



**KENNESAW STATE**  
UNIVERSITY

WELLSTAR COLLEGE OF HEALTH  
AND HUMAN SERVICES

*Academy for Inclusive Learning  
and Social Growth*

## **Student Program Handbook**

*Version 2022 - 2023*

# **Student Program Handbook**

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## **SECTION 1 – Welcome and Purpose**

### **1.1. Welcome**

Welcome to OWL Nation! We are excited that you have decided to join our family here with Kennesaw State University and the Academy for Inclusive Learning and Social Growth. The Academy for Inclusive Learning and Social Growth strives to provide students with the support and guidance necessary to be successful within all program units and in reaching their post-secondary goals at Kennesaw State University.

### **1.2. Purpose**

This handbook is designed to outline specific information about the Academy for Inclusive Learning and Social Growth (AILSG) as it relates to students. Please take the time to familiarize yourself with this handbook, as it outlines specific policies and procedures necessary to successfully complete this program. In addition to Academy policies and procedures, Academy students are required to follow the policies of Kennesaw State University.

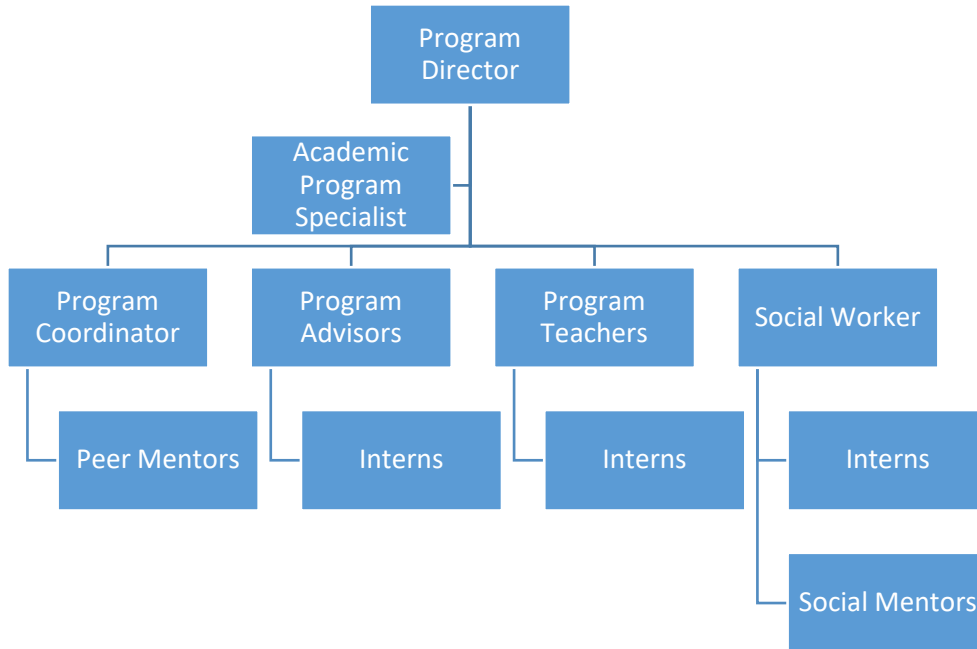
**Please Note: This handbook is to be used as a resource for AILSG programs only. This handbook is NOT a replacement for any other Kennesaw State University handbooks, which are found online: <http://handbooks.kennesaw.edu/>**

### **1.3. Disclaimer**

This Academy Program Handbook is not a contract and should not be construed, considered, or otherwise implied as a contract. It is designed for informational purposes only and the provisions are not contractually binding. The Academy has the discretion to make revisions as needed to the Program Handbook to remain current and consistent with our current practices, University practices, or changes in local, state or federal law. Thus, the Academy retains the right to modify or discontinue any policies, programs or procedures described in this document unless doing so would conflict with the terms of some other express agreement.

## SECTION 2 – Academy Faculty and Staff

### 2.1. Academy Organizational Chart



### 2.2. Academy Organizational Description and Personnel

#### 2.2.1. Executive Director

The Executive Director is responsible for the direction of the Academy for Inclusive Learning and Social Growth. The Executive Director reports directly to the Dean of the WellStar College of Health and Human Services. The Executive Director oversees all staff and activities for each program unit listed below.

#### 2.2.2. Academic Program Specialist

The Academic Program Specialist oversees advisement, administration, admissions, curriculum, and assessment for AILSG. The Academic Program Specialist reports to the Executive Director and assists with the overall direction of the program.

### **2.2.3. Program Coordinator**

The Program Coordinator is responsible for handling the fiscal responsibilities of the program as well as coordination of admissions, student scholarship information, hiring, management of student employees, marketing, program website, all inquiries, coordination of Academy hosted events, and other administrative program needs.

### **2.2.4. Program Advisors**

The Program Advisors oversee the academic and career unit and are responsible for coordinating and monitoring the academic procedures for all AILSG students including advisement and registration for KSU inclusive courses and instruction of Academy support seminars. To facilitate this, the advisors develops and maintain relationships with KSU departments and faculty as well as supports other academic-related program needs. The Program Advisors also coordinate and monitor all Academy student career development experiences. This unit initiates and maintains relationships with internship partners both on and off campus. In addition, the Program Advisors monitor the transition process for students exiting the Academy and supports other career-related program needs.

### **2.2.5. Social Worker**

The social worker is responsible for coordinating and monitoring student engagement and campus activities, college educational groups, campus themed housing, case management, referral and resource services, crisis management. In addition, this unit instructs Academy support courses, as needed, and facilitates other social-related program needs.

### **2.2.6. Academy Teacher(s)**

Academy teachers develop and teach the Academy support course curriculum (see Section 6.5., Academy Support Classes). They also participate in the ongoing assessment of enrolled students in conjunction with their academic, career and the social units. Additionally, Academy teachers participate in Academy educational events and outreach activities with secondary school systems.

## **SECTION 3 – Program Overview and Information**

### **3.1. Mission Statement**

The mission of the Academy for Inclusive Learning and Social Growth is to provide a collaborative learning and inclusive college experience between individuals with different abilities and degree-seeking students while promoting excellence in leadership and inclusive practices through community and interdisciplinary engagement.

