# TABLE OF CONTENTS

## ACADEMICS
- Absences .................................................................................................................. 28-29
- Academic Calendar .................................................................................................... 39
- Academic Integrity Policy .......................................................................................... 29-30
- Academic Misconduct Policy .................................................................................... 31-32
- Academic Standards ................................................................................................. 25-27
- Appeals Policy ............................................................................................................ 32-33
- Attendance Policy ....................................................................................................... 28
- Credit for Experiential Learning ................................................................................ 24
- Distribution of Schedule ........................................................................................... 28
- Distribution of Grades ............................................................................................... 28

## Grades
- “C” Average ................................................................................................................ 22
- Grade Point Average (GPA) ....................................................................................... 23-24
- Grading ......................................................................................................................... 23
- Grading Scale ............................................................................................................... 23
- Mid-Term Grades ......................................................................................................... 24
- Transfer of Credits ....................................................................................................... 23
- Failing Grades .............................................................................................................. 24

## Productive Academic Environment ........................................................................ 22
- Program Changes ........................................................................................................ 27
- Review of Records ..................................................................................................... 27
- Student Email Accounts ............................................................................................ 28
- Tardiness ..................................................................................................................... 29
- Transcripts .................................................................................................................. 29
- Transferability of Credits, Accreditations and Approvals ......................................... 53

## ADMINISTRATION .................................................................................................... 6-7

## ANSWERS TO FREQUENTLY ASKED QUESTIONS .................................................. 41

## BACKGROUND AND DRUG SCREENING ACKNOWLEDGEMENT ....................... 43-45

## BUSINESS OFFICE ................................................................................................... 49

## COMPLAINT PROCEDURE ....................................................................................... 40

## COPYRIGHT LAW .................................................................................................... 51

## DEAN ALERT .............................................................................................................. 50

## DIRECTOR OF RECORDS .......................................................................................... 39

## DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS .................................. 45-46

## GENERAL SCHOOL POLICIES
- Alcoholic Beverage and Illegal Substance ................................................................. 16
- Campus Hours ............................................................................................................ 14
- Cell Phones ................................................................................................................ 17
- Children and Pets ...................................................................................................... 17
- Computer Usage Policy ............................................................................................. 52
- Copies per Quarter .................................................................................................... 51
- Disciplinary Process (non-academic) ....................................................................... 17
- Disruptions ............................................................................................................... 17
- Dress Code ................................................................................................................. 15-16
- Eating and Drinking ................................................................................................. 16
### PROGRAM DISCLOSURE INFORMATION

**STUDENT/CAREER/ALUMNI SERVICES**
- Alumni Review Privilege .................................................. 20
- Advisement ........................................................................ 19
- Disabled Student Services .................................................. 20
- Graduation ......................................................................... 21
- Guaranteed Suggestion Box .............................................. 19
- Financial Planning ............................................................... 34
- Facilities and Equipment ..................................................... 8
- Family Educational Rights and Privacy Act (FERPA) .......... 37-38
- Fire and Disaster Drills ....................................................... 14
- Inclement Weather/Emergency Schedule ......................... 14
- Message from the Director ............................................... 5
- PALTO ............................................................................... 48
- Protocol for Student Injuries .............................................. 54
- Re-Entry ............................................................................ 18
- Refund/Stipends ................................................................. 36-37
- Rehabilitation .................................................................. 36
- Smart Technology ............................................................... 17
- Smoking ............................................................................ 16
- Stealing ............................................................................. 16
- Student Conduct ................................................................ 15
- Telephone Calls ................................................................ 16
- Withdrawal Policy ............................................................. 18
- Withdrawal Policy—Grading ............................................. 18
- Withdrawal Policy—Financial Obligation ......................... 18
- Leave of Absence (Medical and/or Military) ..................... 18
- Veterans Approval .............................................................. 36
- Weapons ............................................................................ 16
- Withdrawing from School ................................................ 18
- Women's and Men's Restroom ........................................... 8

**FACILITIES AND EQUIPMENT**
- Administrative Offices ....................................................... 8
- Campus Crime Statistics Report ........................................ 13
- Campus Security on Crime Awareness Report .................. 13
- Campus Security on Fire Drills ......................................... 13
- Campus Security on Inclement Weather/Emergency Schedule ........................................................................... 14
- Campus Security on Leaves of Absence (Medical and/or Military) ................................................................. 18
- Campus Security on Student Conduct ................................ 15
- Campus Security on Student Housing .............................. 12
- The Learning Resource Center .......................................... 13
- The College Bookstore ..................................................... 9
- The Student Lounge .......................................................... 8
- Parking Permits .................................................................. 9-12
- Parking Lot Map ................................................................. 42
- Public Safety Courtesy Phone ......................................... 12
- Public Safety Courtesy Phone ......................................... 12
- Refund/Stipends ................................................................. 36-37
- Rehabilitation ................................................................... 36
- Spencerian College Assistant to Students ......................... 36
- Subsidized/Unsubsidized Loans ......................................... 35
- Veteran's Approval ............................................................ 36
- Veterans Approval ............................................................ 36

**FINANCIAL PLANNING**
- Policy on Return of Title IV Funds ..................................... 34
- Policy on Return of Title IV Funds ..................................... 34
- Federal Pell Grants ............................................................. 34-35
- Federal Supplemental Educational Opportunity Grant ........ 35
- Federal Perkins Loan ........................................................ 35
- Parent Loans for Undergraduate Students (PLUS) .......... 35
- Parent Loans for Undergraduate Students (PLUS) .......... 35
- Parent Loans for Undergraduate Students (PLUS) .......... 35
- Parent Loans for Undergraduate Students (PLUS) .......... 35
- Refund/Stipends ................................................................. 36-37
- Rehabilitation ................................................................... 36
- Spencerian College Assistant to Students ......................... 36
- Subsidized/Unsubsidized Loans ......................................... 35
- Subsidized/Unsubsidized Loans ......................................... 35
- Veterans Approval ............................................................ 36
- Veterans Approval ............................................................ 36
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Cards</td>
<td>19</td>
</tr>
<tr>
<td>Insurance</td>
<td>20</td>
</tr>
<tr>
<td>Mentor Program</td>
<td>19</td>
</tr>
<tr>
<td>Other Activities</td>
<td>21</td>
</tr>
<tr>
<td>Plus Friday</td>
<td>20</td>
</tr>
<tr>
<td>The Spencerian College News</td>
<td>19</td>
</tr>
<tr>
<td>Studying and Tutoring</td>
<td>20</td>
</tr>
<tr>
<td>Student Activities</td>
<td>21</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>21</td>
</tr>
<tr>
<td>Voter Registration</td>
<td>20</td>
</tr>
<tr>
<td>WAIVER AND RELEASE INFORMATION</td>
<td>49</td>
</tr>
<tr>
<td>WHERE TO GO WHEN YOU NEED TO KNOW</td>
<td>5</td>
</tr>
</tbody>
</table>
Welcome to Spencerian College! You are to be congratulated on your selection of an institution that has a history of providing quality training in several different career fields.

