

Students will be able to check closure status on college websites and the site operated by the Public Schools Emergency Communications System: <http://schoolreport.org>

The majority of Puget Sound radio and television stations subscribe to PSECS and will publicize closures. These include:

Television-

KOMO-4, KIRO-7, KCPQ-13 and KING-5 / Northwest Cable News Network, SCC-TV 28 (in Seattle)

AM radio-

KIRO, KOMO, KIXI, KYCW, KLAY, KRKO

FM radio -

KUOW, KPLU, KSER, KVTI, KLSY, KMPS, KBSG, KMTT, KWRM

In case of widespread emergency or power outage situation, the Public Schools Emergency Communications System tries to maintain links with KIRO-AM (710).

## STUDENT INFORMATION AND RELEASE FORMS

The following forms will be distributed at orientation for new students to read, complete and return. Please make certain a signed copy of each college/student agreement form is on file in the Registrar's Office at Seattle Vocational Institute, Room 111.

- Medical and Emergency Information
- Memorandum of Understanding
- Professional Behavior Expectations
- Photo and Quote Release Form
- Computer Lab Acceptable Use Policy

The Student Complaint Report Form will be reviewed and distributed at orientation. Please keep the provided copy with your records.

- Student Complaint Report Form



## SEATTLE COMMUNITY COLLEGE DISTRICT VI

Board of Trustees

*Jorge Carrasco*

*Gayatri Eassey*

*Thomas W. Malone*

*Dr. Constance W. Rice*

*Albert Shen*

Chancellor

*Jill Wakefield, Ed..D.*

## SEATTLE CENTRAL COMMUNITY COLLEGE

President

*Paul Tracy Killpatrick, Ph.D.*

Executive Vice President of Instruction  
Executive Vice President of Student Services

*Warren Brown, Ed.D.*

## SEATTLE VOCATIONAL INSTITUTE

Interim Executive Dean

*Al Griswold*

Advisory Board

*Abdul-aleem Ahmed, Chairperson,*

*Linda Baughman, Millicent Blocquer,*

*Ralph Bloom, Marianne K. Holifield,*

*Peggy Jacobson, Marvin Jenkins,*

*Theryl Johnson, Jeff Kidwell,*

*Bruce Kyle, John Maloof, Jr.,*

*Tony Orange, Keith Weir*

The contents of this publication were developed  
with funds from the Carl D. Perkins Act.

Revised 09-2011

# TABLE OF CONTENTS

Seattle Community College District .....	1
Table of Contents .....	2-3
SVI Mission Statement .....	4
Equal Opportunity Statement and Accommodation .....	4
Disclaimer .....	4
SVI Directory Information.....	5
Holiday Schedule .....	6
Steps to Admission.....	7
Registration .....	8
Financial Aid.....	9
First Day of Class.....	13
Attendance at SVI.....	15
Grading at SVI.....	17
Satisfactory Academic and Attendance Policies .....	18
Student Progress Policy .....	19
Graduation.....	20
Acceptable Use of Computer Labs Policy .....	21
Student Resource Services and Support .....	23
Child Care - First A.M.E.Childcare Center.....	25
Cosmetology Services.....	26
Dental Clinic .....	26
Other Policies.....	26



Published by the SVI Student Government

trapped persons.

*Note: It is suggested that the wheelchair occupant or person with mobility impairment prepare for an emergency ahead of time by instructing a classmate or professor on how to assist him/her in case of emergency.*

*Note: A complete handbook for students with disabilities is available in the Counseling Office.*



## MAKE-UP DAYS

ALL emergency closure hours MUST be made-up. After ANY closure, available make-up days and hours will be posted so students can make up any lab, lecture or class time missed.

## EMERGENCY CLOSURE PROCEDURES

In event of closure due to a snow emergency, a decision and announcement will be the same for all campuses and offices of the district.

In event of closure due to other emergencies, differential closure decisions may be announced.

## CLOSURE ANNOUNCEMENTS

If a closure occurs or message must be delivered during working hours a decision affecting evening classes will be made by 3:00 p.m.

If a closure message must be delivered at times other than during working hours - a decision affecting day classes and/or offices will be made by 5:00 a.m.

Closure decisions and announcements will also be made for Saturdays when students and staff may be on campus for classes and workshops.

A re-opening decision and message will be available to students using the same deadlines as above and procedures as below.



## NOTIFICATION OF STUDENTS

### RECORDED TELEPHONE GREETING

Students should call the main number 206-934-4950 for a recorded telephone greeting which will reflect closure information.

### MEDIA

where in the building (which floor, north or south end, room number, etc.) the emergency exists. State the number you are calling from and, if possible, have someone stay close to that number until aid arrives.

3. Next, call the Campus Security Department at 206-934-4933 (dial 4933 if using campus phone).
4. Return to the victim, administer first aid, and keep the victim as calm and comfortable as possible.
5. Remain with the victim until Campus Security arrives.

## ACCIDENT REPORTS

A campus accident report must be submitted to the Campus Security Office, Room 111, within 24 hours of the accident regardless of the severity of the injury.

The term “accident” applies to any personal injury. Accident reports are not required for illnesses unless injuries result from a seizure (falling, striking an object, etc.).

## EVACUATION OF DISABLED

All disabled faculty, staff and students are encouraged to file an emergency status card with the Security Department. If you have special needs during any emergency impacting your work and/or study areas, the emergency status card will insure that your needs are met.



In the event of an emergency, occupants of wheel chairs and other persons should observe the following evacuation procedures.

1. All persons shall move toward the nearest marked exit. As a first choice, the wheelchair occupant or person with mobility impairment may use the building elevators, but never in the case of fire or earthquake.
2. As a second choice, when a wheelchair occupant or person with mobility impairment reaches an obstruction such as a staircase, he/she should request assistance from others in the area.
3. If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor, or on the stairway or landing. He/she should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others. Rescue personnel, fire and police, will first check all exit corridors and exit stairwells for

## TABLE OF CONTENTS

Student Government .....	27
Conflict Resolution .....	27
Expectations of Students at SVI .....	30
Student Misconduct .....	31
Sexual Harassment.....	35
Disciplinary Actions.....	37
Emergency Procedures.....	42
Crime in Progress.....	42
Disruptive Persons .....	43
Bomb Threat .....	43
Hazardous Materials Leaks Spills.....	44
Fire .....	44
Earthquake .....	45
Serious Injury.....	45
Accident Reports.....	46
Evacuation of Disabled.....	46
Make-Up Days .....	47
Emergency Closure Procedures .....	47
Closure Announcements .....	47
Notification of Students .....	47
Student Information and Release Forms.....	48



Designed and Produced by the Public Information Office

## SVI MISSION STATEMENT

Seattle Vocational Institute, a division of Seattle Central Community College, provides basic skills, vocational and workforce training opportunities through competency-based, open-entry, short-term programs that lead to jobs with a future, personal achievements and educational advancement. The Institute collaborates with other campuses in the Seattle Community College District and with business, labor, government and community groups to provide quality education for all of its students.

## EQUAL OPPORTUNITY STATEMENT AND ACCOMMODATION

Seattle Vocational Institute is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, Vietnam-era or disabled veteran status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability.

In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities.

The following person has been designated to handle inquiries regarding non-discrimination policies including those related to Sec 504 ADA and Title IX: Kathryn Woodley, Seattle Vocational Institute, 2120 S. Jackson St., Seattle, WA 98144, 206-934-4940.

SVI will also make every effort to ensure that the lack of English skills will not be a barrier to admission and participation in vocational education programs.



## DISCLAIMER

This student handbook is published for information purposes only. Although every effort is made to ensure accuracy at the time of publication, this publication shall not be construed to be an irrevocable contract between the student and Seattle Vocational Institute. Seattle Vocational Institute reserves the right to make any changes in the content and provisions of this publication without notice.

In addition, the college reserves the right to cancel classes, change class fees, or meeting dates/times, at any time without notice. Exact times and dates of externships may vary with placement sites.

evacuate. Warn others who may enter the building after the alarm stops.

6. If the time permits, take purses, book bags, etc. and lock files and office doors before leaving. Walk, do not run, to the nearest stairway exit.
7. If you have mobility impairment, request assistance from those nearest you. In the event no one renders assistance, go to the nearest stairway landing or some tower, shout for help and wait there until help arrives. Consultation about these procedures is available from the Disability Support Services Office, Room 111.
8. When fire alarms sound, do not use elevators. An elevator may become inoperative and you may be trapped. Give assistance to (help carry, if necessary) all disabled persons in using the stairs.
9. Evacuate to a distance of at least 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by public safety personnel.
10. Notify either public safety personnel or fire fighters on the scene if you suspect someone may be trapped inside the building.



## EARTHQUAKE

1. Do not move a seriously injured person unless there is a life-threatening situation (i.e., falling debris, fire or further danger).
2. If outdoors, get into an open area away from trees, building, walls and power lines.
3. If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay in your vehicle until the shaking is over.
4. If in a high-rise building, stay away from the windows and outside walls. Get under a table. Do not use elevators.
5. If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.
6. After the shock subsides, get out of doors, well clear of buildings and trees.

