

SUMMIT ACADEMY OIC  
STUDENT SUCCESS HANDBOOK  
**2025–2026**



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## **WELCOME TO SUMMIT!**

We welcome you to the Summit Academy OIC community. We are thrilled that you've chosen us to assist you as you advance your education, training and career goals.

When Reverend Leon H. Sullivan founded the first Opportunities Industrialization Center (OIC) in an abandoned jailhouse in Philadelphia in 1964, it was with the belief that true empowerment comes from providing individuals with the training and opportunities they need to improve their own lives and communities. More than 50 years later, Summit Academy OIC honors that legacy by equipping individuals with the education, skills, and networks required to overcome barriers to economic opportunity, and advocating for economic, social, and political justice for all people.

Please use this handbook to familiarize yourself with Summit Academy OIC, our policies and procedures, and our roles as students, faculty, and staff in creating and sustaining a vibrant learning community.

We look forward to working with you to achieve your goals.

Sincerely,

**Leroy West**  
President and Chief Executive Officer

# SUMMIT ACADEMY OIC STUDENT SUCCESS HANDBOOK

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# SECTION 1. ABOUT US

## A. HISTORY

Born out of the civil rights movement and led by Rev. Leon Howard Sullivan, the Opportunities Industrialization Centers (OIC) were established in 1964 in response to the lack of employment and job training programs in African American communities. Since 1967, Summit Academy OIC (and its predecessor, Twin Cities OIC) has been part of a national network of OICs, working to equip individuals with the education, skills, and networks required to overcome barriers to economic opportunity, and advocating for economic, social, and political justice for all people.

## B. MISSION

We exist to assist individuals in developing their ability to earn and to become contributing citizens in their community.

## C. VISION

Summit Academy OIC will be recognized as a regional leader in accelerated training and workforce solutions that prepare individuals for career-advancing occupations leading to economic mobility & prosperity. development, educational services, initiatives, and policy innovation.

## D. LEADERSHIP – ALSO IN CATALOG

Leroy West, president & CEO  
Ted Mondale, vice president of workforce partnerships  
Sarah Armstrong, chief development officer  
Marc Carrier, chief financial officer  
Hope Patterson, chief operating officer  
Anne-Marie Kuiper, chief strategy officer

## E. THE SPIRIT OF SUMMIT

**LEADERSHIP.** We strive to be and to create the community leaders necessary to achieve equity in employment. We establish bold visions that challenge systemic injustice. We take risks and reframe obstacles as opportunities. We identify solutions and take positive action. We act urgently, strategically, and resourcefully to achieve our mission.

**TRANSFORMATION.** We believe in exceptional human potential. We provide high-quality, in-demand training, individualized support, and career services that are life-changing for our students, their families and communities. We seek to transform social services, workforce training, recruitment, and employment systems to improve equal access to jobs and economic stability.



**TENACITY.** We do not accept defeat. We challenge cynicism, despair, despondency, and the status quo. Our campus community is dedicated to working alongside our students to overcome barriers to success. We have faith in one another and in our students. We believe in positive change and actively work to achieve it.

**RESULTS.** We do not make excuses. Our students' success matters more than anything else. We constantly evaluate and seek to improve our effectiveness, measure our success, and tailor services to meet our students' needs.

**LEGACY.** We honor the legacy of civil rights leader Rev. Leon Sullivan: we support economic, social, and political justice, including equal work opportunities for **all** people. We believe that true empowerment comes from providing individuals with the training and opportunities they need to improve their own lives and communities. We work with purpose and determination to ensure that, each day, Summit Academy OIC and our community are better than the day before.

**RESPECT.** Every individual has a unique story. We value the strengths, experiences, and perspectives of our students and others. We recognize that our collective impact as a campus community is strengthened by our diversity and networks. We are committed to strong partnerships with community organizations, organized labor, government, and employers to ensure our students' success.

## **F. STUDENT EXPECTATIONS OF STAFF**

- Staff will provide an inspiring environment where students will excel based on their abilities.
- Staff will demonstrate and promote a respectful environment.
- Staff will model the most professional behavior and appearance in and out of the classroom.
- Staff are prohibited from engaging in any personal or business relationships with the students, whether during or outside of business hours.
- Instructors will be in the classroom during normally scheduled class hours.
- Specific assignments during an instructor's absence are to be scheduled and communicated in advance so the substitute teacher can provide appropriate help.
- Staff will not be under the influence of any substances, legal or illegal, while working.

## **G. STAFF EXPECTATIONS OF STUDENTS**

- Honesty, a positive attitude, and a commitment to succeed.
- Courteous, respectful, and professional behavior.
- Punctuality, attendance, and academic progress based on the school standards.
- Classroom behavior that is participative and non-disruptive.
- Students will not engage in external employment during scheduled class hours.
- Completion of assignments within the class guidelines.
- Feedback using the "Course Evaluations" surveys at the completion of each term.
- Students are prohibited from engaging in any personal or business relationships with Summit Academy OIC staff, whether during or outside of business hours.
- Students will not be under the influence of any substances, legal or illegal, while attending classes.

## H. ACCREDITATION

Summit Academy OIC is accredited by the Commission of the Council on Occupational Education (COE).



### **Council on Occupational Education (COE)**

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
770-396-3898  
Fax: 770-396-3790  
[www.council.org](http://www.council.org)

## SECTION 2. COMMITMENT TO DIVERSITY & INCLUSION

### A. NOTICE OF NONDISCRIMINATION

Subject to the United States Constitution, and applicable local, state and federal laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, SAOIC does not unlawfully discriminate on the basis of sex, gender identity, race, color, creed, religion, national origin, disability, age, marital status, familial status, pregnancy, genetic information, membership or activity in a local commission, veteran status, sexual orientation, status with regard to public assistance, or any other protected status under federal, state or local law applicable to SAOIC, in its education programs and activities, in employment policies and practices, and all other areas of SAOIC.

### B. ACADEMIC ADJUSTMENTS

In accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act and its Amendments, Summit Academy OIC seeks to provide academic adjustments to qualified students with documented disabilities so that they may have equal opportunity to succeed in SAOIC's programs.

Disabilities for which the law may require an academic adjustment are physical or mental impairments that substantially limit a major life activity, such as self-care, walking, seeing, hearing, speaking, breathing, or learning. Academic adjustments may include alterations to rules, policies, or practices, removal of architectural or



Rev. Leon H. Sullivan  
(1922–2001)

In 1977, after having served for six years as the first African American on the Board of Directors at General Motors, Rev. Leon H. Sullivan wanted to leverage his position to put an end to apartheid in South Africa. He introduced the Sullivan Principles, a set of guidelines for American companies with investments in South Africa and called for other large corporations to voluntarily withdraw their assets while apartheid was still in effect.

The principles were only the first step in Reverend Sullivan's effort to bridge Africans and African Americans, as he later organized a series of summit meetings between the two, the first held in Cote d'Ivoire in 1991. Now, the meeting happens biennially, bringing together multinational leaders, organizations, and delegates to have an open dialog on economic and social development in Africa. It's called the "Leon H. Sullivan Summit."

communication barriers, or the provision of auxiliary aids. SAOIC has the right to refuse to provide an adjustment that poses a direct threat to the health and safety of others, constitutes a substantial change or alteration to an essential element of a course or program, results in an undue financial burden or administrative hardship, or is considered a personal device or service (i.e. wheelchairs, hearing aids, personal transportation).

**It is the responsibility of the student to:**

- Complete the *Request for Academic Adjustment* form, which can be obtained from the student's student success specialist or at the reception desk (see "Requesting an Adjustment," below).
- Provide documentation to establish a diagnosis and the need for an adjustment (see "Guidelines for Documentation," below).
- Engage in a collaborative process with SAOIC's director of student affairs to determine what adjustment(s) may be appropriate.
- Inform the director of student affairs of any issues or concerns regarding the implementation or effectiveness of needed adjustment(s) (see "Grievances," below).
- Ensure that any personal care staff from an outside agency, as needed and secured by the student, sign the *Personal Care Attendants on Campus* agreement prior to that individual providing assistance to a student on campus.

**It is the responsibility of Summit Academy OIC's director of education & training to:**

- Assist in the determination of a student's eligibility to participate in courses or activities, with or without an adjustment, based upon a review of appropriate documentation.
- Determine reasonable academic adjustments for each disabled student based on that individual's needs and required elements of the course or program.
- Take steps to assure that adjustments are implemented effectively.
- Protect confidential information regarding students with disabilities.

**It is the responsibility of Summit Academy OIC's faculty and staff to:**

- Understand and comply with SAOIC's policies and procedures for providing academic adjustments to students with disabilities.
- Include a statement in course syllabi notifying students that academic adjustments are available.
- Discuss with SAOIC's director of student affairs any issues or concerns related to academic adjustment(s) or arrangements requested or implemented.
- Protect confidential information regarding students with disabilities.
- Determine the essential elements, academic standards, and physical and/or safety requirements of the course or program.

Requesting an Academic Adjustment

A student seeking academic adjustments for a disability should contact their student success specialist. Requests for academic adjustments should be made as soon as possible after admittance to a program so that adjustments may be determined and implemented in a timely basis. A request for adjustment should be accompanied by sufficient documentation, as described below. Documentation is required in order for a student to receive academic adjustment(s) for a disability.

### Guidelines for Documentation

Any student seeking academic adjustment must provide documentation from a qualified professional practicing in the area in which the disability is diagnosed. Please note that the following forms, which must be completed before academic adjustments can be considered, are available in the office of the director of student affairs, from student success specialists, and at the reception desk:

- Disclosure of Disabling Condition and Request for Academic Adjustment (to be completed by the student)
- Healthcare Provider Statement (to be completed by a qualified professional)

All documentation will be kept in a confidential file and will only be shared with those who have a legitimate “need to know” to effect any needed academic adjustments. Note that the individuals (such as instructors and training managers) who are made aware of a student’s academic adjustments will not be made aware of diagnostic information. Any student who has difficulty in obtaining the documentation above should contact the director of student affairs.

### Grievance Process

In situations where a student has followed the established procedures to request academic adjustment(s) on the basis of disability and the request has been denied or not otherwise provided, a student may use the grievance process to register a complaint and seek resolution. A student who has concerns about the implementation or effectiveness of a provided adjustment should use the grievance process to address such concerns.

Summit Academy OIC desires to resolve internally all types of grievances at the level they occur and in a timely manner. Students with concerns should contact the director of education and training as soon as possible after their concerns arise. The director will work with the student to resolve the matter informally. If agreement cannot be reached informally with the director of education and training, an individual may file a written complaint with a Final Review Committee (FRC) comprised of the COO, CFO and applicable department manager. The FRC will investigate the matter and allow affected persons—including the student, faculty, and/or staff involved—an opportunity to submit evidence relevant to complaint.

The FRC will review the gathered evidence and may, with permission of the parties, meet with all parties to the dispute. The FRC will then issue a written determination as to the validity of the complaint and a description of the resolution within twenty-one (21) days. Students may also file a complaint directly with the U.S. Department of Education’s Office for Civil Rights (OCR). The Statute of Limitations for filing a complaint with the OCR is 180 days from the time the incident occurred.

