



ASHWORTH COLLEGE

Ashworth College

2013 Career Student Handbook

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*Ashworth College 2013 Career Student Handbook, Second Edition
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*Purpose: The Academic Catalog is the official document for all academic policies, practices, and program requirements. The general academic policies and policies govern the academic standards and accreditation requirements to maintain matriculated status and to qualify for a degree, diploma, or certificate.
Ashworth has adopted a 'grandfather clause' policy such that students have a right to complete their academic programs under the degree requirements that existed at the time of their enrollment, to the extent that curriculum offerings make that possible. If program changes are made that effect student programs of study, every effort will be made to transition students into a new program of study that meets new graduation requirements.
Students proceeding under revised academic policies
must comply with all requirements under the changed program.*

*Reservation of Rights: Ashworth College reserves the right to make changes to the provisions of this catalog and its rules and procedures at any time, with or without notice, subject to licensing requirements.
This catalog is not a contract but merely a general outline of the programs being operated presently by the school.
Certain policies may be grandfathered in at the time of enrollment
and other revised policies supersede prior policies.*



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Introduction

Letter from Chief Academic Officer

Dear Ashworth Student:

Congratulations on selecting Ashworth College. As you begin your career program, I encourage you to plan time for your studies.

It takes discipline to complete a diploma or certificate program at a distance. Many people have proven that this can be done very effectively. I hope you will take advantage of the flexibility of learning at the time and place of your choosing.

Your courses have been carefully prepared, using the finest textbooks available. The instructional team and staff at Ashworth College are exceptional in their fields, and in developing and supporting distance learning programs.

Please read this Student Handbook carefully. It provides helpful study guidance and information on our policies and programs. See the academic catalog for full program details.

Stay focused and set a specific time to study on a regular basis—and soon I will be writing to you as a graduate of our diploma or certificate program.

Warm regards,

Leslie Gargiulo, Ph.D.
Chief Academic Officer
Ashworth College



History

Since its founding in 1987, Professional Career Development Institute (PCDI) has developed a large selection of distance-learning programs and has enrolled over 2 million students in its high school, career, and degree programs.

PCDI was started as a career school that offered one career course. Early programs focused on vocational and avocational education pathways for students, with the career school growing to offer over 60 career diploma programs today.

James Madison High School (JMHS) was established in 1996 to aid students who need a flexible approach to a high school education. JMHS provides the curriculum needed for students to complete one to four years of high school course work leading to a high school diploma. The JMHS program enrolls students from all over the world.

In 2000, PCDI established Ashworth College to offer associate degree programs to students who need a flexible approach to a college education. Ashworth College started offering master's degree programs in 2004 and bachelor's degree programs in 2007.

In 2007, all schools under PCDI merged under the Ashworth College umbrella. Today, we offer 2 high school programs, 10 career certificates, over 60 career diplomas, 15 undergraduate certificates, 29 associate degrees, 7 bachelor's degrees, 6 graduate certificates, and 10 master's degrees.

All Ashworth course and program offerings are accredited by the Accrediting Commission of the Distance Education and Training Council (DETC); the Accrediting Commission of DETC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. James Madison High School is a regionally accredited online high school with accreditation from the AdvancED Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

Students have the opportunity to begin their high school education at JMHS and continue on to pursue their career and college aspirations with Ashworth College via flexible, affordable, and accredited distance-education programs.

Ashworth College occupies a 32,000-square-foot facility that houses all departments of the College and is located at 6625 The Corners Parkway in Norcross, Georgia.



Legal Governance

Professional Career Development Institute, LLC ("PCDI, LLC") owns the Ashworth schools. Distance Education Company (DEC) and PCDI Canada are wholly owned subsidiaries by PCDI, LLC. In 2009, PCDI, LLC was acquired by Sterling PCDI Acquisition Corporation.

- PCDI, LLC operates three schools: Ashworth College, Ashworth Career, and James Madison High School.
- DEC operates the New York Institute of Photography, the New York Institute of Art and Design (formerly Sheffield School), and the New York Institute of Career Development.
- PCDI Canada offers Ashworth's career and high school programs in Canada.

The Board of Directors is comprised of the following members.

- Steve Isaac, Board Chairman
- Rob Klapper, Chief Executive Officer, Ashworth College
- Jason Rosenberg, Principal, Sterling Partners
- Kelly Gay, Member
- Randy Whitchurch, Member
- Tom O'Keefe, Member
- Jeff Keith, Member
- Phil Handy, Member



Accreditation and State Licensing

National Accreditation

Ashworth College is nationally accredited by the Distance Education and Training Council.

The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The Distance Education and Training Council is a recognized member of the Council for Higher Education Accreditation.

Distance Education and Training Council

1601 18th Street, NW

Washington, DC 20009-2529

202-234-5100

202-332-1386 (Fax)

www.detc.org

State Licensing

Ashworth College is authorized by the State of Georgia Nonpublic Postsecondary Education Commission to offer instruction in career programs, and associate, bachelor's, and master's degree programs.

State of Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220

Tucker, Georgia 30084-5305

770-414-3300

770-414-3309 (Fax)

www.gnpec.org

Mission, Vision, Values, and Student Learning Outcomes

Vision Statement

Be the leading non-traditional learning institution educating people motivated to improve their lives.

- **Leading:** we will serve more students than any other online learning institution
- **Non-traditional:** we are a progressive company markedly different from traditional brick-and-mortar institutions given our course offering, online delivery and affordable pricing
- **Learning:** we enable students to acquire the requisite knowledge and skills in their area(s) of interest
- **Institution:** we are an established organization that provides recognized certification and accreditation
- **People:** the students who embody the Ashworth community
- **Motivated to improve their lives:** students attend Ashworth to enhance their lives by achieving a career goal, learning a vocation/hobby, or serving as a role model to others.

Mission Statement

Empower students to achieve their aspirations through flexible, convenient, affordable, and highly relevant educational programs.

- **Empower:** enable students to take control of their lives
- **Students:** individuals who have taken the proactive step to study and formally engage in learning
- **Aspirations:** strong desire, longing, or aim
- **Flexible:** adaptable curriculum that allows students to study anywhere and at their own pace
- **Convenient:** easily accessible and easy to use
- **Affordable:** quality courses at a relatively low price that provide great value
- **Highly relevant:** pertinent content and subject matter that aligns well with real-world skills and knowledge needed in the workplace
- **Educational Programs:** courses that enable students to learn in their areas of interest

Values

- **Access** - We believe anyone who wants to learn should have access to affordable, quality education anytime, anyplace.
- **Accountability** - We set measurable goals and are accountable to students and to each other for our actions, performance, and results.
- **Integrity** - We operate with the utmost integrity, and treat both our fellow colleagues and our students with dignity and respect.
- **Passion** - We believe we can make a difference in people's lives and want to help each student, faculty and staff member in our diverse community realize his or her individual potential.
- **Teamwork** - We are committed to collaboration and communication among students, faculty, and staff, as both are essential to achieving great outcomes for students and our company.
- **Excellence** - We strive to uphold high standards in our academic programs, student experience, and support services, and are continually seeking ways to improve each of these areas.

Student Learning Outcomes

By incorporating the following learning and career outcomes into its programs, Ashworth ensures that graduates are prepared to succeed in a variety of professional, civic, and personal settings.

1. **Job-Specific and Technical Skills**
Graduates will be trained in job specific technical knowledge and the common body of knowledge associated with a specific program.
2. **Professional and Life Skills**
Graduates will be trained in professional and life skills that include responsibility and self-motivation.
3. **Qualifications for Advancement**
Graduates will have the skills and credentials to apply for jobs, change careers, advance in their current workplace, or pursue skill-based hobbies and interests.

Administration

Robert Klapper - Chief Executive Officer

Leslie Gargiulo, Ph.D. - Chief Academic Officer

Joi Barkley, Ed.D. – Faculty Dean

John Riser - Director of Education Operations

LaToya Leary - Academic Operations Manager

Eric Ryall – Registrar

Stephanie Gritz – Learning Resource Center Director

Deepa Chadha – Director of Product Development

Mandy Norton – Product Development Manager

Nicole Burris – Product Development Manager

Darlene Craft –Student Services Manager

Melissa Maddox - Business Services Manager

Academic Year, Holidays, Contact Information and Hours of Operation

Academic Year

Students may enroll in Ashworth's programs at any time of the year. There are no set class start dates, and students do not have to wait until the beginning of a new session or new semester. All courses offered are flexible and self-paced, with students setting their own schedules within certain maximum allowable time frames per semester and/or program.

Holidays

Ashworth is closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Contact Information

The following information may be used to contact Ashworth College. Students should provide their name and student number on all communications with Ashworth staff.

Mailing Address:

Ashworth College, Suite 500
6625 The Corners Parkway
Norcross, GA 30092

E-mail: education@ashworthcollege.edu

Web site: www.ashworthcollege.edu

Community Web site: www.ashworthcommunity.com

Registrar's Office:

E-mail: Registrar@ashworthcollege.edu

Fax (for forms, etc.): 770-417-3030

Fax (for transcripts): 770-729-8578

Phone Guide

<u>Department</u>	<u>Phone Number</u>
Academic Advisors	1-800-224-7234
Admissions (Nonstudents)	1-800-362-7070
Main	770-729-8400
Military Services	1-877-758-7630
Student Services	1-800-224-7234

Fax Destination Guide

<u>Fax Number</u>	<u>Department</u>	<u>Types of Faxes</u>
Business Services	770-729-7290	Military Corporate Partnerships
Education Services	770-729-9389	Lessons Life/Work Exams Mandatory Graded Assignments Semester Exams
Registrar	770-729-8578	All Transcripts Transcript Waivers Homeschool Portfolios
Registrar	770-417-3030	Miscellaneous Documents
Student Services	770-417-7289	Career, Degree and High School Verifications
Student Services	770-729-0961	Book Waivers Financial Information In-School Deferrals Miscellaneous Forms Multiple-Choice Exams (Offline Students) Proctor Nomination Forms Shipment Waivers Student Account Changes

Hours of Operation

Academic Advisement

8:30 a.m. – 8:30 p.m. (Monday – Friday) Eastern Standard Time

Student Services

8:30 a.m. – 9:00 p.m. (Monday – Friday) Eastern Standard Time

8:30 a.m. – 5:00 p.m. (Saturday) Eastern Standard Time

Academic Freedom

Ashworth College adheres to the following principles of academic freedom. As a higher education institution, Ashworth College holds the pursuit of education in highest regard and strives to provide an environment that promotes the pursuit of truth and mutual respect to support the generation of new knowledge and reasoned argument based on scholarly justification.

Students and faculty are expected to adhere to academic honesty, the highest ethical standards, and professional conduct in all processes and practices. It is reasonable that the teaching and learning environments will be open to diverse opinions and voices and that the same course content can be presented in multiple ways in order to achieve the same outcome goals. Teaching and learning styles may differ and it is not unexpected that differences in styles, opinions, and approaches may occur. Academic freedom and student conduct policies are appropriately balanced to produce a harmonious learning environment.

Toward these ends and in respect for diversity, the following guidelines should be followed.

