

# **Student HANDBOOK**

Maxaur Group Inc./System and Information Services Corporation

Reston, VA

October 2013

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# ABOUT THIS HANDBOOK

## 1.1 General

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Policies and regulations of the school are regularly stated in official publications such as the Student Handbook, catalogs, bulletins, faculty and staff handbooks.

Maxaur Group Inc., DBA: System and Information Services Corporation (SISC), is an equal opportunity/affirmative action educational institution and employer. Students, faculty and staff members are selected without regard to their race, color, creed, sex, age, handicap or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973. Inquiries concerning application of these regulations may be referred to the school Director

This handbook is not a contract and is subject to change at any time without notice.

If any information in this handbook conflicts with SCHEV's rules and regulations, the latter will control.

# ABOUT US

## 2.1 Our History and Services

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System and Information Services Corporation (SISC) was incorporated in 1999, Delaware. In year 2010, we transferred the incorporation to VA. In 2012, we changed our name to "Maxaur Group Inc." to be consistent with our web site. We provide IT related consulting and training services to government, commercial and individual clients.

### Consulting Services

As certified partner with leading software vendors, including Oracle and Microsoft, SISC offers a variety of consulting services, such as:

- ERP/CRM application implementation, migration and production support
- Database Management and Architecture
- IT Architecture and Infrastructure Design and Deployment
- Data Management
- Business Process Analysis and Re-Engineering
- Data Warehousing/OLAP
- .NET Application Design and Development
- Web Application Architecture and Design
- LAN and WAN support
- SAN and storage management
- Software Quality Assurance
- Security Auditing and Risk Assessment
- NOC Operation
- Help Desk Support

SISC's Consulting practice has successfully completed projects for major companies/Agencies, such as GEICO, DOT, NAS, DHS, Johns Hopkins University, PDA, Northrop Grumman, AOL, FTC, Bank of America, Mantas, Amtrak, Fannie Mae, Henry Schein, Arrow, Charming Shoppes, etc., using leading technologies from Oracle, Sun, Microsoft, Java, Business Objects, Crystal Reports, Microstrategy, EMC, etc.

### Training Services

We operate as a career technical school, offering non-degree credit courses or instruction leading to the award of certificates issued by respective vendors, such as Oracle Certified Professional, Microsoft Certified Professional Developer, etc. Primarily the school provides high-level technical training in the "Information Technology" universe. It is our mission to train

our students at the highest possible level, enabling them to obtain desired certifications and/or positions of technical competence within their desired field.

We are certified by the State Council of Higher Education for Virginia and the Workforce Investment Act. We are also authorized Oracle and Microsoft IT Academy Program participants.

From entry level IT literacy programs to advanced courses on state-of-the-art technologies and platforms, SISC offers the entire gamut of computer training fare. Individuals and organizations both come to SISC for their education needs. When it comes to IT learning, we have a solution, with the right form and right fit.

Some sample classes that we offer:

- Oracle Certified Professional (OCP and OCM level) in DBA, Developer, Application Server, and ERP tracks, including RAC, Data Guard, Streams, Security, Oracle Financials 11i/R12
- Sun Certified System Administrator for Sun Solaris, Network and Security
- Microsoft MCPD .NET, C# or VB .NET.
- Microsoft MCITP (Server, SharePoint, SQL Server) Certification
- PMP Certification
- CISSP
- CCNA/CCNP Certification
- Java Programmer, Developer and Architect Certification (J2EE) in Java 2 platform
- Web Developer/Designer Master Program
- SAS Programming
- UDB Database Administrator Certification
- Veritas and EMC
- Help Desk Support and Computer Technician

## **2.2 Our Training Location**

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SISC's main Campus: 1820 Michael Faraday Drive, Suite 19, Reston, VA 2220190. At this point, this is the only location we offer training.

## **2.3 Mission Statement**

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The SISC is an institution of non-degree career technical school that is committed to offering quality programs to students of diverse backgrounds, interests and abilities. The institution offers educational programs that integrate life-long learning with knowledge and skills to help students:

- Pursue their personal interests and objectives;
- Develop intellectual, analytical and critical thinking abilities; and

- Provide service to their communities.

The programs employ traditional, applied and adult-learning pedagogies and are delivered through traditional, accelerated and distance methodologies in a learner-centered environment of mutual respect.

## **2.4 Ownership of the Company and Other School Officials**

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Mr. James Wang owns the company 100%, and is the president of the company. His contact is: [jwang@maxaur.com](mailto:jwang@maxaur.com), 703-582-7215.

Mr. James Galligan is COO, also acting as dean of the school. His contact is: [james@maxaur.com](mailto:james@maxaur.com), 703-539-8184.

Mr. Kevin Tong is the Training Director, taking care of scheduling, resource allocation, career counseling, course evaluation and design, etc. His contact is: [ktong@maxaur.com](mailto:ktong@maxaur.com), 571-278-5461.

Mr. Don Almeida is the Consulting Director, providing teaching as well as career counseling.

## **2.5 Our Teachers**

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We believe that our teachers are the most important asset to us as a training school.

Most of our teachers are part time based. Each teacher must be certified in their respective area, and must have min 5 years working experience in the area that they are teaching.

## **2.6 Microsoft IT Academy Program**

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Since 2003, we are selected to be member (Advanced Level) of Microsoft IT Academy Program. To be an member of Microsoft IT Academy, we have to go through a serials of evaluation. The selection process is very competitive. The program authorize us to offer any of Microsoft product training, in addition to many other benefits. At the mean time, the program also requires us to maintain our excellent training quality and being reevaluated and renewed every year.

For all benefit to the school and to our student, related to this program, please contact school officials or refer to Microsoft IT Academy web site: <http://itacademy.microsoftlearning.com>.

## **2.7 Oracle Workforce Development Program**

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Since 2005, we are selected to be member of Oracle's Workforce Development program. To be an member of the program, we have to go through a serials of evaluation. The selection process is very competitive. The program authorize us to offer many of Oracle product



training, in addition to other benefits. At the mean time, the program also requires us to maintain our excellent training quality and being reevaluated and renewed every year.

For all benefit to the school and to our student, related to this program, please contact school officials or refer to Oracle OWD web site:

[https://workforce.oracle.com/pls/wdp/new\\_home.main](https://workforce.oracle.com/pls/wdp/new_home.main).

# GENERAL ACADEMIC POLICY

## 3.1 Admission

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As a vocational and technical school, we don't have specific admission policy.

While we welcome anyone who might be interested in our training to join us, there might be prerequisite and dependency for some of our training programs. Also, to better serve our students, an interview via phone or face-to-face might be conducted. Based on student's background and market condition, we might recommend other training programs if we believe that would be a better choice than the one student expressed interest in.

## 3.2 Registration

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Students can register our courses with us via telephone, web, or in-person.

- Phone: 703-582-7215, 571-278-5461, 703-956-9664
- web: <https://www.maxaur.com/sisctraininglist.aspx>
- in-person: 1820 Michael Faraday Drive, Suite 19, Reston, VA 20190

Students will need to read and fully agree with our "Student Enrollment Agreement".

## 3.3 Attendance

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Each student is required to regularly attend each course that the student is registered to take in the program in which the student is enrolled.

For residence courses, attendance means (a) physical participation in the class meetings and other activities of the course; and (b) other positive academic participation by the student, as approved by the school, such as attending a class meeting in a different class section of the same course or completing and submitting coursework.

For online courses, attendance means participating in class communications and activities of the course electronically over the Internet in the manner and in accordance with the directions specified by the school. Students attending online courses are required to follow the protocols specified by the school to record the student's attendance in the class communications and activities that are part of the course. Any failure by a student attending an online course to follow the protocols specified by the school to record the student's attendance in a class communication or activity that is part of the course may, as determined

by the school, result in the school identifying the student as absent from or a non-participant in the class communication or other activity of the course.

As required by federal law, each student must annually participate in the programs presented by the school that address the following subjects: (a) promoting the awareness of rape, acquaintance rape and other forcible and nonforcible sex offenses (20 U.S.C. 1099c); (b) preventing the use of illicit drugs and the abuse of alcohol by students (20 U.S.C. 1145g); and (c) any other subject that the federal government may, from time to time, require the school to present to its students. If a student fails to participate in any of the above programs and execute any documentation confirming his or her participation that the school may require, the school may, in its discretion, suspend and/or terminate the student from his or her program of study at the school.

