30**

This course develops choreographer's creative process for solo dances. Emphasis will be placed on identifying, selecting and utilizing a variety of source material through use of critical evaluation skills for dance, use of choreographic devices, use of improvisation for generating movement, creating meaning through the use of time, space, energy/force, and weight, and creation of a written personal artistic statement.

Instructor approval required prior to enrollment in this course.

THEATRE

THF 100: Introduction to Acting **1 credit, Lab****Contact hours: 30**

An introduction to the basic tools of acting. Explores various acting techniques, history and theories of acting, script and character analysis, physical and vocal skills and characterization. Students will engage in improvisation, vocal and physical exercises, relaxation, and concentration. Monologues and scenes from modern plays will be performed in class for analysis and evaluation.

THF 101: Survey of Theater **3 credits, Lecture****Contact Hours: 45**

Survey and appreciation of the different areas of the theater. Major topics include performance, terminology, acting, improvisation, directing, literature of the theatre, set design, as well as individual and group projects.

Breadth of Knowledge Distribution Area: Humanities

THF 102: Acting I **3 credits, Lecture****Contact Hours: 45**

The student expands their acting skills to include the development of rehearsal and studio performances of monologues, duets scenes and small group scenes from a variety of theatrical styles including Shakespeare and modern American drama.

THF 110: Scene & Character Development**Contact Hours: 30****1 credit, Lab**

Builds upon Acting I. The student continues scene work in modern American drama. Emphasizes scene analysis including character development and interpretation as well as creating a sense of truthfulness, humanity, and relatability.

Pre-requisite: THF 100.

THF 115: Improvisation**1 credit, Lab****Contact hours: 30**

Engages students in improvisation as a tool in performance. Students will use improv to explore listening and reacting, interpretation of movement, critical thinking, and long form improv. Cultivates and encourages a willingness to actively participate.

THF 150: Intro to Stagecraft**1 credit, Lecture****Contact Hours: 15**

Introduces the areas of Stagecraft through demonstration, application, and examination of the creative physical elements of a production. Includes production management, lighting, sound, set development and costume design.

THF 210: Musical Theatre**2 credits, Lecture****Contact Hours: 30**

Covers the practical application of acting, singing, and movement techniques to various styles of period and contemporary musical theatre works. The student will prepare and rehearse vignettes from musical theatre productions.

Pre-requisite: THF 110.

THF 230: Audition Techniques**1 credit, Lab****Contact Hours: 30**

Students learn how best to present themselves in seeking a job as an artist. Includes repertoire development, audition etiquette, how to dress, attitude and posture, developing a portfolio and emphasizing a natural approach to meeting people and presenting the strongest and best attributes in each person. Emphasizes understanding and accepting one's essence and using that information to better market oneself as an artist. Placement test required prior to enrollment in this course.

THF 275: Stagecraft Crew **2 credits, Practicum****Activity Hours: 60**

Students apply the skills learned in THF 150 through the fulfillment of a crew position in a major production or touring company.

Pre-requisite: THF 150

THF 290: Performance Practicum**Activity Hours: 60** **2 credits, Practicum**

Students apply their performance skills in a comprehensive practicum experience that involves repeat performances of the same production. Emphasizes refinement of performance techniques based upon varying performance venues and audiences, and learning how to produce a quality performance night after night.

Pre-requisites: THF 110, MU 131, DAN 121, MU 112

THF 299: Advanced Performance **1 credit, Lab****Contact Hours: 30**

Students produce a performance composed of original works which combine acting, singing, and dance elements. Emphasizes assisting the individual student explore their own sense of artistry within their individual primary performance mode(s).

BREADTH OF KNOWLEDGE COURSES

B 104: Business Math **3 credits, Hybrid****Contact Hours: 22.5 + 22.5 online**

Uses fundamental tools of basic arithmetic to solve every day business problems. Topics include fractions, decimals, percentages, banking records, payroll, insurance, interest (simple and compound), promissory notes, installment loans, consumer credit. *Breadth of Knowledge Distribution Area: Quantitative Reasoning.*

BIO 133: Human Biology with Lab**Contact Hours: 60** **4 credits, Online or Hybrid**

A lab science course that covers selected structures and functions with application to current health issues. The lab emphasis is the identification of both gross and microscopic anatomy. *Breadth of Knowledge Distribution Area: Science.*

COM 170: Interpersonal Communication**Contact Hours: 45** **3 credits, Online**

Explores and develops an individual's communication skills within the context of interpersonal relationships, small groups and society as a whole. Over the course of a semester, a variety of educational approaches may be used including writing, speaking, collaborative and

independent learning, role playing, independent research and written reports. *Breadth of Knowledge Distribution Area: Communication.*

ED 150: Teaching Methods: By Age & Development**Contact Hours: 45** **3 credits, Lecture**

Focuses on theory of child and adolescent growth and development and its application in the classroom. The study of how young students learn and the conditions under which they learn best guide this course. Aspects related to the learning process, such as education theories, characteristics of learners, nature and measurements of abilities, motivation, and successful classroom practice as they directly related to child and adolescent development are addressed.

Breadth of Knowledge Distribution Area: Social Science.

ENG 095: College Preparatory Writing**Contact Hours: 45** **3 credits, Lecture**

Develops students' writing skills to prepare them for college level writing in English 111. Students will transition from paragraphs to essays. They will write, edit, and revise expository prose. This course is offered on a Pass-Fail basis and does not count toward graduation. Students must earn a 75% or better to pass.

ENG 111: English Composition I **3 credits, Lecture****Contact Hours: 45**

Advances critical thinking and communication skills through the writing process. This course cultivates the student's individual voice as a writer with the intent to meet the demands of varying audiences and communication goals. Students develop critical thinking skills involving analysis and synthesis, and sharpen researching skills for a variety of essays with different rhetorical purposes.

Breadth of Knowledge Distribution Area: English.

ENG 112: English Composition II **3 credits, Lecture****Contact Hours: 45**

Strengthens and develops writing skills covered in English 111, emphasizing research techniques and the necessity of logical support, structure, style, and documentation. Students are encouraged to consider their professional and academic goals as they conduct their research.

Breadth of Knowledge Distribution Area: English.

LS 101: Life Skills for Student Success**Contact Hours: 15** **1 credit, Lecture**

This course is designed to help students succeed in meeting the academic, performance, and personal demands of the college experience. Students are introduced to critical thinking, strategies, activities, and resources to prepare them for success both inside and outside of the classroom. Topics include college transitioning techniques, academic strategies for in-class success, stress management, self-esteem and confidence, accountability, healthy living, time management, emotional intelligence, and effective ways of communication.

PSY 161: Introduction to Psychology**Contact Hours: 45** **3 credits, Lecture**

Introduces students to the scientific study of thought, behavior, and emotion in humans and animals. Emphasizes the study of personality, learning, memory, intelligence, gender and sexuality, social interaction, group processes, motivation, emotion, and sociocultural factors in both a current and historical perspective. Basic concepts and principles of psychology will be examined with a comprehensive focus on research methodology and the biological basis of behavior. *Breadth of Knowledge Distribution Area: Social Science*

SOC 171: Introduction to Sociology**Contact Hours: 45** **3 credits, Lecture**

An introduction to the study of human social relationships and institutions. Sociology's subject matter is diverse, ranging from crime to education, from religion to the state, from the divisions of race, gender, and social class to the shared beliefs of a common culture and its concomitant subcultures, and from social stability to radical upheavals in societies. Unifying the study of these diverse subjects of study is sociology's purpose, particularly toward understanding how human action and consciousness both shape and are shaped by surrounding cultural and social structures.

Breadth of Knowledge Distribution Area: Cultural Understanding.

ENROLLMENT PROGRAM OPTIONS

The Young Americans College of the Performing Arts offers the following enrollment program options:

ASSOCIATE OF ARTS IN PERFORMANCE

This option is for those wishing to complete the Associate of Arts in Performance.

ASSOCIATE OF ARTS IN PERFORMANCE + NCMC PARTNERSHIP

This option is for those wishing to participate in the NCMC affiliation program and complete the Associate of Arts in Performance while also and working towards earning the Associate Degree in General Studies (AGS) from NCMC.

To qualify, students must complete all application and enrollment steps for both NCMC and YA.

MUSIC OUTREACH TRAINING CERTIFICATE

This option is for new members of The Young Americans who wish to be eligible for participation in Music Outreach Tours, but do NOT wish to earn the Associate of Arts in Performance or the AGS through NCMC. Please note the Certificate program is embedded in the AA program allowing the student to be eligible for Music Outreach Tours at the end of their first year.

TUITION

For all enrollment options:

Tuition – \$310 per credit

NOTE: YA-NCMC students have additional tuition and fees owed to North Central Michigan College for partnered courses. Partnered courses receive discount toward YACPA tuition.

Fees applied to all students:

Non-refundable deposit: \$150 per prospective student, submitted with Enrollment Decision

Student Success Fee: \$30 per credit

Library Fee: \$12 per credit

Enrollment Fee: \$28 per credit

Building & Technology Fee: \$30 per credit

Costume Fee: \$15 (one-time charge per student)

Fees for specific courses:

Semi-Private Voice – \$5

Private Voice – \$5

Life Skills – \$5

Vocal Techniques I/II – \$10

Piano – \$10

STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. The rules provide for institutions to collect from students an assessment that provides funds if and when such are required by the administrator of the fund. The assessment is designated as “STRF Assessment” in the **Total Cost** portion of the enrollment agreement.

The STRF is assessed at \$0 per \$1,000 of tuition billed. Students will be assessed the STRF as a part of their first tuition payment to The Young Americans College of the Performing Arts. STRF Assessments are required to be made for the total cost of the educational program regardless of incremental payment options for tuition.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

STUDENT HOUSING

The Young Americans College of the Performing Arts has made special arrangements with a local apartment complex located close to campus. These apartment facilities are gated and provide a clean, comfortable and safe living environment.

Each apartment will have two bedrooms with closets, two full bathrooms and will come furnished with one refrigerator, one regular twin bed or regular twin bunk beds per student, a dishwasher, stove, washer and dryer, microwave, internet connection, and access to a pool, hot tub, and complex amenities.

The initial rental contract with The Young Americans College of the Performing Arts will be for the first year. The lease term will commence July 28, 2018 and end April 13, 2019. Students will be required to have a cosigner regardless of age.

If for any reason a student needs break this lease, they will be responsible for finding another eligible Young American to take your place, who will then sign a separate replacement lease with The Young Americans College of the Performing Arts.

GENDER DESIGNATION

The Young Americans and The Young Americans College of the Performing Arts has a diverse and dynamic student body and it is our mission to ensure all students and members feel safe and comfortable within the organization. As such, The Young Americans and The Young Americans College of the Performing Arts define gender as the gender with which the individual student/member self-identifies.

YACPA offers a gender-neutral housing options to all students. Gender-neutral housing provides a living environment where student housing is not restricted to traditional limitations imposed by gender and/or sex definitions. This option is ideal for students whose gender expression, gender identity, and/or biological sex varies from the standard paradigm and for students who believe that their gender and/or biological sex should not be limiting factors in roommate decisions. All students will have the option to participate in, or opt out of, gender-neutral housing.

STUDENT HOUSING COSTS

BACKGROUND CHECK: \$45 – required of all students in student housing

SECURITY DEPOSIT: \$750 — A min. of \$100 will be deducted to cover cleaning charges at the end of the lease term.

HOUSING FEES:

Rates range from \$5,960 to \$7,530 per student and are based upon the number of students in a room and/or a unit. This covers an 8.5-month lease term and includes all utilities (internet, gas, water, trash & electricity). *Students may be charged additional fees if average monthly utility cost per student exceeds \$80.*

Students choosing to enroll in Summer Session 1 courses may extend their lease term; additional fees ranging from \$400 - \$900 will apply.

TOTAL COST OF PROGRAM

This represents the total cost for completing the Associate of Arts in Performance. Students who have transfer credits may have a lower total cost of program.

Estimated 2-Year Tuition & Fees: \$25,485.00

Estimated 2-Year Student Housing: \$9,690.00

Total estimated charges for the entire 2-year educational program: \$35,175.00

SCHEDULE OF PAYMENTS

All payments are to be made in full by the dates listed below. Late fees will be applied for late payments.

Enrollment Deposit: May 1st or within 15 days of notice of acceptance into The Young Americans after April 15th.

Background Check: June 1st or within 15 days of notice of acceptance into The Young Americans College of the Performing Arts after June 1st. Late payments will be accepted if paid with security deposits.

Security Deposit: June 1st. Late payment will be accepted and student may be placed on housing wait list. Will be refunded in full if no housing becomes available.