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

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

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

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

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

Buddy Hoskinson  
Executive Director

---

**A MESSAGE FROM YOUR DIRECTOR**

---

**WHERE TO GO WHEN YOU NEED TO KNOW**

- Administrative Policies .................................................................Executive Director  
- Academic Programs (Scheduling, Withdrawal & Re-Entry) .............................. Registrar  
- Guidance (Academic, Personal) .................................................. Academic Dean  
- Financial Billing .................................................................................Business Office Manager  
- Job Placement Assistance ......................................................... Student/Career/Alumni Services  
- Books & Supplies .................................................................................Bookstore  
- The Spencerian College News ...................................................... Student/Career/Alumni Services  
- Student Activities ..............................................................................Student/Career/Alumni Services  
- Financial Planning (Active Students) ......................................... Director of Financial Planning  
- Veterans or Rehabilitation .......................................................... Registrar  
- Minger Act Crime Statistics Report .............................................. Compliance Officer
A.R. Sullivan ................................................................................................................... Chancellor
Glenn Sullivan .............................................................................................................. President
Buddy Hoskinson ........................................................................................................ Executive Director
Marian Hudson ............................................................................................................. Executive Assistant/HR Coordinator
Chris Douglas ........................................................................................................... Academic Dean
Eric Combs ................................................................................................................ Registrar
Daniele Owens ............................................................................................................. Enrollment Services Specialist
Laura Gahn .................................................................................................................. Academic Administrative Assistant
Brian Highley .............................................................................................................. Director of Financial Planning/Compliance Specialist
Adrian Douglas .......................................................................................................... Financial Planning Coordinator
Kristen Rust ................................................................................................................ Financial Planning Coordinator
Caitlin Rivard .............................................................................................................. Director of Career Services/Student Services
Robin Pircher ............................................................................................................ Career Services Specialist
Stephanie Watson ...................................................................................................... Student Services Specialist
S. Jane Johnson .......................................................................................................... General Studies Department Chair
Jennifer Upthegrove ................................................................................................ CADD Department Chair
Jeff Peters .................................................................................................................. Engineering Department Chair
Phil Bloomfield ......................................................................................................... Computer Graphics Department Chair
Sharon Runyon .......................................................................................................... Allied Health Department Chair
Albert Ignacio ........................................................................................................... Massage Therapy Department Chair
Barbara Kelly ............................................................................................................ Manager, Massage Center
Karen Porter ............................................................................................................... Radiography Department Chair
Dusty Baker ............................................................................................................... Assistant Radiography Department Chair
Mike Wenz ............................................................................................................... Director of IT
Jim Seamans ............................................................................................................. Learning Resource Center Director
Charles Czarski ......................................................................................................... Evening Librarian
Anthony Carpenter .................................................................................................. Business Office/Bookstore Manager
Sarah Adkins ............................................................................................................ Regional High School Admissions Representative
Beth Gooch ............................................................................................................... Regional High School Admissions Representative
Chris Carney ............................................................................................................. Director of Admissions
Luanne Toombs ........................................................................................................ Admissions Administrative Assistant
Adam Banks ............................................................................................................... Admissions Officer
Carla Murphy ............................................................................................................. Admissions Officer
Jonathan Stanley ...................................................................................................... Admissions Officer
Katie Reilly ............................................................................................................... Admissions Officer
Lametta Johnson ....................................................................................................... Admissions Officer
Will Thames ............................................................................................................. Admissions Officer
Ken Adair .................................................................................................................. Director of Public Safety
Paul Chrisman .......................................................................................................... Public Safety Officer
Clyde Fletcher ............................................................................................................ Public Safety Officer
MISSION STATEMENT

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

- **A favorable environment for learning** that includes a faculty that is academically and professionally prepared to assist each student toward relevant employment;

- **An experienced administration** interested in, and receptive to, new ideas and concepts for continued improvement of the College and its programs of study;

- **Industry standard equipment and facilities** so that graduates will be able to utilize their training on this equipment in their initial employment;

- **Continuous evaluation and appraisal** of every facet within the College’s program, ensuring relevance to the needs and demands of business and of the community, and ensuring effectiveness in preparing graduates for career success;

- **An employment service** for graduates that provides meaningful assistance in matching the graduate to available openings.
Spencerian College is located at 1575 Winchester Road, Lexington, KY 40505. It is convenient for students who may want to utilize the public transportation system. It is also convenient for students who are not from the Lexington area via New Circle Road at the Winchester Road Exit.

**THE LEARNING RESOURCE CENTER (LRC)** has an access to a large inventory of technical and allied health materials available in print, media, and online formats that support the curriculum of The College.

A brochure is available in the LRC with general information on policies and procedures, collections and other services that the LRC can provide and help you with. This brochure will also provide you with the LRC’s web address where additional information can be found.

PLEASE NOTE: If a student loses or damages library materials he/she will be responsible for paying the replacement costs for those materials. A hold will be place on the student’s account blocking access to the network and the ability to request transcripts and to graduate.

The LRC also provides access to the PLATO Learning Environment. This can be accessible from any computer with broadband internet capabilities. There is an interactive collection of classes and assignments in various subject areas that can supplement your class studies and help prepare you for standardized exams.

Assistance is available during the following hours:

- Monday: 7:30 a.m. – 9:00 p.m.
- Tuesday-Thursday: 7:30 a.m. – 9:40 p.m.
- Friday: 7:30 a.m. – 9:00 p.m. ***
- Saturday: 7:30 a.m. – 1:00 p.m.

***The LRC is occasionally closed on Friday afternoon from 12:00 p.m. to 4:00 p.m. for certification testing, re-opening from 4:00 p.m. to 9:00 p.m.***

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

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

**WOMEN’S AND MEN’S RESTROOMS** are located on the east and west side of the college building. The restrooms on the east side of the building are handicapped accessible.
**THE COLLEGE BOOKSTORE** is located next to the Student Lounge for your convenience.

The bookstore hours are as follows:

- **Monday – Thursday:** 7:30 a.m. – 1:00 p.m. and 4:00 p.m.—7:00 p.m.
- **Friday:** 9:00 a.m. – 12:00 p.m.
- **Saturday:** 9:00 a.m. – 12:30 p.m.

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

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

Books may be returned under the following conditions:

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

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

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

**Parking Permit:**
All students who utilize Spencerian College parking areas must have a valid parking permit. There are five types of permits for campus parking:

1. Student Permits
2. Disabled Permits
3. Visitor Permits
4. Temporary 1-Day Permits
5. Faculty/Staff Permits

**No Refunds:**
No refunds will be given to students who withdraw from The College for permits that have been purchased.
**Student Permits:**
Student Permits may be purchased from the Bookstore or the Public Safety Office.

Student permit hang tags must be displayed at all times a vehicle is parked on campus facing forward from the rear view mirror in the front windshield, where it is clearly visible to the Department of Public Safety staff. If your window is heavily tinted where the hang tag may not be seen, you will need to contact the Public Safety Department for further instructions on where to place the hang tag.

**Disabled Permits:**
Students who utilize the disabled parking areas must have a valid Student Permit (see above) along with their state issued Disabled Permit. Disabled Placard Registration must be verified by Public Safety Staff. All drivers using the disabled spaces must show their vehicle registration certificates to the Department of Public Safety staff where they can record your information. Each person must have the disabled certificate in their name. Using a relative’s or friend’s disable placard is not allowed unless a disabled person is exiting or entering the vehicle.

Disabled permits (State issued) should be hung from the rearview mirror with expiration date facing outward to front of vehicle. If your window is heavily tinted where the hang tag may not be seen, you will need to contact the public safety department on further instructions on where to place the hang tag.

**Visitor Permits:**
Visitor Permits are given out by the Receptionist in the Visitor's Lobby.

Visitor permits should be hung from the rearview mirror OR placed on the vehicle's dashboard, where it is clearly visible to the Department of Public Safety staff. Do NOT place permit on outside of vehicle.

**Temporary Permits:**
Temporary Permits must be obtained through the bookstore, Public Safety, or Administrative Offices for a $1 per day fee. These permits are only for parking in Lot B in the rear of the campus. You must display a Temporary Permit if you:

- Arrive on campus without your regular parking permit
- Don't have a parking permit
- Have driven an un-registered vehicle to school

Temporary permits should be placed on the dash in front of the steering wheel with the permit information clearly visible through the windshield to the Department of Public Safety staff. Those vehicles with temporary permits that have information not visible to Public Safety staff will be issued a citation for “No Permit”.

**Faculty/Staff Permits:**
You must be a full time employee and must see the staff in the Public Safety office in order to obtain a permit.
Lost/Stolen Permits:
If you lose your permit or have your permit stolen, report it to a Public Safety Officer immediately. There is a $10.00 fee for replacement permits. If a stolen permit is found on another vehicle, that vehicle will be towed.

Changing Your Vehicle:
If you wreck your vehicle and you will not be driving it again; you may have to register a new car, officers will re-issue another permit for your vehicle. You must show a police report to the Public Safety Department, showing damage to your vehicle before another permit will be issued for another vehicle. If you sell your vehicle, you must show proof of sale prior to getting a permit for another vehicle. If you wreck your vehicle and are having it repaired, you must obtain a temporary permit for $1.00 per day that you will be parked on campus.

If you begin driving a different vehicle while you have one vehicle registered on file, you must get a temporary permit while informing the Bookstore clerk your vehicle’s new license number, make, model, and color.

Physical Placement of Your Vehicle:
Vehicles should also be positioned between the parking spaces. Overlapping or double parking is considered a parking violation. Please be considerate of others by ensuring that your vehicle is parked within the lines.

Tow-Away Policy:
Any vehicle without a valid permit parked at Spencerian College may be towed at the owner's expense. Any vehicle belonging to a student, with or without a valid permit, which is parked in one of the following areas also may be towed at owner’s expense:

- Disabled area without an issued State Disabled permit
- Visitor's area
- A fire lane
- On the grass
- In an area blocking a drive or another vehicle
- In a space marked "Reserved"
- on the sidewalk

Citations:
If you receive a citation and do not pay the fine, you will not receive your grades at the end of the quarter, you will not have a schedule for the following quarter, and you will not be able to receive a copy of your official transcript.

Towing Costs:
If your vehicle is towed, you will be charged approximately $114 for the tow costs PLUS an additional $30.00 per day storage fee. This facility is open 24 hours per day. No checks will be accepted. If you have any questions regarding the towing policy, speak to a Public Safety Officer.