### **3.4 Availability of Course Materials**

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Starting with year 2012, whenever possible, to save our environment and to cut our cost, we don't provide hard copy of our training books any more. While we will provide hard copy upon request and for additional fee, all training materials will be distributed electronically.

Training materials will not be made available more than five (5) days prior to the start of the course.

Depends on payment schedule, training materials might be delivered during class.

### **3.5 Academic Programs Improvement and Changes**

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Improvement to SISC's curriculum is an ongoing process. Our Curriculum Team receives input from faculty members, staff, students, graduates, and employers of graduates through the use of surveys, local Advisory Committee meetings, national curriculum committees and outside consultants. It then updates existing programs and adds new programs, including updating textbooks and equipment to support new techniques that meet the ever-changing work environment in which our graduates are employed.

With Microsoft IT Academy program and Oracle's Workforce Development program, we also got the evaluation from our vendors during our annual review process.

### **3.6 Transfer Of Credit**

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We don't take any transfer of credit.

The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

### **3.7 Advising**

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The student must receive academic, attendance, and/or financial aid advising from the school, as the school deems necessary in its discretion. Students should contact the school for academic and attendance advising.

Instructors in online courses are available for class communications, tutoring and/or student advising at least six days per week by e-mail. They will respond to messages within 72 hours. School officials are also available for assistance with issues related to online courses.

### **3.8 Academic Dishonesty**

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SISC defines academic dishonesty as the “submission of work completed by another person as your own.” All ideas, words or work from others that are included in a student’s submitted work must be identified and cited. Failure to appropriately identify the ideas, words or work of others included in a student’s work is considered academic dishonesty and violates the conduct section of the School’s Catalog. Academic dishonesty may result in a zero on the graded activity, suspension and/or termination from one or more of the courses the student is taking or the student’s entire program of study at the school.

Ideas, words or work that require citation include, but are not limited to, hard copies or electronic publications, whether copyrighted or not, and visual and verbal communication that clearly originates from an identifiable source. This policy applies to all courses whether taught in residence or online and all sources whether electronic or hardcopy.

It is academically unethical and unacceptable to:

- submit work completed in whole or in part by another person as if it were your own;
- restate or paraphrase another writer’s work without acknowledging the source;
- copy another student’s homework and submit the work as if it were the product of your own labor;
- attempt to gain an advantage through the use of crib sheets, hidden notes, viewing another student’s paper, revealing the questions or answers on exams or quizzes to other students or viewing quiz or exam questions obtained by another student; and
- store or communicate information not distributed to students through the use of electronic devices, recording devices, cellular telephones, headsets or portable computers.

### **3.9 Online Assignment Submission**

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It is important that all assigned activities be submitted by the due date in all courses. Consequently, activities submitted after the due date will not receive full credit in the determination of the student's grade.

For courses scheduled to meet throughout, activities submitted within one week after the due date will receive a 10% penalty. This means the score entered for the activity will be reduced by 10% when entered into the faculty member's gradebook. A paper submitted up to one week after the scheduled due date that would have otherwise earned a 100% will receive a score of 90%. For courses scheduled to meet only the first half or the second half of the quarter, activities submitted up to three days after the due date should receive a 10% penalty.

For courses scheduled to meet throughout the quarter, activities submitted eight to 14 days late will receive a 20% penalty. A quiz that would have otherwise earned a 75% had it been on time will receive a score of 55%. For courses scheduled to meet only the first half or the second half of the quarter, activities submitted four to seven days after the due date shall receive a 20% penalty.

Any required activities submitted more than 14 days after the due date for courses scheduled throughout the quarter or more than seven days after the due date for courses scheduled to meet only part of the quarter may receive a maximum score of 50%. Faculty members are not required to accept activities submitted more than

14 days after the due date in quarter long courses or more than seven days after the due date for courses schedule to meet only part of a quarter.

Please note that no late work will be accepted after the last day of the 11th week for full quarter classes and the last day of the sixth week of classes for courses meeting only part of the quarter.

Each faculty member teaching an online course reserves the right to waive the penalty if the student has extenuating circumstances, approved in advance by the faculty member, that have led to the submission of required graded activities after the due date.

### **3.10 Orientation and Online Student Preparation**

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Campus Locations:

While students are not required to pay a visit to the school before class starts, all students are encouraged to contact school with any questions, and an orientation will be provided upon request.

Online Student Preparation:

Students entering online courses with SISC for the first time are automatically enrolled in, and are encouraged to review, the online "How to use Webex" materials prior to or in conjunction with the first online course of their program.

### **3.11 Re-Take Same Course Free Forever Policy**

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Starting with 2010, we adopted a "Re-take Same Course Free Forever" policy. As long as you pay full price for the course, re-taking the same course will be free, any time, first come first serve based. Should there be no seat available, you are encouraged to join us via internet. An email request will be required if you want to re-take.

"Same Course" means exactly the same, including same book, level, content, and version, etc. For example, Oracle DBA 10g vs. 11g are not the same course. .NET 3.5 vs. .NET4.0 are not the same course. Should you have any questions, please contact the school.

### **3.12 Free IT Training For Our Veterans**

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We understand that there are many government sponsored programs providing training and employment services to our military veterans and wounded warriors. We, as a small and disadvantaged minority company, realize helping our vets and wounded warriors in any way is everybody's responsibility, and so we are here to provide military veterans and transitioning service members with free IT training. You can take any of our IT training course for tuition free. And you may take as many courses as you want. You will need to purchase training materials and pay for related exam fees yourself.

Proof of veteran's status is required. For program details, please contact school director.

# SAFETY AND SECURITY POLICIES

## 4.1 Alcohol and Drug Policy

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The school makes available information on drug awareness to all students through the Substance Abuse Prevention Coordinator. In compliance with the Drug Free Schools and Communities Act, as amended, a copy of the school's Alcohol and Drug Policy is printed below to assure that all students at SISC are aware of the standards of conduct with respect to alcohol and drugs that affect them.

The possession, use, and/or sale of alcohol and/or drugs on any part of the school's premises or at any school-sponsored event are prohibited. Students using illegal drugs or alcohol on any part of the school's premises or at any school-sponsored event will be terminated from the school and/or referred to appropriate rehabilitation agencies. Students selling drugs on any part of the school's premises or any school-sponsored event will be terminated from school and referred to the appropriate legal authorities for prosecution. See "Suspension and Reinstatement of Eligibility for Federal Student Financial Aid as a result of Drug-Related Offenses" contained herein for additional information concerning how drug related convictions may impact your ability to obtain Student Financial Aid. The school will also make available information on the health risks associated with the use of illicit drugs and the abuse of alcohol. This information is available from the Substance Abuse Prevention Coordinator.

### The Realities of Drug and Alcohol Abuse

#### Economic Realities

- Substance abuse costs American society over \$250,000,000,000 each year.
- American businesses suffered a productivity loss of over \$134.2 billion in 1998 due to drinking, either-on-the-job or away from the office.
- Frequent drinking is associated with absenteeism, tardiness, leaving work early and poor coworker relationships.

#### Criminal Realities

- In 2006 5.3 percent of the 14,990 homicides were narcotics related.

- 35% believe the offender was drinking or on drugs during assault in the workplace.
- Alcohol and drugs weaken the brain mechanisms that normally restrain impulsive behaviors, including inappropriate aggression.

#### Medical Realities

- There is a strong correlation between alcohol use and cancers of the mouth, larynx, pharynx, and esophagus.
- The correlation between alcohol and oral cancer is even more pronounced for those
- who use alcohol and tobacco.
- There is a significant negative impact on the health of children who are exposed to illegal drugs or nicotine who grow up in a household where drugs and tobacco are abused.

#### Drug Usage Realities

- The use of marijuana, cocaine and opiates continues to rise in the United States.
- Marijuana is the nation's most commonly used illicit drug.
- Adults 18-25 years old have higher cocaine use than any other age group.

For additional information see: 1998 National Institute of Drug Abuse Report to Congress National Institute on Drug Abuse and the National Institute on Alcohol and Alcohol Abuse [www.nida.nih.gov](http://www.nida.nih.gov); and U.S. Drug Enforcement Administration website at [www.usdoj.gov/dea/index/htm](http://www.usdoj.gov/dea/index/htm); and Bureau of Justice Statistics, Drugs and Crime Facts: Drug Use and Crime <http://www.ojp.usdoj.gov/bjs/dcf/duc.htm>.

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

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.



After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

21 U.S.C.853 (a)(2) and 881(a)(7)

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

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations.)

