

ADMISSION/AID

- ✓ **Student Success.**
- ✓ Vocational Program
- ✓ Transfer Programs
- ✓ Career Programs
- ✓ Developmental Education
- ✓ Student Support Services

In an effort to achieve student success, mission, and vision, we strive to fulfill the following goals and to assess them on a regular basis to ensure the quality of our programs and services.

Vocational Program

We provide relevant and articulate general education for all students. Assess student learning outcomes in Nursing Education and Information Technology program with technical, scientific, critical thinking, quantitative reasoning, oral and written communication, and information literacy.

Transfer Programs

We provide transfer programs for students planning to continue their education at the Academy. Assess student-learning outcomes at the course and program level. Regularly evaluate and update courses, curricula, and programs.

Career Programs

We provide career programs to prepare students to enter the workforce and meet workforce needs. Assess student-learning outcomes at the course and program level. Regularly evaluate and update courses, curricula, and programs.

Developmental Education

We provide developmental education for underprepared students and implement approaches that facilitate the progress of students through the developmental sequence. We also assess students' success in levels of education programs.

Lifelong Learning

We provide training programs that encourage lifelong learning and are responsive to the needs of business and industry. We constantly evaluate and update our training programs, in response to identified needs. Innovative Instruction – Develop, encourage, and support authentic and creative approaches to teaching and learning. We regularly assess student learning outcomes.

Freedom of Expression

Student organizations and individual students shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the Academy.

At the same time, it shall be made clear to community that in their public expressions or demonstrations the students or student organizations must speak only for themselves.

The students have the rights and responsibilities of a free academic community. They shall respect not only their fellow students' rights, but also the rights of other members of the academic community.

Students are free to express their views based on their own pursuit of the truth and their right to function as citizens independent of the Salvation Academy.

Freedom from Discrimination

The Salvation Academy will not permit discrimination on grounds of sex, race, color, religion, national origin, disability, sexual orientation or gender identity or expression, or any other illegal basis in any Academy -standard area of student life. Additionally, all areas of student life are subject to the provisions of the State of Virginia Human Rights Act. However, those campus organizations that are essentially and self-confessed accepted social groups may limit membership on the basis of sex; organizations that are essentially and admittedly denominational may limit membership on the basis of religion.

Student Rights in the Governing of the Academy

The Academy is a community of professionals engaged in the search for knowledge. Students, faculty, and administrators participate in this search. In light of this, the student body shall have clearly defined means, including membership on appropriate committee's dean and administrative bodies, to participate in the formulation and application of the institutional policy affecting student affairs. The concern of students, however, legitimately extends beyond what has normally been considered student affairs. Their interest in institutional policies is a development to be encouraged bearing in mind the teaching -- learning context of the institutional community.

Professional Rights of the Faculty

In order to safeguard the professional rights of the faculty, no provision for the rights of students can be considered valid if it interrupts professional rights or in any measure that invades them.

Students Rights and Responsibilities in the Classroom

The instructor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an educational basis, not on opinions or conduct in matters unrelated to professional standards.

Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Protection against Improper Educational Evaluation

Students should have protection through orderly procedures against prejudiced educational evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Except in instances that involve a student grievance based on allegation of illegal discrimination for which other remedy is provided under "Student Grievance Procedures," a student who alleges an instance of arbitrary or unpredictable academic evaluation shall be heard and the allegation reviewed through faculty peer review procedures established by the Dean and faculty of the Academy in which the contested academic evaluation took place. Should the peer review processes find in favor of and uphold the complaint of the student, yet the faculty member were to persist in refusing to alter the academic evaluation at issue, the Dean's office shall afford the student an appropriate remedy after consultation with the peer review committee.

Protection against Disclosure

Information about student views, beliefs, and political associations, which instructors acquire during their work as instructors, advisers, and counselors, should be considered confidential.

Protection against disclosure is a serious professional responsibility. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Student Support Services

We provide appropriate support services for all students that ensure success throughout the students' career.

Salvation Academy Student Support Services (SASSS) was established in 2009 and funded by the Salvation Academy Inspiration Ministries (SAIM). Since 2009, SASSS has provided support to over 500 eligible students. The program is funded to provide services to students with limited income as well as students with disabilities. SASSS supports the Academy's mission by providing comprehensive support services to help the students served to successfully graduate from their selected academic program by providing a variety of academic support services that include individualized tutoring, success skill development, course planning and advising.

Whether the student is seeking individualized tutoring, want to earn better grades, need help financial support, or preparing for employment, the mission of SASSS is to help the student succeed.

Probation, Dismissal /Appeal, and Readmission.

Students Probation

Salvation Academy Student Support Services (SASSS) works with the administration to handle matters that require disciplinary action at Salvation Academy. Disciplinary measures will be implemented in all cases, considering the magnitude and severity of the misconduct.

The following sanctions may be imposed by the Academy for general misconduct:

- a. Verbal warning by an Academy official for violation and the consequences for repeated misconduct.
- b. Written warning from the administration.
- c. Student placed on probation – This is a period of observation and review of conduct of the student during which he/she demonstrate compliance with Academy standards of conduct. The length and other terms of this probationary period will be determined at the time probation is imposed with consideration to the magnitude or severity of the misconduct.
- d. A student may also be placed on probation when their overall grade point average drops below 70% which is F (<70%). Failed or grade of F indicates that the student knows so little about the subject that it must be repeated in order to receive credit for his or her work. If a student receives a notification of probation or continuation of probation, it's an indication that the student is in academic distress. It's usually a sign that something is causing an imbalance in the student's ability to maintain the expected minimum performance in the course.

