

# SUMMIT ACADEMY OIC STUDENT SUCCESS HANDBOOK 2022-2023



**SUMMIT**  
ACADEMY OIC

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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 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.

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, and remember: **the best social service program in the world is a job!**

Sincerely,

Leroy West  
President and CEO

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. Dr. 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 (SAOIC) will be the premier job training and placement school in the professions in which we train.

## D. 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 challenges 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 their 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. Dr. 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 made stronger by our diversity and our networks. We are committed to strong partnerships with community organizations, organized labor, government, and employers to ensure our students' success.

## E. 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 will not fraternize with the students.



- 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.

## **F. 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 will not fraternize with the staff.

## **G. 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  
Phone: 770-396-3898  
Fax: 770-396-3790  
Website: [www.council.org](http://www.council.org)

# SECTION 2. COMMITMENT TO DIVERSITY & INCLUSION

## A. STATEMENT OF NONDISCRIMINATION

Summit Academy OIC provides equal opportunities to all students and potential students regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. SAOIC complies with applicable federal, state and local laws governing nondiscrimination. This policy applies to all SAOIC programming, including enrollment, training, and advising.

Summit Academy OIC expressly prohibits any form of unlawful harassment based on age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. Improper interference with the ability of SAOIC students to pursue their educational goals is absolutely not tolerated.

## B. REASONABLE ACCOMMODATION

In accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act and its Amendments, Summit Academy OIC seeks to provide reasonable accommodations 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 a reasonable accommodation are physical or mental impairments that substantially limit a major life activity, such as self-care, walking, seeing, hearing, speaking, breathing, or learning. Reasonable accommodations may include alterations to rules, policies, or practices, removal of architectural or communication barriers, or the provision of auxiliary aids. SAOIC has the right to refuse to provide an accommodation 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).



Rev. Dr. 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, 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.



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

- Complete the *Request for Academic Adjustment* form, which can be obtained from the student's advisor or at the reception desk (see "Requesting an Accommodation," below).
- Provide documentation to establish a diagnosis and the need for an accommodation (see "Guidelines for Documentation," below).
- Engage in a collaborative process with SAOIC's director of student services to determine what accommodation(s) may be appropriate.
- Inform the director of student services of any issues or concerns regarding the implementation or effectiveness of needed accommodation(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 student services to:**

- Assist in the determination of a student's eligibility to participate in courses or activities, with or without an accommodation, based upon a review of appropriate documentation.
- Determine reasonable accommodations for each disabled student based on that individual's needs and required elements of the course or program.
- Take steps to assure that accommodations 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 accommodations to students with disabilities.
- Include a statement in course syllabi notifying students that accommodations are available.
- Discuss with SAOIC's director of student services any issues or concerns related to accommodation(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 ACCOMMODATION***

A student seeking accommodation for a disability should contact the director of student services. Requests for accommodations should be made as soon as possible after admittance to a program so that accommodations may be determined and implemented in a timely basis. A request for accommodation should be accompanied by sufficient documentation, as described below. Documentation is required in order for a student to receive accommodation(s) for a disability.

***GUIDELINES FOR DOCUMENTATION***

Any student seeking accommodation 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 reasonable accommodations can be considered, are available in the office of the Director of Student Services 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 accommodations. Note that the individuals (such as instructors and program managers) who are made aware of a student's reasonable

accommodations will not be made aware of diagnostic information. Any student who has difficulty in obtaining the documentation above should contact the Director of Student Services.

### Grievance Process

In situations where a student has followed the established procedures to request accommodations on the basis of disability and the request has been denied or not otherwise provided, a student may utilize the grievance process to register a complaint and seek resolution. A student who has concerns about the implementation or effectiveness of a provided accommodation should utilize 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 chief administrative officer (CAO) as soon as possible after their concerns arise. The CAO will work with the student to resolve the matter informally. If agreement cannot be reached informally with the CAO, an individual may file a written complaint with a Final Review Committee (FRC) comprised of the CEO, 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

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"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).

