



HICKEY COLLEGE

CONTINUING EDUCATION STUDENT POLICY MANUAL

SCHOOL YEAR 2016-2017

This document and any revisions may be viewed online at <http://hickeycollegelibrary.com/student-information>

Regular Class Schedule

A semester contains 15 weeks of instruction for the bachelor's degree program. Classes are 75 minutes to 2.5 hours in length depending on the course taken. Courses are scheduled Monday and Wednesday between 5:35p.m. and 9:40p.m.

A regularly enrolled student is required to attempt the number of courses normally scheduled for the program, usually three, for the length of the program.

Snow Day Policy

In the event that evening classes need to be cancelled due to inclement weather, class will be held the night immediately following the cancellation. For example, if Monday evening classes are cancelled, students will be expected to attend class the following Tuesday. If Wednesday classes are cancelled, students will be expected to attend class the following Thursday.

The cancellations of Hickey day classes **DOES NOT** mean the automatic cancellation of evening classes. Evening class cancellations will be listed separately and the call will be made by 3pm. **Check the Hickey College Bachelor of Applied Management Program Facebook page for information on cancelations and the rescheduling of classes.** Students can also check school closings on the following TV stations: FOX 2 News School Watch, News Channel 4, News Channel 5 Stormwatch.

Should there an extended period of inclement weather and the next day is also determined to be too hazardous for travel, the makeup for days missed will be scheduled on a Tuesday or Thursday later in the semester. These cancellations will also be listed on Facebook and the TV as shown above.

In the same regard, should evening classes be dismissed early because conditions have worsened since 3pm. The time lost will be made up by either extending evening class times or holding classes on a Tuesday or Thursday later in the semester.

Remember many of the TV stations will also list school closings on their websites. If you have doubt, please call Jessica at 314-434-2212 x123 or Kim at x150.

Attendance Policy

Regular class attendance is considered essential. Cultivation of desirable work habits is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Development of this important habit while in college makes it considerably easier to satisfy the employer who demands regular and punctual attendance.

Students are to accept the responsibility of regular attendance at college as they would on the job. If a student misses class for whatever reason, it is considered an absence and so recorded. There will be no "excused" or "unexcused" absences. The following attendance policy will be in effect:

1. If a student must be out of college for any reason, he/she should call the college and should also inform his/her instructors that he/she will be late or absent. This will enable the student to be prepared upon return to college. The telephone numbers

for the college are (314) 434-2212 and (800) 777-1544. Hickey College phones are turned on night mode after 5p.m. When calling after this time, students should dial extensions 123 or 150 to reach the Continuing Education Assistant or Director of Continuing Education directly.

2. Students are expected to arrive to class on time and to stay in class for the full class period. Excessive tardies are not acceptable. Any student who exceeds the acceptable number of tardies will be in violation of the Hickey College Continuing Education Student Conduct Policy. Disciplinary procedures will commence should a student exceed three (3) tardies in any class.

Should a student miss more than 25 percent of any class, that student will be marked as absent.

3. Please keep in mind that students must contact their instructor to schedule missed tests and quizzes. It is up to the instructor for each class to determine how quickly a test or quiz must be made up or if make-ups will be allowed at all. It is the responsibility of the student to follow the make-up policy of each instructor. An exception will be made only when a student must be out of college due to extended illness or hospitalization. The student should contact the college and notify his/her instructors of the situation, and the instructors will work with the student in completing any missed work upon his/her return to college.
4. For those students who have children, it is important that they have an alternate baby-sitter (or day care person) as no children are permitted in classes.
5. Field trips will be treated exactly as a class in accordance with the attendance and tardiness policies. A student is responsible for having directions and being on time to all outside activities.

The attendance policy for the Hickey College Continuing Education Division is tracked in two ways and summarized as follows:

6. Students who exceed three (3) absences in any course that is offered one (1) evening per week will be subject to dismissal from the program.
7. Students who exceed six (6) absences in any course that is offered two (2) evenings a week will be subject to dismissal from the program.
8. In addition, a cumulative attendance rate is kept. Therefore, total hours of absence in the program are tracked in relation to clock hours accumulated to date. A student who reaches a 15 percent absence rate in relation to hours accumulated to date will be subject to dismissal from the program.

Students who are dismissed for violation of attendance policies and who wish to remain enrolled may appeal the decision to the Director of Continuing Education. The appeal must be made within three (3) business days when the

student is notified on-site or within five (5) business days when the student is notified off-site.