During this period the Salvation Academy's staff, instructors, and advisors will try to help the student meet expected minimum performance in the course.

Probation Period

If the required 80% is not achieved in a timely manner, students will be placed on probation until he/she meet the requirement. The minimum time given is two weeks to attain the grade. At the end of this period, if the student does not meet the requirement, he/she must repeat the course

Dismissal/ Disqualification

If a student is subject to disqualification or dismissal, it means that his/her academic progress is not meeting the minimum standards to continue at the Salvation Academy and student may be dismissed.

A student is subject to disqualification or dismissal due to the following:

- ✓ The overall grade point Average drops below 1.5 or
- ✓ Is on academic probation for two consecutive quarters or
- ✓ Has not met the Academy's minimum expected performance of 70% pass rate in final exams.

Dismissal is not intended to punish a student, but a means to prevent a student from continuing a downward trend in their progress report for reasons that are personal for each student.

Continuing poor academic performance will make it impossible for such a student to graduate from the Academy. Dismissal gives students the opportunity to resolve any problem causing him/her to struggle with schoolwork, and possibly make the necessary adjustments needed to become successful.

When A student dismissed from the Academy written notice to the to the student will include a percentage of refund applicable to the student. The notice must include the expected last date of attendance and be signed and dated by the student. All refund must be will be processed within 45 days of the determination of the dismissal date.

Academic Progress Standards

Satisfactory Academic Progress is monitored at the end of each quarter (Winter, Fall, Spring and Summer). Students who fully meet all three standards above are considered in GOOD

standing for SAP. Students who are not meeting the standards will be notified via email of the results.

Students are expected to make reasonable and timely academic progress toward their selected program(s) or certificate. Quarterly Progress is measured by the following standards:

Standard 1 - The GPA Standard Meet the minimum cumulative grade point average required by the Academy.

Standard 2 – Students must satisfactorily complete at least 80% of the course work.

Standard 3 – Student must meet the time frame of the selected program of study. .

Appeal/Readmission Process

If a student is dismissed, they must be dropped from their current course(s) and withdrawn from the Academy. Applicable registration and other fees may be refunded to the student. The student will receive helpful information from their adviser regarding what to do for the next step. The student will also receive advising along with a preliminary plan for an appeal or readmission.

The students seeking readmission to the Academy after suspension or dismissal must complete the appeal process.

The student will be considered only if they stay out of the Academy for the required length of time. Once the dismissal period has ended, the student must complete the following for readmission. However, a student may be denied readmission if he/she fail to meet the below criteria:

1. Submit an application for readmission. The application can be completed in person in the admissions office at 43 Dundas Street, or complete application via the Online Admission Application.
2. Complete the Readmission Appeal Form and submit it to the Admission's Office with a letter of appeal and supporting documentation attached where applicable.
3. Include any supporting documentation. If applicable, you may include letters from faculty, advisors, or others who may be able to provide information to support your appeal.
4. Attach all documentation to your appeal form.
5. Submit any additional required materials listed on the Admission page.

All documents must be received by the application deadline for which readmission is sought. The Readmission Appeal Committee will not review incomplete appeal packets.

Once student submits all required documentation, the Readmission Appeal Committee will review his/her appeal. The committee considers all the information the student provides and examines his/her academic history from the Academy or other schools the student have previously attended.

If the student is currently enrolled at another school, the appeal committee must receive a final, official transcript from that institution before a decision can be reached.

The decision of the committee will be communicated to the student in a letter mailed to the address or email the student provides on his/her readmission appeal form. The decision of the committee is considered final.

Readmission to Salvation Academy

Readmission is the process for any student who has been separated from the Academy for one or more regular quarters. Unlike admission to Salvation Academy, the readmission process is not competitive, but it is determined based on specific criteria regarding the student's personal circumstances and performance record. The student must apply through the Admission Office. Readmission application form is available through the admission page on our website. To connect with an adviser for readmission student may come to the admission office or visit our website to select an available adviser

Academic Policies

Student Record Retention Policy

The Academy retains student records, both academic and non-academic in accordance with Virginia State and federal regulations. Shredding will destroy non-permanent records containing confidential information.

Admissions Reports

This series documents the application process for individuals seeking admission to the Academy. Records may include, but are not limited to, admission applications, academic transcripts from other institutions, test scores, letters of admittance, and related documentation and correspondences are kept permanently.

Denied Admissions/No Show Records

This series documents the application and evaluation process for students applying to enter but are denied admission or who were admitted but failed to enroll or withdrew. Records may include but are not limited to: applications for admission, test scores, standardized examination

report, foreign student financial documentation; letters of recommendation, resumes, transcripts, and related documentation and correspondence.

The Admissions Office retains records for three (3) years after denial of admission; one (1) year after notification of admission if applicant fails to enroll; one (1) year for test scores of students that did not apply. Student services retain all records for one (1) year. Prospective

International Student Records

This series documents institution assistance to international students who are considering attendance at the Academy. Records may include but are not limited to: letters of inquiry from prospective students, official replies to inquiries, completed applications and admittance forms, local data sheets, advisory notes, and related documentation and correspondence. The Office of Admissions retains such records for two (2) years for non-admitted applicants until admitted, which then becomes part of the primary officials record.