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc, are vested within the authorities of individual Federal agencies.

(NOTE: These are only federal penalties and sanctions. Additional state and local penalties and sanctions may also apply.)

## **4.2 Non-Discrimination and Diversity**

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The school is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, religion, color, age, sex, sexual orientation, national origin, disability, gender, genetic information or any other protected status, in employment, educational programs and activities, and admissions. The school also encourages cultural and ethnic diversity in its faculty, staff, and student body.

In accordance with the requirements of Title IX of the Education Amendments of 1972 and their regulations, the school does not discriminate on the basis of sex in the educational programs and activities which it operates, including employment and admissions. The school Director is designated the school's Title IX Coordinator to coordinate Title IX compliance.

### **4.3 Anti Harassment Policy**

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It continues to be the policy of SISC that sexual harassment of students or applicants for admission in any form is unacceptable conduct, which will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault and other verbal, visual or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of SISC shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades, studies or educational experience at SISC. Similarly, no faculty member or other employee of SISC shall promise, imply, or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Other types of harassment that will not be tolerated include any unwanted or unwelcome words, gestures or actions of a persistent or offensive nature involving any person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status. Harassment of this nature also includes any conduct, whether verbal, visual or physical, relating to or involving a person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status that is sufficiently pervasive or severe to: (i) unreasonably interfere with a student's education at the school or a student's admission to a program offered by the school; or (ii) create an intimidating, hostile or offensive learning environment for students.

Any student or applicant who feels that he or she is a victim of prohibited harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member or other SISC employee, or visitor or invitee of the school in connection with the educational experience offered by SISC should, as described in the Student Complaint/Grievance Procedure section, bring the matter to the immediate attention of the school Director, at the telephone number specified in the school catalog. A student or applicant who is uncomfortable for any reason in bringing such a matter to the attention of the school Director, or who is not satisfied after bringing the matter to the attention of the

school Director, should report the matter to the Senior Vice President and Chief Compliance Officer, ITT Educational Services, Inc. (“ITT/ESI”) at (800) 388-3368. Any questions about this policy or potential prohibited harassment should also be brought to the attention of the same persons.

SISC will promptly investigate all allegations of prohibited harassment in as confidential a manner as the school deems reasonably possible and take appropriate corrective action, if warranted.

#### **4.4 Bias Related Crime Prevention Information (New York)**

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In compliance with Article 129-A of the New York State Education Law, information about bias-related crime prevention is printed below in order to assure that all students at SISC are aware of the laws, penalties and standards of conduct with respect to these crimes.

##### **What is a Hate Crime?**

In enacting the Hate Crimes Act of 2000, the New York Legislature found that:

Criminal acts involving violence, intimidation and destruction of property based upon bias and prejudice have become more prevalent in New York state in recent years. The intolerable truth is that in these crimes, commonly and justly referred to as “hate crimes”, victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation.

A hate crime is committed when a person commits a specified offense and intentionally selects the person against whom the crime is committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct. A hate crime is also committed when a person commits a specified offense and intentionally commits the act or acts constituting the offense in whole or in substantial part because of such belief or perception.

For purposes of this definition, specified offenses include the following offenses, or any attempt or conspiracy to commit the following offenses:

- assault in the first, second or third degree;
- aggravated assault upon a person less than 11 years old;

- menacing in the first, second or third degree;
- reckless endangerment in the first or second degree;
- manslaughter in the first or second degree;
- murder in the second degree;
- stalking in the first, second, third or fourth degree;
- rape in the first degree;
- criminal sexual act in the first degree;
- sexual abuse in the first degree;
- aggravated sexual abuse in the first or second degree;
- unlawful imprisonment in the first or second degree;
- kidnapping in the first or second degree;
- coercion in the first or second degree;
- criminal trespass in the first, second or third degree;
- burglary in the first or second degree;
- criminal mischief in the first, second, third or fourth degree;
- arson in the first, second, third or fourth degree;
- petit larceny;
- grand larceny in the first, second, third or fourth degree;
- robbery in the first, second or third degree;
- harassment in the first degree; or
- aggravated harassment in the first or second degree.

### **Penalties for Hate Crimes**

The Hate Crimes Act generally provides that when a person commits a hate crime, the penalty to which he or she will be sentenced will generally be longer than if the person had committed the same specified offense without the hate crime.

### **Procedures**

Victims of hate crimes are encouraged to report the offense as soon as possible after the incident. The school Director can provide information regarding assistance, resources and options of action available to the victim. The information provided by the Director will include the availability of counseling and other support services in the community. Counseling services are not available at the school. In addition, victims of hate crimes are reminded of their right to report the matter directly to local law enforcement officials.

Reports received by the school of alleged hate crimes perpetrated by enrolled students or school employees will be forwarded to the school Director, who will refer the matter to local law enforcement officials. In addition to the criminal penalties described above under “Penalties for Hate Crimes”, the school may also impose sanctions against students or employees found guilty of hate crimes. For students, these sanctions may include, without limitation, suspension or termination from the school. For employees, these sanctions may include, without limitation, suspension or termination of employment.

#### **4.5 Bulletin Boards and Announcements**

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Official notices from the faculty and administration are posted on bulletin boards. Students are expected to periodically review the official school notices posted on the bulletin boards, read the notices and comply with the notices. Notices of available jobs and housing are posted on the our portal (hello8.info) bulletin board. If you wish to post a notice of saleable items, please talk to school.

#### **4.6 Children**

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Children of students may not be brought into the school while the student is in class. The school is not responsible for the safety of children on school premises. Please contact your instructor should childcare responsibilities prevent you from attending class.

#### **4.7 Community Resources**

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Information about Community Resources such as Alcoholics Anonymous, Al-Anon, and other related groups is set forth below

Organization	Website	Phone Number
Alcoholics Anonymous	<a href="http://www.aa.org">www.aa.org</a>	1 (800) 234-0246

Al-Anon	<a href="http://www.al-anon.org">www.al-anon.org</a>	1 (888) 425-2666
Cocaine Anonymous	<a href="http://www.ca.org">www.ca.org</a>	1 (800) 347-8998
Drug and Alcohol Abuse Hotline	<a href="http://www.nida.nih.gov">www.nida.nih.gov</a>	1 (800) 234-0420
Family and Children's Services	<a href="http://www.acf.hhs.gov">www.acf.hhs.gov</a>	1 (800) 222-8000
HIV/AIDS	<a href="http://www.AIDS.gov">www.AIDS.gov</a>	See website
Men's Health	<a href="http://www.health.nih.gov">www.health.nih.gov</a>	See website
Narcotics Anonymous	<a href="http://www.na.org">www.na.org</a>	See website
Obesity	<a href="http://www.obesity.org">www.obesity.org</a>	See website
Rape Crisis Center	<a href="http://www.therapeccrisiscenter.org">www.therapeccrisiscenter.org</a>	1 (888) 366-1640
Women's Health	<a href="http://www.womenshealth.gov">www.womenshealth.gov</a>	1 (800) 994-9662

Please see the Dean for additional information concerning Community Resources that may be available to you.

#### **4.8 Emergencies Personal**

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The school and administration should be notified immediately of any illness, accident, or hospitalization affecting any student.

Student messages or telephone calls of an emergency nature received at the school will normally be delivered to the student during class breaks. In such cases, the caller should give the school the student's class schedule so he/she can be more readily located.

The school will not accept student telephone calls, messages and letters of a personal nature. Telephone calls, messages, etc., of a personal nature must be directed to the student's home or cell phone. Office phones are not to be used for personal calls.

Emergency doors are to be used only for emergencies.

## **4.9 Faculty Work Areas**

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Students are not permitted in the faculty office area or staff lounge unless an instructor escorts them.

## **4.10 Fire and Emergency**

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### **Fire and Emergency Drills**

Periodically, fire and other emergency drills (earthquake, hurricane, etc.) will be conducted at the school in order to familiarize on campus students with fire and emergency procedures. Students are expected to recognize the need for fire and emergency drills and cooperate fully. If you discover a fire or fire hazard, notify an instructor or staff member immediately. Fire alarm stations are located throughout the building and will be activated in the event of a fire. All exits are marked and students are expected to leave the building in a prompt and orderly fashion using these exits. Check the posted exit guide in your classroom or lab. Class will resume following the all-clear signal.

### **Fire and Emergency Response and Evacuation Procedures**

As part of SISC's Fire and Emergency Response and Evacuation Procedures, the school will attempt to immediately contact students and employees via email, phone and other means reasonably designed to inform students about any immediate threat to the health or safety of students or employees occurring on the campus.

