

adult education  
**@evit**

**Student  
Handbook  
2019-2020**

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**@evit**

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[adulted@evit.com](mailto:adulted@evit.com)

# East Valley Institute of Technology Adult Education

## Our Mission

To provide a productive, technically trained workforce that meets the market-driven needs of business, industry and the community.

## Vision

Provide qualified students a comprehensive career-based education in partnership with business, industry and the community.

## Goals

EVIT Adult Education, in achieving the mission of East Valley Institute of Technology, is committed to the following strategic goals:

- *Program Relevance*: To ensure adult education programs meet and exceed training needs of business, industry and the community.
- *Increase Graduates*: To increase the number of program graduates to meet the needs of business and industry.
- *Programs on Demand*: To deliver programs on demand to business, industry, and the community to meet short-term training needs.
- *Revenue Stream*: To provide a revenue stream to sustain and advance the Adult Education Program.
- *Center for Career Advancement*: To establish a comprehensive Center for Career Advancement to holistically address student professional development.
- *Increase Partnerships*: To increase the number of active partnerships with business, industry, and the community.
- *Attract and Retain Talent*: To attract and retain the most talented and qualified faculty and support staff.
- *Improved Technology*: To implement improved technology solutions to better address data management and student admissions

## Business/Industry Articulation

EVIT Adult Education offers many career opportunities with participating business and industry partners, including, but not limited to, job placement, apprenticeships, internships, externships, and job shadowing.

## Accreditation

East Valley Institute of Technology Adult Education is Accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, [www.council.org](http://www.council.org) and by the Administration for Veterans Training.

EVIT is a public non-profit institution recognized by the Arizona Department of Education as an accredited Career and Technical Education institution.

## Annual Public Notification of Nondiscrimination Policy

East Valley Institute of Technology District #401 does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age or disability in admission to its programs, services, activities, or in access of them, in treatment of individuals, or in any aspect of their operations. East Valley Institute of Technology Adult Education does not discriminate in enrollment or access to any of the programs available. The East Valley Institute of Technology also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forward to the EVIT Superintendent Office.

**Equal Opportunity Statement**

It is the policy of EVIT to promote equal employment opportunities. EVIT will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, it is the policy of EVIT to provide an environment for each job applicant, employee, and student that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

**Affirmative Action Statement**

Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Disability Services (DS) Coordinator 480-461-4018, ADA/504/Title IX DS Coordinator. Under the ADA and Section 504, the district recognizes the obligation to provide overall program accessibility throughout its locations for persons with disabilities. The designated ADA/504/Title IX DS Coordinator will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Requests for accommodation should be addressed to the DS Coordinator. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner. Students with disabilities may request catalog information in an alternative format from the district ADA/504 DS Coordinator.

**Licensure Disclaimer**

EVIT Adult Education courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a certificate from EVIT to be denied the right to work in a particular profession after completing the certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

**EVIT reserves the right to modify policies, course schedules, curriculum or courses due to program upgrades or content changes.**

The Adult Education Student Handbook and Program Catalog are reviewed and updated yearly or as needed. Revisions are posted online following the administrative review and approval process. Necessary program changes will be announced to students at least 2 weeks prior to implementation, depending on the nature of the program change. Students will be notified via online Student Handbook and provided with written notice via program instructional staff.

## Business Hours of Operation & Administrative Staff/Faculty Contact Information

### Hours of Operation

*School Year (August-May)*

Monday and Friday: 7:30 am – 4:00 pm

Tuesday - Thursday: 7:30 am – 5:30 pm

*Summer Months (June-July)*

Monday-Thursday: 8:00 am – 4:00 pm

Friday: Closed

Adult Education is located Building 1, Main Campus. Business hours are listed above except for scheduled holidays and school breaks. Appointments are recommended, but walk-ins are welcome. After hour appointments, workshops and trainings may be scheduled as necessary.

### Contact Information

Information: (480) 461-4110

Fax: (480) 461-6749

Email: [adulted@evit.com](mailto:adulted@evit.com)

Website: [www.evit.com/adulted](http://www.evit.com/adulted)

Facebook: [www.facebook.com/EVITAdultEd](http://www.facebook.com/EVITAdultEd)

### Adult Education Staff

|                  |   |              |
|------------------|---|--------------|
|                  | Director of Adult Education             | 480-461-4000 |
| Mark Yockus      | Adult Education COE Liaison Officer     | 480-461-4011 |
| Crystal Otts     | Assistant Director/Advisement Counselor | 480-461-4013 |
| Melissa Garcia   | Student Financial Services              | 480-461-4025 |
| Reanna Dominguez | Registrar/Admission Specialist          | 480-461-4110 |

### Adult Education Faculty

**NOTE:** Throughout the school year, instructors may change. Contact the Adult Education, Admission Specialist or website [www.evit.com](http://www.evit.com) for a current list of instructors.

| Instructor/<br>Phone Number        | Course Taught/Background  |
|------------------------------------|---|
| Elizabeth Campbell<br>480-461-4073 | Aesthetics<br>Instructor, Licensed Aesthetics & Educator, National Aesthetics Institute, Skin and Makeup Institute, Scottsdale, AZ        |
| George Anderson<br>480-461-4079    | Cosmetology<br>Instructor, Licensed Cosmetologist & Educator  |
| Jecika Kellogg<br>480-461-4076     | Cosmetology<br>Instructor, Licensed Cosmetologist & Educator, North Florida Academy, Orange Park, FL, Empire Beauty College, Chandler, AZ |
| Barbara Koerber<br>480-461-4055    | Director of Practical Nurse Program<br>Administrator, MSN, RN   |
| Maureen Abell<br>480-461-4052      | Practical Nursing Instructor/Clinical Coordinator<br>Instructor, BSN, RN  |
| Robyn Powell<br>480-461-4046       | Nursing Assistant Program Coordinator   |
| Staff<br>480-461-4050              | Surgical Technology Program Director  |
| Julie Rupert<br>480-461-4054       | Surgical Technology Clinical Coordinator<br>Instructor and Clinical Coordinator, Certified Surgical Technician                            |
| Ivan Jaksic<br>480-461-4085        | Sterile Processing Technician<br>Instructor, Gateway Community College, Phoenix, AZ – AAS Diagnostic Imaging                              |
| Randy Corbell<br>480-461-4177      | HVACR<br>HVACR Owner/Operator for 25 years. Focus on service, sales and installation  |
| Leon Zamora<br>480-461-4133        | Welding Director<br>Instructor, AWS Certified Welding Inspector, Certified Welder SMAW, GMAW, FCAW, GTAW                                  |

| Instructor/<br>Phone Number   | Course Taught/Background  |
|-------------------------------|---|
| Carlos Lopez<br>480-461-4121  | Collision Repair<br>I-CAR South-West Regional Industry Instructor, I-CAR South West Welding Industry Instructor, BASF Painter Certification, ASE Refinishing Certification, ASE Collision B3 Certification, |
| Joe Ditmer<br>480-461-4179    | Plumbing Service & Repair Technician<br>Plumbing Experience for 25 years, Certified Instructor  |
| Jason Swencki<br>480-461-4083 | Emergency Medical Technician Instructor<br>Certified EMT Instructor   |

### EVIT Executive Staff

Chad Wilson, Ed. D., Superintendent/CEO

### EVIT Board Members

Bryghtyn Franker  
Harry Mitchell  
Robert T. Covington

Carolyn N. Crandell  
Ronda Doolen, Clerk  
David Lane, President

Larry Johnson  
Dolores Watkins  
Shelli Boggs

## 2019-2020 Student Calendar

### Fall 2019

| Date                 | Day                | Description                  |
|----------------------|--------------------|------------------------------|
| August 5, 2019       | Monday             | First Day of School          |
| September 2, 2019    | Monday             | Labor Day-No School          |
| October 7-11, 2019   | Monday-Thursday    | October Break                |
| November 11, 2019    | Monday             | Veteran's Day-No School      |
| November 27-28, 2019 | Wednesday-Thursday | Thanksgiving Break-No School |
| December 12, 2019    | Thursday           | Fall Graduation              |
| December 23-31, 2019 | Monday-Friday      | Winter Break-No School       |

### Spring 2020

| Date              | Day             | Description                       |
|-------------------|-----------------|-----------------------------------|
| January 1-3, 2020 | Tuesday-Friday  | Winter Break-No School            |
| January 6, 2020   | Monday          | Class Begin/Resume                |
| January 20, 2020  | Monday          | Civil Rights Day-No School        |
| February 17, 2020 | Monday          | President's Day-No School         |
| March 9-13, 2020  | Monday-Thursday | Spring Break                      |
| May 14, 2020      | Tuesday         | Spring Graduation                 |
| May 14, 2020      | Tuesday         | Last Day for Day/Evening Programs |
| May 20, 2020      | Wednesday       | Last Day of H.S. Blended Programs |
| July 4, 2020      | Thursday        | Independence Day-No School        |

NOTE: Some programs have different start/end dates than what may be listed above. Please refer to the Adult Education Program Catalog for specifications and/or speak with an Enrollment Advisor to confirm dates.

# Admission Requirements and Information

## About EVIT

EVIT's main campus is located at 1601 West Main Street Mesa AZ 85201. The campus spans 65 acres and features more than 17 academic buildings. Within each building you will find class rooms, computer labs, and program/industry specific labs. Each program follows industry specific curriculum and prepares students for national or state certification exams and/or licensure recognized in current industry/workplace. EVIT's faculty are skilled professionals with industry and instructional experience.

To obtain specific information regarding a program offered at EVIT please contact the Adult Education office at (480) 461-4013

## Admission Requirements and Procedures

Each applicant for admission must work with an Enrollment Advisor who guides the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that Enrollment Advisor receives all required documentation. All records received become property of EVIT Adult Education.

### Step 1

Complete an enrollment application packet that includes:

- Student Information Form
- Provide copies of driver's license, social security card, high school diploma or GED and unofficial college, university or military transcripts.

### Step 2

Meet with the Student Finance Representative to determine financial assistance options, including federal grants, Veterans benefits and scholarships.

**NOTE:** Cosmetology and Health Science programs may require additional documentation at time of enrollment. Your enrollment advisor will notify you of these additional requirements.