## SERIOUS INJURY

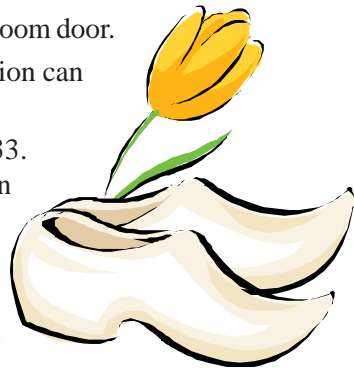
1. Do not move a seriously injured person unless there is a life – threatening situation (i.e., falling debris, fire or further danger).
2. Dial 911 (dial 9 first if using a campus phone) and state the problem. State

# HAZARDOUS MATERIALS LEAKS, SPILLS

(Flammable, Toxic, Corrosive, Oxygenic, Cryogenic)

If a gas cylinder or other chemical container should spill or begin leaking, and if, in the judgment of the persons responsible for such materials, this presents any danger to themselves or other building occupants, the following steps should be taken:

1. Confine the fumes or fire by shutting the room door.
2. Sound the building fire alarm so evacuation can begin.
3. Call Campus Security at 206-934-4933. Give your name, department and location of the emergency.
4. Evacuate to safe area at least 500 feet away from the building. Do not return to the building until instructed that it is safe to do so by public safety personnel.
5. Suspected gas leaks or suspicious odors should be reported to the Campus Security at 206-934-4933, or dial 911 (dial 9 first if using a campus phone).



## FIRE

1. Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.
2. Dial 911 (dial 9 first if using a campus phone) and state the problem. State where in the building (which floor, north or south end, room number, etc.) the emergency exists. State the number you are calling from and, if possible, have someone stay close to that number until aid arrives. If possible send a runner to meet and guide arriving emergency crew.
3. Next, call the Campus Security Department at 206-934-4933 (dial 4933 if using a campus phone). Give your name, location, telephone number, and location of fire.
4. If the fire is small, you may wish to fight it with a fire extinguisher or a building fire hose. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions of the extinguisher.
5. If the fire is large, very smoky, or rapid-spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. If the alarm stops, continue to



## SVI DIRECTORY INFORMATION

PROGRAM	PHONE #(206)
Administration	934-4950
Admissions	934-4945
Alumni	934-4985
Basic & Transitional Studies	934-3198
Bookstore SCCC	287-4148
Bright Future Program	934-6304
Business Computers Programs	934-4920
Cashier's Office	934-4947
Computer Services	934-2947
Cosmetology Program	934-5477
Counseling	934-3190
Dental Assistant Program	934-4930
Dental Clinic	934-4973
English as a Second Language	934-3198
Externships (Business Computers)	934-3188
Externships (Cosmetology)	934-4199
Externships (Dental)	934-4908
Externships (Medical)	934-4958
FAME Childcare	344-4421
FAX	934-4939
Financial Aid	934-4977
Administrative Services	934-4942
GED Academy	934-4935
General Information	934-4950
Human Resources	934-4125
Instruction	934-4924
Job Resource Center	934-3183
Medical (Allied Health) Programs	934-4910
Network Technician Program	934-4962
Outreach and Recruiting	934-4963
Outreach and Recruiting	934-2940
PACT (Pre-Apprenticeship Construction Training)	934-4974
Public Information Office	934-4943
Registration & Records	934-4980
Salon Services	934-5477
Security	934-4933
Student Assistance	934-4969
Student Government	934-4985
WorkForce Development Program	934-6339
Worker Retraining	934-0963

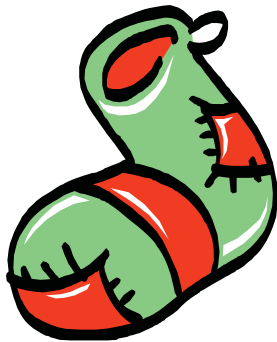
## HOLIDAY SCHEDULE 2011-2012

2011

January 1, 2011 New Year's Day  
January 17, 2011 Martin Luther King, Jr. Day  
February 21, 2011 Presidents' Day  
May 30, 2011 Memorial Day  
July 4, 2011 Independence Day  
September 5, 2011 Labor Day  
November 11, 2011 Veterans' Day  
November 24 & 25, 2011 Thanksgiving Holiday  
December 23 & 26, 2011 Christmas Holiday

2012

January 1, 2012 New Year's Day (Observed Jan. 2)  
January 16, 2012 Martin Luther King, Jr. Day  
February 20, 2012 Presidents' Day  
May 28, 2012 Memorial Day  
July 4, 2012 Independence Day  
September 3, 2012 Labor Day  
November 11, 2012 Veterans' Day (Observed Nov. 12)  
November 22 & 23, 2012 Thanksgiving Holiday  
December 24 & 25, 2012 Christmas Holiday



## DISRUPTIVE PERSONS

If a student or other is disruptive, call Campus Security at 206-934-4933 for assistance. When students enroll at Seattle Vocational Institute, they assume the obligation to observe standards of conduct which are appropriate to the college's pursuit of its educational objectives. It is assumed that the students will conduct themselves as responsible members of the college community.



When a student does not carry out his/her obligation to comply with district and campus rules, misconduct may have occurred. Misconduct is defined by Seattle Community College District as that which adversely affects the institutions pursuit of its educational objectives. According to WAC 132F-120-110, misconduct for which the campus may impose sanctions is defined and handled by the Student Conduct and Complaints Officer. To refer them, complete a Student Conduct Incidence Report (available through the Dean of Student Services, or call 206-934-6339).

## BOMB THREAT

1. Bomb threats usually occur by telephone.
2. The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller. Ask questions- Where is the bomb? What kind is it? What will make it go off, and when? Listen for distinctive voice characteristics or noises in the background.
3. Call the Campus Services/Security Department 206-934-4933. Give your name, location, and telephone number. Inform them of the situation including any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call.
4. Inform your instructor, supervisor or department head.
5. Campus authorities will be responsible for building evacuation. If you should spot a suspicious object, package etc., report it to Campus Security. Under no circumstances should you touch it, or remove it in any way.
6. If instructed to evacuate, move a safe distance away from the building (a minimum of 100 yards). If inclement weather conditions exist, you may move to another building a safe distance away. Do not re-enter the evacuated building until instructed that it is safe to do so by public safety personnel.

or of any campus.

## EMERGENCY PROCEDURES

Follow these procedures in cases of crime, bomb threat, hazardous materials leaks, fire, earthquake, disruptive persons, or serious injury.

Notify Campus Security at 206-934-4933 of any serious hazards or injuries. In the event of major damage or disruption, the Campus Security Officer will announce and implement evacuation procedures.

Do not return to an evacuated building unless directed to do so by Public Safety Personnel.

This is how to interpret the emergency alarm signals: Pre-signal – Intermittent sounding of the horns. No Evacuation. (The area of the alarm is being investigated.) Building Evacuation – continuous, uninterrupted sounding of the horns All Clear – three short soundings of the horns or verbal notice from emergency personnel.

## CRIME IN PROGRESS

1. Do not attempt to apprehend or interfere with the criminal except if necessary to protect yourself.
2. If safe to do so, take time to get a good description of the criminal. Note Height, weight, sex, color, approximate age, clothing, method and direction of travel, and name (if known). All this takes only a few seconds and is of the utmost help to the investigating officers. If the criminal is entering a vehicle, note the license number, make and model, color, and outstanding characteristics.
3. Call Campus Security at 206-934-4933. Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by an officer.
4. In the event of civil disturbance, continue as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows.
5. Do not interfere with those persons creating the disturbance, or with law enforcement authorities on the scene.
6. In case of any theft, property damage, or minor injuries, submit a campus accident or incident report to the Campus Security Office.



## STEPS TO ADMISSION

### CERTIFICATE PROGRAMS

#### One Quarter or Longer

Individuals interested in Seattle Vocational Institute can meet with an Admission Specialist. Job training choices, prerequisites, admission procedures, tuition assistance and job placement assistance can be discussed with the Admission Specialist. An interview can be arranged by calling 206-934-4945.

#### Less Than One Quarter

For information on these programs call the Admission Office at 206-934-4945.



### ADMISSION PROCESS

- Meet with an Admission Specialist to begin the admissions process and get information about vocational training programs.
- Have your high school transcripts or GED documents sent directly to the registrar at SVI if planning to attend a vocational program. Please see an Admission Specialist if you did not graduate from high school or did not obtain your GED.
- Complete the financial aid application process. The financial aid office staff are available during business hours to assist you.
- Attend the ESL evaluation if English is not your native language. Check with admissions for the exact schedule.
- Attend an Educational Planning Course. Check with admissions for the exact schedule.
- Complete the admissions process with the help of the Admission Specialist.
- Register for a program.

### ACADEMIC REQUIREMENTS FOR VOCATIONAL PROGRAM ENTRY

- Attend an Educational Planning Workshop to select an appropriate vocational training program based on your interests, goals, and abilities. The workshop gives information about funding, vocational and basic studies programs, child care, and barriers. There are reviews in math and reading prior to the CASAS testing for program entry. Goal setting and life skills are also addressed. The workshop is normally held in room 307 from 1:00 - 5:00 pm on Tues., Wed. & Thurs. for a total of twelve

hours. Evening workshops are also available. Check with admissions for the exact schedule.

- Attend the ESL evaluation if English is not your native language. Check with Admissions for the exact schedule. It is normally held on Mondays from 1:00 - 3:00 pm in room 306.
- Obtain minimum or higher CASAS scores in reading and math for program entry. If the CASAS scores are lower than the minimum scores required for program entry, you may enroll in free Basic and Transitional Studies classes (ESL, ABE, GED) or may work to improve academic test scores in the free intensive reading and math labs. The CPAt test can then be taken to qualify in reading and math for program entry. Check with admissions for the exact schedules of the labs and CPAt tests.