Directions to Bluegrass Towing are as follows:
1. Head west on US-60/Winchester Rd; Continue to follow Winchester Rd 1.8 mi
2. Continue on Midland Ave/US-60 0.5 mi
3. Turn right at E Main St/US-25/US-421/US-60;
4. Continue to follow E Main St/US-25/US-421 1.0 mi
5. Turn left at S Jefferson St/Jefferson St Bridge 0.1 mi
6. Turn right at KY-1681/Manchester St
   Destination will be on the right
Permit Fees:
- Day School: $28 per quarter
- Night School: $7 per class
- Weekend: $7 per class
- **Maximum $28

Violation Fines:
At the end of each academic quarter, students with unpaid fines may not:
- Receive their grades
- Schedule classes for the next quarter
- Obtain a copy of their transcripts
At the end of each month, fines that have not been paid or appealed will be withheld from amounts owed to the student. This paragraph serves as official notification of actions that may be taken. The following is a list of violations with the corresponding fine:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Valid Parking Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in Visitor's Area</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in a Disabled Space</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parking in a Reserved Space</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in a Tow-Away Zone</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parking in a Fire Lane</td>
<td>$25.00</td>
</tr>
<tr>
<td>Occupying Two Spaces</td>
<td>$10.00</td>
</tr>
<tr>
<td>Sticking out in traffic</td>
<td>$10.00</td>
</tr>
<tr>
<td>Blocking Traffic Lane</td>
<td>$25.00</td>
</tr>
<tr>
<td>Displaying Altered or Tampered Permit</td>
<td>$50.00</td>
</tr>
<tr>
<td>Unauthorized Parking Space</td>
<td>$25.00</td>
</tr>
<tr>
<td>Improper Display of Permit</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Parking Appeals
The Parking Appeals Committee or the Director of Public Safety reviews all parking and traffic appeals. Anyone wishing to appeal a citation may file a Parking Appeal online which is found on Internet Explorer. Go to: www.spencerian.edu and click on Lexington. Go to bottom of page and click on Parking and Public Safety. Click on “Appeal Your Citation”. The online form must be filed within seven (7) business days of receiving a citation. Any parking appeal submitted after seven (7) business days may be considered at the Appeal Committee’s or Public Safety Directors discretion. Hardcopy Citation Appeal forms can be obtained from the bookstore, Student Lounge, Student Services, or the Public Safety Department. An e-mail reflecting the committee’s or the Public Safety Director’s decision will be sent by the Department of Public Safety.

PUBLIC SAFETY COURTESY PHONE is located in the Student Lounge and is available for students to contact the Public Safety Office anytime the building is open. This phone will only connect to the Public Safety Office; it will not dial any outside phone number.
STUDENT HOUSING is available for students who reside 50 miles or more from Lexington and who are less than 21 years of age. Arrangements for such housing should be made well in advance of registration in order to ensure accommodations. Details are available from your admissions representative and Student Services. Students DO NOT have to live in College-approved housing. College housing is limited to, and highly recommended for, those living outside the local area.

CAMPUS CRIME STATISTICS REPORT is maintained in the Compliance Office and is available for students to review anytime the building is open. Spencerian College adheres to the parameters of The Minger Act, which stipulates that we must notify all students that the crime report statistics for our campus are available as updated on an ongoing basis by our Public Safety Department.

CAMPUS SECURITY ON CRIME AWARENESS REPORT is maintained by the Director of Public Safety and is made public on our website: www.spencerian.edu.
GENERAL SCHOOL POLICIES

CAMPUS HOURS

The normal class hours at Spencerian College are:

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

<table>
<thead>
<tr>
<th>EVENING and Weekend DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon-Friday</td>
</tr>
<tr>
<td>Saturday</td>
</tr>
<tr>
<td>Saturday</td>
</tr>
</tbody>
</table>

INCLEMENT WEATHER / EMERGENCY SCHEDULE

Normally the College does not cancel classes due to inclement weather. On those rare occasions when conditions indicate that a delay or cancellation is necessary, an official announcement will be broadcast via the Dean Alert notification system (www.deanalert.com), the college’s website (www.spencerian.edu) and on local radio and television stations, which will either state that classes will be delayed or cancelled for a specific period of time. To sign up for the Dean Alert notification system, please visit www.deanalert.com.

SNOW SCHEDULE

<table>
<thead>
<tr>
<th>8:00 am Classes</th>
<th>10:00 a.m. – 11:30 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 am Classes</td>
<td>11:40 a.m. – 1:05 p.m.</td>
</tr>
<tr>
<td>12:00 pm Classes</td>
<td>1:10 p.m. – 2:40 p.m.</td>
</tr>
<tr>
<td>2:00 pm Classes</td>
<td>2:45 p.m. – 4:10 p.m.</td>
</tr>
<tr>
<td>4:00 pm Classes</td>
<td>4:20 p.m. – 5:50 p.m.</td>
</tr>
<tr>
<td>Evening Division</td>
<td>Regular Schedule</td>
</tr>
</tbody>
</table>

*Students with Clinical should follow the guidelines set by their class/program.

FIRE AND DISASTER DRILLS

A fire and evacuation plan is posted by the door in each classroom. The plan instructs students, faculty, and staff on the actions to be taken before, during, and after a fire or disaster. The plan also will be included in student orientation. Disaster drills will be held periodically in compliance with state and local regulations. These will not be announced prior to the drill. Please see the Director of Public Safety to obtain additional copies of the fire and evacuation plan.
STUDENT CONDUCT
Proper student behavior is expected at all times. The college will not tolerate verbal or physical conduct which harasses, disrupts, or interferes with school or office activity. Disciplinary actions will be taken for unacceptable behavior on or off campus. Disciplinary actions may include immediate termination from class and / or school attendance. Vandalizing or theft of school property will result in the student being dismissed from school with no re-entry privileges and possible prosecution.

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

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

DRESS CODE
Spencerian College is preparing men and women for employment in the business world, therefore, it is expected that students dress in a manner appropriate with current business trends. Students should attend school and their classes neatly dressed, clean, and well groomed. Medical students are required to wear scrubs or appropriate uniforms at all times and in all classes, including general education, unless stated otherwise.

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

Unacceptable Attire:
- Hats, Head wraps or scarves
- Skin tight skirts
- Bare midriff dresses or tops
- Halter tops
- Sundresses without jackets
- Ragged jeans
- Tube tops, see-through shirts or blouses, muscle shirts, or spandex tops without bras
- Clothing worn without undergarments

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

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

**TELEPHONE CALLS**
Phone calls made by your family, friends, etc., to the College should be limited to emergencies. Students will be called from class only in the case of a medical emergency. The caller must state the nature of the emergency. Messages will not be taken unless the call is regarding an emergency. Students will be allowed to use the school’s phones only in the case of an emergency. No requests to make long distance calls will be granted.

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

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

**WEAPONS**
Any student found bringing a weapon onto school property will be subject to the Disciplinary Process outlined in this Handbook. In order to protect our students, Spencerian College reserves the right to search any location suspected of concealing a firearm or other weapon.

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

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

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

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

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

**Cell Phones**

Pagers and cell phones must be turned off (or set to vibrate) before entering classes. Faculty reserve the right to ask that all cell phones be turned in to them during testing and rightfully be returned after the examination. Use of cellular phones is allowed only in areas that do not disrupt the learning environment.

**Children and Pets**

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

**SMART TECHNOLOGY**

It is recognized that many students use many forms of Smart Technology. We are proud that Spencerian students are learning and using this type of advanced technology. It exemplifies our goals to provide an education that will take you, our students, into tomorrow’s world. However, it must be clarified that STUDENTS WILL NOT BE ALLOWED TO USE THIS TYPE OF TECHNOLOGY IN ANY CLASS DURING A QUIZ OR TEST. iPhones and other electronic devices can be taken up prior to tests, quizzes, and other examinations if the instructor deems this step necessary. If the instructor allows the use of a calculator for mathematical calculations, a student may use a type of instrument that provides only mathematical calculations and has no data functions.

**DISCIPLINARY PROCESS (non-academic)**

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

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

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

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

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

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

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

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

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

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

LEAVE OF ABSENCE (MEDICAL AND/OR MILITARY)
A leave of absence from the college may be requested for medical and military reasons. Students will remain locked into their current tuition rates. Students must submit their request in writing to the Academic Dean accompanied by supporting documentation. Discontinuance of study without permission from the college does not constitute a leave of absence.

Refunds will be calculated on the college’s refund schedule found in the catalogue. Student loan repayment requirements still apply. Students who receive financial aid must meet with financial aid to conduct an exit interview. Any financial balance that results after refunds are made is the students’ responsibility.

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

A student graduating from one program and wishing to start into a new program may have credits transfer into the new program. An evaluation of their transcript will be done using the same procedure as that for credits from another institution. Any equivalent courses will be transferred into the new program and the student’s program length will be adjusted accordingly. Credits that transfer in to the new program will be counted as hours attempted and earned. To start a new program you would need to see The Registrar.
Spencerian College provides a full-time Student/Career Services Center to assist qualified GRADUATES. Student/Career Services assists those graduates who have met their financial obligation to the school, formally applied for Career Services assistance, and are available to interview with employers. This assistance is provided to all eligible graduates at any time at no additional cost to the graduate. Students who elect to cease their studies, have not successfully completed their program with passing grades, or have not fulfilled their financial obligations to Spencerian College are not eligible for graduate employment assistance.