## **C. TITLE IX**

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." —Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

SAOIC is required by Title IX and its regulations not to engage in sex discrimination in its education program or activity, including admissions and employment. Sex discrimination is conduct based upon an individual's sex that excludes an individual from participation in, denies the individual the benefits of, or treats the individual differently in an education program or activity. Sexual harassment is a form of sex discrimination. In accordance with Title IX and its regulations, this Policy addresses SAOIC's prohibition of the following forms of sex discrimination: Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation.

SAOIC prohibits unlawful sex discrimination and Sexual Misconduct in any form. SAOIC will promptly and equitably respond to all reports of sex discrimination and Sexual Misconduct. To report information about conduct that may constitute sex discrimination or Sexual Misconduct or to make a complaint of sex discrimination or Sexual Misconduct, please contact the Title IX Coordinator.

Questions or concerns about Title IX, sex discrimination, Sexual Harassment, or other forms of Sexual Misconduct, may be directed to SAOIC's Title IX Coordinator(s):

Megan Normandin  
Director of Impact, Measurement, and  
Evaluation | Title IX Coordinator  
612-377-0150 x721  
[MNormandin@saoic.org](mailto:MNormandin@saoic.org)

Lee Garr  
GED Training Manager | Title IX  
Coordinator  
612-377-0150 x287  
[LGarr@saoic.org](mailto:LGarr@saoic.org)

Reports concerning Title IX can be made to any staff member.

All students receive instruction on Title IX in the first few weeks of their first term of classes. Additional information about Title IX and an overview of its related policies and procedures can be found in the Policy section of this handbook under *Title IX and Sexual Misconduct* and on the SAOIC website at <https://saoic.org/title-ix/>, as well as in the *Annual Campus Safety and Security Report*, which is published annually by October 1. The report can be found on the SAOIC website at [saoic.org/reports-finances/](https://saoic.org/reports-finances/). You may also request a hard copy at the reception desk.

## **SECTION 3. ADMISSIONS**

### **A. ADMISSIONS REQUIREMENTS**

All Summit Academy OIC applicants interested in a career and technical education (CTE) program must be at least 18 years old when training is anticipated to begin and have earned a high school diploma, high school transcript or general education equivalent (i.e., GED). If SAOIC has reason to believe the student's high school diploma or GED is not valid or obtained from an entity that provides secondary school education, SAOIC may require the student to submit a copy during their enrollment process.

If SAOIC is not reasonably certain a high school diploma or GED is valid, the student will not be admitted. Summit Academy's decision relative to the validity of a particular high school diploma or GED is final, and not subject to appeal.

All students are required to present a valid I.D. when enrolling. Applicants must meet minimum passing entrance test scores as listed below and meet with admissions and financial aid prior to acceptance. Acceptance is first-come, first-served, based on when all required documents are received.

SAOIC GED students without a GED credential may be admitted as an “Ability to Benefit” (ATB) student under the guidance of the Department of Education’s DCL GEN-16-09. ATB students may be accepted in a post-secondary program prior to attaining a high school diploma. ATB students must meet all other admissions requirements and pass the Accuplacer ATB entrance exam.

SAOIC GED applicants must be at least 18 years old when training is anticipated to begin and not enrolled in, or required to be enrolled in, any school in the K–12 system. Applicants must also meet one or both of the following: lack a secondary (high school) credential and/or function below the 12<sup>th</sup> grade level in any of the basic academic areas (including math and reading) and ability to read, write, and understand English. Applicants must meet required minimum scores on the TABE test.

## B. INFORMATION SESSIONS

All applicants are encouraged to attend an information session as the first step in the admissions process.

## C. ENTRANCE EXAMINATION

Summit Academy OIC requires all accredited CTE and GED or Adult Diploma applicants to take and pass one or more entrance exams before acceptance into any program. A valid photo ID must be presented in order to take entrance exams. Minimum passing scores, by program and test, are listed in the chart below. Tests are valid for 24 months. Anyone who does not meet the required test scores, or whose test scores are older than 24 months prior to the expected start, will be able to re-take the exam(s). Students will have a maximum of three attempts per enrollment period to meet the minimum required score. SAOIC offers tutoring sessions or referrals to tutoring to those who are interested in extra assistance.

Required minimum passing scores are:

	<b>Electrician Carpentry</b>	<b>Financial Services</b>	<b>IT Specialist</b>	<b>Medical Administrative Assistant</b>	<b>Unlicensed Dental Assistant</b>
<b>Reading</b>	237	237	251	237	237
<b>Math</b>	240	240	240	N/A*	N/A*
<b>Writing</b>	N/A	N/A	N/A	237	237
<b>Basic Computer Skills</b>	N/A	N/A	85%	N/A	N/A
<b>Internet Basics</b>	N/A	N/A	85%	N/A	
<b>Windows</b>	N/A	N/A	85%	N/A	

\* All Medical Administrative Assistant (MAA) candidates and Unlicensed Dental Assistant (UDA) candidates are required to take a math entrance test, but the score is not used to determine enrollment eligibility for the MAA program.

Applicants desiring to enter SAOIC's GED program must meet the following minimum TABE scores: Reading: 536, Math: 496. **As required by the State of Minnesota**, applicants who do not pass the entrance exam **must attend 40 hours of adult education classes before they can retake the exam**. Applicants who score lower than 475 on either TABE Test will be referred to community resources for further assistance. Applicants can complete the 40 hours at SAOIC through the Summit Prep program. Applicants may also attend adult education classes at another recognized Minnesota Adult Basic Education (MN ABE) site; SAOIC can assist applicants with finding an MN ABE site. Applicants are required to provide a valid photo ID for their entrance exam and any official GED testing.

## **D. FINANCIAL AID**

SAOIC CTE applicants pursuing an accredited program are required to meet with a financial aid coordinator and submit all requested documents prior to acceptance. Students in the GED program must complete the financial aid process prior to acceptance in any SAOIC post-secondary program.

## **E. NEW STUDENT ORIENTATION**

All students are expected to attend a new student orientation on or before attending the first day of classes. This orientation includes a general orientation to Summit Academy OIC, SAOIC's policies, and an overview of the student's chosen program of study. Then, during the first week of a student's academic program, students participate in Learn-to-Learn Week activities, which typically include classroom visits from student success specialists and career success coaches, as well as an orientation to the technology available on campus.

## **F. CREDIT TRANSFERS**

### Credit Transfers from Other Schools

Summit Academy OIC will accept credits from other institutions if the following conditions are met:

1. Applicant must meet all admissions requirements;
2. Courses must be from an accredited post-secondary institution as recognized by the U.S. Department of Education's Office of Postsecondary Education (OPE).
  - a. Institution is listed in the Database of Accredited Postsecondary Institutions and Programs (DAPIP) which can be found at [ope.ed.gov/dapip/#/home](http://ope.ed.gov/dapip/#/home), or
  - b. Documentation regarding institution's accreditation is provided from an accrediting agency recognized by the OPE.
3. Credits must generally have been earned within the previous five years,
4. Grade earned must be a "C" or better, and
5. Courses must be similar in content and credits to SAOIC courses.

The Registrar's office must receive an official transcript by the Thursday of the first week of class in order for credits to be considered. The student must also submit course descriptions and number of hours per credit directly to the registrar. Unofficial transcripts can be used to evaluate the transferability of courses, prior to submitting an official transcript. However, credits will not be added until an official transcript is received. To be eligible for a certificate, a student must earn a minimum of 1/3 of required credits directly from SAOIC.

#### Credit Transfers to Other Schools

The number of credits which may be transferred is determined by the receiving institution; it is **not** determined by SAOIC. While SAOIC is an accredited institution, not all schools accept our credits. Any student wishing to continue at another school after attending SAOIC should check with that institution to see if SAOIC credits are accepted.

#### Credit Transfers Between SAOIC Programs

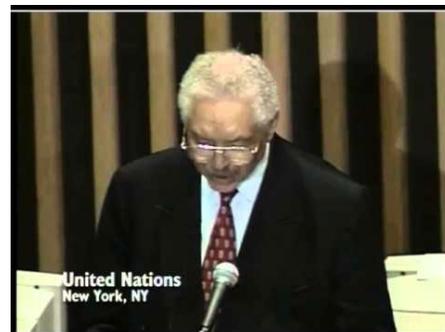
Students attempting to transfer between programs within SAOIC must complete the re-enrollment process, including any program-specific proficiency tests. Credits must have been earned in order to be considered for transfer. A student is only able to enter a new program at the beginning of the term; prior to the end of the Add period. A returning student's course credits will only be accepted up to five years after they were earned and must be directly related to the new program.

### **G. CRIMINAL BACKGROUNDS**

Summit Academy OIC is dedicated to helping all students reach their educational and employment goals. However, it should be noted that students with criminal backgrounds may find it very difficult to find a job in the Financial Services, Information Technology (IT), Medical Administrative Assistant (MAA) or Unlicensed Dental Assistant (UDA) industries. In addition, Carpentry and Electrician students may need to be able to pass a drug screening in order to meet work readiness requirements. If you have questions, please contact your admissions counselor.

## **SECTION 4. FINANCIAL AID**

All Summit Academy OIC (SAOIC) post-secondary students are required to complete financial aid paperwork prior to enrollment. At minimum, students must complete the Free Application for Federal Student Aid



In pursuit of economic justice for all, Rev. Leon Sullivan developed seven principles of corporate conduct for companies operating out of South Africa to help dismantle apartheid.

The Sullivan Principles (1977)

1. Non-segregation of the races in all eating, comfort, and work facilities.
2. Equal and fair employment practices for all employees.
3. Equal pay for all employees doing equal or comparable work for the same period of time.
4. Initiation of and development of training programs that will prepare, in substantial numbers, blacks and other nonwhites for supervisory, administrative, clerical, and technical jobs.
5. Increasing the number of blacks and other nonwhites in management and supervisory positions.
6. Improving the quality of life for blacks and other nonwhites outside the work environment in such areas as housing, transportation, school, recreation, and health facilities.
7. Working to eliminate laws and customs that impede social, economic, and political justice.

(FAFSA) and the Minnesota State Grant form. Financial aid coordinators will assist students with all financial aid questions and activities.

Students enrolling in the GED program **do not need to complete the financial aid process prior** to beginning the GED courses. However, **attending financial aid appointments and completing financial aid paperwork are required** prior to transitioning to a 20-week post-secondary program.

## A. TYPES OF FINANCIAL AID

**The Federal Pell Grant**—Students may apply for the Federal Pell Grant by completing the FAFSA. Pell grants vary from 10% of the maximum grant per year up to the federally legislated maximum. Pell Grant recipients must be enrolled in an eligible program and must maintain satisfactory academic progress in their course work.

**The Minnesota State Grant**—This is a grant for Minnesota residents who are attending an accredited post-secondary institution. Awards are similar to the Pell Grant; students apply by completing the FAFSA and a Minnesota State Grant form.

**Supplemental Education Opportunity Grant (SEOG)**—This program is designed for students who have exceptional financial need. Funds, which are limited, are awarded at the discretion of the Financial Aid Office.

**Work Study—Federal Work Study (FWS) and/or State Work Study (MN CWSP)**—These programs employ students on-campus. Pay is determined in accordance with minimum wage laws. These programs provide work for approximately 10 hours per week, usually before or after school. Students cannot work during scheduled class hours. Total work study earnings are limited, based on need.