### **3.2 ASCE Program**

The Kennesaw State University Academy for Inclusive Learning and Social Growth Academic, Social and Career Enrichment (ASCE) program offers a fully inclusive college experience to students with different intellectual or developmental disabilities. This fully inclusive experience includes audit enrollment in typical university courses alongside degree-seeking peers. A focus on combining social integration, career exploration, and training results in a certificate in social growth and development. Campus housing is available for qualified participants. The ASCE program is concurrent with the KSU academic calendars for fall and spring semesters. KSU degree-seeking students are employed as Peer Mentors and available for academic, career, and social support.

#### **3.2.1. ASCE Program Outcomes**

- Certificate of completion in Academic, Social, and Career Enrichment conferred by the WellStar College of Health and Human Services at Kennesaw State University
- Transcript of KSU catalog and Academy courses with descriptions
- Career portfolio with customized employment outcomes based on career development experiences throughout the Academy program
- Ability to demonstrate enhanced independent living skills, self-advocacy, and appropriate social behavior.

### **3.3. ALCD Program**

Kennesaw State University Academy for Inclusive Learning & Social Growth Advanced Leadership and Career Development (ALCD) program is designed for students who have successfully completed an introductory inclusive post-secondary program. The

ALCD certificate program focuses on four key areas: Academic, Social, Career, and Leadership. The ALCD program enhances career skills through expanded career development experiences. Students in this program experience social and leadership growth opportunities and benefit from access to KSU academic courses with student mentor support. Campus housing is available for interested and qualified participants. The ALCD program operates during fall and spring semesters.

### **3.3.1. ALCD Program Outcomes**

- Certificate of completion in Advanced Leadership and Career Development conferred by the WellStar College of Health and Human Services at KSU.
- Transcript of KSU catalog and Academy courses with descriptions.
- Career portfolio with customized employment outcomes based on career development experiences throughout the Academy program.
- Ability to demonstrate self-advocacy, advanced career, leadership, and independent living skills.

### **3.4. Program Liability**

Participation in any program within the Academy for Inclusive Learning and Social Growth at Kennesaw State University includes activities such as travel, training, preparation, and independent access to campus facilities and surrounding areas. As such, the potential for injuries or other liabilities exists in which neither Kennesaw State University nor the Academy for Inclusive Learning and Social Growth are liable. Prior to participation in an Academy program, all participants must sign a waiver of liability release, indemnity, and promise not to sue.

### **3.5. Attendant Care (PCA Policy)**

The Academy does not provide personal or health care assistance to students. The Academy cannot provide ambulatory, restroom, or health aid services. The Academy cannot administer medications. Attendant care, if needed, for any KSU student must be provided by the family. For more University information regarding attendant care, please see the official policy: <https://sds.kennesaw.edu/getting-started/PCA%20Policy%20.pdf>

### **3.6. University Student Status**

All accepted ASCE and ALCD students are enrolled as Audit students. Audit applicants must provide proof of high school completion or GED diploma. Audit students do not receive degree credit for completing audited courses. For more University information regarding audit status, please see the official policy:

<http://catalog.kennesaw.edu/content.php?catoid=38&navoid=3019#auditing>.

### **3.7. Student Disability Services**

The Kennesaw State University Office of Student Disability Services (SDS) partners with the Academy for Inclusive Learning and Social Growth to provide campus accommodations for students. All campus housing accommodation requests must be made by the student through the SDS office. The Academy cannot coordinate ADA housing accommodations without documentation and approval of the SDS office.

Testing and academic support accommodations for Academy students are coordinated and provided in-house by the Academy Academic Unit in collaboration when needed with the SDS office. The Academy and SDS have a joint agreement and procedure for official testing accommodations. For more information about SDS, please see their website: <https://sds.kennesaw.edu/index.php>

### **3.8. Family Education Rights and Privacy Act (FERPA)**

The Academy for Inclusive Learning and Social Growth, as a unit of Kennesaw State University, is required to adhere to the regulations and guidance provided under the federal legislation of the Family Education Rights and Privacy Act (FERPA), as it relates to ASCE and ALCD students. FERPA is a federal law regarding the privacy of student records. FERPA governs the disclosure of student records maintained by an educational institution as well as access to those records. In most situations, parents and guardians cannot access any educational records or private information protected under FERPA without the expressed consent of the student. Additionally, Academy staff are required to follow the rules and regulations set forth by FERPA and Kennesaw State University. For more information about FERPA, please refer to the Kennesaw State University Office of the Registrar: <https://registrar.kennesaw.edu/student-records/student-privacy.php>



### **3.9. Legal Guardians**

Court-ordered guardians must provide proof of guardianship status in the form of an official court document that defines the legal guardian responsibilities. Official documentation must be provided on or before the scheduled program orientation. Legal guardians are responsible for signing program waivers and other official KSU or Academy documents. Regardless of status, legal guardians are not granted full access to educational records without the expressed consent of the student.

### **3.10. Orientation**

Incoming students and families for both the ASCE and ALCD programs must attend a mandatory orientation. During orientation, students and families receive an overview of important information such as FERPA rights, campus resource information, program waivers, and other important documents. Orientation sessions are held on the Kennesaw campus the week prior to the first day of classes. If unable to attend an orientation, parents and students must arrange to meet with a staff member prior to the first day of classes.

### **3.11. Comprehensive Transition Program**

The Academy for Inclusive Learning and Social Growth is approved by the U.S. Department of Education as a Comprehensive Transition Program (CTP). This program satisfies the criteria set forth by the U.S. Department of Education to provide a certificate, non-degree program for students with intellectual disabilities who want to continue academic, career and independent living instruction to prepare for gainful employment. Approved program structure, curriculum, and certificate completion requirements are outlined throughout this handbook. For more information about CTP status, please visit <https://thinkcollege.net/think-college-learn/comprehensive-transition-programs/requirements-comprehensive-transition-programs>.

### **3.12. Board of Regents**

Both the ASCE and ALCD programs are listed on the Georgia Board of Regents website as approved certificate programs. The Georgia Board of Regents issues certificates based on completion of program requirements. Students must make a C or better in all required courses to be eligible for the program certificate.

## **SECTION 4 – Tuition and Financial Assistance**

### **4.1. Tuition**

Academy students pay the full KSU tuition and fees per KSU catalog course of which they are enrolled. Tuition and fees are subject to change. Payments are due in full by the KSU payment deadlines. Payments must be made to the KSU Bursar's office or through Owl Express. The Academy cannot process payments for Academy students. For more information about tuition payments and deadlines, please see the KSU Bursar's office: <http://finance.kennesaw.edu/bursar/index.php>.