## REGISTRATION

Registration is the official process of enrolling a student into specific programs. This process generally occurs by appointment and includes an intake/advising session, the submission of enrollment information, and the development of a plan for the payment of tuition and fees. Students must complete this process before attending class.

Students register upon completion of the admission process, obtaining funding, and meeting the academic requirements for program entry. You will receive a registration appointment by mail.

Continuing students will receive a registration appointment in the mail and will register for classes each quarter. You may call 206-934-4970 for more information.

### YOUR SID AND PIN NUMBERS

During registration, your Student Identification Number (SID), a 9-digit number will be assigned to you. Your PIN (in combination with your SID) is necessary to access confidential information through the telephone and web based systems.



## FINANCIAL AID

The Financial Aid Office at Seattle Vocational Institute assists students with the completion and filing of the Free Application for Federal Student Aid (FAFSA). This is the first step in applying for grants (gift aid) such as the federal Pell grant and Washington State Need Grant. Financial aid at SVI is awarded within federal, state, and institutional guidelines and regulations. No student is denied on the basis of sex, race, color, religion, national

## WHAT ARE STUDENT'S RIGHTS IN ACCUSATIONS OF MISCONDUCT?

REF.: WAC 132F-120-180 Seattle Community District Procedures No. 375.85

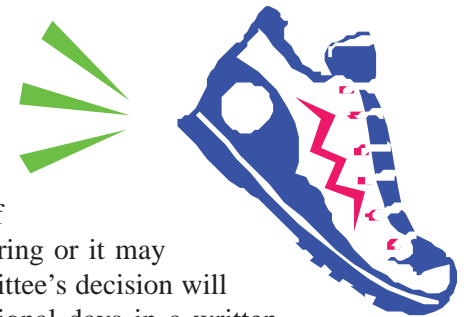
The student has the right to the following in all issues related to accusations of misconduct:

### THE RIGHT TO A STATEMENT OF CHARGES MADE AGAINST HIM/HER

The Executive Dean or the chair of the Committee on Conduct and Standards will give the student accused of misconduct the notice of the time and place for the hearing. The notice will contain an outline of the charges, a list of witnesses who will appear, and a description of any documentation or any other evidence, which will be presented at the hearing.

### THE RIGHT TO APPEAL

If a student chooses to make an appeal of the decision of the Executive Dean, the Committee on Conduct and Standards will base its decision on the record of the proceedings in the initial hearing or it may receive new evidence. The committee's decision will be given within five (5) instructional days in a written statement to the Executive Dean. A student may choose to make an appeal to the President of Seattle Central Community College.



### THE RIGHT TO PRIVACY

Hearings are held in closed session except when the student requests that persons other than those directly involved are invited to attend. The Committee proceeding records are considered privileged information and remain confidential. Disciplinary records are kept separate from academic records, and transcripts of a student's academic records will contain nothing about disciplinary actions. WAC 132F-121-050

### STUDENT USE OF THE DISTRICT/COLLEGE NAME

No individual student, student group, or student organization may act or make any representation in the name of the district or of any campus without specific authorization from the Executive Dean. No individual student, student group or student organization shall falsely indicate or represent that his, her, or its own position on any policy or issue is that of the district

Disqualification of the student for a stated or indefinite period of time, from participation in specified (or all) privileges, services or activities that are provided or sponsored by the district.

#### Suspension of enrollment

Termination for a stated or indefinite period of time, of all rights as an enrolled student in the college and/or the district, subject to the student's right to seek reinstatement as provided in WAC 132F-121-240

The conditions or terms of probation or suspension may include, without limitation: Restriction of future contact or communication with designated persons; Restriction of the student's access to district property; and/or Payment for personal injury, property damage, or other expenses related to the probation or suspension.

Failure to comply with a condition or term of probation or suspension shall be cause for further disciplinary sanction. A respondent's record of past misconduct may be considered in determining the appropriate disciplinary action.

A summary suspension and/or an emergency suspension under WAC 132F-121-250 may be combined with or added to another suspension or an expulsion. A suspension or expulsion may include a provision stating whether all or any part of the respondent's tuition and other fees will be refunded.

#### EXPULSION

A student may be expelled from the campus only on approval of the campus Executive Dean and upon recommendation of the Executive Dean and the Committee on Conduct and Standards. There will be no refund of fees for the quarter in which the action is taken, but fees paid in advance for subsequent quarters are to be refunded. Permanent termination of a student's enrollment, and right to enroll, at any college or other educational facility in the district is a result of expulsion.



#### REGISTRATION DENIED

This formal action is refusing to allow a student to register for subsequent quarters for violation of procedures. Students may be denied registration only on the approval of the Executive Dean. Registration will not be allowed until the initiating authority is satisfied that the conditions have been met.

origin, age or physical disability. Awards at SVI are made on a first-come, first-serve basis, although applications are accepted throughout the year. It is recommended that students submit applications as early as possible. For questions regarding the financial aid application process and deadlines, call 206-934-4977. SVI does not participate in student loan programs.

#### ELIGIBILITY

Students are eligible for financial aid consideration if they are:

- Enrolled for the express purpose of obtaining a certificate;
- Completed a high school diploma or GED;
- A citizen of the United States or eligible non-citizen;
- Not in default on any previous student loans, or owing a repayment on grant funds, at any school attended;
- Registered with Selective Service, if required to do so;
- Demonstrate financial need as determined by the Financial Aid Application
- Making Satisfactory Academic Progress in their program of study as defined by the SVI financial aid satisfactory academic progress criteria;
- Student who have a Bachelor's degree, including a Bachelor's degree from a foreign country are limited to applying for work-study



#### APPLICATION PROCEDURE

The Financial Aid Office must follow the rules and regulations set by the federal and state governments. Therefore, financial aid awards are based on information gathered from the Free Application for Federal Student Aid (FAFSA) and all other requested documents. We must question all conflicting information and may need to clarify any item on a student's application. **No aid is offered until all required forms are completed and on file in the Financial Aid Office.**

#### DETERMINING FINANCIAL AID AWARDS

Congress mandates the process used to determine how much the student and his or her family can contribute toward a student's costs. Information provided on the FAFSA determines the amount of income a student is able to contribute toward a given academic year. Programs vary in credit lengths, and therefore in costs. Allowable income is based on the prior year taxed and untaxed income of the student, and where appropriate, the student's spouse

and his/her parents. This amount is subtracted from the total cost of tuition, fees, books, supplies and living expenses to determine the amount of aid eligibility. Expenses are estimated for the length of the student's program.

**If the family's current yearly income has changed dramatically from the information provided for the tax year (loss of job, divorce, etc.), a review by the Financial Aid Office may be requested.**

Enrollment status and availability of funds are the basis for awarding once the student's eligibility and need are determined.



## NOTIFICATION

Students who have been awarded financial aid will receive a Financial Aid Notification letter in the mail. The Financial Aid Office needs current student addresses and telephone numbers at all times. The award notification will indicate the types of aid awarded and the amount(s) awarded for each quarter. It is VERY important that students read this notification, as well as the Conditions of Award, and the Satisfactory Academic Progress Policy. Students who are ineligible for aid will also be notified by mail.

## ACCEPT OR REJECT

Students must accept or reject the offer of aid; sign and return the Financial Aid Notification to the Financial Aid Office within 10 days or the offer of assistance may be subject to cancellation.

## DISBURSEMENT OF FUNDS

Most funds are disbursed by a check made payable to the student. For applicants who have met required deadlines and have been awarded financial aid, the first day checks will be available is the 2nd day of class.

Acceptance of a financial aid award includes authorizing the school to take tuition and fees from the funds. Work-study students are generally paid twice per month.

## OTHER TUITION ASSISTANCE PROGRAMS

### Grants

Students receiving funding from an outside entity such as a community based organization, DVR or L&I, are encouraged to provide official documentation from the funding source at least one week prior to registration. Information should include the appropriate signatures, training dates,



sanctions follows:

## WARNING

Oral notice to the student of the violation(s). This is a formal action in which the student is reprimanded for violation of the procedures. There shall be no appeal from an oral warning.

## REPRIMAND

Written notice to the student of the violation(s). A reprimand indicates, and usually states, that other or further misconduct, especially any continuation or repetition of the misconduct in question, may or will result in more serious disciplinary action. There shall be no appeal from a reprimand. Reprimands are made, in writing, to the student by the Executive Dean or the Committee on Conduct and Standards. A warning indicates to the student that continuation of the specific conduct could result in further action by the campus.

## PROBATION

This is a formal action in which conditions are attached to the student's continued attendance at the college. The Executive Dean or the Committee on Conduct and Standards will specify in writing the period of the probation and the conditions. Probation will be for a specific term or for an indefinite period, which may extend to graduation or termination of the student's enrollment at the campus. Placement of one or more conditions on the student's continued attendance, as specified in the written notice to the student. The time period of the probation will ordinarily be stated in the notice; if not stated at all, or if so stated, the probation shall be for an indefinite period, concluding only with the end of the student's enrollment.



## SUSPENSION

This is a formal action, which temporarily dismisses the student from campus for the violation of procedures. The Executive Dean or the Committee on Conduct and Standards determines the suspension which may be for a stated time or for an indefinite period. The student under suspension may return to campus under the conditions specified by the Executive Dean or Executive Dean's designee.

