



**Spencerian College
Lexington Campus
Student Handbook
2009
Supplement B**

Revised 02/2009

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A MESSAGE FROM YOUR DIRECTOR

Welcome to Spencerian College! You are to be congratulated on your selection of an institution that has a history of providing quality training in several different career fields.

You are entering Spencerian College with great hope and desire for success. We share this desire with you and will work to provide you every opportunity to succeed in your goals. You will find the faculty at Spencerian exceptional.

We will expect our faculty to challenge you, and we will expect you to challenge them. If you have a question, ask for an explanation. Spencerian's faculty is interested in you and will know you as an individual—not a number. Your future success is in their hands, but without your help, their hands are tied.

Your commitment to further your education is a challenge to all of us at Spencerian College. Your dedication, your hard work, and your willingness to sacrifice your time and money will help you fulfill this commitment in the appointed time.

This is your Student Handbook providing inside information to Spencerian College. It will provide the answers to many of your questions and give you guidelines to follow. Keep it, and use it when questions arise.

“Yesterday is a canceled check; tomorrow is a promissory note; today is cash in hand. Spend it wisely.”

Buddy Hoskinson
Executive Director

WHERE TO GO WHEN YOU NEED TO KNOW

Administrative Policies	Executive Director
Academic Programs (Scheduling, Withdrawal & Re-Entry)	Registrar
Guidance (Academic, Personal).....	Dean of Academics
Financial Billing	Business Office Manager
Job Placement Assistance	Career Services
Books & Supplies.....	Bookstore
The Spencerian College News	Director of Student Services
Student Activities	Director of Student Services
Financial Planning (Active Students).....	Director of Financial Planning
Veterans or Rehabilitation	Registrar

SPENCERIAN COLLEGE ADMINISTRATION

A.R. Sullivan Chancellor
Glenn Sullivan President
Buddy Hoskinson Executive Director
Marian Hudson Executive Assistant/HR Coordinator
Karen Whalen Dean of Academics
Chris Douglas Associate Dean of Academics
Jesse Moyers Director of Student Services & Housing
Eric Combs Registrar/Resident Assistant
Erik Winzeler Assistant Registrar
Rebecca Vest Academic Administrative Assistant
Luanne Toombs Academic Administrative Assistant
Adrian Douglas Academic Administrative Assistant
Amanda Reichert Director of Career Services
Sheri Gay Career Services Specialist
Reba Carroll General Studies Department Chair
Jennifer Upthegrove CADD Department Chair
Jeff Peters EET/CET Department Chair
Phil Bloomfield Computer Graphics Department Chair
Kristi Bertrand Allied Health Department Chair
Albert Ignacio Massage Therapy Department Chair
Karen Porter Radiography Department Chair
Dusty Baker Assistant Radiography Department Chair
David Swartz Director of IT
Will Overstreet Systems Administrator
Mike Wenz System Administrator
Jan Berry Learning Resource Center Director
Jim Seamans Assistant Librarian
Anthony Carpenter Business Office/Bookstore Manager
Brian Highley Director of Financial Planning
Kaleena Burnett Financial Planning Coordinator
Rhonda Aschenauer Financial Planning Coordinator
David Profita Director of Admissions
Sandee Howard Associate Director of Admissions
Eddie Hammond Regional High School Admissions Representative
Scott Ducker Regional High School Admissions Representative
Tom Hansen Admissions Representative
Raven Turner Admissions Representative
Shaune Lynch Admissions Representative
Hillary Parrish Admissions Representative
Latrice Hawthorne Admissions Representative

Ashley CooperAdmissions Representative
 Kara MobleyAdmissions Representative
 Stephanie AbdelkaderAdmissions Representative
 Roy WoodsAdmissions Representative
 Thomas MuhammadAdmissions Representative
 Julie Caudill Admissions Administrative Assistant
 Dennis "Coach D" Robinson Community Outreach Coordinator
 Ken Adair Director of Public Safety
 Danny King Public Safety Officer
 Kristen Bray Public Safety Officer
 Carolyn Lancaster Receptionist
 Adria Kandle Evening Receptionist
 Pat Sandlin Facilities Manager
 Vikki BrunerEvening Maintenance
 Chad AbneyEvening Maintenance

MISSION STATEMENT

The mission of Spencerian College is to provide men and women with quality training for careers in the business, technical and health-care professions. This mission is met through providing:

- **A favorable environment for learning** that includes a faculty that is academically and professionally prepared to assist each student toward relevant employment;
- **An experienced administration** interested in, and receptive to, new ideas and concepts for continued improvement of the College and its programs of study;
- **Industry standard equipment and facilities** so that graduates will be able to utilize their training on this equipment in their initial employment;
- **Continuous evaluation and appraisal** of every facet within the College's program, ensuring relevance to the needs and demands of business and of the community, and ensuring effectiveness in preparing graduates for career success;
- **An employment service** for graduates that provides meaningful assistance in matching the graduate to available openings.

FACILITIES AND EQUIPMENT

Spencerian College is located at 1575 Winchester Road, Lexington, KY 40505. It is convenient for students who may want to utilize the public transportation system. It is also convenient for students who are not from the Lexington area via New Circle Road at the Winchester Road Exit.

THE LEARNING RESOURCE CENTER (LRC) has an extensive inventory of technical and Allied Health periodicals and books pertaining to the various fields of study.

Books may be borrowed for two weeks from the (LRC), and may be renewed for an additional two weeks. Renewals may be made by giving the LRC Director the title and author of the book to be renewed. Back periodicals may be checked out overnight only. Current issues of periodicals may not be checked out. Reference materials (indicated by a red “reference” stamp) may not be checked out.

If a student loses or damages a book, he/she will be responsible for paying the replacement cost of the book. A student will not be permitted to graduate until he/she has returned all materials and/or paid for all lost materials.

PLATO Learning is a website with online, interactive programs to help support and supplement math and English skills. Spencerian College – Lexington has a subscription to PLATO.

These interactive programs are colorful and fun. Students learn by seeing, hearing, and doing, and get immediate feedback on their progress as well.

PLATO can be accessed from all the computer workstations in the LCR and from any computer on campus. For information on accessing PLATO from your personal computer, please stop by the LRC for an information packet and to speak to the Director of the LRC.

Assistance is available during the following hours:

Monday – Thursday:	7:30 a.m. – 9:00 p.m.
Friday:	7:30 a.m. – 12:00 p.m. and 5:00 p.m.-9:00 p.m.
Saturday:	7:30 a.m. – 4:00p.m.

THE ADMINISTRATIVE OFFICES are located on the right side of the building. These offices can be accessed via the entrance marked “Administrative Office” or the student entrance on the right side of the building.

THE STUDENT LOUNGE, located at the back end of the building, is provided for lunch and breaks. Vending machines are available with a variety of snacks and drinks. An ATM is also available just to the left of the snack machines. Students are requested to clear their trash from the tables as they leave in order to provide a clean area for the next person. Recycling bins are located just outside in the covered smoking area for your convenience.

WOMEN’S AND MEN’S RESTROOMS are located on the east and west side of the college building. The restrooms on the east side of the building are handicapped accessible.

THE COLLEGE BOOKSTORE is located next to the Student Lounge for your convenience.

The bookstore hours are as follows:

Monday – Thursday: 7:30 a.m. – 7:00 p.m.
Friday: 8:00 a.m. – 12:00 p.m.
Saturday: 8:30 a.m. – 12:30 p.m.

During the first and last weeks of class, the bookstore will be open extended hours. The hours will be posted outside the bookstore as well as published in the school newsletter. The bookstore is also open during the breaks between quarters for your convenience. Those operating hours will also be posted and published at that time.