While it is often thought of as a law that applies to athletics programs, Title IX applies to all programs at Summit Academy OIC. This law protects students, employees, board members, and third-parties who participate in activities or engage in business on Summit Academy OIC's campus from the following: sexual harassment, sexual violence, differential treatment, and gender-based harassment.

### **SAOIC Title IX officers to whom a report should be made are:**

Director of Monitoring &  
Evaluation and Deputy Title IX  
Coordinator  
Megan Normandin  
Tel: (612) 424-6721

Director of Program  
Development / Customized  
Training & Deputy Title IX  
Coordinator  
Tony O'Brien  
Tel: (612) 278-5256

Chief Administrative Officer &  
Title IX Coordinator  
Miriam Williams  
Tel: (612) 278-6591

All students receive instruction on Title IX in the first few weeks of their first term of classes. Additional information about Title IX and its related policies and procedures can be found in the Policy section of this handbook and 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 <https://saoic.org/reports-finances/>, or 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 post-secondary program must have earned a high school diploma or general education equivalent (i.e. GED). A copy of a high school transcript or GED may be requested. 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. Only students enrolled in SAOIC’s GED program will be accepted in a post-secondary program prior to attaining a GED. SAOIC GED students must meet all other requirements and pass the Accuplacer ATB entrance exam.

SAOIC GED applicants must be at least 17 years old 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, reading and ability to read, write and understand English. Applicants must also pass the TABE test.

### **B. INFORMATION SESSIONS**

All applicants must attend the in-person information session as the first step in the admissions process.

### **C. ENTRANCE EXAMINATION**

Summit Academy OIC requires all applicants to take and pass one or more entrance exams before acceptance into any program. Valid photo IDs 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 12 months. Anyone who does not meet the required test scores, or whose test scores are older than 12 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>Medical Administrative Assistant</b>	<b>Electrician Carpentry</b>	<b>Application Development Cybersecurity IT Technical Support</b>
<b>Reading</b>	227	227	227
<b>Math</b>	N/A*	236	236
<b>Writing</b>	235	N/A	N/A
<b>Basic Computer Skills</b>	N/A	N/A	85%
<b>Internet Basics</b>	N/A	N/A	85%
<b>Windows</b>	N/A	N/A	85%

\* All candidates are required to take a math entrance test, but the score is not used to determine enrollment eligibility for the Medical Administrative Assistant 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**, GED applicants who do not pass the entrance exam **must attend 40 hours of adult education classes before they can retake the exam**. 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**

Summit Academy OIC applicants 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 before attending the first day of classes. New student orientation takes place over the course of approximately two weeks. First, all students are expected to attend a new student orientation before attending the first day of classes. This portion of orientation includes a general orientation to Summit Academy OIC, its 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 advisors, career success coaches, as well as an orientation to the technology available on campus.

## F. CREDIT TRANSFERS

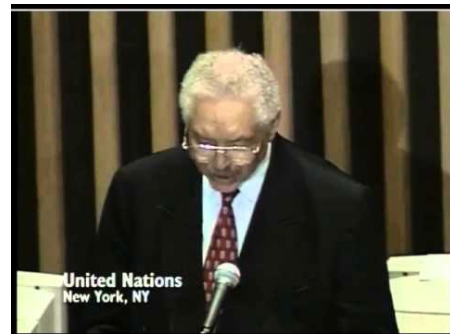
**FROM OTHER SCHOOLS:** Summit Academy OIC will accept credits from other institutions if the following conditions are met:

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 <https://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 5 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 TRANSFER WITHIN SAOIC:** Students attempting to transfer between programs within SAOIC must complete the re-entry 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 5 years after they were earned and must be directly related to the new program.



In pursuit of economic justice for all, Rev. Dr. 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.

## 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 Medical Administrative Assistant (MAA) or Information Technology (IT) industries. In addition, carpentry and electrician students may need to be able to pass a urinalysis test 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 (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 \$247.00 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.