Suspension from activities

initiate disciplinary action.

If a student is charged with an off-campus violation of the law, the matter is not within campus jurisdiction unless the student is in jail or in court and unable to fulfill academic requirements. If a student violates public law while on campus, the college may initiate disciplinary procedures but campus officials do not duplicate that of the public law enforcement authorities.



#### HOW ARE ACCUSATIONS OF MISCONDUCT HANDLED?

A record of all hearings will be kept in all matters related to accusations of misconduct. The records will be kept in writing and will contain the following:

1. Statement of the charges against the student.
2. Conclusion-the truth or the falsity of charges against a student and determination of whether or not a student is in violation of campus standards of conduct.
3. If found guilty recommendations of sanctions that should be imposed.

#### HOW ARE CASES OF MISCONDUCT RESOLVED?

REF; 375.50.3

Based on the conclusions, the truth or falsity of the charges against a student and determination of whether or not a student has violated campus standards of conduct, any of the following actions may be taken by the Executive Dean:

1. The case may be dismissed if the facts do not support the accusations.
2. The case may be dismissed after counseling and/or advice is obtained that may be appropriate.
3. The Executive Dean or his/her designee may impose sanctions in writing. Warnings may be given verbally or in writing.
4. The case may be referred to the campus Committee on Conduct and Standards for appropriate action. The student will be notified of this referral in writing.

#### WHAT ARE DISCIPLINARY SANCTIONS?

A student who has been judged by either the Executive Dean or the Committee on Conduct and Standards to be in violation of campus standards of conduct will be subject to disciplinary sanctions up to and including dismissal from the campus for the most serious offenses. The range of

and the specific program costs to be covered.

#### Scholarships

Information on scholarships can be obtained from the tuition assistance coordinator.

#### Tuition Waivers

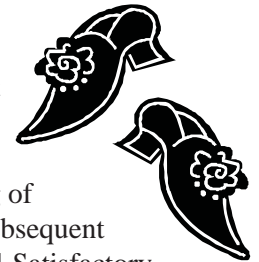
A limited number of tuition waivers are available to eligible students on a first-come, first-serve basis. Information on tuition waivers can be obtained from the tuition assistance coordinator.

#### Work Study

Work Study offers a limited number of financial aid eligible students part-time employment.

#### FINANCIAL AID YEAR (ACADEMIC)

The financial aid award is an annual dollar amount that is divided into either two, three, or four quarterly payments depending on the length of the program enrolled. The first payment is made at the beginning of the first quarter of the program. In order to receive subsequent payments, the student must maintain Financial Aid Satisfactory Academic Progress (SAP) which includes meeting individual class attendance, grade and conduct requirements.



#### FINANCIAL AID INELIGIBILITY

A student will be ineligible for financial aid if he or she fails to maintain Satisfactory Academic Progress.

#### RESTORING FINANCIAL AID ELIGIBILITY

You may regain eligibility for financial aid by registering at your own expense, completing the appropriate number of credits based on your enrollment status (chart available in financial aid); and having a 2.0 or greater cumulative GPA at the end of the quarter.

#### APPEALS

If the reason for a student's lack of Satisfactory Academic Progress was due to unusual circumstances beyond their control the student may file an appeal with the Financial Aid Officer. Aid recipients will normally be permitted no more than one unsatisfactory quarter at SVI.

#### WITHDRAWALS

To officially withdraw from classes at Seattle Vocational Institute the student

must fill out an add/drop form. During the first two weeks of the quarter, a student may withdraw (without instructor permission) from a course without a “W” appearing on the student’s transcript. From the third week through the eighth week of the quarter students may withdraw if they obtain instructors approval. Approval is indicated by the instructor’s signature on the add/drop form.

From the eighth week of the quarter a student may not officially withdraw from a class regardless of academic status. Instructors must enter the last date of attendance on the grade collection roster. The hours earned in a program in which a student withdraws are not counted as eligible hours needed to earn a certificate.



**Note: Students cannot officially drop a course simply by informing the instructor of the intended withdrawal or by ceasing to attend class.**

An Add/Drop form must be processed through both the Registration and Records Office and Cashier before the course withdrawal is considered “official.” Instructors have the option of issuing a failing grade to students who do not go through the official process.

Failure to officially drop a course will likely result in a failing grade. Upon withdrawal any attendance earned will be cancelled from the student’s records. See school’s refund policy for rules and schedule of refunds.

When a student withdraws, the school’s refund policy will be applied to the amount of money that was paid for the tuition and fees. The refund will be directed back in the following order: 1) Pell Grant 2) Federal SEOG 3) State Need Grant 4) Waivers/Scholarships 5) Agencies 6) Student.

#### REFUND/REPAYMENT POLICY AND WITHDRAWAL

Students who officially withdraw from all classes or drop below full-time may be subject to refund and/or repayment of financial aid received. Calculation of refunds and repayments will be based on the withdrawal, expulsion, or verifiable last date of attendance. Students may be subject to a repayment of their financial aid cash disbursement.



Determination of the amount a student must repay includes consideration of the educational expenses incurred and all other allowable student budget expenses computed based on attendance which cannot be calculated until official records are submitted by all applicable instructors. This calculation

4. Malicious harassment and stalking is the willful, malicious and repeated following of another person, and/or makes a credible threat with the intent to place that person in reasonable fear of death or bodily harm.

## DISCIPLINARY ACTIONS

REF.; WAC 132-120-120- Seattle Community District Procedures # 375.30.1

When a student is accused of misconduct, disciplinary proceedings are conducted informally between the student and the Executive Dean. If appropriate, more formal proceedings are conducted by the Committee on Conduct and Standards, a standing committee composed of administrative, faculty and student representatives. The Committee provides a hearing and makes decisions on all disciplinary cases referred to it by students who have been sanctioned by the Executive Dean. Standards of fairness are observed in both informal and formal proceedings.

#### WHO MAY INITIATE DISCIPLINARY ACTIONS?

Seattle Community College District Procedures # 375.20.1 and 375.20.2

The Executive Dean is responsible for initiating disciplinary proceedings for infractions of the rules and regulations of the campus or for misconduct as outlined in the Student Handbook.

#### OTHERS WHO MAY INITIATE DISCIPLINARY ACTION ARE AS FOLLOWS:

REF.; WAC 132F-120-130 Seattle Community College District Procedures # 375.30.4 and 375.40



If a student fails to maintain high standards of academic and personal honesty and integrity in course work, the infraction is reported to the applicable division chairperson. The division chairperson is responsible for taking or initiating appropriate disciplinary action in matters related to misconduct in course work. A written record of such cases is referred to the Executive Dean for review. An instructor may exclude a student from any class session in which the student is disorderly or disruptive. Dismissal from class for misconduct affects course attendance. The instructor should then report disorderly or disruptive behavior to the division chair who will refer the matter in writing to the Executive Dean.

A student may report misconduct in campus activities or other student programs as defined in the procedures to the Executive Dean, who may

offensive environment for the individual.

While sexual harassment usually involves repeated behavior, in some instances it can consist of an action that occurs only once. It can be verbal, physical, or visual and can take many forms. It can be over suggesting that a sexual favor will be rewarded, or it can consist of persistent unwanted attempts to change a relationship into a personal one.

Sexual harassment may include: telling sexual jokes; making unwelcome sexual advances; making sexual gestures; subjecting someone to unwanted sexual attention; attempting to coerce someone into a sexual relationship; punishing or threatening to punish someone into a sexual relationship; punishing or threatening to punish someone for refusal to comply; engaging in conduct which has the purpose or effect of interfering with someone's performance or creating an intimidating, hostile or offensive environment.



### 1. OFFICE OF RESPONSIBILITY

Students who feel they have been a victim of sexual harassment by another student should report the incident to the Executive Dean or Dean of Student Services.

### 2. FILING PROCEDURE

The complaint should be filed within 30 days of the most recent act that is alleged to be sexual harassment.

### 3. SVI COMPLAINT PROCEDURE:

1. The Executive Dean will make prompt written notification after the filing of the complaint.
2. The Executive Dean will promptly conduct an investigation to determine if there is merit; and/or sufficient evidence; and/or if the complaint can be resolved administratively by mutual consent and acceptable to all parties involved.
3. If the Executive Dean determines that probable cause exists, disciplinary proceedings will be initiated, by the Committee on Conduct and Standards, a standing committee composed of administrative, faculty and student representatives. The process will protect the rights of the student filing the complaint, the alleged harassing student or staff and any witnesses involved. These rights include the right to confidentiality as much as the investigative process allows, without hindering a thorough investigation.

will consider the length of enrollment which will be subtracted from the total funds disbursed. Repayment (when applicable) is required before a student may receive consideration for further aid, or transcripts can be released to another institution. A \$5.00 withdrawal fee is non-refundable.

**Note: If you are on financial aid and considering withdrawing from school, please see the Financial Aid Coordinator or call 206-934-4978.**

**Note: Lab and transportation fees follow the same refund schedule as tuition. No refund will be given to a student dismissed from the Institute for disciplinary reasons or who fails to follow official withdrawal procedures. All refunds will be mailed.**

**Note: Fees are not returned automatically. Students must request a refund by completing an Add/Drop form and submitting it to Registration and Records.**

### COLLEGE REFUND POLICY

Refunds will be made as stated below subject to a \$5 minimum forfeiture of fees. (In those instances where the fee subject to refund is less than \$5, the minimum forfeiture will be reduced to that amount).