Students are responsible for purchasing their own books and supplies unless arrangements have been made for purchase through the use of financial aid resources. All books and supplies needed are available in the college bookstore, but students may purchase books from any source they choose.

Books may be returned under the following conditions:

- The book must have been purchased for the current quarter.
- Returns must be accompanied by sales receipt.
- Defective books must be returned within 3 weeks of date of purchase.
- Books must have no markings.
- Full refund – returned week 1 or 2.
- 70% refund – returned week 3.
- 40% refund – returned week 4.
- No refund – after week 4.

MODERN EQUIPMENT is just one of the many resources on which Spencerian College prides itself. All laboratories contain industry-standard equipment so that students will be able to utilize their training on this equipment in their initial employment.

PARKING is available in the front and back of the campus. Cars are parked at your own risk. Spencerian College assumes no liability for damage or loss to you or your vehicle or its contents on school property.

Spencerian College requires students who drive vehicles to school to purchase a parking tag at a cost of \$28 for day students and \$7 per class, with a maximum of \$28 per quarter, for evening students. The tag is to be purchased at registration and must be renewed quarterly. They can also be purchased from a member of the Public Safety Department. If you do not have a tag on your vehicle, your car will be ticketed and your grades will be withheld until all fines are paid. If your car is ticketed more than two times, it is subject to towing at your expense without notice.

Although there are plenty of parking spaces on campus, they are limited in number. Students who choose to drive are required to park in Spencerian College parking spaces with valid permits when doing business with the school. This includes any enrolled student attending classes, visiting professors, admissions counselors, or Career Services. Parking permits may be purchased during orientation and registration or from the Bookstore during business hours. All parking rules are enforced, no exceptions. Questions about parking should be directed to

the Director of Public Safety.

A. Parking Permits: All students who utilize the College parking areas must have valid parking permits. Parking permits are updated each quarter, so students must ensure that their permits are current, valid and properly displayed as of the first day of the quarter. Students who withdraw from the College will not receive a refund for parking already paid for.

B. Placement of Permit: All permits should be placed in the bottom corner of the rear windshield, on the passenger side. Diagrams are available in the Public Safety Office to assist you in placing your permit. If you drive a convertible or motorcycle, please see a Public Safety officer for instructions on placing your permit sticker.

C. Temporary Permits: In the event that a student arrives on campus without a permit, one day temporary permits may be obtained from a Public Safety Officer by calling (859) 977-5444 or going to the Public Safety Office. Maximum of (3) per quarter. Any Multiple day temporary permits must be approved by Director of Public Safety.

D. Additional Vehicles: Those who wish to register multiple vehicles may purchase additional permit stickers for \$1 each. Students must show vehicle registration papers to receive additional permit stickers.

E. Changing Cars: If a student starts driving a different car, he/she must inform the Public Safety Office of the new license number, color, and vehicle description so a new sticker may be issued for the vehicle

F. Physical Placement of Vehicle:

1) Vehicles should be positioned between the parking lines. Overlapping or double parking is considered a parking violation.

2) All Motorcycles must be parked in a regular car parking space, but not in a tow-away zone or any other space not specifically lined for parking.

G. Citations will be issued to any vehicle not displaying a valid permit. Purchasing a permit but not displaying it will result in a citation.

H. Citation Payment & Appeal: Students must remit payment to the Business Office for any citations. If a student feels that he/she received a citation in error, that student has the right to appeal. Appeal forms may be obtained from the front receptionist or bookstore and must be filed within 7 working days after the citation is issued.

I. Towing Policy: Any car parked at Spencerian College without a valid permit may be towed at the owner's expense. When a student accumulates five (5) parking violations—paid or unpaid—his/her vehicle may be towed on future offenses.

Any car belonging to a student, with or without a valid permit, which is parked in one of the following areas, may also be towed: Handicap Parking, Visitor's Parking, a fire-lane, on the grass, in an area blocking a drive or another car, or in a "Tow-Away Zone."

NOTICE: Any attempt to defraud the College by manufacturing or copying any type of parking permit will result in immediate towing of the vehicle in question.

Towing Costs: The towing service contracted with Sullivan University and Spencerian College is: Metro Towing, 800 Manchester Street, Lexington, KY, 859-255-4395. There is a drop charge should the student request this before the vehicle has actually been towed. It is up to the discretion of the towing company if they will accept this or not. There is an additional charge per day for any car remaining at Metro Towing longer than 24 hours. Spencerian College is **NOT RESPONSIBLE** for any damage that may occur during the towing process. Questions regarding the towing policy should be directed to the Director of Public Safety.

Students are responsible for all policies listed, along with those contained in the Student Handbook Parking and Traffic Addendum, which is available at the Front Receptionist Desk.

Violation Fines:

At the end of each academic quarter, students with unpaid fines may not:

Receive their grades

Schedule classes for the next quarter

Obtain a copy of their transcripts

At the end of each month, fines that have not been paid or appealed will be withheld from amounts owed to the student. This paragraph serves as official notification of actions that may be taken. The following is a list of violations with the corresponding fine:

No Valid Parking Permit	\$25.00
Parking in Visitor's Area	\$25.00
Parking in a Disabled Space	\$50.00
Parking in a Reserved Space	\$25.00
Parking in a Tow-Away Zone	\$50.00
Parking in a Fire Lane	\$25.00
Occupying Two Spaces	\$10.00
Sticking out in traffic	\$10.00
Blocking Traffic Lane	\$25.00
Displaying Altered or Tampered Permit	\$50.00
Unauthorized Parking Space	\$25.00
Improper Display Of Permit	\$10.00

Parking Appeals

The Parking Appeals Committee reviews all parking and traffic appeals. Anyone wishing to appeal a citation must file a Parking Appeal form within seven (7) business days of receiving a citation. Any parking appeal submitted after seven (7) business days may be considered at the Appeal Committee's discretion. Citation Appeal forms can be obtained from the bookstore, Student Lounge, Student Services, or the Public Safety Department. An e-mail reflecting the committee's decision will be sent by the Department of Public Safety.

PUBLIC SAFETY COURTESY PHONE is located in the Student Lounge and is available for students to contact the Public Safety Office anytime the building is open. This phone will only connect to the Public Safety Office; it will not dial any outside phone number.

STUDENT HOUSING is available for students who reside 75 miles or more from Lexington and who are less than 21 years of age. Arrangements for such housing should be made well in advance of registration in order to ensure accommodations. Details are available from your admissions representative and Student Services. Students DO NOT have to live in College-approved housing. College housing is limited to, and highly recommended for, those living outside the local area.

GENERAL SCHOOL POLICIES

HOURS

The normal class hours at Spencerian College are:

Day division classes meet between the hours of 8:00 a.m and 5:50 p .m

EVENING and Weekend DIVISION	
Mon-Friday	6:00 p.m. – 9:40 p.m.
Saturday	8 a.m -11:40 a.m
Saturday	12 p.m-3:40 p.m

INCLEMENT WEATHER / EMERGENCY SCHEDULE

Normally the College does not cancel classes due to inclement weather. On those rare occasions when conditions indicate that a delay or cancellation is necessary, an official announcement will be broadcast on local radio and television stations, which will either state that classes will be delayed or cancelled for a specific period of time. **You should also check our website: www.spencerian.edu. Once there, go to our weather page.**

SNOW SCHEDULE

8:00 am Classes	10:00 a.m. – 11:30 a.m.
10:00 am Classes	11:40 a.m. – 1:05 p.m.
12:00 pm Classes	1:10 p.m. –2:40 p.m.
2:00 pm Classes	2:45 p.m. – 4:10 p.m.
4:00 pm Classes	4:20 p.m. – 5:50 p.m.
Evening Division	Regular Schedule

*Students with clinicals should follow guidelines set by that class/program.