## Student Identification Number

Disclosure of the social security number is voluntary (ARS §15-1823). However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veteran Administration benefits. Social Security number is also required for some programs such as health career programs with the Arizona State Board of Nursing. Verify with an Enrollment Advisor.

## Fingerprinting

All Adult students enrolled in a daytime "High School Blended" program must obtain a DPS Fingerprint Clearance card to attend classes per Arizona House bill 2646, Section 15-782.02, Subparagraph A. Students should speak with an Admissions or Enrollment Advisor for Instructions on how to acquire the card. Please note this process can take up to two months to complete, so plan accordingly.

## Availability of GED Testing

Unless otherwise noted, all applicants for admission must be high school graduates or GED recipients. The General Educational Development (GED) test cannot be taken online. The GED tests can only be taken at an official testing center. There are numerous testing centers throughout Maricopa County. For more information, please go to [www.acenet.edu](http://www.acenet.edu) and select GED Testing Services or speak with an Enrollment Advisor.

## Student ID Cards

Once funding is secured and the student completes the entire registration and enrollment process, a student ID will be issued. Students are required to wear photo identification at all times while on the EVIT Campus. Each student must properly identify him/herself when asked to do so by school personnel. Failure to do so will result in disciplinary action.

Student Identification Cards are issued through the Adult Education Admissions Office. A government issued picture ID is required before a student ID is issued. The replacement ID cost is \$10.00.

## Readmission

A former student who withdrew in good standing may make application for readmission to his or her program of study. Generally, a student will not be considered for readmission more than two times unless there are exceptional extenuating circumstances, such as military deployment. The applicant for readmission must satisfactorily demonstrate the barriers that prevented successful completion of the program during the previous enrollment. The applicant must demonstrate that the barriers have been resolved, and that there is a reasonable probability that they will not reoccur. A former student who wishes to be considered for admission to a different program of study should contact the Admissions office.

A former student seeking readmission in the same program must apply for readmission by submitting a Readmission Application to an Enrollment Advisor. The applicant must meet with the Enrollment Advisor, program administrator or program specific instructor to discuss and document the circumstances that led to the prior withdrawal. The Director of Adult Education or Nursing Program Administrator or specific Program Director will determine which course content previously completed and earned will be counted toward program completion and the courses/modules/blocks which need to be repeated. Prior to approval for readmission, the applicant for readmission must meet with the Enrollment Advisor and complete all necessary applications and documents. Additionally, the applicant must meet with Student Finance to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Approval of an applicant for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA) to comply with the SAP policy. If approved for readmission, the student will re-enter the program in a status of Academic Probation. A student may remain in a status of Academic Probation for only one course/semester. A student who fails to meet SAP after the first course/semester will be dismissed. In addition, a student readmitted in a status of Academic Probation for the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study funding until he or she corrects the condition that caused the loss of SAP standing (See SAP policy for specific requirements). If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

Any student, who withdraws from a course prior to completing all course requirements and/or achieving a passing grade in the course, must retake and successfully complete the entire course. If the curriculum and/or program requirements have been revised, the student is required to meet all new requirements. The student should refer to the Adult Education Catalog, any relevant student handbooks, and course syllabi for program-specific changes and requirements.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition, current fees, revised graduation date, and to acknowledge receipt of other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Financial Aid Office. With assistance from the Enrollment Advisor, program administrators or directors a course schedule for program completion will be established.

**NOTE:** Additional program policies and procedures are published in student handbooks specific to each program. And, are to be regarded as an integral part of this Adult Education Student Handbook.

## Scholastic Standards

Instruction and training in all EVIT programs meet Arizona Department of Education Career and Technical Education (CTE) Standards, as well as the specific licensing/certification standards as required by the third party organizations related to the respective program e.g., AZ Board of Nursing. Additionally, each program is evaluated through State Performance Measures and Standards.

**For further information about State Performance Measures and Standards, please visit:**  
[www.ade.state.az.us/cte](http://www.ade.state.az.us/cte).

**To view current Arizona State adopted competencies for a particular program go to:**  
[www.azed.gov/career-technical-education/tech-standards](http://www.azed.gov/career-technical-education/tech-standards) or [www.aztechprep.org](http://www.aztechprep.org).

### Academic Load

Credit is defined as an amount of work represented in course competencies and verified by evidence of student achievement through laboratory work, internships, clinical & studio work, or other academic work leading to the award of credit. Credit can be earned each session provided attendance requirements are met and a passing grade is achieved.

Courses may vary in length, and begin and end throughout the year. Standards for the awarding of credit may be time based (contact hours) and/or competency based. To obtain credit a student must be properly registered and must pay tuition and fees for the course. The fall and spring semesters are typically eighteen (18) weeks in length. Summer sessions vary in start dates and in length.

Passing a class and receiving credit does not guarantee the student to be a Program Completer; the student must successfully complete a required number of competencies or a combination of competencies and clock hours and meet a minimum grade to be a completer.

The term "Credit" does not carry the same meaning as "college credit". EVIT Adult Education program credit may not transferable to colleges, universities or other private training institutions.

### Transcripts

Official transcripts are issued to students with proof that the \$5.00 transcript fee has been paid to the Financial Aid Office. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974. There is no charge for unofficial transcripts. EVIT credits/courses are not automatically transferred to other schools. All schools have their own set of policies for accepting transfer credits.

### Transfer Credit

Transfer credit from another institution will not be considered except in specific situations where students would be completing identical curriculum and coursework. Transfer credit consideration will be on a case by case basis per the Director of Adult Education. Program coursework may or may not transfer to other institutions. Students are advised to check the transfer policies of other institutions.

## Prior Learning/Work Experience

Some programs allow prior learning or work experience consideration towards a particular program of study. Skill levels are typically evaluated via performance, knowledge test, or both, by the faculty member of the selected program. Based on the faculty member's evaluation, students may be allowed advanced placement in their selected program. Please consult with your Enrollment Advisor if you feel you may qualify for prior learning or work experience placement.

## Course Competencies

Every EVIT Adult Education course has a list of competencies that the student must achieve in order to successfully complete the course. EVIT develops course competencies in accordance with leading industry standards. And, in many cases, the courses also meet and exceed industry licensure and certification requirements. Course competencies, learning tasks and assessments are available from instructors at any time. A single assessment can count for a maximum of 20% of the student's final grade.

## Schedule Changes

It is the student's responsibility to notify the instructor (s) if he/she will no longer be attending class.

## Drop/Add

Drop/Add is authorized only during the first five (5) days of class. Students should first consider the ramifications of a drop/add request if they are receiving financial aid, veteran educational benefits or outside agency funding.

A student is allowed to drop/add a course providing the request is approved by the instructor. The instructor is responsible for notifying the Enrollment Advisor via email within 24 hrs. of the student's request. The email must provide the student's name, SSN# or EVIT student ID #, the last date or first date of attendance, and a reason for the drop/add request. The Enrollment Advisor in turn, will notify Registrar, Financial Aid and Veterans Services.

## Change of Hours of Attendance

Any change to the original contracted hours must be approved by the Financial Aid Office. Any request by a student to increase or decrease class hours must be approved by their instructor first. If the instructor can accommodate the request, the student must then meet with Financial Aid to sign a revised program payment plan. Once a revised program payment plan has been secured, the Student Accounts Office will email the student's instructor stating the student is approved to change hours of attendance.

## Attendance Policy

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training.

Attendance is taken daily in class by the instructor and recorded. Early departures, tardiness, and class cuts will be recorded in quarter-hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence. All students are required to maintain 90% attendance at all times during the program. **Excessive absence is defined as accumulating three unexcused absences within each 310/450 clock hour segments of a program.** Attendance records are maintained by the Registrar as part of the student's permanent academic record.

1. Only persons who are registered for a class may attend classes.
2. Students are expected to attend 100 percent of their class time.
3. Students who fail to attend the first scheduled class meeting, or who fail to contact the instructor/admissions office regarding absence before the first scheduled class meeting will be withdrawn from program.
4. At the beginning of each course, each instructor will provide students with a course syllabus outlining specific attendance requirements. It is the student's responsibility to consult with the instructor

regarding excused or unexcused absences. Absences begin to accumulate with the first scheduled class meeting.

5. Students are responsible for notifying the instructor and Enrollment Advisor when they discontinue studies in a course. Please refer to the Student Policies and Procedures section of the Student Handbook for specific Withdrawal Procedures.
6. Excessive absence is defined as accumulating three unexcused absences within each 310/450 clock hour segments of a program unless there are extenuating circumstances (family emergency, death of an immediate family member, documented hospitalization or under a doctor's care).
7. After a student accumulates three unexcused absences, student will meet with instructor and complete a Student at Risk Notice for Attendance or Tardiness Form and will continue to be monitored.
8. If the student accumulates six unexcused absences, student will meet with instructor and complete a Notice of Probation Status related to Attendance form. The Probation form will give strict instructions on what happens if the student continues to miss any additional days.
9. If the student accumulates nine unexcused absences student will be administratively withdrawn from program.
10. If the student accumulates five consecutive unexcused absences student will be administratively withdrawn from program.
11. If attendance becomes an issue the student should be pro-active and request a meeting with the Instructor to resolve a potential withdrawal situation. Students should also review carefully all additional attendance requirements as they relate to Financial Aid, Veteran Benefits, scholarship or third party funding guidelines.

### **Additional Attendance Requirements**

*Many programs enforce a stricter attendance policy due to State, Federal or National accreditation and or certification requirements. Confer with your instructor for details. Additional program policies and procedures are published in student handbooks, specific to a program, are to be regarded as an integral part of this Catalog.*

| <b>Program</b>               | <b>Program Length</b> | <b>Total Absences Allowed</b> |
|------------------------------|-----------------------|-------------------------------|
| Aesthetics                   | 10 months             | 9                             |
| Collision Repair             | 10 months             | 9                             |
| Cosmetology Part Time        | 22 months             | 21                            |
| Cosmetology Full Time        | 14 months             | 13                            |
| Emergency Medical Technician | 3 months              | 2                             |
| HVAC                         | 10 months             | 9                             |
| Nursing Assistant            | 3 months              | 2                             |
| Plumbing                     | 10 months             | 9                             |
| Practical Nursing            | 12 months             | 11                            |
| Precision Machining          | 10 months             | 9                             |
| Sterile Processing           | 6 months              | 5                             |
| Surgical Technology          | 12 months             | 11                            |
| Welding                      | 10 months             | 9                             |

## Adult Only Specific Program Attendance Requirements

### Clock In/Out Requirements:

The school tracks student hours using an electronic time clock. Students MUST clock in upon entering the school and clock out when leaving the school each day in order to receive credit for hours accumulated. Full-time Daytime students are provided with a 30-minute lunch period each day and must clock out for their lunch break if they leave campus. Breaks taken at the school are 10-15 minutes, unless otherwise specified by a faculty or staff member. When leaving the facility for a break, students MUST inform the instructor, and clock out. The time clock system has built in parameters that allow administration to control the times that students are allowed to clock in and out and can be changed per each program's required hours.