Housing Fee: July 25th. Students may not wait for financial aid disbursements to pay this fee.

Tuition: Fall semester payments due August 6th, 2018.
Spring semester payments due January 2nd, 2019.

LATE FEES

Tuition payments: Any payment made after published due dates will incur the following late fees:

Within 14 days of due date = No penalty
Within 15 and 21 days of due date = \$25 fee
Within 22 and 28 days of due date = \$75 fee
After 29 days past due date = \$100 fee

Students may be prevented from participating in classes and performances if account balances remain unpaid. The Young Americans College of the Performing Arts also reserves the right to contract with a collections agency for unpaid account balances.

TUITION PAYMENTS

It is expected that tuition payments will be made in full no later than published due dates.

Payments must be made in acceptable methods. Payments made after due dates, even when due to return of payment due to incorrect submission method, late charges as published will be applied.

Acceptable payment methods are:

- Money order or cashier's check
- Debit Card
- Credit Card
- Travelers Check
- Direct Deposit

REFUND POLICY

Under specific conditions, The Young Americans College of Performing Arts grants refunds for tuition to students who officially withdraw from the College or reduce credit hours. If the student receives assistance from College funds or other sources managed by College, the refund is returned to the appropriate scholarship fund. If the College cancels a course, 100 percent of the tuition will be refunded.

Refund Schedule: Refunds will be made according to the following schedule:

1. 100 percent of tuition and fees will be refunded if the course is dropped prior to the first class meeting.
2. Tuition refunds will be calculated on a pro-rata basis, rounded down to the nearest ten percent. A pro-rata

refund is based on the portion of the period of enrollment that remains on the last recorded day of attendance by the student, up to the 60 percent point in time for the period the student has been charged.

3. After the 60 percent point in time, no refund will be given.
4. Please see the academic term calendar for specific dates.
5. Refund policies for NCMC courses are pursuant to NCMC policies.

Prior to the issue of a refund, student's account will be reviewed. Student accounts with outstanding balances will have refund monies applied to outstanding balances.

Appeals for refunds after the deadline must be made in writing to the Dean of Administrative Services at:
The Young Americans College of the Performing Arts
1132 Olympic Drive
Corona, CA 92881

Requests for refunds are accepted for the current semester only and must be submitted by the last day to withdraw for the current semester.

Refund policies are separate from, and should not to be confused with, policies regarding return of Title IV funds. Students withdrawing from the program who have received financial aid funds should review the Return to Title IV policy and consult with the Financial Aid Office prior to withdrawal.

The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length. The maximum non-refundable registration fee allowed by VA is \$10.00.

STUDENTS RIGHT TO CANCEL ENROLLMENT AGREEMENTS

The right to cancel the enrollment agreement and obtain a refund of charges paid, is available through attendance at the first class session, or the seventh day after enrollment, whichever is later. Enrollment is defined as the date on which the student is enrolled in a scheduled class. The decision to cancel must be delivered by mail, email, or fax. The student will then be refunded 100% of the amount paid for institutional charges less the

enrollment deposit (\$150.00). Students receiving VA benefits who exercise their right to cancel will be refunded \$140 of the enrollment deposit, per VA benefit rules.

PROCEDURES FOR CANCELLATION

You may cancel the enrollment agreement and receive a refund by providing a written notice to the Dean of Administrative Services of The Young Americans College of the Performing Arts, 1132 Olympic Drive, Corona, CA 92881.

FINANCIAL ASSISTANCE

The Young Americans provides scholarships to students consistent with the preferences of our generous donors on the basis of merit, financial need, or both. The following types of assistance are available:

1. **Merit Scholarship Awards** - Are based upon defined achievement or meritorious criteria. The donor or designator of institutional funds sets the criteria for recipient selection. Merit Scholarships may be awarded as a one-time award or on a renewable basis.
2. **Need Based Awards** – Are awarded based upon defined criteria set by the institution to establish financial need. Need based awards are made on a term-by-term basis.
3. **Federal Financial Aid Programs** – The Young Americans College of the Performing Arts does not currently participate in federal financial aid programs. Students who participate in the NCMC affiliation program may be eligible for these programs through NCMC.

Student should be aware that obtaining a loan to pay for an educational program, will render the student responsible to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

PAYMENT PLANS

The Young Americans College of the Performing Arts' payment plan requires an initial down payment followed by up to twelve monthly payments.

After all other financial aid options have been explored; students and their financial guarantor will sign a

payment plan agreement specifying the payment dates and chosen payment method.

Payment plans are administered through the TFC Credit Corporation.

LATE CONSIDERATION

Students auditioning after published cutoff dates will be considered for admission on the basis of availability of space. Students accepted into The Young Americans after the due date for scholarship requests will not be eligible to apply for a scholarship until the following year. Students applying for housing after the cutoff date will be placed on a waitlist for the current year.

FEDERAL FINANCIAL AID

At the time of publication, YACPA's application to become Title IV eligible was pending. The following policies relating to federal financial aid funds are effective upon approval of eligibility.

Application Process

Students must apply for financial aid each academic year by completing the Free Application for Federal Student Aid (FAFSA) at <http://www.FAFSA.gov>. The FAFSA is available after October 1 for the next academic year. Students are advised to apply as early as possible. When funds are limited, awards may be granted to applicants who meet all requirements and have a complete financial aid file by May 1. YACPA will review the FAFSA results as received from the U.S. Department of Education to determine eligibility and the amount of students' awards based on Federal regulations.

Eligibility for Financial Aid

Financial aid awards are determined and disbursed in compliance with established Federal, State, and Institutional regulations and may change without notice. General eligibility requirements for aid include the following:

- Be a U.S. citizen or eligible non-citizen
- Have a high school diploma, GED certificate, or completed home schooling
- Be accepted for admission as a regular student and be completing a degree in an eligible program of study
- Have financial need based upon the YACPA Cost of Attendance, the student's need as determined by the FAFSA, and the program requirements set by the U.S. Department of Education or State authority
- Be enrolled at least half-time (6 credits)
- Be making satisfactory academic progress

Students may access the U.S. Department of Education's website for further Federal financial aid requirements at <http://www.studentaid.ed.gov>. In addition, the YACPA's Financial Aid Office can be contacted for further information on eligibility, award amounts and all financial aid programs. It is the student's responsibility to read and become familiar with policies and procedures

and respond to all correspondence concerning financial aid. Failure to do so does not excuse a student from the requirements or policies necessary in administering aid programs.

Student Loan Default Prevention

Students who attend with the assistance of a Federal Loan must realize the seriousness of the repayment obligation. Loans are the most common form of financial aid used by college students in the United States today. Student loans are an important financial obligation and they must be repaid. Loan repayment typically begins six months after a student's last date of attendance and payments are typically made to the financial organization that is servicing the loan. Paying off a student loan is a great way to develop a good credit history. However, failure to pay off a student loan will have a lasting negative effect on a credit report.

There are options available to students who find they are unable to make timely loan payments. A student may be eligible for a deferment if they return to school, is unemployed, has an economic hardship, or meets other criteria. If a student does not qualify for a deferment, they may still be eligible for a forbearance that would temporarily postpone or reduce monthly payments. Students should contact the financial aid office or their loan servicer for more information regarding deferments and forbearances.

Payment Plans

The Administrative Services office can authorize payment plans to students or families with acceptable credit with regular monthly payments at low interest rates to cover institutional charges. Details may be obtained from the Dean of Administrative Services.

PURPOSE OF FINANCIAL AID UTILIZATION

YACPA recognizes the importance financial aid can play in supporting students in the pursuit of their educational goals. Additionally, YACPA also recognizes the responsibility it bears to ensure those funds are managed and utilized in a manner that aligns with regulatory requirements as well as good practice. Thus, the following practices are considered essential to ensuring the YACPA financial aid department is operated legally and ethically.

1. The primary purpose of aid received by YACPA students should be to cover direct expenses related to educational programs and not the

expenses they would incur if they were not enrolled.

2. The student should only be awarded financial aid after it has been determined that their personal resources are insufficient to cover the student's total educational expenses. The total amount of aid awarded should not exceed to the student's total educational expenses.
3. No aid can be awarded or disbursed unless the student has completed and submitted all appropriate forms.
4. The financial aid department alone will be responsible for administering all Federal Title IV funds and any private loan funding the student may receive.
5. The financial aid department is responsible for maintaining records and ensuring aid given is not in excess of need and/or cost of attendance. This includes ensuring aggregate awards do not exceed total expenditures of funds under each program.
6. All awards will be made without regard to age, sex, race, color, religions, sexual orientation, national origin, disability, or marital status.
7. All students must apply for Federal aid on an annual basis.
8. The financial Aid department will cooperate with annual auditing procedures.

RETURN TO TITLE IV

Financial aid funds are awarded to a student under the assumption the student will attend school for the entire period for which the aid is awarded. When a student withdraws from the program, they may no longer be eligible for the full award amount they have been scheduled to receive.

Up until the 60% point in each period of enrollment, a student who has received financial aid and withdraws from the program will have their aid award recalculated to determine the amount of aid they have earned on a pro-rata basis. If the recalculation determines the funds disbursed exceed the amount earned, the student must return the unearned portion of funds received to the

Department of Education within 45 days from the date of notification. Students who fail to repay the Department of Education within the 45 days will be ineligible for any future aid until the debt is paid in full or satisfactory arrangements are made with the Department of Education.

If the recalculation determines the funds disbursed are less than the earned amount, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. After the 60%-point Title IV funds are considered to have been fully earned and repayment is not required. YACPA will still complete a reassessment of the student's aid eligibility to ensure post-withdrawal disbursements are made as needed within 45 days of school determined date of withdrawal. Any undisbursed aid that is funded through a loan will require explicit permission from the student prior to disbursement. This notice must be send to the student within 30 days of the school determined date of withdrawal. Additionally, the student must have had the loan originated by YACPA and met all eligibility criteria for the loan prior to withdrawing (enrollment criteria for loans are determined based upon the student's enrollment on their last day of attendance).

Return to Title IV Example: If a student withdrew at the 30% point in their period of enrollment, the student would have earned 30% of their term aid award. If their aid award could have been \$1,000, the student has earned \$300 of their aid award (30% of \$1,000). If the aid disbursed to the student at time of withdrawal was \$500, the student would be responsible for returning to the Department of Ed \$200 in unearned aid (\$500 aid disbursed - \$300 aid earned).

Post-Withdrawal Disbursement Example: If a student withdrew at the 30% point in their period of enrollment, the student would have earned 30% of their term aid award. If their aid award could have been \$1,000, the student has earned \$300 of their potential aid award (30% of \$1,000). If the aid disbursed to the student at time of withdrawal was \$200, YACPA would be responsible for disbursing to the student the \$100 in undisbursed earned aid (\$300 aid earned - \$200 aid disbursed).

This policy is not to be confused with the YACPA refund policy. Any tuition refunds the student may receive based upon their official withdrawal does not impact the Return to Title IV calculations. Refer to the refund policy on page 29 for clarification on refund policy and process.

RESOLVING CONFLICTING DATA

Any YACPA department that receives information that may impact a student's FSA eligibility or award status must share that information with the Financial Aid director who will then forward it along to the Financial Aid Department for review with the student's FSA records.

The only department that is not required to share information is student services counselors whose status as professional counselors requires them to maintain privacy-protected information.

REFERRALS TO THE OFFICE OF INSPECTOR GENERAL

YACPA is responsible for referring for investigation to the Office of Inspector General (OIG) any and all credible information that indicates an applicant for federal student aid may have engaged in fraud or other criminal misconduct in connection with their application.

The duty to report to the OIG also includes referring any third-party servicer who may have engaged in fraud, breach of fiduciary responsibility, or other illegal conduct involving FSA programs.

The duty to report to the OIG also includes referring any employee, contractor, or agent of YACPA who acts in a capacity involving the administration of Title IV funds who may have engaged in fraud, breach of fiduciary responsibility, or other illegal conduct involving FSA programs.

BOARD OF DIRECTORS

Phil Lisle

President, Entrepreneur

Phil has been involved with both the travel and photography industries since 1975. He is currently President of Pacific Photo Studios and General Partner with Royalty World Cruises. In addition to The Young Americans, he serves on the Board of Directors for Music Theatre Academy of Orange County; Allard Artists, Inc; Lisle Corporation; EZ Way, Inc; Canyon Creek HOA; and Eagles Knoll HOA. Phil is married with three grown children and lives in Irvine, CA. He has been an ardent supporter of The Young Americans since 1981.