### **4.2. Program Fees**

In addition to the KSU tuition and fees, Academy students pay the Academy program fee associated with the program of enrollment. Program fees are different for each program. Academy program fees are subject to change. The Academy program fee covers the cost of additional support provided by the Academy staff, student assistants, and other associated program costs. The Academy fee is non-refundable. Tuition and Academy fees can be found at: <http://wellstarcollege.kennesaw.edu/academy/tuition-fees.php>.

### **4.3. On-campus Housing**

Students are evaluated for housing as part of the admissions process. If considered a candidate to live on campus, please note that campus housing is a family decision and housing is not monitored by the Academy. Housing costs are separate from KSU tuition/fees and Academy program fees. The cost of on-campus housing varies each year. The Academy secures a block of rooms, which are 2-bedroom 1 bath units in University Village Suites each academic year and works closely with KSU Housing and Residence Life to place students in rooms (see Section 8, Social Enrichment Opportunities and Requirements). Students and families are responsible for carefully reviewing housing contracts and payment schedules. The Academy cannot negotiate housing contract details. For more information about KSU Housing and pricing, please see the official website at: <http://ksuhousing.kennesaw.edu/>.

## **4.4. Financial Assistance**

### **4.4.1. Academy Scholarships**

Academy scholarships are awarded to currently accepted and enrolled Academy students only. Scholarship awards are only considered for applicants who have completed the FAFSA through the Office of the U.S. Department of Education. Applicants are encouraged to complete the FAFSA. Applicants must have a completed FAFSA and scholarship application on file by the Academy Scholarship deadline, which is communicated to students by the Administrative Unit. The Academy follows the university and donor guidelines when awarding scholarships. Scholarship applicants are reviewed by the Academy Scholarship Committee. Scholarships are directly awarded to student accounts. Students who drop courses or are placed on program warning will become ineligible to receive scholarship awards.

### **4.4.2. FAFSA**

Academy students are encouraged to complete the FAFSA (Federal Application for Student Aid). If a student receives any federal, state, or scholarship funding, completing the FAFSA is a requirement. The FAFSA is also used to determine eligibility for the PELL grant. Effective fall term 2020, Academy students considered financially eligible may receive the PELL grant.

## **SECTION 5 – CTP Certificate Completion Requirements and Program Completion Requirements**

### **5.1. CTP Policy Statement**

As a Comprehensive Transition Program (CTP), designated by the Department of Education, the Academy recognizes the importance of a comprehensive college experience. The students follow a specific, yet individualized curriculum that includes typical University courses (inclusive courses, which are audited), and certificate completion requirements are composed of personal and professional student growth within three main areas of focus: academic, social, and career. The Academy's Satisfactory Academic Progress (SAP) policy is modeled closely to the traditional KSU policy, however, due to enrollment as audit status in inclusive courses, satisfactory

progress is based on completion rates of assignments and accumulation of required program hours. Additional specific situations are detailed in the CTP application and guidelines.

## **5.2. Quantitative Requirements**

**5.2.1. Maximum Time Frame:** The length of the program is four semesters. For exceptional cases, program requirements may be completed within a maximum of six semesters within three years, not including summers. Students attending less than full-time will not be eligible to receive the Pell Grant.

### **5.2.2. Completion Ratio**

Students must pass at least 75 percent of all their inclusive coursework attempted. Inclusive courses earned are those with a completion rate of 75 percent or more. Inclusive courses attempted include all the inclusive courses, regardless of grade. Students must complete 70 percent of required program participation hours.

## **5.3. Qualitative Requirements**

### **5.3.1. Grade Requirements**

Students must maintain a 70 percent in all their inclusive coursework. Due to their enrollment under an audit status in KSU undergraduate catalog courses (inclusive courses), Academy students do not receive calculated grade(s) from inclusive professors that would result in a university reported GPA. Therefore, the Academy Academic Unit calculates a percentage score for each inclusive academic course in which the student is enrolled during each semester.

### **5.3.2. Program Participation Hour Requirements**

Students are required to maintain a minimum 70 percent participation rate in all program activities each semester. Students must complete 70 percent of total program hours within a maximum time frame of four semesters, six semesters maximum in exceptional cases. Student hours are tracked by Academy staff and students. Specific hour categories may not be substituted for other hours. For

example, campus activities may not be used in lieu of inclusive academics. Failure to maintain a 70 percent average in all coursework may result in academic probation (warning status) within the Academy and potential dismissal from the program.

### ASCE Program Hours

Semester = 16 weeks	Semester One Year 1	Semester Two	Semester Three Year 2	Semester Four
Inclusive Academics	3 hours/week	3 hours/week	3 hours/week	3 hours/week
Professional Education (Inclusive)	2 hours/week	2 hours/week	2 hours/week	2 hours/week
Study Sessions	2 hours/week	2 hours/week	2 hours/week	2 hours/week
Employment/ Career Skills Training (Internships)	3 hours per week (training)	6 hours (internship/employment per week)	10 hours (internship/employment per week)	10 hours internship/employment per week
Social Participation	9 hours/week	9 hours/week	7 hours/week	7 hours/week
Academy Support Courses	9 hours per week	9 hours per week	7 hours per week	7 hours per week
<i>Mandatory Meetings (not calculated in totals)</i>	<i>2 hours/month (8x a semester)</i>	<i>2 hours/month (8 x a semester)</i>	<i>2 hours/month (8 x a semester)</i>	<i>2 hours/month (8 x a semester)</i>
<b>Weekly Totals</b>	<b>28</b>	<b>31</b>	<b>31</b>	<b>31</b>
<b>Semester Totals</b>	<b>448</b>	<b>496</b>	<b>528</b>	<b>528</b>

### ALCD Program Hours

Semester = 16 weeks	Semester One Year 3	Semester Two	Semester Three Year 4	Semester Four
Inclusive Academics	3 hours/week	3 hours/week	3 hours/week	3 hours/week
Professional Education	2 hours/week	2 hours/week	2 hours/week	2 hours/week
Study Sessions	2 hours/week	2 hours/week	2 hours/week	2 hours/week
Employment Skills Training (Internships)	10 hours/week internship	10 hours/week internship	15 hours/week internship	15 hours/week internship
Academy Support Courses	9 hours/week	9 hours/week	9 hours/week	9 hours/week
Social Development Training	3 hours/week	3 hour/week	3 hours per week	3 hours per week
<i>Mandatory Group Meetings (not calculated in totals)</i>	<i>4 hours/semester</i>	<i>4 hours/semester</i>	<i>4 hours/semester</i>	<i>4 hours/semester</i>
<b>Weekly Totals</b>	<b>29</b>	<b>29</b>	<b>34</b>	<b>34</b>
<b>Semester Totals</b>	<b>464</b>	<b>464</b>	<b>544</b>	<b>544</b>

#### 5.4. Attendance Policy

Students are required to complete the designated academic, social, employment, and career training hours each week . The Academy recognizes absences may occur due to unforeseeable events. However, should absences become excessive, staff will work to discuss and rectify any underlying issues. Students must be on track to complete 75 percent of hours. If more than 75 percent of hours are missed per semester, students will be placed on program probation and may become ineligible to receive their certificate.