FIRE AND DISASTER DRILLS

A fire and evacuation plan is posted by the door in each classroom. The plan instructs students, faculty, and staff on the actions to be taken before, during, and after a fire or disaster. The plan also will be included in student orientation. Disaster drills will be held periodically in compliance with state and local regulations. These will not be announced prior to the drill. Please see the Director of Public Safety to obtain additional copies of the fire and evacuation plan.

STUDENT CONDUCT

Proper student behavior is expected at all times. The college will not tolerate verbal or physical conduct which harasses, disrupts, or interferes with school or office activity. Disciplinary actions will be taken for unacceptable behavior on or off campus. Disciplinary actions may include immediate termination from class and / or school attendance. Vandalizing or theft of school property will result in the student being dismissed from school with no re-entry privileges and possible prosecution.

1. Be a law-abiding member of the community.
2. Follow the rules and regulations set forth by Spencerian College and its faculty and staff.
3. Be honest in academic work by not cheating.
4. Treat fellow students, faculty, and staff with respect and courtesy.
5. Meet your financial responsibilities to the College.
6. Maintain a satisfactory record of attendance.
7. Refrain from unlawful possession, use, or distribution of illegal drugs or alcohol while on school property or clinical sites.

To prepare the student for success on the job, professional behavior is encouraged. This behavior includes positive attitude, respect, professionalism, and follow-through on instructions. Conversely, the following behaviors will not be tolerated: bad attitudes, disrespect, unprofessional behavior, and insubordination. These negative behaviors are grounds for initiating the Disciplinary Process as described in this Handbook, just as in the world of employment there are processes for disciplinary issues.

DRESS CODE

Spencerian College is preparing men and women for employment in the business world, therefore, it is expected that students dress in a manner appropriate with **current business trends**. Students should attend school and their classes neatly dressed, clean, and well groomed.

Acceptable Attire:

- Coordinating dress slacks, shirt, or blouse;
- Business dresses and shoes;
- Business skirt and blouse;
- Jeans;
- Walking shorts; or
- Medical Uniforms (specifications made per department)

Unacceptable Attire:

- Hats; Head wraps or scarves
- Skin tight skirts;
- Bare midriff dresses or tops;

- Halter tops;
- Sundresses without jackets;
- Ragged jeans;
- Tube tops, see-through shirts or blouses, muscle shirts, or spandex tops without bras; or
- Clothing worn without undergarments

All faculty and staff will monitor appropriate dress. If the student is not in appropriate attire, he/she will be counseled and given suggestions to improve his/her concept of appropriate attire. At the discretion of the instructor, Department Chairperson, Dean of Academics, Associate Dean of Academics, or Executive Director, the student may be sent home to change clothes and counted absent for classes missed.

In the Professional Development course, students will be instructed on professional dress techniques. The instructor may designate further professional attire days.

TELEPHONE CALLS

Phone calls made by your family, friends, etc., to the College should be limited to emergencies. Students will be called from class only in the case of a medical emergency. The caller must state the nature of the emergency. Messages will not be taken unless the call is regarding an emergency.

Students will be allowed to use the school's phones only in the case of an emergency. No requests to make long distance calls will be granted.

ALCOHOLIC BEVERAGES AND ILLEGAL SUBSTANCES

Any student found bringing alcoholic beverages or illegal substances onto school property, or under the influence of alcoholic beverages or illegal substances at any school activity, will be subject to the Disciplinary Process outlined in this Handbook.

The college maintains a drug abuse prevention program for student assistance and awareness. A student may see the Director of Student Services, the Dean of Academics, or the Associate Dean of Academics for confidential assistance in seeking rehabilitative counseling and treatment. Students are highly encouraged to utilize this program at any time.

WEAPONS

Any student found bringing a weapon onto school property will be subject to the Disciplinary Process outlined in this Handbook.

In order to protect our students, Spencerian College reserves the right to search any location suspected of concealing a firearm or other weapon.

STEALING

Any student found stealing, either from other students or Spencerian College, will be subject to the Disciplinary Process outlined in this Handbook.

SMOKING

It is the policy of Spencerian College to provide a tobacco-free environment for its students and employees. Smoking or the use of any tobacco product is prohibited within any facility operated by the school. Therefore, the use of tobacco products is permitted only in authorized areas outside the **rear of the building**.

EATING AND DRINKING

Spencerian College makes diligent efforts to maintain the working condition of its equipment and a clean school environment. Therefore, eating and drinking are permitted only in the student lounge or outside the building. Students violating this policy will be subject to disciplinary action up to possible suspension or termination. If appropriate, the cost of repairs and cleaning of equipment and facilities will also be assessed to the student violating this policy.

DISRUPTIONS

Radios, CD and Cassette Players, iPods, MP3 Players, and Portable Gaming Systems

Radios, CD players, cassette players, iPods, MP3 players, and Portable Gaming Systems are not permitted in the classrooms during class unless permission is given by instructor. Recorders are acceptable for the recording of class lecture, with the approval of the instructor.

Pagers and Cell Phones

Pagers and cell phones must be turned off (or set to vibrate) before entering classes. Use of cellular phones is allowed only in areas that do not disrupt the learning environment.

Children and Pets

Children and pets can be disruptive in the classroom and are not allowed in the classroom during regular class hours. In case of an emergency, see the Dean of Academics or the Executive Director for permission to allow children in the classroom.

PERSONAL DATA ASSISTANTS (PDA)

It is recognized that many students use PDAs in class to take notes. We are proud that Spencerian students are learning and using this type of advanced technology. It exemplifies our goals to provide an education that will take you, our students, into tomorrow's world. However, it must be clarified that **STUDENTS WILL NOT BE ALLOWED TO USE A PDA IN ANY CLASS DURING A QUIZ OR TEST.** If the instructor allows the use of a calculator for mathematical calculations, a student may use a type of instrument that provides only mathematical calculations and has no data functions.

DISCIPLINARY PROCESS (non-academic)

To ensure that all students are treated fairly and uniformly, Spencerian College has adopted a progressive discipline system. The system is as follows:

Verbal Warning: A verbal warning may be issued by any member of the faculty, the Dean of Academics, or the Executive Director for minor infractions of policies and procedures.

Written Contract: A written contract may be issued by any member of the faculty, the Dean of Academics, or the Executive Director for repeated minor infractions or more serious violations. The Dean of Academics and/or instructor will meet with the student and the written contract will be placed in the student's permanent file.

Suspension: Suspension from the College can last for a period of time not less than one grading period, but not more than two grading periods.

Termination: Termination is a permanent dismissal from Spencerian College. The student is not allowed to return.

Infractions can occur on many different levels, therefore, each case will be reviewed individually. Spencerian College reserves the right to begin the disciplinary process at any given stage.

WITHDRAWING FROM SCHOOL

WITHDRAWAL POLICY – GRADING

Any student who is unable to continue in school is expected to make an official withdrawal with the Registrar or Assistant Registrar. Any student who withdraws during the first seven weeks of the quarter will receive a "W." A "W" will not be calculated in the cumulative GPA.

Any student who withdraws from school after the seventh week of the quarter will receive a grade of "WF." "WF" grades will be calculated in the GPA and will carry no quality points.

Any student who stops attending classes without making an official withdrawal faces the possibility of suspension or termination from Spencerian College.

WITHDRAWAL POLICY – FINANCIAL OBLIGATION

Students who withdraw from Spencerian and remain out of school for one quarter may return and have all paid tuition credited toward their continued attendance. Their future attendance costs will be based on the current tuition rate when they return. If a student is on an approved leave of absence, the student can return at his/her original tuition rate. The student is still responsible for any remaining balance on their account as well as any loan repayment obligations. Students who are withdrawn from school may return pending approval process.