<i><b>COA budget for Off Campus:</b></i>	<i><b>COA budget for With Parent:</b></i>
<i><b>Room and Board: \$1,376.00/ month</b></i> <i><b>Personal expenses: \$1,091.00/ month</b></i> <i><b>Transportation: \$178.00/ month</b></i>	<i><b>Personal expenses: \$ 451.00/ month</b></i> <i><b>Transportation: \$178.00/ month</b></i>
<i><b>COA with tuition for program length:</b></i> <i><b>\$20,635.00</b></i>	<i><b>COA with tuition for program length:</b></i> <i><b>\$10,555.00 (to the nearest dollar)</b></i>

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 his or her 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 business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to 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 5 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 5 days after you signed the contract, you will receive a prorated refund of the entire cost of your program based on your last day 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.

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% of the program has 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 for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation, if you are withdrawn for failing to attend, to your last known address. The confirmation from the school must state that the school has withdrawn your enrollment, and if this action was not the student's intent, the student must contact the school.

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 must determine the withdrawal date and amount of grants and/or assistance that the student earned. 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.

### 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.

Unofficial Withdrawal/Termination: 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 advisors. 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.

### 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.

Work Study funds are not included in the calculation.

## H. 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.

## I. 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 by following the requirements for calculating earned Title IV Aid. The student will be notified in writing if any post-withdrawal disbursements are made.

## J. 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**

Step 1: Federal aid awarded	
Pell Grant	1,000
SEOG Grant	250
Total aid	1,250
Step 2: Percentage of Title IV aid earned:	40%

Step 3:	Amount of Title IV aid earned: $(\$1,000 + \$250) \times .4 =$	500
Step 4:	Amount of Title IV aid to be returned: $\$1,250 - \$500 =$	750
Step 5:	Amount of Unearned Title IV Aid Due from the School	750

## SECTION 5. ACADEMICS

### A. ADD/DROP PERIOD

Summit Academy OIC (SAOIC) 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 HONESTY

Cheating, plagiarism (presenting another's work as your own, verbally or in writing, copying information in whole or part from websites), 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 program manager.

### C. CLASS SCHEDULE

Construction classes are scheduled 8:30 AM to 2:50 PM, Monday through Friday with a break for lunch. Healthcare classes are scheduled 8:30 AM – 3:20 PM, Monday through Friday, with a break for lunch. Information Technology classes are scheduled 8:30 AM to 4:00 PM, Monday through Friday, with a break for lunch. GED classes are 10:00 AM to 2:00 PM Monday through Friday, with a break for lunch. Schedules may vary to accommodate mandated remote learning, but will not generally occur outside these hours. The building is open and available to students from 8:00 AM to 4:00 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 5 hours of out-of-class time. For example, a 3 credit class would be 60 hours of classroom or laboratory time and 15 hours of

homework over 10 weeks, totaling 75 hours. A 3 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 classes are graded on a **pass/fail basis; no letter grade or GPA value** will be recorded.

Summit Academy OIC implements a standard grading scale throughout the Post-Secondary school, as outlined in the following chart:

Percentage	Letter Grade
90% – 100%	= A
80% - 89.99%	= B

Percentage	Letter Grade
70% - 79.99%	= C
Below 70%	= F

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	B	3.0	x	3	= 9.0
Hand & Power Tools	A	4.0	x	3	= 12.0
Building Materials	C	2.0	x	3	= 6.0
Print Reading	B	3.0	x	3	= 9.0
Intro and 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 program manager. If the program manager is not available, the student should consult the chief academic officer.

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 program 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 program 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 fail all courses current at the time OJT begins, and 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.

Program	Prerequisites
Carpentry	Must pass all Phase I courses in order to move to Phase II
Electrician	Must pass all Phase I courses in order to move to Phase II.
Medical Administrative Assistant	Must pass all Phase I courses in order to move to Phase II.
All Information Technology programs	Must pass all Phase I courses in order to move to Phase II. Must be in good academic standing prior to participating in work-based training.