#### 5.4.1. Inclusive Academic Attendance

Students are also required to comply with the specific attendance policies of the inclusive courses for which they are enrolled. This policy is stated in the syllabus for each course. Should a student fail to comply with the course policy, the Academy will uphold the sanctions outlined in the course syllabus.

#### 5.5. Yearly Review and Adequate Yearly Progress

Students are evaluated at the end of fall semester of year 1 and year 3 to determine adequate progress in all areas, social, academic, and career. If deficiencies are found, students will be placed on warning status. At the end of year 1 and year 3, students will be evaluated to determine adequate yearly progress. Not meeting three of the following will result in dismissal from the program at the end of the term. Missing any two will result in a probationary status and a review the following term. If the student is still not meeting the specified criteria, the student will be dismissed, concluding the fall term.

Criteria	Met	Unmet	Artifact
Attends classes at a minimum of 75% of the time.			
Completes social hours at a minimum of 75% of the expectation			
Completes internship hours at a minimum 75% of expectation			
Has joined and participates in a university recognized club attending at least 50% of the meetings each term			
Exhibits a desire to continue in the program			
Attends and effectively utilized study hall time at least 75% of expectation			
Participates in all required Academy events during the term.			

If the student receives an unmet in any of the following areas, the student will not be recommended to continue the next year.

Criteria	Met	Unmet	Artifact
The student demonstrates regressive behavior in terms of self-reliance.			
The student has received a referral to student conduct, with a hearing being required.			
The student has placed the safety of others at risk.			
The student has been disruptive in class more than two times during the semester.			
The student initiated a physical altercation with another student in the program.			
The student displays a pattern of disrespect toward staff or mentors			
The student is verbally or physically aggressive towards staff or mentors			

### 5.6. Person Centered Planning Advising

Person-centered planning advising (PCPA) is a process that empowers people with and without disabilities. It focuses on the person and their self-described needs, transferring the decision-making power to the person to define the direction of their lives rather than on the systems that may or may not be available to serve them. This ultimately leads to greater inclusion as valued members of both the community and society. All ASCE and ALCD students will participate in person-centered planning advisement during each year of their programs. PCPA topics are incorporated into the Academy curriculum.

### 5.7. Transition and Exit Planning

Transitioning out of college can be a difficult time for students. To support students through the transition process, the Academy staff facilitates Transition and Exit



Meetings for students in both the ASCE and ALCD programs. During each meeting, students will discuss post-graduation plans and goals.

## **SECTION 6 – Academic Development Requirements**

### **6.1. General Advisement**

Program-required KSU undergraduate catalog courses (inclusive courses) include introductory 1000 and 2000 level courses and concentration-related courses.

Advisement and registration for all ASCE and ALCD students will be conducted by the Program Advisors. During advisement, students must select a minimum of two undergraduate catalog courses (inclusive courses) with the approval of the Program Advisor. Course scheduling is based on the Person-Centered Planning for each individual student. Functionality, skill level, adaptability, developmental/reading level, and career goals may determine course eligibility.

### **6.2. Student Advising Responsibilities**

It is the responsibility of the student to attend a scheduled advisement session with their Program Advisor prior to the Kennesaw State University early registration date for the following semester. Prior to the advisement session, the student should review their personal and career goals as outlined in person centered planning. Students should identify inclusive courses or topics of interest prior to advisement.

### **6.3. KSU Catalog Prerequisites**

Many KSU catalog courses (inclusive courses) require prerequisite courses prior to registration. Students should be mindful of prerequisite courses when meeting with the Program Advisor. The Academy cannot guarantee registration for inclusive courses in which the student does not meet the specified prerequisite criteria.

### **6.4 Curriculum Standards**

Both the ACSE and ALCD programs have curriculum guides that outline the specific requirements in four areas, academic, career, social, and program specific.

6.4.1. General Education Core Requirements for Audited Courses. Generally, students may enroll in 1000 or 2000 level courses. Courses must be equivalent to three credit hours.

6.4.2. Students will enroll in two audited classes (one fall semester and one spring semester). Year 1 options include standard core curriculum that targets freshman achievement and transition to the college academic environment. Year 2 – 4 options include courses that align with career goals, interests, and skill set.

6.4.3. Academy Support Classes are required each semester.

6.4.4. Students must complete one certificate program in each year of attendance offered through the College of Professional Education in Kennesaw State University's College of Continuing Education. Course options will be updated each year of attendance and provided before the beginning of each academic year.

6.4.5. All course options may vary based on scheduling conflicts, prerequisites, course availability, student proficiency, and student Person Centered Planning requirements.

### **6.5. Academy Support Classes**

In addition to inclusive courses, all Academy students are required to participate in the following Academy support classes each week. These support classes provide Academy students additional academic, social, career, and skill development. Academy staff facilitate academy support classes. Participation in support classes is required to meet certificate completion requirements.

### **6.6. College of Professional Education (CPE) Requirements.**

Students will complete one certificate program per year through Professional Education in Kennesaw State University's College of Continuing Education. Courses will be determined through the PCP process and advisor recommendation. Typically, first year students will begin in Customer Service and Professionalism.

### **6.7. Registration Holds**

Academy students cannot register for any courses if holds exist on the student account. It is the responsibility of the student to remove any holds on the student account.