Note: As our classes move at an accelerated rate, it is imperative that students not miss an extended period of classes. Therefore, any student who accumulates 6 consecutive days of absence without communication with administration is considered to have withdrawn from school.

An attendance award will be given to each student who has not missed any class during the program.

HICKEY COLLEGE CONTINUING EDUCATION

BUSINESS CASUAL DRESS CODE GUIDELINES

The following is the description of the Business Casual Dress. The dress code stresses professional standards at all times. These should give you the guidelines for sensible and appropriate Business Casual Dress. All conditions cannot be listed; good judgment and discretion should be used.

BUSINESS CASUAL FOR MALES:

Slacks or docker-style pants

Ties are optional

Collared front-buttoned shirts or polo or golf-style shirts

Sweaters

BUSINESS CASUAL FOR FEMALES:

Dress pants below the knee, slacks, or docker-style pants

Professional-looking top

Polo or golf-style shirts

Sweaters

These are some examples of what business casual is NOT:

- Sleeveless tops or spaghetti straps
- T-shirts (novelty or otherwise)
- Tennis shoes, canvas deck shoes, hiking boots
- Denim clothing, including jeans
- Baggy pants or cargo pants
- Halter tops /Beach wear
- Skorts
- Shorts, including Bermuda Shorts
- Warm-up suits, sweat pants, or sweatshirts
- Hooded jackets, sweaters or tops (no hooded clothing)
- Jean/Bib overalls
- Hats/head wraps
- Sunglasses
- Flip flops, moccasins
- Backless tops

If there is a question about any part of the policy or a particular garment or style, the most prudent policy is to ask prior to wearing the item to college. The hallmark of the Hickey College dress code is professionalism.

ACADEMIC STANDARDS

Upon successful completion of all subjects included in an elected program and after the discharge of all financial obligations, the student will be issued a bachelor degree.

If a student is doing unsatisfactory work, the student will be notified and individual assistance and guidance are offered. Students who fail to do acceptable work, who have excessive absences, or whose conduct tends to reflect unfavorably upon Hickey College or the student body, will be requested to withdraw. A permanent record of grades and other appropriate information are kept in the college offices.

Student Conduct

Students at Hickey College are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) interruption or any manner of interference with the normal operation of the school; 2) destruction, damage, or misuse of school equipment, facilities, or property; 3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 4) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 5) use, possession, or furnishing of weapons while on campus or while involved in school-related activities; 6) verbal, physical, sexual, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the school community; 7) theft of another's property occurring on school premises; 8) participation in hazing; 9) academic cheating, plagiarism, or copyright infringement; 10) stalking; 11) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well-being of other persons in the school community. The Director of Continuing Education will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. A student who wishes to question any decision made by the director may appeal to the President, who will then render a final decision. Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid.

Copyright Infringement Policy and Sanctions

Hickey College requires all students, faculty, and staff to comply with copyright laws. Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship." The owner of copyright has the exclusive rights of reproduction, adaptation, publication, performance, and display. Types of works that are covered by copyright law include, but are not limited to, text, music, art, photographs, graphics, film, and software. Copyright covers all forms of a work, including its digital transmission and subsequent use.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of the copyright. Copying copyrighted materials in excess of the “fair use” limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner’s exclusive rights of reproduction and/or distribution. Unauthorized distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the institution’s policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the institution’s information technology system, will be subject to discipline by the school, which may include warning, suspension, expulsion, or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed a copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.

Class Size

Although class size will vary over a considerable range, it will usually average 15 students.

Definition of Credit

A clock hour is equal to a minimum of 50 minutes of instruction. Academic credit is measured in semester credit hours. A semester credit hour is equivalent to 15 clock hours in class, 30 clock hours in a laboratory, 45 clock hours devoted to externship, or a combination of the three. A semester is equal to 15 weeks of instruction.

Disability Support Services

Hickey College is committed to providing equal access to the college’s academic programs and services to qualified individuals with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the Director of Continuing Education. The student should provide a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student’s needs.

Grading System

The Hickey College grading system is as follows:

<u>Numerical Value</u>	<u>Grade</u>	<u>Quality Points</u>
93 – 100	A	4.0
85 - 92	B	3.0
75 - 84	C	2.0
70 - 74	D	1.0
Below 70	F	0.0
Incomplete	I	0.0
Withdrawal	W	
(Credit by Substitution)	S	
(Credit by Transfer)	X	

The grade point average (GPA) is calculated as follows:

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits received for the course.
2. Add all accumulated quality points.
3. Divide by the total number of credit hours the student has attempted.