ADVISEMENT

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

MENTOR PROGRAM

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

ID CARDS

At registration, students are required to have an identification card made. **College student ID cards must be worn visibly at all times while a student is on campus.** The College will provide a lanyard to hold the ID at Orientation. Identification cards are helpful in securing purchases at the Spencerian Bookstore, student discounts with local businesses, admittance to school activities, and library privileges. To obtain a replacement id card, please see the Academic Assistants. Replacement ID cards are $2 and replacement lanyards are $3.

GUARANTEED SUGGESTION BOX

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

THE SPENCERIAN COLLEGE NEWS

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

Fridays are set aside as “Plus Days” for catch-up, make-up, and acceleration opportunities for all students whose programs do not require Friday classes. Time is available for additional lab work, studying, and tutoring. Full-time faculty members are available from 8:30 a.m. until 12:00 noon on Fridays to assist students. Faculty members have the right to require students to attend Plus Friday if a need for additional help is recognized. The college also provides for “Plus Friday” services for night students. If you need assistance at this time, contact your respective Department Chairperson to schedule a time.

STUDYING AND TUTORING

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

INSURANCE

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

ALUMNI REVIEW PRIVILEGES

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

DISABLED STUDENT SERVICES

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

- Students with academic related disabilities: Academic Dean.
- Mobility-related or other needs: Student/Career Services.

VOTER REGISTRATION

Students are encouraged to exercise their right to vote. Voting in local, state and national elections is one of the most direct ways of participating in the process. Voter registration information and the application for a voter registration card are available through a web site sponsored by the Commonwealth of Kentucky’s State Board of Elections. The application and information can be accessed at http://elect.ky.gov/register.htm.
STUDENT ACTIVITIES

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

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

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

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

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

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

- Health Occupations Students of America (HOSA)
- The Skeleton Crew (Radiology)
- The Healing Hands Club (Massage Therapy)
- CADD Club
- Graphics Club
- PBL Club
- Spencerian Writers Guild

Any student interested in joining one of these student organizations or in forming a new group may see their Department Chair or the Student/Career/Alumni Services.
PRODUCTIVE ACADEMIC ENVIRONMENT

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

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

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

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

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

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

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

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

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

GRADING

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

GRADING SCALE

(Effective June 24, 2002)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>59% and Below</td>
<td>Failing</td>
</tr>
</tbody>
</table>

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

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

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

TRANSFER OF CREDITS

Current students may wish to transfer credits from another institution. To be eligible, you must meet requirements of the program into which you are transferring. You must have a grade of a “C” or better for the transfer to be considered. Your former institution must be nationally or regionally accredited. The registrar will evaluate each request on an individual basis. REQUESTS TO TRANSFER CREDIT(S) MUST BE MADE BEFORE OR AT THE TIME OF YOUR FIRST QUARTER’S REGISTRATION. THIS MAY ALSO PREVENT YOU FROM BEING SCHEDULED FOR A FULL-TIME CLASS LOAD.

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

Students may request to take a by-pass test if they think that their life experiences would enable them to meet the objectives of a course. By-pass exams can be arranged through the Academic Department. The cost for each test is $60.

MID-TERM GRADES

Grades can be found on the Student Portal. Mid-term grades are calculated for advisory purposes and are not recorded on the official student transcript.

FAILING GRADES

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

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

GRADE POINT AVERAGE (GPA)

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

Sample GPA Calculation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
<th>Quality Points</th>
<th>Quality Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Drafting</td>
<td>A</td>
<td>3</td>
<td>X 4</td>
<td>=12</td>
</tr>
<tr>
<td>CADD I</td>
<td>C</td>
<td>3</td>
<td>X 2</td>
<td>=6</td>
</tr>
<tr>
<td>College Math</td>
<td>B</td>
<td>4</td>
<td>X 3</td>
<td>=12</td>
</tr>
<tr>
<td>Intro to Computers</td>
<td>D</td>
<td>3</td>
<td>X 1</td>
<td>=3</td>
</tr>
<tr>
<td>English</td>
<td>W</td>
<td></td>
<td></td>
<td>(no calculation)</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>13</td>
<td></td>
<td>33</td>
</tr>
</tbody>
</table>

Grade Point Average=  
33 ÷ 13 =2.54

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

An “S” grade is not included in the calculation of the grade point average. The credit hours earned by the “S” are included in the total credit hours necessary for graduation.
A “W”, “I”, “S”, or “AU” grade is not included in the GPA. However, a letter grade converted from an “I” grade will be included in these calculations.

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

ACADEMIC STANDARDS

Satisfactory Academic Progress

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

Qualitative Standards (Cumulative Grade Point Average)

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

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

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

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

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

Quantitative Standards (Completion Rate)

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

The following are considered when evaluating quantitative student SAP:

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

**Academic Probation/Suspension**

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

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

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

**Reinstatement (after suspension)**

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

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

Upon reinstatement from suspension, the student will re-enter on academic probation and will remain on probation until SAP is maintained. Once the student has met the requirements for SAP, the student will be removed from probation. Federal Title IV financial aid eligibility may be restored at this time. Failure to achieve SAP while on probation by appeal will result in the student’s termination from the institution without possibility of reinstatement, or the student may choose to pursue a certificate of completion.
Any transfer credit earned from another accredited institution during the suspension period may be used to satisfy credit deficiencies. Grade changes to previously unsatisfactory grades may be considered in satisfying completion rate and GPA deficiencies.

**Extended Enrollment Status / Certificate of Completion**

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

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

**Program Changes**

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

**REVIEW OF RECORDS**

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

- **Penalty for Failure to Meet Academic Standards** – Students who fail to meet the standards outlined above will be placed on academic probation or academic and/or financial aid suspension.

- **Financial Aid Suspension** – Financial aid suspension occurs when a student fails to meet Satisfactory Academic Progress (SAP).

- **Academic Probation** – Students are on probation the first time they do not meet the standards for satisfactory progress.

- **Academic Suspension** – Students who are on probation and fail to meet above requirements will be suspended.
DISTRIBUTION OF SCHEDULES

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

DISTRIBUTION OF GRADES

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

STUDENT EMAIL ACCOUNTS

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

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

* It is the student’s responsibility to keep their email inbox from becoming full. The College and/or Administrative Offices are not held responsible for emails not received.

ATTENDANCE POLICY

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

ABSENCES

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

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

TARDINESS

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

TRANSCRIPTS

If you would like a copy of your Spencerian transcript, you will need to complete a Transcript
Request form online at this web address: www.spencerian.edu/lexregistrar. Each transcript is
$5; no transcripts are provided free-of-charge. Transcripts must be paid for using a credit or
debit card online. Allow 2 business days for processing (including pick-up) of your copy from
the Registrar’s Office. Allow 7-10 business days for delivery via U.S. Mail. An inactive student
must have his/her account paid in full before transcripts may be released.

Furthermore, Spencerian College will send official transcripts to a third party with your written
approval only. The cost is $5 per copy and you must have your account paid in full before
transcripts may be released.

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

ACADEMIC INTEGRITY POLICY

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

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

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

Preparation for Class

1. Read assigned text and complete all homework assignments prior to class.

2. Clarify anything that you are unsure of, which includes looking up and researching
   unfamiliar terms and concepts.

3. Formulate questions and/or comments regarding course-related material to address
during class time.
In Class

1. Show up for all scheduled class sessions promptly, and do not leave early.

2. Do not waste class time by disrupting others with non-related comments or materials and refrain from using profane language.

3. Make good use of class time by being engaged in class discussions and activities. You must never sleep in class, and when given time to work on assignments, make good use of that time.

4. Ask questions about unclear material – not just for your own sake, but because others may have the same question or uncertainty.

5. Participate in class discussions by offering positive and enlightening observations, comments, and insights.

6. Show utmost respect for others when they are speaking by listening and not holding side-conversations.

7. Respect the ideas and comments of others. Your comments shall address issues, not attack individuals.

8. When attending a class that is held in a computer lab, refrain from non-related Internet activity.

Exams and Quizzes

1. Do your best to prepare for all exams and quizzes.

2. Do not use cheat sheets, copy the words or answers of others, seek help from another student, or utilize any other form of dishonesty during the exam time.

3. Do not assist other students, or make it easy for them to cheat off your assessment during the exam time.

Written Assignments

1. Begin researching and writing early enough to ensure that you have the time you need to do your best work.

2. Do not submit a paper that you have not written specifically for the class in which it was assigned. It is dishonest to falsify information, download the work of another (purchased or free) from the Internet, or copy and paste phrases, sentences, paragraphs, and/or entire works of others into your submitted document.