- Ashworth College recognizes that each faculty and instructional team member will express his or her opinions and philosophies freely without censorship.
- Concurrently, it is important that faculty and instructional team members realize their responsibility to the college to make their students understand that their expression does not represent the opinions of Ashworth College.
- The thorough discussion of topics from diverse perspectives within the faculty and instructional team members' subject areas is encouraged. However, the discussion of controversial subject matter outside of each faculty and instructional team member's area of expertise is strongly discouraged within courses.
- Noting that debate is at the heart of academic freedom, faculty and instructional team members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.
- Ashworth College expects its faculty and instructional team members to maintain high standards of professional conduct in all communications with students at all times.

Admissions

Admission Requirements

Although Ashworth does not have prerequisites for enrollment into career diploma and career certificate programs, it is recommended that applicants should have completed their High School diploma or equivalent before enrolling.

Application Process

Follow the steps below to enroll in Ashworth programs.

1. Complete an application online or by phone.
 - a. Apply online – The online application process is simplified to reduce processing time. The online application can be accessed from our Web site, <http://www.ashworthcollege.edu>. Applicants can indicate the program level, program type, and discipline area on the online application form.
 - b. Apply by phone any day of the year (except holidays) by speaking with an enrollment advisor at 1-800-362-7070.
2. Within 24 hours of receiving the completed enrollment application, Ashworth will provide instructions for online access to the first course and will ship the associated textbooks/course materials to the student address.
3. Students who are eligible for military benefits should contact a military advisor at 1-877-758-7630.

Enrollment Agreement

The Enrollment Agreement (the “Agreement”) is a legally binding contract when signed by the student and accepted by Ashworth at its offices in Georgia and is governed by Georgia law. The student signature on the Agreement indicates that the student has read and understood the terms of the Agreement, has read and understood any literature received from Ashworth, and believes that he/she has the ability to benefit from the course selected. An electronic signature is a binding signature. Prospective students are encouraged to read through the catalog and materials prior to enrolling.

Shipments of course materials will be suspended for not returning a signed enrollment agreement.

Student Identity Verification Procedures

Student numbers are issued to specific people for the purpose of conducting Ashworth College business. Any abuse of these numbers (including obtaining for malicious use or attempting to obtain for malicious use, and false identification or attempted false identification) shall be cause for permanent dismissal from Ashworth College.

Student Portal Access

Students are required to create a password to access the Ashworth Community and Student Portal. The Student Portal is where a student can view his or her Academic and Personal records and should only be accessed by the student. Students should protect their password from others and not share it with anyone else (i.e., Academic Honesty Policy). School employees do not know student passwords and can only reset them upon their request. If a student's password is reset, he or she will be instructed to create a new one before he or she is able to access his or her account.

E-Mail

Ashworth College will use the e-mail listed on a student's account to send academic and school updates. These communications can be personal in nature and for this reason we recommend that students use an e-mail that is not shared with others.

Student Verification

If Ashworth College suspects that a student's account has been compromised, access to the student account may be blocked until student's identity has been verified. This process is done only to protect the student's interest. Students are responsible for all comments, exams, and assignments posted on their account. If a student feels that his or her account was compromised by someone else, he or she must change his or her password immediately and notify the school. A student's identity will also be verified for all proctored exams.

Progressing Through the Course

We recommend that the student set aside a regular time each week to study. The goal should be to maintain steady progress toward graduation. If the student is unable to complete one lesson per week, they should still set a pace that is achievable for them and stick to it. The student should find a pace that works well for them. ***Do not rush through the course!***

Student Portal

The student portal can be accessed through the Ashworth Community:
www.ashworthcommunity.com

The link to the student portal will be in the top right hand corner of the screen. After a student has entered the portal, they will see several useful tools to help manage their account information. When the student is ready to take an exam they will click on the "Exams" link to enter their responses.

Exams

There are Achievement Exams at the end of each lesson in a course. Some course shipments have only a few units and some have many more. The Achievement Exams may be multiple-choice questions, handwritten exams with various types of questions, or specific projects.

Important: Multiple exams should not all be submitted at once. Always wait on the feedback and exam results before submitting another exam. Learn from the feedback and results for the next exam so that there is continual improvement. The student can start studying their next lesson but it is important to know the results of the previous exam before submitting the next exam.

Please note that handwritten exams are also hand graded. This means that the results will not be returned as quickly as with a multiple choice exam. **Students should allow ample time for the projects and handwritten exams to be processed.** Under normal circumstances graded exams are returned to students in 5-10 business days.

A Place to Study

Just as there are certain study techniques that work better for each student's learning styles, there are also study environments that are more in sync with each learning style. Of course, there are general guidelines that apply to every style and that are certainly worth mentioning.

No matter how hard a student may try, they can NEVER learn while watching TV or talking on the phone. Students may struggle through and grasp some level of learning, but will be functioning at a level far below their potential.

Top 5 Characteristics of an Effective Study Space

Make It Comfortable

The student's chair should be well padded and supportive (i.e., a high back office chair and a smooth top desk or an oversized library chair in the room). The student does not want the kind of comfort felt when lounging on the sofa or stretched out on the bed, but they do need to be free of discomfort. Also, make sure the temperature is balanced-- not too hot or too cold-- and that the air is fresh.

A Well-Lit Preferably Natural Light

Natural light, such as light from a window, is better than artificial light, but if artificial light must be used, remember that incandescent light, or soft white light, is better than fluorescent.

A Well-Stocked Area

The student should not waste time gathering all the study materials and other items they'll need. Instead, when creating the study area, make sure it is stocked with items that will be needed, such as pens, pencils, paper, highlighters, books, calculators, staplers, and rulers.

An Enhanced Environment

It's VERY important that the student's study place be somewhere they enjoy going. The MOST EFFECTIVE way to battle the problems of distraction, poor concentration, and low self-esteem is to improve the learning environment. Suggestions: plants, pictures, and colorful desk accessories.

An Area Full of Positive Messages

Create a positive emotional and mental environment. The student should surround themselves with things that carry positive messages. By themselves, they won't do much, but they will be positive encouragements when the student's mind wanders and they become frustrated. Motivational posters, quotes, and reminders of goals will serve as positive reinforcement of the value of what the student is doing and how vast their potential is.

Study Goals and Objectives

It is imperative that the student defines their study goals and objectives. The best study goals are always:

- **Realistic for the Time Allotted**
(Example: What is easily accomplished in an hour? A half hour?)
- **Concrete and Specific**
(Example: Read pages 5 – 20 of the short story in the literature book, NOT Read some pages in the literature book.)
- **Significant and Rewardable**
(Example: One chapter of reading in history deserves a 15 minute TV break, snack break, or phone break).
- **Relevant to the Student's Priorities**
(Finish reviewing chapter 3 in algebra, because there is a test tomorrow is more important than doing an assignment in English that is not due until the end of the week).

Study Tips

- **Believe in Yourself** – Your brain is a complex piece of work and has genius capacity. It takes time and effort, but if you believe in yourself, you will reach your true and full potential.
- **Discipline Yourself** – Self-control and discipline are the cornerstones to success. Self-discipline is what makes you keep going when the going gets tough, and this is how study techniques become second nature. When your self-discipline gives you the strength to maintain your study skills, this is when your true abilities will soar.
- **Be Persistent** – Keep on keeping on! Persistence is more important than intelligence, luck, and talent.
- **Divide and Conquer** – Analyze the task, divide it into smaller, separate tasks, and put the tasks in priority. Start with the first small step, complete it, and then cross it off the list.
- **Become an Information Filter** – You need to learn to distinguish between what is important to remember and what is not. This takes practice to filter out the unnecessary information and even more practice to be confident that you have focused on the correct material.
- **Practice Output as Well as Input** – Think of your brain as a computer. The information you study is data INPUT. Your brain processes this information and turns it into useful information or OUTPUT. It is up to you to devise several patterns of output so information can easily be recalled.
- **Do Not fear Mistakes** – Don't be afraid to try something new just because you're afraid you may get it wrong the first time. Remember: take an action and if you make a mistake, review the results and identify the mistakes, decide how to do it better the next time, and then do it again-- only better.
- **Use all of your different intelligences to Create Study Tools** – As you develop your own toolbox of study skills, make use of as many different types of intelligences as possible. Combine as many as you can as often as you can and create a study skills toolbox that empowers you in every way.
- **Always Be Active** – All study, reading, and listening skills come down to one thing: You need to *USE* it. *DO* something with it. Think about it and evaluate it, and then *WRITE IT DOWN*.
- **Prepare...Prepare...Prepare** – Quality preparation makes the difference between mediocre performance and excellent grades. Prepare your study environment, your attitude, and your focus, and you'll be amazed at the difference.

Student's Use of Rubrics and Answer Keys

A grading rubric is a scoring tool used to help guide both the student and the teacher. It helps to define the quality of a student's work from the category of excellent to poor and serves as a detailed and specific roadmap for students, which leads to improved student outcomes. A grading rubric helps increase grading efficiency and consistency among teachers. If a rubric is used as a tool in your assignment, the rubric will be included with the assignment instructions.

Multiple-choice examinations are used throughout Ashworth's career program to measure students' mastery of the program objectives. In most programs students will also need to complete assignments that require evaluation and feedback from the school's instructional staff. Assignments are often graded using a rubric like the one shown below. This rubric provides guidance for students; it helps to clarify essential elements of the assignment that will be evaluated to determine a grade. The rubric is also an important tool for the instructional team to insure that each student is evaluated consistently and that each student meets the primary objectives of the assignment. Assignments that have very specific right or wrong answers may employ an answer key instead of a grading rubric.

Instructors use different tools to help guide them in scoring a student's assignment. Some of the tools an instructor may use include answer keys, the instructor's own knowledge of the subject, the student's adherence to content-specific requirements, student's application of concepts to real world, proper use of APA guidelines, correct grammar and grammar rules, and grading rubrics.

Below is an *Example* of a Rubric.

Grading Rubric—Achievement Exam: Career Investigation and Development

	Part 1: Educational and Career Goals	Part 2: Employment Opportunities and Applications of Acquired Learning	Part 3: Continuing Education and Career Development	Part 4: Job Application Details
Grading Considerations	Points/Actual	Points/Actual	Points/Actual	Points/Actual
Student attempted legitimate response to project part.	5/	5/	5/	5/
Student meets basic criteria of question/inquiry; minimum number of paragraphs, resources submitted; sample application attempted.	5/	5/	5/	5/
Response submitted is organized and accurate; clear evidence of investigation and legitimate sources.	5/	5/	5/	5/
Student displays good communication techniques, including correct spelling and punctuation.	5/	5/	5/	5/
Student demonstrated job-search skills and ability to identify critical work skills and employer preferences; self-employment targets are practical and well-reasoned.	N/A	10/	N/A	N/A
Student identification of continuing education opportunity was appropriate for specific career field; professional organizations identified are	N/A	N/A	5/	N/A

Academic Information

Instructional Model

Ashworth aims to provide students with engaging, comprehensive, and high-quality curriculum in a flexible and convenient online learning environment. The school strives to meet the educational goals of its students while giving them the opportunity to set the pace of their learning on a schedule that is compatible with their lifestyles and personal/professional commitments.