Class Lists Records

Provide faculty with an official record of enrolled students in their course. The series is used to crosscheck students who have enrolled against those who have registered, as well as in the generation of statistical reports. Information in the series includes: student names, quarter in which the course is taught, and enrollment/registration status. The Admissions Office and faculty maintain these records for one (1) quarter. These records will be transferred to the appropriate department for retention.

Enrollment Reports Record:

This series is used to provide the Chief Financial Officer with a record of enrollments that may be used for planning and research. Information contained in the reports includes student names, course information, demographic data and academic majors. Records may include, but are not limited to, working papers, financial reports, and related documentation and correspondence. Records are permanently retained by the Admissions Office for final reports; two (2) years for all other records.

Commencement Records.

Documents commencement program planning and implementation at the Academy. Records may include but are not limited to; commencement attendance forms; planning records created by commencement committees or other planning groups, and related documentation and correspondence. The Dean of Students maintains records for two (2) years. The Admissions Office maintains commencement programs permanently.

Diploma Information Forms

Document students' requests to have test score report, certificate and other graduation records distributed to specific addresses. Records include: diploma order form; diploma information form listing permanent addresses for diplomas to be mailed to, student name, school within the academy, and certificates applied for.

Course Completion Record

Records may include but are not limited to: examinations and answers, quizzes and answers, homework assignments; course papers and essay assignments.

These records are maintained by the faculty for one (1) quarter after completion for uncontested grade results; and until resolved for contested grade results.

Family Educational Rights and Privacy Act (FERPA) Documents

May include the process of student information release requests and consent authorizations or denials in accordance with FERPA. Records may include but are not limited to: requests for formal hearings; requests for release of personally identifiable information; records of disclosures made to third parties; student statements regarding hearing panel decisions, written decisions of the hearing panel, written consent of the student to disclose records, waivers for rights of access, and related documentation and correspondence. These records are maintained by the Admissions' Office for the life of the affected record or until the student terminates waiver for written consent of the student to disclose records and waivers for rights of access; life of the affected record for all other records.

Student Non-Disclosure Requests Records

Requests by students to restrict release of information normally provided as directory information as per Family Educational Rights and Privacy Act (U.S. Public Law 93-380). This series may contain, but is not limited to: student requests for non-disclosure of directory information and memoranda distributed to pertinent departments informing units that might have pertinent information not to disclose that information. These records are maintained by the Registrar's Office for one (1) year for revoked requests, permanent for all other records.

Grade Roster Reports Records

Reflect grades awarded by instructors and serve as the basis for students' official academic records. Records include: student names, social security numbers, course titles and numbers, sections, grades awarded, and instructors' signatures. These records are maintained by the Admissions Office for ten (10) years.

Instructor's Grade Records

This series documents: class work, test scores and final grades for students that may be used as back-up to the official academic records held by the Academy. Records may include but are not limited to: instructors' grade books, grade confirmation reports; grade confirmation and change records, and final grade rosters. Faculty retains these records for two (2) years.

Grievance Records

Grievances brought forward by students against the institution that does not result in litigation. Grievances may pertain to academic issues, affirmative action and equal opportunity issues, student conduct, and other issues. Records include: notices of grievance, informal discussion notes, grievance responses, and formal hearing notes (including audio tapes); final summary statements; settlement agreements, appeals documentation, and related records. The Office of Student Life maintains records for three (3) years after last enrollment. Other copies may be received by the Program Director, which are maintained for three (3) years after resolution.

Name Change Records

Document students or applicants name changes as reported to the Admissions Office by students. Records may include but are not limited to letters requesting change in name; name change forms, lists or reports of students with changed names, and related documentation and correspondence.

The Admissions Office maintains these records for two (2) years after program completion or last enrollment.

Student Academic/Financial Record.

Student can obtain a copy of his/her academic and financial records form the student web portal or by signing a release form, with the exception of a request of such record by law enforcement agencies. These records may not be release if the student fails to meet the above criteria. Such records will be maintained for a minimum of three years.

International Student Records

Include institutional assistance to international students that primarily with admissions, immigration issues and other non-academic matters. Records may include, but are not limited to: copies of visas, scholarship information, institution admissions forms, international student advisors, notes; explanations for student withdrawals, and related documentation and correspondence. The designated signing official maintains records for seven (7) years after last enrollment.

Student Support Service Program Eligibility:

To participate in Student Support Services at Salvation Academy, student must be enrolled at the Academy. In addition, student must have an academic need, and meet at least one of the following criteria:

1. Meet Low Income Criterion: You must meet the current Income Guidelines below poverty line in Sierra Leone.
2. Have a documented tragic situation either due to the civil war, Ebola or COVID-19 pandemic. .

Services Offered & Resources Available:

One-on-one tutoring: designed to assist students with improving and maintaining grades. Available in various subject areas on an individual basis.

Academic and Personal Counseling: is provided to assist students with academic planning and course selection, monitoring academic progress, assisting with admissions to other institutions, and providing personal and career advice.

Financial Advising Services: include advising on eligibility requirements, assisting with applications for scholarship and grants.

Workshops: are offered to assist students with developing skills that will enable them to successfully complete their selected programs

Enrichment & Educational Resources: Computer & printing access, grant aid, free cultural enrichment activities, peer mentoring, and academic coaching. We evaluate and update key programs and services in response to student needs. SASSS office is located on the third floor of 43 Dundas Street, Freetown, Sierra Leone, West Africa.