LEAVE OF ABSENCE

A leave of absence may be granted to a student if:

1. The student submits the request for a leave of absence in writing along with appropriate documentation to the Dean of Academics; and
2. The leave does not exceed 60 days, unless:
 - a. The next period of enrollment begins more than 60 days after the first day of the leave of absence, or;

- b. The leave of absence is based upon a medical condition supported by a written recommendation, by a physician, for a leave of absence longer than 60 days, or;
- c. The leave of absence is based upon being called to active duty in the military. Written documentation should be forwarded to the Dean of Academics.

Only one leave of absence may be granted to a student in any 12-month period. If you are on a medical leave of absence, you must present a statement from your physician permitting your return to school after being treated or hospitalized for an infectious disease or other illness.

RE-ENTRY

Students re-entering Spencerian College will have their financial aid record reviewed and a determination made on qualification for re-entry. Any student re-entering the College from a suspension will automatically be placed on academic probation until SAP, as previously outlined, has been met.

A student graduating from one program and wishing to start into a new program may have credits transfer into the new program. An evaluation of their transcript will be done using the same procedure as that for credits from another institution. Any equivalent courses will be transferred into the new program and the student's program length will be adjusted accordingly. Credits that transfer in to the new program will be counted as hours attempted and earned. To start a new program you would need to see our Admissions Department.

STUDENT ACTIVITIES

Students at Spencerian College have always worked toward excellence. Your efforts and interest can contribute to the credibility of your own program, as well as to the credibility of Spencerian College. The school has earned a strong reputation through the success of its graduates since its founding in 1892. Our programs are highly recognized for their excellence.

Some of the activities and organizations in which a student may wish to participate include:

GRADUATION – Formal graduation ceremonies are held in the spring and fall to honor those students who have achieved their academic goals and subsequently have qualified to graduate. Diplomas and certificates are awarded at the ceremony and academic excellence is recognized in the form of President's Cup, National Technical Honor Society, Sigma Beta Chi Honor Society, Cum Laude, Magna Cum Laude, Summa Cum Laude and departmental awards.

During the last quarter a student is on campus, it is the **students' responsibility** to attend the Career Services Graduate Seminar and complete the graduation paperwork in order to graduate. Students are also expected to attend a formal Exit Interview with Career Services prior to graduation. These events ensure the student will receive the necessary information and assistance in a timely manner.

OTHER ACTIVITIES include, but are not limited to, Career Services, Senior Success Seminars, Buddy bowling, Student Appreciation Days, Summer Extravaganza, visits to amusement parks, picnics, and activities centered on seasonal holidays (i.e. Family Trick-or-Treat).

STUDENT ORGANIZATIONS– Spencerian College has several student organizations that you can join. Each student organization is specific to a respective program. Available clubs are as follows:

- The Allied Health Club
- The Skeleton Crew (Radiology)
- The Healing Hands Club (Massage Therapy)
- Baptist Student Union
- CADD Club
- Graphics Club

Any student interested in joining one of these student organizations or in forming a new group may see their Department Chair or the Director of Student Services.

STUDENT SERVICES

COUNSELING

Students who have a need or concern should contact their mentor, Department Chairperson, Director of Student Services, Dean of Academics, or the Executive Director. If personal counseling is necessary, this service may be provided by the Dean of Academics, the Executive Director, or the student will be referred to an appropriate outside agency.

“BUDDY UP” MENTOR PROGRAM

As a commitment to caring, the College assigns each new student a mentor, either a faculty or staff member. Mentor packets are distributed by the Director of Student Services to respective Department Chairs who assign each student a mentor. The mentor meets with the student during the first quarter at Spencerian. The objectives of these meetings are to assist the student in successfully pursuing and attaining his or her educational goals. These objectives are accomplished by open discussion of various topics between the mentor and the student.

ID CARDS

At registration, students are required to have an identification card made. Identification cards are helpful in securing purchases at the Spencerian Bookstore, student discounts with local businesses, admittance to school activities, and library privileges. To obtain a replacement id card, please see the Director of Student Services.

GUARANTEED SUGGESTION BOX

Administrators and faculty urge students to make use of the Suggestion Box. The Suggestion Box provides an excellent communication opportunity for you to let your school administrators know and respond to your ideas. A signed suggestion is guaranteed a personal reply from the appropriate school administrator. The suggestion box is located in the student lounge next to the entrance to the Bookstore. Appropriate suggestions of general interest are printed in the weekly school newsletter, *The Spencerian College News*.

THE SPENCERIAN COLLEGE NEWS

The school newsletter is published weekly during the school term. Copies are available on campus and are sent to your student email address for your convenience. It contains important news and announcements concerning student services and activities. Read the newsletter to stay informed of events happening on campus each week and the latest institutional updates.

PLUS FRIDAY

Fridays are set aside as “Plus Days” for catch-up, make-up, and acceleration opportunities for all students whose programs do not require Friday classes. Time is available for additional lab work, studying, and tutoring. Full-time faculty members are available from 8:30 a.m. until 12:00 noon on Fridays to assist students. Faculty members have the right to require students to attend Plus Friday if a need for additional help is recognized.

The college also provides for “Plus Friday” services for night students. If you need assistance at this time, contact your respective Department Chairperson to schedule a time.

STUDYING AND TUTORING

Many students terminate their education prematurely and unnecessarily due to poor study habits and life stresses. If students need help with developing study skills, their advisors are ready to help. Study and/or tutoring groups may be arranged through the Dean of Academic's office. Since these few months are preparation for a lifetime career, make wise use of your study time. PLATO is available in our Learning Resource Center as well.

INSURANCE

Many college students are still covered by family health insurance while in college. However, some students do not have such coverage. For students desiring insurance, there is information available. All students are encouraged to, although not required, to have hospitalization insurance while in school. Contact the Director of Student Services who can provide you with a list of providers in our regional community.

CAREER SERVICES

Spencerian College provides a full-time Career Services Center to assist qualified GRADUATES with career placement. Career Services assists those graduates who have met their financial obligation to the school, formally applied for Career Services assistance, and are available to interview with employers. Graduates are eligible for lifetime job search assistance. This assistance is provided to all eligible graduates at any time at no additional cost to the graduate. Students who elect to cease their studies, have not successfully completed their program with passing grades, or have not fulfilled their financial obligations to Spencerian College are not eligible for graduate employment assistance.

COURSE REVIEW PRIVILEGES

Graduates are eligible for lifetime review privileges without additional tuition charge in all courses taken as part of their original program. NOTE: Students must have fulfilled all financial obligations to the College to be eligible for review privileges. Books, parking, and lab fees must be paid even though tuition is being waived.

DISABLED STUDENT SERVICES

Spencerian College is strongly committed to the success of students, faculty, staff and visitors with disabilities. The College and its staff also strongly support the tenets and the spirit of the Americans with Disabilities Act (ADA). To properly support those with disabilities and for responding to requests for disability-related accommodations, anyone enrolled or visiting the College in need of accommodations should see the following individuals for assistance:

- Students with academic related disabilities: Dean of Academics.
- Mobility-related or other needs: Director of Student Services.

Both of the individuals listed above may be contacted through the administrative office.

ACADEMICS

PRODUCTIVE ACADEMIC ENVIRONMENT

It is the policy of Spencerian College to not tolerate verbal or physical conduct by any student, faculty, or staff member that harasses, disrupts, or interferes with another's education or which creates an intimidating, offensive, or hostile environment.

