



STUDENT HANDBOOK

2011

Business ~ Aviation
Computer Technology ~ Digital Arts & Design
Medical & Health Sciences

One of the most important choices in your life was your decision to further your education. You are to be commended for the responsibility and maturity of this action. The continuation of your education and your progress at the Academy will require some self-sacrifice as well as the help of your parents, spouse or friends. Overall development academically and socially, culminating in graduation, must remain foremost in your mind and actions. Our intention is to acquaint you with some of the policies and practices at the Academy, and to minimize those things that might conflict with your goals.

You have joined an energetic and conscientious group of Academy personnel and students. You will find sincere commitments through out the college and you will meet and study with those who will be the best, most enduring friends you may ever have.

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revised July 14, 2011

ACADEMY COLLEGE MISSION

Academy College's mission is to provide our students with the highest quality of education through career programs designed to enable students to succeed in their career and personal development.

In fulfilling the mission, Academy College has set forth the following objectives which reflect the overall goals of the College:

- ▶ Prepare students for academic, professional and personal success through quality career-focused programs that develop skills to last a lifetime
- ▶ Offer a range of career programs in the Aviation, Business, Computer Technology, Digital Arts & Design and Medical & Health Sciences fields
- ▶ Provide effective instruction and learning methods that strengthen student academic outcomes
- ▶ Accommodate the diverse needs of students entering or retraining for the workforce
- ▶ Aid students in developing the technical and soft skills needed to excel in the current job market
- ▶ Provide an atmosphere of learning that will enhance the students' ability to demonstrate ethical and moral values in both professional and personal situations
- ▶ Evaluate and update curricula, programs and courses in response to identified industry needs acquired through community and industry resources
- ▶ Maintain qualified faculty members who provide high-quality instruction focused on a strong academic base and workplace readiness
- ▶ Provide faculty with the necessary resources for professional and personal development
- ▶ Maintain facilities that meet the needs of students, faculty and staff
- ▶ Provide appropriate educational resources and facilities to support the delivery of learning
- ▶ Provide students with a variety of resources including, but not limited to instructional tutoring, course study sessions, online training and continued program guidance
- ▶ Provide on-going career services to current and graduate students through individual and group advisement sessions
- ▶ Build and maintain professional relationships with employers ensuring graduate preparedness for industry-specific hiring requirements

ACADEMY COLLEGE

Academy College is accredited by the Accrediting Council for Independent Colleges and Schools to award Bachelor of Science Degrees, Associate Degrees, and Certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the U.S. Department of Education and is recognized by the Council for Higher Education Accreditation. The College of Business, College of Digital Arts & Design, College of Medical & Health Sciences, College of Aviation, and College of Computer Technology are divisions of Academy College.

The Academy College Medical Assistant Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP accredits programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the American Association of Medical Assistants and American Medical Association cooperate to establish, maintain and promote appropriate standards of quality for educational programs in medical assisting throughout the country. CAAHEP's accreditation of degree-granting institutions is recognized by the Council for Higher Education Accreditation.

STATEMENT OF OWNERSHIP

Academy Education Center, Inc. dba Academy College is a private corporation under the laws of the State of Minnesota

ACADEMIC EXECUTIVE BOARD

Corporate Officers: Nancy Grazzini-Olson > President
Mary Erickson > Secretary

Administration: Tracey Schantz > Campus Director, Director of Education
Kellye MacLeod > Director of Financial Aid
Sarah LaRose > Student Affairs Coordinator
Faith Moulin > Online Coordinator/Librarian

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FINANCIAL ASSISTANCE INFORMATION

GRANTS ~ LOANS ~ VETERAN'S ASSISTANCE ~ WORK STUDY

Academy College recognizes that many students will need financial assistance. All students who plan to attend will have the opportunity to schedule a personal interview with the Financial Aid Office to discuss and complete financial assistance applications. The following programs are available to students:

GRANTS

- > **Minnesota State Grant Program**
Available to Minnesota residents; the dollar amount changes annually.
- > **Pell Grant Program (Federal)**
Available to half-time and full-time undergraduate students; the maximum dollar amount changes annually.
- > **Academic Competitiveness Grant (ACG) ***
Available to full-time, first-time students who have completed a rigorous high school program of study and are in their first or second academic year of school; the dollar amount changes annually. Students must have a 3.0 GPA at the end of their first year to receive a the ACG grant for their second year.
- > **National Science and Mathematics Access to Retain Talent (SMART) Grant ***
Available to students who are completing a Bachelor Degree in Computer Science and who are in their third or fourth academic year of school; the dollar amount changes annually. Students must maintain a 3.0 GPA to receive this grant.
- > **Federal Student Educational Opportunities Grant (FSEOG)**
Available to undergraduate students who exhibit extreme financial need.
- > **MN Child Care Grant Program**
Available, by separate application, to those students with documented child care costs for dependents who are 12 years of age or younger.
- > **MN Achieve Scholarship**
Is designed to address critical barriers to college attendance. This one time scholarship is available to eligible Minnesota High School graduates who completed a rigorous High School program of study.
- > **MN GI Bill**
Established in 2007 to provide financial assistance to eligible MN veterans who served on or after September 11, 2001.

These grants are available to undergraduate students on the basis of established need. Application is made using the Free Application for Federal Student Aid (FAFSA).

* This program has been eliminated. Funds are unavailable for award year 2011-2012 and after.

OTHER GRANTS

- > **Indian Scholarship Grant**
Application is made and dollar amount determined by each tribe that participates in the program.
- > **Vocational Rehabilitation**
Available through Minnesota Department of Economic Security. Grants provided to cover costs associated with disability.

LOANS

(MUST BE REPAYED)

If students need additional financial aid, they may be eligible to apply for any of these loans. Some loan amounts are determined on basis of established need.

- > **Federal Subsidized Stafford Loan Program:**
Repayment begins six months after graduation or student drops below half-time.
- > **Federal Unsubsidized Stafford Loan Program:**
Interest payments are optional while student is in school. Repayment begins six months after graduation or student drops below half-time.

- > **Federal PLUS Loan:**
Parent Loan Program (dependent students only). Interest payments are optional while student is in school. Principal and interest payments begin approximately seven months after student starts school or can be deferred until student graduates or drops below half-time.
- > **SELF Loan:**
Through the state of Minnesota, requires credit worthy co-signer. Interest must be paid while student is in school. Principal and interest repayment begins twelve months after graduation or the student drops below half-time.
- > **US Bank NO FEE:**
Credit and income based loan. It may be used to supplement other forms of financial assistance. Principal and interest can be deferred while student is in school. Repayment begins six months after a student's withdrawal or graduation. (Bachelor degree seeking students only. Not available for flight funds.)
- > **Sallie Mae Smart Option Student Loan:**
Credit based loan. It may be used to supplement other forms of financial assistance. Interest or \$25.00 per month payments due during school. Repayment begins six months after a student's withdrawal or drop below half time.

VETERANS EDUCATIONAL ASSISTANCE PROGRAMS

Every program offered at Academy College is approved for the GI Bill and the Veterans Rehabilitation Program. Veterans benefits depend upon the time and period of military service. Consult the local V.A. office for more information, at 1-888-442-4551 or log on to www.gibill.va.gov

- VA Vocational Rehabilitation
- Federal Tuition Assistance
- Army National Guard, Tuition Assistance

WORK STUDY

There are two types of work study programs. These programs are available to students who meet eligibility requirements based on financial need, which his or her cost of attendance must be greater than his or her expected family contribution.

Eligibility requirements:

- > **Federal Work Study Program**
 - US Citizen or permanent resident
 - High school diploma
 - Satisfactory academic progress
 - Not in default on any federal student loans including Perkins loans
 - No grant overpayments owed
 - Valid social security number
 - Must be registered with selective service if male and born after 1960
- > **Minnesota State Work Study Program**
 - US Citizen or permanent resident
 - Minnesota resident
 - Enrolled a minimum of 6 credits per term
 - Satisfactory Academic Progress
 - Not in default on any federal student loans including Perkins loan
 - Attending a Minnesota school
 - Program leads to degree, certificate or diploma
 - Not receiving reciprocity benefits to attend a Minnesota school

Any student interested in Work Study should contact the financial aid department.

FINANCIAL ASSISTANCE INFORMATION

OTHER PROGRAMS ~ APPLICATION PROCEDURES ~ FINANCIAL AID ELIGIBILITY ~ SCHOLARSHIPS

OTHER PROGRAMS AVAILABLE

- Job Training Partnership Act (JTPA)
- Minnesota State Work Study Program
- Department of Employment and Economic Development (DEED)
- Federal Work Study Program
- Part-time employment assistance
- VA Vocational Rehabilitation
- HIRED
- Trade Adjustment Assistance (TAA)
- Workforce Investment ACT (WIA)
- Federal Tuition Assistance
- Army National Guard, Tuition Assistance

APPLICATION PROCEDURES AND FORMS

All need based programs mentioned previously require a valid student aid report on file. Students must fill out the Free Application for Federal Student Aid (FAFSA) and Academy College's Financial Aid Application.

The FAFSA is processed by the United States Department of Education and students eligibility is determined using the Expected Family Contribution (EFC).

These need-based programs require U.S. Citizenship or Permanent resident status. Verification documents, such as a Federal Tax Return, Social Security card, certificate of naturalization, and/or a permanent resident card may be requested by the Financial Aid Department.

In addition to the FAFSA, students (and/or their parents if dependent) will complete applications as needed. Loan Programs - Promissory Note. Federal or State Work Study Programs - employment application. Students eligible for MN State Grant provide copies of all post secondary transcripts for evaluation. The MN State Grant Program is not available to students who have attended more than five years of full-time college or equivalent.

Criteria for selection only includes FSEOG, other programs students are not selected by institution. In all programs, with the exception of FSEOG, eligibility is not determined and students are not selected by the institution. With the FSEOG program, students are selected each quarter based upon established unmet need for that quarter. Academy College's FIRST SELECTION GROUP will be those students who are eligible for Pell. At quarter end, if funds are remaining, Academy College will award to students with the lowest EFCs who are not eligible for the Federal Pell Grant until remaining funds are expended.

FINANCIAL AID ELIGIBILITY

Students who qualify for aid can receive assistance when enrolled and making satisfactory progress in their program. Students are deemed to be in good standing and making satisfactory progress while on any of the probation statuses if they are meeting the terms, except extended enrollment (SPE; see page 84 of the catalog). Students are not eligible if they are in default or owe a refund on any Title IV Grant.

For purposes of financial aid determination, the student's situation is defined by credits enrolled in per quarter as follows:

	Federal	Minnesota
Full-Time	12 Credits	15 Credits
Three-Quarter	9 Credits	9 Credits
Half-Time	6 Credits	6 Credits

GRADE LEVEL

Grade level is a term used for financial aid purposes to determine second, third and fourth year loan eligibility for students who are in degree granting programs only.

> BS degrees:

Students should consider themselves advanced beyond grade level one into grade level two upon successful completion of a minimum of 36 credits and 25% of the total program credits; grade level three, a minimum of 72 credits and 50% of total program credits; grade level four, a minimum of 108 credits and 75% of total program credits.

> AAS degrees:

Students should consider themselves advanced beyond grade level one into grade level two upon successful completion of a minimum of 36 quarter credits and 50% of the total program credits.

ACADEMY COLLEGE SCHOLARSHIPS

Academy College's scholarship program was established to help students with an interest in one of the programs offered at Academy College. The school awards two High School Ace Awards, four Aspiring Ace Awards, and four Academy College Scholarships. All scholarships will be applied towards tuition in one of our programs. Only one scholarship awarded per individual. All Academy College students, whether incoming or current, are eligible to apply for ONE (1) scholarship only.

> High School Ace Award

The High School Ace Award is geared to the high school senior who is not yet active in classes at Academy College but is interested in or has enrolled with Academy College. To qualify for the High School Ace Award the student must:

- Complete the scholarship application and Essay or Portfolio by May 1..
- Provide a high school transcript to date.
- Submit a typed, 300-word essay entitled, "My Career and Personal Development Goals," or a portfolio highlighting involvement and achievements in the area of career interest, school activities, and community service.

Two \$1,000 award winners will be selected.

> Aspiring Ace Award

The Aspiring Ace Award is geared to any individual who is not yet active in classes at Academy College but is interested in or has enrolled with Academy College.

> Academy College Scholarship

The Academy College Scholarship is designed for the currently active Academy College student. To qualify for the Aspiring Ace Award or the Academy College Scholarship the student must:

- Complete and submit the scholarship application by the due dates. See admissions for due date.
- Take the scholarship test on the scheduled dates. See admissions for test date.

The following scholarships will be awarded to the students achieving the four highest scores:

- \$1000 scholarship
- \$300 scholarship
- \$500 scholarship
- \$200 scholarship

MINNESOTA ACHIEVE SCHOLARSHIP

The Minnesota Office of Higher Education's scholarship program for High School graduates who completed a rigorous course of study in High School.

FINANCIAL ASSISTANCE INFORMATION

TUITION ~ FEES

SEE CATALOG INSERT FOR CURRENT TUITION & FEES

TUITION

Tuition for a quarter is based on the number of credit hours a student takes and the credit hour rates per the course number. See the catalog insert for current tuition.

Tuition is billed quarterly and payable in advance of the start of each quarter. If payment of tuition and fees has not been made, or other payment arrangements agreed upon, Academy College may place the student on Academic Probation.

A late fee may be charged when tuition is paid after the first week of classes and/or on any late payment on an approved payment plan.

Academy College reserves the right to revise tuition. The catalog is the complete statement of all terms and conditions of a student's contract with Academy College.

AVIATION FLIGHT LAB FEES ARE NOT INCLUDED IN ACADEMIC COURSE TUITION

These fees are determined on an hourly basis for aircraft, flight instruction, and supplies, and are charged in addition to academic course tuition, fees, and textbooks. The current Aviation Flight Lab fees are available upon request from admissions. Students enrolling in an Aviation Flight Lab must have the amount of the Aviation Flight Lab Fees on account at Thunderbird Aviation - Crystal, Academy College, or combination of both before they will be allowed to register for that Aviation Flight Lab. If the student uses all of these funds before they complete the Aviation Flight Lab in that quarter, they will need to deposit an added amount equivalent to the estimated flight costs to complete the Aviation Flight Lab. The Aviation program department will determine these costs.