Student Academic Records

Documents that track a student's academic progress at the Academy. Records may include, but are not limited to,

- ✓ Institution academic transcripts,
- ✓ Transcripts from other institutions,
- ✓ Notices of admission and re-admission,
- ✓ Denial and acceptance,
- ✓ Petitions for exemption from institution regulations and procedures,
- ✓ Standardized examination reports,
- ✓ Letters of recommendation and applications for admission to another institution,

Other Academic Records for Practical Nursing.

- ✓ Registration for preceptor hours
- ✓ Evidence of the completion of the preceptor hours
- ✓ Narrative evaluation of preceptor,

Student Admission Records

Include the application process for individuals seeking admission. Records may include but are not limited to, admission applications, academic transcripts from other institutions, test scores, letters of admittance, and related documentation and correspondence. Records are

maintained by the Admission's Office until transferred to the Admissions Office for inclusion in the Student Academic Records.

Student Conduct Records.

Documents academic dishonesty and conduct and honor code violations among students. Records may include, but are not limited to, expulsion, certificate revocation or negative notation on the transcript, applications for program admission, notices of admission, grade reports, certificate program requirement lists; advisers' copies of transcripts, official graduation audits, curriculum posting sheets, recommendation letters, suspension notices, re-admission notices, comprehensive exam results, awards, and related documentation and correspondence. The Office of Student Services maintains records permanently.

Purpose of Student Conduct System.

As a private Career Technical Institution, the Salvation Academy has as its primary mission, the transmission of knowledge, the pursuit of truth, and the development of its students into productive

citizens who contribute to the well-being of society. It is the purpose of the Salvation Academy Conduct System to foster a supportive climate by protecting the community from conduct that is disruptive to the community and by encouraging conduct that is supportive of the teaching/learning environment.

Remittance of Student after violating Student Code of Conduct

Readmission of student after violating student code and been separated from the Academy for one or more regular quarters. Unlike admission to Salvation Academy, the readmission process is not competitive, but it is determined based on the student's personal circumstances,

performance record and resolution of the violation in question. The student must apply through the Admission Office. Readmission application form is available through the admission page on our website. To connect with an adviser for readmission student may come to the admission office or visit our website to select an available adviser. All students record will available to students upon request.

Statement of Values.

Underlying the Academy's mission are basic values which must be respected if these goals are to be achieved. These indispensable community values include:

- ✓ The importance of personal integrity.
- ✓ The opportunity for every student and Academy employee to be treated with respect and dignity.
- ✓ The freedom of intellectual inquiry in the pursuit of truth.
- ✓ The freedom of speech and open exchange of ideas.
- ✓ The acceptance and appreciation of diversity.
- ✓ The freedom from discrimination on the basis of gender, religion, sexual orientation, age, Disability, ethnicity, and political views.
- ✓ The freedom from violence aimed at limiting freedom, interfering with, or disrupting Academy activities.

Statement on Freedom of Expression

The Salvation Academy believes, that through active participation in an intellectually and culturally diverse learning community, students will be better prepared to deal with the issues they will face in a rapidly changing and diverse society.

In the presentation of ideas, the Salvation Academy encourages a balanced approach and respect for contrary points of view. Being open to the ideas and opinions of other members of the community will lead to discussion that is characterized by courtesy, mutual respect, and charity. Congruent with these ideas is the principle that all members of the Salvation Academy community enjoy the right to freedom of speech and expression.

The right to free speech and expression does not include unlawful activity or activity which endangers, or threatens to endanger, the safety or well-being of any member of the community. Further, it does not include any activity, which materially interferes with the education or well-being of other students or the mission of the institution.

It is expected that members of the community will actively participate in programs and activities of the Academy and will support efforts to foster the identified values of the community.

All members of the community are expected to abide by local, state, federal, and international laws.

Scope of Authority

The Salvation Academy Conduct System has authority in all non-academic disciplinary matters. Academic Discipline is adjudicated according to procedures established by the Office of Academic Integrity that is responsible for the management of the Academy Honor Code. The Salvation Academy reserves the right to discipline students and/or organizations for acts of misconduct wherever they occur.

Acts of Misconduct Policies.

Acts of misconduct include, but are not specifically limited to, the following:

Possession, Use, or Manufacture of Alcohol and Drugs

Alcohol Policy

Distribution or sale of alcohol in violation of Academy policy or law, impairment which can be attributed to the consumption of alcohol, or possession of alcoholic beverages in designated “dry areas”, or other violation of the Academy Alcohol Policy.

Drugs Policy

Distribution, manufacture, or sale of drugs, narcotics, chemicals and/or drug paraphernalia in violation of Academy policy or law, or other violation of the Academy Drug Policy; Breach of Peace or disorderly conduct; Trespassing and/or any unauthorized entry.

Dishonesty Policy

Acts of dishonesty including but not limited to knowingly furnishing false information, including fabrication, forgery, alteration, or misuse of Salvation Academy documents, identification and keys or access codes; Infliction of or threat of physical harm to any person(s), including self (when disruptive or detrimental to the community), or their property;

Sexual Harassment Policy

Any unwelcome sexual behavior and/or all forms of sexual misconduct including but not limited to: a) Deliberate touching or penetration of another person without consent; or b) Requests for sexual favors; or c) Conduct of a sexual nature so severe, pervasive, or objectionably offensive that it effectively creates a hostile environment for an individual’s participation in any aspect of Salvation Academy life; or d) Any form of sexual harassment. Academy Policy further defines sexual harassment, and sexual misconduct (including sexual

assault, domestic violence, dating violence, stalking, and sexual exploitation) is described in greater detail in the Sexual Misconduct section of this Code.