While all forms of harassment are prohibited, it is Spencerian College's policy to emphasize that sexual harassment is specifically prohibited. No one is to threaten or insinuate either explicitly or implicitly that another person's refusal to submit to sexual advances will adversely affect the student's right to an education.

Other sexually harassing conduct at Spencerian College, whether committed by supervisory, non-supervisory personnel, or students, is also prohibited. Such conduct includes but is not limited to the following:

1. Sexual flirtations, touching, advances, or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic or suggestive comments about an individual's dress or body;
4. Sexually degrading words to describe an individual, or;
5. The display in the workplace of sexually suggestive objects or pictures including nude or sexually suggestive photographs

Any student, who believes that the actions or words of an individual or fellow student constitute unwelcome harassment, has a responsibility to report or complain as soon as possible to the Dean of Academics and/or Executive Director. The College officials will investigate all complaints of harassment in as prompt, impartial, and confidential manner as possible.

Any student who, after appropriate investigation, is found to have engaged in harassment of another student will be subject to appropriate disciplinary action up to and including termination.

Likewise, there is to be no sexual harassment of students by faculty or other Sullivan University System employees. Complaints by students of harassing faculty or other Sullivan University System employees will be taken seriously and will be subject to the same investigation and disciplinary procedure as stated above.

Retaliation against an employee or student who has made or assisted in a grievance or investigation of harassment is strictly prohibited and provides separate grounds for discipline, up to and including termination.

“C” AVERAGE

Students must have at least a “C” average in each subject. Students who fail to do so will be required to repeat that course.

GRADING

Each instructor will have his/her own grading criteria, which will be explained. The final grade will depend on test grades, class participation, attendance, work turned in during the quarter, and any final projects assigned by the instructor.

GRADING SCALE

(Effective June 24, 2002)

A	90% - 100% Excellent
B	80% - 89% Above Average
C	70% - 79% Average
D	60% - 69% Below Average
F	59% and Below - Failing

*Some Departments may grade differently than the above listed scale. Please see your Department handbook to confirm the grading scale.

W	Withdraw within first 7 weeks of quarter
WF	Withdraw after 7th week – Fail
*I	Incomplete
S	Satisfactory progress
U	Unsatisfactory progress
AU	Audit-Graduate Review

*Becomes an “F” if not removed by the end of the second week of the next quarter.

TRANSFER OF CREDITS

Current students may wish to transfer credits from another institution. To be eligible, you must meet requirements of the program into which you are transferring. You must have a grade of a “C” or better for the transfer to be considered. Your former institution must be nationally or regionally accredited. The registrar will evaluate each request on an individual basis.

REQUESTS TO TRANSFER CREDIT(S) MUST BE MADE BEFORE OR AT THE TIME OF YOUR FIRST QUARTER’S REGISTRATION.

Spencerian College Radiography program does not accept or grant transfer of radiography credits or advanced placement of students between programs who are not a division of the Sullivan System.

CREDIT FOR EXPERIENTIAL LEARNING

Students may request to take a by-pass test if they think that their life experiences would enable them to meet the objectives of a course. By-pass exams can be arranged through the Registrar's or Associate Dean of Academics Offices. The cost for each test is \$40.

MID-TERM GRADES

At mid-term, grade reports are sent to students who have "D" or "F" grades. Mid-term grades are calculated for advisory purposes and are not recorded on the official student transcript.

FAILING GRADES

Students enrolled on a **full-time** Enrollment Agreement will be allowed to repeat any failed course once without tuition penalty. Additional failures will result in the student paying tuition for the class.

"F" and "WF" grades will be replaced with the new letter grade upon completion of the class with a passing grade. The grade point average (GPA) will be adjusted to reflect this change by removal of the punitive grade from the GPA calculations.

GRADE POINT AVERAGE (GPA)

GPA is calculated on the 4.0 system. The GPA is calculated by multiplying the quality points earned for each grade by the credit hours given for the course, summing the quality point totals, and dividing the sum by the credit hours attempted.

Sample GPA Calculation:

Course	Grade	Credits		Quality Points	Quality Points Awarded
Intro to Drafting	A	3	X	4	=12
CADD I	C	3	X	2	=6
College Math	B	4	X	3	=12
Intro to Computers	D	3	X	1	=3
English	W				(no calculation)
Totals		13			33
Grade Point Average= 33 ÷ 13 =2.54					

An "I" grade is not included in the calculation of the grade point average. If the "I" is not changed by the end of the second week of the next quarter then it becomes an "F" and the grade point average is recalculated to include the "F" grade. If the "I" is changed to a letter grade by the end of the second week of the next quarter, the grade point average will be recalculated to include that grade.

An "S" grade is not included in the calculation of the grade point average. The credit hours earned by the "S" are included in the total credit hours necessary for graduation.

A “W”, “I”, “S”, or “AU” grade is not included in the GPA. However, a letter grade converted from an “I” grade will be included in these calculations.

In order to receive a degree, diploma, or certificate at graduation, students must finish with an overall “C” or 2.0 GPA, and must successfully pass each subject required for their program of study. Grade reports are issued to every student at the end of each academic quarter of study.

ACADEMIC STANDARDS

Satisfactory Academic Progress

All students of Spencerian College/Lexington must meet the following minimum standards of academic achievement and successful course completion while enrolled. The student’s progress will be evaluated at appointed intervals of attendance to determine Satisfactory Academic Progress (SAP). The institution does not allow students to remain in school who are not meeting SAP.

Qualitative Standards (Cumulative Grade Point Average)

Full-time students (those enrolled in at least 12 credit hours) must maintain the following cumulative grade point average (CGPA) on a 4.0 scale:

- 1.60 at the end of the 1st quarter;
- 1.80 at the end of the 2nd quarter; and
- 2.00 at the end of the 3rd and all subsequent quarters.

Part-time students (those enrolled in less than 12 credit hours) must maintain the following cumulative grade point average (CGPA) on a 4.0 scale:

- 1.60 upon reaching 12 credit hours attempted;
- 1.80 upon reaching 26 credit hours attempted; and
- 2.00 upon reaching 40 credit hours attempted and beyond.

For purposes of calculating CGPA, any course taken where a grade of A, B, C, D, F, WF, or I is assigned is considered as attempted. Courses where a grade of A, B, C, or D is assigned are considered as earned and quality points assigned are used in CGPA calculation.

Quantitative Standards (Completion Rate)

Students are expected to register and complete their program in the normal time frame as noted on specific program pages. Completion of program cannot exceed 1.5 times the stated normal time frame. Each quarter, quantitative SAP will be measured by comparing the number of attempted credit hours with the credit hours earned (i.e., those attempted hours where an acceptable passing grade was earned). The total number of attempted credit hours will include all courses in which the student was actively enrolled. Students must earn a minimum of 2/3 of credit attempted to maintain SAP.

The following are considered when evaluating quantitative student SAP:

- Withdrawals, incompletes, instructor drops, and failures are considered as hours attempted, but not earned.

- By-pass credit earned through testing is considered as both attempted and earned, but is not used in calculating cumulative GPA.
- Transfer credit is considered as both attempted and earned, but is not used in calculating cumulative GPA.
- Repeated courses are included in both attempted and earned.
- Courses audited are not considered as attempted or earned.
- Upon the change of a student's major, only those credits previously taken that will apply to the new program will be considered as attempted and earned.

Academic Probation/Suspension

Students who fail to maintain SAP as outlined above will be placed on academic probation for the next quarter of attendance. During the probationary quarter, the student must have regular contact with the Department Chair to provide information regarding their current status in all courses. The student may be required to seek additional tutoring during the probationary quarter. At the end of the probationary quarter, the student's SAP will be reviewed for the following:

- Qualitative and Quantitative standards met -- student will be removed from probation.
- Qualitative and/or Quantitative not met -- student will be academically suspended.