## 6.8. Academy Certificate Pathways

Students take required coursework based on their semester of enrollment as follows:

### ASCE Certificate Pathway

Fall I	Sem hrs.	Spring I	Sem hrs.
AIAE 0101 Introduction to ASCE I	3	AIAE 0102 Introduction to ASCE II	3
AIAE 0103 Professional Communications I	3	AIAE 0104 Professional Communications II	3
AIAE 0105 Career Preparation and Internship I	3	AIAE 0106 Career Preparation and Internship II	3
Audit course	3	Audit course	3
CPE Certificate Course	0	CPE Certificate Course	0
Fall II		Spring II	
AIAE 0201 Managing Personal Resources I	3	AIAE 0202 Managing Personal Resources II	3
AIAE 0203 Intermediate Professional Communications I	3	AIAE 0204 Intermediate Professional Communications II	3
AIAE 0205 Career Preparation and Internship III	3	AIAE 0206 Career Preparation and Internship IV	3
Audit course	3	Audit course	3
CPE Certificate Course	0	CPE Certificate Course	0

### ALCD Certificate Pathway

Fall I	Sem hrs.	Spring I	Sem hrs.
AIAE 0301 Advanced Professional Communication I	3	AIAE 0302 Advanced Professional Communication II	3
AIAE 0303 Leadership Seminar I	3	AIAE 0304 Leadership Seminar II	3
AIAE 0305 Career Preparation and Internship V	3	AIAE 0306 Career Preparation and Internship VI	3
Audit course	3	Audit course	3
CPE Certificate Course	0	CPE Certificate Course	0
Fall II		Spring II	
AIAE 0401 Advanced Professional Communication III	3	AIAE 0402 Advanced Professional Communication IV	3
AIAE 0403 Leadership Seminar III	3	AIAE 0404 Leadership Seminar IV	3
AIAE 0405 Career Preparation and Internship VII	3	AIAE 0406 Career Preparation and Internship VIII	3
Audit course	3	Audit course	3
CPE Certificate Course	0	CPE Certificate Course	0

## 6.9. Academic Support

The Academy strives to provide a supportive academic environment that fosters student success. Due to the nature of the Academy population, academic support is individualized and coordinated by the Academic Unit. Inclusive course accommodations and/or modifications should be approved by the Academic Unit offering the inclusive course. The Academy Academic Unit may coordinate support

services with inclusive course professors, Academy mentors, and/or the SDS office. Students may utilize academic accommodations and/or modifications (as negotiated between student, Academic Unit, and faculty member).

#### **6.10. Modifications and Accommodations**

It is the responsibility of the student along with their mentor to discuss academic support needs at least two weeks prior to the deadline for each assignment, exam, or quiz with the Academic Unit offering the inclusive course. Some examples include but are not limited to; reduced number of multiple-choice answer options, test or assignment read aloud to the student, change of testing location, modified paper length alternate assignments, and note taking assistance.

#### **6.11. Grading and Assessments**

Due to their enrollment under an audit status in inclusive courses, Academy students do not receive calculated grade(s) from inclusive professors. The Academy Academic Unit calculates a percentage score for each inclusive academic course in which the student is enrolled during each semester. Student scores are based on assignment/project completion rates, participation, and attendance. Students are expected to complete 100 percent of modified assignments on time. The Academy Academic Unit calculates a completion rate based on assignment submission rates. Modified assignments/projects/tests submitted on time result in a score of 100. Late assignment submissions may result in point deductions. Incomplete or assignments/projects/tests not submitted will result in a score of zero for that assignment. Students must maintain a minimum of 75 percent in all inclusive academic classes.

#### **6.12. Inclusive Grade Procedure**

Academy students are enrolled in Owl Express as Audit, non-degree-seeking students. The Academy Academic Unit calculates the final grade for each student using the Academic Tracking Form and grade information from D2L. Final grades will be calculated once the student's inclusive course final is complete, and no later than the Kennesaw State University official grade submission deadline (see Academic calendar for specific dates at: <http://registrar.kennesaw.edu/academiccalendar/>).

### **6.13. Academy Study Hall**

The primary goal of the Academy Study Hall is for students to work independently on required coursework and receive academic support from a mentor or advisor to complete assignments, homework, or prepare for exams.

The following rules always apply:

- No food or open drinks are permitted in computer lab areas.
- Headphones must be always worn when viewing or listening to assignment-related audio and video or listening to music. The volume should be at an appropriate level so as not to disrupt others.
- Unauthorized personnel are not allowed in study areas.
- Always keep doorways in the study area free from obstruction.
- Students should sign in and out to record time.
- Students must complete required hours of study hall per week unless otherwise noted by academy staff.
- Students are expected to follow proper behavior and academic standards while in study hall.

### **6.14. Peer Mentors**

The Academy for Inclusive Learning and Social Growth hires current Kennesaw State University students to be peer mentors for Academy audit students to assist them with academics and internships. Responsibilities include but are not limited to helping revise assignments and exams, assisting with schedule management and accessing technology (such as D2L), maintaining documentation for weekly progress, breaking down tasks into teachable components, acting as liaison between students/faculty/staff, and encouraging social engagement on campus.

Mentors do not receive a copy of student schedules and cannot supply students or parents with scheduling information. Scheduling questions and concerns should be directed to an Academy staff member. Due to FERPA restrictions, parents may not directly contact peer mentors. Peer Mentors are student assistants and any communication with them should go through the Academy staff.

### **6.11. Student Schedules**

ASCE and ALCD students will receive an Academy schedule including all KSU classes, CPE classes, Academy Support Classes, study hall, internships, social adjustment groups, and other required Academy activities from their Academic Advisor at the beginning of each semester. Any questions or concerns about scheduling or course selection should come from the student, not the parent.

## **SECTION 7 – Career Development Requirements**

The focus of the Academy for Inclusive Learning and Social Growth is to allow students the opportunity to establish, develop, and expand skills that lead to positive employment outcomes through hands-on experience and in-class instruction of best practices.

### **7.1. Academy Introduction to ASCE I and II**

During years 1 and 2 years of enrollment, students take a weekly, one-hour course taught by Academy staff to focus on career skills. Students attend this course for one hour per week for 16 weeks, totaling 16 hours. Participation hours factor into the total semester hours, which may affect a student's warning status if hours are missed. These courses allow students to explore different careers, participate in mock interviewing, undergo personality, and interest inventories, learn about job-related skills, and create a career portfolio.

Students continue to build on learned job-related skills and create a final career portfolio that will assist students in seeking meaningful employment upon graduation. Students also participate in discussions about their jobs, reviewing strategies, and "real world" career scenarios.