In case of fire and/or other emergency, students must follow the directions of school officials. All rooms have exit routes designated on the maps posted in each classroom, office, and restroom. Students must follow directions as given to them by a school-designated official.

## **4.11 Rape, Acquaintance Rape and Other Forcible and Non-Forcible Sex Offense Prevention**

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SISC is committed to maintaining an environment supportive of its primary educational missions and free of exploitation and intimidation. It will not tolerate sexual assault or other forms of non- consensual sexual activity. This policy is applicable to students, faculty, and staff. The school enforces this policy through internal disciplinary and grievance procedures and encouragement of external prosecution through the appropriate local law enforcement officials.

Sex offenses covered under this policy include any sexual act directed against another person forcibly or against that person's will where the victim is incapable of giving consent due to his/her youth or temporary or permanent mental or physical incapacity.

Victims of sex offenses are encouraged to report the offense as soon as possible after the incident. The school Director can provide information regarding assistance, resources, and options for action available to the victim. In addition, victims of sex offenses are reminded of their right to report the matter directly to local law enforcement officials.

Complaints against enrolled students or school employees will be forwarded to the school Director for resolution. Sanctions may be imposed against students or employees found guilty of sex offenses defined under the policy are varied and include, without limitation, suspension, or termination from the school for students, suspension, or termination of employment for employees and referral of the matter to local law enforcement officials.

#### **4.12 The Realities of Rape**

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In 2000 the U.S. Department of Justice, Bureau of Justice Statistics report on "The Sexual Victimization of College Women" indicated that:

- Vast majority of sexual victimizations occur in the evening after 6:00 PM;
- 60% of completed rapes occurred on campus at the victim's residence;
- 70% of victim's in a attempted rape use physical force against the assailant; and
- 3 in 10 women reported they were injured emotionally or psychologically.

A 2006 National Crime Victimization survey indicated that:

- Estimated 272,350 sexual assaults in 2006 against victims age 12 and older;
- 41.6% of sexual assaults were reported to police over the last five (5) years;
- 73% of sexual assaults were committed by someone known to the victim; and
- Every two (2) minutes another American is sexually assaulted.

#### **What is Date Rape?**



Date rape, also known as acquaintance rape, is sexual assault- the unlawful, possibly violent sexual behavior that includes unwanted touching of another person's vagina, penis or buttocks, or forced penetration of a genital or anal opening with an object.

Date rape is forced sex, even if the attacker knows the victim and even if the attacker and the victim have had sex before. The force can be verbal or physical. Some acquaintance rapists use emotional coercion as well as physical force. Forcing someone to have sex against his/her will, even if the attacker knows the person, is still rape and it is still a crime.

Victims can be male, female, gay, straight, or bisexual. Regardless of poor communication, mixed signals or body language that contradicts the spoken word, forced sexual conduct or intercourse with a nonconsenting acquaintance is date rape, and it is a crime.

### **Why Does it Happen?**

Let's look at sexual stereotyping and how males and females talk to each other.

- Although things are changing, society still frequently encourages men to be competitive and aggressive and teaches women to be passive and avoid confrontation.
- Men say they misunderstand a woman's words and actions—the excuse, “She said no, but meant yes.”
- Some people—men and women alike—still believe that it's okay for a man to demand sex if he takes a woman out or buys her gifts, and that it's not rape if he forces sex on a woman who previously had sex with him or other men.
- Women also feel that if they've previously had sex with a boyfriend who later forces them to have sex against their will, it may not be considered rape.

### **Preventing Date Rape**

As a woman, you can

- be clear with men in your life about what, if any, sexual behavior you are comfortable with and keep talking as you get deeper into a relationship.
- not use alcohol or other drugs—they decrease your ability to take care of yourself and make sensible decisions.
- trust your gut feelings. If a place or the way your date acts makes you nervous or uneasy, leave. Always take enough money for a phone call for help.

- check out a first date or blind date with friends. Meet in and go to public places. Take public transportation or drive your own car.
- leave social events with friends not with someone you just met or don't know well.
- always watch your drink and never leave it unattended. Don't accept beverages from someone you don't know and trust.

#### As a man, you can

- realize that forcing a woman to have sex against her will is rape, a violent crime with serious consequences.
- accept a woman's decision when she says "no." Don't see it as a challenge.
- ask yourself how sexual stereotypes affect your attitudes and actions toward women.
- not use alcohol and other drugs—it clouds your judgment and understanding of what another person wants.
- get help if you see men involved in a gang rape.
- understand that if a woman is drunk and you have sex with her against her will, it's still rape.
- seek counseling or a support group to help you if you feel violent or aggressive toward women.

#### If Date Rape Happens To You

- Remember that rape is rape. You are not to blame. Know that action against the rapist can prevent others from becoming victims.
- Get help immediately. Phone the police, a friend, a rape crisis center, a relative. Don't isolate yourself, don't feel guilty or ashamed, and don't try to ignore it. It is a crime that should be reported.
- Get medical attention as soon as possible. Do not shower, wash, douche, or change your clothes. Valuable evidence could be destroyed.
- Get counseling to help you through the recovery process. Rape is a traumatic experience and trained counselors can make recovery easier and quicker.
- If you think you've been sexually assaulted under the influence of a date rape drug, get medical help immediately. Try not to urinate before providing any urine samples. If possible, collect any containers from which you drank.

Source: National Crime Prevention Council (NCPC): Date Rape at [www.ncpc.org](http://www.ncpc.org).

#### **4.13 Safety Tips**

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Students can do several things to protect themselves from crime. Many crimes occur only because there is an opportunity for them to happen. For example, most crimes of burglary and theft are random, not calculated. They occur because a window is rolled down, valuables are left in plain sight or a vehicle is left unlocked. The following are some safety tips:

- Walk in well-lit areas;
- Arrange to walk in groups with at least one companion, especially at night;
- Do not carry large sums of cash;
- Avoid less-frequented places when alone, especially at night;
- Be aware how you carry your valuables and don't leave them unattended;
- If a driver stops to ask for directions, do not get too close to the car and risk being pulled in;
- Do not ignore your intuition; if you suspect you are being followed, change direction or go to a public area or group of people; and
- If you are being followed while driving, drive to the nearest police station, fire station or a well-lit, open business where you can safely call the police. Try to get the car's license number and description. If no safe areas are near, honk the horn repeatedly and turn on your emergency flashers.

#### **4.14 Sexual Assault, Harassment And Other Prohibited Harassment (California)**

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It continues to be the policy of SISC that sexual assault or harassment of students or applicants for admission in any form is unacceptable conduct which will not be tolerated. Sexual assault is defined in California Education Code Section 94385 to include without limitation, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault and other verbal, visual or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of SISC shall: (a) sexually assault or harass any student or applicant; or (b) threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's admission, enrollment, grades, studies or educational

experience at SISC. Similarly, no faculty member or other employee of SISC shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Other types of harassment that will not be tolerated include any unwanted or unwelcome words, gestures or actions of a persistent or offensive nature involving any person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status. Harassment of this nature also includes any conduct, whether verbal, visual or physical, relating to or involving a person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status that is sufficiently pervasive or severe to: (I) unreasonably interfere with a student's education at the school or a student's admission to a program offered by the school; or (II) create an intimidating, hostile or offensive learning environment for students.

Any student or applicant who feels that he or she is a victim of sexual assault, sexual harassment or other prohibited harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member or other SISC employee, or visitor or invitee of the school in connection with the educational experience offered by SISC should, as described in the Student Complaint/Grievance Procedure section, bring the matter to the immediate attention of the school Director, at the school in which the student is enrolled at the telephone number specified in this catalog. A student or applicant who is uncomfortable for any reason in bringing such a matter to the attention of the school Director, or who is not satisfied after bringing the matter to the attention of the school Director, should report the matter to the Senior Vice President, Chief Compliance Officer, ITT/ESI, telephone (800) 388-3368. Any questions about this policy or potential sexual assault, sexual harassment or other prohibited harassment should also be brought to the attention of the same persons.

The school encourages students and SISC employees to promptly and accurately report all sexual assaults occurring at any of the school's facilities to the appropriate police agencies. Upon the request of a sexual assault complainant, the school will: (a) transport the complainant to the hospital or contact emergency personnel on behalf of the complainant; (b) refer the complainant to a counseling center or an agency that can make such referral; and (c) notify the police on behalf of the complainant.