## B. FINANCIAL AID AWARD POLICY

Summit Academy OIC awards financial aid based on a student's FAFSA results. The aid awarded is listed on the financial aid award letter. The financial aid offered is grants or work study. While students are able to apply for private education loans, SAOIC does not participate in the federal loan program. Students are highly encouraged to research free community resources to assist with expenses while enrolled.

## C. VERIFICATION

Summit Academy OIC's financial aid office verifies 100% of FAFSA's selected for verification. Additionally, SAOIC automatically selects all FAFSA's in which the student or parent has requested a professional judgment.

Students are given a Federal Verification Worksheet if selected for the process of verification. They are also given a checklist and forms for any additional items needed.

Upon completion of verification, the student is sent a financial aid award letter to notify them of the financial aid they will receive.

## D. COST OF ATTENDANCE (COA)

Tuition for all degree-seeking programs at Summit Academy OIC is \$274.00 per credit and is charged to the student's account at the beginning of each term. Tuition includes use of books, activities and lab fees.

<b>COA Budget for Off-Campus</b>	<b>COA Budget When Living with Parent</b>
Tuition & Fees: \$8,220 Living Expenses: \$1,472.50/ month Misc. Personal expenses: \$1,083/ month Transportation: \$541/ month	Tuition & Fees: \$8,220 Living Expenses: \$1,194/ month Misc. Personal expenses: \$ 919/ month Transportation: \$541/ month
COA with tuition for program length: \$23,703 (to the nearest dollar) COA with tuition for a 9-month academic year: \$36,089	COA with tuition for program length: \$21,490 (to the nearest dollar) COA with tuition for a 9-month academic year: \$32,106

Financial aid is applied in the following order:

- Federal Pell grant\*
- Federal SEOG grant (if eligible for Pell) \*
- Minnesota State grant\*
- Third party payments, outside grants, scholarships
- Institutional grants (need based tuition gap funding)
- Federal or State work study (for eligible applicants)

\*These items are applied toward the student's award up to their financial need.

Work study applicants receive work study awards based on their need up to the cost of attendance.

Any funds received for a student above the cost of tuition will be returned to the funding source unless specifically designated for living expenses. Any need based institutional funds would be returned first.

### Revised Financial Aid Award

A student's financial aid can be revised at any point that it becomes necessary. In the event that there is a revision to a student's financial aid award, a revised award letter will be sent to the student.

Financial aid may be revised due to:

- Receipt of outside scholarships, grant, funds, or loans that were not included on your initial award
- Receipt of funds for which you are not eligible
- Loss of eligibility between disbursements
- Any additional changes to financial need or eligibility

No federal or state funds are disbursed until a student has attended school.

## **E. GI BILL STUDENT PROTECTION FROM FEES AND PENALTIES DUE TO VA PAYMENT DELAY**

Summit Academy OIC will not penalize or prohibit a GI Bill student who submits a COE (Certificate of Eligibility), verifying eligibility under chapter 31 or 33, from attending or participating in courses while awaiting Veteran's Administration (VA) payment. A GI Bill student awaiting VA payment will not be required to utilize their Federal and or State financial aid, or other sources of payment for tuition/fees while awaiting VA payments. Although not required, GI Bill students may request to utilize their federal financial aid, or any sort of aid for tuition/fees the while awaiting VA payment.

## **F. SUMMIT ACADEMY OIC STATE MANDATED REFUND POLICY**

### **Refund Policy/Buyer's Right to Cancel:**

This refund policy applies to all Career Technical Education programs.

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your contract within five (5) business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program.

If you withdraw after the start of your program and it has been more than five days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last date of attendance. You will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to \$50, and minus the less of 25% of the total tuition or \$100. Proration is based on whether your program is term-based or clock hours and how much of the program you have completed.

If your program is term-based, the completion rate is the number of calendar days from the first date of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point (.XX).

If your program is clock-hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX).

If you withdraw from your program after 75.00% of the program has been completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official.

Summit Academy OIC is an attendance taking school. If you do not withdraw in writing or contact the school about your absence, and you have not attended your program or contacted your school about your absence for 3 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. If you give notice more than five days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program.

If you withdraw after the start of your program and it has been more than five days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last date of attendance. You will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to \$50, and minus the less of 25% of the total tuition or \$100. Proration is based on whether your program is term-based or clock hours and how much of the program you have completed.

If your program is term-based, the completion rate is the number of calendar days from the first date of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point (.XX).

If your program is clock-hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX).

If you withdraw from your program after 75.00% of the program has been completed, you are not entitled to a refund of tuition, fees and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official.

If you do not withdraw in writing or contact the school about your absence, and you have not attended your program or contacted your school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

There is a tuition cost to attend Summit Academy OIC and all candidates planning to attend must agree to complete all necessary paperwork for tuition expenses.

## **G. STUDENT RETURN OF FINANCIAL AID FUNDS POLICY**

In accordance with federal and state regulations, when a financial aid recipient withdraws from all classes during a term, Summit Academy OIC will use the last date of attendance as the withdrawal date and amount of grants and/or assistance that the student earned will be calculated accordingly. If the student received more financial aid than they earned, the unearned funds must be returned by the school and/or the student to the appropriate aid program. A letter advising the student of withdrawal and refunds is sent when a withdrawal is determined.

### **Types of Withdrawal**

#### Official Withdrawal

A student is considered officially withdrawn if a school official is notified by the student of their intent to withdraw. If a student sends written notification of intent to withdraw, the withdrawal date is the date the letter is postmarked, if sent by mail. The withdrawal date is the date received if hand-delivered to a school official, or sent via electronic mail or fax. Notice of withdrawal may also be given verbally, including a voicemail, to a school official. The date of determination is the date the student provides official notification or begins the withdrawal process, whichever is earlier.

#### Termination (Unofficial Withdrawal)

If a student fails to attend without providing official notification, the withdrawal date will be the last date of attendance. This date will be determined by the student success specialists. The withdrawal date is the date that is reported as the last date of attendance by a faculty member on a class roster, grade roster/sheet, or other documented source, e.g., grade book. Documentation of the last date of attendance will be maintained in the student's academic file. The date that SAOIC becomes aware that the student has stopped attending will be the date of determination. This date will be identified no later than 30 days after the end of a term.

## **H. CALCULATION OF TITLE IV FUNDS**

The amount of Title IV federal aid grants earned by the student is determined on a pro-rata basis up to the end of 60% of the term. For example, if the student completed 30% of a term, 30% of the aid originally scheduled to be received would have been earned. Once a student has completed more than 60% of a term, all awarded aid has been earned.

If a refund calculation results in a credit due to the student, said credit payment will be mailed to the address on record for the student within 14 days following the calculation.

Work Study funds are not included in the calculation.

## **I. CALCULATION OF NON-TITLE IV FUNDS**

The amount of State program funding is calculated in compliance with the Minnesota Office of Higher Education requirements. All refunds to state programs are calculated using the Minnesota Office of Higher Education Refund Calculation Worksheet, Appendix 13, of the Minnesota State Grant manual.

## **J. POST-WITHDRAWAL DISBURSEMENTS**

If any eligible student receives less Federal Student Aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. The amount of a post-withdrawal disbursement is determined, within 45 days, by following the requirements for calculating earned Title IV Aid. The student will be notified in writing within 14 days of determination, if any post-withdrawal disbursements are made.

## **K. RETURN OF UNEARNED FUNDS**

If the total amount of Title IV and State grant and/or assistance that was earned as of the withdrawal date is less than the amount that was disbursed to the student, the difference between the two amounts will be returned to the appropriate program(s) and no further disbursements will be made.

If a student has received excess funds, the institution must return a portion of the excess equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of funds, or
- The entire amount of the excess funds.
- The funds will be returned in the order below as prescribed by federal regulations, within 45 days from the date of determination that a student withdrew:
  - Federal Pell Grants
  - Federal Supplemental Educational Opportunity Grants (FSEOG)

Both the school's portion and the student's portion of unearned aid returned to programs will be charged back to the student's account, as provided for in federal regulations.

The return of Title IV funds is separate from the school's tuition refund policy. Students are not required to pay any outstanding tuition balance resulting from a withdrawal calculation.

The following provides an example of the treatment of a withdrawal from SAOIC tuition refund, and return of Title IV and State funds.

## Example of a Refund of Tuition and Return of Financial Aid

### Example of Return of Title IV Aid Calculation

<b>Step 1:</b>	Federal aid awarded	
	Pell Grant	\$1,000
	SEOG Grant	\$250
	Total aid	\$1,250
<b>Step 2:</b>	Percentage of Title IV aid earned:	40%
<b>Step 3:</b>	Amount of Title IV aid earned: $(\$1,000 + \$250) \times .4$	\$500
	=	
<b>Step 4:</b>	Amount of Title IV aid to be returned: $\$1,250 - \$500 =$	\$750
<b>Step 5:</b>	Amount of Unearned Title IV Aid Due from the School	\$750

## SECTION 5. ACADEMICS

### A. ADD/DROP PERIOD

Summit Academy OIC maintains an add/drop\* period at the beginning of each term, to allow students to register late for courses, as well as to allow them to drop without penalty. Absences during the add/drop period for Phase I courses are not considered absences for SAOIC's attendance policy. Students with a record of attendance are enrolled in accordance with our attendance policy.

Add\*: Students may enroll and begin the program through the third day of the term.

Drop\*: A program drop is allowed through the end of week one. A dropped program does not show any credits attempted on the student's transcript. Tuition charges are reversed or refunded for a program that is dropped.

### B. ACADEMIC DISHONESTY

Cheating, plagiarism (presenting another's work as your own, verbally or in writing, copying information in whole or part from websites), AI generated content, falsification of internship documents or on-the-job training documentation, resubmission of assignments previously submitted, and any other form of academic dishonesty will not be tolerated. Penalties for proven academic dishonesty are at the discretion of your instructor in collaboration with management and may include, but are not limited to the following: a behavior contract, a grade of zero for the work in question, a failing grade for the course, or expulsion from the institution. If the student and instructor are unable to resolve the issue, the student is responsible for taking their concern to the training manager.

## C. CLASS SCHEDULE

**Construction, Financial Services, Healthcare and Information Technology** classes are scheduled 8:30AM–2:50 PM, Monday through Friday with a break for lunch. **GED** classes are 10 AM –2PM Monday through Friday, with a break for lunch. Although the building may be open, SAOIC reserves the right to ask students to leave at any time outside of classroom hours.

**Evening and weekend classes** are scheduled from 5:00 pm – 8:50 pm Monday through Thursday and Saturday from 8:30 am – 2:50 pm.

## D. CLOCK TO CREDIT HOUR CONVERSION

Each Summit Academy OIC credit is equivalent to 20 hours of lecture or laboratory time, or 30 hours of work-based activity and an additional minimum of five hours of out-of-class time. For example, a three-credit class would be 60 hours of classroom or laboratory time and 15 hours of homework over 10 weeks, totaling 75 hours. A three-credit work-based activity course would be 90 hours of work and a minimum of 15 hours of out-of-class time.

## E. GRADING SCALE AND GPA

All GED and food manufacturing classes are graded on a **pass/fail basis; no letter grade or GPA value** will be recorded.

