



Student Academic Policies

| Satisfactory Academic Progress (SAP)

Student progress is evaluated by exams in each course (or individual course within the course of study.) Each examination must be passed with a score of 80% or higher. If a student passes the first attempt with a grade of 80% or higher, the student has satisfactory progress. In the event students do not pass the first attempt, they may review their incorrect answers, as well as the corresponding segments within the instruction, to gain knowledge in the areas in which they were deficient, after which they may attempt to pass their exam and successfully complete that course.

Prior to additional examination attempts, students may call on faculty when they do not understand specific content and need further instruction. A student will not receive a certificate until they pass their exam for the course. For courses of study involving more than one course/certificate, students must pass the exams in all courses in order to receive their certificate for the total course of study. Students who do not pass their exams within 150% of the recommended self-paced course length indicated on each course description, and/or fail to contact the school to ask for an extension of their course length, are automatically withdrawn from their course. Withdrawn students may reinstate.

| Grading System

At the end of each course within the student's program of study, examinations are completed (in one or more attempts as necessary) with a chance to review the instruction again in order to demonstrate the factual, conceptual and procedural trade knowledge expected. The expected level of knowledge within each individual trade course is reflected in a score of 80% or higher on all examinations, which means of the total number of questions, 80% or more have been answered correctly. The online examination results are automated and, therefore, immediate.

Passing Grade: A passing grade is given to a student who has upon examination received a score of 80% or higher on each of the online examinations in the course.

Failing Grade: A failing grade is given to a student who has upon examination failed to receive a score of 80% or higher on each of the online examinations in the course.

Testing and Certificates: All exams are completed online. Access to online exams will be issued upon enrollment. Students will receive a link by email that will generate their unique username and password, which they should save for accessing their course and online examinations. Once activated, students will have 12 months before their access expires. Once started, an online exam may be suspended but must be completed within 60 days. Results of any online student testing are provided immediately upon electronic submission.

Enrolled students who do not know their link, username and/or password should contact faculty@atitradeschools.com.

| Attendance

Courses of this School are delivered in a "correspondence study"* format, and as such study is self-paced, and lessons are pre-recorded. Students are required to plan their study and examination according to their individual study time needs and preferences in order to complete their course within the suggested number of hours. No attendance is taken as in a conventional classroom setting or real-time distance education format.

*Correspondence study is a type of educational service provided by an institution under which the institution provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from real-time instructors. Interaction between the

instructor and the student is limited, is not regular and substantive and is primarily initiated by the student. Correspondence courses are self-paced with a program end date. All segments must be completed and passed as outlined below within the maximum timeframe for completion.

| Academic Calendar

ATI's online classroom is generally available 24 hours a day, 7 days a week to provide the most flexibility for students to work at their convenience. Students will be notified in advance of any scheduled down times for system maintenance. Faculty hours and availability vary depending on the instructor. Students will be provided with general guidelines by faculty for each course during their program of study. The Admissions office is available to the student Monday through Friday from 7a.m. to 4 p.m. Mountain Time.

| Clock Hours Policy

ATI defines Clock Hour is defined as

1. One 50 to 60 minute video instruction -or-
2. One 50 to 60 minute study session -or-
3. One 50 to 60 minute preparation session.

| Student Verification Policy

ATI has processes in place through which to ensure that the student who registers is the same student who participates in and completes the courses. To protect the integrity of the school and its graduates, ATI requires a Copy of front and back of a valid government-issued photo identification (i.e. driver's license or passport) to be kept on file at the school. Supporting documents are compared by ATI to verify the identity of the student. This includes validation of identity prior to admittance and completion of the courses.

| Students Rights and Responsibilities

ATI policies and regulations provide students many privileges. Students may exercise these rights and privileges if they do not interfere with the rights of others or the schools' ability to provide a safe learning environment. Students have the rights to:

1. Attend a safe, welcoming school and belong to a community that values and promotes learning.
2. Expect courtesy, fairness, and respect from school staff members and other students.
3. Expect that all property will be safe and not damaged.
4. Express opinions freely through speech, assembly, petition, and other lawful means.
5. Advocate for change in any law, policy, or regulation.

ATI expects students to balance expression of their rights with observance of their responsibilities. Students have the responsibility to:



1. Follow rules, procedures, and processes.
2. Respect the authority of staff members.
3. Respect the rights and property of others.
4. Respect others' beliefs and differences.
5. Refrain from using words, images, or gestures that are obscene, violent, disruptive, or disrespectful.
6. Resolve disputes peacefully.
7. Refrain from bullying or hurting other students.

Code of Conduct

Students enrolled at Accelerated Training Institute are accountable for their actions and are expected to conduct themselves ethically, honestly, and with integrity in all situations, including academic exercises. Additionally, students are to demonstrate mutual respect and civility in all Institute-related activities and interactions. The Student Code of Conduct applies to all interactions whether conducted in person, telephonically, via text, chat, email, social media, or through any other electronic platform, including any learning management system. This policy describes the types of conduct that are deemed prohibited and unacceptable, the procedures for handling violations, and possible sanctions for violations.