Students who fail to meet these prerequisites and 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 satisfy the prerequisites 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 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, unless returning from an approved Leave of

Absence. Students completing coursework for an incomplete grade will NOT be considered enrolled in the program or SAOIC.

## **H. SATISFACTORY ACADEMIC PROGRESS AND STANDARDS**

### ***INTRODUCTION***

Summit Academy OIC (SAOIC) requires all students in the post-secondary 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.
- 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.
- 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.
- 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 may be 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. The Financial Aid office reviews each appeal and determines 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***

**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.
- 

### ***SAP AND RE-ENTRY 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.

## **I. STUDENT TECHNOLOGY USE**

### ***GENERAL PRINCIPLES***

This policy establishes policies and guidelines for student access to Summit Academy OIC (SAOIC) technology resources as well as acceptable and safe use of the Internet, including electronic communications, which may be monitored. 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 and staff.

***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. Authorized users of SAOIC computing and network resources include those who may not be employed by SAOIC, but whose access has been authorized by, and is granted at the discretion of, SAOIC management.

This policy defines in detail the acceptable use of SAOIC's technology resources by SAOIC students. Resources should be used for job search or education-related functions. 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.

SAOIC reserves the right to access all aspects of its computing systems and networks, including individual login sessions, to determine if a user is violating this policy, state, or federal laws.

### ***CODE OF CONDUCT***

Access to the Internet and other technology resources have been provided to SAOIC students for the benefit of their learning experience. Every SAOIC student has a responsibility to use all technology resources in a productive manner. To this end, the following guidelines have been established for using the Internet and technology resources:

***Acceptable Use of the Internet*** – Individuals accessing the Internet are representing SAOIC and therefore, all Internet usage should be for professional and educational reasons. SAOIC students are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Internet instant messaging channels and email may be used to conduct official school business or job searches, or to gain technical or analytical advice.

***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 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 indicated 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. If students are unable to install required software, apps or programs on their workstation, they must work with SAOIC representatives.

**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 ADDRESS***

Every student is provided with a summitoic.edu email address. This Google for education account is accessed through Gmail and confirms 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 alumnus. This email address 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.

### ***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 colleagues and other students
- Respect the privacy of SAOIC's partners
- Protect SAOIC's confidential information

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.

### ***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 student services 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*** – Workstations must be configured to require a password to login and automatically screen-lock after five minutes of inactivity. Students must use screen lock, ensure the session is logged out, or shut down the computer whenever walking away from the machine.

***Personal Devices*** – Student-owned phones, tablets, or other personal electronic devices may be connected to the SAOIC network. For student security, it is recommended that all student owned personal electronic devices should have a screen-lock feature that engages within five minutes of inactivity. It should also require a password that is only known to the student before allowing any access other than an emergency call.

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)
- Tablets
- Handheld readers
- Bluetooth devices
- Cameras
- Handheld games
- 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 program 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 at the end of each program at a date and time determined by SAOIC. Exceptions to the requirement for turning in a device may be available at SAOIC’s discretion. Students who graduate early, withdraw, or whose enrollment is terminated will return the device and accessories at the time they cease to attend. 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.

## **J. TRANSITION FROM GED TO POST-SECONDARY VOCATIONAL TRAINING PROGRAMS**

At the end of the 10-week GED program, all GED students will have the opportunity to transition to Summit Academy OIC’s Construction, Community Health Worker or Medical Administrative Assistant programs, provided the following standards have been met:

1. Satisfactory attendance status (see Attendance section)
2. GED Satisfactory Academic Progress in all four GED classes (see above)
3. Minimum passing scores met on Accuplacer ATB or Accuplacer entrance exam
4. Completion of the FAFSA, for accredited programs, including attending a meeting with financial aid representative (see Admissions section)
5. Return all classroom materials, textbooks, calculators and tablets as they have been assigned.