Students who can demonstrate that extreme mitigating circumstances caused the academic shortcomings may be exempt from suspension for one term. Students must submit a written appeal providing documentation of such circumstances.

Reinstatement (after suspension)

After the suspension period has been served, the suspended student may apply for reinstatement to the institution by submitting a request in writing to the Academic Appeals Committee (AAC). Along with the written request, the student will need to provide evidence of extenuating circumstances leading to the academic suspension. The AAC has the discretionary authority to accept or reject a suspended student's request for reinstatement. The decision of the AAC will be submitted to the student in writing.

Students on suspension cannot receive Federal Title IV financial aid until SAP has been satisfied.

Upon reinstatement from suspension, the student will re-enter on academic probation and will remain on probation until SAP is maintained. Once the student has met the requirements for SAP, the student will be removed from probation. Federal Title IV financial aid eligibility may be restored at this time. Failure to achieve SAP while on probation by appeal will result in the student's termination from the institution without possibility of reinstatement, or the student may choose to pursue a certificate of completion.

Any transfer credit earned from another accredited institution during the suspension period may be used to satisfy credit deficiencies. Grade changes to previously unsatisfactory grades may be considered in satisfying completion rate and GPA deficiencies.

Extended Enrollment Status / Certificate of Completion

Students who have been suspended for not maintaining SAP may continue their study at the institution, at their own expense. Students in extended enrollment status must attempt to correct their academic deficiencies by re-taking failed courses or courses in which a higher grade could be earned. Once SAP has been reestablished, a student may apply for reinstatement as a regular student by submitting a request in writing to the AAC. The AAC, in conjunction with the Academic Dean, will conduct an academic evaluation and make a determination on the desire and ability of the student to satisfactorily complete the program. The AAC has the discretionary authority to accept or reject a student's request to be reinstated as a regular student. Upon approval of reinstatement as a regular student, Federal Title IV financial aid eligibility will be re-established.

Students who pursue a certificate of completion will not be eligible to receive Federal Title IV financial aid. The student will not receive the original academic credential and will instead receive a certificate of completion.

Program Changes

All students will have one opportunity to make a program change free of charge. For every program change thereafter, there will be an administrative fee of \$25.00. Courses relevant to the new program will transfer and are counted in calculations of completion rate and CGPA. If courses previously taken are irrelevant to the new program, calculations of CGPA and completion rate will start over.

REVIEW OF RECORDS

Academic personnel review student records for continued enrollment and satisfactory progress quarterly.

- **Penalty for Failure to Meet Academic Standards** – Students who fail to meet the standards outlined above will be placed on academic probation or academic and/or financial aid suspension.
- **Financial Aid Suspension** – Financial aid suspension occurs when a student fails to meet Satisfactory Academic Progress (SAP).
- **Academic Probation** – Students are on probation the first time they do not meet the standards for satisfactory progress.
- **Academic Suspension** – Students who are on probation and fail to meet above requirements will be suspended.

DISTRIBUTION OF SCHEDULES

First quarter students will receive their schedules at Registration. Please be aware, however, this is not your official schedule. Last minute changes (i.e., room and/or instructor changes) could cause your final schedule to be different. **You will need to check the Student Portal on the first day of class each quarter to verify your official schedule.** Schedules for continuing students are available on the Student Portal beginning the 8th week of each quarter. Schedules are not printed and distributed to students by the College.

DISTRIBUTION OF GRADES

Students can view a quarterly grade report by logging into the Student Portal. Grades are not mailed to students at the end of each quarter. Students failing a course will receive notification via mail. Spencerian College's policy states that grades cannot be given out over the phone.

STUDENT EMAIL ACCOUNTS

Students are required to utilize their Sullivan University System issued email account for all correspondence with faculty and staff. Third-party email correspondence is not considered acceptable communication. All students will need to check their student email account on a weekly basis. Administrative staff will use email accounts to send important correspondence regarding items such as:

- Independent study.
- Financial Planning announcements.
- Appeals.
- Attendance.
- Department announcements.
- Weekly newsletter

ATTENDANCE

All students are expected to report to class on the first day of each quarter. Any student entering classes after the beginning date will be counted absent for those days prior to returning. For students who have registered after the start date, absences will be counted after the first day of registration. Students must be in class by the second class period after the quarter starts or they will not be allowed to enter/re-enter.

ABSENCES

Any absence may cause a student's grade to be lowered. Reduction of a grade for excessive absences is at the discretion of the individual instructor and will be listed on the class syllabus.

Students missing a class more than the number of times the class meets in a two week period of the quarter will be dropped from that class. However, the instructor has the discretionary authority to allow a student to remain in that class. If the student misses or is tardy again, they will be dropped from the class. The student may appeal this action by filling out an appeal form secured from the Administrative Office. The student's appeal must be received within 24-hours from the time and date the student is notified of being dropped from the class. The appeals committee, appointed by the Associate Dean of Academics, will gather the necessary information to make a decision regarding the appeal. The committee will meet on Friday of each week and post their decisions by the next Monday morning. The student must attend class until receiving notice from the appeal's committee. Any further absences by the student during the appeals process will be grounds for denying the appeal.

TARDINESS

Excessive tardiness will not be tolerated by any instructor. Reduction of a grade for excessive tardiness is at the discretion of the individual instructor. Two occasions of tardiness constitute one absence. The tardy policy will be listed on the class syllabus.

TRANSCRIPTS

One (1) free transcript is provided to the student upon graduation from Spencerian College. After the first copy, there will be a transcript fee of \$10 per copy. If you would like a copy of your Spencerian transcript, fill out a Transcript Request Form, available in the Registrar's Office, and submit it to the Registrar. Requested transcripts will be available within one week of the student's request. An inactive student must have his/her account paid in full before transcripts may be released.

Furthermore, Spencerian College will send official transcripts to a third party with your written approval only. The cost is \$10 per copy and you must have your account paid in full before transcripts may be released.

Spencerian College can only provide transcripts of work completed at this institution. The College cannot release your high school or other college transcripts. Once submitted, they become the property of Spencerian College.

ACADEMIC INTEGRITY POLICY

As defined by the *Center for Academic Integrity*, **Academic Integrity** is a commitment, even in the face of adversity, to five fundamental values: *honesty, trust, fairness, respect, and responsibility*.

Academic integrity is of utmost importance as you pursue your degree at Spencerian College. As a student, you should work diligently to integrate integrity into every aspect of your life. The work you complete and present within this institution will be reflected in your performance in your career after you graduate. Therefore, it is your personal responsibility to uphold the Academic Integrity Policy of Spencerian College in every aspect of your academic career.

Each student must agree to incorporate the following principles of academic integrity while attending Spencerian College:

Preparation for Class

1. Read assigned text and complete all homework assignments prior to class.
2. Clarify anything that you are unsure of, which includes looking up and researching unfamiliar terms and concepts.
3. Formulate questions and/or comments regarding course-related material to address during class time.

In Class

1. Show up for all scheduled class sessions promptly, and do not leave early.
2. Do not waste class time by disrupting others with non-related comments or materials and refrain from using profane language.
3. Make good use of class time by being engaged in class discussions and activities. You must never sleep in class, and when given time to work on assignments, make good use of that time.
4. Ask questions about unclear material – not just for your own sake, but because others may have the same question or uncertainty.
5. Participate in class discussions by offering positive and enlightening observations, comments, and insights.
6. Show utmost respect for others when they are speaking by listening and not holding side-conversations.
7. Respect the ideas and comments of others. Your comments shall address issues, not attack individuals.
8. When attending a class that is held in a computer lab, refrain from non-related Internet activity.