Disruptive Behavior Policy

All hostile, threatening, or intimidating behavior that by its very nature would be interpreted by a reasonable person to threaten or endanger the health, safety or well-being of another are prohibited. Examples of such behavior may include, but are not limited to: a) An act(s) that alarms or seriously disrupts another person's ability to participate in any aspect of Salvation Academy's student, faculty, staff or visitor's life is prohibited; or b) Communicating verbally either directly or indirectly through another party, by telephone, regular or electronic mail, voice mail or any verbal, mechanical, electronic or written communication in a manner that would likely restrict or deny an individual's access to educational resources, Academy activities, and Salvation Academy-related opportunities; Any form of harassment based on perceived or actual identities; All forms of invasion of privacy including but not limited to the recording, filming, photographing, viewing, transmitting or producing the image or voice of another person without the person's knowledge and expressed consent while in an environment that is considered private or where there is a reasonable expectation of privacy. In such circumstances, the use of undisclosed and/or hidden recording devices is prohibited, as is the storing, transmission and/or distribution of any such recordings.

Sanction.

The Office of Student Services may take actions deemed necessary for the reasonable operation of

Salvation Academy. The following sanctions are provided for and may be imposed upon any student that has been found responsible for a violation(s) of the Code of Student Conduct. Changes in the status of a student that are not disciplinary in character, intended neither as punishment nor as censure, but required by administrative, or security interests of the Academy and its community are not governed by these disciplinary procedures.

Educational Sanction

An order requiring the student to perform mandated service or to participate in an educational program or activity, including, but not limited to, an educational seminar, a treatment program for alcohol or drug abuse, psychological counseling, or other program/task designed to assist the student in learning more about how their behavior impacted themselves and/or the community.

Warning

Notice that continuation or repetition of conduct found wrongful in the indefinite future may be cause for further disciplinary actions.

Disciplinary Probation Policy

A period during which a student must behave in a manner acceptable to the Academy. Under the status of disciplinary probation, a student is encouraged to seek advice and counsel from appropriate Academy officials. Conditions of probation may be set forth which restrict the

student's participation in their choice program. Established proof of a violation of the terms of probation, or of a further incident of misconduct while on probation, may result in separation from the Academy for no less than one quarter or may include expulsion.

Restitution Policy

Requires a student to pay for damages to property, or the property of members or of visitors to the Academy, or for misappropriation of Academy funds, or for other expenses incurred as a result of violations of the Code of Student Conduct. Such reimbursement will be charged to any student who alone, knowingly participates in the events causing the damages or costs. A student typically has thirty (30) days to pay any damages owed to the Academy.

In the event the outstanding debt is not paid within thirty (30) days, Salvation Academy will charge the unpaid debt to the student's account, which may result in an academic hold, collection procedures and any collection costs and fees.

Academic holds normally will prohibit a student from registering for future classes, participating in graduation, receiving a degree, and/or a certified transcript until the debt is fully paid.

The Salvation Academy reserves the right to place academic holds on student accounts for students who fail to pay other students, outside entities or individuals within thirty (30) days of the Office of Student Services decision directing such student to pay the other student, entity or individual damages.

Loss of Privilege Policy

The withdrawal of a privilege, use of a service, participation in a program, event, or activity for a specific period of time. The loss of privilege may prohibit a student from participating in their choice program, student services, and/or prohibit a student from enrolling in a class or classes.

Termination of Recognition Policy

An order terminating Salvation Academy recognition of a registered student organization for a specific or indefinite period.

Deferred Suspension Policy

This sanction is a suspension that is delayed pending specified behavioral performance. A definite period of observation and review occurs during deferred suspension. If a Student is again found responsible of violating the Code of Student Conduct, the suspension will take place immediately without appeal.

Expulsion Policy

The permanent loss of the privilege of registration and class attendance, the privilege to use Academy facilities or property is also withdrawn by this action. A student who has been expelled is not eligible for readmission. Any student who is expelled will not be entitled to any refund of tuition or fees. Lastly, a notation will be placed on a student's transcript indicating disciplinary expulsion.

Appeal Process Policy.

The purpose for an appellate review is to ensure all parties that the original findings of fact, the reasoned integration of them, and an opinion and imposition of sanctions or other solutions

directed by the hearing officer or board are consistent with Salvation Academy policies and procedures.

Any persons submitting an appeal will within five business days (or in the case of reason #1, below, in 30 days) from the date of the decision submit a written statement outlining the specific issues and rationale for the appeal. Requests for appeal will be considered only when based on one or more of the following:

- ✓ Information not available at the hearing which, had it been available, would in all reasonable likelihood have produced a different finding
- ✓ Substantial procedural irregularity with respect to applicable procedures as determined by the conduct officer;
- ✓ Perceived hearing officer bias (or bias by a board member) based on factors other than the hearing officer's decision and rationale for such decision.

Note: Disagreement with sanction(s) is not a valid reason for appeal. Severity of sanction is considered grounds for appeal only in cases involving sexual misconduct. Once received, appeals will be assigned to an administrative appeal officer.

If the sanction(s) imposed include suspension or expulsion, these sanctions will not be imposed until the appeal decision is rendered (depending on the nature of the violations, certain restrictions may apply, or some privileges may be revoked on an interim basis). The appeal officer will first determine if the student has grounds for appeal, based on the criteria above. It is the sole responsibility of the appealing student to provide information to support the grounds for appeal.