Drew McGarity

Treasurer & Secretary, Senior Engineering Manager

Drew joined The Young Americans in 1992 as a drummer, but was afforded subsequent opportunities as audio engineer, company manager and associate producer. He left the YAs in 1996 to pursue an aerospace engineering career, but is always honored when asked to mix one of the group's special event performances. He is most thankful to the group for introducing him to his incredible wife, Cynthia, a beautiful 1st soprano southern belle from Alabama. Drew has a Bachelor of Science degree in Aerospace Engineering from San Diego State University, an MS in Systems Engineering from the University of Southern California (Fight On!). He is currently a senior engineering manager for The Boeing Company, a father of two, a golfer, and an avid runner.

Dan Bower

Educator

Dan Bower joined The Young Americans in 1982. During his 5-year tenure as a Young American, Dan enjoyed performing in the original Young Americans' Christmas Show, touring Hawaii, and performing at The Young Americans' dinner theater at Boyne Highlands in northern Michigan for three summers. During his years with The Young Americans, Dan continued his education, graduating from the University of California, Irvine with a degree in psychology. He went on to receive his teaching credential at the University of California, Riverside and a master's degree in Educational Leadership from Grand Valley State University. Over the past 29 years, Dan has received many accolades in education, including Harbor Springs Teacher of the Year and Wal-Mart Teacher of the Year for northern Michigan. In 2004, Dan was chosen to be a Fulbright Exchange teacher, living abroad and teaching in Newport, Wales for the 2004-2005 academic year. Dan recently returned

to California where he is currently teaching music in the Irvine Unified School District. Dan is honored to serve on the Board of Directors and is looking forward to supporting the next generation of Young Americans.

Mindy Broadley

Producer & Director

Mindy began her career as a producer/director on the Creative Development team at the Walt Disney Company in the early 1980's and stayed in international theme park production with Dr. Jeekahn's in Tokyo, Lotte World in Seoul, and Ocean Park in Hong Kong. Expanding into the world of sports and spectacles, Mindy's work continued with MLB's All-Star Games, NFL's Super Bowl halftime shows, FIFA's World Cup Soccer opening and closing ceremonies and the 1996 Atlanta Olympics, including the design and production of all entertainment for the host sponsor, The Coca Cola Company. In the world of politics, Mindy has produced events for past Presidents Bush and Carter, and late past Presidents Nixon, Ford and Reagan, and for clients including M & M/Mars, Delta Airlines, Louis Vuitton/Moët/Hennessy, and Philip Morris.

Vanessa Brown

Professional Studio Musician

Vanessa Brown was involved with The Young Americans as a performer and musician from 1975 to 1982. She is currently a professional musician based in Los Angeles, California. Along with working as a percussionist for productions such as Disney's *The Lion King*, Vanessa now plays for the ABC hit show *Dancing With The Stars*.

William Demmer

Mr. Demmer received his BS in Mechanical Engineering from Michigan State University. He currently serves as CEO of Demmer Holdings, a group of companies located in Michigan, Minnesota, South Dakota, Colorado, and Mexico. All companies produce complex metal components for the aerospace, chemical and computer industries. Mr. Demmer is also President and CEO of Demmer Properties, Airport Realty, Demmer Engineering and River Caddis Development, LLC. The combined companies employ over 1,200 people.

William Kerry

Attorney at Law

I became a member of The Young Americans in 1964. I was fortunate to be a performer in the Young American Movie for Columbia Pictures and to tour with the group many times throughout Australia and the Far East. After age 21, I joined the staff of the organization as their

orchestra conductor and road manager/company manager. During my time with the group I completed my bachelor's degree in Economics. After leaving my employment with The Young Americans I graduated from law school and have been practicing as an attorney since 1977. I joined The Young Americans Board of Directors in 1993.

Andreea Serban, Ph.D.

***Vice Chancellor Educational Services & Technology,
Coast Community College District
Academic Advisory Committee Chair/Ex Officio Member***

ACADEMIC ADVISORY COMMITTEE

Andreea Serban, Ph.D., Chair

Vice Chancellor Educational Services & Technology,
Coast Community College District

Dante Gumucio

CEO, Public Economics, Inc.

Robert J. Kopecky, Ph.D., Chair

Provost/Faculty Emeritus, Irvine Valley College

Dr. David Poole

VP Online & Professional Studies, California Baptist
University

Sal D. Rinella, Ph.D.

Senior Associate, ASSCU-Penson Center for Professional
Development
Former President of Austin Peay State University

Walt Straiton

Educational Support Manager- Eastern United States
Conn-Selmer/Steinway Corporation

Dr. Rajen Vurdien

President, Pasadena City College

EXECUTIVE STAFF

Steven P. Haines, Chief Executive Officer

***BA, French & International Communications, cum laude,
University of Wisconsin, Eau Claire***

Steven Haines has more than 25 years of experience in non-profit and performing arts management, working with some of the country's most notable organizations and artists. Prior to joining The Young Americans he served as Vice President of Strategic Growth & Marketing at the San Francisco Zoo where he was responsible for all areas of earned revenues while developing new areas of growth which align with The Zoo's strategic and master plan.

From 2006 to 2016, Haines was Executive Director of San Francisco's Stern Grove Festival, one of the country's foremost presenters of admission-free concerts and outreach programs. Under Haines's leadership, The Festival thrived as a model of financial sustainability, increasing its budget by nearly 40% and providing world-class performances to more than 100,000 Bay Area residents and visitors annually. In 2012, the Festival celebrated its 75th Season, launching a new opening day concert celebration and benefit, "The Big Picnic." Haines also created "Grove on the Road," a mobile festival and community engagement program which travelled throughout the City of San Francisco.

Prior to joining the Festival, Haines was the Vice President for POPS of The Philadelphia Orchestra, and President & CEO of Peter Nero and the Philly Pops for nearly eight years prior to that. During his tenure, Peter Nero and The Philly Pops presented special performances in New York, Long Island, New Jersey and special engagements for the 40th Anniversary of NASA in Washington D.C., and the Republican National Convention. He also produced ABC's Nationwide Live TV Fourth of July production, Independence Day 2001, with performances by Blue Man Group and Garth Brooks and featuring readings by Michael Douglas, Whoopie Goldberg, Kevin Spacey and Kathy Bates to name a few. unique to today's orchestras, Haines negotiated and signed a multi-album, five-year recording contract with DRG records. In addition, Haines led The POPS to their first nationwide, NPR broadcast on July 4, 2002.

Haines has had much concert and cultural arts experience. Before moving to the Northeast in 1997, Steven worked with several of the most successful arts organizations in Florida. Haines served as Associate Director of Marketing and then Marketing Manager of

the Florida Philharmonic Orchestra. Prior to the Florida Philharmonic, he was Marketing and Concert Director for the Palm Beach Pops.

Katiina Dull, College President

MBA, Nonprofit Management, with Honors, American Public University, 2018

BS, Business Administration, cum laude, California State University, Long Beach, 2004

Katiina's 18 years' experience in arts-related business administration and program development has allowed her to carve out a career that combines her passion for the arts with her business acumen. Katiina has served as business manager on international music outreach tours with The Young Americans in addition to serving as the Business and Operations Manager for the company for eight years before becoming the VP Administration and Academics. As the VP Administration and Academics Katiina was charged with planning, developing and implementing the College program.

The Board of Directors appointed Ms. Dull as President of The Young Americans College of the Performing Arts in October, 2015. In 2018, under Katiina's leadership YACPA completed its first comprehensive review in application for candidacy with ACCJC/WASC. The Commission ultimately made the rare decision to advance the institution and grant initial accreditation. Katiina's leadership, planning, and focus ensured the College program development was consistent with good educational practice while simultaneously embracing the culture and values of the long-standing organization.

Outside The Young Americans, Katiina was the executive producer for the feature films *Table at Luigi's* and *Sympathy Pains*, and served as a board member with the Children's Advocacy Alliance, a non-profit organization advocating for abused and neglected children.

William Brawley, Chief Artistic Officer

BA, Theatre, Chapman University, Orange, CA, 1978

Bill has established an international following as Artistic Director of The Young Americans. He has toured extensively throughout Europe and Japan and the U.S. under the auspices of Columbia Artists, with *The Music Man*, *Oklahoma!* and *Young Americans in Concert*. Bill has also worked on several television specials with major networks as Director/Choreographer. He has produced entertainment at the Super Bowl XXX with Miss Diana Ross, World Soccer with Whitney Houston, and was

Director of Entertainment at Coca Cola City, at the 1996 Olympics in Atlanta.

Bill has directed the Tarbell Awards Show and worked with Brian Stokes Mitchell (Tony Award winner), Susan Egan (Star of *Beauty & the Beast* and *Cabaret*), Hugh Panaro (Star of *Les Misérables*), Laura Bell Bundy (lead role in *Legally Blonde* and Tony award nominee), Miss Shirley Jones (Oscar winner and Theatre Icon), and Emmy Award winner Musical Director, Mark Watters.

He is Artistic Director of Summer at the Center. S.A.T.C. is an educational based performing arts program run at the Segerstrom Center for the Arts, with the partnership of the Center's Education Department, the ACCESS Division of the Orange County Dept. of Education, and Bill's artistic team of musical director and choreographers. One of the highlights of his year is directing and writing an original show annually for the Summer Dinner Theatre at Boyne Highlands in Harbor Springs, Michigan. The theater is proud to be the 2nd longest running dinner theatre in the U.S.

Cameron Coy, Chief Financial Officer

JD, University of California, Hasting College of the Law, San Francisco, CA 1986

BS, Business Accounting, cum laude, California State Polytech University, Pomona, CA, 1980

Cameron was a member of the group from 1975 to 1980. He is a licensed attorney (inactive) and Certified Public Accountant (inactive) in the state of California. He is graduated California State Polytechnic University, Pomona with a BS in Accounting in 1980, worked for Coopers & Lybrand in Newport Beach as an auditor from 1980 to 1983, and became a Certified Public Accountant in California in 1982. Cameron attended Hastings College of Law, graduating in 1986 with a Juris Doctor and admitted to the California State Bar in 1986. Cameron practiced law for over 25 years, specializing in civil trial work. Cameron has been a member of The Young Americans' Board of Directors since 1992, and now serves full-time as the company's Chief Financial Officer.

Robyn Brawley, Choreographer/Artist in Residence

Robyn Brawley is an internationally acclaimed dancer, choreographer/director and master teacher. She has danced with some of the greats in classical ballet - Nureyev, Antoinette Sibley, Jürgen Schneider (Ballet Master in movie *Turning Point*) and directed by Sir Robert Helpmann (Starred in Movie *Red Shoes*) and Vera Volkava (World famous Russian Director). Robyn has performed with The Australian Ballet, Royal Swedish

Ballet, International Dance Company - Japan, and the Russian Balalaika Ensemble.

Her choreography has been featured in the Royal Nottingham Theatre, England, The Operetta Theatre of Kiev, La Plaza de Toros - a 400-year-old bull ring in Marbella, Spain, Minato Mirai Concert Hall, Yokohama, Japan and the Orange County Performing Arts Center (one of the largest and most successful regional theatres in the USA) to name a few.

Robyn has directed and choreographed works and shows with Carol Burnett, Mark L. Walberg (TV Celebrity), Broadway star Brian Stokes Mitchell (Tony award winner) Laura Bell Bundy (Star & Tony nominee for *Legally Blonde*), Susan Egan (*Beauty & the Beast, Cabaret*), Hugh Panaro (*Les Misérables*), Miss Shirley Jones (Movie & Theatre Icon), Marc Cherry (Creator of *Desperate Housewives*), Carlos Thomas and Khalid Freeman (leads in *Stomp* & Choreographer *Stomp the Yard*), Natalie Imbruglia (Recording Artist & Actress), Delta Goodrem (Top Australian Vocalist & Recording Artist)

STAFF

Dr. LeeAnn Stone, Dean of Instruction

Ed.D. Educational Technology, Pepperdine University

Dr. Stone brings a non-performance perspective to YA along with her experience in college administration, faculty development, instructional and curriculum design, educational technology, and student success. LeeAnn has worked with thousands of instructors across the U.S. and internationally in improving teaching and learning by implementing effective student-centered strategies and technology implementation.

Mike Krauss, Dean of Administrative Services

MS, Higher Education, Walden University, 2013

BS, International Business, California State University, Long Beach, 2004

Mike returned to The Young Americans after having been the Manager of Education at the Orange County Performing Arts Center (OCPAC) where he worked with 20,000+ students and educators each year. Prior to his time at OCPAC, Mike was an Associate Producer with The Young Americans, in addition to serving as a company manager, business manager, and guest director on numerous international music outreach tours. Outside The Young Americans, Mike is also the treasurer for the Foundation of The Young Americans and a founding board member of the Star Center for the Performing Arts.