### **7.2. Career Development Training (Internships)**

Beginning with the second semester of enrollment, students begin an internship placement or career development training to develop on-the-job skills and explore competencies related to their identified vocational interest. It is the student's responsibility to schedule an appointment with the Internship Coordinator to discuss missed work hours (see CTP section requirements for more details on hour

requirements). Hours accumulated through paid experiences during a student's enrollment can count toward weekly employment skills training requirements.

### **7.3. Internship Statement**

Students are required to participate in career development training and/or internship hours as a condition of the ASCE and ALCD programs. ASCE students begin career readiness training during the 1<sup>st</sup> semester. Starting the second semester, students participate in an internship or career development experience. ALCD students begin career development training or internship placements during the fall semester of the first year of enrollment. Placement in an internship or career development experience is based upon many factors including but not limited to individual career interests, internship availability, internship site supervisor needs, student assessments and skills, and schedule availability.

### **7.4. Internship Placement**

The Internship Coordinator will evaluate student progress and readiness for placement at an internship site. Internships may be paid or unpaid. Some internships are located off campus. Should a student become employed prior to or during placement, work hours will still be counted towards completion requirements. Students are encouraged to register through Handshake to help secure placement on the campus of KSU.

### **7.5 Appearance During Internship**

Students should always follow the established dress code or uniform policies of their internship work site. Exercise clothes, low cut blouses, shirts with inappropriate language, short skirts, flip-flops and high heels are not appropriate. Students are held to this standard of dress regardless of what they observe in the internship site. All students are to accept professional responsibility for appearance and dress in accordance with school policy. The internship site may require a uniform or more specified dress code. If so, the internship site dress code should be followed.

### **7.6. Student Responsibilities**

Students must arrive on time and prepared in appropriate attire for all internship placement meetings, interviews, and other career related meetings. Students must actively participate in internship duties as assigned by the on-site supervisor or Internship Coordinator. Students are required to remain at their designated site during

the duration of their scheduled hours. Exceptions will only be granted for students who have previously communicated and received approval from their site supervisors. Students must be punctual and respectful of internship site policies and procedures. It is the responsibility of the student to communicate with their mentor, Internship Coordinator, Advisor, or site manager, if they do not understand a task asked of them. Students are also expected to arrive to their site well-groomed (includes neat and appropriate attire, and personal cleanliness).

#### **7.7. Missed Work/No Call No Show**

It is the student's responsibility to notify supervisors and the Internship Coordinator of any absences or potential missed work hours. Students who do not make their supervisors and the Internship Coordinator aware of an absence and do not show up to work without notice (no call no show) will receive a warning on the first occurrence. A second occurrence will result in program warning status, and continued occurrences can result in possible termination from the internship site.

**7.8. Workplace Distractions:** All cellphones must be silent at internship sites. Cell phones should not be visible while working. Students should not complete homework, study, read or sleep while at an internship site.

#### **7.9. Criminal Background Check and Drug Screen**

Students beginning an internship may be required to complete a criminal background check and a drug screen. An internship site has the right to refuse a student's placement.

#### **7.10. Insurance**

The Academy for Inclusive Learning and Social Growth does not provide insurance for students. Students and families are responsible for providing current insurance coverage throughout the duration of the student's placement in a jobsite, internship, or employment.

#### **7.11. Transportation**

It is the responsibility of the student and family to provide transportation for internships and volunteer opportunities. The Academy staff, including student



employees, cannot provide transportation for students. Students may access available transportation such as the Big Owl Bus (BOB), Uber, Lyft, Cobb Linc, etc.. Students with a current driver's license have the option of providing their own transportation without assistance; however, this is a family decision.

### **7.12. Cancellation/Dismissal**

Students are obligated to fulfill employment skill training (internships and career development experiences) hour requirements each semester. Students who cancel or refuse predetermined internship placements will be required to meet with the Academy staff to formulate a graduation retention plan for internship or job readiness requirements. If a student is fired or otherwise unable to attend the designated internship placement, the student must either find another internship placement or complete volunteer opportunities to make up for the missing hours.

Students who do not meet the minimum hour requirement for career related activities may be placed on program warning. If retention plan criteria are not completed, students may become ineligible to receive a certificate for the program in which they are enrolled.

### **7.13. Concerns/Grievances**

Students and/or student employees should immediately report any misconduct, harassment, unethical behavior, or other concerns to Program Advisors or another Academy staff person. After a report is made, the internship may be placed on hold during any investigation. During the investigation, a student may be required to fulfill internship hours through alternative activities. Upon completion of the investigation, a decision will be made regarding continuation or termination of the internship. A resolution will be coordinated with student input. Upon potential termination of an internship, the student will be required to meet with Academy staff to formulate a retention plan.

## **SECTION 8 – Social Enrichment Opportunities and Requirements**

### **8.1. Housing**

The Administrative and Social Units of the Academy for Inclusive Learning and Social Growth are happy to partner with the Department of Housing and Residence Life for the benefit of our students. Academy students are evaluated for housing as part of the admissions process and are accepted with commuter or residential status. Academy students are expected to abide by all rules and regulations set forth by the KSU Student Code of Conduct, and Housing and Residence Life. The Academy staff works collaboratively with the Kennesaw State University Department of Housing and Residence Life to identify housing options and address housing concerns on a case-by-case basis. Campus housing is not required for Academy enrollment. Students who elect to live off campus may do so on their own accord. On-campus housing and specific housing requests are never guaranteed by the Academy.

**Please note that all housing license agreements, fee payments, and deadlines are handled through Kennesaw State University Department of Housing and Residence Life. Failure to comply with housing payment deadlines or policies and procedures may result in termination of current and/or future lease.**

The Academy does not retain the right to negotiate Housing License Agreements. Academy housing applications must be submitted by the Academy Housing deadline. For any additional questions regarding leasing contracts, and specific room questions, please visit the housing and residence life page on KSU's website.

<http://ksuhousing.kennesaw.edu>.

#### **8.1.1. First Year Academy Student Housing**

Academy students will reside in the University Village Suites, which is a two-bedroom, one-bathroom residence hall. Accepted, incoming residential students will complete and submit the Academy Housing application to Academy staff by the designated deadline. Students who do not meet the Academy housing deadline will not be guaranteed a room. Students who elect to live on campus will be placed in rooms by the Academy Social Worker and Residence Life staff. We make every effort to pair Academy students with other Academy students.

Once students are placed in rooms, University Housing will email student email accounts for room reservation and payment information. Families must follow the directions and deadlines set forth by University Housing. University Housing sets prices and guidelines for housing license agreements. Families should carefully review the housing license agreement prior to completion.