Average flight times for certifications and ratings documented under FAR Part 141 are used to estimate cost. These average flight times DO NOT guarantee certificates or ratings.

FLIGHT PHYSICAL / FLIGHT & GROUND CERTIFICATION

First Class Flight Physical and Flight & Ground certification fees are an additional expense.

AIRCRAFT DISPATCHER TUITION

See the catalog insert for current tuition.

FEES

APPLICATION FEE

A \$40.00 non-refundable application fee must accompany the completed Application form for Admission.

COURSE CHANGE FEE

A course change fee of \$20.00 will be charged to all courses deleted, dropped, and/or added after the first week of the quarter. The fee will not be charged for schedule changes requested by the college.

COURSE FEE

A course fee may be charged for certain courses. A list of current course fees is available from Student Services.

EXAM FEE

Students will be charged the current Testing Center fee rates which are available upon request from Student Services.

LAB FEE

A lab fee may be charged for certain lab classes. A list of current lab fees is available from Student Services.

LATE REGISTRATION FEE

A late fee of \$50.00 will be charged for registration received on or after the first day of the quarter.

REPEAT TRAINING

Tuition will be charged for courses repeated, for any reason, to complete the selected program. Tuition will be the current credit hour rate.

STUDENT ACTIVITY FEE

Students will be charged a \$280.00 one time student activity fee for field trips in their courses, graduation diploma, cap and gown, ceremony, and reception.

TECHNOLOGY FEE

A \$40.00 technology fee will be charged to the student's account on a quarterly basis. This fee will be used to finance improvements in information technology throughout Academy College ensuring continuous improvements in instructional delivery and student support services.

TEST OUT

There will be a \$75.00 per credit fee which must be paid in full at the time of the test out. Test Outs plus credit transfers cannot exceed 40% of a student's total program credit requirements for Bachelor's or A.A.S. degrees and 25% for the Certificate programs. Any courses taken at Academy College affiliated institutions are exempt.

TESTING CENTER

Students will be charged the current testing fee rates which are available upon request from Student Services.

TEXTBOOKS AND SUPPLIES

These items may be purchased at the college and arrangements for payment will be made prior to (on student account) or at the time of purchase (cash, check, major credit card). Payment plans are available to qualified students with written approval by the Campus Director. The approximate cost of textbooks and supplies is \$250-\$500 per quarter.

TRANSCRIPT REQUEST

There is a \$15.00 fee that must be paid at the time of request. All student balances must be paid in full.

STUDENT STATUS CHANGES

NOTIFICATION

Students who change their student status by:

- dropping or adding a class
- taking an approved absence
- withdrawing from school
- switching from full time to half time or half time to full time

should do so officially either in person with the Director of Education or in writing to

Academy College
1101 E. 78th Street, Suite 100
Bloomington, Minnesota, 55420
ATTN: Student Status Change.

COURSE DROP/ADD POLICY

Students may officially drop or add a course by the end of the first week of the course session without penalty. The student must give official notice to the college in writing. The withdrawal date is the date the school receives the notice. Courses dropped by the end of the first week will not appear on the student's transcript and does not count towards any SAP calculation.

Dropping or adding a class may affect both tuition cost and financial aid eligibility. The student is responsible to initiate and follow through with the drop/add process.

COURSE DROP/WITHDRAWAL

Students may officially drop a course if they give notice in writing to the college. If students elect to drop a course (based on the withdrawal notification date) after attending more than one (1) week of a class session, but less than 75% of the course, a "W" will be recorded on their transcript with no points earned and will be included in the Satisfactory Academic Progress (SAP) calculation. Students cannot drop a course if they have attended 75% or more of class based on the withdrawal notification date.

VOLUNTARY WITHDRAWAL FROM SCHOOL

If, for any reason a student wishes to discontinue his/her program, a written or oral request should be made through the administrative offices. When the student is under 18 years of age, request for withdrawal from school must be made by a parent or guardian. A refund calculation will be completed and all Title IV funds will be returned according to the college's refund policy within 45 days after the date of the college's determination that the student withdrew (see page 8). Any outstanding balance must be paid in full to the school. Each student receiving federal student loans must complete an exit interview with the Financial Aid Department as required by federal law.

STUDENTS' RIGHTS & RESPONSIBILITIES

SATISFACTORY PROGRESS REVIEWS

APPLICATION OF STANDARDS

Satisfactory Academic Progress standards apply to all students enrolled in an Academy College program.

WHAT IS SATISFACTORY ACADEMIC PROGRESS?

Satisfactory Academic Progress (SAP) refers to the evaluation of a student's progress at key points in his or her academic program. Students achieve satisfactory academic progress as long as they meet their course schedule and academic criteria as described in this section.

Academy College monitors student progress in accordance with the policies, procedures, and/or regulations of the school itself, the Minnesota Higher Education Services Office, and the Accrediting Council for Independent Colleges and Schools.

WHAT ARE CREDITS EARNED VS. CREDITS ATTEMPTED?

"Credits earned" refers to the courses and credits students complete and earn during the quarter; "credits attempted" are the credits that a student has been charged for all or part of the fee per credit, regardless of whether or not the student completes the course. Failing grades and course withdrawals will affect quarterly satisfactory academic progress and may place students in academic jeopardy.

DEFINITION OF AN ACADEMIC YEAR IS A MINIMUM OF:

- 36 quarter credits
- 30 weeks

SATISFACTORY ACADEMIC PROGRESS

QUARTERLY EVALUATION

QUARTERLY ACADEMIC WARNING

Students will be evaluated quarterly based on the cumulative grade point averages and successful completion of credits attempted. The components are:

1. A cumulative grade point average (GPA) of 2.0 or greater.
2. A cumulative completion ratio of 67% or greater of credits earned versus credits attempted.

SATISFACTORY ACADEMIC PROGRESS

QUARTERLY EVALUATION - CONT'D

QUARTERLY ACADEMIC WARNING - CONT'D

> Satisfactory Academic Progress–Academic Warning (SPA)

If a student does not meet the quarterly, cumulative academic standards, s/he will be placed on Satisfactory Academic Progress–Academic Warning status (SPA) for the following quarter. If the student corrects his or her academic problem during the advisory quarter, s/he would re-establish satisfactory academic progress and be reinstated as a regular student. The student would receive financial aid during this advisory period.

> Satisfactory Academic Progress–Probation (SPP)

If the academic problem is not corrected during the Academic Warning quarter, the student will be placed on Satisfactory Academic Progress–Probation status (SPP). If the student corrects his or her academic problem during the probationary quarter, s/he would reestablish satisfactory academic progress and be reinstated as a regular student. This student would continue to receive financial aid during this probationary period.

However, if the student is academically unsuccessful during the SPP probationary period, s/he would be disenrolled from Academy College.

> Conditional Enrollment–Academic Warning (CEP)

Students with orientation examination scores below the required minimum score may be admitted to Academy College under Conditional Enrollment–Academic Warning (CEP) status. Conditional enrollment is granted at the discretion of the Director of Education. Students who are admitted may receive financial aid funding. If students meet satisfactory progress standards, the CEP status will be removed and students will be placed on regular student status. If students do not meet academic standards, they will follow the satisfactory academic progress quarterly evaluation process.

STUDENTS' RIGHTS & RESPONSIBILITIES

SATISFACTORY ACADEMIC PROGRESS EVALUATIONS

SATISFACTORY ACADEMIC PROGRESS CUMULATIVE EVALUATION

Students must complete their entire program within one and one half times the program length. The maximum time frame is determined by multiplying the student's program length in quarter credits by 1.5. To meet satisfactory academic progress, students must earn the following cumulative GPAs and successfully complete the percentage of credits for which they have enrolled during the quarter:

Key Evaluation Point in Academic Program	Minimum Cumulative GPA	Minimum % of Credits Earned vs. Credits Attempted	If Satisfactory Academic Progress Is Not Achieved
25%	1.25	55%	90 Day Probation (SPC)
End of first academic year	1.25	55%	90 Day Probation (SPC)
50%	1.50	60%	Dismissal (STD) OR Extended Enrollment (SPE)
End of second academic year	2.0	67%	Dismissal (STD) OR Extended Enrollment (SPE)
End of third academic year	2.0	67%	Dismissal (STD) OR Extended Enrollment (SPE)
100% OR End of fourth academic year	2.0	67%	Dismissal (STD)

CUMULATIVE ACADEMIC WARNING

> Satisfactory Academic Progress - 90 day Probation (SPC)
Students not achieving minimum standards—either cumulative GPA or completion rate—at the required evaluation point (see table) will be placed on Satisfactory Academic Progress for 90 days - Probationary status. The student would receive financial aid during this period.

If the student meets the academic criteria at the end of the probationary quarter, s/he would re-establish satisfactory academic progress and be reinstated as a regular student. If the student is unsuccessful, the student will be reevaluated. If this is a non-mandatory dismissal point, the student will remain on probation. If not, s/he would be dismissed from Academy College.

> Satisfactory Academic Progress - Dismissal (STD)
Students not achieving minimum standards—either cumulative GPA or completion rate—at a mandatory dismissal evaluation point will be dismissed from school. Probation would not be allowed at this point.

> Satisfactory Academic Progress—Extended Enrollment (SPE)
In the event of dismissal, students may request in writing an Extended Enrollment Status, which means that they may re-take failed courses and/or practice previously learned skills at their own expense for one quarter to re-establish satisfactory academic progress. Students cannot exceed one and one-half times the program credits attempted in an extended enrollment status and receive the original academic credential for which he or she has enrolled. Students exceeding the maximum time frame may receive a certificate of completion.

If, during the extended enrollment status, students improve the cumulative GPA or meet the required percentage level of credits earned versus credits attempted, they may be reinstated by Academy College with a Satisfactory Academic Progress - Probation (SPC) status for one quarter. If students do not meet satisfactory academic progress during the probationary period, they will be dismissed from Academy College.

During the Extended Enrollment period, students will be charged tuition, but they are not eligible for federal and/or state financial aid funds.

APPEAL PROCEDURE & MITIGATING CIRCUMSTANCES

A student who disagrees with the application of the satisfactory progress standards or feels that there are mitigating circumstances to warrant the waiving of satisfactory standards may appeal in writing to the Director of Education. This appeal must be filed within two weeks after being placed on probation or dismissal.

An Appeals Committee will review the request and respond in writing. The decision of the Appeals Committee is final and may not be appealed further.

The Director of Education may waive satisfactory standards for circumstances of poor health, family crisis, or other significant occurrence outside the control of the student. Students must document and demonstrate that these circumstances had an adverse impact on their satisfactory progress in the academic program. No waivers will be provided for graduation requirements.

A student who is granted a waiver of Satisfactory Academy Progress (SAP) policy will sign a student advisory form stating the academic outcomes that must be met in order to remain in school. The student will be making SAP and will be eligible for financial aid as long as the conditions on the student advisory form are met. Enrollment of a student who fails to meet those conditions will be terminated.

INCOMPLETE GRADES

Students attending a minimum of 75% of a course may be assigned a grade of "I" from his/her instructor based on excused incomplete work that must be made up within two weeks of the course completion date. Students attending less than 75% of a course will receive a grade of "W" from his/her instructor.

The instructor will submit an Incomplete only if there is a compelling reason such as documented hospitalization or family emergency, and the student agrees to complete the work within two (2) weeks after the course ends. If the incomplete work is not completed within this time frame, the grade will be changed from "I" to the grade earned in the course before the extension was granted. The course will then be calculated as a course attempted for purposes of determining satisfactory academic progress and cumulative GPA.

COURSE DROP/WITHDRAWAL

Students may officially drop a course if they give notice in writing to the college. If students elect to drop a course (based on the withdrawal notification date) after attending more than one (1) week of a class session, but less than 75% of the course, a "W" will be recorded on their transcript with no points earned and will be included in the Satisfactory Academic Progress (SAP) calculation. Students cannot drop a course if they have attended 75% or more of class based on the withdrawal notification date.

PASS/FAIL GRADES

In aviation flight labs and Internships, students are evaluated on a pass/fail basis. These courses are included in the student's GPA and are included as credits attempted when Academy College evaluates Satisfactory Academic Progress.

LEAVE OF ABSENCE

The administration may grant students a leave of absence. If granted, the student must comply with the leave of absence regulations. Standards of satisfactory academic progress will not be affected during an approved leave of absence. (See page 48 of the catalog)

COURSE REPETITIONS

If students fail courses, they may make them up at their own expense. Students must earn a "D" or higher in a repeat course to meet program requirements. Both the original course and the repeated course will count as credits attempted in the calculation of successful course completion percentage and both grades will remain on the student's transcript.

REMEDIAL COURSES

Academy College does not offer remedial courses, other than GH0900, Fundamentals of English as a Second Language. This course will not be included in the SAP calculation.

STUDENTS' RIGHTS & RESPONSIBILITIES

DISBURSEMENT OF FUNDS ~ ENTRANCE/EXIT COUNSELING ~ SAMPLE REPAYMENT SCHEDULE

SATISFACTORY ACADEMIC PROGRESS CUMULATIVE EVALUATION (CONT'D)

TRANSFER OF CREDIT AND TEST OUT

Grades received from credits that are transferred into Academy College or tested out of Academy College are not computed in the GPA. These credits are not used in the evaluation of a student's satisfactory academic progress.

GRADE APPEALS

Any student who wishes to appeal a grade earned during the previous quarter must:

1. Contact the instructor to determine the basis for the grade within seven (7) days after grades are mailed (postmark date) to students.
2. If, after contacting the instructor, the issue is not resolved, the student may submit a letter to the Director of Education, detailing all facts, and include documentation (any graded coursework) within the next five day period.
3. The Director of Education will review both student and instructor paperwork and conclude the appeal. The Director of Education will communicate the decision in writing to both the student and instructor. The decision will be final.