If there are grounds for appeal, then the administrative appeal officer may choose to modify the finding of responsibility, modify the sanctions, or modify both; remand the case for a new hearing; or uphold the original decision. Appellants will typically be notified of the decision within fifteen (15) business days of the appeal review. Students have the opportunity to submit one appeal per conduct case.

Discipline Records.

The Salvation Academy maintains a record of students who have been found in violation of Academy rules and regulations. Student conduct records are maintained separately from the student's official academic records, except in cases involving outcomes of suspension or expulsion. In these cases, notations are made on the academic record (i.e. transcript) of the student. Conduct records will be maintained by the Academy in accordance with laws of the Commonwealth of Virginia.

Information about the status of a student's conduct records will be handled in compliance with the

Provisions of the Family Educational Rights and Privacy Act. In accordance with these provisions, no information will be released to external authorities or to others outside of the conduct system unless the student has provided written permission, authorizing such release. In other circumstances, the student's records may be released to third parties only as authorized by subpoena or court order. In most cases, the student is notified of the subpoena or court order at the known last address prior to releasing the information.

Student Attendance Policy

Attendance is based on schedule classes and is a mandatory requirement for all students. When a student accumulates more than six (6) unexcused absences in two quarters the attendance officer will consider it to be in violation of the regular attendance rule. A student will be withdrawn from the program if they missed 14 calendar days including weekends and holidays, after the student last day of attendance.

Absence Policy

Students are expected to be in school every scheduled class. Students are expected to contact the school on the day of their absence to inform the Administration of that absence. Students are encouraged to notify the school of pre-arranged appointments as soon as the date of such appointments is known. When such notification is made, the student need not contact the school on the day of the absence. For any reason, a written note providing the dates of and reasons for the student's absence is required from the student within five days of the student's return to class. The purpose of this note is to determine whether or not the student's absence is excused or unexcused. This note will be maintained until the end of the quarter for documentation purposes.

Excused Absence Policy

In support of the mandatory attendance rules, Salvation Academy the following conditions as the only acceptable reasons for a student's absence from class.

Illness - When a student is unable to attend class due to an illness, a note written by the student or his sponsor or a physician documenting the illness will provide evidence of the illness for the Academy.

Chronic/Extended Illness policy

For students who are absent because of chronic illnesses, a disability, or because of a need for homebound services, the Student must complete a chronic/extended illness notification form with the office during the enrollment of the student in to the program or upon the onset of the student condition that affects regular attendance.

Documentation from a physician will be required. For students who are absent more than ten days in a quarter and/or who exhibit defined patterns of absences, the Student will be required to complete the Chronic/Extended Illness Notification Form. Documentation from a physician will be required.

If the Student does not complete the form or does not provide documentation from a physician of a chronic or extended illness, the Executive Administrator will review the student's attendance for needed services and/or applicable sanctions of the attendance policy.

Prearranged Appointments Policy

For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the Academy.

Family Death or Emergency Policy

For absences because of a death in the family or an emergency beyond the family's control, the student must notify the Academy and provide documentation for the absence.

Religious Observance Policy

The student, who is responsible for notifying the Executive Administrator of the religious holiday(s) to be observed, should prearrange absences as a result of observances of religious holidays. If the student is unable to prearrange the absence, a request for exemption must be

received no later than the second day after the student's return to class from the absence occasioned by the religious observance.

Exclusions/Suspension Policy

For absences because of an exclusion or suspension, the Student will be notified of the suspension/exclusion and the date when the student will be expected to return to the Academy.

The student must return on the indicated date(s).

Exceptional Circumstance Policy

The Executive Administrator may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student. Prior to the student's absence, the student must complete the Request for Exceptional Circumstance to Attendance Form.

The student will document on this request the rationale for the absence, dates of absence, and family or friend at the Academy for whom the exception will be also requested. The Executive Administrator must provide the response to the Requests for Exceptional Circumstances in writing to the student. For those circumstances which cause the student to be absent and prior request for approval is not possible, the student must complete the Request for Exceptional Circumstances within two days of the student's return to the Academy. The Executive Administrator for exceptional circumstances may approve no more than five (5) days during a quarter. For requests of more than five days, the request must be endorsed by the instructor and approved by the Executive Administrator / designee.

Notification Procedure Policy

Excused and Unexcused Absences For all absences, the Academy will contact the student on each day of the absence from class

Unexcused Absence Policy

The following procedure will be implemented when notifying the Student of an unexcused absence:

The policy mandates that whenever any student fails to report to class and no indication has been received by the instructor or Academy personnel about the student's absence, (unexcused absence), a reasonable effort to notify the parent by telephone to obtain an explanation for the student's absences shall be made by the Executive Administrator / designee(s), or Instructor.

Whenever a student fails to report to class for a total of three (3) days, a warning letter will be sent by the Executive Administrator explaining the consequences, when a student is in violation of the attendance policy. Whenever a student fails to report to class for a total of five (5) days in a quarter, (unexcused absence), the Executive Administrator /designee shall make a reasonable effort to ensure that direct contact is made with the student whether in person or through telephone conversation by the Instructor or school personnel to obtain an explanation for the absence and to warn of the consequences of continued nonattendance.

After the 5th unexcused absence, as defined above, the Executive Administrator / designee(s), develop a plan to resolve the student's nonattendance. The plan shall include documentation of the reasons for the student's nonattendance.