### Time Cards

Students are responsible for their own time cards and for personally clocking in and out. Under NO circumstances will a student be permitted to "clock" or "swipe" another student's time card. Students violating this rule shall be suspended. Students are required to have their time card on at all times while in school. If a student loses their time card, or leaves it at home, the student must inform the teacher upon arrival and the teacher will track their hours on the student Missed Punch/Make Up Time Form. Students that excessively miss punches will be counselled and can result in withdrawal of the program if it continues.

### Attendance

Permission to leave the school during school hours must be obtained from the student's instructor or staff member. In the event that a student will be tardy or absent, the student MUST contact the school PRIOR to the beginning of class. Failure to contact the school is considered a No Call No Show (NCNS). Such violation will result in either a verbal or written warning or possible temporary suspension of training. Any absence from school, including prearranged and excused absences, will affect your attendance percentage. All students are required to make up missed assignments on their own time.

### Make-Up Hours

Students are permitted to arrange to attend additional hours outside their regularly scheduled hours if they have been absent. Students must sign in on the Missed Punch/Make Up Time Form with the teacher upon arrival to class. Teachers will submit the Missed Punch/Make Up Time Form weekly to the Admission department for their time to be added to the clock in system. Students who leave early will not be allowed to make up time. Students who are receiving veterans' education benefits will not have make-up hours certified unless those hours are made up during the same week of the absence.

### Official Absences

- Official absences are those that occur when students are involved in an official activity of EVIT, jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.
- Military commitments, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class.
- In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate

documentation will be required (for example, a copy of the obituary or funeral program). **In specialized programs that require clinical rotations, this regulation may not apply.**

### Make-up Work

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the instructor. See the Incomplete Grade Policy.

### Tardiness/Early Departure

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual instructors for any and all make-up of work missed as a result of being late for classes or leaving early. Time missed in class due to students' tardiness or leaving early is recorded as time absent from class. Excessive Tardy is defined as having two tardies in the same week.

### Standards of Satisfactory Academic Progress (SAP) Policy for Financial Aid

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Scholastic Standards are explained elsewhere in this catalog.

Federal regulations state that Standards of Satisfactory Academic Progress must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of Title IV, Higher Education Act (HEA) program (Federal Financial Aid) eligibility.

### Evaluation Period

Standards of Satisfactory Academic Progress will be evaluated for all programs daily, monthly and at the end of each 300/310/375/450 clock hour payment term depending on program length. Programs less than 900 clock hours will be evaluated daily, monthly and at the midpoint of the program. Programs over 900 clock hours will be evaluated every 450 clock hours.

### Grading Policy

Students have the right to question grades, attendance records and other school records. Grades reflect a student's progress toward competency attainment, skill mastery, and performance in the class. Grades also reflect the student's ability to meet attendance requirements, and meet other pre-employment behaviors.

### Graduation requires a cumulative minimum grade point average of 2.00

Student achievement is evaluated by the following EVIT standards:

|    |          |     |               |
|----|----------|-----|---------------|
| A: | 90%–100% | 4.0 | Excellent     |
| B: | 80%–89%  | 3.0 | Above Average |
| C: | 70%– 79% | 2.0 | Average       |
| D: | 60%–69%  | 1.0 | Below Average |
| F: | 0%–59%   | 0.0 | Failing       |

### Student grades may also reflect:

- I:** Incomplete (not computed in grade point average)
- P/Z:** Pass/No Grade
- W:** Withdrawn (passing not computed in grade point average)
- Y:** Withdrawn (failing computed in grade point average)

Note:

- *I will turn to an F if the incomplete work or project is not completed by the date stipulated by the instructor.*
- *P may be considered a Passing grade of C*

## Incomplete Grade

Students who are performing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.

Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within seven (7) months will have their grade recorded in accordance with the written contract. Students should NOT re-register for the course to complete the contract.

## Additional Grading Requirements

Many programs like Practical Nurse, Surgical Technology, and others enforce a stricter grading policy due to State, Federal or National accreditation and or certification requirements. Confer with your instructor or Enrollment Advisor for details. Additional program policies and procedures are published in student handbooks, specific to each program, and are to be regarded as an integral part of this Catalog.

## Academic Probation, Suspension, and Reinstatement

### Probation

If a student does not meet the minimum standards in any evaluation period, student will be placed on academic probation for a maximum of two evaluation periods. If a student is placed on academic probation, the school will re-evaluate the student progress midpoint of the current evaluation term. If satisfactory academic progress is not achieved during the probation period, student will be suspended/terminated. The student will be required to meet with their instructor to establish a plan for improvement.

### Suspension

If satisfactory academic progress is not achieved during the probation period, the student will be suspended/terminated. Suspension/termination will mean the student cannot enroll for one academic year.

**NOTE:** *Students may also be suspended/terminated for failure to meet attendance policy or violation of student conduct policies.*

### Reinstatement

A student will be reinstated if the student submits a formal appeal and the appeal is approved. Student can apply for reinstatement, after once academic year.

**NOTE:** *Students on academic probation must meet with an Enrollment Advisor prior to enrolling in future programs of study.*

## Appeals Process

Any student whose is recommended for dismissal due to academic failure and feels there are extenuating circumstances for the dismal may make a formal appeal to a program administrator, program director or designee assigned by the Director of Adult Education. Appeal must:

- Be in writing and submitted to the appropriate person listed above within (2) two school days of when the student was dismissed.

- Include the extenuating circumstances that caused the student not to meet minimum grade point standards or attendance standards and why the student believes he/she should be considered for appeal and the steps he/she will take to improve academic or attendance performance.
- Include appropriate supporting documentation.
- Include how that condition or situation has been resolved thus allowing the student the ability to meet minimum grade point standards.

The student will be notified by the appropriate administrator by email or telephone of the results of their appeal and any restrictions or conditions pertaining to their appeal within (2) two school days of receiving the appeal. The outcome of an appeal may include a new probationary term or denial. All records concerning satisfactory or unsatisfactory progress are filed with the student's academic record.

### **Academic Misconduct/Cheating**

Cheating, plagiarism or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately as these acts are both grounds for dismissal from a program of study and the Institution. Instructors will provide guidelines and answer all student academic integrity questions.

**NOTE:** *The appeal process for grades expires one year from the date the grade was issued.*

## **Tuition and Fees**

Tuition and fees are approved by the EVIT Governing Board and are subject to change without notice for applicants who have not yet signed an enrollment awareness contract. There may be additional course fees for individual programs. Please refer to the individual program specification sheets located in the EVIT Adult Education Program Catalog.

The Adult Education Student Handbook and Program Catalog are reviewed and updated yearly. Revisions are posted online following the administrative review and approval process. Necessary program changes will be announced to students at least 2 weeks prior to implementation, depending on the nature of the program change. Students will be notified online via the Student Handbook and provided with written notice via program instructional staff.

An approved payment plan/agreement must be secured at the time of enrollment. Supply fees and book fees (if applicable) must be paid prior to the first day of class. Accepted forms of payment include cash, cashier's check, personal check, money order, VISA, or MasterCard.

To enroll in a program, the student must **A.)** Secure funding for the full amount of the program and **B.)** Complete all requirements in the application packet prior to the class start date. Students will be dropped from the class roster if items A and B are not completed.

EVIT guarantees a seat in the program regardless of the program length i.e., six (6) weeks, one semester or four semesters. When a student successfully enrolls and attends the first day of the program, the student is responsible for the cost of each semester. If the student decides to drop out of the program during a particular semester, the student is still responsible for any current semester fee balance due to EVIT. Students should review in detail the Refund Policy in the current handbook and catalog.

### **Outstanding Debts**

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at EVIT Adult Education. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

## Penalty Charges/Late Payments

Failure to make payments when they are due may result in charges assessed against the student's EVIT account. Charges will be calculated at the rate of \$10.00 each day that payment is late. Charges will commence on the 5th calendar day after the due date stated on the invoice, request for payment, or registration form. The total late charges assessed will not exceed \$50.00.

## Non-Sufficient Funds (NSF)

1. If a personal check is returned because of Non-Sufficient Funds (NSF), then the following procedures shall apply:
2. If a credit card transaction is returned because the credit card account is "over the limit or NSF," then the following procedures shall apply:

A certified letter will be sent to the name and address listed on the student registration document, explaining the reasons for the letter and the terms under which repayment of funds are to be made. The recipient will be allowed five calendar days from the date of receipt of the letter to correct any issues.

In addition to repayment of funds, the following fees shall be charged:

- A. \$25.00 NSF Fees
- B. Certified Letter Fees and
- C. Other Related Fees

Repayments to EVIT will be made by money order or cash. Thereafter, checks will not be accepted for any subsequent payments.

If, the recipient has not corrected the debt within five calendar days, EVIT reserves the right to turn the debt over to a third party collection agency. Consequently, the recipient's account may be forwarded to the Maricopa County Attorney.

## Financial Assistance

Eligible students may receive financial assistance to enable access to higher education. Grants or scholarships may be available from federal, state and/or private sources. Student financial assistance is awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Only those with a lawful presence in the United States may qualify for federal financial aid or EVIT District scholarships.

**NOTE:** Review all Billing Policy procedures as part of your preparation for Financial Aid.

## General Eligibility

To be considered for Federal Financial aid, you must:

- Be a U.S. citizen or eligible permanent resident of the US
- Be registered with Selective Service (if required); to register, see the Selective Service System website [www.sss.gov](http://www.sss.gov)
- Be past the age for compulsory school attendance in Arizona (over 16 years old) and not currently enrolled in high school, an elementary or secondary school program, or taking college credit to earn a high school diploma or GED
- Have a high school diploma or GED (effective July 1, 2012)
- Be enrolled or admitted to a certificate program at EVIT that is eligible for Federal Aid
- Maintain satisfactory academic progress as outlined in EVIT's Adult Education Center catalog [Satisfactory Academic Progress Policy](#)

- Not be in a “repayment status” for a Federal Grant or be in a “default status” for a Federal Student Loan.
- Have financial need.