ATTENDANCE & MISCONDUCT WARNINGS

If students do not attend classes on a regular basis, they will meet with the Director of Education to discuss ways to correct the problem and may be placed on a 30-day probationary period. If the problem continues during this period, students may be dismissed from Academy College.

If students do not conduct themselves within the bounds of acceptable behavior, academic performance, and appearance, they will meet with the Director of Education to discuss ways to correct the problem and may be placed on a 30-day probationary period. If the problem continues during this period, students may be dismissed from Academy College.

DISBURSEMENT OF FUNDS

All Federal and State financial aid (loans and grants) is disbursed quarterly. Federal Pell, MN State and Federal loans are disbursed between 10 days prior to first day of the quarter through the second week of the quarter based on courses registered for at that time.

FSEOG, determined per criteria and disbursed before midpoint of the quarter.

First National Bank funds are received by Academy College via EFT and are posted to the student's academic account in full. The student is notified by mail.

US Bank Loan funds are received by Academy College via EFT and are posted to the student's account in two equal payments within the loan period. The student is notified by mail.

Sallie Mae Loan funds are received by Academy College via EFT and are posted to the student's account in full or in multiple payments. The student is notified by mail.

ENTRANCE/EXIT COUNSELING

All students who apply for Federal loans must attend entrance counseling before starting school and must attend exit counseling before dropping below half time, leaving school, or graduation. At both counseling sessions students are given information on loan repayment, deferments and the consequences of default.

Academy College has a fair and equitable refund policy. If a student does not register for the period of enrollment, students will not be charged tuition. Financial aid will not be applied for the same period.

SAMPLE REPAYMENT SCHEDULE

Examples of Typical Beginning Payments for Direct Loan Repayment Plans¹
Monthly and Total Payments Under Different Repayment Plans

Total Debt When Borrower Enters Repayment	STANDARD ²		EXTENDED		GRADUATED		INCOME CONTINGENT ³ (INCOME=\$25,000)			
	Per Month	Total Payment	Per Month	Total Payment	Per Month	Total Payment	PER MONTH		MARRIED / HOH ⁴	
							Per Month	Total Payment	Per Month	Total Payment
\$2,500	\$50	\$3,074	\$50	\$3,074	\$25	\$4,029	\$22	\$4,560	\$21	\$4,941
5,000	61	7,359	55	7,893	35	8,646	45	9,120	42	9,482
7,500	92	11,039	82	11,840	53	12,970	67	13,680	64	14,223
10,000	123	14,718	97	17,462	69	19,175	90	18,240	85	18,964
15,000	184	22,078	146	26,194	103	28,762	135	27,360	127	28,446

1. Note: Payments are calculated using the maximum interest rate of 8.25% for student borrowers.
2. Equal and fixed monthly payments (\$50 minimum).
3. Assumes a 5% annual income growth (Census Bureau).
4. HOH is Head of Household. Assumes a family size of two.

REFUND POLICY

DETERMINATION OF WITHDRAWAL DATE ~ CALCULATION OF AMOUNT ~ RETURN OF UNEARNED AID

If a student withdraws from a course or courses within the first week of class, tuition will not be charged, the course will be deleted from the record and any financial aid paid for the class would be considered an overaward and would be refunded accordingly. Student payments received for that class could be applied to the next quarter's tuition or returned to the student if total account balance is a credit.

DETERMINATION OF WITHDRAWAL DATE WITHDRAWAL FROM SCHOOL

Tuition calculation purposes:

Students who give official notice to the college, in writing or orally, the withdrawal date is the date the school received the notice.

Students who do not officially withdraw from the college will be sent three (3) letters, one (1) a week asking them to call the college in regards to their status. The third letter informs the student they have seven (7) days to respond, if Academy College does not hear from the student, on the eighth (8th) day disenrollment procedures will begin. The withdrawal date is the seventh (7th) day from the date on the letter.

Title IV refund purposes:

Students who give official notice to the college, in writing or orally, the withdrawal date is the date the school received the notice.

Students who do not officially withdraw from the college, the withdrawal date is the last day of attendance, last day of academic action or 50% of the quarter, whichever is later.

CALCULATION OF THE AMOUNT OF TITLE IV EARNED BY THE STUDENT

The amount of Title IV grant or loan assistance that is earned by the student is calculated by determining the percentage of Title IV grant or loan assistance that has been earned by the student.

This percentage is applied to the total amount of Title IV grant or loan assistance that was disbursed (and that could have been disbursed) to the student, or on the student's behalf, for the payment period. Any funds that could have been disbursed (postwithdrawal disbursement) will be identified by type and amount of Title IV funds that make up the postwithdrawal disbursement that is not credited to the student's account.

If outstanding charges exist on the student's account, the college may credit the student's account with all or a portion of the postwithdrawal disbursement, up to the amount of the outstanding charges.

Students who give official notice to the college the percentage of Title IV grant or loan assistance that has been earned by the student is equal to the percentage of the payment period that the student completed as of the student's withdrawal date; if this date occurs on or before completion of 60 percent of the payment period; or 100 percent, if the student's withdrawal date occurs after completion of 60 percent of the payment period.

Students who do not officially withdraw from the college the percentage of Title IV grant or loan assistance that has been earned by the student based on the last day of attendance or last day of academic action will be 50 percent; if this date occurs on or before completion of 60 percent of the payment period. If the student's withdrawal date occurs after completion of 60 percent of the payment period 100 percent will be earned. *(continued on next page)*

The percentage of Title IV grant or loan assistance that has not been earned by the student is calculated by determining the complement of the percentage of Title IV grant or loan assistance earned by the student as described above.

The unearned amount of Title IV assistance to be returned is calculated by subtracting the amount of Title IV assistance earned by the student from the amount of Title IV aid that was disbursed to the student as of the date of the institution's determination that the student withdrew.

RETURN OF UNEARNED AID, RESPONSIBILITY OF THE COLLEGE

The college must return, in the Order of Return of Title IV Funds, the lesser of:

- The total amount of unearned Title IV assistance to be returned as calculated; or
- An amount equal to the total institution charges incurred by the student for the payment period multiplied by the percentage of Title IV grant or loan assistance that has not been earned by the student.

"Institutional charges" are tuition, fees, room and board (if the student contracts with the college for the room and board) and other educationally-related expenses assessed by the college.

RETURN OF UNEARNED AID, RESPONSIBILITY OF THE STUDENT

After the college has allocated the unearned funds for which it is responsible, the student must return assistance for which the student is responsible in the order specified under Order of Return of Title IV funds.

The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the college is required to return from the total amount of unearned Title IV assistance to be returned. The student (or parent in the case of funds due to a PLUS loan) must return or repay, as appropriate, to:

- Any Title IV loan program in accordance with the terms of the loan; and
- Any Title IV grant program as an overpayment of the grant; however, a student is not required to return 50 percent of the grant assistance that is the responsibility of the student to repay.

A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the college sends a notification to the student of the overpayment, or 45 days from the date the college was required to notify the student of the overpayment if, during those 45 days the student:

1. Repays the overpayment in full to the college; or
2. Enters into a repayment agreement with the college in accordance with repayment arrangements satisfactory to the college; or
3. Signs a repayment agreement with the college with the Secretary, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the college's determination that the student withdrew, a school must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the college.

A student who owes an overpayment is ineligible for Title IV, HEA program funds:

- If the student does not meet the requirements on the day following the 45-day period; or
- As of the date the student fails to meet the terms of the repayment agreement with the school or the Secretary entered into in accordance of this section.

A student who is ineligible regains eligibility if the student and the Secretary enter into a repayment agreement.

FINANCIAL ASSISTANCE INFORMATION

ORDER/TIMETABLE OF RETURN TO TITLE IV FUNDS ~ NON FEDERAL REFUNDS

ORDER OF RETURN TO TITLE IV AND OTHER UNEARNED FUNDS

Unearned funds returned by the college or the student, as appropriate, in accordance with the college's Refund Policy, will be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period or period of enrollment for which a return of funds is required. Those funds will be credited to outstanding balances for the payment period or period of enrollment for which a return of funds is required in the following order:

- 1) Unsubsidized Federal Stafford loans
- 2) Subsidized Federal Stafford loans
- 3) Unsubsidized Federal Direct Stafford loans
- 4) Subsidized Federal Direct Stafford loans
- 5) Federal Perkins loans
- 6) Federal PLUS loans
- 7) Federal Direct PLUS loans
- 8) Federal Pell Grant
- 9) Academic Competitiveness Grant (ACG)
- 10) National SMART Grant
- 11) Federal SEOG Program
- 12) Other assistance under programs Title IV
- 13) To repay required refunds of other Federal, State, private or institutional student financial assistance received by the student.
- 14) To the student

TIMEFRAME FOR THE RETURN OF TITLE IV FUNDS

The college will return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the college's determination that the student withdrew.

The college will determine the withdrawal date for a student who withdraws without providing notification to the college no later than 30 days after the end of the earlier of the:

- 1) Payment period;
- 2) Academic year in which the student withdrew; or
- 3) Educational program from which the student withdrew.

NON FEDERAL REFUND POLICY

Refunds for state aid programs and non-state aid programs are calculated on a proportional basis using the state mandated or institutional refund policy. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Aid Programs (with the exception of the State Work Study Program), the MHESO Refund Calculation Worksheet, Appendix 14, of the Minnesota State Grant manual is used.

DRUG FREE SCHOOL & WORK PLACE POLICY

DRUG FREE SCHOOL POLICY ~ MN CAREER COLLEGE ASSN STATEMENT ~ HEALTH RISKS

DRUG FREE SCHOOL AND WORK PLACE POLICY

Preamble to the Drug Free School and Work Place policy for the Academy College hereafter referred to as the "college", "institution", or "we".

This college embraces the spirit of the public law that requires colleges to provide a drug free campus and work place. The college will abide by the law as outlined in the accompanying policy. As part of our institutional philosophy we are dedicated to the advancement and well being of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

The college recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life: i.e., relationships, family, job, school, physical and emotional health.

Any student or employee, who suspects either they or someone else may be at risk, is invited to seek services, which can be of help.

The college maintains drug and alcohol education information and a list of counseling and support services, which can be obtained in the administrative office.

We have also designated a contact person (s) who is available to hear concerns regarding drug and alcohol use, offer referrals, advise and inform on drug and alcohol education services in the community. Issues discussed with the contact person will be kept confidential.

You may contact your Program Coordinator, an Instructor you feel comfortable with or Mary Erickson, Director of Administration.

MN CAREER COLLEGE ASSOCIATION STATEMENT DRUG-FREE SCHOOLS & WORK PLACE POLICY

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, this institution is hereby declared a drug and alcohol free school and work place.

STUDENTS AND EMPLOYEES are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the college including grounds, parking areas, anywhere within the building (s), or while participation in school-related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of enrollment or employment, students and employees must: abide by the terms of the policy or; we will take one or more of the following actions within 30 days with respect to any student or employee who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student or employee, up to and including expulsion or termination of employment.
3. Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agency.

In compliance with the law, this college will make a good faith effort to maintain drug and alcohol free awareness program.

The following facts, health risks, and actions associated with unlawful use, possession, or distribution of illicit drugs and alcohol is provided by the Minnesota Prevention Resource Center. We consider the content an integral part of our drug-free school and work place policy.

The Federal Government has recently taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws will affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug-related crimes on or near the public housing premises. Businesses with federal contracts are subject to loss of those contracts if they do not promote a drug-free

environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, such as veteran's benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive. Drugs and alcohol are highly injurious to the person and can cause harmful effects to virtually every aspect of a person's life, i.e., relationships, family, job, school, physical and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, coma, convulsions, or even death.

Persons who use drugs and alcohol face not only health risks, but also their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being "burnt out," being preoccupied with plans for the next drink or "high", or slowed reflexes that can be especially dangerous while driving. Alcohol related driving deaths are the top killer of 15 to 24 year olds.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- inability to get along with family or friends
- resistance to discipline at home or school
- uncharacteristic temper flare-ups
- getting into a "slump" at work or school
- increased "secret" type behavior
- increased borrowing of money
- abrupt changes in mood or attitude
- a complete set of new friends

We recommend that any person observing any of the above changes in either staff or students immediately notify the contact person named in this policy, or anyone else in authority at the college.

A MATTER OF FACTS

INFORMATION ABOUT ALCOHOL AND OTHER DRUGS

(Prepared by the Minnesota Prevention Resource Center, Minnesota Institute of Public Health, for the Chemical Dependency Program Division, Minnesota Department of Human Services)

HEALTH RISKS

ASSOCIATED WITH USE/ABUSE OF ALCOHOL & OTHER DRUGS

About this pamphlet: We are confronted almost daily with stories about problems caused by the abuse of alcohol and the use of other drugs. Employers and educational institutions, among others, are working to prevent people from becoming harmfully involved in chemical use/abuse. Prevention works best when information is used by individuals to make personal decisions in their own best interest. To make such decisions we need reliable and honest information about alcohol and other drugs and the risks associated with use. This pamphlet is intended to provide some of the information you need to make your personal decisions about alcohol and other drugs.

For more information about alcohol and other drug prevention, contact the Minnesota Prevention Resource Center at (612) 427-5310 or 1-800-247-1303.

DRUG FREE SCHOOL & WORK PLACE POLICY

HEALTH RISKS

ALCOHOL

(ethanol, ethyl, booze, cocktails, brew, liquor, juice, drink)

THE FACTS:

- Alcohol is a drug. It acts as a central nervous system depressant.
- Alcohol is a colorless, inflammable, and intoxicating liquid.
- Alcohol is absorbed into the bloodstream through the stomach and small intestine.
- Alcohol is the psychoactive ingredient in wine, beer, and distilled liquor.
- Several factors influence the effects of alcohol, including the amount of alcohol consumed; the rate at which it is consumed; the presence of food in the stomach during consumption; and the individual's weight, mood, and previous experience with drug.
- Alcohol; can be very damaging when used in large amounts over a long period of time, or when drunk heavily in a short period of time ("binge" drinking).