SAOIC implements a standard grading scale throughout the post-secondary school, as outlined in the following chart:

Percentage		Letter Grade		Quality Points
90–100%	=	A	=	4
80–89.99%	=	B	=	3

Percentage		Letter Grade		Quality Points
70–79.99%	=	C	=	2
Below 70%	=	F	=	0

GPA is determined by adding all grade points earned and dividing by the sum of all credits attempted in courses where a letter grade of A, B, C, or F was received. Grade points per course are determined by taking the quality point value for the letter grade earned by that course and multiplying it by the credits awarded for that course. GPA is computed both on a term and a cumulative basis. Letter grades transferred from another institute will not be factored into SAOIC's GPA. Only grades achieved at SAOIC itself will be factored in.

Whereas SAOIC only awards letter grades of A, B, C, or F and does not issue grades using '+' or '-', nor a letter grade of D, it is possible for a student to receive a cumulative GPA which would fall into the range of one of these other letter grades

The following is an example of an SAOIC student's letter grades achieved, as well as their GPA based on those grades.

## EXAMPLE ONLY

Course	Letter Grade	Quality Point Value		Class Credits		Total Point Value
Carpentry Math Hand & Power Tools	B	3.0	x	3	=	9.0
Building Materials	A	4.0	x	3	=	12.0
Print Reading	C	2.0	x	3	=	6.0
Intro to Safety	B	3.0	x	3	=	9.0
Business Success	C	2.0	x	1	=	2.0
Totals:				16		47.0

Total Point Values Sum	$9+12+6+9+9+2 = 47$
Sum divided by Total Credits	$47 \div 16 = 2.94$
GPA result	2.94

## F. GRADE APPEALS

A student who believes a final course grade is inaccurate should proceed as follows within 10 business days of final grade posting:

1. Consult with the instructor with the goal of establishing a mutual understanding of how the grade was calculated and which assessments were included in the final grade. Errors, if necessary, should be corrected at that time.
2. If there is no resolution, the student should consult the training manager. If the training manager is not available, the student should consult the director of education and training.

If a resolution is not reached through steps 1 and 2, the student should follow the institution's formal complaint/grievance procedure as described in this handbook.

## G. ON-THE-JOB TRAINING (OJT)

In most programs, there is the opportunity to complete On-the-Job Training (OJT) if a student is offered a job in the field in which they are receiving training, which begins prior to the end of scheduled classes. If approved, students may substitute up to three weeks of training during their final term of classes, while working. Documentation of at least 35 hours worked per week or portion of a week of class time missed, will need to be submitted in order to pass active courses. Students should speak with their training manager if OJT is desired.

Students must have passed all previous courses and be passing all current courses in order to be eligible for OJT. Students must complete the OJT request form, which can be obtained from the training manager, and get all signatures. Instructors will provide the registrar with the current in-progress grade, which will become the final grade upon submission of paystubs. Students who fail to submit documentation of hours worked will receive 0's for all tests and assignments due while student participated in OJT. If this results in a passing grade, student will receive the grade earned. If not, they will need to return and retake the entire course(s) in order to graduate.

## H. PREREQUISITES

The programs at Summit Academy OIC (SAOIC) are set-up in sequential order. Meeting Satisfactory Academic Progress strongly impacts your ability to continue in the program. Successfully passing courses is required to continue to later courses in all programs.

Students who would like to continue on in their program must successfully finish the required class(es) or coursework before attending the next set of courses. Returning students need to pass all previously attempted courses for their program of choice before taking additional courses.

A one-time comprehensive exam may be administered as a pass/fail option to earn credits if the student previously completed a course but did not earn a passing grade. Comprehensive exams may only be administered for selected classroom-based learning courses. Students may not attend only a portion of a course. Students completing coursework for an incomplete grade will not be considered enrolled in the program or SAOIC.

## I. SATISFACTORY ACADEMIC PROGRESS AND STANDARDS

### Introduction

Summit Academy OIC (SAOIC) requires all students in the career and technical education programs to maintain Satisfactory Academic Progress (SAP) in order to remain eligible for financial aid. The standards include all periods of enrollment.

### Qualitative Measure of Progress (Grade Point Average or GPA)

Qualitative SAP is defined as maintaining a Cumulative GPA (CGPA) of a "C" (2.0).

Students not maintaining a "C" average are failing to maintain Qualitative SAP.

Credits transferred in are not included in the CGPA calculation.

### Quantitative Measure of Progress (Pace of Completion)

- Quantitative SAP is defined as completing 67% of credits attempted. The completion of less than 67% of credits attempted would not be maintaining SAP. When transferring credits from another institution, all credits accepted will be included in the student's quantitative review as credits attempted.
- The maximum time frame for an SAOIC student to complete a program must not exceed 150% of the published length of the program as measured in program credits. All SAOIC programs are comprised of 30 credits. A student who fails to complete the program within 45 attempted credits, respectively, is not maintaining Quantitative SAP

### **Effect of Course Statuses on SAP**

- Failed courses are considered in the Quantitative and Qualitative review of SAP.

- Repeated courses are considered in the Quantitative review of SAP and the most recent attempted credits will be considered in the Qualitative review of SAP. Courses may be attempted a maximum of three times.
- Incomplete courses are considered as credits attempted in the Quantitative review of SAP. If an incomplete class changes to a completed class due to various academic activity, those credits will be re-evaluated against both the Quantitative and Qualitative measurements of SAP. Incomplete grades must be resolved by the end of the subsequent term, unless incompletes are due to a leave of absence.
- Withdrawn courses are considered in the Quantitative review of SAP as credits attempted. There is no differentiation between passing and failing at time of withdrawal among withdrawn courses. In the Qualitative review of SAP, a withdrawn grade is not included in the calculation.
- SAOIC does not offer remedial non-credit courses in its post-secondary programs.

### Evaluation Period

Satisfactory Academic Progress is evaluated at the end of each Financial Aid payment period. Periods of enrollment in which a student is ineligible for Title IV funding are included in the Quantitative evaluation of SAP.

If a student changes programs or pursues an additional program after previously completing a program, SAP will only be evaluated on the credits attempted in the current program of enrollment. Credits attempted under the previous enrollment will not be evaluated.

### Failure to Meet Standards

**Academic Warning:** Students who do not meet either the quantitative (pace of completion) and/or qualitative (GPA) SAP requirements are placed on Academic Warning. Students on Academic Warning are allowed to register for classes and receive financial aid for one evaluation period. If at the end of the warning period a student on Academic Warning has met SAP requirements, the warning status is ended and the student returns to good standing. Students placed on Academic Warning are required to retake the failed class(es) before continuing in the program.

**Suspension of Financial Aid:** Students on Academic Warning who do not meet SAP requirements by the next evaluation period lose their Financial Aid eligibility and are placed on SAP Suspension. See SAP Appeal Process below for appeal process.

**Suspension due to Maximum Time Frame (Pace of Completion):** Students who reach the Maximum Time Frame requirement are immediately suspended from financial aid. If at any point it is determined that a student is not able to complete the program within 150% of the published number of credits, the student will immediately be suspended from receiving further Financial Aid unless an appeal is submitted and granted. See SAP Appeal Process below for appeal process.

### SAP Appeal

Students placed on SAP Suspension may be able to regain eligibility to receive financial aid only through an approved appeal. Students return to good standing only after achieving a minimum cumulative GPA of 2.0 and a minimum cumulative Completion Rate of 67%.

## **SAP Appeal Process**

Students who have lost their financial aid eligibility may complete a SAP Appeal. This appeal allows students to outline any reasons for their failure to meet SAP, such as: health challenges, incarceration, military service, or any adverse life circumstances. Students who fail SAP review will be notified within 5 business days of determination and will be given the opportunity to submit an appl. All SAP Appeals need to be submitted to the financial aid manager by the third day of the new term. The financial aid manager and enrollment director will review each appeal received, within 5 business days, and determine if the circumstance(s) qualify for a probationary reinstatement of financial aid. Students whose SAP Appeal is denied may apply for a Summit Academy OIC scholarship to cover their tuition costs.

## Academic Probation

Students who successfully appeal SAP are placed on Academic Probation for one evaluation period. An Academic Plan will be established for each student on probation to address the circumstances that caused the student to fail SAP initially. Students on Academic Probation may continue to receive financial aid and register for classes. All students on Academic Probation must be working toward meeting SAP and completing all registered courses. If at the end of the probation period a student on probation:

- Has met SAP requirements; the probation status is ended and the student returns to good academic standing.
- Has not met SAP requirements, but has met the conditions as specified in his/her Academic Plan; the student remains on probation, and therefore, retains his/her eligibility for financial aid for a subsequent probation period.
- Has not met SAP requirements, and has also not met the conditions specified in his/her Academic Plan; the student is once again placed on SAP Suspension and ineligible to receive financial aid. Student may apply for a Summit Academy OIC scholarship to cover their tuition costs.
- Students may only appeal their SAP once per program.

## SAP and Re-Enroll Students

A student re-entering into the same program will re-enter with the same SAP status they had when they left the program. A student who re-enters in a new program will have their SAP evaluated only for the new program. Previous credits will only be included in the SAP evaluation if they apply to the required courses for the new program.

# **J. STUDENT TECHNOLOGY USE**

## General Principles

This policy establishes policies and guidelines for student access to Summit Academy OIC (SAOIC) technology resources. It also sets standards for acceptable and safe use of the Internet, including electronic communications. SAOIC manages all technology and, in turn, may monitor all communications. Every student has a responsibility to use SAOIC's technology resources for academic purposes and is to be respectful of others.

**Technology Resources Defined** —Technology resources consist of all electronic devices, networks, software, and means of electronic communication including, but not limited to, the following: personal computers and workstations; computer hardware such as disk drives (local and portable); peripheral equipment such as printers, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet and video conferencing applications; email; telephones; and voicemail systems.

**Permitted General Access** —Students may be given access to SAOIC's technology resources. Resources should be used primarily for job search or education-related functions. Internet instant messaging channels and email may be used to conduct official school business or job searches, or to gain technical or analytical advice. The Internet may also be accessed for brief personal searches and inquiries during meal times or other breaks, provided that students adhere to all other usage policies.

**Unacceptable Use of the Internet** – The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-school business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the SAOIC network or the network of other users.

**Communications** – Each individual is responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have the student's name attached and may not be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language may be transmitted through the system. Students who wish to express inappropriate individual opinions are to use non-SAOIC systems.

All messages created, sent, or retrieved over the Internet are the property of SAOIC and should be considered public information. SAOIC reserves the right to access and monitor all messages and files on a computer. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

**Software** – No additional software, apps or programs are to be installed on SAOIC's technology resources unless approved and supervised by SAOIC instructors or staff. Further, the installation of hacking tools, unauthorized remote access software, software designed to hide or conceal activity, and any programs leveraging peer-to-peer connections, is prohibited and may result in disciplinary action, up to and including termination from the program.

**Copyright Issues** – SAOIC students may not transmit copyrighted materials belonging to other entities. Students are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination from the program, or legal action by the copyright owner.

**Violations** – Violations of any portion of this policy may result in disciplinary action, up to and including termination from the program. SAOIC will advise appropriate legal authorities of any illegal activities.

#### Summitoic.edu Email Addresses

Every student is provided with a summitoic.edu email address. This Google for education account is accessed through Gmail and confirms access to the Instructure Canvas learning management system, as well as education status for online student discounts. This .edu email provides a professional email address that identifies the account holder as a Summit Academy OIC student or alums and will be permanently assigned to graduates and available for their ongoing use. The expectation is that any interactions using this .edu email address will be respectful and meet all standards stated in this policy, as well as local, State and Federal laws. Violations may result in termination of the .edu email account.