### **8.1.2. Non-First Year Students**

The Academy Housing liaison will communicate housing deadlines to students during the spring semester. Students who do not meet the Academy housing deadline will not be guaranteed a room. Once students are placed in rooms, Housing and Residence Life will email student email accounts for room reservation and payment information. Families must follow the directions and deadlines set forth by Housing and Residence Life. Housing and Residence Life sets prices and guidelines for housing license agreements. Families should carefully review the housing license agreement prior to completion.

### **8.1.3. Special Requests for Accessibility and ADA**

Students who require ADA accessible rooms or have other accessibility needs or requests related to a specific diagnosis must complete the registration process through the Kennesaw State University Student Disability Services office. These requests must be made in a timely manner and must follow the SDS deadline schedule. The Academy cannot communicate placement of students in ADA rooms without the proper documentation through the SDS office. Students who require special housing arrangements due to diagnosis should refer to the SDS website immediately upon acceptance to the Academy. It is the responsibility of the student to contact and coordinate documents with the SDS office. The Academy is not responsible for coordinating SDS documentation. Please refer to the SDS website for more information <https://sds.kennesaw.edu/index.php>

## **8.2. Off Campus Housing and Commuters**

Students and families are not required to select on-campus housing if they qualify. Commuter students must provide their own transportation to and from the campus for program related requirements and activities. The Academy is not responsible for

coordinating transportation. The Academy cannot provide off campus residential support or assistance.

### **8.3. Clubs and Organizations**

Participation in one on-campus club or student organization is a mandatory requirement for completing the social hours commitment of the program (see section 5 on CTP requirements). Students can schedule to meet with the Social Advisor to discuss interests and receive assistance in joining clubs and organizations. Hours logged through campus club and organization activities can be counted towards campus activities and social engagement. Students must follow the rules, regulations, and procedures of each campus club or organization. To learn more about clubs and organizations visit OwlLife at <https://owllife.kennesaw.edu/>.

### **8.4. Social Engagement**

Social engagement is an important aspect of the college experience. Students are encouraged to participate in campus activities, events, and social activities with friends, while enrolled in both programs. While students are required to fulfill social engagement hours for certificate completion, students have the right to select their own activities. Appropriate activities include attending campus events, participating in Residence Life events, volunteer activities, eating meals with friends, spending time with friends, and meeting with social mentors. Students are encouraged to participate in safe interactions on and off campus. Students log completed social hours on calendars provided by the Social Unit. Calendars are submitted at the end of each month to the Social Unit for credit toward CTP hours. Students can schedule a meeting with the Social Unit to discuss social engagement and appropriate activities. The Social Unit tracks social engagement hours for all Academy students.

### **8.5. Sports and Recreation Activities**

Academy students may participate in most of the sport and recreational activities provided on campus. Students must follow the rules and regulations of department or organization that provides the activity. Students may participate freely in sport and recreational activities on and off campus. The Academy may not have knowledge of specific participation in activities. Students are encouraged to disclose any health or disabilities that may affect participation in activities. Students may be asked to sign a

waiver prior to participation in sport and recreation activities. KSU departments may contact the Academy for information about Academy students including necessary health information and guardianship status. Students and/or legal guardians may be required to sign liability and consent documents prior to participation in activities. Sport and recreation activities may be logged as social engagement hours for students.

### **8.6. College Education Groups**

All Academy students are required to participate in scheduled College Education Groups (CEGs). CEGs are coordinated and lead by the Social Unit. Sessions are scheduled for students based on program enrollment. ASCE students are required to participate in groups twice a month, or eight times a semester. ALCD students are required to participate in groups once a month, or four times a semester. Group topics cover a variety of personal social, safety, and health topics. The basic requirement is that students attend groups on time each month for the entire duration of the group session. Students are free to participate in group within their level of comfort. Students and families should direct group concerns or questions to the Social Unit. Possible topics include but are not limited to:

- College adjustment
- Stress management
- Initiating and maintaining relationships
- Body image and nutrition
- Internet safety and social media
- Campus safety and resources
- Intimacy and sexual education

### **8.7. Campus Health Services**

KSU Student Health Services is operated by WellStar Medical Group. Student Health Services provide a variety of health-related services on campus such as day clinic, OBGYN, immunizations, and other related services. More information about KSU Student Health Services can be found here: <http://studenthealth.kennesaw.edu/>.

### **8.8. Department of Public Safety**

To provide a safe, inclusive learning environment for students, the Academy and University Department of Public Safety (DPS) have partnered to provide students with

necessary safety information and assistance. FERPA waivers are requested of each student, especially those living on campus. Academy students are flagged in the DPS system so that officers are more aware of student differences and intervention strategies should they be called on scene.

### **8.9. Live Safe App**

The free LiveSafe app provides students, faculty, and staff with a direct connection to campus police so that everyone can easily communicate all their safety needs. You can access more information by downloading the app here: <https://livesafe.kennesaw.edu/>.

### **8.10. Personal and Emotional Support Statement**

The Social Unit will conduct assessments and referrals for Academy students experiencing emotional distress, as needed. When the Social Unit is unavailable, a staff member with education and experience commensurate with their abilities will conduct assessments and referrals. The Social Unit provides the primary support for all students who are experiencing difficulties in their personal and social lives as well as emotional disruptions. Students may be required to meet with the Social Unit to discuss any issues or concerns identified by Academy or KSU faculty and staff. Students may schedule appointments with the Social Unit as needed. All other Academy staff members may also refer students to the Social Unit as needed.

### **8.11. Counseling and Psychological Services**

The Academy collaborates with the Kennesaw State University Counseling and Psychological Services Department (CPS) to provide crisis intervention, case management, and therapeutic services to Academy students.

### **8.12. Behavioral Response Team Reporting**

The KSU Behavioral Response Team (BRT) is a multidisciplinary team that meets regularly to assess and manage concerns brought to the attention of the team. The Social Unit is required to report concerning or “red flag” behaviors observed for appropriate implementation of cross-campus interventions. BRT reporting is a proactive effort to support students rather than a punitive action. For more information about the BRT or Red Flag Reporting, please see the website: <http://brt.kennesaw.edu/>

### **8.13. Misuse of Campus Services**

While campus services are meant to provide students with on campus resources, they are not substitutes for the long-term care and treatment of significant behavior issues or chronic health problems. The misuse or exploitation of campus services (public safety, counseling, health, etc.) can pose a risk to other students and take important emergency resources away from actual medical and police emergencies happening on campus. Repeated offenses in this area will result in a referral to the Behavioral Response Team (BRT) and possible recommendations for charges by the University Student Code of Conduct and Academic Integrity for misconduct.