It is **not** required for a student to receive the GED credential in order to transition to the post-secondary programs, **as long as the above requirements have been met**. Tutoring is available for students who have not obtained their GED prior to entering an SAOIC post-secondary program.

## I. DEFINITIONS

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

**C = Completed** - The student has successfully met attendance and performance requirements for the class.

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

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

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

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

**T = Transfer** - Student has transferred course credits in from another institution.

**WD = Withdraw** - Indicates that a student has withdrawn or dropped from the class.

**PROGRAM STATUS:**

**Attendance Reasons = Student was terminated from the program for poor attendance.**

**Completed Program = Student successfully met all attendance and performance requirements for all classes and the program.**

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

**Incomplete Academic = Student did not meet Satisfactory Academic Progress requirements to complete the program by failing or not completing one or more classes.**

**Leave of Absence = Student is currently enrolled, but on a leave of absence approved by the student services director.**

**Policy and Procedure = Student was expelled from the program due to violation of SAOIC Policy and Procedure.**

## 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 -5pm 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:

- director of career services
- dining services manager
- facilities manager
- admissions manager
- program training managers
- receptionists

- student advisors
- deputy title IX coordinator
- title IX coordinator
- director of human resources
- director of monitoring & evaluation
- director of program development & customized training
- director of student services
- chief academic officer
- chief financial officer
- chief operating officer

## **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 <https://saoic.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 advisor 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 student services 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.

Specifically related to COVID-19:

- Students must be healthy to participate in training. Students will be screened. Unhealthy students and those exhibiting symptoms will be asked to leave campus and isolated until they are able to do so.
- All students will practice social distance in classrooms, labs, and other training and common spaces on the SAOIC campus.
- Students are required to wear masks over their nose and mouth in the building at all times.
- Academic Programs will set and enforce appropriate health and safety standards.

# SECTION 7. STUDENT SERVICES

## A. ADVISING

Students will have a student advisor 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 advisor 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 advisor 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 (i.e. tool requests, driver's license reinstatement, etc.). Each student will meet with a career services coach, who assesses each student's barriers to employment by means of SAOIC's Work Readiness Standards.

### ***CAREER SERVICES WORK READINESS STANDARDS***

SAOIC's Career Services Work Readiness Standards are 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 by the Career Services team 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 urinalysis test. SAOIC students who test positive for illegal substances will be referred for professional assessment, counseling and/or treatment. Financial assistance for career support services related to employment barriers is not available for students who do not meet work readiness requirements. For more information, please contact SAOIC's Career Services 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.

### ***HEALTHCARE DEPARTMENT***

SAOIC students with criminal backgrounds may find it very difficult to find a job in the healthcare industry. In some cases, a criminal background may impact a student's ability to complete our medical administrative assistant program.

### ***INFORMATION TECHNOLOGY DEPARTMENT***

SAOIC students with criminal backgrounds may find it very difficult to find a job in the Information Technology industry. In some cases, a criminal background may impact a student's ability to complete our training programs.

## C. RECORDS AND TRANSCRIPTS

**CERTIFICATES:** Students must complete and pass ALL credits required for their particular program to earn a Summit Academy OIC (SAOIC) certificate.

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.

**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 <https://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 his or her behavior as it relates to the freedom, rights, and safety of others or 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 misconduct, including sexual harassment, sexual assault, dating or domestic violence or stalking (see Sexual Misconduct 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 student services 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.

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 advisor. 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. 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 [https://www.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/what-is-protected/service-animals/>.

## D. APPEARANCE CODE

Summit Academy OIC's appearance code reflects that typically found in a business setting. Students are expected to dress neatly and as professionally as possible. If you are in class online using a camera, the same expectation for professional demeanor is expected. **Good personal hygiene is mandatory.** Failure to comply is grounds for an instructor to dismiss the student from any given class session and send them to speak with their department training manager, student advisor or an appropriate staff member. This counts as an unexcused absence. 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.