Ashworth's enrollment model is an open-enrollment track wherein students can enroll in courses and certificates at any time without having to wait for a class start date. The learning model is self-paced within certain maximum time limits per course and/or certificate. Ashworth's instructional model is comprised of an instructional team approach. The instructional team includes academic advisors, dedicated instructors, subject matter experts, course authors, and support staff. Ashworth's team is available to work with students as needs arise. The team approach allows Ashworth to customize support to individual student needs.

Academic Advising

We encourage students to take advantage of the knowledgeable academic guidance available through our academic advisement team by e-mail, mail, or phone. All student questions and inquiries will be responded to in a timely manner by Ashworth academic advisors and the customer service team. Through the Ashworth online Student Portal, students may review course materials; track lesson progress, shipments, and grades; check account balances and make tuition payments; request academic guidance or customer support; access the online library; and participate in the student community.

Course Load

Career Certificate

To earn an Ashworth College career certificate, a student must complete all lessons in the program with a minimum overall grade of 70. The number of lessons in career certificate programs varies depending on the program.

Career Diploma

To earn an Ashworth College career diploma, a student must complete all lessons in the program with a minimum overall grade of 70. The number of lessons in career diploma programs varies depending on the program.

Enrollment Status

Ashworth's learning model is self-paced within certain maximum time limits per course and/or certificate. Students can set their own schedules to complete lessons as long as they meet the minimum and maximum allowable time frames for each course and certificate. For information on the time frame allowance, see the "Completion Time" section.

Students who would like Ashworth to verify their status should contact the school to request a status letter. Students must be working on at least the second course module and be current in their tuition payments before Ashworth can send a status letter.

Transcripts and Grade Reports

Students who need a transcript of completed courses from Ashworth College should contact the Registrar's office. The first copy of a transcript is free, and there will be a \$5 fee for all other transcripts requested. Students should specify whether they need an official or unofficial transcript. An official transcript is one sent by Ashworth College directly to an institution or employer. An unofficial transcript is one sent by Ashworth College directly to the student. An official transcript will be sent only if the student account is paid in full; an unofficial transcript will be sent only if the student account with Ashworth College is current and there are no past due amounts owed.

To verify their progress through their program of study, students can contact Ashworth to request a grade report. The student account must be current in order for the student to receive a grade report.

Course Format and Account Access

The career program includes the following sections as part of the course format. Each course may have a different set of materials and assessments; see the syllabus for details for that course.

Course Materials

- Syllabus
- Student Handbook
- Career Guide
- Textbook
- Lecture Notes
- Lessons
- Reading Assignments
- Check Your Learning
- Practice Your Skills

Exams and Assignments

- Multiple-Choice Exams
- Hand-Graded Assignments

Ashworth Career students access their student account information, online courses, and the student portal via the Ashworth Student Community.. All online courses reside on a custom version of the Sakai Learning Management System. Ashworth's online courses are designed to be engaging, user-friendly, and easy to navigate. Students can perform the following tasks online via the Student Portal and learning management system.

1. Set up student accounts; view and edit account information
2. View account balances and make tuition payments
3. View shipment status for current and completed lessons/modules
4. Access online courses and course materials
5. Submit assignments and multiple-choice exams
6. View assignment and exam grades
7. Access the Ashworth online library
8. Be a part of Ashworth's online student community

Communication with Students

Students are required to set up and maintain their profile information within the Ashworth Student Community (www.ashworthcommunity.com). It is important that the information within the student profile is accurate and current. All course materials are shipped to the address that is listed on the student profile. Similarly, all e-mail correspondence from Ashworth will be sent to the e-mail address listed on the student profile. It is the responsibility of the student to ensure that the information within the student profile is current and accurate. Ashworth is not responsible for shipments or correspondence sent to the incorrect shipping address or e-mail address.

Textbooks and Shipments

Each course consists of printed course materials, usually accompanied by a textbook or eBook from a national publisher. Textbooks and printed study guides are shipped to students at the start of each course. For some courses, online course access is also provided.

Ashworth ships one lesson packet at a time to students enrolled in the course. When approximately two-thirds of the exams/projects have been submitted and passed, the next lesson packet will be shipped, if payments are current. For courses with online course materials, students are provided online access to one course module at a time. When approximately two-thirds of the exams/projects have been submitted and passed, access to the next module will be provided, if payments are current.

To have all courses shipped at once:

- a. Tuition must be paid in full.
- b. Subject review form must be reviewed by the student and returned to the school if courses are being changed.
- c. Waiver letter must be signed that states the student may not receive any refunds after the courses are shipped.
- d. Contact the school for assistance.

Shipment Errors

Students who receive an incorrect or incomplete shipment should call Student Services for assistance. Students have 60 days to notify the school; after 60 days, students will be responsible for any replacement fees.

Replacement Fees

Students who need to replace any study materials should call Student Services for assistance. There will be a replacement fee for each item. The fee can be added to student's account on student's next invoice with tuition payment or paid by check or credit card. The item will ship once payment is cleared and student's account is current.

Community

The Ashworth College Community is a fully interactive, student-driven, and staff-supported virtual campus that provides students a complete social learning experience from the day they enroll to graduation and beyond. The Community is comprised of different spaces that correspond to the various areas of study offered at Ashworth. There are over 60 groups supporting each program of study that students are enrolled in. Since its launch in January 2011, the Community has grown to more than 125,000 members. What makes the Ashworth Community special is that members have the unique opportunity to connect with other students, academic advisors, and instructors on their own terms, get real-time support from anywhere at any time, attend weekly "live" streaming video events, receive personalized advice from career experts, and apply for new jobs—all while making new friends, sharing opinions and experiences. Ashworth College also actively supports more than 40,000 students on the Ashworth Facebook and Twitter networks. The Ashworth College Community integrates the best interactive and academic elements to create a fully supported social learning experience for our students. Visit the Community at <http://ashworthcommunity.com>.

Live Orientation

Ashworth hosts "live" streaming video chats 2-3 times each week in which Student Advisors orient new students on everything they need to know in order to successfully get started with their course/program. Student Advisors guide new students through activating their student account, accessing their course materials, requesting transcripts, submitting exams, and learning how to best take advantage of all the resources that are available to them. The format is highly personalized and fully interactive. Ashworth advisors speak to new students via streaming video, and students are able to ask questions via online chat, all of which are answered in "real time" by the advisors. Ashworth's Orientation chats are hosted within our Student Community, but are also simultaneously streamed to multiple sites such as Facebook and Twitter to reach as many new students as possible. Students who are unable to attend one of our live Orientation chats can watch the archived sessions at any time.

Classes and Assignments

Students are shipped printed course materials for (and/or provided online access to) their first batch of lesson within a week of enrollment. Subsequent lesson shipments and/or online access to lesson modules are automatically triggered when the student nears completion of each batch of lessons. Students can begin their courses immediately upon enrollment, but are free to set their own pace of study as long as they meet the maximum completion times for each course or certificate.

Each course is composed of lessons. Each lesson typically contains lecture notes, check your learning exercises, multiple-choice exams, and assignments. Multiple-choice exams are auto-graded immediately upon submission and students can view their grades immediately. Assignments are graded within 7-10 calendar days of student's submission, and students can view their grades along with grader feedback and comments.

End-of-Course Survey

Students are to complete End-of-Course Surveys for each course that they have completed. The End-of-Course Survey includes questions on student engagement, student readiness, teacher and academic advisors support, technology, curriculum, resources and other support. Student feedback through the End-of-Course Survey is an opportunity for students to have a voice in their program of study and is an essential part of our process of continual improvement.

Career Course Completion Time

Ashworth Career diploma programs are self-paced and students are encouraged to set their own schedule for completing their coursework. However, Ashworth feels it is important that students set goals to average completing 1 lesson every 1-2 weeks. If students maintain this schedule, they can complete their program in 6-12 months. Students should set a pace that is comfortable for them.

Career Certificate Completion Time

Ashworth Career certificate programs are self-paced and students are encouraged to set their own schedule for completing their coursework. However, Ashworth feels it is important that students set goals to average completing 1 lesson every 1-2 weeks. If students maintain this schedule, they can complete their program in 3-6 months. Students should set a pace that is comfortable for them.

Students can track their shipments, access online courses, submit assignments, take exams, and view grades via the Ashworth Student Portal.

Academic Policies

Academic Honesty Policy

Academic integrity is the hallmark of excellence and the foundation of higher education which requires honesty in scholarship, research, and all course work. Students are expected at all times to submit their own work for all assignments, to present their own work and ideas in all discussions, and to properly cite original authors and others when referring to sources used. Students must succeed in their classes and programs without violating the Academic Honesty Policy.

To preserve the integrity of Ashworth College's programs and maintain the high quality of education, the Faculty and Administration must address any charge of a violation of the academic honesty policy. At each penalty level the case is reviewed by the Academic Review Board. The due process procedures include a formal request for inquiry and research to prove or disprove the charge. A proven violation carries academic penalties. Students who violate the Academic Honesty Policy will receive a warning on a first offense, will be placed on probation for a second offense, and will be cancelled from the institution on a third offense. Students may appeal the cancellation but may not appeal the warning or the probation. If an egregious violation occurs students may be immediately academically dismissed from their program. The Academic Review Board reserves the right to issue any penalty subject to the severity of the violation.

Ashworth College has the right, at its discretion, to review any exams/assignments that have already been graded and to change the grade if plagiarism is found.

An Ashworth College graduate who is later found after graduation to have plagiarized, including allowing a student to copy his/her paper, may have his/her diploma revoked as per the Revocation of Diploma/Certificate Policy.

The result of the investigation may lead to the following disciplinary action that can include but is not limited to:

Warning

- Documented counseling by staff
- Attend training workshop, write a paper on academic integrity
- Revision and resubmission of work with possible grade penalty
- Submission of alternative assignment

Probation

- Documented counseling by staff
- Attend training workshop, write a paper on academic integrity
- Revision and resubmission of work with possible grade penalty
- Submission of alternative assignment
- Fail the assignment
- Cancelled from course, suspension from the institution

Academic Dismissal

- Academic Dismissal from Ashworth College

Academic Honesty Violations

The following violation types deserve close attention because they summarize various violations of academic honesty. This list below is not exhaustive but captures the predominant violations which occur. Students must strive to honor the regulations to preserve the integrity of their grades and diplomas.

Plagiarism and Cheating

Plagiarism and cheating are acts of stealing and are types of fraud.

Plagiarism is an act of taking someone else's words or ideas and using them or representing them as one's own work. This includes not properly citing the source of the words or ideas. When students use direct quotations, they must use quotation marks and cite the relevant sources. When students paraphrase material, quotation marks are not used, but the sources still must be cited. Students must also cite sources for any use of language, ideas, theories, data, figures, graphs, programs, electronic information, or illustrations.

Cheating is an act of breaking rules of honest and original work. Cheating includes purchasing essays, copying another person's assignment, posting assignments online asking for solutions, or paying someone to do one's work. It also includes sharing one's own work, with another person or organization by allowing them to copy all or part of one's paper. Students are not permitted to share one's student user name and/or password with others or an organization. Students are not permitted to receive, knowingly give, or attempt to give any unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course.