The cumulative grade point average will include all grades earned at Hickey College.

Courses in which a student received a failing grade (F) or an incomplete (I) are included in the total number of credit hours attempted. Courses in which the student received an S or X are not used in computing the grade point average or successful course completion percentage. A student who withdraws from a program receives a grade of W in all uncompleted courses. Courses given the grade of W are included in hours attempted when calculating successful course completion percentage but are not included in the total number of credit hours attempted when calculating the grade point average. Withdrawal from individual courses is not allowed.

Grade Reports

Grade reports will be issued at the conclusion of each semester.

Transcripts

An official transcript will be issued to the student, on the student's written request, except when the student has a financial obligation to the school, is delinquent or in default on a student loan, or owes a refund on any federal or state student financial aid program. Each student may receive one free copy of his or her transcript. Students will be charged a processing fee for additional transcript copies.

Independent Study

In exceptional circumstances, students may be permitted to complete required courses through faculty-supervised independent study. This option is provided only for evening students who are unable to schedule required courses during the normal completion time specified for the program in which they are enrolled due to mitigating circumstances. Students must receive prior approval from the Continuing Education Director.

Independent study involves a high level of independence and self-direction on the part of the student to read, conduct research, and complete written examinations, reports, research papers, and similar assignments designed to measure the student's grasp of the subject matter. Under the supervision of a faculty member, a learning contract shall be developed which outlines specific learning objectives, texts, supplemental readings, course requirements, evaluative criteria, and examination dates. Because independent study classes are the exception and not the rule, students are limited to taking one course independently.

Withdrawal

Students who find it necessary to withdraw from a program should have a preliminary interview with the Director of Continuing Education. The student is also required to have an exit interview with the assigned student aid administrator.

If a student provides notice of withdrawal either verbally or in writing to the Director of Continuing Education, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing by Thursday of the second week of the respective semester, the end date of the previous semester will be considered the last date of attendance. If a student is dismissed due to a violation of the attendance policy and does not file an appeal within the allowable time frame (see Attendance Policy), the student is considered to have withdrawn. The date of withdrawal will be the first calendar day after the expiration of the allowable appeal time frame.

A student who has missed six (6) consecutive days of class with no communication with the school is considered to have withdrawn.

Dismissal

A student could be dismissed by the school for any of the following reasons:

1. Academic Failure of course work that would preclude graduation.
2. Attendance Excessive absences.
3. Misconduct Behavior unbecoming of a professional business person or offenses listed in the STUDENT CONDUCT section of the academic catalog.
4. Financial Failure to meet obligations outlined in the student's financial plan.

A student who is dismissed may appeal to the President of the school, who will make the final determination.

Readmission

Readmission to Hickey College following dismissal or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Director of Continuing Education.

A student cannot reenter the school if he or she 1) has a loan in default or 2) was dismissed for a violation of the conduct policy. A student who was dismissed for failure to make satisfactory academic progress will not be allowed to reenter except under the circumstance where the student has failed a prerequisite course and must withdraw.

Reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll. However, if the withdrawal was due to being called to active military duty, a student who notifies the school of his/her intent to return to the school within three years after the completion of the period of service will be readmitted with the same academic status as at the time of withdrawal. The student will be required to meet current graduation requirements for the program in which she/he enrolls. The student will be charged the tuition and fee charges that she/he would have been charged for the academic year during which she/he left the school.

Standards of Satisfactory Progress

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic programs who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

Maximum Time Frame

Students are expected to complete graduation requirements within the normal completion time specified for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Bachelor program is 120 credits. Using that number, 150 percent would equal 180 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a

second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

Satisfactory Progress Measurements

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each semester term of his or her program. A student's progress toward graduation is considered satisfactory if the student is within the maximum time frame and the following minimum requirements are met:

Each semester: Minimum cumulative grade point average of 2.0.
 Successful course completion 67 percent

Successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the students has attempted.

Additional Successful Course Completion Requirements:

Students are expected to successfully complete all courses attempted. If a student fails a course that is a prerequisite for another course in the program, the student will be required to:

1. Withdraw from the program. A later restart will be permitted under the policy for reentry, provided the student was otherwise making satisfactory academic progress.
2. Change program groups with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort.