POSSIBLE SIGNS OF USE/ABUSE

- Flushing (skin appears to be reddish)
- Dulling of senses
- Staggering
- Double vision
- Dizziness
- Sudden mood changes
- Slurred speech
- Impaired coordination, reflexes, memory & judgment
- Clammy, cold skin
- Decreased body temperature
- Impaired decision making

POSSIBLE HEALTH RISKS OF USE/ABUSE

- Malnutrition
- Lowered resistance to disease
- Irreversible brain or nervous system damage
- Gastrointestinal irritation
- Damage to liver, heart, and pancreas
- Addiction/alcoholism
- Coma
- Death from overdose, injury or accident
- For pregnant women: fetal alcohol syndrome (FAS) or fetal alcohol effects (FAE) which may cause miscarriage, premature birth, low birth rates, small size, facial deformation, and mental retardation in newborns.

MARIJUANA

(Cannabis Sativa, grass, pot, weed, joint, reefer, Acapulco Gold, smoke, Mary Jane, dope, sinsemilla)

THE FACTS:

- Marijuana is the common name for the hemp plant, Cannabis Sativa. A marijuana cigarette (joint) is composed of dried particles from the hemp plant.
- The psychoactive ingredient in marijuana is tetrahydrocannabinol (THC). The amount of THC in a joint is what affects the user. THC is used medically as an anti-nauseate for cancer patients receiving chemotherapy.
- Today's marijuana is more potent than the pot of the 1960's.
- Hashish or hashish oil are derivatives from the cannabis sativa plant and produce similar effects as marijuana.

POSSIBLE SIGNS OF USE/ABUSE OF MARIJUANA:

- Increased heart and pulse rate
- Bloodshot eyes
- Increased appetite
- Dryness in the mouth and throat
- Hallucinations, paranoia or panic
- Impaired memory
- An altered sense of time
- Decreased concentration, reaction time, and coordination

POSSIBLE HEALTH RISKS OF USE/ABUSE OF MARIJUANA:

- Damage to heart and lungs
- Damage to brain nerve cells
- Lung cancer
- Memory disorders
- Interference with psychological maturation
- Temporary loss of fertility in both women and men
- Psychological dependence
- Bronchitis, infections, colds, and other viruses
- For pregnant women: premature birth of low birth weights

COCAINE

(coke, snow, toot, white lady, flake, blow, Big C, Snowbirds, lady, nose candy)

THE FACTS:

- Cocaine is extracted from the leaves of the South American coca plant.
- Cocaine is a white powder that can be inhaled, injected, or smoked (free based).
- Cocaine stimulates the central nervous system, increasing alertness and activity.
- In order to extend a seller's supply and profits, cocaine sold on the streets is often mixed with other substances such as sugar, salt, cornstarch or possibly other drugs. Its unknown purity content increases the dangers of using cocaine.
- Cocaine is an addictive drug.
- Initially, users of cocaine experience a "high". But when the "high" wears off, a devastating "low" follows. To avoid this "low" users are often compelled to use more.

POSSIBLE SIGNS OF USE/ABUSE:

- Euphoria
- Dilated pupils
- Narrowing of blood vessels
- Increased blood pressure, heart rate, breathing rate, and body temp.
- Decreased appetite
- Insomnia
- Runny nose
- Violent, erratic, or paranoid behavior
- Sweating
- Anxiety
- Tremor

DRUG FREE SCHOOL & WORK PLACE POLICY

HEALTH RISKS

COCAINE

(cont'd)

Possible Health Risks of Use/Abuse

- Seizures
- Heart and respiratory failure
- Psychosis
- Sexual dysfunction
- Death
- Addiction
- For the user who shares or use unsterile needles to inject cocaine: tetanus, hepatitis or AID
- For pregnant women: miscarriage, stillbirths, premature labor or delivery, or hemorrhaging. Babies exposed to cocaine (cocaine babies) may be irritable and unresponsive. Cocaine babies may suffer strokes, have malformed kidneys and genitals, and may be at risk for seizures or sudden infant death syndrome

CRACK

(rock, readyrock)

THE FACTS:

- Crack is a smokeable form of cocaine. It acts as a central nervous system stimulant.
- Smoking crack provides intensified cocaine effects because higher doses of the drug reach the brain with more immediacy.
- Crack is extremely addictive. The instant "high" crack provides is followed by a "low" that leaves the user craving for more.

POSSIBLE SIGNS OF USE/ABUSE OF CRACK:

- Euphoria
- Alertness
- Increase pulse rate, body temp, & blood pressure
- Excitability
- Decreased appetite
- Oily skin
- Severe coughing
- Congestion
- Black phlegm
- Nausea
- Weight loss
- Insomnia
- Nervousness
- Irritability
- Anxiety
- Paranoia

POSSIBLE HEALTH RISKS OF USE/ABUSE OF CRACK:

- Malnutrition
- Respiratory problems
- Damage to liver and lungs
- Addiction
- Psychosis
- Heart failure
- Coma
- Convulsions
- Death
- For pregnant women: miscarriages, stillbirths, or premature delivery. Babies exposed to crack (crack babies) are irritable unresponsive. Crack babies may suffer from heart failure, have malformed kidneys and genitals, and may be at increased risk for seizures or sudden infant death syndrome (SIDS).

CAFFEINE

Caffeine may be the world's most popular legal drug. It is a white, bitter, crystal-like substance found in coffee, tea, cola, and chocolate. It is also found in products such as aspirin, nonprescription cough and cold remedies, diet pills, nonprescription stimulants (such as No Doz or Vivarin), k and some street drugs. Small doses of caffeine may; increase the user's metabolism, body temperature, and blood pressure. Other effects include frequent urination, increased blood sugar levels, tremors, impaired coordination, decreased appetite, delayed sleep and boredom. Extremely high doses may cause nausea, diarrhea, sleeplessness, headache and nervousness. Poisonous doses of caffeine rarely occur but may result in convulsions, respiratory arrest and death.

TOBACCO

Tobacco is used in a variety of ways. It is smoked through pipes, cigars and cigarettes. Tobacco is also chewed and inhaled in the form of snuff. Nicotine is the active ingredient in all forms of tobacco. Nicotine stimulates the heart and central nervous system. Nicotine causes an increased heart rate and blood pressure, dilated pupils, and increased salivation. Possible health risks of smoking tobacco include arteriosclerosis, emphysema, chronic bronchitis, heart disease, and lung cancer. Possible health risks of chewing or inhaling tobacco include oral cancer, decreased taste sensation and ability to smell, and dental problems.

CSA SCHEDULE DRUGS:

The Controlled Substance Act (CSA) places drugs in one or more of five categories for schedule(s) based on eight criteria including the drug's abuse potential and accepted medical use. Alcohol and tobacco are not included as CSA schedule drugs. Schedule II, III, IV, and V drugs have accepted medical uses while schedule I drug do not. Schedule I and II drugs have the highest potential for abuse while schedule IV and V drugs have the least abuse potential. Schedule I drugs include Heroin, Crack, LSD, street-grade Cocaine, Methamphetamine, Mescaline, and Marijuana.

Narcotics: Opium, II, III, V; Morphine: II, III, Codeine, II, III, V; Heroin I; Hydromorphine: II, Meperidine: II, Methadone: II, Other Narcotics: I, II, III, IV, V.

Depressants: Chloral Hydrat: IV; Barbiturates: II, III, IV; Benzodiazepines: IV; Methaqualone: I; Glutethiimide: III; Other depressants: III, IV.

Hallucinogens: Mescaline and Peyote: I Phencyclidine: II; LSD: I; Amthpetamine Variants: I; Phencyclidine Analogues: I; Other Hallucinogens: I.

Stimulants: Cocaine: I, II; Crack: I; Methamphetamine: I; Amphetamines: II; Phenmetrazine: II; Methylphenidate:II; Other stimulants: III, IV.

Cannabis: Marijuana: I; Hashish: I; Hashish Oil: I; Tetrahydrocannabinol: I, II.

Steroids: Anabolic steroids are schedule IV drugs in Minnesota:

DRUG FREE SCHOOL & WORK PLACE POLICY

SELECTED LAWS

SELECTED LAWS

ALCOHOL CRIMES & PENALTIES UNDER MINNESOTA LAW

Minnesota has many statutes that regulate and control the use and abuse of alcohol. In addition to Driving While under the Influence (DWI) laws, Minnesota has laws regulating the sale, purchase, possession, and consumption of alcohol.

DWI LAWS:

There are four DWI and Implied Consent packages that aim at preventing the operation of motor vehicles, boats, snowmobiles/all terrain vehicles, and aircraft by inebriated persons.

A.Elements of DWI offense, Minnesota has one of the most comprehensive DWI statutes in the nation. The elements of the offense may be outlined as follows: it is a crime for any person to drive, operate, or be in physical control of a motor vehicle, within this state or upon the ice of any boundary water of this state, while the person is under the influence of alcohol, a controlled or hazardous substance, or a combination of the two, or the person has an "alcohol concentration": of 0.10 or more.

- 1.Driving, Operating and Physical Control: The statute does not prohibit only "driving" while under the influence, but extends to "operating" and "physical control" of the motor vehicle. While "driving" normally includes starting motors, steering towed vehicles, etc. "Physical control" is broader yet, and applies to any person who places himself or herself in a position to either restrain a vehicle from being moved or to direct its motion, including persons found alone, asleep, in a parked vehicle.
- 2.Motor Vehicle: The law applies to any kind of motor vehicle including farm tractors, bulldozers, front-end loaders, mopeds, garden tractors, and riding lawn mowers.
- 3.Under the Influence: "Under the influence is defined in terms of impaired ability to drive safely. It is not synonymous with an "alcohol concentration" of 0.10 or more. On the contrary, an alcohol concentration of "more than 0.05 and less than 0.10" is relevant evidence of whether or not the person is under the influence of alcohol. In reality, most human beings are visibly impaired at alcohol concentrations well below the 0.10 line.

B.Criminal Penalties: Generally a first offense is a misdemeanor, with a maximum of 90 days in jail and a fine of \$700. If the person has a prior "impaired driving conviction" within the previous ten years, the crime is a gross misdemeanor, raising the maximum sentence to a year in jail; and a fine of \$3000. "Impaired driving convictions" include adult convictions and juvenile adjudications.

C.Driver License Revocations:

- (a)First offense: not less than 30 days
- (b)Second offense in less than five years: not less than 90 days and until the court has certified that treatment or rehabilitation has been successfully completed where prescribed. After the second offense, subsequent offenses call for longer periods of revocations; and under certain circumstances the registration plates and registration certificate of all motor vehicles registered in the name of any person whose license is revoked may be impounded.

D.Implied Consent: The implied consent statute provides that by driving a motor vehicle in this state, a person implicitly consents to submit to testing for intoxication. If testing is refused, you may be subject to criminal penalties, and your right to drive will be revoked for a minimum period of one year. If a test is taken and the results indicate that you are under the influence of alcohol or a controlled substance, you will be subject to criminal penalties, and your right to drive may be revoked for a minimum period of 90 days.

LIQUOR CONTROL VIOLATIONS,

PERSONS UNDER THE AGE OF 21 YEARS.

A.Consumption: It is a misdemeanor for any liquor licensee (such as a bar or restaurant) to permit any person under 21 to consume alcoholic beverages on the premises. It is a misdemeanor for any person under the age of 21 years to consume any alcoholic beverages unless that person is in his parents'/guardians' home and with their permission.

B.Purchasing:

- 1.It is a gross misdemeanor for any person to sell, barter, furnish or give alcoholic beverages to a person under 21 years of age; except for the rights of parents/guardians as outlines under consumption.
- 2.It is a misdemeanor for any person under the age of 21 years to purchase or attempt to purchase alcoholic beverage.
- 3.It is a gross misdemeanor for any person to induce a person under the age of 21 years to purchase or procure any alcoholic beverage, or lend or permit the use of a driver's license.

C.Possession: It is a misdemeanor for any person under the age of 21 years to possess any alcoholic beverage with the intent to consume it at any place other than the household of person's parent or guardian. Mere possession at any place other than the home of the person's parent or guardian is prima facie evidence of an intent to consume.

DEntering Licensed Premises: Persons under the age of 21 years may not enter any licensed premises for the purpose of purchasing, being served or delivered; any alcoholic beverages.

E.Misrepresenting Age: It is a misdemeanor for any person under the age of 21 years to claim to be 21 years old or older for the purpose of purchasing alcoholic beverages.

F.Proof of Age: Proof of age must be established by a valid driver's license, Minnesota identification card, or in the case of a foreign national, a valid passport.

G.Driver License Suspensions of Illegal Purchase of Alcohol: The Commissioner of Public Safety shall impose a 90 day suspension of driving privileges of any person who (a) is under the age of 21 years and is convicted of purchasing or attempting to purchase an alcoholic beverage if the person used a driver's license, permit or Minnesota identification card in making the purchase or attempted to purchase or (b) who lends a driver's license to someone under 21 years to use to purchase alcoholic beverages.

SOCIAL HOST LIABILITY

Anyone over 21 years that knowingly servers alcohol to someone under 21 years may be held civilly liable for any damage subsequently caused by the person under 21

CONTROLLED SUBSTANCE CRIMES AND PENALTIES UNDER MINNESOTA LAW.

This chart shows the degrees of drug crimes in Minnesota and the sentencing limits for each degree as set by the Minnesota legislature in 1989 and amended in 1990. The "guidelines" listed for each degree refers to the lengths of time that a person convicted of an offense at the degree would serve in prison. These guidelines are set by the Minnesota Sentencing Guidelines Commission. The actual length of sentence is determined by the defendant's criminal history. For instance, a person convicted of a second-degree drug offense who has no prior convictions will get a shorter sentence than another person also convicted of a second-degree drug offense who happens to have a prior record. In addition, pursuant to 1989 legislation, a judge may increase a sentence if the drug offense took place in a school zone or park zone.

If the guidelines call for probation, the defendant can be sentenced to serve up to 12 months in local jail or workhouse.