Withdrawal due to class cancellation by the institution: 100%

Withdrawal prior to the first day of class (less \$5 fee): 100%

Withdrawal during the first five instructional days of class: 100% 0-37.5 hrs.

Withdrawal from the 6th through the 20th calendar day of the quarter: 50% 37.5-130 hrs.

After the first twenty (20) calendar days of the quarter: 0% 131-330 hrs.



### MAXIMUM TIME FRAME

The maximum period students are eligible for financial aid is the scheduled number of program quarters multiplied by 150% (125% for state aid programs). There is no petition process or exception that can be made to the 150% rule.

## FIRST DAY OF CLASS

### BRING THE CLASS SCHEDULE!

The class schedule you received when you registered contains the times and locations of your classes. If a student registered after the Class Roster was generated your name will not appear on the roster. A copy of the registration form will provide proof of registration to the instructor that the student has registered for a particular class. A copy of a student's class schedule may

be obtained from the Registration office.

## CLASSES

To find a class, look on the registration form under the location column for a room number. Example: 310. The numbers refer to the floor and room number. In this case SVI (Main Building), Third Floor, Room 310.

Instructors will read the class roster at the beginning of class to ensure students are appropriately registered. If a student is not on the roster but has registered, the student should provide proof of registration with her/his computer generated cashier's receipt. If the student has not registered she/he must proceed directly to the registration office in order to register for class.



## DROP POLICY

This procedure is the Automatic Drop Policy for Non-Attendance: Instructors have the option to drop students who have not attended during the first two days of class. Students unable to attend the first two class sessions are encouraged to make prior arrangements with their instructors.

**Note: A student will be dropped if he/she is absent from all classes four consecutive class days.**

**Note: A student should not assume they have automatically been dropped at the discretion of the instructor only.**

## BOOKS

The Bookstore, located at Seattle Central Community College, serves the SVI campus community by providing required textbooks, supplies, educational support materials, and other merchandise. For schedule and information call, 206-287-4148.

## STUDENT ID

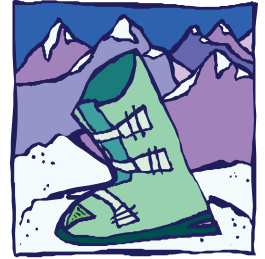
When students register at SVI, they are required to obtain an SVI student ID card. Photos are taken the first two weeks of the quarter during lunch and after school. This card is to be on your person at all times while you are on campus. Your ID must be updated quarterly. Students who lose their ID **must** pay a replacement fee to obtain a new one.

**SVI Students may access the Seattle Central Community College (SCCC) computer lab, library and activity center with an SCCC ID Card.** To obtain a student ID card from SCCC, you must take a photo ID picture at SCCC, 1701 Broadway, Room 2103A. Student ID cost \$5.00. ID

or other restricted means of access to district property, or unauthorized entry onto or into district property.

21. Abuse or misuse of any of the procedures relating to student complaints or misconduct, including but not limited to:

- a. Failure to obey a subpoena;
- b. Falsification or misrepresentation of information;
- c. Disruption, or interference with the orderly conduct, of a proceeding;
- d. Interfering with someone else's proper participation in a proceeding;
- e. Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness;
- f. Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member; or
- g. Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.



22. Operation of any motor vehicle on district property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.

23. Violation of any other district rule, requirement, or procedure, including but not limited to any that is posted in electronic form, the district's traffic and parking rules, or the requirements for carpool parking.

24. Violation of any federal, state, or local law, rule, or regulation.

25. Aiding, abetting, inciting, encouraging, or assisting another person to commit any of the foregoing acts of misconduct.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140.03-16-015, § 132F-121-110, filed 7/28/03, effective 8/28/03.

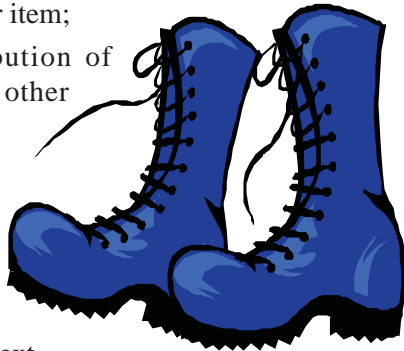
Conduct may further include: activities associated with embarrassment, ridicule, sleep deprivation, verbal abuse or personal humiliation. Activities that have no meaningful relationship to the objectives of the college or activities that subject individuals to circumstances with which they are not comfortable or of which they are fearful, and activities that interfere with academic pursuits or normal life functions.

## SEXUAL HARASSMENT

Sexual Harassment is coerced, unethical and unwanted intimacy that affects an individual's educational progress or creates an intimidating, hostile or

peace.

15. Discriminatory action which harms or adversely affects any student or district employee because of her/his race, color, national origin, mental or physical disability, gender, sexual orientation, age, creed, or religion.
16. Sexual harassment of a student or district employee. This includes, but is not limited to, engaging in unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature where such behavior offends or would offend a reasonable and prudent person.
17. Other harassment of a student or district employee. This includes, but is not limited to, repeated and unwelcome following (stalking) or contacting of such a person or making a threat which places that person in reasonable fear of bodily harm.
18. Smoking inside a campus building or in or on any other property where smoking is not authorized.
19. Theft or other misuse of computer time or other electronic information resources of the district. Such misuse includes but is not limited to:
  - a. Unauthorized use of such resources or opening of a file, message, or other item;
  - b. Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
  - c. Unauthorized use or distribution of someone else's password or other identification;
  - d. Use of such time or resources to interfere with someone else's work;
  - e. Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
  - f. Use of such time or resources to interfere with normal operation of the district's computing system or other electronic information resources;
  - g. Use of such time or resources in violation of applicable copyright or other law; or
  - h. Adding to or otherwise altering the infrastructure of the district's electronic information resources without authorization.
20. Unauthorized possession, duplication, or other use of a key, keycard,



hours are 8:00 a.m. - 4:30 p.m. Monday through Friday. Evening hours are scheduled each quarter. For dates and times call 206-344-4425.

## ATTENDANCE AT SVI

### ATTENDANCE REQUIREMENT

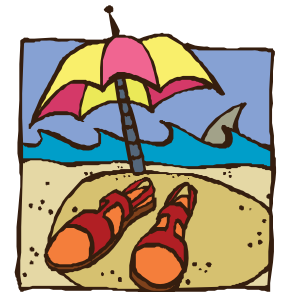
A student must have a total attendance of no less than 91% to maintain Satisfactory Attendance Progress. If a student does not meet the attendance requirement for the course, the student may arrange with the instructor to make up the hours necessary to complete the attendance requirement. Make-up hours must be completed prior to the 10<sup>th</sup> day of the next quarter.

### ATTENDANCE REPORTING

Instructors are required to record official attendance for students on a weekly basis via an Attendance Collection Roster.

### WHY ATTENDANCE IS IMPORTANT

Since tardiness and absenteeism are two of the major reasons that employees are terminated, SVI considers attendance a significant component of the skill sets that define job competency. Faculty at SVI value attendance and punctuality and all aspects of professionalism. They consider these core employment-ready factors when determining grades. Seattle Vocational Institute is a competency-based vocational college. In this environment, course curricula are developed to allow the student to obtain competency within a defined number of hours. Some competencies can be measured quantitatively - i.e. 10 words per minute with not more than two errors, others are procedures that can be observed to ensure their correctness - i.e. drawing blood, and still others are determined more subjectively by oral or written tests.



CLASS	SKILL	GRADE
Keyboarding	Must type 10 wpm with not more than two errors.	A or E
Clinical Procedures	Draw blood from arm in prescribed manner.	between A and E
Anatomy	Learn the major body organs and how they function.	between A and E

The way the letter grade reflects the degree of mastery of the competency varies with the class outcomes. Some examples follow:

To successfully complete a quarter, a student must obtain a competency grade not less than “C” and have 91% attendance in his/her course of study. A student will receive an “I” (Incomplete) at the end of the quarter if the student attendance is less than 91% and/or the competency grade is less than “C” and the instructor believes that the student can improve his/her grade to “C” or better and attendance to 91% prior to the 10th day of the subsequent quarter, with the exception of summer quarter.

***Note: Hours can be made-up at any time during the current quarter, providing the instructor coordinates the make-up time to ensure that it is meaningful and related to improving the student's competency in the current course of study. Check with your instructor to determine the make up policy for your class.***

Students registered for Summer Quarter must have a C average and submit the attendance verification form signed by the instructors verifying 91% attendance two working days prior to the last working day in June of the given school year in order to receive a financial aid check for Summer quarter.

If a student does not meet the requirements above, financial aid will not be available and the student will be required to self-pay, obtain a scholarship, agency pay, or tuition waiver in order to enroll for Summer Quarter.

A student completing the regular program of study will receive a certificate provided he/she has cumulative grade point average (GPA) of C or better and cumulative attendance of 91% or greater. If after a student completes the regular program of study he/she has an attendance of at least 91% of the last quarter's enrollment hours and a cumulative GPA of less than C, he/she will be required to repeat the course or courses necessary to increase his/her GPA to a C or better, at his/her own expense, in order to receive his/her certificate. Attendance make-up would not be required.

If after a student completes the regular program he/she has an attendance of less than 91% of the last quarter's enrollment hours the following will be required to receive a certificate.