Unauthorized Access to Official Ashworth College Materials

Students may not take, attempt to take, or in any unauthorized manner gain access to, alter, or destroy any materials pertaining to the administration of the educational process (including exams, grade records, answer keys, etc.). Unauthorized access includes sharing one's student user name and/or password with another person or organization who is not authorized or enrolled as a student and is grounds for dismissal from the program.

Misrepresentation, Falsification of Ashworth College Records or Academic Work

Students will not knowingly provide false information when completing Ashworth College forms or applications (including admissions forms, enrollment agreements, use of false or counterfeit transcripts, etc.) or in any work submitted for credit as part of a course.

Malicious/Intentional Misuse of Computer Facilities and/or Services

Students are strictly prohibited from the malicious or intentional misuse of computer facilities and/or services. Violations of state and federal laws (including copyright violations, unauthorized access of systems, alteration/damage/destruction or attempted alteration/damage/destruction, use for profit, etc.) or Ashworth College's rules regarding computer usage (including account violations, damage or destruction of the system and/or its performance, unauthorized copying of electronic information, use of threatening or obscene language, etc.) will result in immediate prosecution.

Student Identification Numbers

Student numbers are issued to specific people for the purpose of conducting Ashworth College business. Any abuse of these numbers shall be cause for permanent dismissal from the Ashworth College. Abuse includes but is not limited to: obtaining student numbers for malicious use or attempting to obtain for malicious use, false identification or attempted false identification, sharing student number with any other person or organization.

Academic Honesty Appeal Process

Students have the opportunity to appeal Academic Dismissal decisions through the Academic Honesty Appeal process. Requests for appeal must be sent to the Registrar within 10 days of receiving the academic cancellation. Forms are available in the Student Handbook. Follow the directions on completing the form and its submission.

Submitting an appeal does not guarantee re-instatement. The student's account must be current prior to any appeal review. If the student is reinstated, then they will remain on Academic Probation until the necessary improvements are made in their academic performance. Failing to meet the Ashworth College standard may result in a second academic cancellation from the program. After a second academic cancellation as a result of academic performance, a student will forfeit his or her right to an appeal and will remain cancelled permanently.

Revocation of Diploma/Certificate Policy

If, after a diploma/certificate has been awarded, a diploma/certificate recipient is found responsible or involved in a violation of the Student Conduct Code involving academic dishonesty or fraud committed while a student, then Ashworth College may impose, as a sanction, a revocation of the diploma/certificate, subject to the following procedures:

1. The Registrar will submit a recommendation of revocation of the diploma/certificate to the Academic Review Board.
2. A Notice of Intent to Revoke Diploma/Certificate shall be sent to the student. This notice shall include the details of the alleged violation and the basis for the revocation.
3. The student may submit a written appeal in response to the Intent to Revoke Diploma/Certificate to the Chief Academic Officer within twenty business days from the date of the Notice of Intent to Revoke Diploma/Certificate. The imposition of the Revocation of Diploma/Certificate will be deferred during such statement is received and time has passed. If the student does not submit a statement within twenty business days, the sanction of revocation of the diploma is final.
4. The Chief Academic Officer will respond with a decision and send final documentation to the student. If the decision is to accept the appeal, the student's transcript will show no information of the revocation. If the decision is to not accept the appeal, the student's diploma/certificate will be revoked and all student records permanently noted.

Grading Policy

Each course is graded by taking the grade-weighted average of the grades received for the exams and/or assignments within the course. The following point totals correspond to the following grades:

PERCENTAGE	LETTER GRADE	STANDARD
90-100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
<60-69	F	Failing

Grading Criteria

A = Excellent

The student has demonstrated a thorough understanding of the content and skills presented in the course, consistently initiates thoughtful questions, and can see many sides of an issue. The student writes logically and clearly. He or she also integrates ideas throughout the course.

B = Good

The student is an excellent writer, maintains consistent performance, and demonstrates an understanding of course content that goes beyond the minimum requirements.

C = Satisfactory

The student demonstrates a minimal comprehension of the skills and subject matter included in the course, and accomplishes only the minimum requirements, while displaying little or no initiative.

F = Failing

Quality and quantity of work is unacceptable.

Student Conduct Policy

Student conduct policy refers to the conduct of Ashworth staff, faculty, and students in a course or in the student community. It is College policy that Ashworth students, faculty, and staff maintain respectful, professional, and polite conduct in all communications at all times. All students, faculty, and staff are expected to treat one another with respect. Negative emotions and/or rude language have no place in any type of communication channel – phone, written, or electronic. Any student, faculty, or staff sending irate, sarcastic, rude, harassing, or offensive e-mails or other types of communication to another member of the college will be subject to disciplinary action. Respectful conduct includes following all academic honesty policies that include but not limited to protection of student user names, and/or passwords, protection of course exams and homework, solutions to exams and homework, and not sharing these with other persons or organizations. Violations of the conduct policy will lead to disciplinary action up to and including dismissal from Ashworth College.

E-mail Communication Policy

All students, instructors, and staff must use the Ashworth Sakai E-mail system for the electronic communication of any topics related to Ashworth when possible.

It is college policy that Ashworth students, instructors, and staff maintain respectful, professional, and polite conduct in all communications at all times. All students, faculty, and staff are expected to treat one another with respect. Negative emotions and/or rude language have no place in any type of communication channel – phone, written, electronic, etc. Any student, instructors, or staff sending irate, sarcastic, rude, harassing or offensive e-mails or other types of communication to another member of the college will be subject to disciplinary action. Repeated violations of this policy will be subject to further disciplinary action up to and including dismissal from Ashworth College.

Exam/Assignment Retake Policy

Offline Students

A student who scores below 70 points on any Achievement Examination will be instructed to retake the Achievement Examination for that lesson. Upon passing that retake exam, the minimum passing score of 70 points will be entered as the student's grade for that lesson. The student must pass all lessons to successfully complete the course.

Online Students

Students are allowed to retake an exam but are not required to if their final course average is above 70.

Student Affairs

Registrar

The Office of the Registrar is responsible for the administration of academic services and management of student records. The Registrar's office performs the following functions.

- Compilation and maintenance of student educational records
- Processing of student admissions, extensions, withdrawals, and dismissals
- Verification of student enrollment in courses and programs
- Provision of official and unofficial transcripts per student requests
- Enforcement of all academic policies
- Assessment and conferral of diplomas and certificates

Academic Dismissal

Academic dismissal refers to the disenrollment of a student from a course or program of study by Ashworth College. Reasons for academic dismissal include, but are not limited to, the following.

- Poor or unacceptable performance and grades in courses
- Students who fail two or more lessons in the first lesson packet/module
- Acts of plagiarism and academic dishonesty
- Unprofessional communications with Ashworth instructors, staff and other students

Students who have been academically dismissed from Ashworth College are not eligible for reinstatement or readmission unless an appeal is submitted by students and accepted by the Ashworth Chief Academic Officer.

Administrative Cancellation

Administrative cancellation refers to the cancellation of a student enrollment from a course and program of study per the student's request. Students whose accounts have been canceled (but have not been academically dismissed) are eligible for reinstatement or readmission. A \$25 readmission fee will apply.

Students who are administratively canceled from the identified course(s) will receive the grade of AC on their academic record. The AC grade has no effect on the student's academic GPA. The student will be notified of the Administrative Course Cancellation to his or her primary e-mail from the Office of the Registrar.

Students who choose to cancel their enrollment may be entitled to a refund or may owe the school additional tuition. The tuition amount due is based on the enrollment period, number of lessons completed, and the amount paid. The tuition balance or refund that is due will be determined by the Tuition Protection Agreement printed on the back of Ashworth's Enrollment Agreement.

Scholarship and Awards

Students enrolled in degree, diploma and certificate programs have opportunities to earn the following academic scholarships and awards. Student candidates are nominated by faculty, academic advisors, and student services team members, and then elected by the Ashworth academic staff.

Gary Keisling ACCESS Scholarship

The Gary Keisling ACCESS Scholarship Program was instituted in 2012 in recognition of Ashworth's former president and chief executive officer's dedication and contributions to both Ashworth College and the field of distance education. ACCESS is an acronym for Ashworth College Continuing Education for Student Success, which reflects Gary Keisling's personal and professional mission to offer underserved populations, who historically have had limited access to educational opportunities, an accredited diploma or degree that is both accessible and affordable.

The Gary Keisling ACCESS Scholarship Program will offer up to 22 scholarships each year to new diploma and degree students who are interested in pursuing their education online in one of Ashworth's 115-plus high school, career, and degree programs.

To be considered for an ACCESS Scholarship, all applicants must submit an application and an original 250- to 500-word essay. High school and degree applications may also require past transcripts reflecting a 3.0 GPA or equivalent. This scholarship will be available to students each fall. An announcement will be made when new applications are being accepted.

DETC Student of the Year Award

The DETC Student of the Year honor is awarded by the Distance Education and Training Council (DETC) on an annual basis to students who have exhibited outstanding academic performance, overcome barriers and obstacles to learning, and have demonstrated exemplary behavior and attitude in their dealings with staff, faculty, and peers.

Library Services and Learning Resource Center

Students have access to the online library and to the online Learning Resource Center.

Access to the Student online library is free and provided upon enrollment. Students may access the library service and resources through the online Student Portal.

The Learning Resource Center (LRC) is located in the Community. The LRC provides a variety of resources to the Ashworth Community in order to encourage the achievement and success of every Ashworth student. The LRC provides tips, tutorials and answers for those students conducting research and writing papers. The LRC also provides resources to supplement those in the online Library so that students may have access to a wider range of materials relevant to their coursework. Students may also participate in discussion forums in the LRC where they can ask questions about finding resources for specific assignments or subjects. To access the Learning Resource Center, go to the student portal and enter "Learning Resource" in the search box at the top right of the page.

Technology Requirements

The computer equipment utilized to access our online program must meet the minimum requirements below. Please note that the minimum computer and software requirements may evolve during a student's course of studies, in particular as third-party vendors discontinue support for older versions of a product. Students must have Internet access and an active e-mail address.

Minimum Hardware and Operating System

- Intel Pentium or Celeron, or AMD Sempron 1.6 GHz or faster
- 1 GB RAM or more
- Windows 8, Windows 7, XP, or Vista
- Sound card, microphone, and speakers

Software

- Internet Explorer 8.0 or higher or Firefox 18 or higher
- Adobe Flash Player 11.5 or higher
- MS Office 2000 or higher (MS Word, MS Excel and MS PowerPoint).
- Adobe Reader 9.0 or higher (free version available for download at <http://get.adobe.com/reader/>)

Internet Connection and E-mail

- A reliable broadband Internet connection, either cable or DSL of at least 1000 Kbps for adequate audio-video quality
- An e-mail address that will accept all e-mails, including attachments, from the domain name ashworthcollege.edu

Note: Students are presumed to receive the messages sent to designated e-mail addresses. It is the responsibility of the student to ensure that messages from Ashworth College are not blocked and that the mailbox is not too full to receive messages.