If the student is absent again (6th unexcused absence) after direct contact was made with the Student the Executive Administrator) shall conference with the student or his/her sponsor within ten (10) business days to resolve the issues related to the student's nonattendance. This must be held no later than fifteen (15) business days after the 6th absence.

If the student is absent seven (7) days as defined above, the Executive Administrator be notified by the instructor to enforce attendance policy by either or both of the following:

1. filing a complaint alleging the student is a student in need of supervision or
2. Instituting proceeding against the Student.

The Academy will provide interventions and alternative options for a student who fails to meet minimum performance progress as a result of attendance problems including withdrawal from the program entirely.

Excessive Excused Absence Policy

The Executive Administrator will also notify the Student Service Department of excessive absences or a pattern of absences that appear to be having an effect on the performance of the student. Efforts will be made to identify reasons for excessive absenteeism or patterns of absenteeism.

Perfect Attendance Policy

For purpose of determining perfect attendance, the student must be in attendance for a period of 4-6 hours to be counted as present for the class. Pre-arranged absences for religious observance will not count against perfect attendance.

Make-Up Class Policy

When students are absent, (this includes absences for suspension or expulsion recommendations), an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction, it is the student's responsibility to ask the Instructor for the make-up work. Work (including tests) missed due to an absence may be made up and credit given for such work. Upon the student's return to class, he/she must make up the work within five business days. The Executive Administrator due to the extenuating circumstances may grant additional time. A student will not be penalized for an Instructor's absence.

Students are encouraged to get make-up work assignments before returning to class.

They may do this according to the following procedures:

1. Absence of one or two days: Contact a friend in class to obtain information on work missed.
2. Absence of three or more days: Call the school office requesting assignments remembering that Instructors need 24 hours to prepare assignments.

Tardiness Policy

Tardiness to class is addressed as a discipline issue in the Rights and Responsibilities Policy

If a student does not attend scheduled classes on a regular basis the administration has the option of dropping the student from the class. Instructors will maintain accurate attendance records.

A Leave of Absence Policy

A leave of absence allows a student who must interrupt his or her studies for a compelling reason, for example, a sustained medical condition that prevents attendance or a personal matter requiring absence from campus to be exempt from the Continuous Registration requirement. Leaves will not be granted retroactively. Students who intend to take a leave of absence must submit a Request for a Leave of Absence to the Office of the Dean.

Until the Office of the Dean notifies students that the leave has been approved, they should assume that they are registered and will be expected to fulfill their academic and/or financial responsibilities, including completing course work.

Leaves of absence are granted for one quarter, under unusual circumstances students may apply for an extension of leave of absence. A student's total period of leave of absence may not exceed one hundred and eighty days (180) in a twelve-month period.

Medical Leaves of Absence Policy

A student who must interrupt study temporarily because of physical or psychological illness may be granted a Medical Leave of Absence, contingent upon the submission of documentation from a health care professional. The student must provide documentation from a health care professional confirming that the student is unable to engage in classroom study; such documentation may include a statement as to when the student may be expected to resume classes. A medical leave is granted only to students whose academic and administrative standing permits them to continue in their selected program when they return from the leave. Medical leaves will not be granted retroactively. In order to return after a medical leave, the student must submit a request via email to support@salvationacademy.org notifying the

Dean's Office that he or she wishes to return. With the request, students must submit a letter of approval from the health care professional who treated the student, confirming that the student is capable of returning to class and proposing any recommended qualifications.

Military Leaves of Absence Policy

A student who must interrupt study temporarily to fulfill a compulsory military obligation for a specific length of time will be granted a military leave of absence to fulfill that obligation. The student seeking a military leave of absence must provide the Office of the Dean with written documentation from the appropriate military authorities (including dates of the period of obligation).

A military leave is granted only to students whose academic and administrative standing permits them to continue in their selected program when they return from the leave.

Personal Leaves of Absence Policy

Students who must interrupt study temporarily for reasons other than those described above may request a personal leave of absence. Reasons may include, but are not limited to, financial status; child care; illness, bereavement, or other critical matters in one's family; changes in one's outside employment; and other situations as required by applicable law.

A personal leave is granted only to students whose academic and administrative standing permits them to continue in their selected program when they return from leave.

Note: Personal leave of absence is granted only in exceptional circumstances in which students must temporarily suspend their studies to care for the serious medical condition of an immediate family member, or in other situations as required by applicable law.

Grievance Procedure Policy

All student complaints should be first directed to the institution personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the program director, then the vice president, president and the chairman board of directors in this order until the issue is resolved. If there is no resolution at this level the student can contact the State Council of Higher Education for Virginia on Tel: 804-225-2600 Fax: 804-225-2604 or Email: sylviarosacasanova@schev.edu or the appropriate State Agency.

Student will not be subject to unfair treatment by Academy official as a result of the initiation of a complaint

Holidays and School Closings: We follow the federal government holiday schedule. Salvation Academy will close in the event of inclement weather; school delays and closings will be posted online.