- 1) Make-up attendance to a cumulative 91%.
- 2) Demonstrate the attainment of a GPA of C or better.



The cost of the course is determined by multiplying the number of credits by the current price plus lab fees.

If the student is not interested in receiving a certificate and not interested in

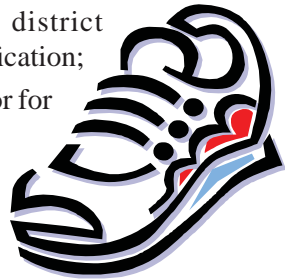
- a. the district or state,
  - b. any student or district officer, employee, or organization, or
  - c. any other person or organization lawfully present on district property, or possession of such property or money after it has been stolen.
6. Failure to comply with the direction of a district officer or employee who is acting in the legitimate performance of his or her duties, or failure to properly identify oneself to such a person when requested to do so.
  7. Participation in any activity which unreasonably disrupts the operations of the district or infringes on the rights of another member of the district community, or leads or incites another person to engage in such an activity.
  8. Possession or use, without express authorization by the district chancellor or a campus president, of any explosive, incendiary device, dangerous chemical, weapon, or other device or substance which can be used to inflict bodily harm or to damage real or personal property.
  9. Hazing. Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.
  10. Being observably under the influence of any alcoholic beverage, or otherwise using, possessing, consuming, or selling any alcoholic beverage, except as permitted by law and authorized by the chancellor or a college president.
  11. Being observably under the influence of any narcotic drug or controlled substance as defined in Chapter 69.50 RCW, or otherwise using, possessing, consuming, or selling any such drug or substance, except
    - a. in accordance with a lawful prescription for that student by a licensed health care professional or
    - b. as permitted by law and authorized by the chancellor or a college president.
  12. Obstruction of the free flow of pedestrian or vehicular movement on district property or at a district activity.
  13. Conduct which is disorderly, lewd, or obscene.
  14. Breach of the peace, or aiding, abetting, or procuring a breach of the



1. Any act of course-related dishonesty, including but not limited to cheating or plagiarism.
  - a. Cheating includes, but is not limited to, using, or attempting to use, any material, assistance, or source which has not been authorized by the instructor to satisfy any expectation or requirement in an instructional course, or obtaining, without authorization, test questions or answers or other academic material that belong to another.
  - b. Plagiarism includes, but is not limited to, using another person's ideas, words, or other work in an instructional course without properly crediting that person.
  - c. Academic dishonesty also includes, but is not limited to, submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval).

2. Any other act of college-related dishonesty. Such acts include, but are not limited to:

- a. Forgery, alteration, or misuse of any district document, record, or instrument of identification;
- b. Tampering with an election conducted by or for district students; or
- c. Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a district officer or employee.



3. Obstruction or disruption of:
  - a. any instruction, research, administration, disciplinary proceeding, or other district activity, whether occurring on or off district property, or
  - b. any other activity that is authorized to occur on district property, whether or not actually conducted by the district.
4. Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of any student, any district officer or employee, or any other person who is on district property or is participating in a district activity.
5. Attempted or actual damage to, or theft or misuse of, real or personal property or money of;

refunding a percentage of the last quarter's Pell Grant award, he/she must have cumulative attendance of 60% or make-up attendance to 60% of the last quarter's enrollment hours.

Consult the Financial Aid Office for more details.

GRADE CHART	
DECIMAL GRADE	LETTER GRADE
4.0-3.9	A
3.8-3.5	A-
3.4-3.2	B+
3.1-2.9	B
2.8-2.5	B-
2.4-2.2	C+
2.1-1.9	C
1.8-1.5	C-
1.4-1.2	D+
1.1-0.9	D
0.8-0.7	D-
0.6-0.0	E



### GRADING OPTIONS

The letter grades listed above are not as universally accepted as the numerical system and a student's total academic record may be reduced by the number of contact hours received if evaluated by another institution with a numerical system. Students may jeopardize future educational opportunities, when other systems of performance evaluation are used. These grades may also jeopardize financial aid status.

\*I - Incomplete. Indicates that student performed at a passing level, completed most of the course requirements, and intends to make up the missing work. Incomplete is given only at the discretion of the instructor, when the student has attended regularly, done satisfactory work, and furnished satisfactory proof to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. Course work must be completed during the following quarter, when the instructor issues an incomplete grade. If the student fails to remove the "I" by completing the course work in the specified time period, the "I" will remain on the transcript.

The instructor and student must file a written statement of reasons for giving the Incomplete Grade Contract, listing a description of the work, which the student will need to complete to remove the “I” with the Office of Instruction. The grade earned will be computed in the GPA.

\*W - Withdrawal, see page 12.

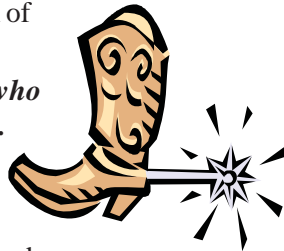
## SATISFACTORY ACADEMIC PROGRESS AND SATISFACTORY ATTENDANCE PROGRESS

### SATISFACTORY PROGRESS - ACADEMIC COMPETENCY

Starting with Fall Quarter 2007, the following criteria supersede all other stated and/or written criteria for program advancement/completion and placement in externship.

All students must pass **each and every class** with a minimum 2.0 GPA and maintain a 91% attendance percentage except for Medical Assistant, Medical Lab Assistant/Phlebotomy and Dental Assistant students who must pass clinicals with a minimum 2.9 GPA. Additionally, Medical Assistant students must achieve a minimum 2.5 GPA in each of the Anatomy and Physiology courses. Cosmetology students must maintain a GPA of 2.8 or better for placement in externship.

*Note: Financial aid will be denied to students who cannot achieve and/or maintain satisfactory progress.*



### ACADEMIC PROBATION

Students who earn less than the required GPA at the end of each quarter for which they enroll, will be placed on Academic Probation in the subsequent quarter and will be notified in writing of their placement on Academic Probation during that subsequent quarter. Students on probation cannot enroll in the next quarter of programs until the probation is removed.

In order to end Academic Probation the student must repeat the course or courses in which a grade of less than 2.0 was awarded. For Medical Assistant, Medical Lab Assistant/Phlebotomy and Dental Assistant students less than 2.9 GPA in clinicals; for Medical Assistant students less than 2.5 GPA in each of the Anatomy and Physiology courses. All students must achieve the required GPA for their respective programs.

### ATTENDANCE PROBATION

Students who attend less than 91% of program hours in any course in a given quarter are allowed to advance into the next quarter but must make

is authorized upon the particular campus of the District and also upon or with respect to any other premises or property under the control of the District used in its teaching, research, administrative, service, cultural, recreation, athletic, and other programs and activities.

- Except for District sponsored off-campus programs, it is the intent of the District to leave disciplinary action with respect to off-campus offenses of students to civil authorities. It must be noted, however, that there are certain off-campus offenses that by their very nature pose a serious threat to the District community. In such cases, the District reserves the right to take appropriate disciplinary action.

### DISCIPLINARY JURISDICTION

#### WAC 132F-121-130

Disciplinary action may be instituted against a student for any misconduct that is a violation of this student code, regardless of whether there is a related civil or criminal court proceeding. Proceedings under these rules may precede, accompany, or follow any such court proceeding, except as provided in subsection (3) A student is subject to disciplinary action under these rules for any act of misconduct which (a) occurs on or damages district property or (b) occurs during any event or activity that the district conducts, participates in, or sponsors, regardless of where it occurs. The district reserves jurisdiction and authority to take disciplinary action for student misconduct beyond that described in subsection (2) when the misconduct demonstrates such flagrant disregard for the safety or well-being of others that it endangers the district community.



[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140 . 03-16-015, § 132F-121-130, filed 7/28/03, effective 8/28/03.]

## STUDENT MISCONDUCT

Authority: RCW 28B.50.140 and WAC 132F 121-110

### DEFINITION OF MISCONDUCT

The Seattle Community College District defines misconduct as any behavior that adversely affects the institutions' pursuit of its educational objectives. This student conduct code applies to every person who is enrolled as a student in the district. Behaviors for which the campuses may impose sanctions are defined as, but are not limited to, any of the following:

PARTICIPATION IN EXCEPTIONS TO THE DIRECTORY-  
INFORMATION-ONLY RESTRICTION IS LIMITED TO THE  
FOLLOWING

- Judicial subpoena of records, upon condition that the institute makes a reasonable effort to notify the student in advance of release of records.
- Emergency situations, if knowledge of personal information is necessary to protect the health or safety of a student or other person(s).
- For more information regarding student rights, contact the Registrar.



## EXPECTATIONS OF STUDENTS AT SEATTLE VOCATIONAL INSTITUTE

The following is a summary of Seattle Vocational Institute's expectations of student responsibilities. The Board of Trustees voted in July 2003 to approve a new set of rules for students at the Seattle Community Colleges (see Chapter 132F-121 WAC "Student Activities, Rights, and Discipline"). The new student rules became effective August 28, 2003. WAC refers to the Washington Administrative Code, the official compilation of all current rules that have been adopted by state institutions of higher education and other state administrative agencies. Please refer to these codes for the most accurate information and procedures.

For complete policies and procedures on student conduct, refer to policy WAC noted above available on Seattle Community College District VI web page. Seattle Vocational Institute students should conduct themselves as responsible members of the campus community. Students are obligated to observe standards of conduct, which are appropriate to the pursuit of educational goals.