Technological Competency

- Ability to use e-mail to correspond
- Ability to access, create, and save documents in MS Word, MS Excel, and MS PowerPoint
- Ability to browse the Web

Tuition, Fees, and Payment Options

NOTE: Tuition and fees are subject to change without notice. Students should confirm current tuition and fees on the Ashworth Web site.

Tuition

Tuition information and details are listed by program on Ashworth's website at www.ashworthcollege.edu.

Fees

Fee	Purpose of Fee	Fee Amount	Trigger
Standard Shipping/Handling Fee	Students are charged for the course material shipping costs per semester.	\$40.00 per semester	Enrolling into a degree program, certificate, or into a new semester
Shipping to addresses outside Canada and the United States	Students are charged for shipping course materials outside of Canada and the U.S.	\$150.00 one-time fee	Enrolling into a degree program or certificate.
Transcript Request Fee	The first copy of a transcript is free. There will be a fee for all other transcripts requested.	\$5.00 per transcript	Student requests a copy of their transcript
Portfolio Assessment Fee	Students are charged a fee to evaluate portfolios that are submitted.	\$50.00	A charge is added to the account when the student portfolio has been evaluated
Late Fee	A late fee will be charged for each monthly payment that is not paid within 10 days of its due date.	\$7.00 per late payment	Student's monthly payment not being made within 10 days of its due date.
Dishonored check, draft, or money order	For each check, draft, or money order that is dishonored, the student will be charged a fee if such check, draft, or money order is not made good within 10 days from the date Ashworth mails the student notice of such dishonor.	\$20.00 per dishonored check, draft, or money order	A dishonored check, draft, or money order not made good within 10 days from the date Ashworth mails the student notice of such dishonor.

Fee	Purpose of Fee	Fee Amount	Trigger
Admission Fee	Admission fee	\$75.00	Enrolling into a degree program or a certificate program
Registration Fee	Registration fee	The lesser of (a) 20% of the Total Price listed on the Enrollment Agreement and (b) \$200.	Enrolling into a degree program or a certificate program
VA Educational Program Registration Fee	Registration fee for VA Educational Program students	The lesser of (a) 10% of the Total Price listed on the Enrollment Agreement and (b) \$50.	Enrolling into a degree program and being a VA Educational Program student.
Erroneous Course Materials Sent	If a student fails to notify Ashworth of plans to apply for life/work experience credit and is sent courses that are later accepted for credit, the student will be charged a fee for each set of course materials sent in error.	\$50.00 per course sent in error	Student fails to notify Ashworth of plans to apply for life/work experience credit and is sent courses that are later accepted for credit
Readmission Fee	Students whose accounts have been canceled (but have not been academically dismissed) are eligible for reinstatement or readmission and will be charged a fee to do so.	\$25.00	Student requests to be readmitted
Additional/Replacement Diploma Fee	Fee for each additional/replacement diploma requested.	\$25.00	Student requests an additional/replacement diploma

Payment Options

Monthly Payment Plan Option

Students can make a small down payment and break the remaining tuition into low, interest-free monthly payments. Each month Ashworth sends a statement to the student that reflects the current balance. Students are allowed to adjust the payment amount and due date. Ashworth provides students maximum flexibility by allowing them to enroll in just one semester at a time. There are no hidden fees and all textbooks are included in the tuition amount.

For students making monthly payments, the first monthly payment is due one month after Ashworth accepts the student Enrollment Agreement; subsequent payments are due every month thereafter. Students will be invoiced each month until their tuition is paid in full. Students who signed up for Auto Bill Pay will have their credit card or bank account debited every month until their tuition is paid in full. Students are responsible for updating account information should the card expire or be closed, in order to avoid late or returned-payment penalties. Students who are paying by check will have the check sent to their bank for payment electronically through the automated clearinghouse. If there are insufficient funds in the student account, Ashworth may resubmit the check for payment and a collection fee may be imposed. The first amounts we receive from the student in monthly payments will be credited toward the Nonrefundable Fees, Administrative Fees, and/or Registration Fees.

If a student fails to make any payment within 10 calendar days of its due date, Ashworth may cancel the Enrollment Agreement. In addition, the entire tuition obligation will become due and payable immediately and the student will no longer be entitled to any refunds unless the default is cured within 15 calendar days of our notice to the student. A LATE FEE of \$7 will be charged for each monthly payment that is not paid within 10 days of its due date. Under this Agreement, for each check, draft, or money order that is dishonored, the student will be charged a fee of \$20 if such check, draft, or money order is not made good within 10 days from the date we mail the notice of such dishonor to the most recent student address shown in our records.

Students must remain current with their monthly payments in order to continue to receive their course materials. Students cannot obtain transcripts or status letters if their accounts are past due.

Tuition Reimbursement

Some employers pay for education tuition for their employees. Students should check with their employers to see if they qualify for tuition reimbursement under the Employee Education Assistance Act, IRS Code, Section 127.

Payment Methods

In addition to checks and money orders, Ashworth also accepts Visa®, MasterCard®, American Express®, and Discover®. Students can choose to pay by mail, phone, or online.

- By Mail: When the monthly statement arrives, students should include a check, money order, or credit card information, and mail the payment in the enclosed postage-paid envelope by the due date indicated on the statement.
- By Phone: Credit card, debit card, and electronic check payments are accepted over the phone. Students should contact a Student Services representative at 800-224-7234 during normal business hours.
- Online: Students can make online payments through the Ashworth Student Portal at any time by credit card, debit card, or electronic check. Students should log into the online Student Portal and follow the simple, step-by-step instructions.

Auto Bill Pay

Students can use a credit card to sign up for Auto Bill Pay and receive a savings on their tuition amount.

eStatements

Students can sign up for eStatements via the Student Portal.

International Students

Tuition payment must be made in U.S. funds only. Students in Canada and other foreign countries will be responsible for payment of any applicable transfer fees and customs duties.

Re-enrollment

Students who voluntarily drop out of their career course or career certificate for any reason and seek readmission into these programs should complete the *Program Readmission Form* and submit it to the Registrar's office to be reinstated in their original program. A \$50 fee is charged for readmission. Readmission is granted at the discretion of the Registrar. All past-due balances must be paid prior to readmission. Students who have been academically dismissed from their program will not be granted readmission.

Refund Policy

General Cancellation/Refund Policy

Students may cancel their program at any time. Cancellation requests may be submitted in any manner, but a written request is recommended.

If Students Withdraw	Amount Student Owes
Within 5 calendar days of the day the student enrolls/signs this Agreement	\$0 – full refund
After 5 calendar days:	
If the student has not submitted any lessons	Nonrefundable Fees + Registration Fees
If the student is a resident of the U.S. state of Georgia, and has submitted at least one lesson, up to and including 5% of the lessons	Nonrefundable Fees + Registration Fees + 5% of Adjusted Tuition
If the student is a resident of the U.S. state of Georgia, and has submitted more than 5% of the lessons, up to and including 10% of the lessons, or, for non-Georgia residents, has submitted at least one lesson, up to and including 10% of the lessons	Nonrefundable Fees + Registration Fees + 10% of Adjusted Tuition
If the student has submitted more than 10% of the lessons, up to and including 25% of the lessons	Nonrefundable Fees + Registration Fees + 25% of Adjusted Tuition
If the student has submitted more than 25% of the lessons, up to and including 50% of the lessons	Nonrefundable Fees + Registration Fees + 50% of Adjusted Tuition
If the student has submitted more than 50% of the lessons	Nonrefundable Fees + Registration Fees + 100% of Adjusted Tuition

VA Educational Program/Cancellation/Refund Policy

The following refund policy applies **ONLY** to those students enrolled under the VA Education Program.

If Students Withdraw	Amount Student Owes
Within 10 calendar days of the date of the student's enrollment	\$0 – full refund
After 10 calendar days:	
If the student has not submitted any lessons	Nonrefundable Fees + Registration Fees
If the student is a resident of the U.S. state of Georgia, and has submitted at least one lesson, up to and including 5% of the lessons	Nonrefundable Fees + Registration Fees + 5% of Adjusted Tuition
If the student is a resident of the U.S. state of Georgia, and has submitted more than 5% of the lessons, up to and including 10% of the lessons, or, for non-Georgia residents, has submitted at least one lesson, up to and including 10% of the lessons	Nonrefundable Fees + Registration Fees + 10% of Adjusted Tuition
If the student has submitted more than 10% of the lessons, up to and including 25% of the lessons	Nonrefundable Fees + Registration Fees + 25% of Adjusted Tuition
If the student has submitted more than 25% of the lessons, up to and including 50% of the lessons	Nonrefundable Fees + Registration Fees + 50% of Adjusted Tuition
If the student has submitted more than 50% of the lessons	Nonrefundable Fees + Registration Fees + 100% of Adjusted Tuition

Refunds

The refund due to the student will be the Amount Paid to Date less the Amount Owed by Student as of the date the student cancellation is accepted and processed. If the Amount Owed by Student is greater than Amount Paid To Date as of the date of cancellation, the student owes Ashworth the difference and such amount is payable within 30 days. Upon cancellation, a student whose tuition is paid in full is entitled to receive all materials, including kits and equipment.

Refunds that are issued to students are returned by the same method payment was received. Most credit card payments are returned in 2-3 days. Checks are returned within 30 days. All students who qualify for a refund under the terms of the enrollment agreement may initiate the cancellation by mail, phone, or e-mail. We process the request the same day. If a student has received all of course material, Ashworth does not issue a refund. Students can request all of their materials at any time once they have paid the tuition balance in full.

Rights and Responsibilities

Student Responsibilities

While Ashworth College is here to provide all students an opportunity to learn in an online environment that is functional and easy to use, students also hold a responsibility to Ashworth College and their studies. All students are expected to:

- Respect their peers and instructors.
- Maintain good academic standing while at Ashworth College.
- Understand and follow all Ashworth College policies and understand the consequences for violations.
- Protect student user name and/or password by not sharing with any other person or organization, this is grounds for dismissal.
- Follow all deadlines to ensure successful completion of courses.
- Complete all assignments and assessments.
- Grow academically and intellectually.

Maintenance and Confidentiality of Student Records

Ashworth College's policy regarding confidentiality is in keeping with the Family Educational Rights and Privacy Act (FERPA), which affords student certain rights with respect to their education records. This includes the following.

1. The right to inspect and review the student's education records within 45 days of the day Ashworth College receives a request for access
2. The right to request the amendment of the student's education records that the student believes are inaccurate
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 consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are individuals or entities working for or on the behalf of the educational institution. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. As allowed within FERPA guidelines, Ashworth College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failure by Ashworth College to comply with the requirements of FERPA

At its discretion, Ashworth College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act.

FERPA Policy – Student Right to Privacy Policy

Buckley Amendment

The Buckley Amendment, or the Family Educational Rights and Privacy Act of 1974 (FERPA), is a law regarding the protection of a student's education records. A postsecondary school is required to provide certain privacy protections for those education records that it does maintain. Education records include both directory and non-directory information.