Exams and Quizzes

1. Do your best to prepare for all exams and quizzes.
2. Do not use cheat sheets, copy the words or answers of others, seek help from another student, or utilize any other form of dishonesty during the exam time.
3. Do not assist other students, or make it easy for them to cheat off your assessment during the exam time.

Written Assignments

1. Begin researching and writing early enough to ensure that you have the time you need to do your best work.
2. Do not submit a paper that you have not written specifically for the class in which it was assigned. It is dishonest to falsify information, download the work of another (purchased or free) from the Internet, or copy and paste phrases, sentences, paragraphs, and/or entire works of others into your submitted document.
3. Give full and proper credit to all sources. This includes the concepts that you have borrowed from others.

It is the responsibility of your instructors to hold you accountable for the above situations. In certain circumstances, such as cheating and/or plagiarism, instructors are required to charge you with a violation of the Academic Misconduct Policy. Offenses accumulate during the student's academic career at Spencerian College and all documentation will be kept in the office of the Dean of Academics.

ACADEMIC MISCONDUCT POLICY

Disciplinary action may be initiated by the College and disciplinary sanctions imposed against any student or students found responsible for committing, attempting to commit, or intentionally assisting in the commission of any academic misconduct. The examples provided below are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

- Using material sources not authorized by the faculty member during an examination or assignment;
- Utilizing devices that are not authorized by the faculty member during an examination or assignment;
- Providing assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;
- Presenting as their own the ideas or works of another person without proper acknowledgment of sources;
- Knowingly permitting their works to be submitted by another person without the faculty member's permission;
- Acting as a substitute or utilizing a substitute in any examination or assignment;
- Fabricating data in support of laboratory or field work;
- Possessing, buying, selling, obtaining or using a copy of any material intended to be used as an instrument of examination or in an assignment in advance of its administration;
- Altering grade records of their own or another student's work; or
- Offering a monetary payment or other remuneration in exchange for a grade.

When a student is determined to be guilty of academic misconduct, the instructor checks with the Dean of Academics to determine if a prior offense exists for the student. Offenses accumulate during the student's academic career at the College.

First Offense:

- The student is issued a written warning signed by the instructor.
- The student must redo the assignment, exam, paper, etc. or a grade of 0 will be recorded. A penalty of 50% will be deducted for the redo.

Second Offense:

- The student is issued a second written warning signed by the instructor. A copy is sent to the Dean of Academics.

- The student is given an “F” in the course.

Third Offense:

- The student is expelled.

NOTE: The student may write a letter of appeal to the Dean of Academics at any time. The Dean of Academics will forward the appeal to the Academic Appeals Committee for a ruling on the particular case.

APPEALS POLICY

Spencerian College recognizes the right of students to know the circumstances and manner in which disciplinary action will be taken and to inform students that these policies will be enforced. All students will be afforded due process, in accordance with the rights found within the United States Constitution.

Policy

The student has the right to appeal a grade, suspension, termination, or academic action impacting the student’s grade. The student must make a written appeal within three (3)* working days of being informed of a disciplinary action taken, or a grade, suspension, or termination.

Student responsibilities:

1. The appeal process shall begin when the instructor receives a written notice using the Academic Appeals Form from the student. The written notice should be received as soon as possible but at least within three (3)* working days of being informed of the grade, suspension, or termination. In the letter of appeal, the student shall specify in what manner they feel they were treated unfairly, or if there were extenuating circumstances that were not considered.
2. The faculty member determines his or her recommendation and presents this along with the appeals form to the chairperson of the AAC
3. Student rights during the appeal process:
 - a. The student has the right of classroom attendance and participation during the appeal process.
 - b. If the appeal is for attendance, the student must attend all classes during the review. A student may have only one attendance appeal per course per quarter.

The Academic Appeals Committee

Composition

The functioning committee shall consist of the Associate Dean of Academics and a representative from Student Services, Financial Planning, the Registrar Office, and faculty from each program offered at Spencerian.

Responsibilities

The AAC will review the appeal as written.

Initial Review

1. The AAC will receive written statements from each party involved, i.e. student, faculty, clinical instructor, etc.
2. No new matter may be appealed that was not identified by the student in the original appeal.

Hearing

1. The AAC will generally be convened on Fridays or as needed.
2. The AAC will review the submitted materials and may call for further evidence as it deems necessary.
3. The AAC considers the appeal and puts forth a ruling.
4. The AAC chair will put the decision of the appeals committee in writing. The decision will be placed in the student's permanent record.
5. If the ruling is not in the student's favor, she or he has 24 hours from the time of the ruling to submit in writing and ask the Dean of Academics to hear the case.
6. If the above ruling is not in the student's favor, she or he has 24 hours from the time of the ruling to submit in writing and ask the Executive Director to hear the case.
7. As a general rule, the Executive Director will not overturn the decision of the Appeals Committee unless new evidence is presented that was not available to the committee. The decision of the Executive Director is final.

Definitions

Academic Probation – a period of warning whereby a student must achieve a particular GPA or complete a minimum number of credit hours.

Academic Suspension – a dismissal from school for a period of time not to exceed one quarter.

Academic Termination – a permanent dismissal from school.

Financial Planning

Financial assistance is available in some form to nearly every student. Financial aid programs include student loans, grants, and scholarships. Convenient payment plans are also made available.

As a Spencerian student, you will have access to all federal financial aid programs. Under the direction of the U.S Department of Education, funds are allocated to the lowest income families first, but funds are available to middle-and upper-middle-income families. You can make your application through the Spencerian Financial Planning Office. Call a Spencerian advisor at (859) 223-9608 for more information.

Policy on Return of Title IV Funds:

Federal financial aid funds are awarded with the expectation that students “earn” a percentage of the funds they are disbursed with each day of class attendance each term. When a student who has received federal financial aid funds (Title IV Funds) withdraws before the end of the term, federal law requires Spencerian College to calculate the percentage and amount of “unearned” financial aid funds that must be returned to the federal government. Once a student has completed more than 60% of a term, he/she is considered to have earned all funding received. This calculation may have the effect of requiring the student to repay funds that have already been disbursed to the student. Students are encouraged to meet with their financial aid administrator prior to making the decision to withdraw from school.

The order by which the funds are to be repaid is as follows:

1. Unsubsidized FFEL/Direct Stafford;
2. Subsidized FFEL/Direct Stafford Loan
3. Perkins Loan;
4. FFEL/Direct Plus;
5. Pell Grant
6. FSEOG;
7. Other Title IV programs.

Refunds are made within 30 days of the last date of attendance or 30 days from the date of determination of withdrawal or suspension.

Sources of Financial Assistance:

Federal Pell Grants

- Grant-no repayment
- For undergraduates only
- Usually limited to five (5) full years of study

Pell Grants are awarded to help undergraduates pay for their education after high school. For many students, these grants provide a “foundation” of financial assistance to

which aid for other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.

Pell Grant Awards for the academic year will depend on program funding. How much you are awarded will depend on your Estimated Family Contribution number, the cost of education at your school, whether you are a full-time or part-time student, and how long you will be enrolled in the academic year.

Federal Supplemental Educational Opportunity Grant

- Grant-no repayment
- Campus based program
- For undergraduates only
- Amount based on need and availability of funds

SEOG is an award to help you pay for your education after high school. It is for undergraduate students with exceptional financial need (with priority given to Pell Grant recipients), and does not have to be paid back.

Federal Family Education Stafford Loan

- Loan-must be repaid
- For undergraduate and graduate students
- Loan borrowers must be enrolled at least half-time

A Stafford Loan is a low-interest loan made to you by a lender, such as a bank, credit union, or a savings and loan association, to help you pay for your education after high school. These loans are insured by the **Kentucky Higher Education Assistance Associate (KHEAA)** and re-insured by the federal government. All applicants must show financial need, and in some cases, the amount of your need may limit the size of your Stafford Loan. Loan repayments begin six (6) months after you graduate, leave school, or drop below half-time status.