#### Social Media Guidelines

Social media communications that could affect SAOIC are covered by this policy. This applies whether the communication occurs during or outside of school time and whether or not the participant is identified in the communication as an SAOIC student.

The minimum standard of public behavior that must be adhered to at all times, regardless of the means of communication is:

- Respect your public relationship with SAOIC
- Respect the audience
- Respect the privacy of other students and staff

There may be consequences to what is posted or published by an SAOIC student, including discipline for any conduct that is deemed inappropriate by SAOIC or violates any SAOIC policy. Any concerns about whether a communication follows these guidelines or an SAOIC policy should be referred to SAOIC staff.

## **The Global Sullivan Principles (1999)**

Two years prior to his death in 2001, Rev. Leon H. Sullivan launched the Global Sullivan Principles with the help of United Nation Secretary General Kofi Annan. These expanded principles called for companies to play a larger role in the achievement of worldwide human rights, equality, economic fairness, and social justice.

As a company which endorses the Global Sullivan Principles we will respect the law, and as a responsible member of society we will apply these Principles with integrity consistent with the legitimate role of business. We will develop and implement company policies, procedures, training and internal reporting structures to ensure commitment to these principles throughout our organization. We believe the application of these Principles will achieve greater tolerance and better understanding among peoples, and advance the culture of peace.

Accordingly, we will:

1. Express our support for universal human rights and, particularly, those of our employees, the communities within which we operate, and parties with whom we do business.
2. Promote equal opportunity for our employees at all levels of the company with respect to issues such as color, race, gender, age, ethnicity or religious beliefs, and operate without unacceptable worker treatment such as the exploitation of children, physical punishment, female abuse, involuntary servitude, or other forms of abuse.
3. Respect our employees' voluntary freedom of association.
4. Compensate our employees to enable them to meet at least their basic needs and provide the opportunity to improve their skill and capability to raise their social and economic opportunities.
5. Provide a safe and healthy workplace; protect human health and the environment; and promote sustainable development.
6. Promote fair competition including respect for intellectual and other property rights, and not offer, pay or accept bribes.
7. Work with governments and communities in which we do business to improve the quality of life in those communities – their educational, cultural, economic

### Recording Class Sessions

Students are not permitted to record class sessions, whether online or in-person, without written consent from the instructor or through a request for reasonable accommodation as approved by the director of education & training or their designee. Recorded sessions may only be used to enhance student's education, and may not be posted or shared with anyone outside of students on the class roster. Students in the course must be notified that the class is going to be recorded so they have the option to not appear in the recording. Failure to comply could result in violations of Federal, State and/or intellectual property laws.

### Electronic Security

**Workstations** –Students must use screen lock or ensure the session is logged out, whenever walking away from the machine.

**Personal Devices** – Student-owned phones, tablets, or other personal electronic devices may be connected to the public SAOIC network.

At the discretion of the instructor, students may or may not be permitted to use personal devices during training sessions at SAOIC. If not permitted, all personal devices should be stored in a secure area or in a personal vehicle/bag. SAOIC students can use personal devices during designated break or lunch times. SAOIC is not responsible for lost or stolen personal items.

Personal devices are defined as:

- Cell Phones
- Laptops (non-SAOIC owned)
- Any other technology device that is not directly purchased or owned by SAOIC

### Technology Acquisition and Support

In the case where technology may need to be used outside of the confines of SAOIC and the student does not have sufficient means to obtain said technology, a request to acquire technology can be made through the training manager. In some cases, an SAOIC-owned device may be provided for use.

When a student is assigned a portable SAOIC-owned technology device, the device is to be stored in a secure location while not in use. Devices may not be left unattended at any time and must be secured to prevent theft. If at any time a student can confirm that theft has occurred, SAOIC staff must be contacted immediately to report the theft.

**Technology Support** – If technical difficulties arise with an SAOIC-provided device, or inappropriate content is discovered, SAOIC IT department staff may complete a “factory reset.” If staff needs to reset the device, SAOIC is not responsible for the loss of content put on the device by the student. It is strongly encouraged that all important data is saved on Google Drive or other cloud-based storage locations. If the device needs to be worked on for an extended period, the student will be issued a temporary device until it is working properly. For cases of hardware failure or other damage, a replacement device may be provided.

SAOIC is not responsible for maintaining or supporting personally owned technology.

**Turning in Devices** – SAOIC-provided devices will be checked in daily. Failure to return the property in a timely fashion may result in the involvement of law enforcement.

### Enforcement

Violations of this Policy may result in blocked access or termination from the program, or other action appropriate to the violation, as determined by SAOIC. SAOIC may involve, and will cooperate with, law enforcement if illegal or prohibited activity is suspected. Violators may also be subject to civil or criminal liability under applicable law.

In following these policies, we will ensure a safe and equitable learning environment for all students.

## K. TRANSITION FROM GED OR ADULT DIPLOMA TO POST-SECONDARY CAREER & TECHNICAL EDUCATION (CTE) PROGRAMS

At the end of the 10-week GED program or Adult Diploma work, all GED and Adult Diploma students will have the opportunity to transition to Summit Academy OIC's Construction, Financial Services, Information Technology, Medical Administrative Assistant or customized training programs, provided the following standards have been met:

1. Student has not exceeded allowable time absent from classroom.
2. Minimum passing scores met on Accuplacer or Accuplacer ATB (ability to benefit) entrance exam
3. Completion of the FAFSA for accredited programs, including attending a meeting with financial aid representative and admissions counselor (see Admissions section)
4. Return all classroom materials, textbooks, calculators and tablets as they have been assigned.

It is **not** required for a student to receive the GED or adult diploma credential in order to transition to the post-secondary programs, **as long as the above requirements have been met**. Tutoring with extension teacher is required for students who have not obtained their GED or completed their adult diploma prior to entering an SAOIC post-secondary program. A minimum of 1.5 hours weekly per incomplete subject or domain is required.

The GED testing center will offer GED tests to students who are in Phase I of their post-secondary training during weeks 5, 8, 9 and 10 of the term, as available. Summit will also support Phase I students in testing off-site, as needed.

Students who do not complete their GED or adult diploma by the end of week 10 of Phase I of a CTE program will not be permitted to move to Phase II of their training until the GED or adult diploma is obtained.

## L. DEFINITIONS

**COURSE STATUS:** Scheduled, enrolled, active or withdrawn

**C = Completed** - The student has completed the course and has a final grade posted. The student may or may not have successfully passed the course.

**F = Fail** - The student's performance and/or attendance is unsatisfactory upon course completion.

**FA = Fail** - Indicates that a student has failed a pass/fail course.

**I = Incomplete** - The student has unfinished requirements for the course.

**P = Passed** - Indicates that a student has passed a pass/fail course.

**T = Transfer** - Student has transferred course credits in from another institution. Grade earned is not calculated in any GPA.

**WD = Withdraw** - Indicates that a student has withdrawn from, or dropped the course. Student may only withdraw from a program, not an individual course unless prerequisites are not met.

**PROGRAM STATUS:**

**Graduated or Completed Program** -- Student successfully met all attendance and performance requirements for all **courses** and the program.

**Expelled** -- Student was terminated from the program for gross violation of SAOIC Policy and Procedure.

**Incomplete** -- Student completed all courses in program, **but** did not meet Satisfactory Academic Progress requirements to complete the program by failing one or more courses.

**Leave of Absence** – Student is currently enrolled, but on an approved leave of absence. It is anticipated that student will return to pick-up their training where they left off.

**Withdrawn** – student has withdrawn from the program. Any incomplete courses will receive a WD grade.

**Terminated** – student has not met SAOIC school policies or code of conduct and program enrollment is ended.

## **SECTION 6. CAMPUS SAFETY, SECURITY & STUDENT HEALTH**

### **A. GENERAL SAFETY**

Campus safety at Summit Academy OIC (SAOIC) is everyone's responsibility. SAOIC provides students with safety information in the *Student Success Handbook*, the *Annual Campus Safety and Security Report*, and campus plans for facilities operations, facility maintenance, health, and safety. These plans are available for review by request at the reception desk and are updated annually.

The SAOIC campus is for the use of the students, faculty, staff, visitors and those on official business with SAOIC during normal business hours of 7:30AM to 4:30 PM Monday through Friday. If you become aware of the presence of an individual who should not be on the SAOIC campus, please report this immediately to the reception desk staff and/or any campus administrator or faculty member. SAOIC has assigned several Campus Security Authorities (CSA) for the purpose of making timely reports to the community. The CSAs by title are:

- Chief financial officer
- Deputy title IX coordinator
- Director of accounting & business support
- Director of education & training
- Director of impact, measurement, and evaluation
- Director of human resources
- Director of student affairs
- Executive assistant
- President & chief executive officer
- Recruitment manager
- Student success specialists
- Title IX coordinator
- Training managers

## **B. FIREARMS & OTHER WEAPONS**

Firearms and weapons are prohibited on Summit Academy OIC's (SAOIC) property. Students, employees, visitors, vendors and members of the Board of Directors, including those who have permits, are not permitted to carry or possess firearms in SAOIC buildings or while participating in any SAOIC programs or events. "Weapon" is broadly defined to include, but is not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy clubs and fireworks.

Individuals who violate this policy are subject to disciplinary action up to and including termination or expulsion.

SAOIC reserves the right to inspect property and persons on its premises or while engaged in SAOIC programming or events.

We encourage any student who becomes aware of violations of this policy to report them to a faculty or staff member immediately.

## **C. ANNUAL SAFETY & SECURITY REPORT**

The *Annual Campus Safety and Security Report* is produced each year prior to October 1 by Summit Academy OIC (SAOIC) Campus Safety & Security Authorities in cooperation with the Minneapolis Police Department. This report is intended to be used by SAOIC students, staff, faculty and visitors. It provides useful information and resources for issues related to campus safety, including: campus security, crime statistics, safety policies and procedures, crime prevention techniques, and school and community resources.

As a member of the SAOIC community, we encourage you to familiarize yourself with the policies, procedures and practices outlined in this report, and to take responsibility for your own safety and the safety of others on campus.

Hard copies of this report can be obtained at the reception desk. The report is available electronically on the SAOIC website at [saaic.org/reports-finances/](http://saaic.org/reports-finances/).

## **D. VIOLENCE IN THE LEARNING ENVIRONMENT**

All students, instructors, staff, vendors and business associates must be treated with courtesy and respect at all times. Students are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another student, instructor, staff, vendor or business associate will not be tolerated. Summit Academy OIC (SAOIC) treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence and incidents of actual violence observed by or involving students should be reported as soon as possible to any available staff member. When reporting a threat or incident of violence, the student should be as

specific and detailed as possible. Students should not place themselves in peril, nor should they attempt to intercede during an incident.

Students should promptly inform their student success specialist of any protective or restraining order that they have obtained that lists SAOIC as a protected area. SAOIC will not retaliate against students making good-faith reports.

SAOIC will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain safety in the learning environment and the integrity of its investigation, SAOIC may suspend students suspected of violence or threats of violence, pending investigation.

Any student found to be responsible for threats of or actual violence or other conduct that is a violation of these guidelines will be subject to prompt disciplinary action up to and including expulsion from SAOIC.