If a student fails a course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. Students will be allowed to fail and repeat a maximum of two courses once past the associate degree portion of the program.

At the end of each semester, Hickey College will evaluate satisfactory progress. A student who does not meet the maximum time frame, the minimum grade point average for standard progress, or the successful course completion requirements will be dismissed and is no longer eligible to receive assistance under the Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have financial aid reinstated, if applicable, by following the appeal procedure outlined below.

Treatment of Failures, Incompletes, Withdrawals, Transfer Credits, and Course Repetitions

Credits for courses in which a student received an F (failing grade) or an I (incomplete) are included in the total number of credits attempted when calculating the grade point average and as credits attempted but not successfully completed when calculating the successful course completion percentage.

A student who withdraws from a program receives a grade of W (withdrawal) in all uncompleted courses. Courses given the grade of W are included in credits attempted but not successfully completed when calculating the successful course completion percentage. They are not included in the total number of credit hours attempted when calculating the grade point average.

Credits for courses in which the student received an X (transfer credit) are not used in computing the grade point average. Transfer credits that are accepted toward a student's program are included in both the attempted and successfully completed hours when calculating the successful course completion percentage.

In the case of repeated courses, credits and grades for both courses are included when computing the cumulative grade point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum time frame.

In summary, courses with grades of F, I, W, and X as well as both original and repeated courses count toward the maximum time frame and are included in the successful course completion percentage calculation. Courses with grades of F and I as well as repeated courses are included when computing the cumulative grade point average; courses with grades of W and X are not. Hickey College does not offer noncredit remedial courses.

Appeal Process and Reinstatement of Financial Aid Eligibility

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Director of Continuing Education within three (3) class days when the student is notified on-site or within a reasonable time (not generally to exceed five [5] class days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include personal illness, injury, or accident; serious illness or death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for standard progress at the end of the next term or if the college and the student have developed an academic plan that, if followed, will ensure that the

student is able to meet satisfactory academic progress standards by a specific point in time, then the student may be placed on probation and financial aid may be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Director of Continuing Education will notify the student of the results of the evaluation of the appeal.

A student may appeal a determination of unsatisfactory progress as many times as he or she wishes; however, a positive finding of mitigating circumstances over more than one or two terms is highly unlikely. A student who has appealed a determination that s/he is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for Title IV aid as long as s/he continues to meet the conditions of the plan. The student is not considered to be on probation status, provided s/he is otherwise making satisfactory progress under the academic plan.

Probation

Probation is for one semester. A student on probation is still making satisfactory progress. Financial aid is not terminated at this point. At the end of this probation period, the student's record will be reviewed. If the student's grade point average following the probation period still does not meet the satisfactory progress standards or if the student could not successfully complete all required courses within the maximum time frame allowed, the student will be dismissed.

Course Repetitions

Students should discuss course repetitions with the Director of Continuing Education. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, not all courses are offered during every semester. The student's grade earned in the repeated course work, as well as the student's original grade, would be included when computing the cumulative grade point average. Both courses are included when calculating the successful course completion percentage.

Incomplete Grade

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student will be allowed up to four (4) weeks to complete the course work. When the course work is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

When calculating the grade point average for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F." The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credit hours attempted.

Graduation Requirements

To be eligible for graduation, students must:

1. Pass all courses.
2. Attain an overall 2.0 grade point average.
3. Satisfy all financial obligations.

NOTE: It must be remembered that GRADUATION REQUIREMENTS are MINIMAL STANDARDS, and students are encouraged to attain skills well above the minimum in order to obtain the type of position they desire. Graduation Requirements are subject to change based on current requirements of the business community with regard to Placement Assistance.

Honors and Certificates of Recognition

Attendance Award--This is awarded to those students who have achieved perfect attendance during their program.

Scholastic Award--This award is given to those students who have achieved a cumulative GPA of 4.0 during their program.

Academic Award--This award is given to those students who have achieved a cumulative GPA of 3.75 with no more than one semester below a GPA of 3.4.