Federal Perkins Loan

- Loan-Must be repaid
- For undergraduate and graduate students
- Campus-based program
- Amount of loan based on need and availability of funds

The Federal Perkins Loan is a low-interest loan to help you pay for your education after high school.

If you are a borrower, and you are attending at least half time, you have a “grace period” of nine (9) months after you graduate, leave school, or drop below half time to repay your loan. If you are less than a half-time student, your grace period may be different. Check with your financial planning coordinator. At the end of the grace period, you must begin repaying your loan.

If you are not a new borrower, your grace is six (6) months.

You may be allowed up to 10 years to repay your loan.

Federal Family Education Parent Loan Undergraduate Students (PLUS)

PLUS Loans are for parent borrowers. PLUS Loans provide additional funds for educational expenses. Like Stafford Loans, a lender such as a bank, credit union, or a savings and loan association make PLUS Loans.

PLUS borrowers must begin repaying interest within 60 days after the loan is disbursed, unless the lender agrees the interest accumulate until the deferment ends.

Veterans Approval

Spencerian College is approved for the training of veterans, veterans' survivors, and children of disabled veterans under public laws administered by the United States Veterans Administration.

Rehabilitation

Spencerian College serves clients of the Kentucky Vocational Rehabilitation. A student who has a substantial handicap to employment may be eligible for assistance while training. The amount available is determined by the vocational rehabilitation agency and depends upon the individual circumstances of each student.

Spencerian College Assistance to Students

Career Education Loan (CEF)-Non-credit based loan provided by Sullivan University Systems. This loan is need-based. A student must pay \$1000.00 over a nine month period towards their tuition. This loan goes into repayment 30 days after a student ceases studies or withdraws for any reason. Any credit the student has at the end of a loan period, or when a student ceases studies for any reason, will be refunded to the principle balance.

Payment Plans-Spencerian College has several payment plans available. Monthly payments can be arranged through Spencerian College. We want to help you attend Spencerian College.

Each year, Spencerian College employs several deserving students. These students earn part of their tuition through work in or around the college after normal class hours. Check the college newsletters for postings of job openings for students or contact the Executive Assistant.

Check with the Spencerian College Financial Planning Office at (859) 223-9608 for full details on grants, loans, scholarships, and payment plans.

Spencerian College makes no representation that any applicant will receive any assistance referred to above, since eligibility is determined by individual qualifications and/or needs. The availability of the aforesaid assistance does not imply that the federal or any state government or any of their agencies guarantee the truth or accuracy of any representation made by the school.

Note: The regulations governing all financial assistance programs are subject to change. The College's Director of Financial Planning will have the latest information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law, which states that (a) a written institutional policy must be established and (b) a statement of adopted procedures covering the privacy rights of students are made available. The law provides that the institution will maintain the confidentiality of student education records.

Spencerian College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Spencerian College community, only those members, individually or collectively, acting in the students' educational interest is allowed access to student education records. These members include personnel in the Accounting and Financial Planning Departments, Admissions Department, the Dean of Academics, the Executive Director, and academic personnel within the limitations of their need to know.

At its discretion, Spencerian College may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar in writing within two weeks after the first day of class each quarter.

Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Registrar's Office.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing are unacceptable. The Registrar's Office at Spencerian College has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic cooperative education, and job placement records.

Students wishing to review their education records must make written requests to the Registrar's Office listing the item or items of interest. Only records covered by the Act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions, e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document, which exists elsewhere. These copies would be made at the students' expense at prevailing rates that are listed in the current catalog. Education records do not include records of instructional, administrative, and educational personnel that are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health

records, job employment records or alumni records. Physicians of the students' choosing, however, may review health records.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is **not** required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students, who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Registrar's Office. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Registrar's Office of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Executive Director who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The panel that hears such challenges will be the Executive Director, Dean of Academics, Registrar, and Department Chairperson.

Decisions of the hearing panels will be final. They will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the Institution to aid them in filing complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

Revisions and clarifications will be published as experience with the law and institution's policy warrants.

DIRECTOR OF RECORDS

Financial Aid Files
Academic Files
Transcript Files
Career Services

Financial Planning Office
Registrar Office
Registrar Office
Career Services Office (upon graduation)

SPENCERIAN ACADEMIC CALENDAR

	<u>2009</u>	<u>2010</u>
Winter Quarter	January 5-March 22	January 4-March 21
Martin Luther King Day	January 19	January 18
Spring Break	March 23-29	March 22-28
	<u>2009</u>	<u>2010</u>
Spring Quarter	March 30-June 14	March 29-June 13
Memorial Day	May 25	May 31
Summer Break	June 15-28	June 14-27
	<u>2009</u>	<u>2010</u>
Summer Quarter	June 29-September 13	June 28-September 12
Independence Day Observed	July 3	July 5
Labor Day	September 7	September 6
Summer Break	September 14-27	September 13-26
	<u>2009</u>	<u>2010</u>
Fall Quarter	September 28-December 20	September 27-December 19
Thanksgiving Holiday	November 23-27	November 22-26
Fall Break	December 21-January 4	December 20-January 3

COMPLAINT PROCEDURE

Students who have complaints or concerns with faculty or staff have the ability to file a student grievance. The student must follow the chain-of-command guidelines below to seek a resolution.

- A. Student should first meet with the faculty or staff member they have the complaint with to try and resolve the matter.
- B. If a satisfactory resolution is not achieved, they may then proceed to the next step which is to contact that individual's immediate supervisor. If the complaint is with an instructor the student would have a conference with the Department Chair. If the complaint is with a staff member the student would meet with the director of that particular department.
- C. If the student feels the issue is still unresolved the student may then meet with the Dean of Academics to resolve an issue with an instructor or the Executive Director to resolve issues with staff members.

If a satisfactory resolution is not achieved by meeting with the Dean of Academics, they would then meet with the Executive Director.

- E. If further action is deemed necessary, the student may file a written grievance with the Executive Vice President by mailing it to:

Executive Vice President
The Sullivan University System, Inc.
PO Box 33-308
Louisville, KY 40232

- F. Grievances may also be submitted to:

Accrediting Council for Independent
Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
Telephone: (202) 336-6780

ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. Question: How will I get my schedule?

Answer: During the eighth week of the quarter, you can print your schedule from the Student Portal.

2. Question: What is the length of a quarter terms?

Answer: Spencerian College holds classes all year and separates its programs into four (4) 11-week quarters with 5-6 weeks' vacation throughout the 12-month year.

3. Question: May I work part-time without hurting my grades?

Answer: This, of course, depends on the ability of the student. It is advisable to keep part-time work below 20 hours per week.

4. Question: Do I receive a grade report?

Answer: Yes, although the College does not mail out grades. Grades are posted quarterly on the Student Portal.

5. Question: Will I qualify for job placement assistance if I do not graduate?

Answer: Assistance from the Spencerian College Career Services Center with job placement is reserved for graduates only.

6. Question: How do I get my schedule as a part-time student?

Answer: You must see the Registrar to register for classes each quarter.

7. Question: As a night student, who is my mentor?

Answer: Only first quarter night students have a mentor. The lead instructor at night serves as your mentor.

8. Question: Where can I find information concerning employment and other career related topics?

Answer: There are several career bulletin boards in and around the student lounge to assist you with your job search and career trends.

9. Question: How late are the Registrar and Financial Planning support services available in the evening?

Answer: Both offices have a representative here until 7pm.

Map of Student Parking