DRUG FREE SCHOOL & WORK PLACE POLICY

SELECTED LAWS ~ PROCEDURES FOR REVIEW

SALE

FIRST DEGREE: Sale: 3 grams crack, 10 grams cocaine/heroin; methamphetamine, 50 doses hallucinogen, 25 kilos marijuana. **Possession:** 5 grams crack, 500 grams cocaine / heroin / methamphetamine, 500 doses hallucinogen, 100 kilos marijuana. **Penalty:** 0-30 years, 4-year mandatory minimum if prior drug felony, up to \$1 million fine. **Guidelines:** 86-146 months.

SECOND DEGREE: Sale: 3 grams crack, 10 grams cocaine / heroin / methamphetamine, 50 doses hallucinogen, 25 kilos marijuana, or sale of any Schedule I or II narcotic drugs either to a person under 18 or in a school zone or park zone. **Possession:** 6 grams crack, 50 grams cocaine / heroin / methamphetamine, 100 doses hallucinogens, 50 kilos marijuana. **Penalty:** 0-25 years, 3-year minimum if prior drug felony up to \$500,000 fine. **Guidelines:** 48 to 98 months.

THIRD DEGREE: Sale: Crack cocaine/ heroin, 10 doses hallucinogen, 5 kilos marijuana, or sale of any Schedule I, II, or III drug (except a Schedule I or II narcotic drug or marijuana) to a person under 18 to sell same. **Possession:** 3 grams crack, 10 grams cocaine/heroin. Methamphetamine, 10 kilos marijuana, and any amount of a Schedule I or II narcotic drug in a school zone or park zone. **Penalty:** 0-20 years, 2 years mandatory minimum if prior drug felony, up to \$250,000 fine. **Guidelines:** For possession of crack and cocaine, 48 to 98 months; for all other third degree offenses, probation to 54 months.

FOURTH DEGREE: Sale: Any schedule I, II, or III drug (except marijuana or sale of marijuana or any schedule IV or V drug to person under 18). **Possession:** 10 doses hallucinogen. **Penalty:** 0-15 years, 1 year mandatory minimum, if prior drug felony; up to \$100,000 fine.

FIFTH DEGREE: Sale: Marijuana or any Schedule IV drug; **Possession:** All Schedule I, II, III, or IV drugs except 1.5 ounces (42.5 grams) or less of marijuana. **Penalty:** 0-5 years, 6-month mandatory minimum if prior drug felony, up to \$10,000 fine. **Guidelines:** Probation.

POSSESSION

Possession of 1.5 ounces (42.5 grams) or less of marijuana is a petty misdemeanor punishable by a fine of up to \$200 and required attendance at an approved drug education program. Failure to comply with those sanctions or a second conviction within two years constitutes a misdemeanor. Possession of more than 1.4 grams of marijuana in an automobile continues to be a misdemeanor under Minnesota law.

In addition to charging offenders with possession and sale crimes. Minnesota prosecutors can charge drug offenders with, depending on the circumstances: (1) failure to purchase tax stamps from the State Commissioner to Revenue; (2) money laundering, if the person conducted a financial transaction with money that he knew was the proceeds of a felony drug crime; and (3) racketeering, under which a dealer can be fined up to three times his gross profit.

Possession: 100 grams or more methamphetamine or 1 kilogram or more methamphetamine mixture; 1 kilogram or more heroin mixture, 5 kilograms or more cocaine mixture, 50 grams or more crack mixture, 100 grams or more PCP or 1 kilogram or more PCP mixture, 10 grams or more LSD mixture, 400 grams or more Fentanyl mixture, 100 grams or more Fentanyl analogue mixture, 1000 kilograms or more marijuana, 1000 or more marijuana plants. **Penalty:** First Offense: 0 to life, 10 years mandatory minimum; if death or serious injury, 20 years minimum; up to \$4 million fine individual, \$10 million other than individual. Second Offense: 0 to life, 20 year mandatory minimum; if death or serious injury, not less than life; up to \$8 million fine individual \$20 million other than individual.

Possession of: 10-99 grams methamphetamine or, 100-999 grams methamphetamine mixture, 100-999 grams heroin mixture, 500-1099 grams cocaine mixture, 5-19 grams crack mixture, 10-99 grams PCP or 100-999 grams of PCP mixture 1-10 grams of LSD mixture, 40-3999 grams Fentanyl, 10-99 grams Fentanyl analogue, 100-1000 kilograms marijuana, 100-1,000 marijuana plants. **Penalty:** First Offense: 0-40 years, 5 year mandatory minimum if death or serious injury, 20 year minimum; up to \$2 million fine individual, \$5 million other than individual. Second Offense:

0 to life, 10 year mandatory minimum; if death or serious injury, not less than life; up to \$4 million fine individual, \$10 million other than individual.

Possession of: Any amount of other Schedule I and Schedule II controlled Substances. 50-100 kilograms marijuana, 50-99 marijuana plants, 10-100 kilograms hashish, 1-100 kilogram hashish oil. **Penalty:** First Offense: 0 to 20 years; if death or serious injury 20 year minimum, not more than life; up to \$1 million fine individual, \$5 million other than individual. Second Offense: 0 to 30 years; if death or serious injury not less than life; up to \$2 million fine individual, \$10 million other than individual.

Possession of: Any amount of Schedule III controlled substances, less than 50 kilograms marijuana, less than 10 kilograms hashish, less than 1-kilogram hashish oil. **Penalty:** First Offense: 0-5 years, up to \$250,000 fine individual, \$1 million other than individual. Second Offense: 0-10 years, up to \$500,000 fine individual \$2 million other than individual.

Possession of: Any amount of Schedule IV controlled substances. **Penalty:** First offense 0-3 years, up to \$250,000 fine individual, \$1 million other than individual. Second Offense: 0-6 years up to \$500,000 fine individual, \$2 million other than individual.

Possession of: Any amount of Schedule V controlled substances. **Penalty:** First offense: 0 to 1 year; up to \$100,000 fine individual, \$250,000 other than individual. Second offense: 0 to 2 years, up to \$200,000 fine individual \$500,000 other than individual.

In addition to the above penalties for controlled substance crimes, Federal law provides for: (1) forfeiture of personal and real property used to possess or to facilitate possession of controlled substance if that offense is punishable by more than one year imprisonment; (2) forfeiture of vehicles, boats, aircraft of any other conveyance used to transport or conceal a controlled substance; (3) a civil fine of up to \$10,000 (pending adoption of final regulation); (4) denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense; up to 5 years for second and subsequent offenses; (5) ineligibility to receive or purchase a firearm; and (6) revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., as determined by individual Federal agencies.

LOCAL SANCTIONS

City of Bloomington follows Minnesota State Law.

PROCEDURES FOR A BIENNIAL REVIEW

1. A review panel will be established by the college consisting of staff, instructors, and students.
2. The review panel will determine the effectiveness of the program by:
 - a. examining the written policy for completeness and clarity.
 - b. examining the procedures for distribution of the written policy.
 - c. examining statistical documentation showing how students and employees have been effected by or helped by the program.
3. The review panel will ensure that the sanctions are consistently enforced by:
 - d. examining the written sanctions included in the policy.
 - e. examining the statistical documentation of violations of the policy and the sanctions that were applied to those violations.
4. The panel will not violate the privacy of employees or students by examining actual files but will rely on the statistical information provided by the school regarding violation and sanctions.
5. The review panel will recommend changes to the policy to improve its effectiveness and to ensure consistent enforcement.
6. The college will maintain all records of the biennial review for three years after the fiscal year in which the review was conducted and make these records available to the Secretary of Education.

SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY

STATEMENT OF COLLEGE COMMITMENT ~ DEFINITIONS ~ RIGHTS & DUTIES ~ PROCEDURES

STATEMENT OF COLLEGE COMMITMENT

Members of an educational community – students, faculty, staff and administration – must be able to work in an atmosphere of mutual respect and trust. Any violation of trust or any form of intimidation or exploitation damages the institution's educational process by undermining the essential freedoms of inquiry and expression. Students, teachers and staff must feel personally secure in order for real learning to take place.

The Academy College is a member of the Minnesota Career College Association (MCCA). This association has adopted an explicit policy prohibiting sexual harassment and violence:

"It is the policy of MCCA to prohibit harassment of employees or students. Prompt investigations of allegations will be made on a confidential basis to ascertain the veracity of complaints, and appropriate corrective action will be taken."

"It is a violation of policy for any member of our college community to engage in sexual harassment. It is a violation of policy for any member of our college community to take action against an individual for reporting sexual harassment."

"Incidents of sexual violence will be treated for what they are – violations of the code of criminal sexual code. It is a violation of policy for any member of the college community to take action against an individual for reporting an act of sexual violence".

As a place of work and study, member institutions of the Minnesota Career College Association should be free of sexual harassment and all forms of sexual intimidation and exploitation. All students, faculty, staff and administrators must be assured that the Academy College will take action to prevent such misconduct will immediately investigate complaints and that anyone found to engage in such behavior will be subject to disciplinary procedures.

DEFINITIONS

Using the definition contained in the Equal Opportunity Commission guidelines, the 1984 "Policy Statement on Sexual Harassment" defines sexual harassment as follows:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or academic advancement, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting the individual, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment."

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be blatant or subtle. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others.

"Sexual assault: Under Minnesota law, sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through the position of authority, or when then victim/survivor is mentally handicapped or physically helpless constitutes criminal sexual conduct."

"By Minnesota law, having a previous relationship of any nature, including, prior sexual contact with the victim/survivor is not an accepted defines for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim/survivor's fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by Minnesota State Law on Criminal Sexual Conduct."

RIGHT AND DUTIES

Students and employees have the following rights:

- 1) For filing criminal charges with local law enforcement officials in sexual assault cases.
- 2) For the prompt assistance of campus authorities, at the request of the victim, in notifying the appropriate law enforcement officials and disciplinary authorities of a sexual assault incident.
- 3) For an investigation and resolution of a sexual assault complaint by campus disciplinary authorities.
- 4) For a sexual assault victim's participation in and the presence of the victim's attorney or other support person at any campus disciplinary proceeding concerning a sexual assault complaint.
- 5) For notice (to a sexual assault victim) of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices.
- 6) For the complete and prompt assistance of campus authorities, at the direction of law enforcement authorities, in obtaining, securing, and obtaining evidence in connection with a sexual assault incidents.
- 7) For assistance of campus authorities in preserving (for a sexual assault complainant or victim) materials relevant to a campus disciplinary proceeding.
- 8) For the assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, (at a sexual assault victims; request) in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes if alternatives classes are available and feasible.

The campus authorities/personnel recognize, and are committed to executing, their duties in carrying out the sexual harassment/sexual violence policies and procedures of the Academy College.

PROCEDURES

The Academy College expects that all members of the private career school community will conduct themselves in a responsible manner that shows respect for others and the community at large. The same behavioral standards apply to all individuals. As part of the larger community we are subject to, abide by, and support Minnesota statutes and local ordinances regarding criminal sexual conduct.

SEXUAL VIOLENCE

Sexual assault is an act of aggression and coercion, not an expression of sexual intimacy. We will do whatever possible to offer safety, privacy and support to the victim/survivor of sexual assault. Helping the victim/survivor look at options for the reporting the assault and taking care of herself/himself is the immediate concern of the school. At the end of this policy is a listing of support services for sexual assault victims/survivors. The school will assist the victim/survivor in contacting an appropriate agency if such assistance is desired.

If the assault takes place at the school facility the victim/survivor should immediately contact the administrative offices for assistance. Administrators are not to reveal the name of the victim/survivor unless (s)he chooses to be identified.

The Administrative office shall, at all times, have readily available the name(s) of local law enforcement agencies and sexual assault centers that are to be called for immediate help.

If the assault takes place outside the college facility the victim/survivor should immediately contact, or have a friend contact, the local law enforcement and sexual assault center listed in this brochure. Following the incident the victim/survivor should notify the Administrative office of the assault for support, and assistance.

SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY

PROCEDURES

SEXUAL VIOLENCE

(cont'd)

Further, in either case, the victim/survivor should do the following:

- 1) it is helpful to have a written summary of what happened while the memory is still clear
- 2) no attempt should be made to bathe, change clothes, or otherwise clean up prior to examination by a medical practitioner qualified to make determinations regarding sexual assault
- 3) In most cases it will be helpful to have a friend with you when talking to the police, sheriff or other sexual assault center personnel.

SEXUAL HARASSMENT

Members of this college community who believe they have been sexually harassed may properly turn for assistance to the college official listed at the end of this document.

Whether or not a person consults with a school official (s) he has the option of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because (s) he makes such a complaint or against any member of the college community who serves as an advisor or advocate for any party in any such complaint. No retaliatory actions may be taken against any member of the school community merely because (s) he is or has been the object of such a complaint.

INFORMAL RESOLUTION

Early efforts to control a potentially harassing situation are very important.

- 1) Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
- 2) Writing a letter to the person or talking to the person's supervisor can also be effective.
- 3) Go to one of the resources for sexual harassment/violence information listed in this brochure, or discuss the matter with a friend.
- 4) Talk to others who might also be victimized by the harasser, since harassment often involves more than one victim.
- 5) Any student, staff member or faculty member is encouraged to discuss incidents of possible sexual harassment with one of the designated advisors listed in this brochure. These discussions will be kept confidential and no formal complaint is necessary.

Any advisor contacted by a person who may have been subject to sexual harassment will give advice and guidance on both informal and formal procedures for resolving the problem. All information will be kept confidential. No specific circumstances, including the names of the people involved, will be reported to anyone else without the written permission of the person making the complaint.

Incidents should be reported within 30 days. At any time during the procedures, both the person bringing the complaint and the person against whom the complaint is made may have a representative present in discussions with the advisor.

RESOLUTIONS OF INFORMAL COMPLAINTS

- 1) Any student or employees may discuss an informal complaint with an advisor. If the person who discussed an informal complaint with an advisor is willing to be identified to other advisors (the advisors form a panel in this situation), but not the person against whom the informal complaint is made, the panel will make a confidential record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.
- 2) If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wished to attempt informal resolution of the problem, the panel will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

- 3) When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the panel receives repeat complaints from different people that an individual has engaged in other forms of sexual harassment, the panel may inform the person complained against without revealing the identity of the complainants.