Hickey College Computer Network and Internet Access Policy

Disclaimer

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocent search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk, and Hickey College is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at Hickey College is governed by the following policy:

Permitted Use of Internet and Company Computer Network

The computer network is the property of Hickey College (“Company”) and may only be used for legitimate educational purposes. Users are provided access to the computer network to assist them in the performance of their classwork. Additionally, students (“Users”) may also be provided with access to the Internet through the computer network. All Users have a responsibility to use Hickey College’s computer resources and the Internet in a professional, lawful, and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible suspension, expulsion, and civil and/or criminal liability.

Computer Network Use Limitations

Prohibited Uses. Without prior written permission from Hickey College, the computer network may not be used to broadcast, view, or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorized materials. Students may not use the Hickey College Internet connection to download instant messengers (Yahoo, AOL, MSN, etc.), games or other entertainment software (including screen savers), or to play games over the Internet. Additionally, users may not use the computer network to display, store or send (by e-mail or any other any other form of electronic communication such as bulletin boards, chatrooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or unlawful. Furthermore, users receiving such materials should notify the instructor immediately.

Illegal Copying. Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright laws and applicable licenses that may apply to software, files, graphics, documents, messages, and other material the user wishes to download or copy. Users may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the company.

Communication of Trade Secrets. Unless expressly authorized to do so, User is prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to Company. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal Economic Espionage laws.

Duty not to Waste or Damage Computer Resources

Frivolous Use. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-educational-related uses of the Internet.

Virus detection. Files obtained from sources outside the company, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the company's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Company sources, without first scanning the material with Company-approved virus checking software. If the user suspects that a virus has been introduced into Hickey College's network, notify an instructor immediately.

No Expectation of Privacy

Students are given computers and Internet access to assist them in the performance of their class work. Students should have no expectation of privacy in anything they create, store, send, or receive using Hickey College's computer equipment. The computer network is the property of Hickey College and may be used only for educational purposes.

Waiver of privacy rights. User expressly waives any right of privacy in anything he/she creates, stores, sends or receives using the company's computer equipment or Internet access. User consents to allow company personnel access to and review of all materials created, stored, sent, or received by User through any Company network or Internet connection.

Monitoring of computer and Internet usage. Hickey College has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

Blocking sites with inappropriate content. Hickey College has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

Counseling

Counseling and advising are important services at Hickey College. All members of the faculty assume responsibility for helping each student work toward the degree of success that he or she is capable of achieving. The education department staff is responsible for academic and basic personal counseling. They guide the student through problems that may arise; for example, problems with schedules, grades, subject matter, or graduation requirements. The Placement Department also provides counseling in the areas of job interviewing and related placement activities.

Placement

Graduates of all Hickey College programs are entitled to use the services of the Placement Department at no additional charge throughout their careers. These services may be used as many times as the graduate wishes regardless of the year of graduation. The school cannot, of course, guarantee employment or placement in the student's field of study but can provide contacts and guidance during the placement process.

In addition to the services of the Hickey College Placement Department, a Hickey College graduate can request assistance from the placement department at any affiliated Bradford school.

Hickey College reserves the right to deny placement services to a graduate at any time if he or she is delinquent or in default on a student loan, if he or she owes a refund on any federal or state student financial aid program, or if his or her conduct is significantly detrimental to the integrity of the institution. Examples of cause that could lead to forfeiture of placement privileges are failure to pass a drug test, conviction of criminal activity, or unprofessional conduct.

If a student should complete a program but not meet graduation requirements, the student will be offered one-time placement assistance only. Continued placement assistance is forfeited by the student who does not meet graduation requirements.

Library

A resource library is available for students' use each night. DVDs, books, periodicals, and other resource materials are available. Students are encouraged to make use of the facility for study and enrichment purposes.

Emergency Response and Evacuation Procedures

The college administration will immediately notify the school community in the event and confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. The decision will be made on a case-by-case basis. In the event of an emergency, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the buildings. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants

shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other school officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Periodically fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency procedures.

In the event of an incident which would require the larger community to be notified, the college administration will utilize the 911 emergency phone system to report the event.

Grievance Procedures

If a student has a complaint regarding a specific course, instructor, or decision, the student should first appeal to the instructor or staff member involved.

If the problem is not resolved and the problem involves an academic matter, the student should request a meeting with the Director of Continuing Education.

If the problem is not resolved and the problem does not involve an academic matter, the student should request a meeting with the appropriate department director.

An appeal of decisions by the directors can be made in writing to the President of Hickey College.

If the problem is not resolved at this level, the final procedure is to state the concern in writing to the Accrediting Council for Independent Colleges and Schools. The address and telephone number of the Accrediting Council for Independent Colleges and Schools are 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, (202) 336-6780.