This law applies to institutions that receive federal funds through programs that are administered by the United States Department of Education. Ashworth College has adopted this policy as the industry standard in records' maintenance and operations.

Access to Information

An "eligible student" under FERPA is a student who has reached 18 years of age or attends a postsecondary institution. In order to disclose education information about an eligible student attending Ashworth College, we would need his or her written consent to share personally identifiable information beyond the directory information. However, there are a number of exceptions to FERPA's prohibition against nonconsensual disclosure of personally identifiable information from education records.

For students who are 17 or younger, all rights regarding education records are given to the students' parents.

Internally, each Ashworth College employee's access to a student's education information is based on a legitimate educational interest and need to know.

Education Record

An education record is any record that is maintained by Ashworth College in its educational process. Transcripts or a grade report would be examples of this.

Directory Information

FERPA does allow institutions to declare certain items to be defined as "Directory Information." Directory Information can be given out without the prior consent of the eligible student or parent. Ashworth's Directory Information is divided into two levels. The first level is general directory information. The second level is restricted to the use of our strategic partners in order to better serve our students.

Level 1 – General Directory Information

- Name
- Dates of Attendance
- Major
- Degree/Diploma Awarded, if any
- Distinction (Honors, Dean's List, etc.)
- Phone Number
- E-mail Address

Level 2 – Restricted Directory Information

- Student ID
- Social Security Number

Students may request that their Directory Information be made private.

Information that has not been declared Directory Information will require a release from the student before it can be shared.

Examples of Confidential Information

Examples of confidential information are below, although this is not an exhaustive list.

- Grades
- GPA
- Social Security Number

Grade Challenge Policy and Procedures

Ashworth instructors are experts within their fields of study and have the final authority for assigning grades, with the exception of grades that are found to be a result of arbitrary or capricious grading. If a student believes and is able to support with clear and credible evidence that capricious or unprofessional grading has taken place, a grade challenge may be initiated on an assignment or on a final course-grade basis.

The grade challenge policy provides guidance on grades within an active course and governs course final grades. Grade challenges may be made to the instructor on an individual assignment basis or submitted to the Registrar's Office on a final course-grade basis.

Challenges to Individual Assignments While a Course is Active

Individual lesson assessment grades are to be handled between student and instructor while a course is active and grade has not been recorded. A grade challenge must be initiated within one (1) week of grade being recorded for individual lesson assignments (multiple-choice exams and assignments.) The process begins with the original instructors. The student must discuss the grade concerns with the instructor who issued the grade. It is advisable to correspond through a verifiable means such as e-mail.

These matters are to be resolved between the student and instructor.

Challenges to a Final Course Grade After the Course Has Been Completed

The following policy and procedures apply to all final course-grade challenges. The Grade Challenge Form is to be used only to challenge a course final grade.

1. If a student believes he or she received a final course grade based on capricious or unprofessional grading, the student must discuss within seven (7) days of the final grade being posted the dispute with the instructor who issued the grade. The correspondence must be tracked through a verifiable means such as e-mail.
2. If a satisfactory solution cannot be found, the student may request a Grade Challenge Form from the Registrar's Office or locate the form at the end of this catalog. The form is to be completed and submitted for review to the Registrar's Office via e-mail at registrar@ashworthcollege.edu or by fax to 770-417-3030.
3. A Grade Challenge Form must be initiated within 21 days of the final course grade posting date.
4. After reviewing the Grade Challenge Form and supporting documentation for completeness, the form will be forwarded to the Chief Academic Officer or designated representative. If supporting documentation or recommendation is missing, the form will be returned to the student for completion.

5. The Chief Academic Officer may consult with the instructor in an attempt to resolve the dispute. The original instructor who graded the assignment or a different instructor may be notified of the challenge and asked for his or her perspective. In most cases, the instructor's decision is final unless the Chief Academic Officer determines that extenuating circumstances warrant a grade change.
6. Grade challenges may not be appealed beyond the Chief Academic Officer. All documents submitted for Grade Challenge are entered in the permanent record of student and faculty.

It is the student's responsibility to provide the necessary information to support the challenge. The student's *Grade Challenge Form* must include all required information as well as clearly written justification for the grade challenge to be considered. The burden of proof rests with the student to provide any additional supporting documentation. Examples of necessary information include: medical verification if the exception is due to illness, with copies of any documentation to substantiate the request being made, e.g., message center posts.

Student Complaint Policy

Student complaints should be brought to the attention of the college in an informal fashion. Informal resolution includes but is not exclusive of communication with academic advisors, student services advisors, teachers, or with a department or institution representative in question. Many issues can be resolved informally, once the high school is aware of the concern. It is important to keep documents and records that provide evidence of any issue. If after exhausting informal means to a resolution, the student can submit a *Student Complaint Form* to the appropriate person as per the instructions on the form. This form is available through the Student Portal.

To file a complaint with James Madison High School, submit the *Student Complaint Form*, preferably via e-mail, within 30 days of occurrence of the issue or event. Send the *Student Complaint Form* and supporting documents to the appropriate e-mail addresses below.

- Administrative issues, financial issues, technical issues, student service issues, or community issues. Send form to: education@ashworthcollege.edu.
- Instructional issues, instructor/academic advisor performance, program content, program effectiveness, or library services. Send form to: eryall@ashworthcollege.edu.
- Other policy issues, harassment on the basis of sex, race, color, religion, national origin, age, disability or sexual orientation. Send form to: eryall@ashworthcollege.edu.
- Grades and grading issues, please see the Grade Challenge Policy; use the *Grade Challenge Form*.

Upon submission of a complaint form and any supporting documents, the student will be notified of any outcome of an official review and determination within 30 days after James Madison High School receives the complaint. All documents will become a permanent part of a student's record.

If the student believes that the proposed resolution was unsatisfactory, students may follow the Student Grievance Policy. Please see the *Student Grievance Policy* for further information.

Student Grievance Policy

A grievance may arise out of a decision or action reached or taken in the course by a member of the faculty/instructional team, staff, or administration of Ashworth College. A basic grievance is that the college has violated a published policy. It does not include grade appeals. The purpose of the Student Grievance Policy is to provide a process for an impartial review and to ensure that the rights of students are properly recognized and protected.

The first step to resolve a grievance is to ensure that all informal channels of resolution and the Student Complaint policy have been exhausted first. If the student believes that the resolution received was unsatisfactory, the student may contact the agencies below. Please note that these agencies require that a complainant work with the institution first to exhaust all avenues for resolution.

Georgia State Agency:

State of Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
770-414-3300
770-414-3309 (Fax)
www.gnpec.org

Distance Education Training Council (DETC):

Distance Education and Training Council
1601 18th Street, NW
Washington, DC 20009-2529
202-234-5100
202-332-1386 (Fax)
www.detc.org

Better Business Bureau: BBB

BBB online contact at www.bbb.org

Non-Discrimination Policy

Ashworth College is committed to providing an environment that is free from discrimination on the basis of race, color, national origin, sex, sexual orientation, or disability in its educational programs, activities, and /or employment practices. If any student, faculty, staff or applicant has a question or concern regarding compliance with this policy, that person may direct the question or concern to the Chief Academic Officer.

Students with Disabilities Act

Ashworth College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and subsequent amendments. It is the policy of Ashworth College not to exclude or deny access of a qualified individual with a disability an equal opportunity to participate in, and have access to, educational program benefits and services. The ADA does not require modifications or adjustments that would fundamentally alter the nature of the education or the learning outcomes of a course or degree program being sought, lowering the academic standards or compromise the integrity of the school, department, or program. The ADA does not require an institution to bear undue hardship which includes any action that is unduly costly, extensive, or disruptive.

Ashworth College grants reasonable accommodations to qualified students with disabilities. Reasonable accommodations are granted with documented proof of the claimed disability as long as the accommodation does not compromise essential requirements of a program of study, and/or does not impose a financial administrative burden beyond what is deemed reasonable and customary. To qualify for support, please complete the Ashworth College *Verification of Disability Form* and submit according to the directions on the form. The *Verification of Disability Form* is available in the Student Handbook.

Graduation Policy

Graduation Requirements

To earn a Career diploma or certificate from Ashworth, students must meet the following requirements:

- Complete all lessons with a passing score
- Meet all financial obligations with Ashworth by paying the tuition balance in full
- Complete at least 6 months of enrollment within a career diploma program or at least 3 months of enrollment within a career certificate program

Graduation Items

Upon graduation, students will receive the following:

- Diploma or Certificate (usually in 2-3 weeks)
- Unofficial transcript (usually in 2-3 weeks)
- Shipment times will vary for international students

Graduation with Honors

Students who graduate with 3.0 or higher will be eligible for Ashworth's Honor Society and will receive special recognition on their diploma.

Graduation Ceremony

Starting in 2007, Ashworth began a tradition of celebrating and honoring the achievements of our graduates in a yearly graduation ceremony in Atlanta, Georgia. Every year, hundreds of students make the journey to receive their high school and career diplomas or certificates, undergraduate and graduate certificates, and associate, bachelor's and master's degrees. Information on graduation is posted on the Ashworth Web site early in the year for the summer celebration. Please note that the graduation date changes each year.

Students eligible to graduate must meet the graduation requirements for their specific programs. In order to walk across the stage and receive their degree, diploma, or certificate, students must register with Ashworth College, reserve a cap and gown through Ashworth College, and participate in the graduation rehearsal.

Career Services

The Ashworth Career Center provides students with career resources upon graduation from their program of study. The Ashworth Community is another excellent resource that students can use to connect with others who have similar career interests.

Ashworth has a special partnership with CareerBuilder® to offer students customized career guidance and job search tools. Prior to graduation, students receive free access to individualized accounts with access to online career services. For more information, visit our web page at www.ashworthcollege.edu/student-life/career-services.

Career Search Manual

A Career Search Manual is provided to students as part of their course materials.

Career Center

<http://www.ashworthcollege.edu/resources/career-center/>

Ashworth Career Services

- A copy of student's transcript
- A listing of job search books
- The opportunity to have any prospective employers call to discuss the student's educational program
- Students can also visit Career Services in the Ashworth Student Community to view the latest job listings in their field, obtain job search advice, attend live events, and network with other students and successful alumni.

Career Articles

<http://www.ashworthcollege.edu/resources/career-center/articles/>

Students can receive tips on writing resumes and cover letters, learn the dos and don'ts of interviews, and read about exciting new career possibilities.

Career Profiles

<http://www.ashworthcollege.edu/resources/career-center/career-profiles/>

Students can obtain information on the jobs available to individuals with similar levels of education and experience. Through our partnership with CareerBuilder® students can access an extensive assortment of career preparation, career guidance and job search tools.

Salary Stats

<http://www.ashworthcollege.edu/resources/career-center/salary-stats/>

Students can gauge their salary potential with earnings estimates based on occupations and years of experience.

Career Outlook Guide

<http://www.ashworthcollege.edu/resources/career-center/career-outlook-guide/>

Students can view up and coming career trends, determine the training and education needed, find out what workers do on the job, assess working conditions, and more.

Ashworth Community

Ashworth offers its students and alumni access to a career job board, program, and interest-specific groups and fields within its online Community. Participation is voluntary.