FORMAL COMPLAINT BY STUDENTS

- 1) A formal complaint of sexual harassment must include a written statement signed by the complainant specifying the incident of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Director, who will then formally ask the panel to investigate the complaint and present its findings and recommendations. The Director shall then report his or her findings to the President with appropriate recommendations.
- 2) The panel will investigate formal complaints in the following manner:
 - a) The advisor who is first contacted, after initial discussion with the complainant and with that person's written consent, will deliver the complaint to the panel specifying the individuals involved. The panel will decide whether the circumstances reported in the complaint warrant an investigation.
 - b) If the circumstances warrant an investigation, the panel will inform the person complained against of the name of the persons making the complaint as well as of the substance of the complaint. The panel will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it appears necessary for the panel members to speak to any people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.
 - c) The panel's first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.
 - d) The chair of the panel will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed through the investigation although not of the specific discussions held with the person complained against.
 - e) The panel will resolve the complaints expeditiously. To the extent possible, the panel will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.
 - f) If a person making a formal complaint asks not to be identified until a later date (for example, until the end of the course), the panel will decide whether or not to hold the complaint without further action until the date requested.
 - g) If a formal complaint has been preceded by an informal investigation the panel; will decide whether there are sufficient grounds to warrant a formal investigation.
- 3) After an investigation of the complaint, the panel will:
 - a) Resolve the complaint to the satisfaction of the complainant and the person complained against and report its findings and the resolution to the President, or
 - b) Report its findings with appropriate recommendations for corrective action to the President, or
 - c) Recommended Corrective and/or Disciplinary Action. The purpose of any recommended corrective action to resolve a complaint will be to correct or remedy the injury if any, to the complainant and to prevent further harassment. Recommended action may include: written or verbal reprimand of the harasser; suspension, dismissal, or transfer of the harasser;

Corrective action will be carried out by the Directors of Administration or Education at the Direction of the President.

FALSE CHARGES

If the panel determines that a complaint was made by student or employee with the knowledge that the facts were false, the panel shall so notify the President and may recommend appropriate disciplinary action.

SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY

WHO TO NOTIFY

WHO TO NOTIFY

ACADEMY COLLEGE

1. Instructor
2. Tracey Schantz – Campus Director
3. Nancy Grazzini-Olson - President

CRIME VICTIMS OMBUDSMAN

The Office of Crime Victims Ombudsman (OCVO) offers assistance to crime victims who feel that their rights have been violated, or who feel that they have been treated unfairly by the criminal justice system or by victim assistance program.

The OCVO is an impartial investigator and liaison who serves as a source of assistance and information for victims and for the program staff. The OCVO provides information concerning the treatment of victims and witnesses and also serves as a central referral source to appropriate programs for crime victims' assistance.

The OCVO's statewide scope assures a high quality of service. The office monitors for fair and proper administration of services and information, and has demonstrated a commitment to stringent compliance with crime victims' rights under Minnesota law.

Anyone wishing further information or those crime victims who feels that their rights have been violated, should contact the Office of Crime Victim Ombudsman at 651-642-0550, or call toll free at 1-800-247-0390, during business hours.

MINNESOTA CRIME VICTIM REPARATIONS BOARD

Help to crime victims with some of their financial losses. Contact the Minnesota Crime Victims Reparations Board at 651-201-7300 or 1-888-622-8799.

Who may be eligible?

- A victim who has been physically or emotionally injured as a result of a crime OR in an effort to prevent a crime or apprehend a suspect.
- A person who is paying for services for a victim.
- A family member or estate of a victim who was killed.

CAMPUS SECURITY POLICY

CAMPUS ON DUTY MANAGERS ~ PROCEDURES FOR REPORTING CRIMES ~ SECURITY POLICY ~ ET AL.

CAMPUS ON DUTY MANAGERS

Tracey Schantz Campus Director
Sarah LaRose Student Affairs Coordinator
Faith Moulin Online Coordinator/Librarian
Dan Erhardt Admissions Team Supervisor

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY ANNUAL CAMPUS CRIME REPORT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Academy College is providing the following information. A notice (or print version upon request) of where to find the Academy College Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees at their request. This notice (or print version upon request) of where to find the Academy College Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed during the initial prospective student meeting, New Student Orientation, employee/faculty new hire orientation and annually through the fall quarter classes. If you should have questions about any of the information provided in this Report, please contact Campus Director, Tracey Schantz, via phone or mail at:

952.851.0066
1101 E. 78th St. #100
Bloomington, MN 55420

PROCEDURES FOR REPORTING CRIMES AND EMERGENCIES

A safe campus is best achieved through the cooperation of students, faculty and staff. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Students and employees should report all criminal actions and emergencies occurring on or around Academy College facilities to the Campus Director or Campus on duty Manager either in person or by calling 952.851.0066 or/and to the Bloomington Police Department by dialing 911.

If you are the victim of a crime and do not want to pursue action within the college or criminal justice systems, you should still consider making a confidential report. With your permission, the Campus Director or their designee, may file a report that documents the details of your incident without revealing your identity. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Campus Director or Campus on duty Manager. Names of victims or witnesses are not disclosed in the Crime Report.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, students, faculty and staff should contact the Bloomington Police by dialing 911 and then notify the Campus Director or Campus on duty Manager.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented through an Incident Report, which is kept in a secure location in the Campus Director's office. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Campus Director.

SECURITY POLICY AND CAMPUS ACCESS

Academy College does not utilize a campus security person or department. Therefore, the Campus Director assumes the responsibility for security and campus access. The Campus Director may designate another employee to assume or assist with these responsibilities in his/her absence.

It is the policy of Academy College that access to the Campus and Institution facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Academy College policies. Students and employees are responsible for the conduct of their guests.

Normal hours of operation are 8:00 am to 9:00/10:00 pm Monday through Thursday and 8:00 am to 5:00 pm on Friday. Staff and Faculty members may have additional access to the school at the discretion of the Campus Director. Students may not enter the school during any hours other than normal hours of operation unless special permission has been granted by the Campus Director, and supervision by a staff or faculty member is available.

IN COMPLIANCE OF THIS POLICY ALL EMPLOYEES SHALL BE REQUIRED TO:

1. Keep all unsupervised and unoccupied areas locked
2. Ensure the security contacts are on site during all hours that the building is open to the students and to the public.
3. Report immediately to the Campus Director or Campus on duty Manager any suspicious activities that relate to the Campus or Institutional facilities. If the Campus Director or Campus on duty Manager are not available, contact the Bloomington Police Department by dialing 911.
4. Be familiar with Academy College procedures regarding the handling of any accidents or criminal activities as detailed below:
 - a. Immediately determine the condition of any injured employee, student or other party
 - b. Notify the Bloomington Police Department by calling 911
 - c. Complete an Incident Report
5. Remain current on all Academy College crime, safety and emergency policies and procedures

IN COMPLIANCE OF THIS POLICY ALL STUDENTS SHALL BE REQUIRED TO:

1. Be familiar with Academy College procedures regarding the handling of any accidents or criminal activities as detailed below:
 - a. Immediately determine the condition of any injured student, employee or other party
 - b. Notify the Bloomington Police Department by calling 911
 - c. Complete an Incident Report
2. Report immediately to the Campus Director or Campus on duty Manager any suspicious activities that relate to the Campus or Institutional facilities. Each incident will become a matter of record through completion of the Incident Report. If further law enforcement assistance is needed, the appropriate agency will be notified. If the Campus Director and Campus on duty Manager are not available, contact the Bloomington Police Department by dialing 911.
3. Notify the Campus Director or Campus on duty Manager of illnesses or injuries acquired while on campus or Institutional facilities.
4. Remain current on all Academy College crime, safety and emergency policies and procedures

CAMPUS SECURITY POLICY

CAMPUS SECURITY ~ EMERGENCY & EVACUATION PROCEDURES ~ SECURITY AWARENESS ~ ET AL.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES

Information programs regarding security issues are conducted quarterly during new student orientation. A notice (or print version upon request) of the revised campus security policies are distributed annually during Fall quarter classes, if revisions are made prior to the annual review date the information will be communicated via mail and email correspondence.

Academy College employees are instructed on crime awareness during staff/faculty meetings, and at their time of new hire.

SAFETY AND SECURITY TIPS

Personal

- Remain alert and aware of your surroundings
- Avoid isolated areas
- Walk with a companion whenever possible
- Check the back seat before getting into a car
- Keep car doors locked while driving
- Avoid displaying large amounts of cash or jewelry
- Keep your purse and wallet close to your body
- Avoid isolated bus stops at times when few other people are around
- Do not provide your name, phone number or address to strangers
- Never reveal that you are alone or that you will be away from home
- Keep your local police department's phone number listed in your phone

Vehicle

- Always lock your car and remove the keys
- Make sure the windows are closed
- Park in well-lit areas
- Lock all valuables in the trunk
- Never leave an ID tag on your key ring

Office

- Place your purse, wallet and other valuables in a private and secure drawer or closet
- Never leave keys lying out
- Never leave change or cash on the desk or in a top drawer
- Lock doors when working beyond normal hours of operation
- Report any broken or flickering lights, and doors that don't lock properly

All Academy College students faculty and staff are encouraged to take responsibility for their own security as well as that of all other students, faculty and staff members.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

WEATHER-RELATED EMERGENCY SITUATIONS

In the case of a tornado or other severe weather-related emergency situation, students, faculty and staff will be instructed by campus administration via door-to-door notification to calmly move to the designated shelter area until the threat has passed and the Campus Administration has advised that all occupants may return to the classroom and administration area. The designated shelter area for Academy College is the first floor main/public hallway, bathroom area, away from windows and doors.

Instructors should be the last to leave each classroom and must remember to exit with their class roster. After verifying that all students have exited the room, faculty members will close the classroom door and follow the student to the designated shelter area. Upon arrival to the designated shelter area, faculty members are required to verify that all students listed on the course roster have been accounted for. Students and faculty are reminded to take all personal items of value with them when departing the classroom.

FIRE AND OTHER EVENTS REQUIRING EMERGENCY EVACUATION

In the case of a fire or other event requiring emergency evacuation the following procedures should be followed:

- Attempt to rescue anyone in immediate danger if it does not put you in imminent danger
- Pull the building fire alarm or call 911 (all fire alarm stations are labeled)
- Faculty members exit with your course roster
- Staff or faculty members verify that all students have exited the room and close all doors, windows, and other openings that would aid in the spread of fire or toxic fumes
- Evacuate the building through the nearest exit (floor plans are posted in all classrooms, common areas and the administration offices)

Assemble in groups at least 100 feet away from the building. Faculty members are required to verify that all students listed on the course roster have been accounted for. Staff and faculty members should attempt to quickly identify any individuals they suspect might still be in the building and alert emergency response personnel. Anyone that is aware of a disabled person that is unable to exit the building unassisted should notify emergency response personnel of the person's location.

SIGNIFICANT EMERGENCY OR DANGEROUS SITUATION RESPONSE

In the case of an immediate threat to the health or safety of students or employees involving an armed individual or significant emergency, emergency personnel will be immediately notified by the first Academy College employee with access to an outreach method (via phone or computer). In such an event, each individual should take whatever actions are necessary to protect his or her own life. Anyone that is capable of fleeing the area safely is recommended to do so. If flight is impossible, lock or barricade all doors and secure yourself in a safe area. Remain in place until an "all clear" is received by emergency personnel or an Academy College administration team member.

Emergency response and evacuation procedures will be reviewed and tested on an annual basis.

SECURITY AWARENESS PROGRAM

Information programs regarding campus security issues are conducted quarterly during new student orientation. During orientation students are briefed on campus security policies, annual crime statistics and the school website address where security polices and crime statistics can be located. Throughout the year, warning of potential threats are disseminated through classroom announcements and/or postings.

CRIMINAL OFFENSES-HATE CRIMES

Academy College is intolerant of any crimes that involve bodily injury to any person in which the victim is intentionally selected because of their actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. All relevant data will be collected and reported according to category of prejudice including:

- Larceny-theft
- Simple assault
- Intimidation
- Destruction, damage or vandalism of property

POLICY REGARDING OFF CAMPUS CRIME ACTIVITY

Due to the non-resident, commuter nature of the student population at Academy College, no off campus student organizations are recognized. Students that engage in criminal activity off campus are subject to all laws enforced by the designated police department. Statistics are not maintained for student off campus criminal activity.

Should a student, staff or faculty member be a victim of injury or crime during a school-sponsored activity the student, staff or faculty member should notify the appropriate emergency personnel immediately. The student, staff or faculty member should then notify the Campus Director or Campus on duty Manager as soon as possible.

CAMPUS SECURITY POLICY

ALCOHOL AND DRUG POLICY ~ SEXUAL ASSAULT RESOURCES ~ CAMPUS SEX CRIME PREVENTION ACT

ALCOHOL AND DRUG POLICY

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, this institution is a drug and alcohol free school and work place.

Student and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the college including grounds, parking areas, anywhere within the building(s), or while participation in school-related activities. Student or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

Complete information on the college's drug and alcohol policy is found in the Drug Free School & Work Place Policy located in the Academy College Student Handbook.

SEXUAL OFFENSE AWARENESS

Sexual assault is an act of aggression and coercion, not an expression of sexual intimacy. We will do whatever possible to offer safety, privacy and support to the victim/survivor of sexual assault. Helping the victim/survivor look at options for reporting the assault and taking care of herself/himself is the immediate concern of the school. At the end of this policy is a listing of support services for sexual assault victims/survivors. The school will assist the victim/survivor in contacting an appropriate agency if such assistance is desired.

If the assault takes place at the school facility the victim/survivor should immediately contact the administrative offices for assistance. Administrators are not to reveal the name of the victim/survivor unless (s)he chooses to be identified.

The Administrative office shall, at all times, have readily available the name(s) of local law enforcement agencies and sexual assault centers that are to be called for immediate help.

If the assault takes place outside the college facility the victim/survivor should immediately contact, or have a friend contact, the local law enforcement and sexual assault center listed below. Following the incident the victim/survivor should notify the Administrative office of the assault for support, and assistance.