Behavioral Conduct Violations

The following is a non-exhaustive list of actions that are considered student conduct violations and for which students may be subjected to disciplinary action:

- Falsification, forgery, alteration, or invention of information, including but not limited to any document used for admission or eligibility to the Institute or other official Institute documents.
- Aiding, abetting, or procuring another person to violate an Institute policy.
- Communicating or behaving in any form that disrupts or interferes with the educational process or any institutional function or creates a hostile or offensive educational environment for any student, faculty member, or staff member.
- Communicating or behaving in any manner that is considered threatening, vulgar, obscene, or lewd.
- Failing to comply promptly with any reasonable request or directive from a faculty member or Institute official.
- Failing to cooperate with officials in an Institutional investigation.
- Possessing, using, distributing, or being under the influence of alcohol or illegal drugs while on Institute property or as part of any Institute activity (refer to Substance Abuse Prevention Policy).
- Attempted or actual theft of the Institute's property or the property of an ATI employee or student.
- Permitting online classroom access to any person, enrolled or not, so that person may attend

- class in the stead of any legitimately enrolled student, whether oneself or another student.
- Sharing one's password or using someone else's password for any Institute system or network.
- Using the Institute's computing and communication resources (including the learning management system) for any purpose other than approved education purposes, or otherwise inconsistent with Institute policies.
- Using any Institute system, network, or other IT resource to upload, download, or otherwise share and/or distribute any copyrighted music, video, software, written works, images, or other materials without the written consent of the copyrighted owner.
- Failing to disclose any pending legal actions which may result in the student becoming ineligible to continue with their respective training/academic program.

Academic Integrity

Academic integrity is a vital part of Accelerated Training Institute's foundation, and every member of the ATI community is expected to adhere to this principle in all academic endeavors. Students consent to a review for academic integrity by a third party of any academic work submitted. The following is a non-exhaustive list of actions that are considered academic integrity violations:

- Cheating, attempting to cheat, or assisting others to cheat, including dishonest activity or unauthorized use of any resource or materials in any academic exercise.
- Plagiarizing, intentionally or unintentionally, the words, works, or ideas of others without proper citation or acknowledgement and representing them as one's own in any academic exercise.
- Paraphrasing sources which do not represent the student's original words or ideas without proper citation or acknowledgement.
- Creating fake or misleading citations for sources.
- Presenting work that has been prepared by someone other than the student, including the purchase and sharing of work.
- Allowing another person to complete work on one's behalf, including any classroom post, assignment, lab project, quiz, test, exam, or similar evaluation, or completing such work on behalf of another student.
- Submitting work that has been prepared and used for a different course, wholly or in part, without prior approval of faculty.
- Completing an assignment using materials not authorized by faculty or the Institute, or materials provided by someone other than the student, including but not limited to providing/receiving exam answers, using faculty materials, answer keys, or solution manuals.
- Collaborating with another person on any academic exercise without prior faculty approval.
- The Institute reserves the right to review any course for any purpose at any time. If unreported / undiscovered academic dishonesty is found, the Institute may engage in a thorough investigation of all coursework the student has completed in the past and apply appropriate sanctions up to and including dismissal.

Academic Dishonesty

ATI will communicate directly with students whose conduct was deemed to warrant disciplinary action. Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgement,

of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws. Instructors are expected to maintain appropriate standards in the area of academics:

1. To take practical steps to prevent and detect cheating.
2. To report suspected academic misconduct to the Director.
3. To report evidence of plagiarism, cheating on exams or lab/clinical reports, falsification of records to the Director

Procedure for Processing Alleged Code of Conduct Violations

A student suspected of committing any violation of the Institute's policies will be provided fair process before disciplinary action is imposed. An investigation will be conducted by administration. If it is more likely than not that a violation has occurred, the student will be notified in writing of the following:

- Warning. A warning letter is notice to the student that a violation of the Student Code of Conduct has occurred, and that continued or repeated violations of specified conduct may be cause for further disciplinary action. This letter is not appealable and no response from the student is requested.
- Charge. A charge letter is notice that the student has been involved in an incident in which the student's alleged actions are in violation of the Institute's Student Code of Conduct. These letters request a student response.

The student will be given 10 calendar days from the date of the charge letter to submit a written response to the Institute. The response gives the student the opportunity to provide input regarding the charge, including any extenuating circumstances relevant to the issue. If the student does not provide a written response within 10 calendar days, the case will proceed without the student's input.

Cases involving a charge letter will be decided by the Code of Conduct Committee, which will consist of senior members of ATI leadership. If a violation is found, sanctions appropriate to the violation will be applied and a decision letter will be sent to the student.