3. Give full and proper credit to all sources. This includes the concepts that you have borrowed from others.

In certain circumstances, such as cheating and/or plagiarism, instructors are required to charge you with a violation of the Academic Misconduct Policy. Offenses accumulate during the student's academic career at Spencerian College and all documentation will be kept in the office of the Academic Dean.
ACADEMIC MISCONDUCT POLICY

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

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

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

First Offense:

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

Second Offense:

- The student is issued a second written warning signed by the instructor. A copy is sent to the Academic Dean.
- The student is given an “F” in the course.
Third Offense:

- The student is expelled.

NOTE: The student may write a letter of appeal to the Academic Dean at any time. The Academic Dean will forward the appeal to the Academic Appeals Committee for a ruling on the particular case. **Depending on the severity of an offense, students may be directly elevated to the third offense.

**APEALS POLICY**

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

**Policy**

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

**Student responsibilities:**

1. The appeal process shall begin when the instructor receives a written notice using the Academic Appeals Form from the student. The written notice should be received as soon as possible but at least within three (3)* working days of being informed of the grade, suspension, or termination. In the letter of appeal, the student shall specify in what manner they feel they were treated unfairly, or if there were extenuating circumstances that were not considered.

2. The faculty member determines his or her recommendation and presents this along with the appeals form to the chairperson of the AAC

3. **Student rights during the appeal process:**

   a. The student has the right of classroom attendance and participation during the appeal process.

   b. If the appeal is for attendance, the student must attend all classes during the review. A student may have only one attendance appeal per course per quarter.
The Academic Appeals Committee

Composition

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

Responsibilities

The AAC will review the appeal as written.

Initial Review

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

Hearing

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

Definitions

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

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

Academic Termination is a permanent dismissal from school.
Financial Planning

Financial assistance is available to all students who qualify. Financial aid programs include scholarships, grants and student loans. Convenient payment plans are also available.

As a Spencerian student, you will have access to all federally funded financial aid programs. Under the direction of the U.S. Department of Education, funds are allocated on a need base. Funds are first provided to lowest income families, but funds are available to middle-and upper-middle income families. You can apply for federal aid by completing the Free Application for Federal Student Aid (FAFSA) and then working with the Spencerian Financial Planning Office. You can contact a Spencerian Financial Planning Coordinator at (859) 223-9608.

Policy on Return of Title IV Funds:

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

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

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Perkins Loan
4. Direct PLUS
5. PELL Grant
6. FSEOG
7. Other Title IV programs

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

Sources of Financial Assistance:

Federal Pell Grants
- Grant-no repayment
- For undergraduates (students without a Bachelor’s degree) only
- Lifetime limit equal to six (6) fully-year awards

Pell Grants are awarded to help undergraduates pay for their education after high school. For many students, these grants provide a “foundation” of financial assistance to which aid for other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.
Pell Grant Awards for the academic year will depend on program funding. How much you are awarded will depend on your Estimated Family Contribution (EFC), the cost of your education, whether you are a full-time or part-time student, and how long you will be enrolled in the academic year.

**Federal Supplemental Educational Opportunity Grant**
- Grant requires no repayment
- Campus based program
- For undergraduates only
- Amount based on need and availability of funds

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

**Subsidized/Unsubsidized Loans**
- Loan must be repaid
- For undergraduate and graduate students
- Loan borrowers must be enrolled at least half-time

Low-interest loans are made available to you through the Direct Loan Program offered by the U.S. Department of Education to help you pay for your education after high school. All applicants must show financial need, and in some cases, the amount of your need may limit the size of your loan. Loan repayments begin six (6) months after you graduate, withdraw, or drop below half-time status.

**Federal Perkins Loan**
- Loan must be repaid
- For undergraduates
- Campus-based program
- Amount of loan based on need and availability of funds

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

If you are a borrower, and you are attending at least half-time, you have a “grace period” of nine (9) months after you graduate, withdraw, or drop below half-time status before you start repayment.

If you are not a new borrower, your grace is six (6) months. You may be allowed up to 10 years to repay your loan.

**Parent Loans for Undergraduate Students (PLUS)**

PLUS loans are for parent borrowers. PLUS Loans provide additional funds for educational expenses. Like subsidized/unsubsidized loans, PLUS loans are offered through the Direct Loan Program by the U.S., Department of Education. PLUS borrowers must begin repayment within 60 days after the loan is disbursed, unless the parent elects to defer payment until six (6) months following when the student graduates, withdraws, or drops below half-time status.
Veterans Approval

Spencerian College is approved for the training of veterans, veterans’ survivors, and children of disabled veterans under public laws administered by the United States Veterans Administration. See the Registrar’s Office for the latest information on Veterans benefits.

Rehabilitation

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

Spencerian College Assistance to Students

Career Education Loan (CEF)-Non-credit based loan provided by Sullivan University Systems. This loan is need-based. A student must pay $1,000.00 over a nine month period towards their tuition. This loan goes into repayment 60 days after a student ceases studies or withdraws for any reason. Any credit balance at the end of a loan period, or when a student graduates or withdraws, will be refunded to the principle balance of the CEF loan.

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

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

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

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

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

Refunds/Stipends

Some students may be eligible to receive stipend money, also referred to as living expense. Eligibility is determined by educational costs and the total amount of financial aid received by the student. The amount of stipend received is estimated at the time your financial plan is completed. It is only an estimate. The actual amount of your stipend (if any is available) will be your actual student account balance after all debits (tuition, fees, bookstore charges, etc.) and all credits (grants, loans, and cash payments, etc.) have been posted to your account. Students receiving a stipend will receive their disbursements by the end of week 6 of each quarter. Stipend funds are
credited to your SUS debit card. Each student will receive a SUS debit card via normal mail during the first quarter of enrollment. The SUS debit card can be used at any ATM machine or merchant that accepts VISA or MASTERCARD transactions; all applicable fees apply. Refunds and end of loan period credit balances are also credited to the SUS debit card.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

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

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

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

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

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

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

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

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

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

Revisions and clarifications will be published as experience with the law and institution’s policy warrants.
**DIRECTOR OF RECORDS**

Financial Aid Files
Academic Files
Transcript Files
Career Services

Financial Planning Office
Registrar Office
Registrar Office
Student/Career/Alumni Services Office (upon graduation)

---

**SPENCERIAN ACADEMIC CALENDAR**

<table>
<thead>
<tr>
<th>WINTER QUARTER</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Dec 28-29 '11</td>
<td>Dec 27-28 '12</td>
<td>Dec 26-27 '13</td>
</tr>
<tr>
<td>Orientation</td>
<td>Dec 30 '11</td>
<td>Dec 29 '12</td>
<td>Dec 28 '13</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Jan 3</td>
<td>Jan 2</td>
<td>Jan 20</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>Jan 16</td>
<td>Jan 15</td>
<td>Jan 20</td>
</tr>
<tr>
<td>Last Day &quot;W&quot; Grade</td>
<td>Feb 17</td>
<td>Feb 15</td>
<td>Feb 14</td>
</tr>
<tr>
<td>Finals</td>
<td>Mar 12-18</td>
<td>Mar 11-17</td>
<td>Mar 10-16</td>
</tr>
<tr>
<td>End of Term</td>
<td>Mar 18</td>
<td>Mar 17</td>
<td>Mar 16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING QUARTER</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Mar 19-21</td>
<td>Mar 18-20</td>
<td>Mar 17-19</td>
</tr>
<tr>
<td>Orientation</td>
<td>Mar 22</td>
<td>Mar 21</td>
<td>Mar 20</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Mar 26</td>
<td>Mar 25</td>
<td>Mar 24</td>
</tr>
<tr>
<td>Last Day &quot;W&quot; Grade</td>
<td>May 11</td>
<td>May 10</td>
<td>May 9</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>May 28</td>
<td>May 27</td>
<td>May 26</td>
</tr>
<tr>
<td>Finals</td>
<td>June 4-10</td>
<td>June 3-9</td>
<td>June 2-8</td>
</tr>
<tr>
<td>End of Term</td>
<td>June 10</td>
<td>June 9</td>
<td>June 8</td>
</tr>
<tr>
<td>Spring/Summer Break</td>
<td>June 11-24</td>
<td>June 10-23</td>
<td>June 9-22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER QUARTER</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>June 18-20</td>
<td>June 17-19</td>
<td>June 16-18</td>
</tr>
<tr>
<td>Orientation</td>
<td>June 21</td>
<td>June 20</td>
<td>June 19</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>June 25</td>
<td>June 24</td>
<td>June 23</td>
</tr>
<tr>
<td>Independence Day Observed</td>
<td>July 4</td>
<td>July 4</td>
<td>July 4</td>
</tr>
<tr>
<td>Last Day &quot;W&quot; Grade</td>
<td>Aug 10</td>
<td>Aug 9</td>
<td>Aug 8</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Sept 3</td>
<td>Sept 2</td>
<td>Sept 1</td>
</tr>
<tr>
<td>Finals</td>
<td>Sept 3-9</td>
<td>Sept 2-8</td>
<td>Sept 1-7</td>
</tr>
<tr>
<td>End of Term</td>
<td>Sept 9</td>
<td>Sept 8</td>
<td>Sept 7</td>
</tr>
<tr>
<td>Summer/Fall Break</td>
<td>Sept 10-23</td>
<td>Sept 9-22</td>
<td>Sept 8-21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL QUARTER</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Sept 17-19</td>
<td>Sept 16-18</td>
<td>Sept 15-17</td>
</tr>
<tr>
<td>Orientation</td>
<td>Sept 20</td>
<td>Sept 19</td>
<td>Sept 18</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Sept 24</td>
<td>Sept 23</td>
<td>Sept 22</td>
</tr>
<tr>
<td>Last Day &quot;W&quot; Grade</td>
<td>Nov 9</td>
<td>Nov 8</td>
<td>Nov 7</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Nov 19-23</td>
<td>Nov 25-Dec 1</td>
<td>Nov 24-30</td>
</tr>
<tr>
<td>Finals</td>
<td>Dec 10-16</td>
<td>Dec 9-15</td>
<td>Dec 8-14</td>
</tr>
<tr>
<td>End of Term</td>
<td>Dec 16</td>
<td>Dec 15</td>
<td>Dec 14</td>
</tr>
<tr>
<td>Fall/Winter Break</td>
<td>Dec 17-Jan 113</td>
<td>Dec 16-Jan 114</td>
<td>Dec 22-Jan 415</td>
</tr>
</tbody>
</table>
Students who have complaints or concerns with faculty or staff have the ability to file a student grievance. The student must follow the chain-of-command guidelines below to seek a resolution.