Further, in either case, the victim/survivor should do the following:

- Go to a safe place following the attack
- Do not shower bathe or destroy any of the clothing worn at the time of attack
- Go to an emergency room for medical care
- Report the assault to the police department
- Report the assault to the Campus Director or designee
- Seek professional counseling to aid in the recovery from the psychological effects of the assault

After any campus sexual assaults are reported, the victims of such crimes have the right to request that Academy College Administration take steps or actions reasonably to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable or the transfer of classes.

FORMAL COMPLAINT BY STUDENTS

A formal complaint of sexual harassment must include a written statement signed by the complainant specifying the incident of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus director, who will then formally ask the panel to investigate the complaint, participate in a disciplinary proceeding and present its findings and recommendations. The Campus Director shall then report his/her findings to the President with appropriate recommendations.

Both the accuser and the accused are entitled to have others present during the disciplinary proceeding. Both will be informed of findings and recommendations.

Recommended corrective and/or disciplinary action may be imposed upon the alleged assailant. This recommended action may include: written or verbal reprimand of the harasser; suspension, dismissal or transfer of the harasser.

An educational program promoting the awareness of sexual assault including rape, acquaintance rape and other forcible and non-forcible sex offenses will be presented annually. The detailed information will be presented on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Additionally, brochures on sexual assault issues are located in the student lounge.

SEXUAL ASSAULT RESOURCES

see page 31.

CAMPUS SEX CRIME PREVENTION ACT

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Any questions regarding the program may be directed to the Criminal assessment Program at 888.234.1248 or 651.603.6748. Information regarding this program can be found at the following website:

<http://www.dps.state.mn.us/bca/invest/documents/page-07.html>

In addition, information regarding registered sex offenders may be obtained through the Minnesota department of Corrections at 651.642.0200. An offender locator, for offenders that have the highest risk of re-offense, can be accessed from the Minnesota Department of Corrections website:

<http://por.state.mn.us>

CAMPUS SECURITY POLICY

CRIME REPORT STATISTICS

CRIME REPORT STATISTICS

The following table is the statistical report of crimes occurring on the Academy College campus (as reported to the campus administration and/or the police department). The table reflects crimes reported for the three previous years. The categories of crime are those required by the Clery Act.

	ON-CAMPUS Includes local police			NON-CAMPUS			PUBLIC PROPERTY		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
CRIMINAL OFFENSES									
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0	0	0	0	0	0	0
Nonforcible sex offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	1	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
ARRESTS									
Liquor-law violations	0	0	0	0	0	0	0	0	0
Drug Abuse violations	0	0	0	0	0	0	0	0	0
Illegal weapons possessions	0	0	0	0	0	0	0	0	0
HATE OFFENSES									
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
All forcible sex offenses, including forcible rape	0	0	0	0	0	0	0	0	0
Forcible rape	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0

CAMPUS SECURITY POLICY

CRIME DEFINITIONS

CRIME DEFINITIONS

The definitions below are taken from the Federal Bureau of Investigation Uniform Crime Reporting (UCR) handbook and used to classify the criminal offenses listed above.

Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence
Sex Offenses, Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape: the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity of because of his/her youth.

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however, slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sexual Offenses, Nonforcible: Unlawful, nonforcible sexual intercourse.

Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce health or great bodily harm. (It is not necessary that injury from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry into a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joyriding.)

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Weapons Law Violation: The violation of laws or ordinances with weapons offenses, regulatory in nature; such as: manufacture, sale, or possession of deadly weapons, carrying deadly weapons, (concealed or openly); furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of aforementioned.

GENERAL INFORMATION

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

1. The students have the right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the registrar, education department, or other appropriate official, written requests that identify the record (s) they wish to inspect. The Institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The students have the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the school Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The Institution may disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b (g) (5) (B) and 2331 of title 18, U.S. Code. In addition, the Institution is not required to record the disclosure of such information in the student's file. Further, if the Institution has provided this information in good faith in compliance with an ex parte order issued under the amendment is not liable to any person for the disclosure of information.
5. The Institution may disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a "lawfully issued subpoena or court order in three contexts:
 - a. Grand Jury Subpoenas – The Institution may disclose education records to the entity or persons designated in a Federal grand jury subpoena. In addition, the court may order the Institution not to disclose to anyone the existence or context of the subpoena or the Institution's response.
 - b. Law Enforcement Subpoenas – The Institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the Institution not to disclose to anyone the existence or contents of the subpoena or the Institution's response. Notification requirements nor recordation requirements apply.
 - c. All Other Subpoenas – The Institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the Institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The Institution will record all requests for information from a standard court order or subpoena.
6. The Institution may disclose – without the written consent or knowledge of the student or parent – information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger to student or others must be present.
7. The Student may file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. Students may file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

DIRECTORY INFORMATION

Directory information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The Institution requires that such requests be made in writing to the Director of the Institution within fifteen (15) days after the student starts classes. Directory information includes: Student's name, date of birth, address/email address; course of study; extracurricular activities; degrees and awards received; last school attended; dean's list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended the Institution not to include specific daily records of attendance).

Students may restrict the release of Directory information except to Institution officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to Registrar, Academy College, 1101 East 78th Street, Suite 100, Bloomington, MN 55420. Once filed, this becomes a permanent part of the student's record until the student instructs the Institution, in writing, to have the request removed.

GENERAL INFORMATION

CREDIT TRANSFER

CREDIT TRANSFER

Academy College is a member of the Accrediting Council for Independent Colleges and Schools (ACICS). In this environment, it is the goal to serve students by promoting academic quality through formal recognition of national and regional higher education accrediting bodies, and to serve students by standardizing transfer of credit and articulation agreement policies. All credit transfer requests should be identified at the student's initial application and must be received by the school before completing 25% of their program.

CREDIT TRANSFERRED IN

Your transcript is confidential and not to be released without your written consent in accordance with the Family Education Rights and Privacy Act of 1974. Credit transfer request forms are available from your Education Consultant or Student Services.

Please complete the information requested and send this form to your previous educational institution(s) to request that your official transcript be sent directly to Academy College to the attention of the Director of Education. If you are not certain of your previous institution's policy/requirements for the release of your transcript, contact them for details.

No credits will be transferred to your Academy College program unless you are a regular, current student and an evaluation of your official transcripts, which have been issued directly from the institution(s), has been performed.

College credits earned in aviation, business, medical, computer technology, digital arts & design, or general education courses at other institutions will be considered for transfer to Academy College's programs based on grades achieved in the courses, subject to review by the Director of Education.

Academy College will consider for transfer up to 90 credits from a two-year degree into one of our Bachelor degree programs, subject to review by the Director of Education. No courses below a college level or in which the student earned less than a "C" grade will transfer. Students must provide an official transcript and may be asked to provide course catalogs to assist in the evaluation of the courses.

Students who previously attended Academy College, withdrew, and then returned to the same program will retain all earned grades on their transcript (including "W's"). These grades will be calculated in the GPA, but for SAP purposes, the student will be treated as a new student.

For students who previously attended Academy College, withdrew, and then return to a different program, the transcript will be reviewed by the Director of Education for course transfer ("D" and above) that meet the new program's criteria. The student may choose to accept the transfer of their courses. Any F, W and I grades do not transfer and will not calculate in the new program GPA. For SAP purposes they will be treated as a new student.

Post-Secondary Enrollment Options Program for High School Students

Academy College does accept Post Secondary Education Options (PSEO) transfer credits earned at other post-secondary institutions. Academy College will only accept courses that have a "C" or better grade and will be evaluated by the Director of Education to determine the appropriate area of transfer.

Credit transfer requests for courses conducted under an FAA approved syllabus as noted in this catalog are subject to the following considerations:

- College credits earned in Private Pilot, Instrument, or Commercial Ground at other institutions will be considered for transfer based on grades achieved and reviewed by the Director of Education. No course below a college level or in which a student earned less than a "C" grade will transfer.
- For credit transfer of Private, Instrument, Commercial, or Multi-Engine Flight, the Aviation Coordinator will review and approve the credentials as per Federal Aviation Regulations. These courses may be subject to exam.
- All other courses conducted under an FAA approved syllabus as noted in the catalog must be taken at the Academy College of Aviation.

- These considerations are in force for evaluation for credit transfers based on college transcripts, log book entries, ground school certificates, or FAA certifications and ratings.
- The maximum credits assigned for a course are based on the credits for that course as listed in the current Academy College catalog and are assigned at the discretion of the Director of Education.

To earn the Bachelor's or Associate degree from Academy College, the student must satisfactorily complete at least 60% of the selected program from Academy College's program course offerings. This means that the maximum allowable credits to be transferred in is not to exceed 40% of the total program credits.

Depending on the number of credits the college accepts in the Bachelor Degree Program, it may take the student longer than two (2) years at Academy College to complete their Baccalaureate Degree.

To earn a Certificate from Academy College, the student must satisfactorily complete at least 75% of the selected program from the Academy College's program course offerings. This means that the maximum allowable credits to be transferred in is not to exceed 25% of the total program credits.

Please note: These credit transfer limits do not apply to credits earned with Academy College affiliated institutions.

CREDIT TRANSFERRED OUT

Credits earned at Academy College may transfer to other educational institutions. The criteria for credits to transfer is set by the receiving institution. Students should check with the registrar or counselor at that institution for specific credit transfer details.

Academy College has established articulation agreements with select educational institutions to simplify procedures and to ease the transfer of credit. For additional details, please see Academy College's Education Department.

ADVANCED PLACEMENT (AP) POLICIES

Academy College encourages and applauds students who have chosen Advanced Placement (AP) courses as part of their high school curriculum. These courses are challenging and demanding, and we believe they provide excellent preparation for college study.

Submitting Your Scores

The easiest way to ensure that the Academy College receives your AP scores is to name us as a recipient when you sign up for exam(s). You can use this procedure even if you take the exam as a junior in high school; Academy College will keep your scores until your senior year. If you do not name Academy College as a recipient when you take your exam, just contact the College Board and request that scores be sent to Academy College Office of Admissions. When you are admitted to Academy College, you may be eligible for Academy College credit. To ensure that your AP scores match up with your Academy College academic record, be sure to identify your name and Social Security Number with the College Board in the exact same way you identify, or expect to identify, yourself on your Academy College application.

Academy College does accept Advanced Placement credits earned during high school. We will only accept AP credits that have a score of 3,4, or 5 on the test. All AP credit courses will be evaluated by the Director of Education to determine the appropriate area of transfer. Advanced Placement credits are not included in the GPA or Satisfactory Academic Progress (SAP) calculation.

GENERAL INFORMATION

COPYRIGHT POLICY

COPYRIGHT POLICY

Academy College respects the ownership rights of intellectual property in all of its various mediums, including digital and print, by adhering to the Copyright Law of the United States (17 U.S.C.). Academy College requires all faculty members, staff and students to comply with all applicable copyright laws.

COPYRIGHT LAW

The Copyright Law provides owners with exclusive rights including the right to reproduce their work; use their work as a basis for a derivative work; electronically distribute or publish copies; publically perform a work such as a play; and, publicly display an image including on a computer screen. Copyright law applies not only to the reproduction of protected material, but also its use in the classroom setting, whether it is face to face, such as in an on campus classroom, or online.

Under the provisions of 17 U.S.C §102(a) the types of protected works include, but are not limited to

- 1) literary works;
- 2) musical works, including any accompanying words;
- 3) dramatic works, including any accompanying music;
- 4) pantomimes and choreographic works;
- 5) pictorial, graphic, and sculptural works;
- 6) motion pictures and other audiovisual works;
- 7) sound recordings; and
- 8) architectural works.

Under federal law, a copyright owner can be awarded actual damages, the infringers' profits, attorneys' fees, and court costs or opt for an award of statutory damages, which can be as high as \$150,000. Willful infringement can result in criminal fines up to \$250,000 and incarceration up to five years. A permanent injunction can be issued to enjoin all infringing acts. The infringing reproductions as well the equipment used can be impounded and destroyed. Liability still can attach to an individual even if the reproductions are produced by a commercial copy shop.

To aid in the understanding of what works may be reproduced a three step analysis should be used to determine if the work is exempt from copyright protection, if not exempt has the term of protection expired, and if does its use constitute "fair use."

1. The first step is to determine of the work is available for copyright protection. The lack of a copyright notice does not mean that a work is not copyright protected. This has been optional for works published after March 1, 1989. Even unpublished works may have copyright protection.

Under the provisions of 17 U.S.C. §102 (b) copyright protection is not afforded to ideas, procedures, processes, systems, methods of operation, concepts, principles or discoveries. Although not specifically addressed in the statute, descriptions, explanations, or illustrations of these can be copyrighted.

The following categories of works are also not generally available for copyright protection:

- (1) Facts
- (2) Freeware (not Shareware)
- (3) Works that have not been fixed in a tangible form of expression (e.g. sometime improvised)
- (4) Titles, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents;
- (5) Works consisting entirely of information that is common property and containing no original authorship; and
- (6) U.S. government publications.

2. Copyright protection extends for a set period of time although renewal is available. Upon copyright expiration, a work becomes part of the public domain and can be reproduced without restriction. The table below is a modified listing of works that are in the public domain as of 2011. For a more complete listing of copyright limits see the librarian.

<i>WORKS IN THE PUBLIC DOMAIN</i>	
<i>Registered or First Published in U.S.</i>	
Before 1923	N/A
1923 -1927	Published without copyright notice
1928 – March 1, 1989	Published without copyright notice and without subsequent registration within 5 years
1923 - 1963	Published with notice but copyright not renewed
<i>First Published Outside U.S. by Foreign Nationals or U.S. Citizens Living Abroad</i>	
Before 1923	N/A
1923 - 1977	Published in compliance of source country and in public domain of that country as of January 1, 1996 but not in compliance with U.S. requirements
Published after 1978	Published without copyright notice and in public domain of country where first published`
<i>Never Registered / Never Published</i>	
Unpublished	If author died before 1941
Anonymous and pseudonymous works and those with corporate authors OR unpublished and author's date of death is unknown	If work created before 1891
<i>Sound Recordings Published in United States</i>	
February 15. 1972 - 1978	Published without notice
1978 – March 1, 1989	Published without notice and without subsequent registration

GENERAL INFORMATION

COPYRIGHT POLICY

3. Even if a work is not exempt and not in the public domain, reproductions may be made if they qualify under the “fair use” provisions of the Copyright Act, Title 17 U.S.C. §107. “Fair use” is a four factor balancing test. The statutory provisions are reprinted as follows:

§ 107. Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include—

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

Unfortunately there are no clear standards for this test. There has been debate whether all the factors have equal weight or if the last factor weighs more heavily. Only the courts will be able to determine if a particular use constitutes fair use.