Lost and Found

Check for any lost articles with the Continuing Education Assistant. Please turn in any articles that you may find to the Continuing Education Assistant. Please appropriately label all books and notebooks to make identification easier. Lost articles that have not been claimed within thirty days will be discarded. Hickey College is not responsible for the loss of personal property.

Change of Address/Name

If a student should have a change of address, telephone number, or name subsequent to enrollment at Hickey College, he/she should see the Continuing Education Assistant for a change of address/name form.

Copier

A copier has been installed in the library for the convenience of students for class or personal use. See the librarian for any problems concerning the copier.

Curriculum Changes

Hickey College reserves the right to change course offerings when deemed necessary.

Financial Aid/Student Accounts

Both the Director of Continuing Education and the Continuing Education Assistant are available for students with questions or problems concerning their arrangements for payment to the college using federal and/or nonfederal resources.

First-Aid Needs

Hickey College does not maintain or provide any student health services. If medical attention should be necessary during college hours, please notify someone of authority for assistance.

Holidays and Breaks

- Labor Day (if the semester has already begun)
- Wednesday before Thanksgiving
- Memorial Day
- Independence Day break (Wednesday the week of 4th unless the 4th falls on a Monday – then Monday is taken off and Monday classes are held that Wednesday)
- Martin Luther King Holiday (classes are held the following Tuesday)
- One to two weeks off between each semester (depending on the calendar for that year)

Medical Release Forms

A medical release form is required on all students.

Parking

Designated parking is on any lot except the parking lots directly outside of the main entrances and the small lot on the south side of the Hickey College/Culinary Institute building, by the garden area. Students must park in the designated area.

Cell Phones, MP3 players, Headphones, Etc.

Students are not allowed to use cell phones (for calls or texting), MP3 players, headphones, etc., inside the classroom unless approved by the instructor. **Cell phones should not be visible and should in no way disrupt class.**

Congregating and Gathering in Hallways

Due to varying class schedules, students should be mindful that other classes are being held even when they are not in class. Students are not to congregate in the hallways or gather outside the classroom doors. All conversation should be kept to a minimum. The student lounge should be the gathering place for discussion.

Smoking

All Hickey College buildings are non-smoking. Electronic cigarettes (e-cigs, vapor, etc.) are not permitted in any of the buildings. There are designated smoking areas for each building. It is important that students/staff remain more than 15 feet away from the doors!

The only designated smoking area for the Vet Tech Institute building is on the patio outside of the student lounge. The only designated smoking area for the Hickey College/Culinary Institute is on the north side of the building **inside the gated area**. The outside corridor of the student lounge is non-smoking and can be utilized as another entrance for students.

The St. Louis County Indoor Clean Air Ordinance prohibits smoking at, or within 15 feet of, building entrances. According to the ordinance, “Every person who shall be convicted of a violation of Section 605.040 or 605.055 shall be fined not more than fifty dollars (\$50.00) for each offense.”

A person who owns, manages, operates, or otherwise controls a public place or place of employment and who shall be convicted of a violation of [Section 605.050](#) shall be fined as follows:

- a. A fine not exceeding one hundred dollars (\$100.00) for a first violation,
- b. A fine not exceeding two hundred dollars (\$200.00) for a second violation within one (1) year.
- c. A fine not exceeding five hundred dollars (\$500.00) for each additional violation within one (1) year.

Each day on which a violation of this chapter occurs shall be considered a separate and distinct violation.

(O. No. 24105, 8-25-09)

If Hickey College should receive citations or fines in reference to a student not following these laws, the costs will be billed back to the student in question. In addition, students who are violators will be subject to Hickey College disciplinary action up to and including dismissal.

If Hickey College should receive citations or fines in reference to a student not following these rules, the costs will be billed back to the student in question. In addition, students who are violators will be subject to Hickey College disciplinary action up to and including dismissal.

Hickey College exterior doors are not to be propped open for any reason. Students exiting the building may use the main lobby door for reentry. Students found propping open any exterior door could be subject to disciplinary action.

Resource Area

Please see the librarian to check out resource books. Replacement costs of books not returned will be the responsibility of the student checking out books.

Service Charges

There is a \$15 service charge whenever a check or draft for payment for tuition, books, or other fees is returned by the financial institution on which it is drawn because it is postdated, overdrawn, closed, frozen, uncollected, etc. If necessary, a collection agency will be used to collect the reimbursement.