A. Student should first meet with the faculty or staff member they have the complaint with to try and resolve the matter.

B. If a satisfactory resolution is not achieved, they may then proceed to the next step which is to contact that individual’s immediate supervisor. If the complaint is with an instructor the student would have a conference with the Department Chair. If the complaint is with a staff member the student would meet with the director of that particular department.

C. If the student feels the issue is still unresolved the student may then meet with the Academic Dean to resolve an issue with an instructor or the Executive Director to resolve issues with staff members.

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

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

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

F. Grievances may also be submitted to:

   Accrediting Council for Independent Colleges and Schools
   750 First Street, NE, Suite 980
   Washington, DC 20002-4241
   Telephone: (202) 336-6780
1. **Question:** How will I get my schedule?
   
   **Answer:** During the eighth week of the quarter, you can print your schedule from the Student Portal.

2. **Question:** What is the length of a quarter terms?
   
   **Answer:** Spencerian College holds classes all year and separates its programs into four (4) 11-week quarters with 5-6 weeks’ vacation throughout the 12-month year.

3. **Question:** May I work part-time without hurting my grades?
   
   **Answer:** This, of course, depends on the ability of the student. It is advisable to keep part-time work below 20 hours per week.

4. **Question:** Do I receive a grade report?
   
   **Answer:** Yes, although the College does not mail out grades. Grades are posted quarterly on the Student Portal.

5. **Question:** Will I qualify for job placement assistance if I do not graduate?
   
   **Answer:** Assistance from the Spencerian College Career Services Center with job placement is reserved for graduates only.

6. **Question:** Who do I see with question regarding my schedule?
   
   **Answer:** You must see the Registrar with any questions regarding your schedule.

7. **Question:** As a night student, who is my mentor?
   
   **Answer:** Only first quarter night students have a mentor. The lead instructor at night serves as your mentor.

8. **Question:** Where can I find information concerning employment and other career-related topics?
   
   **Answer:** There are several career bulletin boards in and around the student lounge to assist you with your job search and career trends.

9. **Question:** How late are the Registrar and Financial Planning support services available in the evening?
   
   **Answer:** Both offices have a representative here until 7pm.

10. **Question:** I deleted all the emails in my account but I still can’t receive any emails. How do I fix this?
    
    **Answer:** First make sure that your “Deleted Items” folder is empty. If it is then you will need to go to “Options” and then under “Recover Deleted Items” highlight the message. If it is a message you would like to remove then click on “Permanently Delete”. If it is a message you would like to keep then click on “Recover To Deleted Items Folder”.

40
Map of Student Parking

Legend
Blue - authorized parking with permit only
Yellow - Reserved for college vehicles only (Public Safety, Maintenance, Delivery)
Red - Restricted (Reserved, No Parking Areas, or Merchant Parking Only)
Spencerian College

Background and Drug Screening Acknowledgement, Consent and Release

Spencerian College, a division of the Sullivan University System, Inc. is committed to maintaining the integrity of the medical profession. Therefore, we inform you that if you have been convicted of a misdemeanor or a felony offense, you may not be able to complete the clinical or externship portion of your academic program, which will prevent you from graduating or obtaining a job in a medical facility. Either conviction may also prevent you from being hired by any employer in the medical field and/or becoming certified or licensed in your field of study. If you have been convicted of either a misdemeanor or felony, it is your responsibility to disclose this fact and speak to an academic department director to understand how it will negatively impact your potential to complete this program.

By my signature below, I acknowledge that Spencerian College reserves the right to conduct a background investigation on all allied health students. I understand that this background investigation may include verification of all information that I have provided, review of past driving records, and inquiry into criminal history. I give permission to The Sullivan University System to conduct this investigation and to discuss the results of this investigation in connection with my application for admission and status as a student with the Sullivan University System.

I further give permission to release the background investigation report to the facility to which I am assigned for clinical or educational experience prior to beginning the assignment and regardless of whether such facility has required the background check. I understand the facility may refuse to accept me or grant me access to clients/patients based on information contained in the criminal background check and that the facility’s criteria may differ from that of the Sullivan University System.

I authorize any agent, attorney or representative of The Sullivan University System to receive a copy of any information maintained by any federal, state or local court, governmental agency, and law enforcement agency of investigator concerning or relating to me. I agree to fully cooperate in The Sullivan University System’s background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. If any federal, state or local government agency will not release reference information or criminal history information directly to The Sullivan University System, I agree to personally request such information to the extent permitted by law. I hereby release those individuals and agencies from all liability and damages whatsoever in responding to inquiries and providing such information.

I hereby further release The Sullivan University System, its agents, officers, board and employees from any and all claims, including but not limited to, claims of defamation, invasion of privacy, wrongful dismissal, negligence, or any other damages of or resulting from or pertaining to the collection of this information.

I hereby certify that all information supplied by me to The Sullivan University System is true, complete and accurate. I understand that any falsification or willful omission of fact made in this document or any other documentation provided to The Sullivan University System or in connection with any background investigation may result in rejection of my application for admission, or, if discovered after admission, in immediate dismissal.

Further, I understand that The Sullivan University System reserves the right to administer unannounced drug screenings of any student at any time. Failure to submit to the drug screening or testing positive for drugs will result in disciplinary action as outlined in the Student Handbook.

I agree that a photocopy or facsimile of this authorization may be accepted with the same authority as the original.

I HAVE been convicted of a misdemeanor or a felony: _____ (Initial only if you HAVE been convicted)

I HAVE NOT been convicted of a misdemeanor or a felony: _____ (Initial only if you HAVE NOT been convicted)

Date _____________________ Print Name _____________________

Program _____________________ Student Signature _____________________

Date of Birth _____________________ Social Security Number _____________________ Driver’s License Number (State) _____________________

Current Address: ____________________________________________________________

Previous Address: ____________________________________________________________

Any other names including maiden name: ____________________________________________

42
CLINICAL SAFETY POLICY

One of the primary responsibilities of the academic Department Directors is to ensure the safety of all students, faculty, clinical personnel, and patients whether in the academic setting or at the clinical site. It is the responsibility of each student to inform the designated academic Department Director of any physical or mental condition which might in any way affect the student’s ability to safely perform clinical skills on campus or at a clinical site. Any student who has a physical or mental condition which may impair the student’s cognitive abilities, skills, or judgment is required to notify the academic Department Director prior to entering the designated academic program or immediately upon onset of the physical or mental condition. Such notification is also required in the event any treatment for such physical or mental condition may impair the student’s cognitive abilities, skills or judgment.

In addition, the Department Director has the authority to prohibit a student from entering a clinical rotation if the student has exhibited evidence of erratic behavior or impaired judgment in the academic setting. The Department Director also has the right to remove a student from a clinical site if there is any evidence that the student is exhibiting erratic or abnormal behavior or has been found to exhibit inappropriate judgment in the clinical setting. Any student acting in a manner that is deemed unsafe or a danger to the student or other persons in a campus course or clinical rotation may be removed from the course and/or clinical setting. If the condition or behavior is such that it cannot be corrected with additional instruction or medical intervention, it may be necessary for the student to be removed from the academic program of study or the college. The determination for removal will be considered by the academic Department Director along with the Academic Dean of the college on an individual basis.