### **How to Apply for Federal Financial Aid**

- Students (and parents of dependent students) must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online at <http://www.fafsa.ed.gov/>. Use EVIT school code 035723. Caution: Other web sites may charge a fee.
- Continuing students (and parents of dependent students) must reapply by completing a new FAFSA each academic year. The academic year starts on July 1 and ends on June 30.
- When completing the FAFSA, students (and parents of dependent students) are strongly encouraged to use the IRS Data Retrieval process, and not change that information. This is the fastest and easiest method to meet verification requirements.
- Additional information may be required to complete the financial aid application.
- Students are expected to visit the Financial Aid Advisor regularly to see if there are any outstanding items pertaining to their financial aid.
- Scholarships require separate applications.

### **Verification**

A student’s Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called “verification” to verify the information on the application. Students are reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines, and consequences of noncompliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as tax/income information as directed by the Financial Aid Office.

EVIT Adult Education has developed policies and procedures regarding the verification of information provided by the FAFSA under the Title IV Programs. For more information regarding the policies and procedures for verification, please contact the Financial Aid Office.

### **Types of Aid**

Students in eligible clock-hour certificate programs may qualify for the Federal Pell Grant or the Federal Supplemental Educational Opportunity Grant (FSEOG).

### **Federal Pell Grants**

Grants are need-based funds that generally do not have to be repaid. Funds are disbursed to student accounts and prorated based on the total contracted clock hours of the program enrolled in. The amount of the award depends upon the determination of the student’s eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Each year EVIT Adult Education makes a limited number of awards to students through the Federal Supplemental Educational Opportunity Grant (FSEOG) program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum.

### **G.I. Bill®**

Veteran benefits are available for most programs. An online application should be completed via [www.gbill.va.gov](http://www.gbill.va.gov). Contact the EVIT Financial Aid office to discuss benefits and optional government aid. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gbill>.

**Tribal Funding**

Funding by tribal councils must be established through a student's tribal counsel. Students are responsible for contacting their respective tribal counsel for guidance and eligibility. Students are also responsible for providing completed tribal funding documents to EVIT's Financial Aid office.

**Payment Plans**

Student must meet with EVIT's Financial Aid office to establish a program payment plan and to discuss student financial responsibilities. Student payment plans must be reviewed and signed by the student to complete the registration process.

**Student Financial Responsibilities**

Students are required to abide by the agreed upon payment plan per a signed contract agreement with EVIT. Failure to do so may result in a suspension or dismissal from a program and an account collection action that may affect a student's consumer credit profile.

**Financial Aid Award**

An aid offer is an estimation of eligibility based on a projection of anticipated clock hours of attendance in the student's program. Since eligibility must be maintained throughout the program, there is no guarantee that all the aid originally offered would actually be received. Financial aid is applied to cover tuition and other program-related costs first. EVIT's Financial Aid Office will not release excess financial aid to students until all projected costs have been paid in full.

**Rights and Responsibilities**

Students are expected to read all information provided in the process of applying for federal financial aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance. Please visit [www.studentloans.gov](http://www.studentloans.gov) for detailed information.

**Ability to Benefit**

Under federal law, effective July 1, 2012, students may no longer use testing as a means to demonstrate Ability to Benefit. To qualify for Federal Financial Aid, students must be a high school graduate, have a GED certificate, or have completed a secondary school education or private school under state law.

Effective with the 2012-2013 award year, new students who do not have a high school diploma, or an equivalent such as a GED, and who did not complete secondary school in a homeschool setting are not eligible for Title IV funds. Such students can no longer become eligible by passing an approved "ability-to-benefit" test or by satisfactorily completing at least six credit hours or 225 clock hours of college work that is applicable to a degree or certificate offered by the student's postsecondary institution.

However, students who were enrolled in an eligible educational program of study before July 1, 2012 may continue to be considered Title IV eligible under either the ATB test or credit hour standards, as discussed in Chapter 1, Page 8 of the 2011-2012 FSA Handbook.

**Standards of Satisfactory Academic Progress (SAP) Policy for Financial Aid**

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Scholastic Standards are explained elsewhere in this catalog.

Federal regulations state that Standards of Satisfactory Academic Progress must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of Title IV, Higher Education Act (HEA) program (Federal Financial Aid) eligibility.

**Evaluation Period**

Standards of Satisfactory Academic Progress will be evaluated for all programs daily, monthly and at the end of each 300/310/375/450 clock hour payment term depending on program length. Programs less than 900 clock hours will be evaluated daily, monthly and at the midpoint of the program. Programs over 900 clock hours will be evaluated every 450 clock hours.

**Standards of Satisfactory Academic Progress**

Standards of Satisfactory Academic Progress are evaluated on each of the three measurements outlined below. Failure to meet any of these standards will result in academic probation or suspension/termination of eligibility for financial aid.

**NOTE:** I (incomplete), W (withdrawn), and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.

**Grade Point Measurement**

Students must maintain their grade point percentage at or above 2.0.

**Pace of Progression Measurement**

Students must successfully complete 2/3 (66.67%) of all attempted course work.

**Maximum Time Frame (Pace of Progression) Measurement**

Students who have attempted more than 150% of the contracted clock hours required for their program of study is considered not meeting SAP. At this point, the student is no longer eligible for Federal Student Aid. Students may appeal. In all cases, the following staff will receive notice that the student has failed to meet Satisfactory Academic Progress standards: Director of Adult Education, Enrollment Advisor, Financial Aid Advisor, Veteran Services, and/or Agency Sponsor.

**Academic Probation, Suspension, and Reinstatement****Probation**

If a student does not meet the minimum standards in any evaluation period, student will be placed on academic probation for a maximum of two evaluation periods. If a student is placed on academic probation, the school will re-evaluate the student progress midpoint of the current evaluation term. If satisfactory academic progress is not achieved during the probation period, financial aid will be suspended/terminated. The student will be required to meet with their instructor to establish a plan for improvement.

**Suspension**

If satisfactory academic progress is not achieved during the probation period, financial aid will be suspended/terminated. Suspension/termination will mean the student cannot enroll for one academic year.

**NOTE:** Students may also be suspended/terminated for failure to meet attendance policy or violation of student conduct policies.

**Reinstatement**

A student will be reinstated if the student submits a formal appeal and the appeal is approved. Student can apply for reinstatement, after once academic year.

**NOTE:** Students on academic probation must meet with an Enrollment Advisor prior to enrolling in future programs of study.

**Notification**

Students that have applied for federal assistance, but who do not meet the standards, will be notified via certified mail. This notification will direct students to information regarding the appeal process.

**Appeals Process**

Any student who has lost financial aid eligibility due to extenuating circumstances may appeal.

**Appeal Requirements:**

- Must be in writing and submitted to the Financial Aid Office where the student is applying for aid.
- Include the extenuating circumstances that caused the student not to meet SAP standards.
- Include appropriate supporting documentation.
- Include how that condition or situation has been resolved thus allowing the student the ability to meet SAP standards.
- All Suspension appeal forms must include appropriate impartial third party supporting documentation (ex. obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, parole officer, etc.).
- Incomplete appeals will be denied.
- An appeal will not be approved unless the condition or situation has been resolved such that the student is able to complete course work successfully.
- There is a minimum processing time for a Suspension appeal of 15 working days after the appeal has been submitted with appropriate supporting documentation.
- The outcome of a Suspension appeal may include an approval with stipulations, a probationary period, or a denial.
- A student will be notified via their personal email account(s) of the results of the appeal and of any restrictions and/or conditions.
- All appeal results are final.
- Consecutive SAP suspension appeals are not permitted and will be denied.

Students will be notified via certified mail of the results of their appeal and any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary term or denial. Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of financial aid eligibility.

**Regaining Eligibility**

A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Processing times for reinstatement vary as additional information may be requested from either the student or the student's instructors. Please allow 15 business days or more. Partial months or months including a Leave of Absence may NOT be used to re-establish financial aid eligibility based on attendance. Also note that the reinstatement option may not be applicable to students with maximum timeframe issues.

Once the student has regained eligibility they will be awarded financial aid depending on the availability of funds. Financial aid will never be awarded for prior months where the student was on SAP suspension. Aid re-awarded will not be the same as aid awarded before the student's suspension with Financial Aid.

**Terminology and Information Pertaining to this Policy****Attempted Credit**

Any credit for which a grade of A, B, C, D, F, I, W is received and courses not yet graded.

**Appeal**

A process by which a student, who is not meeting the institution's satisfactory academic progress standards, petitions the institution for reconsideration of the student's eligibility for Title IV, HEA program assistance.

**Extenuating Circumstance**

Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.

**Supporting Documentation**

Examples include: an obituary notice, divorce decree, and accident report, or a letter from a physician, attorney, social services agency, etc.

**Financial Aid Warning**

A status assigned to a student who fails to make satisfactory academic progress at an institution that evaluated academic progress at the end of each payment period.

**Financial Aid Probation**

A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated. A student in this status may not receive Title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.

**Academic Plan**

A plan developed through the SAP Appeal Process which will lead a student to qualify for further Title IV, HEA program funds.

**Financial Aid Suspension**

The status assigned upon failing to meet the minimum SAP standards or the terms of a probationary status. Students in this status are not eligible to receive Title IV, HEA assistance.

## Billing Policy

Students must have funding secured for the full amount of the program cost before the first day of class and are required to sign an Enrollment Awareness and Program Payment Plan prior attending class. Acceptable forms of funding include: grants, loans, third party agency, payment plan, or any combination thereof.

**Charges**

Prior to the start of each program, tuition, supply and book fees (if applicable) and all related charges for each program are posted to the students account. Refer to the catalog Certificate Programs and Class Schedules section for all program applicable fees.

- Tuition fees (for those students on payment plans) are assessed monthly over the duration of a student's program, semester by semester and are required to make an initial program deposit.
- Supply fees and book fees are subject to change without notice based on current costs.
- Students may not advance to the next semester or block of instruction until the current semester or block of instruction tuition fees are paid in full. If fees are not paid in full and the student does not advance to the next semester or block of instruction, he/she may lose their place in the program until another opening becomes available.