Job Board

<http://community.ashworthcollege.edu/community/career-services/job-board>

Groups

<http://community.ashworthcollege.edu/groups>

Fields

<http://community.ashworthcollege.edu/community/fields>

List of Career Courses

<u>ASHWORTH CAREER COURSES</u>	
CERTIFICATE COURSES	
Civil Litigation	Medical Terminology
Corporate Law	Medical Transcription Fundamentals
Criminal Law and Procedure	Real Estate Law
Medical Billing	Wills, Trusts and Estates
Medical Office Assistant-Administrative Procedures	
<u>CERTIFIED DIPLOMA COURSES</u>	
AutoCAD	Medical Office Assistant
Heating and Air Conditioning	Personal Trainer
Home Health Aide	Pharmacy Technician
Medical Billing and Claims	Wedding Planner
<u>DIPLOMA COURSES</u>	
Auto Mechanic	Landscape Design
Basic Accounting	Locksmithing
Basic Electronics	Marketing Communications
Bridal Consulting	Massage Techniques
Carpentry	Medical Transcription
Child Care Career Skills	Motorcycle Mechanics
Computer Accounting	Nutrition, Diet and Health Science
Computer Network Security	Online Business Management
Computer Networking	Paralegal Studies
Computer Programming	Personal Financial Planning
Computer Service & Repair: Hardware	Physical Therapy Aide
Computer Service & Repair: Software	Plumbing
Conservation	Private Investigation
Electrician Training	Professional Blogging
Fashion Retailing	Property Management
Fitness and Exercise	Real Estate Appraisal Skills
Floral Design	Residential Energy Auditor
Forensic Science	Retail Management
Gourmet Cooking and Catering	Security Services
Graphic Design	Small Business Management
Gunsmithing	Sport Psychology for Peak Performance
Health Records Management	Tax Preparation
Home Inspection	Teacher Assisting
Hotel and Restaurant Management	Travel Agent
Interior Decorating	Veterinary Assisting
Internet Marketing	Writing Children's Books
Introduction to Psychology	
Introduction to Sales	
Jewelry Design and Repair	

Instructors and Academic Advisors

Instructors

Jill W. Andersen, M.Ed, Clemson University; BA, Clemson University

Jill Andersen has 14 years of experience in various education arenas, from public school classroom teaching to Curriculum Development. Jill's experience with teaching children's literature and writing skills allow her to bring a level of expertise to the Writing Children's Literature course

Specialty: *Writing Children's Books*

Dr. Sylvia Arost, D.O., Philadelphia College of Osteopathic Medicine; BA, Temple University

Dr. Sylvia Arost has spent the last 13 years as a medical examiner for the insurance industry. Dr. Arost was admitted on staff at Valley Forge Medical Center in Norristown, Pennsylvania as a staff physician responsible for the healthcare of patients recovering from alcohol and drug addictions

Specialty: *Medical Billing, Medical Transcription, Health Records*

Nicole Astor, BS, Florida State University

Nicole has over 15 years of experience working as a crime lab analyst and currently works for the Georgia Bureau of Investigation Forensic Sciences division.

Specialty: *Forensic Science*

Dr. Carla Bahun, Ed.D, Argosy University; MS, University of Michigan; BA, University of Tennessee, Chattanooga

Dr. Carla Bahun's experience in the field of natural resources, science, and environmental education spans nearly 30 years. Dr. Bahun taught third-eighth grades at an Atlanta private school focused on nature study and environmental awareness.

Specialty: *Conservation*

Jerome Barnes

As Senior Electrical Maintenance Coordinator, Jerome supervises and trains electrician support teams at a county treatment plant. He holds a Master Electrician License from the state of Georgia.

Specialty: *Electrician Training*

Heather Bond, JD, Loyola University; BA, University of Georgia

Heather Bond has worked for the past three years as an attorney for the Georgia Public Service Commission performing administrative and regulatory law. Ms. Bond has completed extensive pro bono work for the Georgia Innocence Project, the Fitwit Foundation, the International Project for Nonprofit Leadership, and the Georgia Law Center for the Homeless

Specialty: *Paralegal Studies*

Kristen Cash, BS, Kennesaw State University

Kristen is Nationally Certified in Therapeutic Massage and Bodywork and owns a successful massage business. She is a widely recognized expert and experienced teacher of massage.

Specialty: *Massage Techniques*

Cathleen Chartier, B.S., Grand Valley State University; A.A., Art Institute of Atlanta

Cathleen Chartier has 24 years of hospitality and foodservice experience. Cathleen began her culinary adventure at a four-star hotel in Michigan. During her 7 year tenure at the hotel, she held several restaurant operation positions. Her vast experience in the hotel business led her to Atlanta where she held management position in full-service and quick-service restaurants; research chef and catering chef.

Specialty: *Gourmet Cooking and Catering*

Franda A. Clay, MBA, Keller School of Management

Franda A. Clay has an extensive background that includes over 15 years of experience in the business industry, entrepreneurship, and accounting and finance. Her career includes positions varying from staff accountant for a local Atlanta parking company to financial manager for an independent contracting firm.

Specialty: *Basic and Computer Accounting*

Jerry Cooper, M.Ed, University of Georgia

Jerry has been an ASE-certified mechanic for more than 20 years. He has taught motorcycle, small engine and marine engine repair as well as auto mechanics. He has also owned his own repair shop.

Specialties: *Auto Mechanics, Motorcycle Repair*

Dr. Anthony D. Daniel, Ph.D, Walden University; MPA, Jacksonville State University; B.S., Kennesaw State University

Dr. Daniel worked in the public sector for over 20 years as a middle, upper, and executive manager. He worked for the Georgia Department of Corrections and has experience as a field probation officer and a warden. He has managed large complex organizations with an emphasis on security, operational management, leadership pipeline development, and performance management. He currently works as an organizational development consultant in both the public and private sectors.

Specialty: *Security Specialist*

W. Larry Davis

Larry has been a licensed private investigator since 1984. He has worked on virtually every major type of investigation in his own well-respected firm and also teaches private investigation at the college level.

Specialty: *Private Investigation*

Deann Deloney, BS, Southern Illinois University

Deann is a district manager for the largest child care provider in the country. She oversees 15 child development centers throughout metro Atlanta.

Specialty: *Child Day Care, Teacher Assisting*

Gibson Ellison, M.S., Georgia State University; M.Ed, University of Alabama; BS, Tulane University

Gibson Ellison currently practices as a Licensed Professional Counselor, Masters Addiction Counselor and Certified Sexual Addiction Therapist. . She sees individuals and couples for a variety of therapeutic intervention and support. In addition to her private practice where she has worked for 4 years, she also works part time at Foundations Recovery Network Intensive Outpatient Program.

Specialty: *Introduction to Psychology*

Bill Gordon, MBA, Governors State University; BS, Thomas Edison State University

Bill is president of Mid-America Marketing Management, a hospitality marketing company. He has also served as regional marketing director of Holiday Inns and Ramada Inns, and has been teaching for many years.

Specialty: *Hotel and Restaurant Management*

Carla Hardy, M.S., University of Memphis; BS., University of Memphis

Carla is certified by the National Strength and Conditioning Association as a strength and conditioning specialist, and by the Aerobics and Fitness Association of America as a group exercise instructor. She has served as a high school track coach, personal trainer, exercise physiologist and group exercise instructor. Carla currently works as the Wellness Coordinator at Emory University's Blomeyer Health and Fitness Center.

Specialty: *Fitness, Exercise Science*

Dr. Callie Harris, DVM, Tuskegee University; BS., Tennessee State University

Dr. Callie Harris is an emergency veterinarian in the metro-Atlanta area. Her interests include critical care, soft tissue surgery and ultrasound. Dr. Harris has experience with both large and small animal medicine and even dabbles in exotics and wildlife care.

Specialty: *Veterinary Assisting*

Cary Mandeville, BS, University of Georgia

Cary is a licensed Master Plumber and owns his own plumbing company. He also teaches plumbing to builders.

Specialty: *Plumbing*

Judy Meltzer, AA, Valencia Community College

Judy Meltzer has over 25 years of experience in providing AutoCAD training and production in a variety of disciplines: Cellular Site, Structural, Mechanical, Electrical, Plumbing, Civil/Site and Architectural Disciplines. She is also proficient in Revit, AutoCAD, Architectural Desktop, GTX Raster CAD, and Sketchup applications.

Specialty: *AutoCad*

Dr. Nicole Detling Miller, PhD, University of Utah; MS, Ithaca College; BA, Ohio Wesleyan University

An experienced collegiate sports coach and college-level sport psychology instructor, Nicole has also consulted on sport psychology to several Olympic athletes.

Specialty: *Sport Psychology*

Wendy Mitchell, BS, University of Georgia

Wendy Mitchell specializes in writing technical features and authors a standing a column, *Hello, My Name Is...* for Austinist.com. In addition to blogging, Wendy is also a freelance web designer.

Specialty: *Professional Blogging*

Wayne Mitsch

Wayne is a Georgia State Certified Residential Real Estate Appraiser and currently is president of his own real estate appraisal and consulting firm.

Specialty: *Real Estate Appraisal*

Mike Nelson, M.B.A., Mercer University; BS, Georgia Institute of Technology

Mike designs and manages multi-million dollar graphic projects. He has also owned his own design firm, where he provided creative services to major corporations. He is a web designer and an expert in popular digital design applications.

Specialty: *Graphic Design, Web Site Design*

Charles Perm, MBA, University of Phoenix; BS, Ohio University

Charles Perm has over 30 years of commercial property experience that focused on property management, leasing, project management, repositioning of buildings, capital project planning, team leadership, and financial analysis. Charles has primarily worked on office building, retail centers, and industrial properties located throughout the United States.

Specialty: *Property Management*

Roger Phelps, BS, Butler University

Roger Phelps has over 10 years of experience as a certified home inspector which includes over 2,100 home inspections ranging from an 1832 two-story brick farm house to multi-million dollar high rise condominiums. His experience in home inspections has included: new home construction, resale residential properties, HUD repos, bank repos, churches, multi-family developments, condominiums, condominium developments, and small commercial properties

Specialty: *Home Inspection*

Sarah Rainwater

Sarah Rainwater has 23 years of professional experience focused on fresh, silk, seasonal, and occasion floral designs. Sarah has worked for 10 years as a floral designer and store manager of a privately owned floral shop.

Specialty: *Floral Design*

Kimberly Schorr, BS, Miami University

Kimberly has more than ten years of progressive experience with Macy's Department Store, where she served as a merchandise manager, buyer, group manager and sales manager. As a buyer for 56 Macy's/Bullocks stores in eight states, she was responsible for millions of dollars of inventory. She was also a store manager for The Limited Stores, Inc.

Specialties: *Fashion Merchandising, Retail Management*

Dennis Scott, AS, Miami Dade Community College

Mr. Scott has over 20 years of professional and academic experience in the air conditioning and refrigeration field. Dennis worked for 12 years with the AC /refrigeration trades union servicing and installing commercial and residential systems

Specialty: *Heating and Air Conditioning, Residential Energy Auditing*

Tara Targovnik, BA, University of Tennessee Knoxville

Tara Targovnik has over 16 years of experience in the travel field. In 2004, Tara opened Tara's Travel. During those 16 years Tara has booked many vacations for individuals and groups all over the world. Tara's main focus is on leisure travel but she has also done some corporate travel bookings for major corporations.