PRODUCTIVE ACADEMIC ENVIRONMENT

Spencerian College Code of Conduct

To prepare the student for success on the job, professional behavior is encouraged. This behavior includes positive attitude, respect, professionalism, and follow through on instructions. Conversely, the following behaviors will not be tolerated: negative attitudes, disrespect (for fellow students, faculty, and staff), unprofessional behavior, and insubordination. These negative behaviors are grounds for suspension from Spencerian College, just as in the world of employment they are grounds for termination.

The Spencerian behavioral code of conduct represents the behavioral expectations applicable to all students attending Spencerian College. Violations of the code may result in the application of sanctions. These behavioral expectations included:

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

   All forms of discrimination and harassment are prohibited, including but not limited to that based on race, color, national origin, age, gender, sexual preference or orientation, pregnancy, disability, membership in the armed services, or any other protected status.

   Harassment is defined as verbal or physical conduct designed to threaten, intimidate, or coerce. This may include, but is not limited to:

   a. Offensive physical actions, written or spoken, and graphic communication.

   b. Any type of physical contact when the action is unwelcomed by the recipient.
Spencerian College

Background and Drug Screening Acknowledgement, Consent and Release

c. Expectations, requests, demands or pressure for sexual favors.

d. Slurs, jokes, posters, cartoons, and gestures that are found to be offensive by someone else.

e. Graphic or suggestive comments about an individual’s dress or body.

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

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

Likewise, there is to be no harassment of any form of students by faculty or administrative staff. Complaints by students of any harassing behavior from faculty or staff will be taken seriously and will be subject to investigation and disciplinary action.

2. Alcohol/drugs: A zero tolerance drug policy is the standard for the College. Spencerian College reserves the right to require unannounced drug or alcohol testing of any student at any time. Any student determined to be under the influence of drugs or alcohol as evidenced by a positive drug or alcohol test will be terminated from the College. The student does not have to have consumed these substances on campus to be considered under the influence. “Under the influence” is defined as any value higher than zero on a drug or alcohol test which cannot be verified as an acceptable dosage for substances prescribed by a physician. Any student who refuses to comply with requested drug or alcohol testing or who is unable to provide an adequate testing sample within the allotted time frame will be considered to be an automatic positive result which will result in termination from the College (SEE Clinical Safety Policy).

Additionally, any student selling or distributing drugs or alcohol on school premises (including clinical and/or externship sites) will be terminated and, if appropriate, reported to the authorities.

3. Weapons: Bringing a weapon onto school property is strictly prohibited. In order to protect all our students, Spencerian College reserves the right to search any person (and their vehicle) who is suspected of concealing a firearm or other weapon. Any student involved in this activity will be terminated from the College and reported to the authorities.

4. Stealing: Any student caught stealing from another student, faculty, staff or from school property will be subject to criminal and civil penalties and subject to disciplinary action up to and including termination from the College.

STUDENT CONDUCT REQUIREMENTS

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

Spencerian College strives to provide an environment which promotes the education, health and well being of its students. While we are here, either as staff, faculty, or student, we are all responsible for creating an atmosphere which promotes the well being of us all. With that goal in mind, a zero tolerance policy regarding alcohol and drug usage is the standard for the College. Spencerian College reserves the right to require unannounced drug or alcohol testing of any student at any time. Any student determined to be under the influence of drugs or alcohol as evidenced by a positive drug or alcohol test will be terminated from the College. The student does not have to have consumed these substances on campus to be considered under the influence. Under the influence is defined as any value higher than zero on a drug or alcohol test which cannot be verified as an acceptable dosage for substances prescribed by a physician. Any student who refuses to comply with requested drug or alcohol testing or who is unable to provide an adequate testing sample within the allotted time frame will be considered to be an automatic positive result which will result in termination from the College. Additionally, selling or distributing drugs or alcohol on school premises (including clinical and/or externship sites) is prohibited. Anyone involved in these activities will be terminated from the College and, if appropriate, reported to the authorities.

Drug and Alcohol Penalties and Sanctions – State and Federal Penalties and Sanctions

State of Kentucky Sanctions

Penalties of Kentucky Law for Driving under the Influence (KRS 189) Sanctions of violation of state alcohol laws vary from a fine of $10.00 to $2,000.00, and or a sentence of forty eight hours to 12 months in jail, and suspension of one’s drivers’ license and or a requirement for community service or substance abuse treatment. In Kentucky, a blood alcohol level measurement of 0.08 percent alcohol or greater is sufficient for arrest or conviction for driving under the influence; intoxication does not have to be proved. The schedule of Kentucky state penalties for driving under the influence is summarized below.

First offense within 5 Years

(1) Penalties- $200 to $500 fine and/or 48 hours to 30 days jail. Community labor of 48 hours to 30 days may be substituted for fine or jail. If aggravating circumstance present at commission of offense, there is a mandatory minimum of four days imprisonment.
(2) Cost and Fees- Court costs, DUI service fee, treatment program fee, county fees and state fees.
(3) Alcohol or Substance Abuse Treatment Program- 90 days.
(4) License Revoked- 30-120 days (or until defendant reaches age 18, whichever is longer). May apply for hardship license after minimum suspension period expires.

Second offense within 5 Years

(1) Penalties- $350 to $500 fine and 7 days to 6 months in jail and the court may order 10 days to 6 months community labor. Must serve a minimum of jail and/or community labor. If aggravating circumstance present mandatory minimum term of imprisonment shall be 14 days.
(2) Cost and Fees- Court costs, DUI service fee, treatment program fee, county fees and state fees.
(3) Alcohol or Substance Abuse Treatment Program- 1 year
(4) License Revoked- 12 months to 18 months (or until defendant reaches age 18, whichever is longer). May apply for hardship license after minimum suspension period expires.

Third offense within 5 Years

(1) Penalties- $500 to $1000 fine and 30 days to 12 months jail and court may order 10 days to 12 months community labor. Must serve a minimum of jail and/or community labor. If aggravating circumstance present mandatory minimum term of imprisonment shall be 60 days.
(2) Court costs and fees- court costs, DUI service fee, treatment program fee, county fees and state fees.
(3) Alcohol or Substance Abuse Treatment Program- 1 year
(4) License revoked- 24 months to 36 months. May apply for hardship license after minimum suspension period expires.
**Fourth or Subsequent offense within 5 Years**

(1) Penalties - 1 to 5 years (class D felony). Must serve 120 days. If aggravating circumstances mandatory minimum term of imprisonment shall be 240 days.
(2) Cost and Fees - Court cost, DUI service fee, treatment program fee, county fees and state fees.
(3) Alcohol or Substance Abuse Treatment Program - 1 year
(4) License Revoked - 5 years. No hardship license
(5) License plate impoundment or installation of ignition interlock devise.

**Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

21 U.S.C. 844(a) 1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both. Two or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000 or both. Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if: (a) 1st conviction and the amount of crack possessed exceed 5 grams. (b) 2nd crack conviction and the amount of crack possessed exceed 3 grams. (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a) (4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a civil fine of up to $10,000 (pending adoption of final regulations).

21 U.S.C. 853a 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.

18 U.S.C. 922(g) Ineligible to receive or purchase a firearm.

**Miscellaneous** Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. Additional Federal drug trafficking penalties are listed below. Additional state penalties and sanctions may apply

**Training and Counseling Resources**

One of the goals of our drug-free schools and campuses program is to encourage students to voluntarily seek help with alcohol and/or drug problems. Counseling, treatment, and rehabilitation services are available through the following resources:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol and Drug Abuse Helpline</td>
<td>1-800-234-0420</td>
</tr>
<tr>
<td>Comprehensive Care</td>
<td>1-859-381-1186</td>
</tr>
<tr>
<td>Communicare Recovery Center</td>
<td>1-800-641-4673</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td></td>
</tr>
<tr>
<td>Louisville Office</td>
<td>1-502-582-1849</td>
</tr>
<tr>
<td>Lexington Office</td>
<td>1-859-276-2917</td>
</tr>
<tr>
<td>National Institute on Drug Abuse Hotline</td>
<td>1-800-662-HELP</td>
</tr>
<tr>
<td>Pathway to Recovery</td>
<td>1-800-41-SOBER</td>
</tr>
</tbody>
</table>
PLATO Learning is a website with online, interactive programs to help support and supplement Math and English skills.

Spencerian College-Lexington has a subscription to PLATO.

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

Students may access PLATO on any computer...
- Learning Resource Center
- Classrooms
- Home

If you are interested in receiving more information about PLATO please visit the Learning Resource Center and pick up a PLATO packet or email Jim Seamans, LRC Librarian, at jseamans@spencerian.edu.