**Payment Plans**

A payment plan is an option designed to assist students in securing full program funding. This option requires the student to make an initial program deposit which includes a 10% charge of the total tuition plus all supply and book fees.

## Payment Plans Cont.

After the initial deposit is secured, a payment plan is set up for the student to make equal monthly payments to cover the balance of the tuition due.

- Failure to make timely payments may result in withdrawal from the program after two consecutive late payments, regardless of the balance on the student's financial account.
- The last payment of an approved payment plan will be due prior to the last class day of the semester. Example 1: Semester ends on the 20th of May, the last payment is due the 15th of May.
- All students on a payment plan will have a monthly due date on the 15th of each month. If the 15th falls on a Saturday, Sunday, holiday or non-school day, payment is due on the next official school day.
- Regardless of the date the initial deposit payment was made, the first monthly payment will always be due on the 15th of each month.
- Students may not advance to the next semester or block of instruction until the current semester or block of instruction tuition fees are paid in full.

## Students are required to sign a new Payment Plan when:

- Estimated tuition differs from actual tuition.
- Estimated Pell, scholarship, VA benefits, grants or third party funding differ from original payment plan.
- Additional fees are incurred.
- A change is made in the student's contracted hours of attendance.

## Third Party Payments

If a student is being funded by a third party agency, all authorizations must be received and approved by the Financial Aid office prior to the program start date. If the funding award letter is not received by the program start date, the student must then make full program payment arrangements or the student will be dropped from the class.

## Account Reconciliation for Program Completion

All student accounts will be periodically audited upon receipt of an Application for Program Certificate. The student will be notified of any remaining balance or refunds. Students will not be eligible to receive a program completion certificate until the account has been paid in full.

## Change of Financial Status

Students are responsible for notifying the Financial Aid office of any change in status that would potentially impact their contracted payment arrangements.

# Refund Policy

Any student who has enrolled in a program and paid the tuition and/or other fees and has attended the first day of class, must officially withdraw with an Enrollment Advisor by completing and submitting an Official Withdrawal Request Form on or before the end of the Seventh (7<sup>th</sup>) class day to be eligible for a 100% refund of tuition. Review Refund Information section below for specific refund details.

## Important Actions

If a student requests to withdraw prior to attending the first day of class; and, is expecting a 100% refund of tuition and fees paid, they must officially withdraw with an Enrollment Advisor by telephone or in person no later than 2 P.M. on the first day of class.

***Refunds will be determined, less any applicable registration, parking, student ID fees and/or debts owed to EVIT.***

***Failure to formally withdraw from class may result in full liability for all tuition and fees.*** Never attending class is not an allowable refund exception or an excuse of the debt incurred through registration. Do not

bypass the refund process by placing a “stop payment” on a check. Doing so may result in additional fees and a report filed with the Maricopa

### **Important Actions Cont.**

County Attorney’s Office. The postmark on written notification, or the date the information is delivered in person to the school’s Enrollment Office, will determine cancellation dates.

### **Refund Information**

- Supply & Uniform fees, less \$100.00, will be only be refunded within the 1<sup>st</sup>-7<sup>th</sup> day window of attendance.
- Book fees are non-refundable once the student has received the book. Returns are not accepted.
- Consumable lab materials, including but not limited to cosmetology kits, are non-refundable once received and opened by the student.
- The refund policy stands regardless of payment method. (i.e., if an agency elects not to pay fees and tuition due for a student who drops/withdraws or is withdrawn for violating school policy, the student is responsible for payment).
- In the event the institution cancels a program, the student will receive a 100% refund.
- A no-show for the first day of class is not an automatic guarantee the student will be refunded.
- If a student paid in full or is on an approved payment plan and withdraws on or before the end of the Seventh (7<sup>th</sup>) class day in any semester, except nursing and surgical technology students, a 100% tuition only refund will be allowed pending documentation from the student’s instructor(s) that any material, tools, keys or equipment owned by EVIT and borrowed by the student has been returned in good operating condition.
- A student who withdraws after the Seventh (7<sup>th</sup>) class day in any semester will be responsible for any remaining tuition and fees not collected for the semester.
- A student unable to withdraw by the posted refund deadlines due to circumstances beyond their control may submit a Refund Appeal Request Form with supporting documentation to the Financial Aid Office. The Refund Appeal Request form must be received before the last day of class in the semester the withdrawal took place.

Refund payments may take two or more weeks to process. Refunds are typically mailed to the student’s address of record. Students are responsible to ensure their mailing address and contact information is correct in the Adult Education student records.

### **Other Refunds**

Students withdrawing from EVIT for one of the following reasons must complete and submit an Official Withdrawal Request Form to the Financial Aid Office:

- A student with a serious illness, verifiable by a doctor’s written statement that the illness prevents the student from attending all classes for the remainder of the session. The doctor’s statement must be on file with EVIT before a refund can be given.
- Serious illness or death of a family member that prevents the student from attending all classes for the remainder of the session. Appropriate documentation must be provided before a refund can be given.
- **Death of a student:** The spouse or immediate family member may request a refund. Appropriate documentation is required before a refund is authorized.
- Military Service

Requests for a total withdrawal from EVIT for one of the above stated reasons may result in a pro- rated refund of tuition or class fees, provided the student did not receive any supplies or the class has not been completed.

### **Refunds for Armed Forces Personnel**

A student in the U.S. Armed Forces or in the Arizona National Guard or Reserve who is called to active duty and assigned to a new duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition and class fees provided that the class has not been completed and the student did not receive any supplies.

## Treatment of Title IV Aid When a Student Withdraws

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. When you withdraw during your payment period or period of enrollment (you may contact the Financial Aid office to define these periods for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or

Parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. The school needs your permission to use the post- withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The requirements for Title IV program funds when you withdraw are separate from any refund policy your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

## Refunds for Title IV Federal Financial Aid Programs

**Students are affected by this policy:** If they have withdrawn, dropped out, taken a leave of absence, or have been dismissed from any program before completing 60% of the semester or payment period; and if they have received federal financial aid (referred to as Title IV funds-PELL Grants) for that same period. Students will be notified if they must repay federal money as a result of not completing their programs.

1. The amount of federal financial aid assistance that a student earns is determined on a pro-rata basis. Once the student has completed 60% or more of the payment period or period of enrollment, all financial aid assistance is considered earned. Percentage earned is calculated as follows:

$$\text{a. \% earned} = \frac{\text{\# of clock hours up to withdrawal date}}{\text{Total clock hours in payment period}}$$

$$\text{b. \% unearned} = 100\% - \% \text{ earned}$$

2. Students who do not complete 60% or more of the payment period will be required to return the portion of unearned PELL grant funding they received to the U.S. Department of Education. EVIT will also be required to return the portion of unearned PELL grant funding received for tuition to the U.S. Department of Education. Students will be billed for the portion the school must return.

# Student Policies and Procedures

## Program Completion

Students maintaining continuous enrollment and a passing grade (minimum 2.0) in the EVIT Adult Education program may proceed as a Program Completer according to the catalog requirements in effect at the time of their enrollment. Students who have a break in their enrollment may proceed as a Program Completer according to the catalog requirements in effect at the time of their re-enrollment.

## Student Eligibility for the Award of Certificate of Completion or Certificate of Training:

- Attended the required number of contact hours within the student's program of study
- Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
- Verified satisfactory completion of all program criteria for graduation by means of a completed Application for Program Certificate
- Returned any school property, including books and equipment
- Must be paid in full for all program charges. All debts within EVIT District must be cleared before a certificate can be awarded. Certificates are released only to the student graduating according to Family Educational Rights and Privacy Act (FERPA) guidelines.

Six (6) weeks before the student expects to graduate, the student should communicate directly with the Instructor & Enrollment Advisor by submitting an Application for Program Certificate to determine if they have met all the requirements for program completion. The application must be signed by the instructor and enrollment advisor prior to submitting to the Adult Education Office.

**NOTE:** *Some programs enforce a stricter grading policy due to State, Federal or National accreditation and or certification requirements. A student could proceed as a Program Completer but fail to meet minimum program standards to achieve State, Federal or National Certification eligibility. Confer with your instructor or Enrollment Advisor for details. Additional program policies and procedures are published in student handbooks, specific to each program, and are to be regarded as an integral part of this Catalog.*

Awarded Certificates of Completion or Training can be mailed at the student's request or picked up at the EVIT Adult Education Office. **Students must have paid all fees before a program certificate is issued.**

## Student Records and Transcripts

Student academic records and any supporting documentation are maintained by the Adult Education Office. It is the student's responsibility to ensure that any and all contact information is current.

Students have the right to review their personal records. Students are required to make an appointment with an Enrollment Advisor to review records. Students and staff follow the guidelines outlined in the Family Education Rights and Privacy Act (FERPA).

## Students Rights and Responsibilities

Board Regulation JI-R states "All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers and other school personnel. Students who violate the rights of others or who violate rules and regulations of the District are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community."

Students accepted into a program of study have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating

student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined by means of a syllabus.

- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through grievance procedures outlined in this Catalog. Such procedures will be available to those students who make their grievances known in a timely manner.
- Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
- Students will be given full disclosure and an explanation by the East Valley Institute of Technology of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the East Valley Institute of Technology.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the laboratory areas. Cell phones are not allowed to be used in the classroom. Only for purposes of receiving an emergency call may cell phones be kept on vibrate during class time.

### 5-Day No Call / No Show

Any student missing five (5) consecutive class days without contacting the course instructors/ Admissions office will be administratively withdrawn from the program.