**Threats, whether verbal or physical, or acts of violence are UNACCEPTABLE.** It is at the staff member or instructor's sole discretion to determine if a student's behavior is unsafe or a danger to others. Students deemed unsafe or a danger to others may be asked to leave the campus. A student must comply with this request immediately, with or without explanation. All reports of violence will be reviewed by the director of education and training or their designee for further action, including termination or expulsion, as is warranted.

## **E. STUDENT HEALTH**

It is important that the SAOIC campus is a healthy environment for all members of the SAOIC community. Therefore, we will do our best to maintain a clean facility. We expect that students, visitors and staff will refrain from entering the building if they are ill and may be contagious. If anyone appears to be ill, particularly manifesting the symptoms of COVID-19, they may be asked to leave the campus until they are well, or have been cleared by a doctor. Individuals must comply with this request immediately.

# **SECTION 7. STUDENT SERVICES**

## **A. ADVISING**

Students will have a student success specialist responsible for providing guidance on vocational progress, attendance status and referrals to appropriate alternative resources (childcare, counseling, transportation and/or emergency help).

When possible, meetings with a student success specialist are to be scheduled outside of normal class hours (before or after school, during lunch or breaks). In the event of an emergency, the student success specialist should be contacted immediately.

## **B. CAREER SERVICES**

Summit Academy OIC (SAOIC) provides career service assistance to all students at no additional cost. These career services include guidance on interviewing techniques, resume writing, cover letters and thank you letters, job searching, career exploration and career support services assistance. Each student will meet with a placement specialist, who assesses each student's barriers to employment by means of SAOIC's Work Readiness Standards.

### Work Readiness Standards

SAOIC's career services are provided by the Education and Training and Workforce Solutions teams. Career services can be provided so long as students meet requirements which have been established in line with industry standards. SAOIC's primary focus is assisting graduates in finding jobs. While SAOIC encourages all prospective students to complete our training program, there may be limitations to the assistance provided through career services if the student does not meet these standards. Career services will work with those students unable to meet these requirements in finding non-industry jobs. In addition, students may be required to pass a drug screening test. SAOIC students who test positive for illegal substances will be referred for professional assessment, counseling and/or treatment. Financial assistance for career services related to employment barriers is not available for students who do not meet work readiness requirements. For more information, please contact SAOIC's Workforce Solutions department.

### ***Construction Department***

SAOIC carpentry and electrician students are required to have a valid driver's license and reliable transportation before they can be referred by SAOIC to an industry job.

### ***Financial Services Department***

SAOIC students with criminal backgrounds may find it very difficult to find a job in the financial services industry.

### ***Healthcare Department***

SAOIC students with criminal backgrounds may find it very difficult to find a job in the healthcare industry.

### ***Information Technology Department***

SAOIC students with criminal backgrounds may find it very difficult to find a job in the Information Technology industry.

SAOIC will work with employer partners in various sectors to establish and set requirements in line with industry standards. Criminal backgrounds, lack of a valid driver's licenses, and lack of reliable transportation may impact our ability to refer students to employer partners.

## **C. RECORDS AND TRANSCRIPTS**

### Certificates:

Students must complete and pass ALL courses required for their particular program to earn a Summit Academy OIC (SAOIC) certificate, with a total of 30 or more earned credits in their chosen program.

Each student successfully completing all requirements of the program, who does not have a record hold will receive a certificate. Certificates will be mailed to the student's address on file within 5 weeks of completion of the program. It is the student's responsibility to notify SAOIC of any address changes. A letter of completion is available upon request for career services purposes prior to a certificate being issued.

### Final Grades:

Students are encouraged to talk with each instructor regarding their final grade. An Incomplete can be finished with prior approval and the submission of a signed *Course Academic Status Notification* form that outlines requirements, timeline, final grade if requirements are not met, and instructor approval to the registrar.

### Holds:

A student's academic record can be put on hold for the following reasons: failure to submit admissions documents, failure to return text book, failure to return tools. A HOLD means no official transcripts, certificates or other credentials may be issued to the student or to any other institution. Notification will be mailed to the student's address on record. Students are able to print unofficial transcripts through the student portal, even if there is a record hold.

### Records Retention:

SAOIC retains grades and transcripts permanently.

### Transcripts:

Academic transcripts of SAOIC grades and courses are available. There is a \$3 fee for official transcripts which are embossed and sealed. Unofficial transcripts are free and can be printed directly from the student portal. Transcript requests made to the registrar's office must be made in writing. Request forms are available at [saaic.org/support-resources/student-records/](http://saaic.org/support-resources/student-records/) or from reception. Requests can take up to 5 business days to process. Every effort is taken to fill requests in a timely manner.

## **D. SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING (SNAP E&T)**

Where applicable, Summit Academy OIC (SAOIC) partners with Hennepin County and the Department of Human Services (DHS) to help fund our academic programs. For an enrolled student who is actively receiving SNAP E & T benefits, these agencies can make additional financial support available to SAOIC to support the cost of training. These monies help to make SAOIC's program available at no out-of-pocket cost to the student.

# SECTION 8. SCHOOL POLICIES & STUDENT CODE OF CONDUCT

## A. OVERVIEW OF BEHAVIORAL EXPECTATIONS

Summit Academy OIC is an educational institution and each student is held accountable for their behavior as it relates to the freedom, rights, and safety of others or how it affects the learning atmosphere. The expectation is that students will conduct themselves in a safe and respectful manner. Specific unacceptable behaviors will serve as a basis for dismissal from the building, a behavior contract, termination or expulsion. These may include, but are not limited to: poor attendance (see Attendance policy); possession of, or use of alcohol or illicit substances (see Alcohol and Other Drugs Policy); unsafe, disorderly or disruptive conduct (including attending school while knowingly ill); creating a negative classroom environment, whether intentionally or unintentionally; physical assault; threat of physical assault (see Violence in the Learning Environment policy); sexual exploitation, sexual misconduct, including sexual harassment, sexual assault, dating or domestic violence, stalking, retaliation and interference with process (see Title IX policy); bullying; theft or attempted theft; vandalism or willful property damage; trespassing or failure to heed a lawful order; academic dishonesty and fraud or willful misrepresentation. All acts of misconduct mentioned above are **UNACCEPTABLE**. Immediate expulsion would be deemed appropriate in the case of imminent danger to others.

It is at the staff member or instructor's sole discretion to determine if a student's behavior is unsafe, a danger to others, or creates a negative classroom environment. A student deemed unsafe, a danger to others, or creating a negative classroom environment may be asked to leave the campus. A student must comply with this request immediately, with or without explanation. All cases will be reviewed by the director of education and training or their designee for further action, including termination, as is warranted.

## B. ALCOHOL & OTHER DRUGS

Employees, students, faculty and campus visitors may not unlawfully manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs or controlled substances on Summit Academy OIC (SAOIC) property, while driving an SAOIC vehicle or while otherwise engaged in SAOIC business. The only exception to this policy is that individuals of legal age may consume alcohol on SAOIC property when used in connection with an SAOIC sponsored event.

All members of the SAOIC campus community are also governed by laws, regulations and ordinances established by federal, state and local municipalities, and will be held accountable by law enforcement representatives of those entities for any illegal activity, including those related to underage drinking. It is the responsibility of all campus members to be aware of these laws.

There is zero tolerance for drugs anywhere on school property, including the odor of drugs or alcohol. Violations of this policy will result in disciplinary action up to and including expulsion.

Any person taking prescription or over-the-counter medication is personally responsible for ensuring that while taking such drugs or medications, he or she is not a safety risk to themselves and others while on SAOIC property, while driving an SAOIC vehicle, or while otherwise engaged in SAOIC business. It is illegal to misuse prescription medication, i.e. continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person.

If you or someone you know struggles with alcohol or drug addiction, we strongly encourage you to seek help as soon as possible. Resources are available from your student success specialist. A list of resources can also be found in the Annual Security Report.

### **C. ANIMALS – SERVICE ANIMALS AND PETS**

Summit Academy OIC (SAOIC) prohibits any animals other than service animals from all campus buildings and grounds. The owner will be required to immediately remove the animal from the premises or animal control may be called. An animal whose sole function is to provide comfort or emotional support solely through their presence, as opposed to by performing a specific task, does not qualify as a service animal and is therefore prohibited.

A service animal is a trained animal that can assist with a physical or emotional issue by performing specific tasks for the individual with a disability. Under the Americans with Disabilities Act (ADA) and the Minnesota Human Rights Act (MHRA), a service animal is defined as a dog or miniature horse.

Service animals are welcome in SAOIC buildings and grounds. Service animals may attend any class, meeting or SAOIC event. Service animals may be prohibited if the presence of the animal fundamentally alters the nature of a service or program where the animal's presence may compromise the environment.

Service animals should not be unattended by the handler. If a service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, that animal may be excluded. SAOIC has the authority to require that a service animal be removed from the premises if the service animal becomes unruly or disruptive, unclean, or unhealthy to the extent that the animal's behavior or condition poses a direct threat to the health and safety of others. If such behavior persists, the owner may be directed not to bring the animal onto SAOIC grounds and facilities until the issue is resolved.

To learn more about service animals visit the ADA [ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm) or the Minnesota Department of Human Rights: <https://mn.gov/mdhr/yourrights/service-animals/>.

## D. APPEARANCE CODE

Students are expected to dress neatly and as professionally as possible. Students will be given the opportunity to change into acceptable attire. If changing is not possible, students may be asked to leave class or any other Summit sponsored events until they have acceptable attire. All absences for classes missed will be unexcused. If you need help meeting these standards, please work with your student success specialist.

If in doubt, do not wear it!

### ***Acceptable Appearance & Attire***

- Clothing that covers the back, chest and stomach.
- Clothing without offensive sayings or graphics.
- Slacks, khakis or jeans.
- Shorts, dresses or skirts mid-thigh or longer.
- Boots or shoes that cover most of the foot.
- Reasonable accommodations as approved by the director of enrollment & student services or their designee.

### ***Unacceptable Appearance & Articles***

- No headgear (including, but not limited to: hats, plastic caps, rollers, sweatbands, bandanas, durags, shower caps, bonnets, hoods) while indoors. Hats or headdresses worn for medical or religious reasons are acceptable.
- No pajamas.
- No sunglasses while indoors.
- No transparent clothing or visible undergarments.
- No pants worn below the waist.
- No slippers or slides.
- Crocs must be worn in "sport mode" with strap behind the heel.

### ***Construction Specific Code***

- Must have WORK BOOTS by the beginning of week 2. Work boots must be made of leather or composite synthetic materials.
- No shorts, dresses or skirts.
- No sweat pants or athletic type gear.
- Jeans required, full-length, without holes or fraying.
- No jewelry, such as necklaces, dangling earrings, rings or bracelets
- Shirts must be tucked into pants while in the shop or yard.
- No loose sleeved shirts or loose jackets are allowed in the shop or yard. Shirts and jackets should be free of holes or fraying.

## E. ATTENDANCE

While enrolled at Summit Academy OIC, a student's goal is to gain a skill for employment and career development. In order to attain that goal, good attendance is necessary and is of primary importance to employers. Your success at SAOIC is directly related to your classroom attendance.