### STUDENT RESPONSIBILITIES

Educational institutions have a duty to establish academic standards and conduct for their students. The Seattle Community College District maintains conditions, which are conducive to freedom of inquiry and expression compatible with the orderly operation of its functions.

- The rules hereby adopted shall govern the conduct of students, licensees, organizations, invitees and all other persons whether or not their presence

up the missed hours by the tenth day of the new quarter.

Students unable to make up enough hours are then withdrawn from the current quarter, placed on Attendance Probation and given until the end of that quarter to make up the missing hours. This delays graduation by one quarter but keeps financial aid intact.

## STUDENT PROGRESS POLICY

The Washington State Legislature passed legislation in 2003 requiring all of the state's public colleges and universities to develop policies to ensure that students complete degree and certificate programs in a timely manner. In response to this mandate, the Seattle Community Colleges formalized its policy on minimum grade point average and added components to address the amount of time students can take to complete their programs.

The Seattle Community College District's Board of Trustees adopted the Student Progress Policy in February 2004. The procedures that describe how the policy will be applied at each campus became effective Fall Quarter 2004.



### WHAT DOES THE POLICY SAY?

Briefly, the Student Progress Policy (district policy 311) says that students are expected to make satisfactory academic progress while enrolled at the Seattle Community Colleges. Satisfactory progress means that students are passing and completing their coursework and educational programs.

### WHAT HAPPENS IF A STUDENT DOES NOT MAKE SATISFACTORY PROGRESS?

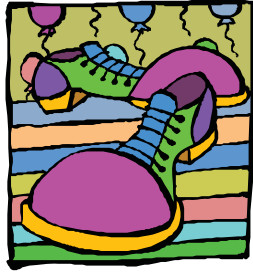
Students enrolled at SVI will be contacted by college personnel and may be placed on probation as covered on the previous page:

- Students who do not earn a 2.0 GPA or better in every class (except for Medical Assistant, Medical Lab Assistant/Phlebotomy and Dental Assistant students who must pass clinicals with a minimum 2.9 GPA and for Medical Assistant courses of Anatomy and Physiology, with a minimum of 2.5).
  - Students who do not achieve 91% or better Attendance Progress.
  - Students who have not successfully made up attendance deficiencies by the 10th day of the subsequent quarter.



- Students who have taken more than 125% of the number of required quarters in their program.

Program Administrators will work with students to develop an educational plan and identify strategies and resources tailored to individual needs and circumstances.



### HOW WILL STUDENTS KNOW IF THEY ARE IN VIOLATION OF A STUDENT PROGRESS STANDARD?

Students who are in violation of one or more student progress standards will receive a letter from the college; it will be sent to the home address that is on record with the college registration office. The letter will explain what the student needs to do and resources that are available to help the student meet the student progress standards in the future.

### WHERE CAN I GET MORE INFORMATION?

Each College has developed procedures that explain how the Student Progress Policy will be applied at their campus. Copies of the procedures and other information for students are available online at <http://sviweb.sccd.ctc.edu>.

## GRADUATION

Seattle Vocational Institute celebrates graduation in June for all students during the school year. Summer quarter graduates may march in June, but will not receive their official certificates until they have met all graduation requirements.

### GRADUATION REQUIREMENTS

To earn a Certificate of Completion from Seattle Vocational Institute, a student must complete all required courses within their vocational program, have a minimum cumulative grade point average of 2.0.



### TRANSCRIPTS

Academic and Attendance Transcripts are available from Registration and Records upon request. If you wish to obtain an official transcript (a copy of your permanent academic record), you must request it in writing from the Registration office. The non-refundable cost per copy is \$3.50 and

## MEETING TOGETHER TO REACH RESOLUTION

If the written response does not resolve the complaint, the student can go to the next step in the process. The Complaints Officer brings the parties together to meet, to have discussion and to see if some solution can be worked out. This meeting allows people to talk face-to-face in a safe environment where the emphasis is on fairness and cooperative problem solving. Resolution is expected from this process.

If the Complaints Officer determines there has been student misconduct, the process for student misconduct will be followed. If the Complaints Officer determines there has been misconduct on the part of an employee, the district processes for employee misconduct will be followed.

### IF I COMPLAIN WILL I GET A BAD GRADE?

Students' rights are protected in the complaint process and the college must ensure that a student will not suffer repercussions because he or she chooses to file a complaint.

### HOW LONG WILL THE PROCESS TAKE?

Problems in life are rarely solved overnight. The same is true of student complaints. The process can take from 15 days to one quarter. The Complaints Officer strives to insure speedy processing and prompt action, but be prepared to be patient and realistic in your goals. You should be aware that a "statute of limitations" exists on some complaints such as grade changes, so act promptly.

### CONFIDENTIALITY OF RECORDS

Family Educational Rights and Privacy Act of 1974, Public Law 93-380. The Seattle Community College District has adopted institutional procedures in compliance with the Family Educational Rights and Privacy Act. For more information, please inquire at the Registration Office. The Seattle Community College District recognizes that students are entitled to specific safeguards of their rights. The Act provides students the right to review their educational records upon request. To preserve strict confidentiality of records, the District does not permit access or release of educational records or personal information, other than directory information, without a student's written consent. Directory information is defined as: each student's name, act of enrollment in the institute, date(s) of enrollment, division or area of study, and awards granted by the institute.



Before a student can file a formal written complaint, he or she should try to resolve the problem informally.

#### Step I.

The first step is to speak directly to the person whom you feel in some way has wronged you. Most people appreciate the opportunity to have a frank, one-on-one discussion of a problem. Be calm, objective and open to the other person's viewpoint. Be specific about what you want. If the complaint is against another student, your teacher may be able to help. Your program coordinator is also a resource person, and can be used to discuss the issue and explore options for resolution. If you cannot settle the problem together proceed to next step.

#### Step II.

If the complaint is against another student for issues in the classrooms or labs, take the complaint to the Dean of Instruction. If the complaint is against another student for issues outside the classrooms or labs, take the complaint to the Dean of Student Services. If the complaint is against an employee, take the complaint to the head of the department/division in which the person you are complaining against is employed. If the matter is not settled at this stage, proceed to Step III.

#### Step III.

You are encouraged to bring the complaint to the Complaints Officer (Dean of Student Services). The Complaints Officer will listen objectively to the problem, make suggestions for resolution, and explain the formal complaint procedure.



#### WRITING A FORMAL COMPLAINT

Formal complaints must be in writing. The Complaints Officer will provide you with a form to assist you, or forms can be obtained in the reception area. Your written complaint should be clear, specific and explain the situation completely, including how you would like to see the situation resolved. Well-written, readable complaints are more likely to result in a successful resolution for you than complaints that are messy, confused or filed in a hasty manner. The person about whom you are complaining will be required to respond to your complaint on a point-by-point basis, so the clearer your statement is, the more accurate the response will be. A copy of the complaint is sent by the Complaints Officer to the person named in the complaint and the head of the department/division. The person being complained about is allowed 15 calendar days in which to respond.

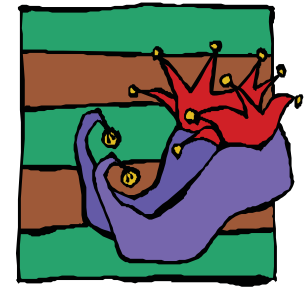
requires up to one week for processing. Other institutions generally require official, sealed transcripts when you transfer. In compliance with the Family Educational Rights and Privacy Act of 1974, your grade transcript will be released only upon your written request. You may obtain an unofficial transcript for yourself and it will be stamped "unofficial" on the transcript. Transcripts will not be released if you have not fulfilled all financial obligations to the institute.

Any transcript released directly to a student or a designated second party can only be released upon presentation of positive identification (such as a driver's license). Release of transcripts to a second party requires a written release from the student authorizing the person to pick up a transcript and positive identification (such as a driver's license) for the person with the written authorization.

#### GRADE ERRORS

Grade errors should be reported to the Registration Office within six months from the date of issue of that grade. Grade errors reported after this time may not be changed. Students are encouraged to consult with their instructors before initiating a grade review process.

Changing of a student's awarded course grade must be made by the course instructor. If the instructor is no longer an employee of Seattle Vocational Institute, the request for grade change must be forwarded to the Dean of Instruction.



#### ACCEPTABLE USE OF COMPUTER LABS POLICY

- No food or drink is allowed in the labs at any time. No food or drink containers should be brought into any computer lab, including soda cans, dishware, and packaging of any kind. It is not acceptable to place such items near the door or elsewhere during class for later retrieval.
- No hand lotions (or other oily substances for hands) may be used immediately prior to, or during, computer use.
- Chairs are not to be moved from one room to another. Backpacks and bags are to be placed either on the desk or on the floor next to their owner.
- Students are required to ensure that their workstation area is clean and free of garbage after every class.
- Workstations should be left in the following condition by every class for

the next:

- Computers turned off using the Start -> Shutdown -> Shutdown Computer
- The monitors can be left on in sleep mode (blinking)
- Keyboard and mouse on desk
- Free of paper, writing utensils, or garbage
- Chair pushed back under the table
- Printer areas should be kept orderly and clean. A specified location for both recyclable and reusable printer paper is provided and should be used. Blank sheets should be stacked neatly for later use.
- Students are not allowed to attempt to fix printer problems. If the printer in your room is having problems, have your instructor fix the problem. Loading paper with instructor supervision should be part of a students learning process.
- Using the computer labs for personal projects or game-playing is unacceptable. Drawing and printing pictures, creating personal flyers, or otherwise using SVI resources in a capacity not directly related to either job-seeking or course work is not an acceptable use of lab resources.
- Problems with computer workstations should be immediately reported to the Instructor or Lab Assistant present, as applicable. Do not attempt to repair computer equipment yourself. Do not move workstation equipment (i.e. - mouse, keyboard, etc.) from one station to another or around your desk.
- Please keep your resume on removable media as your account will be deleted shortly after graduation.