## **SECTION 9 – Student Rights and Responsibilities**

### **9.1. General Statement**

As stated by the University, “Students of Kennesaw State University are entitled to an environment that is conducive to learning and individual growth.” Students are expected to follow the policies and procedures set forth by Kennesaw State University and the Academy for Inclusive Learning and Social Growth. This section outlines specific program student rights and responsibilities. This section should be used as a program-specific outline and is NOT a replacement or override of the Kennesaw State University Student Handbook and Rights and Responsibilities. For University wide information, please see the official website:

<http://catalog.kennesaw.edu/content.php?catoid=40&navoid=3115>.

### **9.2. Student Code of Conduct Statement**

Academy students from both the ASCE and ALCD programs, as Kennesaw State University students, are required to adhere to the policies outlined in the Kennesaw State University Student Code of Conduct. No exceptions are made for Academy students regarding any policy found in the KSU Student Code of Conduct (SCC). Students found to have committed or to have attempted to commit misconduct, as outlined in the SCC, are subject to sanctions outlined in the SCC. The Student Code of Conduct applies to behaviors and incidents that occur on any Kennesaw State University Campus (including satellite campuses), during University/Program sponsored events, and may also apply off-campus as determined by the Dean of Students or designee (see SCC for specific details).

### **9.3. Student Code of Conduct (SCC)**

During orientation, students should familiarize themselves with the Kennesaw State University Student Code of Conduct and Academic Integrity found in the Kennesaw State University Student Handbook and located on the KSU website at the following address: <https://web.kennesaw.edu/scai/content/ksu-student-code-conduct>.

All Academy students are required to sign an SCC agreement stating that the students understand the SCC and their role in upholding the University conduct expectations. No Academy student is excused from any Kennesaw State University student policy at any time.

### **9.4. Acceptable Use Policy**

Students must be familiar with Kennesaw State University's acceptable use policy for using KSU technology and resources. Never give out your password or pin number and always safeguard your campus accounts. KSU accounts and technology resources are issued solely in support of the mission of the University. Please note, you may not use any campus technology for personal use: ex. Microsoft Teams, D2L chat features, etc. For university wide information, please visit <https://uits.kennesaw.edu/acceptable-usage/index.php>.

### **9.5 Discrimination and Sexual Harassment**

Student grievances or complaints alleging action of discrimination or sexual harassment should follow the established Kennesaw State University procedures outlined in the Kennesaw State University Undergraduate Catalog and the Kennesaw State University Graduate Catalog.

### **9.6. Program Statement**

While attending any program housed in Kennesaw State University's Academy for Inclusive Learning and Social Growth, students are always expected to act professionally as representatives of the University and the Academy. Students are expected to respect the rights of other students, University faculty, and University staff and act accordingly. Students are required to attend all program responsibilities. Students are expected to self-advocate their personal and professional needs, as necessary and should utilize the built-in supports provided through the Academy and University as a whole. Each Academy student is a valued member of the campus community and will be treated as such.



### **9.7. Academy Misconduct and Reporting**

Academy students alleged of misconduct are entitled to due process. The appropriate KSU department will handle violation and hearing processes.

Academy staff are required to report misconduct through the appropriate channels.

Any allegations or witness of misconduct behaviors occurring within the Academy offices or during Academy hours and reported by students, student employees, interns, or staff can and will be reported through the proper University channels. Academy staff are required to report concerning behaviors through the Behavioral Response Red Flag Reporting system <http://brt.kennesaw.edu/reporting.php>. All other conduct violations will be reported through the Department of Student Conduct and Academic Integrity.

When possible, the student alleged of misconduct will be made aware of the official report by Academy staff. However, in cases of emergency, inability to contact the student, or situations deemed unsafe to contact the student, reporting may not be initially disclosed to the student. Additionally, due to the inclusive nature of the program, alleged Academy student misconduct may occur outside of the Academy and be reported by individual(s) not affiliated with the Academy. In such cases, Academy staff may not be immediately aware of the alleged misconduct.

### **9.8. Academy Travel**

When possible, the Academy coordinates domestic travel programs for student participation. Students must be in good academic standing, have no conduct violations within 12 months, and recommended by at least two Academy staff to be eligible. It is up to the discretion of the Academy Director to select the number of participant slots available per trip. Students must apply to the Academy by the posted applicant deadline. Academy staff will select eligible candidates based on available slots, academic standing, and assessment of ability to travel independently. Travel can be stressful for anyone; therefore, the Academy must assess the personal safety of each student prior to travel. No personal care attendants are provided for students. If students require restroom, medical, or other assistance, the family must provide and cover costs for a personal attendant.

### **9.9. Graduation**

Students who fulfill the certificate completion requirements outlined in Section 5 (CTP Certificate Completion Requirements) and follow the student code of conduct will be eligible to receive a certificate of completion for the program in which they are enrolled. Students receiving a certificate of completion can participate in the Academy graduation ceremony. Graduation date and time is dependent upon the University graduation schedule. Student guest tickets may be limited based on graduation venue. Participating students must attend the scheduled graduation rehearsal(s) prior to graduation. Proper attire is required to participate.

### **9.10. Graduation Attire**

Students who participate in the Academy graduation ceremony must purchase their own graduation regalia (cap and gown). Graduation regalia is available for purchase at the KSU bookstore to ensure proper color and style. In addition to graduation regalia, students should be dressed in business attire. Males are encouraged to wear dark slacks, collared shirt, and a tie. Females are encouraged to wear dark slacks with blouse or mid-length skirt with blouse or a mid-length dress. Students should wear professional shoes in neutral or dark colors. Students who are not dressed in the proper graduation attire will not be able to participate in the graduation ceremony.

### **9.11. Alumni**

Students who have successfully completed either ASCE or ACLD and received a completion credential are eligible to participate in KSU alumni activities and programs. The Academy cannot disclose personal information (email, phone numbers, etc.) of Academy alumni. Alumni are encouraged to join the Academy Alumni Facebook group to learn about more KSU alumni activities and networking possibilities. For more information about the KSU Alumni Association, please see the official website: <http://alumni.kennesaw.edu/>.