Please note that the appearance code is not seasonal. The outdoor temperature does not change what is acceptable attire. If in doubt, do not wear it!

### *Acceptable Appearance & Attire*

- Tops that cover the shoulders, back, chest and stomach and have sleeves
- Clothing without offensive sayings or graphics
- Slacks, khakis or jeans that are knee length or longer
- Dresses or skirts not higher than three (3) inches above the knee.
- All items of clothing should be clean and without holes or cutouts.
- Boots or shoes that cover most of the foot.
- Reasonable accommodations as approved by the director of student services or their designee.

### *Unacceptable Appearance & Articles*

- No headgear (i.e. hats, plastic caps, rollers, sweatbands, bandanas) indoors; Hats or headdresses worn for medical or religious reasons **are** acceptable.

- No sunglasses while indoors
- No sleeveless, halter, belly, tank tops, or other clothing exposing the shoulders, back, stomach, or chest area.
- No shorts of any kind.
- No transparent clothing or visible undergarments.
- No form-fitting pants unless covered by another article of clothing (i.e. long shirt, skirt, dress) that reaches at least to the bottom of your longest finger when arms are at your sides.
- No pants worn below the waist
- No flip flops, as they are a safety hazard.
- No beachwear or sleepwear.

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

- Must have WORK BOOTS by the beginning of week 2. Work boots must be 6” high and either have safety toes or be leather.
- No 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.
- No loose sleeved shirts or loose jackets are allowed in the shop area. 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 advisor, program manager or instructors for 3 consecutive days will be terminated, regardless of the percentage of course time missed. 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 advisors or the director of student services 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

For online days, students must engage in learning activities. Examples of activities that will count as attendance may include:

- Participating in online discussion
- Participating in an online lecture
- Taking tests or quizzes
- Submitting survey or assignments

## Interacting with online lessons

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. Students who do not attend classes and do not contact their advisor, program manager or instructors for 3 consecutive days will be terminated, regardless of the percentage of course time missed. Advisors may conduct a wellness check by contacting a student's emergency contact.

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, at the place of work and/or in the course of employment."

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.

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 in hallways or during class time (unless directed by instructor to use personal devices for academic purposes). They can **only** be used in the activity center/cafeteria or outside. If the use of Internet or other technology is required for classwork, appropriate technological resources will be provided.

## 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 POLICY

- 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 Resource Room computer lab is *closed* for entrance testing 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 and no additional software is to be downloaded from any online source.
- No printing of materials other than school assignments is to be done on SAOIC printers. Students must supply their own staples, paperclips, three-hole punch, etc. for use with printed documents.
- 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 at any time.
- 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 do not become damaged.
- Upon completing use of computers and printers, students **MUST** clean the keyboard, mouse, printer and surrounding surfaces with disinfectant.
- **DO NOT TURN OFF COMPUTERS.**

## J. COPYRIGHT INFRINGEMENT

The copying, distribution or sharing of copyrighted works (including music, videos, and digital copies of textbook) 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). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without the permission of the copyright holder constitutes infringement.

### 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 under the up to and including termination. Employees may be subject to disciplinary action ranging in severity from a warning up to and including termination of employment.

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 determines that the safety of its employees, students and the various individuals we serve on a daily basis is at risk or weather conditions prevent regular training, operations and services, it may be deemed necessary to close the building or cancel all programming. The chief operating officer or his or her 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, moving programming online, 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, or move classes online, 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 SAOIC 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 for lost, stolen or damaged permits.

## **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 director of student services who is responsible for coordinating student assemblies.

### ***GRADUATION***

A formal graduation ceremony is held in spring and fall, 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 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. SEXUAL MISCONDUCT POLICY<sup>1</sup>

Summit Academy OIC prohibits sex discrimination in all forms, including sexual harassment, sexual assault, domestic violence, dating violence or stalking, collectively referred to in this policy as sexual misconduct.