### Student Withdrawal Procedures

**A student may officially withdraw from a full semester course in the following ways:**

1. Through the end of the Seventh (7<sup>th</sup>) week, a student may initiate an official withdrawal from any course by completing and submitting an Official Withdrawal Request Form to an Enrollment Advisor. A grade of **W** will be assigned.
2. After the Seventh (7<sup>th</sup>) week\*, a student must initiate a withdrawal with the instructor. The student must consult with the instructor regarding their rationale for withdrawal, if the instructor approves the request, a grade of **W** will be assigned.
3. **Alert:** Prior to initiating the Withdrawal process, it is imperative that the student first meet with the Adult Ed. Financial Aid Office for review of their individual financial status and the impact that a withdrawal may have on their account. ***\*On Demand Short Term Training Programs Offer a 1 Day Window of Opportunity to Withdraw***

To Officially Withdraw from courses less than a full semester, students must adhere to the following Chart of Important Deadlines:

### Important Deadlines for Students

| Class Length   | Deadline for Student to Withdraw with Guaranteed Grade of W | Deadline for Students to Withdraw from a course (Instructor signature required) |
|--|---|---|
| Up to Nine Weeks   | 23rd Calendar Day   | 46th Calendar Day   |
| Sixteen Weeks or more  | End of the seventh week                                     | Two weeks before the last class session   |
| <b><i>Deadlines are based on calendar days and begin with the first day of class. Deadlines that fall on a weekend or holiday advance to the next regular class day.</i></b> |   |   |

**Note:** Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

### Faculty Withdrawal Procedures

An instructor has the option of withdrawing a student who has accumulated unofficial absences in excess of the time allowable per semester. Students withdrawn for excessive absences may be reinstated only with the approval of the program instructor. A grade of W will be assigned through the 7th week\*. After the 7th week\*, a grade of **W** or **Y** must be assigned by the instructor. Instructors electing to withdraw a student must email an Enrollment Advisor within 24 hours of decision. The email must include the student's full name, ID number, and last official date of attendance, final grade, and reason for withdrawal.

**NOTE:** The prescribed time limits are for full semester classes. Time limits for classes which meet less than full semesters are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. **Refunds will only be processed within the refund period.**

### Withdraw for Program Transfers

A student may withdraw from one program and transfer to another program only if space is available in the new program and the student's funding source allows for such a transfer. The official withdrawal request form must be initiated prior to the beginning of the Third (3<sup>rd</sup>) day of class enrollment and approved by the Adult Education Center Director.

In most cases, Title IV, VA or outside agency funding sources will require a new application. While the new application (Title IV, VA or outside agency finding) is being processed, the student will be required to sign a new payment plan and continue to make payments until the Title IV, VA or outside agency funding sources are applied. It will be the student's responsibility to initiate approval for a new Title IV, VA or outside funding contract. Should any of these funding sources not materialize, the student could be liable for the total cost of both the old program and the new program. All refund and withdrawal policy timelines still apply.

### Leave of Absence Policy

Students who need to interrupt their program of study because of a medical condition, for a Family Medical Leave Act (FMLA) circumstance, active military service, jury duty obligation, or other severe or unanticipated personal circumstance, may make an application for a Leave of Absence. Students experiencing these types of circumstances should meet with their instructor, program administrator or director to discuss the need to temporarily interrupt their education and take a Leave of Absence (LOA).

Students who have a legitimate reason for an absence greater than one (1) week may request a leave of absence (**LOA**) prior to taking the leave. The LOA request is available through the Adult Ed. Administration Office. All supporting documentation must be provided by an impartial third party.

A student must apply in advance for a leave of absence unless unforeseen circumstances prevent the student from doing so. EVIT may grant a **retroactive LOA** only to a student unable to submit the request prior to an unforeseen documented medical emergency or family emergency. The student fills out the request, provides documentation, signs the request and has the instructor and program administrator or director, if applicable, sign it. The request is then given to an Enrollment Advisor who in turn will notify the Financial Aid, Veterans Support, and Student Accounts.

Prior to taking an **LOA**, students are advised to discuss their leave with the Financial Aid Office to determine how the **LOA** will affect their funding. **Student interruptions (leave of absence) in program schedules may result in a delay of graduation from a program of study.**

**For a leave of absence to be granted, the request must meet all of the following conditions:**

- The completed Leave of Absence Request Form must be submitted in advance, with documentation stating the exact period of the leave, with start and end dates.
- There must be a reasonable expectation that the student will return from the leave of absence, and that it will not adversely affect the student's ability to continue from where they left off in their program
- An LOA request must not exceed 90 days.
- EVIT may grant a student more than one leave as long as the total number of days does not exceed 180 days within a 12-month period. This 12-month period begins the first day of the student's initial LOA.
- The applicant for the LOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making satisfactory academic progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- LOA requests must have all required signatures and be submitted to the Enrollment Advisor before the start date of the leave.

LOA's are reviewed routinely by the Adult Education Center Director. Students are notified of the decision via email. The Adult Education Center Director, or designee, reserves the right to make a final decision on all LOA submissions.

In accordance with the Student Attendance Policy, if a student is not approved for a leave of absence, and leaves anyway, they will be withdrawn from the program. If a student is granted a leave of absence but does not return to class (and does not receive an extended leave) at the end of the leave, the student's withdrawal date will be the last official day of student attendance. Return of federal funds will then apply as of the last day of attendance.

At the end of the LOA the student must report to the Enrollment Advisor prior to returning to class to have their permanent records updated. The student will then be removed from LOA status. The student will be given an LOA Clearance Form for their instructor and may then return to class.

If a student does not return from their LOA as scheduled, the student will be withdrawn as of their last date of attendance, and their change in status will be reported to the holder of the student's loan. One possible consequence of not returning from an LOA is that the student's loan repayment terms will be affected. A student may return to EVIT prior to the return date of the student's LOA, if the student requests it and the program has openings to accommodate re-entry at that time.

## Guidelines for Student Behavior

In order to assist you and others in the pursuit of a quality education, we have established some guidelines for student behavior. These guidelines are based on existing policies and procedures of the district and are designed to create a pleasant and safe environment for all students in our school. Your primary purpose for coming to school should be to grow through classroom and extracurricular activities. You must remember that you are responsible for your own actions. If your actions are in violation of school guidelines, you will have to accept the consequences. You should also understand that Arizona law allows the school district to hold you accountable for your behavior on school property, on the way to and from school, during any school-sponsored activity, and in other locations outside school grounds if the behavior has a negative impact on other students, school employees or school activities. Students may at any time, be counseled by instructors or administrators regarding their behavior. Please accept this advice as valuable and understand that the intent is to help you. We are proud of our school and the opportunities provided to students.

## Student Conduct

The Director of Adult Education exercises overall discretion to address student misconduct that is not specifically included in this catalog. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Violation on the part of a student of any one or more of the rules/policies addressed in this catalog shall constitute misconduct and may result in the suspension, expulsion, emergency removal, or other discipline of a student. In order to benefit from any of EVIT's vocational programs, the following rules must be followed:

- Use courteous language and manners at all times
- No sleeping in class
- Keep food and drinks out of EVIT buildings other than designated student lounge areas
- Do not disturb others or interrupt their learning
- Follow directions given by all EVIT staff members
- Treat school property with respect
- Bring all necessary tools/supplies/uniforms to class
- Be in your seat when the bell rings to begin class
- Practice safety rules at all times
- Remain in class until dismissed by the teacher
- Be properly dressed per program requirements & Uniform Guidelines
- No use of cell phones or electronic devices during class
- Must have a hall pass to leave the classroom (Blended high school classes)
- Carry and keep the hall pass visible when out of class (Blended high school classes)
- Use teacher materials only with permission
- Do not interrupt another class
- Refrain from excessive public displays of affection.

**NOTE:** If you are an adult in a blended high school classroom, you must follow all rules that apply to that classroom and campus.

## General Dress Code

Students should dress modestly and appropriately for school. Students may not wear clothing that causes annoyance, disrupts, agitates, interrupts or interferes with others who are on the school premises for the lawful purpose of pursuing or providing a public school education (EVIT Board Policy JICA). We realize that most adults will dress appropriately, but to avoid any possible misunderstanding or confusion on the part of the student/ or staff, these guidelines have been outlined for the student's benefit.

***Scrubs, Coveralls, industry uniforms, safety shoes, or other professional dress are required for many programs.***

**The following items are NOT allowed:**

- Shirts and tops exposing a bare midriff (no skin revealed between the bottom of the shirt/blouse and the top of pants/skirts/shorts), bare shoulders (no spaghetti straps or halter-tops), nor deeply/narrowly cut in the front, back or under the arms. Shoulder straps on shirts/tops must be a minimum of 1.5 inches wide.
- Clothing not covering buttocks, genital area or underwear (i.e., baggy or saggy pants, shorts, and short skirts).
- Clothing, backpacks, binders, or other accessories, jewelry or skin markings with symbols or messages regarding tobacco, alcohol, drugs, race, gambling, gang affiliation, obscenities, nudity, profanity or sexual connotations (i.e., Big Johnson shirts).
- Clothing identified by law enforcement agencies as being popular with gangs such as clothing with gang names, slang street names, eight ball markings (it suggests drug use or feelings of being discriminated against), or satanic markings are examples of the types of clothing.
- Ribbed white tank top underwear.
- Pajamas and house slippers are not appropriate school wear.
- Bare feet, open toe shoes that would pose a health/safety issue. Shoes must be worn at all times.
- Clothing or hairstyles, which may be considered a safety violation and/or health issue are not permitted. Profane or defamatory writing/pictures (Board Regulation JICA-R).
- Items that present a hazard to the health or safety of the student or to others in the school (Board Policy JICA).
- Jewelry and ornamental accessories such as chains, spiked collars, spiked wristbands, (these items present a safety hazard to self and/or others (Board Regulation JICA-R).
- Items that could cause excessive wear or damage to school property (Board Policy JICA-R).
- Bandanas of any color, size or shape may NOT be carried or displayed in any classroom or at any school activity (Board Regulation JICA-R).
- Students may not wear items (shirts, hats, jackets, etc.) that identify themselves as “Staff, Security, Police, SWAT, FBI, or any related law enforcement agencies (possess a safety concern in the event of actual emergency).
- Items that interfere with schoolwork, create disorder, or disrupt the educational program (Board Policy JICA).

**NOTE:** School administrators will make the final decision regarding the appropriateness of student appearance.

**Cell Phones/Electronic Devices**

Except as permitted by this policy, no student shall use, display, transmit or have in the “on” position on school property any wireless communications device or personal entertainment device including but not limited to, cell phones, two-way radios, iPods and electronic games, or any laser pointers or similar devices until after the conclusion of the instructional day. Adult students are required to follow the rules set forth for high school students if embedded in a high school course. Students in evening courses are asked to also refrain from using devices during instructional periods.