Textbooks and Supplies

Textbooks are sold through Hickey College at 15-week intervals. Hickey College does not purchase or sell any used books from/to students.

Food and Drink

Food and drink is allowed in non-computer lab classrooms. Food and drink can be brought in to computer lab classrooms but **CAN NEVER BE PLACED ON THE COMPUTER STATIONS AND ALL DRINKS MUST HAVE A LID.** Students are expected to be responsible for disposing of their trash. They are not to leave messes in the classroom.

Telephone Calls

Only emergency telephone calls to students will be accepted. Emergency calls include death in family, serious illness in family, or sick child at day-care facility.

Tuition Refund Policy

For applicable refund policies, please refer to enrollment agreement.

Visitors' Policy

All visitors must have preapproval by the Director of Continuing Education. Visitors must comply with Hickey College Dress Code.

Transfer of Credits

Credit Transfer from Another School (Evening Education Division)

Transcripts of work completed at other accredited colleges may be submitted to the Director of Continuing Education for review. Transcripts should be submitted during the first semester of a student's program. Other documentation may also be required. Credits considered for transfer are evaluated by the Transfer Committee.

Course work that is comparable in nature, content, and level to that required at Hickey College may be considered for direct transfer for a Hickey College course. When the course work does not satisfy the standards for direct transfer, courses completed in accounting, communications, computer and information technology, externship experiences, general business, human relations, information analysis, marketing, professional development, and supervision techniques will be considered for transfer as unspecified management, business-related, or technical credits. Multiple courses or courses taken at a higher level in general education subject matter taught at Hickey College will be considered for transfer credits in that discipline.

If the course work is deemed acceptable by the Transfer Committee, students may be given credit for courses completed at other accredited colleges provided the grades received for the courses were "C" or better. A maximum of 22 credits will be accepted as unspecified management, business-related, or technical credits.

Courses completed at other Bradford schools will be treated the same as courses taken at Hickey College. Because programs at Hickey College are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable.

Credit Transfer to Another School

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school.

Because programs at Hickey College are designed specifically for career preparation, students must assume that credits for courses taken at Hickey College are not transferable to other institutions. Neither Hickey College nor any of its employees can represent that another institution will accept any courses for credit.

A student who is interested in attempting to transfer credits to another institution should contact the Director of Education. Hickey College will supply the necessary documentation that may aid the student in receiving credits for the completed course work provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Hickey College receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The Hickey College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Hickey College official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Hickey College to amend a record that they believe is inaccurate or misleading. They should write the Hickey College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Hickey College decides not to amend the record as requested by the student, Hickey College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Hickey College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom Hickey College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, e-mail address, semesters of attendance, major, specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received.

Students have the right to withhold the release of information designated as "directory information" by submitting to Hickey College, not later than 14 days after the beginning of a term, a request written and signed that "directory information" not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hickey College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5901

CONTINUING EDUCATION ADMINISTRATION, FACULTY, AND STAFF

ADMINISTRATION AND STAFF

Christopher A. Gearin President
Kimberly Simpson Director of Continuing Education
Jessica Finnerty Continuing Education Assistant
Travis Hoskins..... Director of Placement

FACULTY

APPLIED MANAGEMENT

Laura Bailey
M.A. Webster University
B.S. University of Missouri

Shawn Harrell
M.B.A. Fontbonne University
B.S. University of Kansas

Todd Hayes
M.S. Southern Illinois University
B.S. Southern Illinois University

Nicole Kushma
M.A. Webster University
M.B.A. Fontbonne University
B.A. Fontbonne University

John Mallett
M.B.A. Saint Louis University
B.S. Saint Louis University

HUMANITIES

Carol Hofer
M.A. Webster University
B.A. Webster University

Diana Smith
M.A. Lindenwood University
B.A. Lindenwood University

LEGAL STUDIES

Kenneth Whiteside
J.D. University of Missouri
B.A. University of Missouri

LIBRARY

Patricia Barra
M.A. University of Missouri (candidate)
B.A. University of Missouri

MATHEMATICS AND SCIENCE

Diane Picard
B.A. Fontbonne University

SOCIAL SCIENCES

Ronald Combs
J.D. University of Missouri
M.Ed. University of Missouri
B.A. Missouri Baptist University