This policy applies to:

- All persons taking courses or attending programs at SAOIC;
- All SAOIC employees, whether full-time or part-time staff, faculty, adjunct faculty or temporary staff;
- All individuals volunteering at SAOIC;
- Any third-party vendors; and
- All members of the SAOIC Board of Directors.

The individuals listed above are referred to collectively as **Covered Persons**. This policy applies to all Covered Persons regardless of sexual orientation or gender identity. In addition, this policy prohibits sexual misconduct by all persons visiting or licensing space from SAOIC and by all persons and entities that provide services to SAOIC.

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 impact lives and may cause lasting physical and psychological harm. Sexual misconduct violates our institutional values and its presence in the community presents a barrier to fulfilling SAOIC's mission. Therefore, SAOIC will not tolerate sexual misconduct in any form. Individuals who the institution determines more likely than not engaged in sexual misconduct are subject to penalties up to and including dismissal from SAOIC, regardless of whether they are also facing criminal or civil charges in a court of law.

This policy applies to sexual misconduct that is committed by or against a Covered Person, whenever that sexual misconduct occurs:

1. On campus; or
2. Off campus, if:
  - a. In connection with a SAOIC-recognized program or activity; or
  - b. In a manner that may pose an obvious and serious threat of harm to, or that may have the effect of creating a hostile educational or work environment for any member(s) of the SAOIC community.

This policy also prohibits retaliation in connection with any reports of possible sexual misconduct that are made under this policy.

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<sup>1</sup> This is an abbreviated version of the Sexual Misconduct Policy. For the full text of the policy and Summit Academy OIC's Sexual Misconduct Response and Resolution Procedures, in addition to on- and off-campus resources for victims of sexual violence, please reference 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 <https://saoic.org/reports-finances/>.



### ***BEHAVIOR THAT CONSTITUTES PROHIBITED SEXUAL MISCONDUCT***

For purposes of this policy, sexual misconduct includes sexual harassment, actual or attempted sexual assault, sexual coercion, non-consensual sexual contact, non-consensual sexual intercourse, other forms of sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. In determining whether conduct constitutes sexual misconduct, SAOIC will consider all the circumstances.

### ***REPORTING POLICIES AND PROTOCOLS***

SAOIC is committed to investigating, resolving and preventing sexual misconduct, and the law generally requires it to do so. SAOIC strongly encourages victims to tell a Title IX Coordinator about sexual misconduct they experience. SAOIC expects certain Covered Persons to notify SAOIC when they become aware of sexual misconduct. This ensures that victims will receive appropriate support. It also enables SAOIC to fulfill its commitment to prevent and address sexual misconduct and to comply with applicable law.

If you believe that you have been harassed or have been subjected to offensive behavior, you should immediately bring your concerns to the attention of the school by reporting the behavior to one of the Title IX Coordinators noted in the **Title IX** section of this handbook.

If, for any reason, you feel uncomfortable making a complaint to the Title IX coordinator or deputy Title IX coordinators, you should report the behavior to the chief administrative officer, or any school manager. You may also file an anonymous complaint at <https://saaic.org/title-ix/>.

### **INVESTIGATIONS**

Complaints of harassment will be promptly and carefully investigated. The school's investigation will include interviews with the complainant, the student(s) and or employee(s) accused of engaging in harassing or offensive behavior and other potential witnesses.

The school will treat complaints of harassment and the results of any investigation as confidential to the extent possible within the context of the investigation. Complete confidentiality cannot be guaranteed, as revelation of some reported information may be necessary for a complete investigation.

### **RETALIATION**

Students are assured that they will be free from retaliation as a result of making a complaint under this policy. The school will not tolerate any retaliation or reprisal against any student who makes a complaint under this policy.

### **QUESTIONS ABOUT THIS POLICY**

If you have any questions about your obligations under this policy or about making a complaint under this policy, please contact any Campus Administrator.