If devices are used, instructors are permitted to ask students to put devices away. If it becomes an issue, devices may be confiscated until end of class period. Cell phones are not to be used while driving on campus (driving safely is more important than placing a call). If a student uses a laser pointer in a way that reasonably could or does cause physical harm, the laser pointer may be considered a dangerous instrument and student may be disciplined accordingly.

This is not an all-inclusive list. A student committing an act of misconduct not listed above will, nevertheless, be subject to the discretionary authority of the Adult Education Director. Any student who knowingly assists another in committing an act of misconduct may be subject to the same disciplinary action as the student who commits the act of misconduct.

These problem areas may also involve criminal violations of state or federal law. School officials must notify law enforcement officials of a suspected crime against persons or property and any incident that could potentially threaten the safety or security of students or staff.

**Smoke-Free Policy**

EVIT campus is a smoke free campus. Smoking is not permitted anywhere on campus property. Students failing to follow the smoking regulation after an appropriate warning will be subject to disciplinary action.

**Search and Seizure**

Students possess the right to privacy of person, as well as the freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety and welfare of all students and staff.

A search of a student's person, bag or purse shall be undertaken only if there is reasonable suspicion that the student possesses a dangerous, prohibited or illegal substance, or object or item that may interfere with school purposes and/or present a threat to people or property.

General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable suspicion for school employees to believe that something that violates a law or school rule is on school property.

The search of school property may be made without the student present. School employees may seize illegal items or other possessions determined to be a threat to the safety, security of others, or might possibly interfere with school purposes. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a student's possession.

# Clinical Internship & Externship Policies and Procedures

## **General policies regarding clinical, internships, and externships.**

Each off campus educational site supporting EVIT Adult Education programs has slightly different guidelines and requirements regarding students on their facility. To support these variations from site to site, program to program, more detailed guidance is provided in an individual program Student Handbook and or syllabus. The policies in this section pertain to all health and trade related programs and to all students enrolled in those programs where the program requirements include a clinical rotation, internship, or externship (CIE). In this policy where the term “externship” is used, it is used as the generic term and is intended to cover all three of these types of academic experiences.

## **CIE - educational purpose, status of students**

Most programs at EVIT Adult Education are intended to prepare students for a specific career or profession. Therefore, the externship component of those courses is integral to academic requirements for preparation for the chosen career or profession. The externship closely reflects the student's future working responsibilities. Therefore, a student is required to demonstrate dependability, punctuality, and accountability, which are essential and measurable professional qualities. While at the externship site, the student's status is that of a student at the institution. The student is not an employee at the site. Students receiving education at clinical/externship sites may not be permitted to be paid for their time onsite.

## **Requirements that must be met for participation in an externship**

The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.

Students must have a GPA of at least 2.0 in order to be eligible to be assigned to an externship site, be meeting the terms for **Satisfactory Academic Progress (SAP)**, and assuming successful completion of the externship, be able to complete the program within the maximum time frame specified by the SAP policy.

There are a wide range of program and site specific requirements including, in some programs, mandatory vaccinations, immunizations, background checks, and health insurance. These requirements are disclosed to the student during the enrollment process and during the first day of class and once again before students are scheduled for externships.

## **Agreements**

Adult Education maintains current agreements with all entities and locations where the student may be assigned for purposes of meeting the externship components of the program requirements. The standard agreement calls out the responsibilities of the site, the responsibilities of the institution, and the responsibilities of the student.

## **Site availability, assignment to a site**

Students will meet with the externship coordinator or clinical/externship instructor prior to attending a course with an externship component. Generally students are not required to find their own sites; rather they will be assigned to a site with which Adult Education has an existing relationship. Should the student want to introduce a new site to Adult Education, an administrator will need to inspect and evaluate the appropriateness of the site and its ability to meet the educational objectives of the externship course module, and to complete an agreement with that site before the student can attend there.

The student will be assigned to a specific venue and will be assigned specific regular hours of attendance that will enable the student to complete the externship within the timeframe specified in the program requirements.

Students must be prepared to travel to their externship assignments. Students are responsible for their own transportation arrangements. Detailed information can be found in the specific health program student handbook and or syllabus.

### **Scheduling**

A student is typically notified during the first week of class regarding their clinical/externship schedule. If a student does not begin externship training as scheduled, the student is considered to be absent and could potentially be terminated (dropped) from the entire program.

#### Hours of externships availability

For most programs, students are expected to make themselves available for externship duties between the hours of 7:00 AM to 9:00 PM Mondays through Fridays, possible weekends and holidays or normal business hours for the site.

Students will be advised if their program requires an exception to this weekday, daytime scheduling of externship hours during the enrollment process and during their study.

#### Length of day, maximum length of day

In the interests of safety and of effectiveness of the learning experience, a student will normally be expected to be on site at the externship location for between four and eight hours per day, one or more days a week or according to the site's schedule of business hours.

### **Attendance, reporting of attendance, notification of intention to be absent, or unexpected absence**

The student must complete the hours specified in the specific program Student Handbook for externship.

The student must report site attendance to the externship instructor daily. The instructor will record attendance. A student who does not report attendance risks being in violation of the attendance policy. Violation of the attendance policy could cause the student to be dismissed from the school.

Students are discouraged from being absent during the externship. Students must request prior approval from the site and the externship instructor for anticipated absences. Approval will be given only for extraordinary circumstance such as a death in the family, jury duty, military duty, or similar.

Students must not be late or tardy to their site. Lateness will be counted for attendance purposes at externship sites the same way that lateness to class is accounted for under the Adult Education or specific program student handbook attendance policy. A student who is likely to be late must inform the site supervisor as soon as it is safe and feasible to do so.

Make-up hours for lateness or absences are difficult to schedule. Make-up hours must be arranged with the site supervisor and externship instructor. Students should understand that make-up hours may not be contiguous to their scheduled end date. Students receiving veterans' education benefits that they will not be certified for make-up hours unless those hours are taken during the same week of the absence.

### **Supervision on site**

Supervision (i.e., instructor, externship coordinator, site supervisor)

Students will be supervised on site by a member of the assigned externship instructor. The student will be advised of the supervisor's name and contact information when the site assignment is given.

If the student's supervisor is a member of the site's staff, a member of the Adult Education program staff will visit that site randomly each week during the time the student is assigned there to observe the student first hand and to obtain feedback from both the student and the on-site supervisor.

### **Sign-off on attendance**

The student's supervisor must sign off on time reported back to the Adult Education Program Coordinator. It is the student's responsibility to get the supervisor's signature on his or her timecard.

**Safety, confidentiality, professionalism**

Students are expected to observe and comply with all site and institutional requirements for safety and preservation of confidentiality. Students are expected to demonstrate professionalism in their interaction with all members of staff and members of the public at the site where they are assigned. Such professionalism includes appropriateness of communications. Allied health students may be required to sign a statement acknowledging confidentiality of patient records and the applicability of HIPAA laws.

**Dress code, behavior, conduct, and rights and responsibilities**

At all times Adult Education policies and code of conduct including all student responsibilities are enforced. These policies include the dress code policy, the drugs and alcohol policy, visitor policy, the anti-smoking policy, video and audio recording policy, and termination/expulsion policy.

In addition, each site will advise the student during his or her site orientation of site-specific policies that the student is also required to observe. Violations of the site's policies are considered to be a violation of Adult Education policies and discipline will be administered accordingly, up to and including dismissal from the program.

## Student Resources and Services

**Veteran Services**

The Adult Education veterans' services office act as liaisons with the Department of Veterans Affairs and provides the Veteran student and eligible dependents with information concerning current G.I. Bill benefits. Each program must be approved by the Arizona State Approving Agency. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved programs. Application forms, counseling, advisement and tutoring are available for students who are eligible for Veteran's educational benefits. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of clock hours for which a student is enrolled and the length of the enrollment period for each course.

**EVIT Adult Education will require each veteran and eligible dependent receiving benefits to provide transcripts of all previous education and training, including military training, traditional college coursework and vocational training. Previous training will be evaluated and credit will be granted as appropriate.**

**NOTE: All prior training must be evaluated.**

**Veteran's benefits available:**

- Chapter 30 - Montgomery GI Bill
- Chapter 30 - VRAP (Veteran Returning Assistance Program)
- Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)
- Chapter 32 - VEAP (Veterans' Educational Assistance Program)
- Chapter 33 - Post 9/11 GI Bill & Transfer of Eligibility to Dependents (TOE)
- Chapter 35 - Dependents' Educational Assistance (DEA)
- Chapter 1606 - Montgomery GI Bill, Selected Reserve
- Chapter 1607 - Reserve Educational Assistance Program (REAP)

It is the student's responsibility to notify the Financial Aid Office that serves veterans at their campus regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran's educational benefits. Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits. Those veteran and eligible dependents receiving benefits must follow the VA Student Academic Progress policy to continue to receive benefits.

Any covered individual is allowed to attend or participate in the course of education during the period beginning on the date on which the individual provides EVIT a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website -eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

EVIT will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

### **Evaluation Period**

Standards of Satisfactory Academic Progress will be evaluated for all programs at the end of each 300/310/375/450 clock hour segment. Programs less than 900 clock hours will be evaluated at the midpoint of the program 300/310/375 clock hours. Programs over 900 clock hours will be evaluated every 450 clock hours 450/900/1350 clock hours.

### **Standards of Academic Progress (Veteran and eligible dependent)**

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program be making satisfactory academic progress toward achievement of their educational objective (program of study). Veteran and eligible dependents receiving benefits are evaluated on each of the three measurements outlined below. Failure to meet any of these standards will result in academic probation or suspension/termination of eligibility for benefits.

**NOTE:** Grades of I (incomplete), W (withdrawn), and courses not yet graded are considered attempted but not meeting progress standards for the purposes of veteran benefits.

### **Grade Point Measurement**

Students must maintain their grade point percentage at or above 2.0.

### **Pace of Progression Measurement**

Students must successfully complete 2/3 (66.67%) of all attempted course work.

### **Maximum Time Frame (Pace of Progression) Measurement**

Students who have attempted more than 150% of the contracted clock hours required for their program of study are considered not meeting SAP. **Student's receiving veteran's educational benefits will not be certified for any additional time outside of the required clock hours to complete the program.**

### **Academic Probation, Suspension and Reinstatement**

#### **Probation**

A veteran or eligible dependent who does not meet the minimum standards (see above) in any evaluation period will be placed on academic probation for a maximum of two evaluation periods. If a student is placed on academic probation, the school will re-evaluate the veteran or eligible dependent progress midpoint of the current evaluation period 155/187/225 clock hours. If satisfactory academic progress is not achieved during

the probation period, veteran educational benefits will be suspended/terminated. The veteran or eligible dependent will be required to meet with their instructor to establish a plan for improvement.