Travis Goode, Dean of Students

BGS, Music and Theatre, Midland University, 2012

Travis has been a part of The Young Americans for over fifteen years. As a student with The Young Americans, Travis served as a technical director, stage manager, and stage director. For the last ten years, Travis has also directed thirty International Music Outreach Tours in over twenty-five countries. Recently, Travis spent four years at Midland University, in Fremont, Nebraska as an integral part of a core team who rescued and restored Midland's performing arts program. Turning it into one of the fastest growing programs in the Midwest. Over his four years at Midland University, Travis held multiple positions including Band Director, Assistant Choral Director, Director of Performing Arts Operations, and Director of Performing Arts Student Retention.

Becky Phelps, Director of Admissions

COC Masters Program, Spiritual Psychology, University of Santa Monica, 2008.

Having worked in the entertainment industry for more than 20 years, Becky brings a wealth of knowledge and insight to her role as Director of Admissions. She was a member of The Young Americans from 1989 to 1997, and quickly took on multiple leadership roles before transitioning to a career in Entertainment Production. Projects included Dow Chemical Educational Tours, International Association of Jazz Education Annual Conferences, Coca-Cola Sponsored Olympic Entertainment Events, and Toyota and BMW National Marketing Campaigns, Oscars, Emmys, Grammys, and an impressive 10 years with The Walt Disney Company working at Disney Sports, Tokyo Disneyland, and Disneyland Resort Entertainment.

In 2004, Becky was selected as The Disneyland Resort Ambassador and served as an official spokesperson for the resort during Disneyland's 50th Anniversary Celebration around the world.

Elizabeth McGinley, Director of Student Services

MSW, Master of Social Work, University of Southern California, Los Angeles, CA, 1980

BA in Psychology, Marymount College, Palos Verdes, CA, 1966

As a licensed clinical social worker and a former Young American, Elizabeth brings a wealth of knowledge and experience to help create an environment that fosters each student's artistic and intellectual growth. Elizabeth has co-authored and presented paper on "Independent Living Skills for the Chronically Mental Ill" and was the Social Work Manager at Saddleback Memorial Medical Center and Coordinator of Clinical Social Work at the Community Hospital of San Bernardino, San Bernardino, CA.

Kisha Bashkiharatee, Student Counselor

PhD, Family Studies, Loma Linda University, in progress
M.S., Clinical/School Counseling, Loma Linda University
B.A., Psychology, Nicholls State University
Professional Clinical Counselor Intern #1762

Kisha moved to California from a small town in Louisiana to continue her education and follow her passion and help others. After attaining her degree, she worked in a variety of settings, including mental health clinics, foster agencies, and shelters using both therapeutic techniques and the arts to bring wholeness to others. The opportunity to work at with the Young Americans has

given Kisha the opportunity to continue combining her work with her love for the creative arts.

CORE FACULTY**Jessica Caravella – Music Co- Chair**

BM, Vocal Performance, California State University, Fullerton, 2006.

Vocal Coach Crossroad's School for the Performing Arts, Santa Monica, CA

Vocal Coach, Musical Theatre Academy Team, Orange County, CA.

Vocalist & Recording Artist, Disneyland and Disney World.

Aaron Kolberg – Music Co- Chair

MM, Conducting, Azusa Pacific University, CA 2014.

BA, Commercial Music Arranging, Azusa Pacific University, CA, 2002.

Composed and arranged original music for professional dance companies, professional music groups, feature and independent film productions, as well as theatrical musical productions and choral groups.

Musically directed theatrical productions for various professional and community groups, programs and organizations throughout the Southern California area, including Azusa Pacific University, MarMac Repertory Theatre Company, and C&C Carolers.

Kim Wimmer – Theatre Chair

MA, Positive Psychology, University of Pennsylvania, 2016

BA, Musical Theatre, Psychology minor, Birmingham Southern College, cum laude, 1993

Professional Actor 1993-2009

Starred in feature film, network television, regional and off-Broadway theatre and commercials.

Member of SAG, AFTRA, EQUITY.

Acting Instructor, Lesly Kahn Studios, Los Angeles, CA 2002-2005, 2010

E. Jingle De Niet, Dance Chair

BS, Human Services, California State University Fullerton, CA, 2008.

Professional dancer with Dance Theater Philippines, Berkeley Ballet Theatre, Ontario Ballet Theatre, and Ballet Pacifica.

Performed principal roles in: *Nutcracker*, *Les Sylphides*, *Graduation Ball*, *Sleeping Beauty*, *Swan Lake*, *Giselle*, *A Midsummer Night's Dream* and *Romeo and Juliet*.

Mohammad Shahisaman, Breadth of Knowledge Chair
MA, English, California State University Fullerton, 2009.
BA, English, California State University Fullerton, 2004.
Instructor of English at Chaffey Community College,
Fullerton College, Everest College & California state
University, Fullerton.

Director of the Chaffey Review Music Compilation.
Co-Director of the Chaffey Review Film Festival.
Editor and Columnist of the Visual Massacre.

Roger Castellano – Audition Techniques
BA, Theatre, California State University Fullerton
Director and Choreographer of original shows, parades
and special events for Sesame Street Live, Sanrio Inc. and
the Walt Disney Company.
Theatrical credits include World Premier of *South Street*,
Pasadena Playhouse; World Premier of *The Marvelous*
Wonderettes, Laguna Playhouse; *Legally Blonde* and
Xanadu, Music Theatre of Wichita; and an all Japanese
production of *Hello, Dolly!* in Japan.

Gary Delk - Choral
MA, Music Education, College Conservatory of Music,
University of Cincinnati, 1966.
BA, Music Education, Otterbein College, OH, 1963.
Gary has taught music and hand bells in schools for over
32 years. Gary is a massed conductor, clinician, and
teacher for the American Guild of English Handbell
Ringers annual conference. Has toured as associate
director with The Young Americans for 34 years.

Joshua Foy - Music
MFA, Performance, Composition, Herb Alpert School of
Music, California Institute of the Arts, Valencia, 2009.
BM, Music Composition, Hall-Musco Conservatory of
Music, Chapman University, CA, 2007.
Music Theory and History Instructor, Duke University
Talent Identification Program.
Piano and Theory Instructor, Accompanist, Solio Encore
Music Program.
Music Theory Instructor, California Institute of the Arts.

J.R. Gooseberry – Jazz Dance, Tap Dance, Choreography
Choreographer, Director, and Dance Instructor, Encore
High School.
Dance Instructor, A Dancer's Pointe.
Stage Director, The Young Americans.

Nada Nasserdeen - Music Theory, Music Ed
BA, Music, Vocal Performance, California State Long
Beach
MA, Education, Teacher Leadership

Executive Director of Arts, Encore Education
Corporation.
Choral Director, Centennial High School, Corona, CA, 2
years
Performer, The Young Americans - 8 years
Staging Director, The Young Americans – 3 years

Anna Ryu – Piano Instructor
MA, Piano Pedagogy, California State University,
Fullerton, 2012.
Single Subject teaching Credential, Music, University of
Southern California, Irvine, 2014.
BM, Piano Performance, California State University,
Fullerton, 2010.

A Richard Chronister Piano Pedagogy Award recipient.
Private piano studio conducting bi-monthly workshops
and annual studio recitals.

GENERAL FACULTY

Dr. Gordon Goodman – Psychology
Ph.D., Entertainment/Clinical Psychology, Fielding
Graduate University
MA, Media Psychology, Fielding Graduate University
MS, Counseling Psychology, California Coast University
BA, Business Administration, Loyola Marymount
University
ACADEMIC PUBLICATIONS:
Goodman, G. (2013 August). Actors and Fear: The role of
Stage Fright. Poster presented at
the APA convention, Honolulu, Hawaii.
Goodman, G., & Kaufman, J. (In Review). Gremlins in my
head:
Predicting stage fright in Elite Actors.

Cris Fanego - Sociology
MA, Applied Sociology, William Paterson, 2011.
University, Wayne, NJ
BA, Law & Society, Ramapo College of New Jersey,
Mahwah, New Jersey, 2007.
Adjunct Professor of Sociology and anthropology at *Irvine*
Valley College, *Mt. San Antonio*, *Bergen Community*
College, and *Essex County College*.
Associate Supervisor.
Behavioral Functions Inc.
Owner and Head Instructor. Signature Equestrian Center

Alan Harper – Theatre
BA, Applied Studies, Summa Cum Laude, Brandman
University, 2016

Founding Director of the StormSeekers Theatre Company. Former Staging Director with The Young Americans.

Brooke Harper – Voice

BFA, Musical Theatre, California State University, Fullerton, 2002.

Written and produced multiple cabaret shows. Regional performances in *Hairspray*, *Aladdin*, *The Princess and the Black Eyed Pea* and *Thoroughly Modern Millie*.

National touring company of *All Shock Up*.

Yannick Lambrecht – Voice

BM, Vocal Performance, Chapman University, CA 2010

Guest soloist with Asia America Symphony Orchestra under the direction of David Benoit for the Prize winning composition by Simone Spagnolo; The Magistrate in *Signor Deluso*; Dapertutto in *The Tales of Hoffman*; Don Alfonso in *Così fan tutte*; Professional Opera chorus singer with Festival Opera in *Faust*, *Il Trovatore*, *Don Giovanni*.

Cody Morgan - Voice

BM, Vocal Performance and Music Education (Emphasis in Voice), Chapman University, Conservatory of Music, CA, 2011.

Private Vocal Study with Seth Riggs, present.

Private Vocal Study with Patrick Goesser, 2008-2010.

Private Vocal Study with Peter Atherton, 2007-2008.

Primary vocalist for “Valentine’s Day with Roberta Flack”, Pacific Symphony, Segerstrom Center for the Arts.

Featured performer at Disneyland and Disney’s California Adventure including Dapper Dans, Ariel’s Grotto, and the Tree Lighting Ceremony.

Rozaena Naim - Mathematics

MA, Mathematics, California State University San Bernardino, CA, 2011

BS, Mathematics, California State University San Bernardino, CA, 2008

BA, Marketing, California State University San Bernardino, CA, 2008

Mathematics instructor at San Bernardino Valley College and Barstow Community College. Includes face-to-face and online modalities.

Patricia Shanks - Voice

BS, Business & Management, University of Redlands, CA, 1991,

Trained under Natalie Limonick.

Studied technique and repertoire with Esther Andreas (Metropolitan Opera), Naomi Farr (New York City Opera), Nina Hinson (San Francisco Opera), Marion Cooper, Dietrich Erbeling, Charles Ross Perlee, and a number of other respected teachers and coaches.

Sang with the former Los Angeles Music Center Opera Association, with Orange County's Opera Pacific and with the Los Angeles Master Chorale under Roger Wagner.

An Emmy™ Award-winning writer and a working voice-over talent and an active member of SAG-AFTRA and AGMA. Patricia is a former TV Arts & Entertainment news segment host and producer and NPR jazz radio station affiliate host, and a former columnist for The Los Angeles Daily News.

Dr. Laura Schoepf – Human Biology

Ph.D., Biology, Universidad Nacional del Sur, Argentina 1994.

BS, Biology, Suma Cum Laude, Valedictorian, Universidad Nacional del Sur, Argentina 1985.

Postdoctoral study at University of California, Riverside, 1995-1997.

Postdoctoral Fellowship, awarded by the National Research Council of Argentina, 1995.

Assistant Professor of Biochemistry, University of California, Riverside, 2011-2012.

16+ years of teaching biological sciences at California Universities and Community Colleges.

Valerie Stanford - Theatre

MFA, Acting, California State University Long Beach, CA 2016.

BFA, Theatre Arts, Salem State University, Massachusetts.

Performed with California Repertory, Wellfleet Harbor Actors Theatre, The Provincetown Theatre and Salem Summer Theatre.

SUBJECT SPECIALIST FACULTY

Jonelle Allen – Musical Theatre

Born in New York City, Ms. Allen made her Broadway debut at the age of six in *The Wisteria Trees*. Allen returned to Broadway for a revival of *Finian's Rainbow*, was in the cast of the original off-Broadway production of *Hair* at Joseph Papp's Public Theater, and also appeared in *George M!* before receiving critical acclaim and a Tony Award nomination for *Two Gentlemen of Verona*, which earned her New York Drama Critics' Circle, Drama Desk, Theatre World, and Outer Critics Circle Awards for her performance.

Allen's film credits include *Cotton Comes to Harlem*, *The Hotel New Hampshire*, and *The River Niger*, for which she won an NAACP Image Award. Other television appearances include *Barney Miller*, *The Love Boat*, *All in the Family*, *Trapper John, M.D.*, *Hill Street Blues*, *Cagney and Lacey*, *ER*, and *Girlfriends*.