Specialty: *Travel Agent*

Dan Turner, M.S., Southern Polytechnic State University; BS., University of Georgia

Dan is the president and owner of a full service locksmithing and security company. He has been a professional locksmith since 1974 and a member of the Associated Locksmiths of America. He has also been a member of the American Society for Quality Control.

Specialty: *Locksmithing*

Susan Welborn, B.S., Kennesaw State University

Susan is a professional wedding planner and consultant who has planned and organized hundreds of wedding ceremonies, receptions, showers and parties.

Specialty: *Bridal Consulting*

Lee Woodward, M.S, University of Georgia; BA, Augusta College

Lee has practiced accounting since 1978. He has been a corporate financial analyst, a chief financial officer, and a college instructor of basic and advanced tax accounting methods.

Specialties: *Tax Preparation, Financial Planning*

Academic Advisors

Walter Beeman, MBA, Strayer University; BS, Strayer University

Walter has over six years of experience with Ashworth College's diploma courses and associate and bachelor's degree courses. His career at Ashworth began as a Student Services Representative, and he now tutors students in subject areas that include business, psychology, and English.

Lamarr Mann, MBA, Southern Polytechnic State University; BS, Southern Polytechnic State University

Lamarr has over eight years of professional and academic experience, including marketing manager, sales trainer, account executive, tax-preparation teacher, and lead math and business tutor. At Ashworth College, Lamarr excelled as the team leader in the Student Services Department and currently is a math tutor at Ashworth's high school and college levels.

Tonia Orr, BA, University of Pittsburgh; MBA, University of Phoenix

Tonia has over 17 years of nursing experience as a practical nurse. She has worked in the community as a health educator, CPR instructor, and is certified by the state of Georgia to teach nursing assistants and home health aides.

Kamaya Ousley, BS, Cameron University

Kamaya has over 10 years of experience in various industries including retail and education. She has worked as an admissions advisor for Ashworth for the last year. Kamaya speaks both English and Spanish and she is currently pursuing her Master's degree in business administration.

Sheila Shafer, AS, Atlanta Technical College Nursing Program

Sheila has more than 20 years of experience in the medical field, including as a pediatric nurse. She has worked with medically fragile children, with emphasis on family teaching. Sheila has worked as a medical tutor for Ashworth College for the past 13 years.

Lynette Smith, BS, University of Phoenix

Lynette has over 10 years professional experience in various industries including the military, legal services and education. She has worked as a student services advisor and training assistant for Ashworth for the last two years.

Cordtney Sullivan, BA, Clark Atlanta University

Cordtney began working at Ashworth College in the Student Services Department before being promoted to the position of tutor for the high school, college, and career diploma programs. She currently is pursuing a master's degree in school counseling.

Appendix A: Intellectual Property Policy

Appendix A: Intellectual Property

The following policy is excerpted from Ashworth's internal policy manual.

Intellectual Property Policy

This policy provides guidance regarding the use and creation of intellectual property at Ashworth College. While the definition of intellectual property, very broadly, means the legal rights which result from intellectual activity in the industrial, scientific, literary and artistic fields, this policy is focused on products related to course and program development and instructional practices in the online learning environment. It is the responsibility of all faculty, staff, students and anyone using the facilities or resources of Ashworth College to read, understand and follow this policy.

Definitions

Copyright: The exclusive right of an author to reproduce and create derivative works from original works of authorship that are fixed in a tangible medium which are not in the Public Domain and thus, protected under United States Copyright Law Title 17 of the U.S. Code.

Covered Individuals: All individuals employed or under contract by the College, enrolled at the College, attending courses at the College, and/or using the facilities or resources of the College are subject to this policy.

Intellectual Property: Includes, but is not limited to, any works of authorship, computer software, invention, discovery, creation, know-how, trade secret, technology, scientific or technological development, research data, regardless of whether subject to legal protection such as copyright.

Public Domain: The status of work that are not protected by copyright.

Work Made for Hire: Work prepared by an employee within the scope of employment, or work under contract that specifies the product to be a work for hire.

Compliance with Copyright and Intellectual Property Law

Anyone who believes that any faculty, staff, or student of the College has infringed on their rights as a copyright owner should contact the Chief Academic Officer with the following information:

- Complete name, mailing address, email address, phone and fax numbers;
- Information about the copyrighted material (URL, book title, etc.);
- The URL of the College site which has the infringing material; and
- Any other information supporting the claim.

Ashworth College will apply measures to protect against unauthorized access (e.g. limiting transmission to students enrolled in a particular course) and requires that only lawfully acquired copies of copyrighted works are used.

Appendix B: Forms

Appendix B: Forms

Verification of Disability Form

Please review the Students with Disabilities Policy. This Verification of Disability Form is to be completed by a student who wishes to request accommodations for a disability. Ashworth College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and subsequent amendments. It is the policy of Ashworth College not to exclude or deny access of a qualified individual with a disability an equal opportunity to participate in, and have access to, educational program benefits and services. The ADA does not require modifications or adjustments that would fundamentally alter the nature of the education or the learning outcomes of a course or degree program being sought, lower the academic standards or compromise the integrity of the school, department, or program. The ADA does not require an institution to bear undue hardship which includes any action that is unduly costly, extensive, or disruptive.

Upon submission of a Verification of Disability Form and any supporting documents, the student will be notified of any outcome of an official review and determination. All documents will become a permanent part of the student's records.

Verification forms should be e-mailed to eryall@ashworthcollege.edu or faxed to the Registrar at 770-417-3030. Please include any supporting documentation. (Form is available in Student Portal.)

Requests for accommodations will be considered by the Chief Academic Officer. Careful consideration will be given to the information provided along with analysis of the following:

1. Whether the information provided is current
2. Whether the information is sufficiently detailed
3. Whether the physician/professional identified has sufficient expertise
4. Whether the request is reasonable
5. Whether the requested accommodation represents a fundamental alteration or imposes an undue hardship
6. Whether alternative accommodations suffice

INFORMATION:

Date: _____ Student ID: _____ Student Name: _____
Student
DOB: _____ E-mail: _____ Phone Number: _____

Disability Information – *Please provide a clear statement of the accommodations being requested including accommodations suggested by the physician or other professional. Include information regarding the student's diagnosis and prognosis, as well as functional limitations resulting from the disability, date of last doctor's visit and diagnosis, etc.*

Verification of Disability Form (Page 2)

Student Name: _____

Name of Physician or Other Professional Verifying Disability _____

Phone Number of Contact: _____ E-mail of Contact: _____

Mailing Address of Contact: _____

Physician needs to provide documentation regarding the disability. List name of physician's attachment(s) provided:

Student Signature _____ Date _____

FOR AC OFFICIAL USE ONLY:

VERIFICATION ACCEPTED ☐ VERIFICATION DENIED ☐

Action Taken and Outcome:

Chief Academic Officer Signature _____ Date _____

Grade Challenge Form

Please review the Grade Challenge Policy and Procedures. This Grade Challenge Form is only to be used with regard to the course final grade. Grade challenges on a final course grade must be initiated within three (3) weeks of the final grade posting date. Grade challenges may not be appealed beyond the Chief Academic Officer.

The process begins with the original faculty member. The student must discuss the challenge with the faculty member who issued the grade. If a satisfactory solution cannot be found, the student may submit a Grade Challenge Form to the Registrar's Office. After reviewing the Grade Challenge Form and supporting documentation for completeness, the form will be forwarded to the Chief Academic Officer. The Chief Academic Officer consults with the faculty member in an attempt to resolve the challenge. In most cases, however, the faculty member's decision is final unless the Chief Academic Officer determines that extenuating circumstances warrant a grade change. A resolution to the situation and/or the grade change will be made in consultation with the faculty member.

It is the student's responsibility to provide the necessary information to support the challenge. Examples of necessary information include: Medical verification if exception is due to illness, copies of any documentation to substantiate the request being made, e.g. e-mails. If any type of documentation or recommendation is missing, the form will be returned to the student for completion.

The Grade Challenge Form and accompanying documentation should be emailed to the Registrar's Office at eryall@ashworthcollege.edu or faxed to the Registrar at **770-417-3030**. Please include the completed signed form and any supporting documentation.

Please Note: Upon submission of a Grade Challenge Form and any supporting documents, faculty may be notified for their perspective and made aware of documents.

STUDENT INFORMATION:

Student Name: _____ Student Number: _____

COURSE INFORMATION:

Course ID: _____ Section ID: _____

Course Start Date: _____ Course End Date: _____

Number of Weeks in Course: _____ Points Earned/Total Points in Course: _____

Faculty: _____ Final Course Grade: _____

PETITION:

Justification - No request will be considered without providing detailed reasons why the student believes they have received an improper grade and / or why the grade should be reconsidered. The student's response should reflect mastery of written communication at the appropriate level.

Student Signature _____ Date _____

FOR AC OFFICIAL USE ONLY:

Request Approved ☐ Request Denied ☐

Final Grade: _____

Action Taken and Outcome:

Chief Academic Officer Signature _____ Date _____

Student Complaint Form

Please review the Student Complaint Policy and Procedure. This *Student Complaint Form* is to be completed by a student who has exhausted other informal efforts to a resolution with any Ashworth College/JMHS staff. This form needs to be sent to Ashworth College in writing within 30 days of the occurrence. Additional forms are available on/through the learning management system.

Student Complaint Forms and supporting documents need to be directed to the appropriate email provided:

- Administrative issues, financial issues, technical issues, student service issues, or community issues. Send form to: education@ashworthcollege.edu
- Instructional issues, faculty/tutor performance, program content, program effectiveness, or library services. Send form to: eryall@ashworthcollege.edu
- Other policy issues, harassment on the basis of sex, race, color, religion, national origin, age, disability or sexual orientation. Send form to: eryall@ashworthcollege.edu

Upon submission of a *Student Complaint Form* and any supporting documents, student will be notified of any outcome of an official review and determination within 30 days after Ashworth College receives the complaint. All documents will become a permanent part of the student's record. If the student feels the proposed resolution is unsatisfactory, the student may follow the Student Grievance Policy. Please see our Student Grievance Policy for further information.

STUDENT INFORMATION:

Date: _____ Student ID: _____ Student Name: _____

E-mail: _____ Phone Number: _____

Subject of Complaint: Administrative ☐ Instructional ☐ Other ☐

Supporting Document Attached: Yes ☐ No ☐

Complaint Information – Please provide a clear statement with detailed information of the student's complaint. Include information such as dates, staff whom the student has worked with, reason for the student's complaint, etc. If more space is needed, please continue on another sheet.

Student Signature _____ Date _____

Student Name: _____

FOR AC OFFICIAL USE ONLY:

COMPLAINT VERIFIED ☐ COMPLAINT NOT VERIFIED ☐

Action Taken and Outcome:

Ashworth College Staff Signature _____

Date _____