### **Suspension**

If satisfactory academic progress is not achieved during the probation period, veteran educational benefits will be suspended/terminated. Suspension will mean the veteran or eligible dependent cannot enroll for an academic year and the veteran service office will notify the VA within 30 days of the last date of attendance.

**NOTE:** Veteran or eligible dependent students may also lose educational benefits for failure to meet attendance policy or violation of student conduct policies. Veterans or eligible dependents should visit with the Veteran Services office immediately regarding either of these types of violations.

### **Reinstatement**

Veteran or eligible dependent student can apply for reinstatement, after one academic year.

### **Veteran Mitigating Circumstances**

Mitigating circumstances are unavoidable events beyond a student's control which are responsible for the students' inability to complete a course or courses. Unless a student has provided certain mitigating circumstances, he or she will be subject to reduced VA payments if non-punitive grades impact the student's enrollment status.

#### **Examples of mitigating circumstances:**

- A serious injury of illness affecting the student during the enrollment period.
- A serious illness or death in the student's immediate family.
- Discontinuance of the course by the school.
- Unanticipated active duty military service including active duty for training.
- An unavoidable change in the student's condition of employment.

### **Reasonable Accommodations**

The Americans with Disabilities Act (ADA) requires institutions of higher education to provide reasonable accommodations to qualified individuals with documented disabilities, provided that accommodation does not create an undue hardship. An undue hardship refers to any accommodation that would be unduly costly, substantial, disruptive, or would fundamentally alter the nature of the course or program.

According to ADA, reasonable accommodation is a provision of an auxiliary aid or adaptation of the manner in which courses are taught and will allow access to the educational program, material, activity or degree. Visit with the Adult Education Director for more details.

### **Disability Resources and Services**

The Office of Disability Resources and Services (DRS) provides assistance to students with disabilities, including those with learning, physical, psychological, and other disabilities. Services include advisement, academic accommodations, and coordination with campus and community services. For more information, please contact [AdultDRS@evit.com](mailto:AdultDRS@evit.com).

### **General Eligibility Requirements**

Disability Services (DS) applicants must be admitted or enrolled as an EVIT Adult Education student, and must provide the Disability Services office [AdultDRS@evit.com](mailto:AdultDRS@evit.com) with qualifying disability documentation, verifying the nature and extent of the disability prior to requesting or receiving any academic adjustment.

### **Who Is Eligible for Services?**

To be eligible for DS support services, a student must have a disability as it defined by federal law (section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act OF 1990 (ADA), and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA)).

**Definitions**

- **Disability:** A disability is any physical or mental condition which causes substantial limitation to the ability to perform one or more major life activities.
- **Academic adjustment:** An academic adjustment is a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to avoid discriminating on the basis of handicap against qualified students with disabilities. Modifications may include changes in the length of time permitted for the completion of certificate requirements and adaptation of the manner in which specific courses are conducted.

**NOTE:** Determination made by another institution or organization does **not** guarantee eligibility.

**Documentation Guidelines**

Students requesting accommodations must provide documentation of their disability. Documentation consists of an evaluation prepared by a trained and qualified professional that identifies:

- Current level of functioning
  - Current documentation
  - All standardized testing must use adult-normed instruments
  - Age of the documentation may vary for some disabilities, provided the presence of a substantial limitation(s) is adequately established
- How the disability impacts the student's learning
- Contain information supportive of the student's request for specific academic support, auxiliary aids, and accommodations

## Public Safety

**Parking Regulations & Permits**

Students who drive to school must have their vehicle registered and obtain a parking permit. To obtain a parking permit, you must have a valid driver license, vehicle registration, and proof of insurance. A nominal fee may be charged for parking permits. Students who drive vehicles to school must follow all state and local guidelines.

- Students are permitted to park on school premises as a matter of privilege, not of right.
- The District remains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property.
- The District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside the automobiles.
- Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action.
- If the student fails to follow school policy and procedure related to use of vehicles, the vehicle may be towed away and stored, at the owner's expense.
- Any vehicle parked on campus must display a student-parking permit.
- Vehicles must be driven in a safe and orderly manner entering, exiting, and on district property.
- Any student speeding or driving in a reckless manner will lose parking privileges.
- This includes excessive acceleration and/or squealing tires.
- Students may not drive or park in the back (south side) of campus.
- Vehicles are to be vacated immediately after parking. Hanging out in the parking lot includes sitting in or on vehicles is prohibited.
- Passengers will not be allowed to ride in the back of a pickup truck on district property.
- Students are responsible for passengers in their vehicle.
- All occupants of vehicles must wear seat belts.
- Cruising around the campus is not allowed.

**NOTE: The speed limit on campus is 15 MPH and will be enforced.**

Students may park on the East and West side of the campus parking lot facing Main Street. Students are not allowed to park in designated **Staff** and **Visitor** sections. Students may not drive their vehicles around the campus and may not park near their classroom building. Students parked in areas other than the main parking lot will be issued a citation. Repeat violations will result in disciplinary action, possible loss of driving privileges, and have their vehicle towed at owner's expense. Students are expected to drive in a safe and courteous manner at all times. School employees may search motor vehicles parked on school property when there is reasonable cause to believe the health, safety, or welfare of students and/or employees might be in jeopardy.

## **Weapons**

Dangerous instruments and deadly weapons **are not allowed on school property**. Possession of a firearm on campus will result in police notification with immediate suspension. Possession or use of any other object that might be considered a dangerous instrument or a weapon is prohibited. **Violation of this policy will result in removal from school.** Use, display or possession of a knife, Taser/stun gun, pepper spray, ice pick, CO2 - or spring powered pellet or BB gun, laser beam pointer, brass knuckles, nun-chucks, club, fireworks, explosive ammunition or any other instrument not designed for lethal use but which may be capable of causing death or other serious physical injury. This violation also includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used, such as a toy gun or a starter gun. This also includes any student who assists another in using any of the above weapons previously listed.

## **Lock-Down & Emergency**

In the event of a lock-down drill &/or Emergency; **follow the directions of your teacher** who has been trained to provide you with the safest environment for your protection. Not following the instructions of your teacher and established lockdown & Emergency procedures can endanger your safety and that of your classmates. Failure to comply with instructions and procedures can be cause for suspension.

## **Smoking Free/Tobacco Free**

According to A.R.S. 36-798.03: "Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events." Anyone possessing or using any form of tobacco on campus or within 300 feet of the school will be subject to disciplinary action.

## **Student Insurance**

It is important for students to recognize that EVIT does not have insurance to cover injuries they may sustain while in class related activities **not held on EVIT property**. Students are encouraged to obtain coverage through their family medical plan or they may purchase separate medical insurance through an optional district approved vendor. Medical insurance informational pamphlets are available from the Adult Education Center information counter. EVIT is not responsible for personal injury or loss of property, while on campus.

## **Emergency Drills (Regulation EBC-RB)**

Emergency drills will be scheduled and conducted each month during the school year. The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

Evacuation routes are posted in each room. These routes will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. **During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room.**

## Evacuation Procedures

The evacuation route should be posted in your classroom, office, work area, and/or compound. Every EVIT employee must be sure that the route and meeting place is posted in their area. Teachers must be aware of the route and meeting place to ensure appropriate care of their student.

# Grievance & Complaint Resolution Policies & Procedures

## Instructional Grievance Process

A student who feels that he/she has been treated unfairly or unjustly by an instructor (full-time or part-time) with regard to an academic process such as grading, testing or assignments, should discuss the issue first with the instructor involved. This conference should be requested by the student within fifteen (15) school days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, national origin, gender, age, disability, veteran status, or sexual orientation, the student should refer to the Director of Adult Education for guidance.

### Steps for students to follow:

If, within ten (10) school days of the request for the conference with the instructor, the problem is not resolved or the instructor has been unable to meet with the student, the student may continue the process by filing a written complaint with the Program Director/Administrator or appropriate EVIT administrative officer. This written complaint must be filed within ten working days following the previous deadline. The written complaint will be given to the instructor five school days before any official meetings are convened.

Upon receipt of a written complaint, the Program Director/Administrator or appropriate EVIT Administrative officer will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. The instructor will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the instructor.

If the grievance is not resolved at this level within ten working days, the student should forward to the Director of Adult Education, a copy of the original written complaint with an explanation regarding action taken at each prior level. The Director or designee will meet with the student and instructor, the Program Director/Administrator and attempt to resolve the issues.

If the grievance, other than those concerning grades, is not resolved by the Director, Adult Education or Designee, it may be forwarded in writing by the student to the EVIT Superintendent for final resolution. The Superintendent or designee will issue a final written determination in the grievance process. This level will be the final step in any grievance process regarding grades.

Should a student feel a satisfactory solution was not met after following the above process, the student can address the issue to the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770)396-3898 or 1(800)917-2081, FAX (770)396-3790. COE will ask the student to verify he or she has exhausted all local levels of appeal.

**NOTE:** The appeal process for grades expires one year from the date the grade was issued.

**Non-Instructional Complaint Resolution Process**

A student who feels that he or she has been treated unfairly or unjustly by any EVIT employee with regard to a Non-Instructional process has the right to file a formal and written complaint according to the approved procedures.

**Steps for students to follow:**

Discuss the issue with the employee involved. The student should request this conference within fifteen (15) school days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

If, within ten (10) school days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) school days following the previous deadline. The written complaint will be given to the employee five (5) school days before any official meetings are convened.

Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.

If the complaint is not resolved at this level within ten (10) school days, the student should forward to the Director of Adult Education or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The Director of Adult Education or designee will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.

If the Director of Adult Education or designee, do not resolve the complaint, the student may forward it in writing to the EVIT Superintendent for final resolution. The Superintendent or designee will issue a final written determination in the complaint process.

Should a student feel a satisfactory solution was not met after following the above process, the student can address the issue to the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770)396-3898 or 1(800)917-2081, FAX (770)396-3790, [www.council.org](http://www.council.org). COE will ask the student to verify he or she has exhausted all local levels of appeal.