LRC WEB PAGE

The Library’s web pages have been revised. You can find most of the information that was previously on handouts and the public drive from your web browser—anywhere!

The address is: http://library.sullivan.edu/spenlex/spenlexhome.htm
PROGRAM DISCLOSURE INFORMATION

For program disclosure information, please visit disclosure.spencrian.edu

BUSINESS OFFICE

The main function of the Business Office is the collection of tuition payments from the student body. You should have received a white payment card during your financial plan with the amount of your payment and the date due. It is very important that you make that payment on time to keep your account current with The College.

We accept major credit cards, checks, cash, or money orders. Payment may be made in the Business Office or Bookstore.

WAVIER AND RELEASE OF LIABILITY FOR INJURY

Any student who wishes to participate in intramural sports, outings, and other student activities understands that these activities require physical and emotional exertion and may involve physical contact with other participants. To encourage Spencerian College to sponsor outings and other activities, and in consideration of the services provided the student (and parent/or guardian if the student is a minor) agree that:

* Student/Parent or Guardian accepts and assumes all risk of these activities.

* Student/Parent or Guardian waive and release all claims against Spencerian College, its management, employees, agents, instructors, and representatives for damages of any kind arising from an injury to the student while participating in such activities.

* Student/Parent or Guardian will indemnify and hold harmless Spencerian College, its management, employees, instructors, agents and representatives for damages of every kind against the claims of other persons arising from any injury to the student.
Registration is easy. Sign up for Spencerian College alerts in two simple steps.

1) Visit www.deanalert.com
2) Follow the registration instructions on the left.

DEAN is an extremely effective communication system that allows Spencerian College students and faculty to be instantly notified of real-time situations as they are developing via SMS Text Message, Voice Call or Email.
DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA) POLICY/PROCEDURES

The following is information regarding copyright policy that you as a student need to know and with which we as an institution are required to comply. The following notification is from the June 4, 2010 Dear Colleague letter from the Department of Education, which can be accessed at http://www.ifap.ed.gov/dpcletters/GEN1008.html

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help.faq

More information can be found on our web site at http://www.spencerian.edu/shared_pdfs/Spencerian_Digital_Millennium_Copyright_Act_Policy.pdf

COMPUTER LABS

Printers:
There are color laser printers available in each computer lab as well as the LRC (monochrome laser) for student use. The students are allotted 200 sheets of printing each quarter. If you go over your allotment the cost for purchasing more sheets are 50 sheets for $4.00 and 100 sheets for $8.00 which can be paid in the bookstore. Please do not abuse printing privileges.

Data Storage:
The LRC computers all have CD-burners installed if you wish to store your data on CDs or a USB drives may be used as well. ALSO, you will notice you have an “H” drive and a “P” drive located in “My Computer.” The contents of the “H” drive are secure for you under your login. All important data should be stored here (note: maximum 650 MB). Further, your “H” drive is available remotely (off campus) by visiting http://studentportal.spencerian.edu (explained below). The “P” drive is a public drive which contains faculty folders. Your class instructor will inform you if you are to save data in this location. All student folders and portal information is cleaned off each quarter. This is why it is important to back up all your data.
Computer Usage Policy

- No food or drinks are allowed in the classroom
- Printers must be left online for other students
- Exit the application with which you are working before you leave the computer
- Straighten your work area before you leave
- The computer lab is a designated recycling area; please deposit scrap paper in appropriate receptacles
- Computer and/or printer malfunctions must be reported to your instructor immediately

During the regular class period students may work only on the assigned material. Students may not:

- Work on assignments for other classes
- Play games or explore other computer applications

In the state of Kentucky, it is a Class “C” felony to alter computer files without proper authorization. Spencerian College students are subject to both criminal action and termination from school for such activities. These activities include but are not limited to:

- Changing the Screen Saver
- Changing any desktop setting, mouse setting, or Windows setting unless part of a class assignment
- Loading personal programs or games on any computer
- Intentionally modifying files that are not specifically assigned as part of a class assignment
- Using any computer for personal reasons

Internet access is provided to Spencerian College students for research relevant to students’ classes, coursework, and career paths. Students are expected to use the Internet for educational and research purposes only.

Examples of inappropriate use of the Internet at Spencerian College are: accessing chat rooms, reading or submitting personal ads, viewing “adult” web sites, playing games, and similar activities.

Spencerian College email is provided as a service to students to aid in their educational experience. Sending obscene, harassing, or threatening email from Spencerian College computers is prohibited. Students’ personal email accounts through Yahoo, Hotmail, and other service providers are governed by the same policies as Spencerian email accounts when the student is using a computer at Spencerian College.

Any student who does not comply with the above policy will be subject to disciplinary action.
Spencerian College

Educating Kentuckians since 1892

Lexington Campus

Transferability of Credits, Accreditations and Approvals

Spencerian College is licensed by the Kentucky State Board for Proprietary Education. Spencerian College teaches to the license and certification standards of the Commonwealth of Kentucky. If you plan to work in any state other than Kentucky, it is your responsibility to verify that state’s permit, license, or certification requirements.

The College is accredited by the Accrediting Council for Independent Colleges and schools, an accrediting agency recognized by the United States Department of Education, to award certificates, diplomas and associate of applied science degrees. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the United States higher education systems transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation, and licensing.

The mission of Spencerian College is to provide men and women with quality training for careers in the business, technical and health care professions. The value of career-focused programs, like those offered by Spencerian College is their deliberate focus on marketable skills. If you are considering transferring to another school, it is your responsibility to determine whether that school will accept your Spencerian College credits. Spencerian College does not imply, promise or guarantee transferability of its credits to another institution.

Spencerian College and the following individual programs have met the educational standards and criteria for programmatic accreditation, approval or licensure from the following organizations:

- The Medical Assistant diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB).
- The Limited Medical Radiography diploma program and Radiologic Technologist AAS degree program are approved by the Cabinet for Health and Family Services of the Commonwealth of Kentucky, Radiation Health & Toxic Agents Branch.
- The Phlebotomy certificate program is approved by the International Academy of Phlebotomy Sciences, Inc. (IAPS).
- The Radiologic Technologist AAS degree program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
- The Medical Laboratory Technician AAS degree program is accredited by the Accrediting Bureau of Health Education Schools (ABHES).
- The Massage Therapy diploma and AAS degree programs are approved by the Kentucky Board of Licensure for Massage Therapy and is a member of the American Massage Therapy Association Council of Schools.

I understand that only the Spencerian College programs listed above have specific programmatic accreditation or agency approval at this time.

I understand the difference between programmatic accreditation and accreditation of the college and have had the opportunity to ask questions concerning accreditation.

I have read, had an opportunity to ask questions about, and understand the above limitations on transfer of credit of my academic credits earned at Spencerian College.

I also acknowledge receipt of a copy of the official Spencerian College Catalog.
Lexington Campus
Protocol for Student Injuries

Any student who is enrolled at Spencerian College in a program that requires participation by the student in an on-campus laboratory class, clinical rotation, or externship understands that these activities may require the student to have direct contact with blood or other potentially harmful body fluids or may be exposed to potentially infectious diseases. In addition, the student may also come in contact with other potentially harmful materials such as sharp objects and/or instrumentation. Spencerian College assumes no responsibility or liability for any claims arising from exposure to disease, blood, other potentially harmful body fluids, sharp objects, or instrumentation injuries while participating in laboratory activities, clinical rotations or externship. The student/parent will indemnify and hold harmless Spencerian College, its management, employees, instructors, agents and representatives, as well as the medical facility or placement for damages of any kind while participating in any of these activities.

Should an incident occur, the student is required to report the incident to the appropriate department director within one hour. The student should then contact their personal physician or emergency medical facility for evaluation and treatment if necessary. Since the student/parent will be responsible for all medical expenses relating to the incident, Spencerian College recommends that all students maintain a personal health insurance policy throughout the duration of their medical program.

By signing below the student/parent acknowledges that they have read and understand the above Protocol for Student Injuries.

Clinical and Externship Availability

Due to staffing patterns and nature of the facilities used for clinical, practical, and externship, students enrolling in day, evening, or online courses/programs are hereby informed that generally there are no night or weekend hours available for students enrolling in most medical programs including, but not limited to, the following programs: Clinical Assistant, Healthcare Reimbursement Specialist, Limited Medical Radiography, Medical Assistant, Medical Coding Specialist, Biomedical Engineering Technology, Medical Administrative Management, Massage Therapy, Personal Trainer, Medical Clinical Specialties, Phlebotomy, Medical Laboratory Technician, Clinical Laboratory Assistant and Radiologic Technology.

Day, evening, and online students enrolling in any medical programs are hereby notified that they are required to complete their clinical, practicum, or externship hours during regular day business hours which is usually Monday through Friday.

Failure of class(es) or re-entry into the program may result in being placed at the bottom of the clinical rotation list.

By signing below the student/parent acknowledges that they have read and understood the Clinical and Externship Availability.