SISC will promptly investigate all allegations of sexual assault, sexual harassment or other prohibited harassment in as confidential a manner as the school deems reasonably possible and take appropriate corrective action, if warranted. The school will inform the complainant of the results of the school's investigation. Sexual assault complainants may, in their discretion, pursue their own remedies against the alleged perpetrator, whether civilly and/or criminally. The school will assist any student with academic difficulties arising as a direct result of a

sexual assault on the student by any SISC student or employee occurring at any of the school's facilities.

#### **4.15 Soliciting**

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In the interest of all students, faculty and staff, no outside solicitation whatsoever is permitted in the classroom or laboratory, regardless of the reason, without the express consent of the school Director.

#### **4.16 Vaccination Policy**

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The school recommends that, within the 12 months immediately preceding the start of the student's program of study at the school, the student receive the following vaccinations or immunizations:

- tetanus-diphtheria;
- polio series;
- mumps;
- rubella;
- chickenpox;
- two rubeola;
- varicella;
- hepatitis-A; and
- hepatitis-B.

Certain clinical or practicum experiences that may be part of the student's program of study at the school may require these and/or other vaccinations or immunizations.

# COMPUTER AND ELECTRONIC INFORMATION POLICY

## 5.1 Introduction

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SISC, in furtherance of its educational objectives, provides computing and network services, usually without charge as part of the tuition and fees, to its educational community. These services and the hardware associated with providing them are all considered part of the campus infrastructure and are the property of SISC. The following guidelines reflect SISC's policy for responsible use of these services and resources. This policy should be used in connection with SISC's other existing policies, including those regarding discrimination, harassment, and equal opportunity. Those policies can be found in the School Catalog and in this Student Handbook. The following policy statements do not constitute a contract and SISC reserves the right to change them at any time. Failure to abide by this policy may result in revocation of computing and network privileges and/or disciplinary action.

## 5.2 Authorized Use of SISC Resources

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- a. Use of SISC's computing and network systems is limited to authorized users (i.e., students admitted and attending classes, faculty and staff only).
- b. User network IDs, computer sign-ons and passwords are the property of SISC and should never be shared. A user must use only his or her own network ID, computer sign-on or password and should never provide his or her network ID, computer sign-on or password to any other user.
- c. SISC's resources or private computer hardware connected to SISC's computer systems must not be used to provide access to any SISC's network to anyone who is not an authorized user. No SISC resources may be used to route non-SISC network traffic through any SISC computer system without the prior written consent of SISC.
- d. All usage of SISC's computing resources, networks, and software is to be made for legitimate educational, research, or employment purposes related to SISC. Any commercial or other use of SISC's computing resources, networks, or software is strictly prohibited.
- e. If SISC receives any evidence of any violation of this policy, security breach or use of SISC resources for an illegal purpose (including the unauthorized use of copyrighted materials or licensed software), SISC may terminate the user's network access without consent or notice and impose other disciplinary action.

### 5.3 Electronic Mail

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- a) All electronic mail ("e-mail") accounts and the contents thereof are the property of SISC.
- b) SISC uses its e-mail system to communicate important information to students. Students should check their e-mail account frequently.
- c) E-mail messages should not be regarded as private, and SISC cannot guarantee the confidentiality of e-mail messages for many reasons, including the following: e-mail messages may be saved indefinitely on the receiving computer, e-mail messages can be intentionally or accidentally forwarded to non-intended recipients, and e-mail messages may be improperly delivered by an e-mail system.
- d) SISC, although it does not regularly monitor e-mail communications, reserves the right to inspect, monitor, disclose or discontinue e-mail communications without consent or notice when consistent with and/or required by law; when there is evidence or reason to believe violations of law or SISC policy are taking or have taken place; or when computer maintenance or operational concerns require such action.
- e) SISC e-mail services may not be used for: unlawful activities; commercial purposes (whether or not under the auspices of SISC); personal financial gain; or any other use that violates any other SISC policy or guideline, including any policy regarding intellectual property or regarding sexual or other forms of harassment.
- f) Each user must properly identify himself or herself as the originator of all e-mail messages he or she sends and shall not employ any false identity on e-mail messages. Users shall also not give the impression that they are representing or otherwise making statements on behalf of SISC unless appropriately authorized to do so.
- g) Users shall not be permitted to send unsolicited "junk" e-mail or mass electronic mailings or chain letters without a legitimate SISC educational purpose.
- h) SISC e-mail systems are intended for purposes related to SISC's educational mission. Incidental personal uses of the e-mail system may be made, however, provided such use does not: (1) burden SISC with noticeable incremental cost; (2) violate any provision of this policy; or (3) otherwise interfere with the operation of SISC's computing and network services. Users should be aware that such personal communications are not private and are subject to the same conditions as all other e-mail, as described above.

## 5.4 Software Use

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SISC makes a variety of software programs and applications available to the authorized users of its computing systems. This software is generally licensed to SISC. Failure to adhere to the terms of such licenses can subject violators to legal action and can jeopardize SISC's ability to procure such software for its users. Users of SISC's computing systems must adhere to the following guidelines:

- a) Users should ensure they are covered by the appropriate site-license for each software program or application they use. To determine whether you are an authorized user, contact the Dean.
- b) Unauthorized copying of software is illegal and strictly prohibited, even when such software is not protected against copying. There is generally a no "fair use" provision for copying software. SISC's software licenses do not permit you to obtain a copy of any of its software programs for your use or installation on any computer.
- c) Software must not be removed or copied from any SISC hardware or system without prior written authorization from the Dean.
- d) Personal software must not be installed or downloaded from the internet onto any SISC hardware or system without written authorization from the Dean.

## 5.5 Internet Use and Creation of Web Pages

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All use and access of the Internet from SISC's computing systems is subject to the following guidelines:

- a) Access to pornographic, gambling, "hate speech", or similar web sites is strictly prohibited. Web sites accessed by SISC's computing systems users may be monitored.
- b) The Dean must authorize any web page created. Each such web page must include contact information, including an e-mail address, of the writer or publisher on each page.
- c) Creation of any web page must comply with copyright laws for all content, including photographs, illustrations, and other graphic images that were created by others. Downloading an image from any web site without permission usually violates copyright law. See also "Copyright Infringement is Prohibited" contained herein.
- d) Any personal, club or organization web page created must be clearly marked with a legend indicating that such page is personal in nature and does not represent the views or opinions of SISC.



- e) While SISC does not typically provide editorial review of web pages, SISC reserves the right to edit or terminate such pages at any time to comply with third party complaints, any applicable law or regulation, or computer and network management concerns.

#### Proper and Responsible Use of SISC Computing Systems

- a) Users of SISC's computing systems must respect the privacy and rules governing all information accessible through the systems. For example, users must not intentionally seek information on, obtain copies of or modify files, tapes or passwords belonging to other users or SISC available on SISC's computing systems.
- b) Users of SISC's computing systems must respect the finite capacity of the computing systems. For example, users shall limit usage of the computing systems so as to not interfere with the usage of others and must not use the computing systems for profit-making or fund- raising activities without specific prior written authorization from the Dean to do so.
- c) Users of SISC's computing systems must respect the integrity of the computing systems. For example, users must not download, transmit, or install any virus, Trojan horse, worm, or other potentially destructive code on any SISC computing system.
- d) Users of SISC's computing systems must ensure that their usage of such systems complies with all applicable local, state and federal laws.

### **5.6 Copyright Infringement Is Prohibited**

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Copyright laws protect original works of authorship. The owner of a copyright has the exclusive right to the original work, including the right to copy the work, distribute the work, display or perform the work publicly, and create derivative works. A copyright interest attaches to an original work that is “fixed in any tangible medium of expression,” including traditional works like books, photographs, architectural drawings, music, drama and sculpture, as well as works affected by new technologies, like movies, electronic media, web pages, software, multimedia works and databases. The use of file-sharing networks to download and share copyrighted works without permission from the copyright owner – like software, music, movies, TV shows, games and images – violates copyright laws. Both the person who makes an illegal copy of a copyrighted work available and the person who receives or downloads an illegal copy have violated the copyright laws. In most instances, a student must obtain permission from the copyright owner in order to copy, distribute, display or perform a copyrighted work in any medium for any purpose.