Students are expected to be in attendance during the entire program. Any student who fails to attend on a regular basis may require intervention and placement on an attendance contract. If a student violates their attendance contract, additional action may be taken and may lead to termination from the program. However, attendance contracts ARE NOT a required step for termination. Students who do not attend classes and do not contact their student success specialist, training manager or instructors for 3 consecutive days will be terminated, regardless of the percentage of course time missed. Student success specialists may conduct a wellness check by contacting a student's emergency contact.

It is the student's responsibility to monitor and ensure that they are aware of their attendance status. Attendance may be monitored through the student portal. Student success specialists or training managers can clarify any questions regarding the attendance policy.

Being late or missing a portion of a class may be marked as minutes absent and count toward total time absent. The following lists some, but not all, examples of missed face-to-face class time:

- Arriving late
- Leaving early
- Leaving for a large portion of class without instructor consent

SAOIC students may miss a maximum of 20% of their scheduled course time. Students can monitor the percentage of classes missed in the student portal.

For any absence, students must make arrangements with their instructors, before or after classes, to determine assignments and/or tests missed. Missed materials must be made-up *outside of regularly scheduled classes*. **Note:** It may not be possible to make-up some hands-on training and student activities. Students who fail to contact their instructor in a timely manner may not be allowed to make-up missed work.

Absences due to jury duty, subpoenas, military service, and religious holidays that coincide with classroom activities or course requirements will not count toward the maximum time absent allowed. Absences due to jury duty, subpoenas or military service may require documentation to be exempted from recorded absences. Absences due to religious holidays must be approved as a religious exception to be exempted from recorded absences. To receive a religious exception, the religious observance must be one required by one's religious tradition that necessitates participation during school hours.

This policy covers the totality of absences allowed. Any absences beyond those listed here may result in the student's termination from the course and the entire program.

## **F. BULLYING**

Summit Academy OIC defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others," while enrolled at Summit.

The purpose of this policy is to communicate that SAOIC will not tolerate bullying behavior. Students, volunteers or employees found in violation of this policy will be disciplined up to and including termination. Visitors may be banned from the premises.

Bullying can be in person or online and may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. SAOIC considers the following types of behavior examples of bullying:

- **Verbal or written bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in school or work-related activities.

## **G. CELL PHONES**

Students may bring cellular phones; however, they cannot be used during class time, unless directed by instructor to use personal devices for academic purposes. Students who must take a phone call should step out of class to take it, and return to class as quickly as possible. Extended periods on the phone may be counted as time absent. No calls should be taken on speakerphone. Headphones should be used if the screen needs to be used at the same time as a conversation. Language should be appropriate for a business setting.

## **H. CHILDREN ON CAMPUS**

Children of students are not permitted in the classroom or in the testing areas. All children in the building (for short periods of time only) must be attended to at all times by an adult.

## **I. COMPUTER/PRINTER USE**

- The computer labs are public spaces, which means all conversation and language must be appropriate. No swearing or inappropriate discussions will be tolerated.
- Summit Academy OIC lab computers are open to students Monday-Friday from 8:00 am-4:00pm.
- No food or drink is allowed in the labs.
- The computer labs are *closed* for testing or classes for several hours a day. Students are responsible for checking the schedule outside the lab door before entering.

- No outside software is to be brought into SAOIC, i.e. games, and resume programs. No additional software is to be downloaded from any online source.
- Printing of materials other than school assignments on SAOIC printers should be limited.
- All internal and external email messages must be professional and not be considered offensive.
- If students wish to listen to audio on the computers, headphones MUST be used at all times. Students must provide headphones for themselves. Absolutely no audio is to be played on the computers without headphones.
- Students are allowed to study together in the computer labs so long as they keep in mind that the labs are meant to be work spaces and are mindful of others working in the labs.
- As an SAOIC student, students have the responsibility to see that the computers are not damaged.
- The VR lab is for classroom use only. Students must have instructor oversight in order to utilize the VR lab.
- Laptops used in classrooms should be returned to their appropriate storage and plugged in for charging when no longer in use by student.
- **DO NOT TURN OFF COMPUTERS.**

## **J. COPYRIGHT INFRINGEMENT**

The copying, distribution or sharing of copyrighted works (including music, videos, and digital copies of textbooks) without permission may be referred to as “copyright infringement”, “pirating” or, in the electronic context through peer-to-peer networks, “illegal file sharing”. 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).

### Penalties for Copyright Infringement

The unauthorized copying, sharing or distribution of copyrighted material is strictly prohibited. It is a violation of federal law, the Copyright Act, and the policy of the school. Students who infringe a copyright may be subject to disciplinary action up to and including termination.

In addition, 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. 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.

## **K. EMERGENCY CLOSURE AND INCLEMENT WEATHER POLICY**

When Summit Academy OIC deems it necessary to close the building or cancel all programming, the chief operating officer or their delegate will make the decision regarding closure and ensure it is communicated to all students, faculty and staff.

## CLOSURE COMMUNICATION

When inclement weather or weather emergency conditions develop during the course of the normal training day, students will be notified of any changes to training day hours by faculty or staff. When it is determined outside school hours that conditions warrant closure of the building for any reason, cancellation of our programming or delayed operations, an official announcement will be made through the following methods:

- Local television broadcast station FOX Channel 9 KMSP
- SAOIC official website [www.saoic.org](http://www.saoic.org)
- A recorded message on the SAOIC Hotline at 612-278-6580 (Do not leave a message)
- Via text message, for students who have provided authorization to do so
- Via email

Students are responsible to check the above options to determine if school is open.

Announcements will be made by 5:00 am or as soon as possible following the decision to close or delay operations, whichever is sooner.

In the absence of an official notification of delayed opening or closure, as outlined above, students are expected to report to class as usual. Absences or tardiness will be handled according to standard procedures.

## L. FOOD & DRINK

Eating and drinking are only allowed in the student activity center/cafeteria or student commons. **Students are not allowed to eat or drink in any classroom, computer lab, or in the resource center.** Any exceptions will be made by the course instructor or staff member.

## M. LOITERING

Loitering is not allowed in the lobby area, as that area is the first point of contact for any school business to be conducted.

## N. NON-SOLICITATION POLICY

Summit Academy OIC prohibits solicitation and fundraising between members of the campus community. Failure to adhere to this policy is a behavior issue and will be handled as such up to and including termination from the program.

## O. PARKING PERMITS

Due to limited parking, Summit Academy OIC requires all cars parked in the parking lot to display a parking permit, or risk being towed. Permits will be issued to students, staff and volunteers. Permits will need to be placed in the lower left corner of the vehicle's back window while parked in the SAOIC parking lot. No personally identifiable information will be on the permit. Students must sign up for this pass

during their first week of school, or at the reception desk. Students may be charged a \$5 replacement fee.

## **P. PARTICIPATION ACTIVITIES**

### ***STUDENT ASSEMBLIES***

Student assemblies for the entire student body and staff are held throughout the program in the activity center, unless otherwise notified. Attendance is required. Suggested topics or information should be given to the chief operating officer who is responsible for coordinating student assemblies.

### ***GRADUATION***

A formal graduation ceremony is held regularly, honoring Summit Academy OIC graduates for the year. Students are provided graduation caps and gowns to wear, and this event is attended by the graduates' close family, friends, SAOIC staff, and dignitaries. The ceremony honors students who have successfully completed their program.

## **Q. PROPERTY/PRIVACY POLICY**

All property of Summit Academy OIC, including desks, storage areas, lockers, file cabinets, etc., are to be used for educational or work purposes, except as otherwise provided by SAOIC's policies. SAOIC reserves the right, at all times, and without prior notice, to inspect and search all SAOIC property. SAOIC students have no legitimate or reasonable expectation of privacy in any SAOIC property and under SAOIC's Substance Abuse Policy must not use or possess illegal drugs or controlled substances anywhere on campus.

Lockers are available for student use at the student's own risk. SAOIC is not responsible for loss of items. Lockers are property of SAOIC and subject to the search policy listed above. All personal belongings must be removed by or on the last day of class for that student. Any items left will be discarded or donated.

## **R. TITLE IX<sup>1</sup>**

### ***INTRODUCTION***

Summit Academy OIC ("SAOIC") prohibits Sexual Misconduct in all forms. Sexual Misconduct jeopardizes the mental, physical, and emotional welfare of our students, faculty, staff, and visitors; as well as the safety of our community. Sexual Misconduct diminishes individual dignity and impedes access to educational, social and employment opportunities. It can permanently affect lives and may cause lasting

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<sup>1</sup>This is an abbreviated version of the Title IX Policy. For the full text of the policy and Summit Academy OIC's Reporting and Complaint Resolution Procedures, in addition to on- and off-campus resources for victims of sexual violence, please reference the full Title IX policy found on the SAOIC website at <https://saoic.org/title-ix/>. There is also additional information in the Annual Campus Safety and Security Report. Hard copies of this report can be obtained at the reception desk. The report is available electronically on the SAOIC website at [saoic.org/reports-finances/](https://saoic.org/reports-finances/).

physical and psychological harm. Sexual Misconduct violates our institutional values and its presence in the community presents a barrier to fulfilling Summit Academy OIC's mission.

This Policy outlines SAOIC's community expectations to ensure a campus free from Sexual Misconduct, the steps for recourse for those individuals who have been subject to Sexual Misconduct, and the procedures for determining whether a violation of SAOIC policy has occurred. This Policy applies to the following forms of sex discrimination, which are referred to collectively as "Sexual Misconduct": Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation. For SAOIC's nondiscrimination policy regarding other protected class statuses, see Human Resources. Allegations of sex discrimination that do not involve Sexual Misconduct will be handled in accordance with the policy in the Student Success Handbook. Where the content of this Policy conflicts with other similar policies set forth in the student and/or Faculty and Employee handbooks, the requirements of this Policy shall prevail.

#### Reporting to SAOIC

SAOIC encourages anyone who has experienced or knows of Sexual Misconduct to report the incident to SAOIC. An individual may report Sexual Misconduct to SAOIC by contacting the following:

- Megan Normandin  
Director of Impact, Measurement, and Evaluation | Title IX Coordinator  
612-377-0150, x721  
[MNormandin@saoic.org](mailto:MNormandin@saoic.org)
- Lee Garr  
GED Training Manager | Title IX Coordinator  
612-377-0150 x287  
[LGarr@saoic.org](mailto:LGarr@saoic.org)
- Raazon King  
Senior Director of Human Resources | Deputy Title IX Coordinator  
612-377-0150, x252  
[RKing@saoic.org](mailto:RKing@saoic.org)
- Chiquita Gary  
Director of Education and Training | Deputy Title IX Coordinator  
612-377-0150 x239  
[CGary@saoic.org](mailto:CGary@saoic.org)

Reports can be made by telephone, via email, via mail, or in person. Reports may be made at any time, including non-business hours by phone, email, mail, or SAOIC's website.

Reports to SAOIC should include as much information as possible, including the names of the complainant, respondent, and other involved individuals, as well as the date, time, place, and circumstances of the incidents, to enable SAOIC to respond appropriately.

You may also file an anonymous complaint at <https://saoic.org/anonymous-report-form/>.