## ACCOUNT DESCRIPTION

Your SVI network account is provided so that you may have access to the network resources necessary to satisfactorily complete your course of instruction here at SVI. You must have an active account in order to use the network. Your network account includes the following:

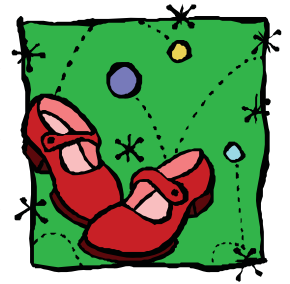
- 4 MB of storage space on the File Server for assignments and personal files.
- Up to 10 MB of storage for students taking desktop publishing classes.



on the campus unless under supervised care in the on-site child care facility.

## CHRONIC COMMUNICABLE DISEASES

The Seattle Community College District is committed to providing education about the transmission and prevention of such chronic diseases as Acquired Immune Deficiency Syndrome (AIDS) Specific guidelines relating to chronic communicable diseases shall be developed by the Department of Human Resources, consistent with existing law and the best interest of all concerned.



## STUDENT GOVERNMENT

The Student Government Officers at SVI are represented by students and elected by students from each vocational program. The Director of Student and Community Affairs is the staff person assigned to supervise Student Government Operations. The Executive Dean appoints a faculty member. The Student Government Officers are officially recognized as the voice of the students.

## CONFLICT RESOLUTION

In every college problems can occur. In order to ensure that students are treated fairly, the Seattle Community College District has developed a policy and procedure for students who wish to register complaints about the behavior of other students as well as staff, faculty, or administrators working for the college. Filing a formal complaint against a member of the Institute is a serious matter and should be done thoughtfully. The designated Campus Complaints Officer, Dean of Student Services can assist you in the complaint process. There are resources to assist you. Please read the following information carefully.



## STUDENT COMPLAINT PROCESS

All students have implicit rights and responsibilities. You may find yourself in a situation where there is no alternative but to go through a more formal complaint procedure. The following is SVI's policy and process. [Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140 . 03-16-015, § 132F-121-060, filed 7/28/03, effective 8/28/03.] You may download the Complaint Report at <http://sviweb.sccd.ctc.edu/ComplaintReport.pdf>.

HOW DOES A STUDENT FILE A COMPLAINT?

## COSMETOLOGY SERVICES

The School of Cosmetology, offers a wide range of services at minimum cost, including: shampoo/sets, shampoo press and curl, haircuts, hair coloring/lightening, scalp, hair, nail, and skin treatments, perm/relaxers, machine facials, plain facials, manicures, pedicures, superfluous hair removal, and more. All services are performed under sanitary conditions by students under supervision of licensed instructors.

The salon is located in the Siegal Center at the corner of Harvard/Pike, clinic hours are Monday-Friday from 11:00 am to 4:00 pm. Call 206-934-5477. Appointments are suggested.

## DENTAL CLINIC

The state-of-the-art SVI Dental Clinic is open every Wednesday and Thursday or by appointment. A licensed dentist is on staff. The Seattle Vocational Institute Dental Assistant Program in cooperation with Washington Dental Services Foundation has expanded to provide dental services to children in Central and Southeast Seattle. Medical coupons are also accepted.

The following services are offered at a specified fee: exams and x-rays, fluoride treatment, coronal polishes, routine fillings, sealants and varnish. The following services are offered free: preventive dentistry presentations and nutritional counseling. Call 206-934-4973.



## OTHER POLICIES

### DRUG & ALCOHOL POLICY

In compliance with the Drug-Free Workplace Act of 1988, Seattle Vocational Institute provides a drug-free workplace. The unlawful manufacturing, distribution, dispersing, possession, or use of a controlled substance is prohibited.

### SMOKING POLICY

Seattle Vocational Institute is a smoke-free facility. Smoking is not permitted inside the building. Smoking is permitted in the designated smoking areas located outside the building.

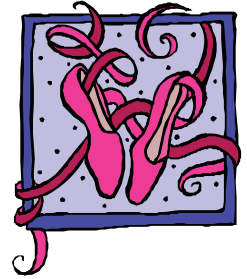
### VISITOR POLICY

Students are not allowed to have visitors in the classroom. All students in the classroom must be registered. Children are not allowed in the classroom or

- Access to the Internet
- Access to the suite of applications installed on the File Server
- Access to a printer

### ACCEPTABLE USE OF YOUR NETWORK ACCOUNT

Your SVI network account will be available to you as long as you are enrolled in courses at SVI. You are responsible for your account and all activities connected with it. Unacceptable use of the account will result in suspension of account privileges and/or account removal. The following are examples of unacceptable use:



- Using the network for any illegal activity, including violation of copyright or other contracts;
- Posting religious, racial or other politically incorrect Email to "All Students"
- Using the network for financial or commercial gain;
- Accessing pornographic and other inappropriate material on the internet;
- Degrading or disrupting equipment or system performance;
- Vandalizing the data of another user;
- Wastefully using finite resources, such as printer paper;
- Gaining unauthorized access to resources or entities;
- Infecting workstations with computer viruses;
- Posting anonymous messages.

## STUDENT RESOURCE SERVICES AND SUPPORT

### ACCIDENT INSURANCE

Medical and hospitalization insurance is made available to students enrolled for six credits or more. The rates vary from year to year. The insurance plan is available on a quarterly basis and must be purchased by the twentieth (20th) day of the new quarter. For general information and costs contact the Registration offices, 206-934-4951, or the Institute's Cashier. Claim forms are available in the main office.



### BUS TRANSPORTATION

Metro bus routes # 4, 14, 27 and 48 serve Seattle

Vocational Institute. Students can buy a reduced-cost ORCA card that can be used to ride Metro. Full time students can buy a full time, part time or special program quarterly pass from the Cashier's Office; the ORCA card is also good for discounts at participating neighborhood businesses. For route and time information contact METRO at 206-553-3000.

## COUNSELING

The Counseling Department is coordinated by a teaching and learning partnership which allows candidates of the University of Washington Master of Social Work Program to provide direct student services in counseling and mentoring for students at Seattle Vocational Institute under the direction of the SVI Counseling staff. Call 206-934-3190.

## FOOD SERVICE

Vending machines and microwave ovens are available in the cafeteria and in the 5th floor student lounge.

***Note: In order to protect school equipment and to keep the building clean, food and drinks are not allowed in the classrooms, labs and clinics. Food and beverages are to be consumed in student lounge areas only.***



## JOB RESOURCE CENTER

The Vocational and Job Resource Center maintains employer information and current listings for full, part-time and seasonal jobs. Pre-employment workshops, job search support groups and career-related reference materials are available to you as well as a personal computer for resume preparation and job applications.

Job readiness preparation is part of SVI's entire job training program. The Job Resource Center can assist you in your search by offering, paid/unpaid and volunteer listings, job search information (free printed material), resume and cover letter critiques, mock interviews (by appointment), and internet access for job searching.

## LOST AND FOUND

Lost and found for the campus is located in the Security Office, room 111. Check for lost items and turn in items you find on campus there as well.

## PARKING

Off street parking is not available to students. Students are encouraged to carpool or use Metro Transit.

***Note: There is no student parking on campus during daytime hours.***

## SECURITY

Your well-being and safety are of the utmost importance to us. It is vital that you follow the basic precautionary measures of city dwellers. In the event of an on-campus accident, injury, or theft, etc., notify the Campus Security office so that the injury can be treated or a report filled out. A brochure listing safety reminders and important phone numbers is available upon request. Security Personnel are on duty every day. However, they are not responsible for your personal belongings. Please take appropriate precautions to keep your personal property safe. Call 206-934-4933.



## STUDENT ASSISTANCE SPECIALIST

Students can make an appointment to discuss their needs for housing, food, transportation and other personal problems with the Student Assistance Specialist, 206-934-4969.

## CHILD CARE

### FIRST A.M.E. CHILDCARE CENTER

The purpose of the childcare center is to provide quality care with activities that are developmentally appropriate and culturally relevant. The center serves children of SVI students while they further their education, children of staff and faculty at SVI, as well as the surrounding community. The center includes Early Head Start, Head Start Program. The center is certified by the State of Washington to serve children who are between the ages of 6 weeks to 5 years, who are not yet in school.

The center is open Monday through Friday 7:00 am – 6:00 pm and operates the same days of the official college calendar during fall, winter and spring quarters. The center is closed during all breaks and holidays. Nutritional meals are served and breast-feeding mothers are welcome. Fathers and mothers are encouraged to be active in their children's education.

Families need to meet income eligibility. FAME does not discriminate against persons of any race, color, creed, nationality, ethnic origin or disability. For further information, or enrollment procedures please call, 206-344-4421.

***Note: Child care is available on a first-come/first-serve basis.***