Any copyright infringement, including, without limitation, distribution of copyrighted material through unauthorized peer-to-peer file sharing, in connection with a student's enrollment in a program of study at the school or conducted by a student through the use of any of the school's equipment or information systems is prohibited and violates both the Conduct section of the School Catalog and the law. Any student who engages in copyright infringement will be subject to discipline by the school, which may include, without limitation, the suspension or termination from one or more courses the student is taking or the student's entire program of study at the school and the referral to the proper authorities. Copyright infringement may also subject the student to civil and criminal liabilities. A summary of the penalties for violating federal copyright laws include:

- unlimited actual damages proven for each act of copyright infringement;
- up to \$30,000 for each act of copyright infringement that is determined not to be willful;
- up to \$150,000 for each act of copyright infringement that is determined to be willful; and
- criminal penalties.

# DRESS CODE AND LOGISTICS

## 6.1 Dress Code

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While on school property, students must accept individual responsibility for appropriate dress. Certain items of dress are not acceptable due to safety reasons, such as shower clogs, flip-flops, etc. Some programs within the school will require more stringent dress codes for safety and professional reasons.

Students are expected to wear clothing that adequately covers the person and to wear shoes on the school premises. Clothing must not contain printed matter that may be considered vulgar or offensive. More formal attire, as announced, may be required for special events or occasions. Students will maintain their own personal hygiene so as not to be offensive to fellow students and staff.

Each faculty member may set stricter dress and cleanliness requirements related to specific safety and hygiene factors for the particular class and laboratory setting. (Such requirements will be either posted in each classroom and laboratory, or included in the course syllabus given to each student at the beginning of the course.)

Cellular telephones and pagers should be set so they do not interrupt or disrupt regular classroom activities. Students whose telephones or pagers disrupt class may be asked to leave and may be marked absent. Repeated violations may lead to disciplinary action. See also "Telephones" contained herein.

Students violating the dress code will be asked to leave school until they are properly dressed and may be counted absent for the time they are not in class.

## 6.2 Family Educational Rights and Privacy Act Annual Notification

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access.

Students should submit to the school Director a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student may request the school to amend an education record the student believes is inaccurate or misleading. The student must write to the school Director, clearly identify the part of the education record the student wants changed and specify why the education record is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

If the school decides not to amend the education record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the student's request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified by the school of his or her right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without the student's consent.

One exception permits the school to disclose personally identifiable information contained in the student's education records without the student's consent to school officials with legitimate educational interests. A school official is: a person employed by the school in an administrative supervisory, academic or research, or support staff position; a person or company with whom the school has contracted; a person serving on an advisory board; or a student assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. Upon request, the school discloses education records without student consent to officials of other schools at which the student seeks or intends to enroll or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

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

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

Directory information (as defined below) in a student's education records may be unconditionally released by the school without the student's consent, unless the student specifically requests in writing that such information may not be released. The school requires that any such request by the student must (i) specify what categories of Directory Information are to be withheld and (ii) be delivered to the school Director within 15 days after the student starts class. Any such request must be renewed annually by the student. Directory Information means information contained in a student's education record which would generally not be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to, the student's: name; address(es); telephone number(s); electronic mail address(es); photograph; grade level; enrollment status (e.g., full-time or part-time); date and place of birth; program of study; extracurricular activities; credentials, awards and recognition (i.e., honors) received; last school attended; dates of attendance; (i.e., enrollment periods(s), not daily attendance record); and student or user ID number (other than a social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity which are known or possessed only by the authorized user.

The school has adopted a detailed Family Educational Rights and Privacy Act Policy (AA 9.0).

### **6.3 Parking**

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There are designated parking spaces for both the school staff and student body. Please use only one space per vehicle. Parking is not allowed in the driveways.

In order to prevent personal injury and property damage, the speed limit in the parking lot and driveways is 5 MPH. Excessive speed and squealing of tires will result in disciplinary action.

Parking spaces for the disabled are marked and any vehicles parked in these spaces without the appropriate disabled designation will be towed at the owner's expense. Visitor parking is permitted in the parking spaces designated for visitors. Students must not park in the visitors parking area. Unauthorized parking may result in the vehicle being towed at the owner's expense and suspension of the individual's on-campus parking privileges.

Parking areas must be kept free of trash. Student assistance and cooperation in this regard is both expected and appreciated.

#### **6.4 Personal Property**

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The school expressly disclaims all liability and responsibility of every kind and nature whatsoever for any loss, theft, damage, destruction, or other casualty to any personal property of any kind owned by any student, visitor, or other. Students are advised and warned they must personally take full and complete responsibility for safekeeping of all their property on school premises and during any school activities.

The school maintains a lost and found. The school will dispose of any items left in the lost and found over 30 days.

#### **6.5 School Closing Due to Inclement Weather**

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The school will issue announcements via email or call to all current students when classes are canceled and the school closes due to inclement weather. It is the student's responsibility to utilize these sources to ascertain any school closing. If in doubt, call the school. Should the school reschedule a canceled class meeting, all students are expected to attend the rescheduled meeting and are responsible for material covered during the rescheduled meeting. Students unable to attend the rescheduled class meeting must arrange to make up the assigned work with the instructor prior to the rescheduled class meeting.

#### **6.6 Student Activities**

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The school encourages student activities that develop individual initiative, group leadership, and cooperation. It is a goal of the school to provide students with the opportunity to participate in activities that relate to vocational objectives, satisfy social needs, provide recreational opportunities, and encourage cultural enrichment. School-related student

activities must be sanctioned and supervised by the school. Students should contact the Dean regarding activities in which they would like to participate.

## **6.7 Student Body Diversity**

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SISC provides information about Student Body Diversity in the “Disclosure - Student Body Diversity” which can be found in this document hereto.

## **6.8 Student Lounge/Break Area**

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The student lounge/break area is provided for the students’ convenience and enjoyment before and after class and during break periods. It is the student’s responsibility to keep this area as neat as possible. Please use the trash receptacles to dispose of candy wrappers, drink containers and other refuse. If smoking is permitted in an outside break area, please use the ashtrays to dispose of cigarettes.

Your help in keeping the school neat and clean is expected and appreciated.

## **6.9 Telephones**

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Student messages or telephone calls of an emergency nature received at the school will normally be delivered to the student during class breaks. In such cases, the caller should give the school the student’s class schedule so he/she can be more readily located.

The school will not accept student telephone calls, messages and letters of a personal nature. Telephone calls, messages, etc. of a personal nature must be directed to the student’s home or cell phone. Office phones are not to be used for personal calls.

Cellular phones should not be used during a class meeting as the call may disturb other members of the class. Cellular telephones and pagers should be set so they do not interrupt or disrupt regular classroom activities. Students whose telephones or pagers disrupt class may be asked to leave and may be marked absent. Repeated violations may lead to disciplinary action.

Office phones are for school use only and may not be used by students without the expressed permission of a staff member.

## **6.10 Virtual Library**

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There are 3 virtual resources available to our students:

- SISC Virtual Library. Students may access the Virtual Library at: <http://www.hello8.info>. While we are still building the site, we have asked each instructor to email everyone any training related materials, exercise handout, etc.
- Microsoft IT Academy e-Learning web site (<http://itacademy.microsoftlearning.com/>). For each student, upon request, you are entitled to access to Microsoft IT Academy library.
- Oracle Workforce Development ([https://workforce.oracle.com/pls/wdp/new\\_home.main](https://workforce.oracle.com/pls/wdp/new_home.main)). For each student, upon request, you are entitled to access to Oracle Work Force Development web site.

We also maintain a FTP servers for all our class recordings.

For details, please contact school officials.

## **6.11 Visitors and Guests**

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Students must notify school prior to bringing any visitors or guests into the school. All visitors and guests must enter the building through the lobby entrance. No visitors or guests may tour the facility without being accompanied by a school employee. No visitors or guests may attend a student's class without the prior permission of the instructor and the school.

## **6.12 Weapons**

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The possession or use of firearms, knives (except non-spring pocket knives with blades less than four inches), other weapons, explosives or fireworks of any kind are prohibited on school property and during any school activity, except for law enforcement officers who are required to carry a firearm at all times. Any law enforcement officer who is required to carry a firearm on school premises or during any school activity must notify the school in writing of that requirement and provide a copy of the applicable directive that requires the officer to carry a firearm while on school premises and during school activities.



The school reserves the right to inspect any and all items brought onto the school premises, including any building or parking lot. Except for law-enforcement officers as specified above, possession or use of a firearm, knife (except a non-spring pocket knife with a blade less than four inches), other weapon, explosive or firework on school premises or during any school activity will result in the student's immediate termination from the school.