Her most notable roles are Grace, the entrepreneurial cafe owner in the old west, that she played for seven years on *Dr. Quinn, Medicine Woman*, as well as the flamboyant and outspoken Doreen Jackson on the NBC soap opera, *Generations*, and Lucinda Cavender, the vampire witch in the horror comedy film *The Midnight Hour*.

Heidi Jarrett – Jazz Dance

Heidi Anderson Jarrett is an internationally acclaimed dancer, choreographer & master teacher. Her choreography has been featured at such venues as Universal Studios, The House of Blues, Legends in Concert & The MGM Grand-Las Vegas, The Shrine Auditorium, Paramount Great America Theme Parks, The Greek Theatre, Premier Cruise Lines, Bally's Atlantic City, the 19th Annual Music Industry Grammy Awards Party in Hollywood and Hollywood's first "live billboard" for the film *Moulin Rouge* in L.A.

Heidi works closely with many in the music & film industry, having worked with such greats as Seal, Christina Aguilera, The Cast of *So Random*, CoCo Jones, Raini Rodriguez, (Disney's *Austin & Ally*) Rico Rodriguez (ABC's *Modern Family*), Ashley Argota, (ABC Family's *The Fosters*), Poppy Montgomery, Leslie Ann Warren, Carman and Bridget Fonda.

2018-2019 ACADEMIC CALENDAR

Fall 2018 Semester:

Instruction Begins/ Fall Tuition Fees Due: August 6

Instruction Ends: November 30

Fall Session 1: August 6 - August 31

Last Day to Add Courses: Aug. 7

Last Day to Drop with Refund: Aug. 16

Last Day to Drop with a "W": Aug. 21

Fall Break: Sep. 1 - Sep. 9

Labor Day: Sep. 3

Fall Session 2: September 10 - November 30

Last Day to Add Courses: Sept. 14

Columbus Day: Oct. 8

Last Day to Drop with a Refund: Oct. 19

Last Day to Drop with a "W": Nov. 2

Veterans Day: Nov. 12

Thanksgiving Holiday: Nov. 22

Winter Holiday: Dec. 17 - Jan. 1

Fall Grades Available: Dec. 24

Christmas Day: Dec. 25

New Year's Day: Jan. 1

Spring 2019 Semester:

Instruction Begins: January 2

Instruction Ends: April 5

Last Day to Add Courses: Jan. 18

Birthday of Martin Luther King, Jr.: Jan. 21

Washington's Birthday: Feb. 18

Last Day to Drop with a Refund: Feb. 22

Last Day to Drop with a "W": Mar. 15

Spring Grades Available: Apr. 16

Summer 2019 Session:

Instruction Begins: April 15

Instruction Ends: July 19

Last Day to Add Courses: May 23

Memorial Day: May 27

Last Day to Drop with Refund: June 20

Last Day to Drop with a "W": July 2

Independence Day: July 4

Summer Grades Available: July 30

All dates are subject to change

COLLEGE POLICIES AND PROCEDURES

The following pages contain the policies and procedures which apply to the college's operations.

Additional policies and procedures can be found in the master policy and procedure handbook, available upon request in the administrative office.

POLICY JURISDICTION

The policies of The Young Americans, Inc. extend to all Board members, employees, students, members, faculty and staff. They pertain to any policy violation committed on campus, at off-campus sites, or in any other setting in which the individual has a reasonable expectation of receiving protection under The Young Americans, Inc. policies.

- A. "Campus" is defined as the physical buildings and surrounding parking lots of 1112, 1128 & 1132 Olympic Drive, Corona, CA 92881, as well as any apartment in which The Young Americans, Inc. or The Young Americans College of the Performing Arts is a signatory on the lease or public spaces within the apartment complex.
- B. "Off-Campus sites" includes any building or facility such as rehearsal halls, recording studios, schools, hotels, theatres or arenas while activities organized by The Young Americans, Inc. are being conducted.

NON-DISCRIMINATION POLICY

The Young Americans College of the Performing Arts does not discriminate on the basis of race, gender, sexual orientation, disability, national origin, ethnicity, religious practices, or political beliefs in any of its policies and procedures provided the student is of eligible and legal standing.

DISCLAIMER

All policies, regulations, courses of study, fees, tuition and material usage charges as prescribed in this catalog are applied to the 2018-2019 Academic Year and are subject to change without notice.

STUDENT CODE OF CONDUCT

All students of The Young Americans College of the Performing Arts are members of The Young Americans and as such are subject to the following four codes of conduct:

1. Members of The Young Americans will adhere to any and all laws applicable in whatever local, state, national, federal, or international venues where they are representing the organization.
2. The Young Americans reserves the right to require students to submit to random drug screening and may prevent students from engaging in classes, performances, teaching workshops, or other YA activities if a test result is positive. This policy includes, but is not limited to, testing positive for marijuana, even with a medicinal prescription or when in states where marijuana use is legal.

Tests can be given at any time with or without prior notice.

2. While representing The Young Americans, each member is expected to carry him or herself in a way that upholds the reputation and mission of The Young Americans

Our Mission: *The Young Americans is dedicated to the promotion of understanding and goodwill among people throughout the world through music, dance, performance, academic education, and cultural interaction among student members and their audiences.*

While representing The Young Americans students must:

- i. Refrain from endorsing, promoting or condemning any political, religious, criminal, or controversial content or agendas.
 - ii. Refrain from soliciting personal business ventures.
 - iii. Adhere to The Young Americans Social Media policies.
 - iv. Refrain from the usage of alcohol on campus, in student housing, at performance venues, or while traveling with The Young Americans.
3. Members are responsible for maintaining a safe environment conducive to learning, performing, and teaching. When representing The Young Americans members must refrain from:
 - i. Bringing weapons (knives, firearms, or any other items classified as a weapon) onto campus or any Young Americans performance or teaching venue.

- ii. Engaging in unprofessional or romantic relationships with faculty, staff, sponsored school employees, workshop participants, or members of host families.
4. The Young Americans view all members who work with minors as child abuse reporters and as such have the duty to report suspected child abuse or neglect to the company manager, tour director, or the Dean of Students.

Sanctions: Any violation of the above the code of conduct will result in one of the following sanctions:

1. **Formal warning and possible removal from Tour** – a notice in writing to the member that the member is violating or has violated organizational regulations and that any future violation(s) may result in more serious sanctions. Violating member can also be removed from any current projects, including outreach tours. Formal warnings have no time limit associated with them and will be kept in the member's file.
2. **Seven days suspension YA activities and removal from Tour** – Separation of the member from The Young Americans for one week, after which, the member is eligible to return. Violating member can also be removed from any current projects, including outreach tours. Conditions for return may be specified. Enacting suspension requires review and approval of the Executive Director.
3. **Thirty days suspension, removal from housing, and/or removal from Tour** – Separation of the member from The Young Americans for thirty days, after which the member is eligible to return. Immediate eviction from housing and member is no longer eligible for housing in the future. Violating member can also be removed from any current projects, including outreach tours. Conditions for return may be specified. Enacting suspension requires review and approval of both the College President and the Executive Director.
4. **Indefinite suspension of no less than of one year** – Immediate surrender of all rights and privileges of membership in The Young Americans community and exclusion from the campus, from any Young Americans' property and from all Young Americans functions. Student is also immediately and indefinitely suspended from and courses with The

Young Americans College of the Performing Arts. Conditions for return may be specified. Enacting suspension requires review and approval of both the College President and the Executive Director.

5. **Supplemental Sanctions** – any of the following may be imposed in connection with the above:
- a. Work assignments
 - b. Service to The Young Americans or community
 - c. Fines, restitution for loss, damage, or injury
 - d. Educational sanctions (e.g., written response to posed questions)
 - e. Academic Sanctions (e.g., revocation of degrees, removal from classroom/ courses)
 - f. No trespassing order
 - g. Loss of visitation rights to Young Americans provided housing

Note: Parents/guardians may be notified when students are found responsible for, but limited to, any drug and/or alcohol related violations.

STUDENT RIGHTS POLICY

In compliance with the Student-Right-To- Know Act of 1990, The Young Americans College of the Performing Arts students have a right to expect the following services, protections and freedoms:

1. The right to receive an education free of any discriminatory action based upon race, gender, sexual orientation, disability, national origin, ethnicity, religious practices or political beliefs, provided the student is of eligible and legal standing for admission to the College program.
2. The right study in a safe environment. The College will post safety procedures and regulations; however, students must conduct themselves so as not to place themselves at risk of injury.
3. The right to know the faculty's expectations for academic evaluation and classroom conduct.
4. The right to engage in discussion and challenge opinions as protected and pursuant to the Academic Freedom Protection Policy.
5. The right to have reasonable access to faculty, administrators and available student services on campus.

6. The right to make a formal and written complaint or grievance to the College President, Dean of Students, the Executive Director, or President of the Board of Directors regarding any matter they feel warrants such attention.
7. The right to file an incident report with the campus Administrative Office in the case of emergency or accident.
8. The right to report all crimes to the local police department.
9. The right to participate in formulation of policy and procedures in accordance with the Ethical Principles and Procedures Committee guidelines.
10. The right to petition and/or organize student associations as protected by the United States Constitution.

SOCIAL MEDIA POLICY

Social Media is any form of electronic communication which allows individuals to view, comment, or discuss content. Examples are: Facebook, Twitter, YouTube, Instagram, Vine, blogs, chat rooms, website chat spaces, etc. All guidelines and policies are meant to be fluid and flexible due to the constantly changing landscape of internet-based technologies.

1. All members' public social media activity must fit within The Young Americans' Mission Statement.
 - a. Promote understanding and goodwill
 - b. Be a positive influence on the world
 - c. Promote positive cultural interaction
 - d. Use common sense when posting and sharing content
2. Members are not permitted to use social media for the purpose of:
 - a. Endorsing any political, religious, criminal, or controversial content or agenda
 - b. Soliciting Non-Young American business ventures
3. All members must have all social media privacy settings set to keep any public individuals who will view the current member as a representative of The Young Americans from having access to all personal social media content.
4. Any member who wishes to communicate with individuals who will view the current member as a

representative of The Young Americans must create a Young Americans approved secondary account for any and **all social media sites**. Approved social media has a clear Young American distinction in the title and all content fits within the mission statement of The Young Americans.

ACADEMIC FREEDOM PROTECTION POLICY

The Young Americans strongly upholds the concept of academic freedom pursuant to California Education Code §71000(b).

The Young Americans is in its very nature an institution promoting the benefits of free thinking and the freedom to articulate one's own ideas, positions and concepts. It is under this premise that all faculty and students of The Young Americans College of the Performing Arts have the right to express their positions as a part of educational discussions and explorations without fear of retribution or reprisal.

No faculty member or student can use this policy as a protection for attempting to introduce controversial topics into educational discussions that are unrelated to the topic, nor enter into the discussion with the intent to persuade any other individual of the absolute truth of one's own position. Furthermore, this policy does not extend to cover any faculty member or student making a rebuttal or presenting a concept, if it is in the form of a personal attack. All positions and concepts must be expressed purely as ideas and concepts open to public debate and discussion within the realm of the course subject matter.

Furthermore, all concepts, positions and teaching methods utilized must not promote discrimination, racism or other biases as prohibited by law.

ACADEMIC HONESTY

Student honesty and integrity is at the very core of the ideals we aim to instill in all The Young Americans College of the Performing Arts' students. In achieving this, The Young Americans College of the Performing Arts expects that all students will abide by ethical standards in preparing and presenting material in demonstration of their individual abilities and knowledge. It is expected that all students attend The Young Americans College of the Performing Arts with the intention of abiding by the following standards of integrity and honesty:

1. Student shall not plagiarize any material. This includes passing off another's work as their own or using a creative production without giving credit to all relevant sources.
2. Student shall not engage in any form of cheating. This includes using notes or aides unless permitted to do so by the instructor.
3. Student shall not engage in activity that aids another student in plagiarism or cheating.

GRIEVANCE PROCEDURES

Students who have a grievance complaint that has not been resolved satisfactorily through specific methods detailed in the catalog can file a formal complaint with the grievance committee ("GC"). The following steps must be taken:

1. A formal complaint must be made in writing to the Dean of Students.
2. The GC will meet within 14 business days of receipt of a written complaint. The GC is chaired by the College President and comprised of the Dean of Students and faculty representatives.
3. The GC meeting will review complaint lodged within context of stated college policies and procedures, interview with any and all parties named in the complaint and enact a corrective action in accordance with corrective action guidelines.

Corrective Action Guidelines Applicable to Students:

All approved corrective action guidelines are intended to encourage the students to examine their behavior and to develop more effective approaches to being a productive member of the College community. Fulfilling prescribed sanctions is considered essential to a student's development and students are thereby expected to complete any prescribed sanction in a thoughtful and timely manner.