## **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.** Summit Academy OIC's extension campus is a smoke-free campus. There is no smoking allowed on the building grounds.

## **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. Please note that off-site training partners and internship sites may require government-issued IDs and an SAOIC student ID alone may not be sufficient.

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 for lost, stolen or damaged cards.

## **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 advisor to discuss their decision. Students who officially withdraw from the program cannot appeal their withdrawal. Once withdrawn, students may apply to re-enter after a 5 month waiting period (calculated from the start date of their most recent enrollment). If student is applying to re-enter a second time, there is a one year waiting period.

### **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.

A student who is approaching their maximum amount of absences may be placed on an attendance contract for that particular course. An attendance contract is not required for termination. The student will remain on attendance contract for the remainder of that course. If that is absent again from the same course, he or she is subject to disciplinary action which may lead to termination from the entire program.

### **C. LEAVE OF ABSENCE WITH INTENT TO REENROLL**

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 are encouraged to return at the start of the term, but will need to return no later than the same point in the term at which their leave was approved. If the leave was approved at the beginning of the 4th week of the term, they will need to return to class no later than the beginning of the 4th week in their new term.

Students considering an LOA should speak with their advisor 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 the director of student services for review. The director of student services will review the request and respond to the student with the outcome of the request.

## **D. WAIT PERIODS**

A student who withdraws or is terminated must wait 5 months (calculated from the start date of their most recent attempt) before being eligible to apply for re-entry (see below).

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

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

A student who is terminated from the program may apply for re-entry at Summit Academy OIC after the designated waiting period. However, they must be approved for re-entry. Students with extenuating circumstances may appeal the wait period through their re-entry paperwork. (See Appeals Procedure) Re-entry paperwork must be submitted at least two weeks prior to a start. Student will be contacted regarding approval and once approved for re-entry, 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 advisor in writing within 2 business days of termination. Appeals submitted past this point will not be considered for review. The director of student services, or in his/her absence the chief academic officer, will review all eligible appeals.

Students appealing termination for attendance may, upon program manager's approval after consultation with the student's advisor, continue to attend classes until the appeal is resolved. The director of student services' 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 has been approved, the student will resume 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. The student will be required to complete all course work missed during their absence; however, days out during which the student's appeal is reviewed will not be counted against the student.

If a student who is reinstated is again terminated for the same or similar issue, they must wait a 12 month period before starting again. No appeal process will be allowed. Reentry requires submission of a Reentry Requests and can be obtained from the reception desk or a student advisor. Reentry applications are due a minimum of two weeks prior to the start of a session.

### **Re-entry Wait Times Appeal**

Students have the right to appeal the mandatory wait time for re-entry 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-entry form.

Submitted appeals are reviewed for approval or denial by the Re-entry 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 chief administrative officer.

### ***RE-ENTRY***

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-entry, re-apply for financial aid, and meet with admissions and financial aid at least two weeks 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 life time limit of three attempts to pass an individual course or finish a program at Summit Academy OIC.

### ***CONTINUING EDUCATION RE-ENTRY***

Students who graduated from an SAOIC program are not eligible for continuing education re-entry unless they have been without an industry-related position for a minimum of one year.

Prior to acceptance for continuing education, students must meet all admissions re-entry and program 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 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 is not addressed. (The student advisor will be a back-up contact to the department manager, if the manager is unavailable, and will notify the appropriate party.)
3. Discuss the issue with the director of student services if you feel it has not been addressed 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 student services, or to the chief administrative officer if the director of student services 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 administrative officer, then
  - b. The Chief Executive Officer, and finally,
  - c. The SAOIC Board of Directors.
6. Grievances may also be escalated to the level of the 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. Telephone: 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. Telephone: 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, an annual report that 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 <https://coms.doc.state.mn.us/publicregistrantsearch>

To obtain a copy of the report go to: <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 can 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

Phone: (651) 642-0533  
Web: [www.ohe.state.mn.us](http://www.ohe.state.mn.us)