# EDUCATIONAL ASSISTANCE

## 7.1 Absences

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In the event of an absence, a student should make every effort to contact his or her instructor. The instructor can provide the student with class assignments and/or inform the student of all the necessary make-up work and time necessary to help the student keep up with his or her courses. Students may also use e-mail to communicate with instructors. Students are encouraged to see their instructor for specific information on make-up work policies.

## 7.2 Assignments

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All classroom and laboratory assignments, if any, are required to be completed by the student. Any missed assignments, due to absenteeism or otherwise, are required to be made up by the student.

## 7.3 Exams

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While exam is not mandatory at our school, students are encouraged to take industry certificate exams.

Industry certification exams must be taken in order to get related certificate, such as OCP, MCPD, etc.

## 7.4 Extra Help for Academics

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Students may receive extra help by making a request to their instructor and/or the School or Program Chair. Extra help sessions will be arranged outside the normal classroom instruction hours to assist the student.

Academic assistance includes, but is not limited to, tutoring and group seminars. Specific course tutoring is provided by the staff, peers and through open lab sessions.

Many of these services are provided on a regularly scheduled basis, while others are by appointment only. Students are encouraged to inquire of their instructor or School or Program Chair. Students may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program.

## **7.5 Extra Help For Laboratory Work**

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Students needing additional lab work time to complete assigned lab projects may do so by permission of their instructor or School or Program Chair. Extra help lab sessions are made available outside the normal lab instruction hours.

## **7.6 Schedule Changes and Withdrawals**

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Any student desiring to change his or her program of study or class schedule must first obtain permission from the Dean or school director. Such permission is at the discretion of the school. Students who wish to withdraw from a program of study or a course should notify the Dean or School or Program Director in advance of withdrawal. Students must also contact the school's Director in the event of any change in student status.

## **7.7 Disabled Applicants and Students**

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The school does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities.

Students with disabilities are encouraged to contact the school director to find out what services, such as home schooling or via internet, etc., are available to them.

## **7.8 Career Service Assistance**

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Today's professional must be well prepared. In order to help students be knowledgeable and marketable as they enter the workforce, SISC provides Career Services designed to help students pursue their career goals.

## **7.9 Internship Program**

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To help student gain real hands-on skill, we provide internship to students. Those internship are non-paid and volunteer based.

## **7.10 Professional Development**

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Through a series of workshops, seminars, panels and other events Career Services provides information on career development components, such as resume writing, interviewing, professional dress, networking, occupational and industry knowledge, evaluating job offers and salary negotiations. Additionally, Career Services and faculty provide instruction on career search development through the Professional Procedures and Portfolio Development course material.

## **7.11 Individual Career Searching Advising**

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Students and graduates are encouraged to regularly meet with Career Services staff to receive personalized coaching and advice regarding their career search, and interview preparation.

## **7.12 Pre-Graduate Employment Assistance**

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The Career Services staff assists students in identifying employment opportunities involving their fields of study while they pursue their programs.

## **7.13 Career Fairs**

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The school may sponsor Career Fairs to help students connect with employers.

## **7.14 Connecting With Employers**

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Students may connect with employers during their education through avenues such as:

- Panels, workshops and other professional development events conducted by employers;

- Classroom speakers;
- On/off campus interview sessions;
- Field trips;
- Informational Interviews; and
- Company Information Sessions.

## **7.15 Continuing Education**

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SISC is a strong proponent of continuing education for graduates. Career Services staff will assist graduating students in exploring continuing education opportunities at SISC.

Note: The school's career services as specified above, are available to students and interested graduates, but the school does not make any promise or representation whatsoever to any student or graduate: (1) that the student or graduate will obtain any employment, whether full-time, part-time, upon graduation, during school, related to his or her education or otherwise; or (2) regarding any career opportunity, position, salary level and/or job title in any employment that the student or graduate may obtain, whether during school or upon graduation. No employment information or career service provided by the school to any student or graduate will be considered by the student or graduate, either expressly or impliedly, as any: (a) guarantee or promise of employment; (b) likelihood of employment; (c) indication of the level of employment or compensation any student or graduate may expect; or (d) indication of the types or job titles of positions for which students or graduates may qualify. Students and graduates are encouraged to not place restrictions on their job search endeavors regarding location, starting salary or specific benefits, as doing so may similarly restrict employment options and opportunities. Any employment that a student or graduate may obtain with the help of the school's career services will, in all probability and likelihood, be at an entry to middle level position.

## **7.16 Types of Employment Obtained by Graduates**

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SISC maintains and can provide information to students and prospective students concerning the types of employment obtained by graduates of its training programs. Depending on the program of study, SISC graduates have obtained employment in the types of careers listed below. Further, where there have not been graduates of a program of study, future graduates could potentially obtain this type of employment, although we do not represent or guarantee that a graduate will obtain employment or employment in any particular type of position of any program.

Information Systems Security (CISSP): Application Security Analyst; Computing Security Specialist; Information Security Administrator; Information Systems Security Representative; Network Security Specialist; Security Auditor; Security Technician; and Systems Engineer.

Information Technology-Computer Network Systems (CCNA): Computer Technician; Desktop Support Technician; Help Desk Support; IT Assistant; Network User-Support Specialist; System Administrator; Web Server Administrator; and Windows Administrator.

Information Technology-Software Applications and Programming (MCPD and/or OCP): .NET and/or Java Programmer; Data Analyst; Database Administrator; Junior Web Designer; Lead Web Developer; Programmer Librarian; Software Quality Analyst; and Systems Support Specialist.

Project Management (PMP): Project Coordinator; Project Manager; Project Resource Coordinator; Project Scheduler; and Project Team Member.

Technology Support(CompTIA): Application Development; Associate Software Engineer; Database Programmer; Developer; Help Desk Support; and IT Assistant.

Information Technology (SAS, Data Warehousing, Database related trainings): DBA, data analyst, business analyst, Web Application Developer; Web Programmer; and Website Designer.

## **7.17 Extra Curricular Activities**

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While we encourage academic clubs, we don't have any of this type of organizations at this time, due to our small student body and the short duration of our training.

# FINANCIAL POLICY

## 8.1 Check Cashing Policy

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SISC will not cash any checks and will only accept those checks made out to the school for educational costs.

## 8.2 Financial Aid Assistance

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At this point, SISC doesn't provide any financial aid to our students. And we do not participate in any federal loan program either. Students are expected to pay tuition fully no later than the first class.

There are times, however, we may provide some discounts, such as group discount, loyalty discount, and may allow students to pay installments, at school's discretion.

## 8.3 Tuition Payment

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Acceptable means of payment are: cash, personal check made out for the exact amount, money order made out for the exact amount and credit card (if accepted).

## 8.4 Tuition Refund Policy

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In general, all tuition monies are refundable as defined below in our guarantee section.

When you pay your deposit (or the full amount) \$100 of it is a registration fee. The registration fee is fully refundable until 30 days before the class, and then it is non-refundable.

### **Guarantee:**

The following refund policy is for tuition.

1. The training center must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the training center.

2. The training center must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the registration is signed or an initial payment is made, as long as the applicant has not begun training.
3. The training center may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a training center to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the training center may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

Proportion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

The percentage is calculated based on the number of hours student participated in the training divided by the total scheduled hours for the training.

5. When calculating refunds, the official date of a student's termination is based on:
  - (a) When the training center receives notice of the student's intention to discontinue the training program; or,
  - (b) When the student is terminated for a violation of a published policy which provides for termination; or,
  - (c) When a student, without notice, fails to attend classes for consecutive 3 sessions, after the 3<sup>rd</sup> missing session.
6. All refunds must be paid within thirty calendar days of the student's official termination date.
7. This policy will remain in effect until further notice. Any questions concerning our refund policy can be directed to James Wang, System and Information Services Corporation, 1820 Michael Faraday Drive, Suite 19, Reston, VA 20190, or by calling 703-582-7215.



## **8.5 Refund Failed Exam Fee**

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In case our student failed on any vendor exam, upon request and providing the failed exam report, we will refund the exam fee, up to max 2 times for the same exam.

## **8.6 Discount Schedule**

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We provide following discount:

- Group discount: for 4 or more people as a group taking the same course at the same time. Discount: 5% for each member
- Loyalty discount: for our returning student, for every \$3000 spent with us, get 5% discount for future course, upto 30%.
- Referral discount: if you referred one student to us, upon his/her course finish with us, we will provide you \$100 credit for your future course with us.
- Toll reimbursement: At the school's discretion, and upon request, we will reimburse toll for Route 267.