Other than expulsion, conduct sanctions shall usually not be made part of the student's permanent transcript, but shall become part of the student's confidential conduct record.

1. **Formal Warning** – a notice in writing to the student that the student is violating or has violated institutional regulations and that any future

violation(s) may result in more serious sanctions. Formal warnings have no time limit associated with them and will be kept in the student's file.

2. **Probation** – a written reprimand for violation of specified regulations. Probation is for a designated periods of time and includes the probability of more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
3. **Suspension** – Separation of the student from the College and/or housing complex for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified. Enacting suspension requires review and approval of the Executive Director.
4. **Expulsion** – Permanent surrender of all rights and privileges of membership in the College community and exclusion from the campus, from any College property and from all College functions. Enacting expulsion requires review and approval of the Executive Director.
5. **Supplemental Sanctions** – any of the following may be imposed in connection with the above:
 - a. Work assignments
 - b. Service to the College or community
 - c. Fines, Restitution for loss, damage, or injury
 - d. Educational sanctions (e.g. written response to posed questions)
 - e. Academic Sanctions (e.g. revocation of degrees, withholding transcripts, removal from classroom/courses)
 - f. No trespassing order
 - g. Loss of visitation rights to College provided housing
 - h. Parents/guardians may be notified when students, who are under the age of 21, are found responsible for any drug and/or alcohol related violations
6. **Supplemental Sanctions pertaining to students residing in College-provided housing:**
 - a. Involuntary move
 - b. License addendum (changes to housing contract)
 - c. Revocation of housing privileges* (removed from College-provided housing)

Co-signers may be notified when students are found responsible for any drug and/or alcohol related violations

**Note: Students removed from housing due to their conduct will be held responsible for the payment of the remainder of the Residence Living Lease Agreement.*

Corrective Action Guidelines Applicable to Employees:

1. **Formal Warning** – a notice in writing to the employee that they are violating or have violated institutional regulations and that any future violation(s) may result in more serious sanctions. Formal warnings have no time limit associated with them and will be kept in the employee's file.
2. **Probation** – a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the employee is found to be violating any institutional regulation(s) during the probationary period.
3. **Suspension** – Unpaid separation of the employee from the College and/or housing complex for a defined period of time, after which the staff or faculty member is eligible to return. Conditions for reactivation may be specified. Enacting suspension requires review and approval from Executive Director.
4. **Termination** – Permanent surrender of all employment, rights and privileges of membership in the College community and exclusion from the campus, from any College property and from all College functions. Enacting termination requires review and approval from Executive Director.

THE PRIVATE POSTSECONDARY ACT OF 2009 COMPLIANCE POLICY

The Young Americans considers the rules and regulations set forth in the Private Postsecondary Act of 2009 to be the minimum standard acceptable for operation of The Young Americans College of the Performing Arts.

The Young Americans College of the Performing Arts will operate in full compliance with the rules and regulations set forth in the Private Postsecondary Act of 2009, including remitting requisite fees to the Bureau;

distributing the academic Catalog to each student; maintaining a "School Performance Fact Sheet;" and other requirements.

The Board of Directors reserves the right to approve and implement policies, codes of conduct and operations procedures above and beyond the standards set forth in the Private Postsecondary Act of 2009.

Any student, faculty or staff member or member of the public may file a grievance complaint with the College President if they feel they are a victim of or witness to any violation of the Private Postsecondary Act of 2009.

STUDENT RECORD ACCESS POLICY

This policy defines academic records as any record that reflects the student's enrollment history and/or academic achievement.

The Young Americans College of the Performing Arts maintains all records on students in compliance with the Family Educational Rights and Privacy Act and the California Education Code. It is standard policy that all student academic records be released only with written consent from the student or the student's parent or legal guardian in the case of the student being under 18 years of age.

1. Students' personal contact information will be disclosed only to Officers, Employees, current students or current members of The Young Americans, Inc. Students must submit a written request to the Dean of Administrative Services if they wish to restrict access to their personal contact information to any of the above-mentioned categories. In this case, the students' contact information will only be released upon written consent from the student on an individual request basis. This policy defines "contact information" as a student's legal name, address, telephone number, date of birth, and email address.
2. Any student may request access to their own personal academic and contact information records and may challenge the accuracy of such records. Such requests and challenges are to be submitted in writing to the Dean of Administrative Services.
3. All records pertaining to a student's violation of policy or conduct codes are considered confidential and will not appear on a student's transcript with the exception of an expulsion. Access to these records can

only be obtained by written consent from the student or a court order. The exemption to this ruling is a request from the Board of Directors or Executive Director in relation to a current complaint that is under review.

4. Any officer, employee, or volunteer, who as part of his or her job description, is privy to student information is bound to adhere to this policy and has a duty to respect the privacy of each individual student.

POLICIES FOR MAINTAINING STUDENT RECORDS

All student records pertaining to admission qualifications, transfer requests, experiential learning, signed documents, scholarship awards, complaints and any written warning will be stored in a manner that is safe and secure under the student's identification number and name. Hard copies of student files will be maintained on site in the administrative offices for a minimum of five years after student withdraws or graduates from the program. Transcripts will be maintained permanently. Student records must contain:

1. Name, address, e-mail address, and telephone number of each student who is enrolled
2. The degree or certificate granted and the date on which that degree or certificate was granted.
3. The courses and credits on which the certificate or degree was based.
4. The grades earned by the student in each of those courses.

These records will be maintained for 50 years following the student's withdrawal or graduation date from the program.

SEXUAL MISCONDUCT, SEXUAL VIOLENCE, GENDER-BASED DISCRIMINATION, AND RETALIATION POLICY

1. Introduction

Philosophy Behind the Policy: Any act of "Sexual Misconduct and Sexual Violence," "Gender-Based Discrimination," and "Retaliation" is a significant issue that affects all members of The Young Americans'

community, including The Young Americans College of the Performing Arts ("YA College"). While it is the belief of The Young Americans that education is key to changing attitudes and beliefs that perpetuate "Sexual Misconduct and Sexual Violence," "Gender-Based Discrimination," and "Retaliation," disciplinary policies can also play a major role. Furthermore, it is the timely and professional handling of such matters that creates an overall perception of The Young Americans' responsiveness to and concern for its community.

Because of the nature of sexual misconduct, acts frequently go unreported. It is The Young Americans' desire to create a supportive climate that will encourage survivors and complainants to report incidents. While no one course of action is recommended, formal reporting of these incidents is the only mechanism by which offenders can be officially sanctioned, thereby reducing the risk of repeat occurrences. This Policy covers complaints of alleged "Sexual Misconduct and Sexual Violence," "Gender-Based Discrimination," and "Retaliation" made at The Young Americans by individuals who are members, students, employees, or volunteers in sponsored programs at the time of the alleged incident.

Campus SaVE Act: The Campus Sexual Violence Elimination (Campus SaVE) Act requires colleges and universities to provide students and employees reporting victimization with their written rights to:

Receive assistance if reporting a crime to law enforcement.
Have their living, academic, or working situations changed to avoid a hostile environment.
Obtain or enforce no-contact directives or restraining orders.
Have a clear description of the reporting and investigative process including the range of possible sanctions.
Have access to resource information for counseling, health, mental health, victim advocacy, legal assistance and other support services available on campus and in the community.

Additionally, in accordance with the Campus SaVE Act, The Young Americans investigative and disciplinary processes for acts of sexual misconduct must ensure that:

Prompt, fair, and impartial investigations and resolutions take place and that such processes are conducted by officials receiving annual training on domestic violence, sexual assault, and stalking.

Both parties are aware that they may have others present during interviews and disciplinary proceedings, including an advisor of their choice.

Both parties will receive written outcomes of all disciplinary proceedings at the same time.

The Policy: The Young Americans does not tolerate “Sexual Misconduct and Sexual Violence,” “Gender-Based Discrimination,” and “Retaliation,” as defined in this Policy in any form. Any form of sexual misconduct is a violation of The Young Americans’ Code of Conduct, Title IX regulations, and may also constitute violation of state and federal criminal statutes. Additionally, The Young Americans offers support to any student, faculty, volunteer, or staff member who experiences “Sexual Misconduct and Sexual Violence,” “Gender-Based Discrimination,” and “Retaliation” within the context of The Young Americans’ community. Any report of “Sexual Misconduct and Sexual Violence,” “Gender-Based Discrimination,” and “Retaliation” is taken seriously. The Young Americans does not tolerate retaliation against cast members, students, volunteers, or employees who bring forth a complaint in good faith about sexual misconduct.

The Young Americans acknowledges its duty to protect local citizens, students, officers and employees, and thus maintains the policy of notifying appropriate law enforcement agencies of any incident of “Sexual Misconduct and Sexual Violence,” “Gender-Based Discrimination,” and “Retaliation” (collectively “Prohibited Conduct”) that is reported to The Young Americans officials with consent from the reporting party. In case of a minor who is the survivor of sexual misconduct, The Young Americans has a legal and ethical duty to inform the local law enforcement agency regardless of consent.

Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* (Title IX) prohibits discrimination on the basis of sex in education programs or activities. Sexual Misconduct and Sexual Violence, Gender-Based Discrimination, and Retaliation are forms of discrimination prohibited by Title IX. The Young Americans is committed to providing programs, activities, and an educational environment free from such prohibited conduct. The Young Americans is committed to fostering a community that promotes prompt reporting of all types of prohibited conduct. Creating a safe environment is the responsibility of all members of The Young Americans’ community.

This Policy is designated to provide an equitable process through which an affected individual can report Prohibited Conduct. Through this Policy, The Young Americans Community strives to provide fairness to both the Reporting Party and the Respondent while ensuring protection for the Reporting Party under Title IX and providing applicable process rights to the Respondent.

2. Definitions

For the purposes of this Policy, the following definitions apply:

Consent is the affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has Consent from their partner(s) to engage in the sexual activity. Consent must be ongoing throughout the entire sexual experience. Consent to some sexual contact (such as fondling) cannot be presumed to be Consent for other sexual activity (such as intercourse). A current or previous dating/sexual relationship is not sufficient to constitute Consent. The lack of protest or resistance does not mean Consent, nor does silence.

A person cannot give Consent if they are incapacitated or if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. A person who engages in sexual activity when they know, or should know, that the other person is incapacitated has violated this Policy. Being intoxicated and thus unable to realize the incapacitation of the other person is not an excuse.

Consent can be withdrawn at any time during the sexual activity. If that occurs the other person must stop immediately.

Minors below the age of consent cannot give Consent. Any person who engages in sexual activity with a minor is committing a crime as well as violating this Policy.

Complaint is a complaint based on Prohibited Conduct as defined by this Policy.

Compliance Officer is responsible for ensuring all investigations relating to policy violations are conducted promptly and fairly. Currently the Chief Financial Officer is the Compliance Officers and is located at 1132 Olympic Drive, Corona, CA 92883.

Dating Violence is any action of violence or threat of violence to an individual who has been in a relationship of a romantic or intimate nature with the Respondent. The determination as to whether there was such a relationship will be based on the Reporting Party's statement with consideration of the length and type of relationship, and the frequency of interaction of the persons involved in the relationship.

Force is physical force, violence, threat, intimidation, or coercion.

Gender-Based Discrimination is differential treatment taken because of an individual's sex/gender, sexual orientation, or gender identity, unless the conduct is based on a *bona fide* employment or educational requirement. Some examples are:

disparity in hiring, promotion, salary, termination, and other terms and conditions of employment;
disparity of treatment in education programs, activities, and related services, and
limitations on an individual's participation in YA College activities.

Incapacitation is the inability for an individual to give consent to a sexual action. Someone who cannot make rational, reasonable decisions because they lack the capacity to give knowing consent is considered incapacitated. Any person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs is covered by this policy.

Non-Consensual Sexual Contact or Non-Consensual Sexual Intercourse is sexual contact or intercourse that occurs without Consent.

Preponderance of Evidence is the greater weight of the evidence; more likely than not; the stronger evidence, however slight the edge may be.

Prohibited Conduct is conduct that constitutes one or more of the following, and is prohibited by this Policy: Dating Violence, Gender-Based Discrimination, Non-Consensual Sexual Contact or Non-Consensual Sexual Intercourse, Retaliation, Sexual Exploitation, Sexual Harassment, Stalking, and/or Violence Based on Gender.

Protected Activity includes any of the following:

reporting conduct which is prohibited by this Policy;

participating in the investigation of a Complaint of Prohibited Conduct, or
opposing or protesting practices which are prohibited by this Policy.

Protected Class includes sex/gender, sexual orientation, and gender identity.