Disciplinary action for violation of any portion of the Code of Conduct may include:

- Failing grade for an assignment
- Failing grade for a course
- Rescission of credit awarded for course

Appeals must be requested in writing to the Institute within 10 calendar days from the date on the decision letter. In the case of a student dismissed due to pending legal action the student may appeal upon completion of the legal action.

Appeals will only be accepted for review if the student can demonstrate at least one of the following:

- New evidence which was unavailable to the student at the time of the initial response.
- Institute procedures were not followed, which includes informing the student in writing of the charges and providing the student the opportunity to respond to the charges.

The preceding sections notwithstanding, the President, Director of Education, Director of Student Accounts, or their designee, individually or as a group, have the authority and sole discretion to carry out an immediate administrative action on behalf of the Institute.

Probation

This School does not use "Academic Probation" as an administrative tool. If a student is experiencing difficulty completing his/her course of study (and/or is not receiving a passing Test grades the student may seek counseling from an Instructor. The Instructor and student will review the student's test scores, identify problematic areas and make recommendations for the student to engage in additional study prior to retaking his/her test for a passing grade. Students will continue to study and re-take their tests until they receive a passing grade.

Dismissal

Distance education-correspondence students at this School are not dismissed. After appropriate academic counseling, students always have the option to withdraw.

Re-Admission After Suspension for Unsatisfactory Progress

Students who wish to be re-admitted after having withdrawn may re-enroll in a previously attempted course of study by contacting Admissions. To re-enroll, students must satisfy the following conditions:

- All Tuition and institutional charges must be brought up to date per the original Enrollment Agreement
- Any Refund previously received must be repaid in full. Beginning with the first date of re-enrollment the student must continue all payments per schedule in the original Enrollment Agreement.
- An Admissions Representative will update the student's file and create an Addendum to the original Enrollment Agreement indicating:
 - the date of reinstatement; and,
 - the revised Enrollment Agreement period (based upon the remaining length of the course of study at the date of re-enrollment).
- Student must initial and date the Enrollment Agreement Addendum.
- Student may resume his or her course of study, completing coursework and testing from his or her last incomplete lesson.

Leaves of Absence

This School offers only Distance Learning, self-paced courses, lessons are pre-recorded, and no attendance is taken as in a conventional classroom setting, or real-time distance education format. The suggested time to complete each course or course of study allows time for short-term leaves of absence without prior approval from the School. If a student anticipates/requires a long-term leave of absence (i.e., an absence that would render the student unable to complete their course within the School Catalog allotted time), they should contact the School Director so arrangements can be made.

Withdrawal Policy

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
 - A student choosing to withdraw from the school after the start of classes is to provide a written notice to the Director. The notice must include the expected last date of attendance and be signed and dated by the student. The written notice may be submitted by mail or by electronic transmission.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the School.

Financial Assistance

This School does not participate in any state or federal financial aid programs requiring accreditation such as Title IV. This School accepts students through third-party authorizing agents of Title 38, Chapter 31. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Grievance Policy

Students are encouraged to work through our school's internal grievance process to resolve any school disputes. If a student has a complaint regarding conduct of an instructor or a fellow student, or if a student has a complaint related to the policies of this Institution and/or its courses, a written, signed grievance may be filed with the Director on forms provided by the School. The Director will acknowledge receipt of the grievance within 24 hours.

During the grievance investigation the Director or staff may contact the student if he or she has further questions regarding the complaint. A written response to the student will be provided within 2 weeks. The Director is responsible for maintaining the complaint records and informing the student of the resolution.

Student Complaint Forms are available by contacting the school and may be filed by telephone (800- 775-5753), mail (169 E 50th Street, Garden City, ID 83714) or email (admin@atitradeschools.com).

If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with Idaho consumer protection laws may be made to the office of the Attorney General, Consumer Protection Division, in accordance with the rules set forth under IDAPA 04.02.01. Complaints regarding the violation of state laws or IDAPA rules related to proprietary schools

registration may be made to the Executive Director of the State Board of Education in accordance with the rules set forth under IDAPA 08.01.11.500.

Office of the Attorney General, State of Idaho
Consumer Protection Division
954 W. Jefferson, 2nd Floor
Boise, ID 83720
Phone 208-334-2424
Toll-free 1-800-432-3545
Website: <https://www.ag.idaho.gov/consumer-protection>

| Non-Academic Disciplinary Action

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the institution. A student who has become subject to disciplinary action may submit an appeal to the Director per the Grievance policy. The Director will communicate directly with a student whose conduct was deemed to warrant disciplinary action and will make the final decision if a student will not be allowed to be readmitted.

| Transfer of Credits Policy

The transferability of credits you earn at Accelerated Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational course in this Institution is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Accelerated Training Institute to determine if your credits or certificate will transfer.

This School does not accept credits earned at any other institution or through challenge examinations, achievement tests and experiential learning, and has not entered any agreement with any other institution for such transfers or challenge examinations. This School has not entered into an articulation or transfer agreement with any other college or university.

The Accelerated Training Institute does not accept Ability-To-Benefit (ATB) students.