### **INVESTIGATIONS**

When SAOIC receives a complaint of an alleged violation of this Policy, SAOIC will promptly and equitably respond to the formal complaint in accordance with the provisions and procedures set forth below. SAOIC will provide a fair and impartial complaint resolution process. A fair process is one that treats the parties equitably, provides complainant an opportunity to file a formal complaint alleging a violation of this Policy and an opportunity to present evidence of the allegations prior to a decision on responsibility, provides respondent notice of the allegations and an opportunity to respond to and present evidence related to those allegations prior to a decision on responsibility, and provides both parties an opportunity to challenge the credibility of the other party and any witnesses prior to a decision on responsibility. In cases involving allegations of Sexual Misconduct that is not Title IX Sexual Harassment, the ability to challenge credibility is accomplished through the parties' ability to suggest questions to be asked of the other party and witnesses during the investigation, through the Written Response Statements in response to the investigation report, and through the Written Rebuttal Statements in response to the other party's Written Response Statement as discussed in Section XI.F.ii.2. Cases Involving Allegations of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Occurring Outside of the Education Program or Activity or Against a Person Outside of the United States below.

Each complaint resolution process will require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on SAOIC and not on the parties.

### **RETALIATION AND INTERFERENCE WITH PROCESS**

SAOIC prohibits retaliation and interference. Retaliation and interference with process is any act of intimidation, threat, coercion, or discrimination or any other adverse action or threat thereof against any individual for the purpose of interfering with any right or privilege secured by Title IX, its regulations, or this Policy or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Encouraging or assisting others to engage in retaliation or to interfere with the process are also considered retaliation/interference with the process and violate this Policy.

### **QUESTIONS ABOUT SUMMIT ACADEMY OIC'S POLICY**

Questions or concerns about Title IX, Sex Discrimination, Sexual Harassment, or other forms of Sexual Misconduct may be directed to SAOIC's Title IX Coordinators, listed above.

## **S. SMOKE-FREE CAMPUS**

Summit Academy OIC is a smoke-free, tobacco-free facility. All smoking and tobacco use, including cigarettes, pipes, chewing tobacco and e-cigarettes, must take place outdoors behind the building in the designated smoking areas. **There is no smoking or tobacco use anywhere in front of the building.**

## **T. STUDENT IDS**

All enrolled students will receive a Summit Academy OIC student ID. Once issued, each student is required to carry their student ID while on campus or at other SAOIC sponsored events, trips, internships or training off site. Students may be asked by staff or partners to show their ID at any time while on SAOIC sponsored events, trips, internships or training off-site.

Photos must be taken in normal street attire without a hat or dark glasses. No facial or hand gestures or foreign objects are to be included in the photo.

SAOIC reserves the right to charge a \$5 replacement fee.

## **SECTION 9. WITHDRAWALS, TERMINATIONS & LEAVE OF ABSENCE**

### **A. WITHDRAWAL**

A student may choose to withdraw, in writing, from the program at any time. To do so, the student should meet with their student success specialist to discuss their decision. Student success specialists will send confirmation email of withdrawal request. Students who officially withdraw from the program cannot appeal their withdrawal. Once withdrawn, students may apply to re-enter. If student is applying to re-enter a second time, there is a one year waiting period (calculated from the start date of their most recent enrollment).

### **B. TERMINATION**

Summit Academy OIC may terminate a student at any time. This is an unofficial withdrawal. A student may be unofficially withdrawn from a program due to failure to attend classes, not following policy and procedure, not meeting Satisfactory Academic Progress requirements, or other reasons.

### **C. LEAVE OF ABSENCE WITH INTENT TO RE-ENROLL**

Summit Academy OIC understands that, at times, it becomes temporarily impossible for students to continue with their current training; however, they intend to resume training in the near future. In order to provide the opportunity for students to take a break in their training, without the need to interrupt their enrollment, a Leave of Absence (LOA) may be appropriate.

Common reasons for a request for a leave of absence include extended personal or familial health and wellness crisis, jury duty, or military service. LOAs may only be granted for a maximum 180 days. If the issue requiring the LOA is anticipated to last longer than 180 days, the student should consider withdrawing from the program and re-enrolling at a future date. If the LOA is approved, students must return at the start of the term and complete all tests and assignments in the new term.

Students considering an LOA should speak with their student success specialist about the options for, and requirements of, an LOA. If it is determined an LOA is appropriate, the student will need to complete the Leave of Absence request form indicating when the student plans to stop and resume training, and submit it to their training manager for review. The training manager or their designee will review the request and respond to the student with the outcome of the request.

## **D. WAIT PERIODS**

A student who is terminated or withdraws during their first attempt at a program must wait 5 months (calculated from the start date of their most recent attempt) before being eligible to apply for re-enrollment (see below). There is no wait period for students who withdraw during their first attempt.

A student who withdraws or is terminated during their second attempt at a program will need to wait a minimum of one (1) year (calculated from the start date of their most recent attempt) before student is eligible for re-enrollment again, no matter the reason for the termination or withdrawal.

## **E. APPEALS AND RE-ENROLLMENT**

A student who is terminated from the program may apply for re-enrollment at Summit Academy OIC after the designated waiting period. However, they must be approved for re-enrollment. Students with extenuating circumstances may appeal the wait period through their re-enrollment paperwork. (See Appeals Procedure) Re-enrollment paperwork must be submitted at least two weeks prior to a start. Students will be contacted regarding approval and once approved for re-enrollment, must attend the orientation and fill out all requested paperwork before sitting in class.

### Appeals Procedure

#### **Appeal for Reinstatement**

A Summit Academy OIC student terminated due to irrefutable issues, such as attendance, or a student who feels they have been terminated unjustly, may submit an appeal for reinstatement to their student success specialist in writing within 2 business days of termination. Appeals submitted past this point will not be considered for review. The director of education and training or their designee, will review all eligible appeals.

Students appealing termination for attendance must continue to attend classes until the appeal is resolved. The director of education and training's decision for reinstatement may be based on current academic standing, overall student conduct, etc., as well as mitigating circumstances which may have contributed to

the student's poor attendance or academic performance. Factors such as these may include a death in the family or hospitalization. Circumstances such as these do not guarantee the student's reinstatement but may be considered in conjunction with other factors which may contribute to the student's chance at success and past performance. The student will be notified as soon as possible of the decision regarding their appeal, generally within 2 business days, however, no later than 5 business days from the date the appeal is submitted.

If the student's appeal is approved, the student will remain in classes and resume financial aid status. If violations of the *Student Success Handbook* have been identified, the student will be placed on contract and must adhere to all SAOIC's policies.

If a student who is reinstated is again terminated for the same or similar issue, no appeal process will be allowed. Re-enrollment requires submission of a Re-enrollment Request form which can be obtained from the reception desk or designated staff. Re-enrollment applications are due a minimum of two weeks prior to the start of a term.

### **Re-enrollment Wait Times Appeal**

Students have the right to appeal the mandatory wait time for re-enrollment based on unusual or extenuating circumstances, including but not limited to personal illness, hospitalization, or death of an immediate family member.

Student wait time appeals must be submitted in written form using the SAOIC Request for Re-enrollment form.

Submitted appeals are reviewed for approval or denial by the Re-enrollment Appeals Committee, comprised of the Admissions, Registrar and Financial Aid roles. Students who wish to petition an appeal that has been denied may request a secondary review by the director of student affairs.

### Re-enrollment

Previous students who wish to return to complete and graduate must first meet all current entrance requirements, and have waited the required time. Students must then apply for re-enrollment, re-apply for financial aid (if required for program), and meet with admissions and financial aid prior to a start date. Students for whom more than five years have passed since they last attended must retake any classes previously passed for their program. Students have a lifetime limit of three attempts to pass an individual course or finish a program at Summit Academy OIC.

### Continuing Education

Students who graduated from an SAOIC program are not eligible for continuing education re-enrollment unless they have been without an industry-related position for a minimum of one year and work with placement specialists for at least 90 days without finding an industry related position

Prior to acceptance for continuing education, students must meet all admissions, financial aid and program specific requirements.

## SECTION 10. FORMAL COMPLAINT/GRIEVANCE PROCEDURE

Summit Academy OIC is committed to a learning environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in a professional atmosphere that promotes individual development and growth, without discrimination or harassment. A student who wishes to file a formal complaint or grievance with SAOIC due to a violation of this right may do so by following the steps below to ensure that any issues are properly addressed. A grievance is defined as a cause for distress, significant enough to be considered as grounds for a formal complaint, against a perceived injustice or unfair act.

1. Speak with the staff person directly involved if you have a grievance or disagreement with programs, personnel or student treatment to see if the issue can be addressed.
2. Speak to the staff person's supervisor or department manager if you do not feel comfortable speaking to the involved staff person or if the issue persists. (The student success specialist will be a back-up contact to the training manager, if the training manager is unavailable, and will notify the appropriate party.)
3. Discuss the issue with the chief operating officer if you feel it has not been resolved by the staff person's supervisor or the manager of the department.
4. Complete a Formal Complaint/Grievance form and submit to the director of education and training, or to the chief operating officer if the director of education and training is not appropriate, for review by the Grievance Committee. A written response indicating the Formal Complaint/Grievance form has been received, and what the next steps in the process are, will be made in writing within 5 business days.
5. When the Grievance Committee has reached a resolution, it will be delivered to the student. If the student does not agree with the resolution, they may escalate their formal complaint/grievance to the following:
  - a. The chief executive officer, then,
  - b. The SAOIC Board of Directors.
6. Grievances may also be escalated to the level of our accrediting body, the Council on Occupational Education and/or the Minnesota Office of Higher Education:
  - **Council on Occupational Education**  
7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350  
770-396-3898 | FAX: 770-396-3790 [www.council.org](http://www.council.org).
  - **Minnesota Office of Higher Education**  
1450 Energy Park Dr. Suite #350, St. Paul, MN 55108  
651-642-0533 [www.ohe.state.mn.us](http://www.ohe.state.mn.us)

## SECTION 11. CONSUMER INFORMATION

### A. NOTICE OF AVAILABILITY OF ANNUAL CAMPUS SAFETY & SECURITY REPORT

The purpose of this Campus Security Report is to make available to all current students and employees, as well as members of the public and prospective students

or employees. This report includes specific security and safety policies and statistics concerning criminal offenses that occurred on campus or on public property adjacent to campus and were reported to campus administrators and/or the Minneapolis Police Department. The information in this report includes crime statistics for the three previous calendar years and is updated annually by October 1.

- The report also includes: Crime and emergency reporting policies
- Emergency response and evacuation procedures
- Campus security statistics
- Substance abuse policy
- Harassment policy
- Information regarding The Federal Campus Sex Crimes Prevention Act

To search for Level III sex offenders in the state of Minnesota, see the Minnesota Department of Corrections Level 3 Predatory Offender Information website at [coms.doc.state.mn.us/publicregistrantsearch](https://coms.doc.state.mn.us/publicregistrantsearch)

To obtain a copy of the report go to: [saoic.org/reports-finances/](https://saoic.org/reports-finances/) or request a printed copy at the reception desk.

## **B. ADDITIONAL CONSUMER INFORMATION**

Upon request, the school will provide the following:

- Information on financial assistance available to student enrolled in the school
- Information on the school
- Information about a student's rights under FERPA
- The institution's completion or graduation rates

This information may be requested through:

- [info@saoic.org](mailto:info@saoic.org)
- In writing:  
Attn: Consumer Information  
Summit Academy OIC  
935 Olson Memorial Hwy.  
Minneapolis, MN 55405
- In person at the reception desk

"Summit Academy OIC is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions."

**Minnesota Office of Higher Education**  
1450 Energy Park Dr. Suite #350  
St. Paul, MN 55108

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