Reporting Party is the individual who is a student, cast member, employee, volunteer, or other participant in The Young Americans-sponsored program at the time of the alleged incident, and who files a complaint under this Policy.

Respondent is the individual(s) who is alleged to have committed an act of sexual misconduct or relationship violence.

Sexual Assault is any unwanted physical contact of a sexual nature that occurs by force or threat of force without the affirmative consent of each person, or when a person is incapacitated or otherwise unable to freely give consent. Sexual assault includes rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape.

Sexual Contact is the deliberate touching of a person's intimate parts or using Force to cause a person to touch his or her own or another person's intimate parts.

Sexual Exploitation is taking sexual advantage of another person without Consent, which includes, but is not limited to, causing or attempting to cause the incapacitation of another person so as to gain or facilitate a sexual advantage over another person.

Sexual Harassment is unwanted sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes instances when:

submission to such conduct is made explicitly or implicitly a condition for receiving a reward;
submission to or rejection of such conduct is used as punishment; or
such conduct unreasonably interferes with an individual's employment or educational endeavors by creating a hostile or offensive work or learning environment.

Sexual harassment does not refer to occasional compliments or behavior of a socially acceptable nature. Sexual harassment is conduct that is sufficiently severe, persistent, or pervasive and that interferes with an

individual's work/educational performance or creates an intimidating, hostile, or offensive work/educational environment.

Sexual Misconduct and Sexual Violence is a broad term encompassing Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Stalking when the victim was chosen as a target for stalking because of his or her gender and other acts of Violence Based on Gender. This includes conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating, or coercing a person. Sexual Misconduct and Sexual Violence can be committed by men or by women, and it can occur between people of the same or different sex.

Stalking is willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person where the victim was targeted due to his or her sex/gender, sexual orientation, or gender identity.

Student Services is the Office of Student Services located at 1112 Olympic Drive, Corona, CA 92881.

Title IX Committee is the committee formed of staff and officers designated to hear cases of alleged violations of this Policy.

Title IX Coordinator is the YA College employee with the responsibility for administering this Policy, including identifying and addressing any patterns or systemic problems that arise during the review of Title IX complaints. The Title IX Coordinator may be assisted by Deputy Title IX Coordinators. The current Title IX Coordinator is the Dean of Students who is located at 1112 Olympic Drive, Corona, CA 92881.

Title IX Investigators are the individuals designated by the Title IX Coordinator to conduct investigations of alleged Prohibited Conduct under this Policy.

Violence Based on Gender is any other crime or act of violence, not defined above, taken against another when the victim was targeted due to his or her sex/gender, sexual orientation, or gender identity.

Prohibited Conduct: A Reporting Party may file a Complaint alleging that he or she was subject to Prohibited Conduct as defined in this Policy, and that this Policy was therefore violated. Conduct that constitutes

one or more of the following is prohibited by this Policy and shall be referred to as "Prohibited Conduct":

Sexual Misconduct and Sexual Violence

Sexual Harassment

Dating Violence

Non-Consensual Sexual Contact or Non-Consensual Sexual Intercourse

Sexual Exploitation

Stalking

Violence Based on Gender

Gender-Based Discrimination

Retaliation

Standards: In determining whether the alleged conduct constitutes Prohibited Conduct, as defined by this Policy, the following standards must be met:

Sexual Misconduct and Sexual Violence:

Sexual Harassment. Sexual harassment violates this Policy when any one of the following occur:

the unwelcome conduct of a sexual nature is sufficiently severe or pervasive so as to alter the terms and conditions of the individual's employment or educational environment,

where submission to unwelcome sexual requests is either explicitly or implicitly made a term or condition of employment or of an individual's educational status or success, or

where submission or rejection of the sexual conduct or request is the basis for employment or educational decisions affecting the individual.

Dating Violence, Non-Consensual Sexual Contact or Non-Consensual Sexual Intercourse, Sexual Exploitation, Stalking, and Violence Based on Gender: The definitions listed in Section B apply to each of these prohibited acts. In determining whether this Policy was violated, a two-part inquiry must be answered. The inquiry is:

whether it is *more likely than not* that the conduct that was alleged occurred, and
whether the conduct meets the definition in Section 1B, above.

Gender-Based Discrimination. Conduct violated this Policy when:

the Reporting Party is a member of a Protected Class,

the Reporting Party was treated less favorably than similarly situated individuals who are not members of the same Protected Class, and the less favorable treatment was due to the Reporting Party's membership in the Protected Class.

Retaliation. Conduct violates the Policy when:

the Reporting Party engaged in a Protected Activity, the Respondent was aware of the Protected Activity, the Reporting Party subsequently is subject to a material adverse action caused by the Respondent, and there is a causal connection between the Protected Activity and the material adverse action.

Standard of Proof.

In making these determinations, the *"more likely than not"* or *"Preponderance of the Evidence"* standard is used.

3. Authority, Timing, Effect of Criminal Proceedings, and Reporting Party Participation

The Young Americans Authority - A YA College student, cast member, employee, volunteer, or participant in The Young Americans sponsored program may file a Complaint against any student, employee, or volunteer under this Policy. The Title IX Coordinator will determine which procedures will be used based on the alleged allegations.

Timing of Complaints and Availability of Procedures - As long as The Young Americans has authority over the Respondent, there is no time limit or statute of limitations to filing a Complaint under this Policy. Nevertheless, victims are encouraged to report Prohibited Conduct immediately in order to maximize The Young Americans' ability to conduct a thorough and reliable investigation. Failure to promptly report Prohibited Conduct may result in the loss of evidence and witness information, and may impair The Young Americans' ability to enforce this Policy.

Effect of Criminal Investigation/Proceeding - Because Prohibited Conduct may constitute both a violation of this Policy and criminal law, The Young Americans encourages victims to report alleged criminal conduct promptly to local law enforcement agencies. If the alleged violation is also being investigated by law enforcement authorities, The Young Americans may delay its investigation long enough to permit law enforcement agencies to collect evidence. The Young Americans may take interim measures during the pendency of the criminal investigation.

The standards for finding a violation of criminal law differ from the standards for finding that a violation of this Policy occurred. A violation of this Policy may be found even though law enforcement agencies lack sufficient evidence of a crime. If outside charges have been dismissed, are not prosecuted, are not heard, or if adjudication of guilt is withheld, such action will have no bearing on The Young Americans' charges and/or outcome.

Reporting Party Does Not Wish to Pursue Resolution - If the Reporting Party does not wish to pursue any remedy under this Policy and/or requests that his or her Complaint remain confidential, The Young Americans will consider the Reporting Party's request. However, The Young Americans is required to investigate and take reasonable action in response to information reported. The Title IX Coordinator, in conjunction with the Deputy Coordinator/Title IX Investigator, will weigh the Reporting Party's request against the following factors:

Whether there have been other complaints of Prohibited Conduct against the same Respondent.

Whether the accusations are of a nature that the continued presence of the Respondent on campus poses a threat to the safety of other community members.

The Title IX Coordinator will inform the Reporting Party if The Young Americans makes the determination to move forward with charges under this Policy without the Reporting Party's participation.

4. The Process: Initial Steps and Investigative Procedures

Reporting Prohibited Conduct

Reporting. Any individual who has been a victim of Prohibited Conduct is encouraged to report this information to The Young Americans and local law enforcement as soon as possible. Students and cast members may report Prohibited Conduct to Student Services. Employees and volunteers may report Prohibited Conduct to the Title IX Coordinator or Deputy Title IX Coordinator.

Obligation to Report. The Young Americans employees and volunteers have an obligation to report information received regarding Prohibited Conduct. In accordance with California State law, The Young Americans will immediately report to local law enforcement any willful homicide, forcible rape, robbery, aggravated assault,

sexual assault, or hate crime committed on or off campus, as reported by the reporting party. The reporting person's and/or victim's identity will remain confidential unless the victim consents to being identified after being informed of their rights

Confidentiality. All volunteers, employees, and officers of The Young Americans are required to report disclosures of sexual misconduct. Only YACPA-licensed counselors are bound by confidentiality. Reports of sexual misconduct to counseling staff can only be shared with written consent from the reporting party.

The Young Americans will treat information that it receives in a manner that respects both the sensitivities of the reporting party and the rights of the respondent. Recognizing that acts of sexual misconduct, by their nature, violate the security of the entire campus community, there may be instances where it is The Young Americans' ethical and legal responsibility to disclose information regarding the circumstances related to a specific incident to The Young Americans community. In such cases any notification to the campus community will be a general warning regarding a reported incident. If the reporting party is a minor (under 18 years old), the law requires disclosure to law enforcement authorities.

In the case of a student, cast member, faculty, staff, or parent request for information regarding a reported incident, The Young Americans will confirm or deny the reporting of an incident and disclose The Young Americans' response to the reported incident. The Young Americans will keep confidential any information that may reveal the identity of any Reporting Party or Respondent.

In guaranteeing the confidentiality of the Reporting Party and the Respondent, The Young Americans will retain a policy of no comment to any member of the press who requests information regarding the incident.

5. Initial Investigation

Upon receipt of the report, the Title IX investigator shall immediately authorize or undertake an investigation. The initial investigation shall be completed no later than fourteen days from receipt of the report.

The Title IX investigator shall provide written notice to the respondent that includes the identities of the parties involved, the specific section of the code of conduct allegedly violated, the precise conduct allegedly

constituting the potential violation, and the date and location of the alleged incident. Notice must be provided with sufficient time for the respondent to prepare a response prior to any interview or meeting.

The Title IX Investigator reviews the allegations and the options for formal resolution with both parties.

If the Title IX Complaint is appropriate, the title IX investigator may facilitate an informal resolution, including mediation, if all parties agree, prior to conducting a full investigation.

6. Remedial Actions

During the investigative process, any party involved may request reasonable accommodations. Students/Cast members should submit remedial action requests to the Dean of Students. Employees/volunteers should submit remedial action requests to their direct supervisor/manager or directly to the compliance officer.

Reasonable accommodations, may include:

Housing reassignment;

Changes to class schedules or work assignments, where possible; and/or

"No contact" directive.

7. Formal Investigation

The Title IX Investigator conducts interviews with all parties involved, including any witnesses in a prompt, fair, and impartial manner.

A Title IX Committee is formed to review all evidence and witness statements collected by the investigative process and determine a resolution or outcome of the investigation.

The Title IX Committee will utilize the preponderance of evidence as the standard of proof in determining whether the violation occurred. Preponderance of evidence means there is a good faith belief that it is more likely than not that a violation occurred. The Committee will consider the particular circumstances and facts to determine if sexual misconduct occurred and if any sanction will be imposed.

The Title IX Committee will notify all parties in writing of the Committee's determination and, if applicable, any sanction to be imposed.

8. Corrective Action Guidelines Applicable to Students/Cast Members

All approved corrective action guidelines are intended to encourage the students and/or cast members to examine their behavior and to develop more effective approaches to being a productive member of The Young Americans' community. Fulfilling prescribed sanctions is considered essential to a person's development, and individuals are thereby expected to complete any prescribed sanction in a thoughtful and timely manner.

Other than expulsion, conduct sanctions shall usually not be made part of the student's permanent transcript, but shall become part of the student's confidential conduct record.

Formal Warning – a notice in writing to the individual that the individual is violating or has violated organizational regulations and that any future violation(s) may result in more serious sanctions. Formal warnings have no time limit associated with them and will be kept in the individual's file.

Probation – a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the individual is found to be violating any organizational regulation(s) during the probationary period.

Suspension – Separation of the individual from the organization, College, and/or housing complex for a defined period of time, after which the individual is eligible to return. Conditions for readmission may be specified.

Expulsion – Permanent surrender of all rights and privileges of membership in The Young Americans' community and exclusion from the campus, from any organizational property, and from all organizational functions.

Supplemental Sanctions – any of the following may be imposed in connection with the above:

Work assignments
Service to the organization or community
Fines, restitution for loss, damage, or injury
Educational sanctions (e.g., written response to posed questions)

Academic sanctions (e.g., revocation of degrees, withholding transcripts, removal from classroom/courses)

No-trespassing order

Loss of visitation rights to organizational provided housing

Parents/guardians may be notified when individuals, who are under the age of 21, are found responsible for any drug- and/or alcohol-related violations

Supplemental Sanctions pertaining to individuals residing in provided housing:

Involuntary move

Lease addendum housing privileges* (removed from provided housing)

Co-signers may be notified when individuals are found responsible for any drug- and/or alcohol-related violations

**Note: Individuals removed from housing due to their conduct will be held responsible for the payment of all amounts which remain, or become, due under the terms of the Resident Living Agreement.*

9. Corrective Action Guidelines Applicable to Employees/Volunteers:

Formal Warning – a notice in writing to the employee that they are violating or have violated organizational regulations and that any future violation(s) may result in more serious sanctions. Formal warnings have no time limit associated with them and will be kept in the employee's file.