For profit educational institutions only have three out of four factors that can possibly weigh in favor of “fair use.” Using the table that follows, if three of the factors favor fair use it is more likely that it is “fair use.” If only two of the factors favor “fair use” then it is questionable. When questionable, then it the copyright holder’s permission should be sought. It is the responsibility of the instructor to obtain permission from the copyright holder.

	FAIR USE	CAN TILT EITHER WAY	NOT FAIR USE
1	NON-PROFIT EDUCATIONAL USE PERSONAL USE	CRITICISM COMMENTARY NEWS REPORTING TEACHING (MULTIPE COPIES DISTRIBUTED IN CLASSROOM SETTING) SCHOLARSHIP RESEARCH	FOR-PROFIT EDUCATIONAL USE COMMERCIAL USE
2	FACT BASED NOT FICTION	BOTH CREATIVE AND FACTUAL	CREATIVE WORK FICTION
3	SMALL AMOUNT AND PORTION IS NOT AN ESSENTIAL COMPONENT OF THE ENTIRE WORK AMOUNT IS FOR EDUCATIONAL PURPOSES		MORE THAN SMALL AMOUNT PORTION IS ESSENTIAL TO OR IS THE HEART OF ENTIRE WORK
4	NO OR LITTLE ECONOMIC IMPACT FOR COPYRIGHT HOLDER IF USE WAS WIDESPREAD ONE OR FEW COPIES MADE TRANSITORY IN NATURE (E.G. ONE CLASS SESSION AND NOT REPEATED FROM TERM TO TERM) NO LICENSING PROVISIONS LIMITED ACCESS (E.G. TO STUDENTS REGISTERED IN CLASS OR PASSWORD PROTECTED ACCESS TO ONLINE CLASS)	ORIGINAL WORK IS OUT OF PRINT COPYRIGHT HOLDER IS UNIDENTIFIABLE	ECONOMIC IMPACT FOR COPYRIGHT HOLDER IF USE WAS WIDESPREAD (LOSS OF POTENTIAL SALES) AVOIDS ROYALTY PAYMENTS AFFORDABLE PERMISSION IS AVAILABLE PLACED ON A PUBLIC FORUM REPEATEDLY OR FOR LONG TERM USE LICENSING IS EASILY AVAILABLE MATERIAL WAS MEANT TO BE CONSUMABLE SUCH AS WORKBOOKS AND TEST FORMS

GENERAL INFORMATION

COPYRIGHT POLICY ~ COMPLETION/GRADUATION RATES

DISTANCE EDUCATION

The "fair use" analysis is also to be used in distance education courses. Exemptions provided for in the Technology, Education and Copyright Harmonization Act (TEACH) applies only to non-profit educational institutions. However it is useful to note that the American Library Association developed TEACH guidelines by which instructors may use copyright protected material without the holder's permission. Briefly summarized, course instructors and the institutions must limit access to copyrighted material by limiting it to students enrolled in the class and that the material only is made available for the length of time required to complete the class session or course. In addition there must be measures to prevent the copying and redistribution of protected works and that a warning must be attached to the material indicating that copying and redistributing these materials can constitute a violation of the copyright law. When TEACH was enacted, it was envisioned that exempted material would not be available for the entire course term. Rather it would be transitory and limited to a class session similar to a class session on campus meaning that it would not be viewable for the entire term.

In Academy College's distance education courses, only protected material that meets the "fair use" standard may be uploaded otherwise the copyright holder's permission is required. In order that it may be considered transitory in nature, this material may be only accessible to students enrolled in the class and be viewable only for a limited amount of time preferably for no longer than one week. Any such material must be in a format that does not only allow students to download a copy. Any protected material must include the posting of a copyright notice.

LIBRARY USE

For profit schools are not allowed the exemptions afford to the libraries of non-profit education institutions. The library reserves the right to refuse to add to its collection or to place on reserve any material it feels may be in violation of the copyright laws.

FILE SHARING

File sharing programs are not illegal. However, it is a violation of copyright laws if music, movies, software and/or other forms of media, in part or in their entirety, are downloaded, uploaded or distributed without the express permission of the copyright holder. The only exceptions are works that are in the public domain or are labeled as free by the copyright holder. It is well known that copyright holders are vigilant in searching for and the prosecution of file sharing violations.

For academic purposes, the "fair use" test may be applicable for some file sharing. It cannot be applied for personal recreational use and in no instance is personal file sharing use permitted on the school's computers. The school's computers are regularly monitored for illegal activity and known peer to peer network addresses and websites are blocked.

The library maintains information on internet sites that list legal downloading sites and legal alternatives for downloading.

COMPUTER USAGE AND PHOTOCOPY MACHINE USAGE

On campus computers are to be limited to school work and in the library school work and job searches. Recreational use in any form is not allowed.

The following notice applies to all usage.

NOTICE: The copyright law of the United States (Title 17, U.S. CODE) governs the making of photocopies or other reproductions of copyrighted material. Unauthorized photocopies or other reproductions beyond the scope of any copyright exemptions may be a violation of the law. The person using this machine is responsible for and may be liable for any copyright infringement.

Academy College reserves the right to refuse access to and use of this machine for making photocopies or other reproductions if, in its judgment, such photocopies or reproductions would be in violation of the copyright law.

VIOLATIONS OF THE COPYRIGHT LAW

Individuals are liable for any copyright violations. In addition, violation/s on the part of faculty member may result in the cancellation of his/her contract. Violation/s on the part of the staff may result in their dismissal. Violation/s on the part of a student/ may result in disciplinary action.

STUDENT RIGHT-TO-KNOW ACT COMPLETION/GRADUATION RATES

STUDENT ASSISTANCE GENERAL PROVISION (SEC. 668.45)

All Institutions eligible to participate in Title IV Federal Financial Aid programs must declare graduation rates and transfer out rates immediately following the point in time that 150%* of the normal time for completion or graduation has elapsed for all of the first time, full-time students in the cohort group. These rates must be disclosed to actual and prospective students.

*Example: 150% of a 6 quarter program = 9 quarter to complete.

GRADUATION RATES

	<u>Number</u>	<u>Percentage</u>
All first time, full time students scheduled to graduate from 2004 Cohort	22	100%
Students who completed/graduated from their Program in 150% of the normal time.....	9.....	41%

This does not reflect the first time, full-time students that are still in school.

Completion or Graduation rate information disaggregated by gender, by each major racial and ethnic subgroup (as defined in IPEDS), by recipients of a Federal Pell grant, by recipients of a FFEL or FDL loan (other than an Unsubsidized Stafford Loan made under the FFELP or FDL) who did not receive a Federal Pell grant, by recipients of a FFEL or FDL loan (other than an Unsubsidized Stafford Loan made under the FFELP or FDL)

The group for the 2004 Cohort is not sufficient to yield statistically reliable information and reporting may reveal personally identifiable information about individual students.

TRANSFER OUT RATES

The school can only report transfers for whom they have verification, but there is no requirement to set up a system to keep track of transfer students.

Academy College does not have a system in place to track transfer students.

GENERAL INFORMATION

ACADEMIC FREEDOM ~ FACULTY GOVERNANCE
ACCREDITATION ~ REGISTRATION ~ MEMBERS ~ RETENTION & PLACEMENT RATES

ACADEMIC FREEDOM POLICY

The mission of Academy College is to provide our students with the highest quality of education. In that academic freedom is central to that goal, faculty members are entitled to freedom in their classrooms in discussing their subjects and determining the manner in which it is taught without harassment, surveillance, or unreasonable restriction on part of the administration.

FACULTY GOVERNANCE

A crucial element in initiating and implementing effective academic policies and standards in the fundamental areas of curriculum, content, and methods of instruction is the shared governance between the administration and the faculty. It is the responsibility of all faculty members to actively participate in the departmental meetings. Specifically, faculty members are to report what works well in each course, indicate problem areas and feasible resolutions, and potential improvements. The Curriculum Management Team (CMT), with input from their team members, is responsible for selecting course materials and recommending instructional equipment and other resources for their individual departments. The CMT and administration together are responsible for the review and assessment of the quality and effectiveness of individual courses and the revision of curriculum based on those assessments and market needs. In addition, the CMT is to be appraised, by the administration, of student learning outcomes, which is part of the quarterly Satisfactory Academic Progress (SAP) review, and is to make recommendations to the Management Committee on the ways to improve these and to assess and make recommendations for the institutional effectiveness plan.

STUDENTS MAY REQUEST A COPY OF THE FOLLOWING DOCUMENTS FROM STUDENT SERVICES

ACCREDITATION

Academy College is accredited by the Accrediting Council for Independent Colleges and Schools to award Bachelor of Science Degrees, Associate Degrees, and Certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the U.S. Department of Education and is recognized by the Council for Higher Education Accreditation. The College of Business, College of Digital Arts & Design, College of Medical & Health Sciences, College of Aviation, and College of Computer Technology are divisions of Academy College.

The Academy College Medical Assistant Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP accredits programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the American Association of Medical Assistants and American Medical Association cooperate to establish, maintain and promote appropriate standards of quality for educational programs in medical assisting throughout the country. CAAHEP's accreditation of degree-granting institutions is recognized by the Council for Higher Education Accreditation.

REGISTRATION

Academy College is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

MEMBERS

Academy College is a member of Minnesota Career College Association (MCCA) and the Association of Private Sector Colleges & Universities (APSCU).

RETENTION & PLACEMENT RATES

Students may request this information from Student Services or Admissions.

WHO TO CONTACT FOR MORE INFO

FINANCIAL ASSISTANCE INFORMATION
STUDENT STATUS CHANGES
STUDENTS' RIGHTS & RESPONSIBILITIES
REFUND POLICY

Tracey Schantz

Campus Director.....952.851.0066

Sarah LaRose

Student Affairs Coordinator.....952.851.0066

DESIGNATED PERSONS:

Academy College's Financial Aid/Business Office is open:
Monday through Thursday 8:00 a.m. until 7:00 p.m.
Friday from 8:00 a.m. to 5:00 p.m.

They can be contacted

by phone 952.851.0066
by e-mail info@academycollege.edu
in person 1101 E. 78th Street, Suite 100, Bloomington, MN.

REPORTING A GRIEVANCE:

Students, faculty, and other interested parties having complaints regarding the overall policies of Academy College should bring their complaints to the attention of the Campus Director. These complaints could include but are not limited to the following:

- Education Activities
- Admissions
- Equipment
- Student Financial Aid
- Student Services
- Grade Appeals

If students believe that the complaints have not been satisfied, they may contact:

Research and Program Services
Office of Higher Education
1450 Energy Park, Suite 360
St. Paul, MN, 55108
651.642.0584

and/or

Accrediting Council for Independent Colleges and Schools
750 First Street NE, Suite 980
Washington, DC 20002-4241
202.336.6780

INFORMATION & SERVICES RESOURCES

ALCOHOL/DRUG

Alcoholics Anonymous952-922-0880
Greater Minneapolis Intergroup <http://www.aaminneapolis.org/>
Find meeting locations at website info@aaminneapolis.org

Alcoholics Anonymous651-227-5502
St. Paul & Suburban Area Intergroup <http://www.aastpaul.org/>
Find meeting locations at website lifeline@aastpaul.org

Alcoholics Anonymous952-888-9300
Richfield/Bloomington Group
9321 Bryant Ave S
Bloomington, MN 55420

Fairview Recovery Services800-338-2234
2450 Riverside Ave.
Minneapolis

Hazelden651-213-4200
15245 Pleasant Valley Rd. (P.O. Box 11) <http://www.hazelden.org>
Center City, MN 55012 info@hazelden.org

Chrysalis (for women only)612-871-0118
4432 Chicago Ave S <http://www.chrysaliswomen.org>
Minneapolis, MN 55407 info@chrysaliswomen.org

SEXUAL HARASSMENT/SEXUAL VIOLENCE

Emergency911

Chrysalis.....612-871-0118

Crime Victims Hotline612-340-5400

Crisis Connection's Crisis Hot Line (available 24 hrs)612-379-6363

Crisis Intervention Center-HCMC (Hennepin County Medical Center)612-873-3161

Department of Human Rights (Minnesota)651-296-5663

First Call for Help (United Way)612-335-5000

Minnesota Crime Victim Reparations Board.....651-201-7300
toll free1-888-622-8799

N.O.W. (National Organization for Women)651-222-1605

Office of the Crime Victims Ombudsman (Minnesota)651-642-0550
toll free1-800-247-0390

Police Department (Bloomington – non-emergency)911 or 952-563-4900

Rape and Sexual Abuse Center (available 24 hrs).....612-825-4357

Sexual Assault Resource Service-HCMC612-873-5832

ACADEMY COLLEGE

STUDENT FILE UPDATE & POLICY ACKNOWLEDGEMENT

NAME _____

SSN# _____

ADDRESS _____

HOME PHONE NUMBER _____

E-MAIL ADDRESS _____

EMPLOYER _____

EMPLOYER'S ADDRESS _____

WORK PHONE NUMBER _____

WHO TO CONTACT IN CASE OF EMERGENCY _____

EMERGENCY PHONE NUMBER _____

As a student or employee of Academy College, I acknowledge that I may find the following documents in the Student Handbook located online at www.academycollege.edu/students or I may request a paper copy from Student Services:

DRUG FREE SCHOOL AND WORK POLICY

SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY

CAMPUS CRIME ANNUAL REPORT

NAME (please print) _____

I AM A (check one) STUDENT _____ EMPLOYEE _____

SIGNATURE _____