CAREER SERVICES

Employment Services

At Salvation Academy our support goes beyond your graduation. We offer job placement services and encourage our past graduates to join our staff, students, and fellow alumni in special classes held after graduation. As a professional health Care provider and IT professional, your possibilities in your selected industry are limitless! Both Health care and information technology are often named as one of the top careers to have and as a growing industry. Here are just a few of the career opportunities available all over the world:

- ✓ Hospital

- ✓ Corporations.
- ✓ Nursing Homes
- ✓ State Board of Nursing
- ✓ Pharmaceutical Companies
- ✓ Urgent cares Centers.
- ✓ Doctors' offices
- ✓ Home Health Agencies.
- ✓ School Resources Available to Graduates from the Career Services Department

Job Placement

Full time and part time job placement assistance is available to all graduates. Known job opportunities in the Washington DC Metropolitan area are available upon requests. Graduates are also encouraged and trained on how to develop his/her own job leads. Employers are encouraged to contact the Academy as we invite you in to hold Job Fairs, onsite interviewing and a tour of the facilities. You can contact the placement office at 571-217-8394 and ask for Career Services.

Resume Services

Contact Career Services at **support@salvationacademy.org** for assistance in developing the proper resume for your job search. Provide him with a copy of your resume for prospective employers and he will forward to employers upon request. A copy of the proper resume for all new graduates is required at the completion of the program.

Starting a Business

Contact the Academy first prior to starting an IT or Health care business. The Academy will assist and guide you through the process of establishing your business in the IT or health care industries. We also offer Advanced Training/Continuing Education classes, some of which are offered specific to these two areas.

Dress Code Policy

The uniform identifies students during clinical and internships. It also reflect a positive and professional image of our student while on the premises of other institutions

The following regulations govern our Student Dress Code for Clinical Settings.

Dress Code for Students (Hospital and Community Agency Uniform) Uniform will be selected by the Salvation Academy during clinical rotation.

General Regulations: The student nametag consists of the Salvation Academy Student identification card attached via a pin device to the top front of the uniform. The cost of the uniform is always included in the tuition fee, where Uniforms are worn.

The uniform is worn during clinical laboratory experience conducted in agencies where the use of a

Uniform is required. The uniform can be worn during travel between one's places of residence, Faculty, clinical instructor or preceptor will clarify all students' variations in dress code due to the requirements of the clinical setting. The Academy Dean or a designee, upon written request by the student, may grant exceptions to the dress code, which are related to cultural or religious

beliefs. The uniform is to be neat and clean at all times. Solid white or black shoes must be neat and clean. No open toed shoes or sandals. Watch and stethoscope are required accessories.

A white laboratory coat may be worn over uniform or street clothes when directed by faculty.

When street clothes are worn, they must conform to the dress code of the clinical agency.

Hair is to be neatly groomed, off the collar, in a style appropriate for a professional person.

Hair

Instructor and clinical facility may wear wraps in solid black or white color after approval.

Male students must shav or have a neatly trimmed beard. Nails are to be clean, neat, and short in length. No artificial nails are permitted. A clear or light pink shade of nail polish is acceptable. Make-up is to be applied so that a natural look is conveyed. The only jewelry that may be worn with the uniform is the following: smooth band ring, button-style pierced earrings (one per lobe), federal service pins for recognized professional and honor societies. Visible body jewelry must be removed. Undergarments cannot be visible. Tattoos cannot be visible. Excess perfume, cologne or aftershave is not permitted

Business Attire Dress code for IT professionals

The Salvation Academy expects Information Technology intern student (CompTIA A+, CompTIA Network+, CompTIA Security+), must dress appropriately in business attire. Because Information technology work environment sees frequent visits from customers, clients, and the public, professional business attire is essential.

Business attire for men includes suits, sports jackets, and pants that are typical of business formal attire during internships.

COUNSELOR AND ADVISOR

Salvation Academy Advisory and or Counseling services range from a regularly scheduled period of time to meet with individual student or group of students, typically during the school day, teachers meet with can meet with small groups of students for the purpose of advising them on academic, social, or future-planning issues. Advisories may meet daily, multiple times a week, or only a few times a month. Advisory periods are shorter than a typical class, The purpose of our advisory team is to ensure that at least each student registered at the Academy has access to an advisor or counselor to make sure their learning needs are being met, and encouraging them to make good academic choices and plan for their future. Our Advisors are trained to foster stronger adult-student relationships and a stronger sense of belonging and community among students. Depending on the priorities and structure of the selected program, students may receive guidance on a wide range of topics during an advisory period, including course selection, future planning, study skills, social problems, and outside-of-school learning opportunities. In addition to one-on-one conversations with a designated advisor, students may also participate in group discussions or team-building exercises intended to build stronger peer relationships and teach students the value of collaboration, constructive feedback, and healthy peer interactions.

We also provide peer advisories services, pairing junior students with peer senior student as advisors, typically a mentor to a particular students or group of students with specific academic problems.

We help students catch up academically, prepare for next class or even for employment purposes, or receive guidance, mentoring, and academic assistance.

Student Advisory Committee SAC

The SAC serves as the voice of students in the Academy Board's work. They are consulted on issues of policy before the Board. The SAC meets at least once per month. Each year, the Committee sends their report on a matter of importance to Campus Director, providing recommended next steps. If students are interested in joining the Student Advisory Committee, contact us at support@salvationacademy.org

Student Advising Records:

Provides information Academy advisor/mentor regarding academic progress within a specific department or program. Records may include but are not limited to, applications for program admission, notices of admission, grade reports, certification program requirements list, departmental course waiver forms, reports showing progress towards certifications, advisers, copies of transcripts, official graduation audits, curriculum posting sheets, recommendation letters, suspension notices, re-admission notices, comprehensive exam results, awards, and related documentation and correspondence. Most of the components in this record series are reference copies of records maintained in the files of the Admissions Office and are maintained for the convenience of the student academic advisers.