Probation – a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the employee is found to be violating any organizational regulation(s) during the probationary period.

Suspension – Unpaid separation of the employee from the organizational and/or housing complex for a defined period of time, after which the employee is eligible to return. Conditions for reactivation may be specified.

Termination – Permanent surrender of all employment, rights and privileges of membership in The Young Americans' community and exclusion from the campus, from any organizational property and from all organizational functions.

Appeal Process: An appeal must be made in writing and submitted by the Respondent to the Dean of Students within seven (7) days of the receipt of the determination letter. The letter must state the reason(s) for the appeal with at least one of the following reasons cited:

There were procedural errors that impacted the investigative process and/or the fairness of the investigation.

There is new evidence, that was not available during the investigative process, that could impact the outcome of the investigation.

The sanctions imposed were substantially disproportionate to the findings.

A disagreement with the findings and/or sanctions is not, by itself, grounds for an appeal.

Reprisal: The Young Americans will discipline or take appropriate action against any student, cast member, employee, volunteer, or other personnel who retaliates against any person who reports alleged sexual misconduct or any person who testifies, assists, or participates in a proceeding or hearing relating to such misconduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

FIREARMS AND WEAPONS

The use and possession of firearms, knives or weapons is prohibited on College property or leased property by any person on campus. Active law enforcement professionals are excluded from this policy.

DRUGS & ALCOHOL

The misuse of drugs (unlawful possession, use, sale or distribution) is a violation of Federal and California State laws. California law also prohibits the purchase, public consumption or possession of alcoholic beverages and marijuana by people under the age of 21. The misuse of drugs and/or alcohol is prohibited on the College property, and is subject to disciplinary action.

SMOKING

This College is a smoke-free campus. The use of tobacco and marijuana products including but not limited to cigarettes, cigars, and pipe smoking is prohibited on the college property. The property includes all buildings, grounds and parking lots.

MISSING PERSONS POLICY

The Young Americans College of the Performing Arts shall respond to a missing student/resident report when a student who resides in on-campus housing has been missing for twenty-four hours in accordance with the following procedural protocol.

Procedural Protocol for Report of Missing Student/Resident:

A missing student report shall be made to a Resident Advisor (RA), the Dean of Students or the Dean of Administrative Services. Whichever party receives the first report shall immediately notify the Dean of Students, who in turn shall inform the Dean of Administrative Services and College President and keep them informed of developments as they may occur.

Student Services staff shall, upon receipt of an initial report, immediately attempt to determine its credibility.

Staff shall first proceed to the student/resident's room and knock.

1. If the resident answers the door, he/she is no longer considered missing.
2. If the roommate answers the door, staff shall determine if the roommate has seen or heard from the resident within the preceding 24 hours. If so, the student is no longer considered missing.
3. If the roommate has not seen or heard from the student within the preceding 24 hours, go to step 6 below.
4. If no one answers the door, staff personnel shall say "YA Staff" twice while continuing to knock on the door.
5. If no one answers the door, staff shall use a master key to unlock the door. Staff shall open the door and say, "YA Staff, entering the apartment."
6. The door shall be propped open.
7. Staff shall inspect the room to determine if the resident is present, either asleep or unconscious.
8. If the student is in the room, he/she is no longer considered missing, but if the student is unconscious, staff shall immediately call 911 and follow emergency protocols.

9. If the student is not located in their residence the Dean of Students is notified of the situation, the Dean shall retrieve the resident's Emergency Contact Information, if applicable, and in any event proceed with the following until the student is located:

- a. Call the resident's cell phone number if available.
- b. E-mail and Facebook the resident, seeking confirmation of his/her health and safety.
- c. Contact the resident's professors to see if the resident has been in class recently.
- d. Call the Emergency Contact Person, if one has been named, to determine if such person knows the whereabouts of the resident.
- e. Call the Corona Police Department (951) 736-2330 and local 911 to report a possible missing student.

10. After the Corona Police Department has investigated and determined that the resident is indeed missing, the Dean of Administrative Services (or designee) shall call the resident's designated Emergency Contact Person to give notification of the results of the initial police investigation. For residents less than 18 years of age and not emancipated, parents/guardians shall be given similar notification.

11. YACPA staff shall continue to cooperate and collaborate with law enforcement in continuing efforts to locate the missing student.

Campus housing residents may register a confidential emergency contact to be notified if it is determined that a student is missing. Emergency contact information will only be available to campus housing staff, YACPA executive staff members and law enforcement authorities in furtherance of a missing person investigation. It is highly recommended that residents take advantage of this program. Even if a student has not registered a confidential emergency contact, local law enforcement should be contacted.

COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

WHISTLEBLOWER POLICY

Introduction and Purpose: The Young Americans (the "Corporation") requires its directors, officers, employees, students, volunteers and those acting on behalf of the Corporation to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The purpose of this policy is to encourage and enable employees, students, and volunteers of the Corporation to report any action or suspected action taken within the Corporation that is illegal, fraudulent or in violation of any adopted policy of the Corporation, to a source within the Corporation before turning to outside parties for resolution. This policy applies to any matter that is related to the Corporation's business, and does not relate to private acts of an individual not connected to the business of the Corporation. This policy is intended to supplement but not replace the Corporation's unlawful harassment and discrimination policy, "open door policy" and/or any other grievance procedure, and any applicable state and federal laws governing whistleblowing applicable to nonprofit and charitable organizations.

Violations; Reporting in Good Faith: All employees, students, and volunteers of the Corporation are

encouraged to report any action or suspected action taken within the Corporation that is illegal, fraudulent or in violation of any adopted policy of the Corporation, including but not limited to, bullying, harassment and discrimination (each, a "Violation"). Anyone reporting a Violation must act in good faith, without malice to the Corporation or any individual in the Corporation, and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred. Any report which the complainant has made maliciously or any report, which

the complainant has good reason to believe is false will be viewed as a serious disciplinary offense.

No Retaliation: No employee, student, volunteer, or person acting on behalf of the Corporation who in good faith reports a Violation or cooperates in the investigation of a Violation shall suffer harassment, retaliation or adverse employment or volunteer consequences. Any individual within the Corporation who retaliates against another individual who in good faith has reported a Violation or has cooperated in the investigation of a Violation is subject to discipline, including termination of employment or volunteer status.

If an individual believes that someone who has made a report of a Violation or who has cooperated in the investigation of a Violation is suffering from harassment, retaliation or other adverse employment or volunteer consequences, the individual should immediately notify the Compliance Officer. In the event the Corporation has not specifically established the position of Compliance Officer or the position is vacant, the Chief Financial Officer ("CFO") of the Corporation shall serve as the Compliance Officer. Any individual who reasonably believes he or she has been retaliated against in violation of this policy shall follow the same procedures as for filing a complaint (outlined in section D below).

Reporting Process: If an individual reasonably believes that a Violation has occurred, the individual is encouraged to share his or her questions, concerns, suggestions or complaints with any person within the Corporation who may be able to address them properly.

In most cases, the direct supervisor of an individual is the person best suited to address a concern. However, if an individual is not comfortable speaking with his or her supervisor or if he or she is not satisfied with the supervisor's response, the individual is encouraged to speak directly to the Compliance Officer or anyone in

management or on the Board of Directors that he or she feels comfortable approaching.

Confidentiality: The Corporation encourages anyone reporting a Violation to identify himself or herself when making a report in order to facilitate the investigation of the Violation. However, reports may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Violations or suspected Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with all applicable laws, and to cooperate with law enforcement authorities. Furthermore, the Corporation will explore anonymous allegations to the extent possible, but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.

Compliance Officer: Handling Reported Violations: The supervisor, manager or board member who receives a report of a Violation from the complainant is required to notify the Compliance Officer of that report, except as provided below with respect to a report relating to the Compliance Officer. The Compliance Officer will notify the complainant and acknowledge receipt of a report of Violation within ten (10) business days, but only to the extent that the complainant's identity is disclosed or a return address is provided.

The Compliance Officer, or his or her designee, is responsible for promptly investigating all reported Violations and for causing appropriate corrective action to be taken if warranted by the investigation. The complainant will be notified about what actions will be taken, to the extent reasonably possible and consistent with any privacy or confidentiality limitations. If no further action or investigation is to follow, an explanation for the decision will be given to the complainant.

In the event the Compliance Officer is suspected of having committed a Violation or if the Compliance Officer has a conflict of interest with regard to its duties carrying out the investigation, then the Violation shall be reported to any officer of the Corporation or director presently serving and the Violation will be investigated by an individual or Investigation Committee appointed by the Board of Directors under close supervision of the Board of Directors.

Accounting and Auditing Matters; Reports: The Board of Directors is responsible for addressing all reported

concerns or complaints of Violations relating to corporate accounting practices, internal controls or auditing. Therefore, the Compliance Officer must immediately notify the Board of Directors of any such concern or complaint.

In addition, the Compliance Officer shall advise the Board of Directors of any other reported Violations, the current status of the investigation, and the outcome or corrective action taken at the conclusion of the investigation.

If the appointed Compliance Officer is also the CFO, the complaint should be reported directly to the CEO or Board of Directors.

Implementation Method: This policy and the complaint procedure is to be published in the college academic catalog and in the staff and faculty handbook.

During employee orientation, the policy should be reviewed so that all employees are aware of their duty to report both violations they witness or those that are reported to them.

During annual student and volunteer training and orientation the policy should be reviewed.

Whistleblower reporting forms will be available through the employee accessible internal servers and through student portals.

Complaint Procedure

1. Introduction: In accordance with Corporation's Whistleblower Policy (the "Policy"), this Complaint Review Policy sets forth procedures to be followed by the Corporation upon receipt of a complaint covered under the Policy.
2. Compliance Officer: Except as provided in section D, the Compliance Officer is responsible for promptly investigating all complaints. If warranted by the investigation, the Compliance Officer will, in consultation with the Board of Directors and, if necessary, legal counsel, cause appropriate corrective action to be taken. In the event that a complaint concerns the Compliance Officer or a conflict of interest exists with regard to the Compliance Officer, the complaint shall be investigated by an individual or committee appointed by the Board of Directors under close supervision of the Board of Directors.

3. Complaint Review Procedure: The Compliance Officer will notify the complainant and acknowledge receipt of a complaint within ten (10) business days, but only to the extent that the complainant's identity is disclosed or a return address is provided.

The Compliance Officer will make initial inquiries in consultation with legal counsel, if necessary, to determine whether further investigation is necessary or appropriate. The Compliance Officer will manage any subsequent investigation, and may request the assistance of legal counsel or other parties, as he or she deems necessary or appropriate.

4. The Compliance Officer, or his or her designee, will fully investigate the complaint, meeting separately with the complainant and with others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint. The Compliance Officer will explore anonymous complaints to the extent possible, but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.
5. Upon completion of the investigation, the complainant will be notified about what actions will be taken, to the extent reasonably possible and consistent with any privacy or confidentiality limitations. If no further action or investigation is to follow, an explanation for the decision will be given to the complainant.
6. Confidentiality: Complaints and their investigation will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with all applicable laws, and to cooperate with law enforcement authorities.
7. Report to the Chief Executive Officer or Board of Directors: Within ten (10) business days of receiving a complaint, the Compliance Officer shall cause a report to be sent to the Board of Directors containing the following information:
 - a. The allegations made by the complainant and how they were reported to the Corporation.

- b. All relevant facts related to the allegations.
- c. The current status of the investigation and how it was or will be conducted, including witnesses interviewed and documents reviewed.
- d. The outcome or corrective action taken or to be taken at the conclusion of the investigation. If no further action or investigation is to follow, an explanation for the decision will be included.

- 8. Thereafter, and until the allegations have been resolved, the Compliance Officer shall submit updated reports at least every thirty (30) business days, or sooner if requested by the Board of Directors.
- 9. Accounting and Auditing Matters: The Board of Directors or Audit Committee is responsible for addressing all reported concerns or complaints relating to corporate accounting practices, internal controls or auditing. Therefore, the

Compliance Officer must immediately notify the Board of Directors or Audit Committee of any such concern or complaint and work under the close supervision of the Board of Directors or Audit Committee until the allegations are resolved.

DISCLOSURE

The Young Americans College of the Performing Arts, or The Young Americans, Inc. do not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site: www.bppe.ca.gov

A group of dancers, including men and women, are performing a synchronized dance routine in a studio. They are wearing black shirts and light-colored pants. The background is dark with several bright blue spotlights illuminating the scene. A large, semi-transparent pink oval is overlaid on the upper portion of the image, containing contact information.

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