# PROGRAM OF STUDY INFORMATION

## 9.1 Program of Study

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Information with respect to each program of study offered by us:

The occupations (by name and Standard Occupational Classification (“SOC”) code(s) issued by the Bureau of Labor Statistics of the U.S. Department of Labor) that the knowledge and skills taught in the program of study help students prepare to enter, and links to the occupational profiles on O\*NET associated with the SOC codes:

Occupation Name	SOC Code	O*NET Link
Information Security Analysts	15-112	<a href="http://www.onetonline.org/link/summary/15-1122.00">http://www.onetonline.org/link/summary/15-1122.00</a>
Network and Computer Systems Administrators	15-1142	<a href="http://www.onetonline.org/link/summary/15-1142.00">http://www.onetonline.org/link/summary/15-1142.00</a>
Computer Programmers	15-1131	<a href="http://www.onetonline.org/link/summary/15-1131.00">http://www.onetonline.org/link/summary/15-1131.00</a>
Software Developers Applications	15-1132	<a href="http://www.onetonline.org/link/summary/15-1132.00">http://www.onetonline.org/link/summary/15-1132.00</a>
Web Developers	15-1134	<a href="http://www.onetonline.org/link/summary/15-1134.00">http://www.onetonline.org/link/summary/15-1134.00</a>

## 9.2 Costs and Training Hours

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The following costs and training hours are associated with each program of study as of 2/12/2013. Based on market condition and cost structure, the price is subject to change without notice. Please check our website for up to dated information.

<b>Course Title</b>	<b>Class Price</b>	<b>Hours</b>
OCP 11g DBA Package (SQL, DBA I, and DBA II)	\$3,344	80
Performance Tuning Certified Expert	\$1,600	32
RAC 11g and Grid Infrastructure Administrator	\$2,240	32
Oracle Database: SQL Certified Expert	\$1,200	24
11g New Features for DBA	\$1,920	32
Data Guard	\$1,440	24
Streams	\$960	16
Oracle Database 11g Certified Implementation Specialist	\$1,280	32
Oracle Database 11g Security Certified Implementation Specialist	\$960	24
Oracle Data Warehousing 11g Certified Implementation Specialist	\$1,600	32
Oracle Exadata 11g Certified Implementation Specialist Certification	\$1,600	32
Oracle Enterprise Manager 11g Certified Implementation Specialist	\$1,200	24
Oracle In Unix System HandsOn	\$1,280	32
PL/SQL Developer Package (SQL, PL/sql, Advanced PL/sql)	\$3,329	72
Oracle Application Express Developer Certified Expert	\$1,920	32
Oracle E-Business Suite R12: E-Business Essentials	\$1,440	32
Oracle E-Business Suite R12: General Ledger and Payables Fundamentals	\$3,200	64
Oracle E-Business Suite R12: General Ledger and Receivables Fundamentals	\$3,200	64
Oracle EBS R12.1 General Ledger Essentials	\$1,600	32
Oracle EBS R12.1 Payables Essentials	\$1,600	32
Oracle EBS R12.1 Receivables Essentials	\$1,600	32
Oracle EBS R12: Install, Patch and Maintain Applications	\$1,600	32
Oracle E-Business Suite R12: System Administration	\$1,600	32
OCP MySQL DBA Package (MySQL I, and MySQL II)	\$3,648	64
MySQL Database Administrator Part I	\$1,920	32
MySQL Database Administrator Part II	\$1,920	32
Solaris System Administrator Package (Admin I and II)	\$3,040	64
Solaris Network Administrator	\$1,600	32
Solaris Security Administrator	\$1,600	32
Oracle Weblogic Server 11g: System Administration I	\$1,920	32
Oracle GoldenGate 10 Certified Implementation Specialist Certification	\$1,440	24
Oracle BI Foundation 10 Certified Implementation Specialist	\$1,920	32
Oracle Exalogic Elastic Cloud Certified Implementation Specialist	\$1,920	32
Oracle Application Grid 11g Certified Implementation Specialist	\$1,920	32
Java SE 7 Package (OCA and OCP)	\$3,200	64
Oracle VM Server Administration for SPARC and x86	\$3,300	32
MCPD .NET 4.0 Package (include 70-515, 511,516,519)	\$3,374	96
SharePoint 2010 Developer Package (include 70-573 and 70-576)	\$2,432	64
SharePoint 2010 Admin Package (include 70-667 and 70-668)	\$2,432	64
SQL Server 2008 Developer Package (include 70-433 and 70-451)	\$2,432	64
SQL Server 2008 DBA Package (include 70-432 and 70-450)	\$2,432	56
SAS Package (Base and Advanced)	\$2,128	64
Red Hat Certified System Administrator (RHCSA)	\$3,200	64
CompTIA A+ Essentials	\$960	32
CompTIA A+ IT Technician	\$960	32
Security +	\$960	32

Network +	\$960	32
CCNA	\$1,800	32
UDB	\$2,400	60
Data Warehousing Package	\$2,700	60
Certified Information Systems Security Professional	\$1,600	32
Unix Shell Scripting	\$480	16
Graphic Designer	\$1,280	32
Web Page Design	\$1,280	32
Perl Programming	\$640	16
CSTE	\$960	24
CSQA	\$960	24

# CERTIFICATION RATE DISCLOSURE

## 10.1 Training Completion Rate:

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The school has a completion rate of 96 %. The completion rate is defined as students who sits in all the required hours, and finished the course/package they registered for.

At the end of training, school issue "Training Completion Certificate" to our class participants. Even though there is no specific exam required for such certification, any assignments, if any, must be finished and submitted successfully on time, in addition to sit in the required class hours.

## 10.2 Industry Certification Rate

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Our Industry Certification rate is 80%.

In order to get certified for a specific track from a vendor, such OCP (Oracle Certified Professional), MCPD (Microsoft Certified Professional Developer), student must take and pass one or more than one exams. Industry certification rate means those students who gets certified by respective vendor with one or more than one certification.

It is possible that student tried exam multiple times before pass an exam and then get certified.

## 10.3 Student Body Diversity

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The student body diversity at the school in 2011 was as follows:

Female	41%
Male	59%
Hispanic	8%
Asian	76%
Black	8%
White	8%

# STUDENT COMPLAINT/GRIEVANCE PROCEDURE

## STATEMENT OF INTENT:

To afford full consideration to student complaints concerning any aspect of the programs, facilities or other services offered by or associated with SISC. This complaint procedure is intended to provide a formal framework within which such complaints may be resolved. This procedure is not, however, a substitute for other available informal means of resolving complaints or other problems.

Students are encouraged to communicate their concerns fully and frankly to members of the school faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation and to protect persons who report information from retaliation.

## PROCEDURE:

All student complaints will be handled in the following manner:

### STEP ONE - Contact School Director

1. A student must present to the school Director any complaint relating to any: (a) aspect of the programs, facilities or other services provided by the school; (b) action or alleged misrepresentation by an employee or representative of the school; (c) discrimination or harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status by any student, applicant, faculty member or other school employee, or visitor or invitee of the school; and (d) school activity. The complaint may be oral or written. The school Director will promptly acknowledge receipt of the complaint.
2. The school Director will meet with the student to discuss and respond to the complaint. The school Director's response may be oral or written and will address the specific complaint and indicate what, if any, corrective action has been proposed or accomplished.
3. Within three (3) school days of any such discussion, the school Director will prepare a written summary of the discussion, including any agreed upon or proposed solution of the student's complaint. The school Director will take the necessary steps to ensure that any agreed upon solution or other appropriate action is taken.

## STEP TWO - Appeal to the President of the company

1. If a complaint is not resolved to the student's satisfaction, the student will, as soon as possible after the student's discussion with the school Director, submit the complaint to Mr. James Wang, president, System and Information Services Corporation, phone 703-582-7215, email: [jwang@maxaur.com](mailto:jwang@maxaur.com).
2. Within ten (10) days after receipt of the student's written letter or email of complaint, the school, or designee will reply to the student in writing, specifying what action, if any, SISC will undertake.

## STEP THREE - Contact the State

If the complaint cannot be resolved after exhausting the school's grievance procedure, the applicant may file a complaint with:

State Council of Higher Education for Virginia  
101 N. 14TH St., 9TH FL, James Monroe Bldg.  
Richmond, VA 23219  
Tel: (804) 225-2600 Fax: (804) 225-2604