



Building Leaders

Stonepile LLC Student Catalog and Handbook

Stonepile LLC

Building Leaders

274 Mallory Station Road

Franklin, TN 37067

Mission: *Our mission at Stonepile LLC is to harness the power of innovation, technology, and experience to train the next generation of construction leaders in values-based perspectives, success-oriented knowledge, and real-world construction skills.*

Goal: Build Leaders to Analyze, Communicate, & Execute.

Values: *Humility. Honesty. Respect. Freedom.*

STONEPILE



Stonepile LLC
Student Catalog and Handbook

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Stonepile LLC
274 Mallory Station Rd
Franklin, TN 37067
615-613-3605
StonepileUS@gmail.com

*Stonepile LLC Student Catalog and Handbook
January 1, 2020;
Volume 1: Issue 1*

*Stonepile LLC is authorized by the Tennessee Higher Education Commission
This authorization must be renewed each year and is based on an
evaluation of minimum standards concerning quality of education, ethical business
practices, and fiscal responsibility.*

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274 Mallory Station Road, Franklin, TN 37067 Phone: 615-613-3605 email: kbronwning@stonepile.us Website: www.stonepile.us



Ownership:

Stonepile LLC is a privately owned and operated college offering AAS in Construction and BAS in Construction Management. Stonepile, LLC is 100% owned and operated (50% each) by Drs. Garry and Jodi Vermaas.

Current Faculty and Credentials:

- Garry Vermaas, PhD in Engineering Mechanics, Licensed Professional, Structural, and MEP Engineer. He is also the Institutional Director.
- Jodi Vermaas, PhD, in Counselor Education and Supervision, Licensed Professional Counselor with Mental Health Practitioner Designation; MS in Mental Health Counseling; BA in English. She also serves as Program Director of the AAS and BAS programs.
- Adam Ginsburg, BS in Structural Engineering, Licensed Professional and Structural Engineer
- Vijay Rathod, BS, MS in Structural Engineering

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2019-2020 Calendar

Fall Semester 2020	
To September 8	Open Enrollment
September 7	Labor Day Holiday (College closed)
September 8	Classes Begin
October 4	Tuition due in Full. Last day to Withdraw with Refund.
November 26	Thanksgiving Holiday (Classes do not meet; offices open)
November 26-27	Thanksgiving Holiday (College closed)
December 20	Classes End
December 21-January 3	Seasonal Holiday (College closed)
Spring Semester 2020	
December 21 - January 3	Seasonal Holiday (College closed)
January 4	Classes Begin- Last day of open enrollment
January 18	Martin Luther King Holiday (College Closed)
February 7	Tuition due in Full. Last day to Withdraw with refund.
April 25	Classes End
Summer Semester 2020	
May 3	Classes Begin- Last day of open enrollment
June 6	Tuition due in Full. Last day to Withdraw with refund.
July 4	Independence Day (College Closed)
August 23	Classes End

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Admission

Per the State of Tennessee, admission to Stonepile LLC requires the following:

- Students enrolling in an Associate of Applied Science or Bachelor of Applied Science degree program must possess, at a minimum, a high school diploma, a high school diploma equivalency, or postsecondary credit in a degree program.
- In addition, Stonepile LLC requires the submission of video essay, formal transcript from highest level of schooling, application form, and all required documents with appropriate signatures, including *Basis for Admission, Transferability of Credit Disclosure, Pre-Enrollment Checklist, and Standards for Attendance.*
- A 100\$ non-refundable application fee is required for processing the application.

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Enrollment

- Students may enroll in Stonepile up to the First Day of Class of each semester.
- Stonepile's open enrollment allows admission any time, with start date at the beginning of any of the three semesters each year.
- Tuition is \$200 per credit.
- To secure the student's spot, a 25% of the total semester cost is due by the end of Week One.
- 100% of the semester fee is due by the last day of Week Five.
- Cancellation: An applicant who provides written notice of withdrawal/cancellation within the first five weeks of the semester is entitled to a refund of all monies paid, excluding the \$100 non-refundable application fee. No refund will be given for withdrawal after the last day of Week 5.
- All refund monies must be returned to the student by the institution within 45 days of the determination.
- *\$100 Application Fee is non-refundable.

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Attendance Policy

In accordance with the U.S. Department of Education guidance regarding class participation, students must submit their required Week 1 Assignment within each course(s) during the first 7 calendar days of the class. The first calendar day of class is the official start date of the course as listed on the Stonepile LLC calendar.

Specific Attendance Guidelines:

Class Sessions: Students must engage (log in and participate) with their online class at least three separate days per week (i.e., three “class sessions”). There are three class sessions each week in which the student must participate. The first class session is to post their original response to the online discussion (by Day 3 of each week), the second class session is to post their completed assignment (by Day 5 of each week), and the third class session is to post their response comment back to the discussion board (by Day 7 of each week).

Absence: An absence is defined as failure to log in post in a class session. There are three class sessions every week. Any student who does not log on and participate in a class session will be considered absent for that class. An absence is defined as failure to log on and post in the discussion board (twice weekly as delineated above) and once in the assignment area (to respond to the weekly assignment) by the expected date of completion.

Holidays: As a private institution, Stonepile LLC is not required to follow federal holidays; however, some of the major holidays are noted on the calendar. On the major holidays listed on the Calendar, the student can post one day later than the scheduled class session. (e.g., If Labor Day is on Day 3 of a Course Week, the Discussion board response typically due by Day 3 will be due by Day 4 of that week).

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Grading Policy

All grades follow a point system:

- Discussion Posts: 30 Points
- Assignments: 50 Points
- Discussion Responses: 20 Points

Late assignments up to one week receive an automatic 10% grade reduction.

Anything beyond 7 days receives zero points. Any outstanding situations (e.g., death in family, serious sickness, crises, or religious observances) communicated to the instructor by the due date of the assignment can receive an Incomplete for that assignment, and get a two-week extension for the respective assignment.

All instructors will post graded assignments with written feedback within 7 days of the due date of the respective assignments. Students maintain access to their grades via their Basecamp Classroom Grades section, which is updated weekly.

Grades reflect the total points earned for all class work per total class points available, as follows according to the following *Expectations*:

- Uses proper grammar, syntax, and punctuation
- Correctly and Fully answers all question prompts
- Shows original thought and synthesis of the information.
- Accurately calculates, if needed.
- Demonstrates mastery of the material

The following **Grading Scale** to be used for all courses.

Grade	Grade points per unit	Interpretation
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A+, A, A- (90-100)	4.0, 4.0, 3.7	Excellent - Discussions and assignments exceed expectations.
B+, B, B- (80-89)	3.3, 3.0, 2.7	Good - Discussions and assignments meet expectations
C+, C, C- (70-79)	2.3, 2.0, 1.7	Fair - Discussions and assignments meet some expectations.
D (60-69)	1.0	Poor (Barely Passing) - Discussions and assignments meet very few of the expectations.
F (Below 60)	0.0	Fail - Discussions and assignments do not meet expectations.
P	Degree Pass	C or better on all assignments, discussion posts, and responses.
NP	Degree Not Pass	Below C average on all assignments, discussion posts, and responses.
I	Incomplete (of course)	Work of passing quality but incomplete.
W	Withdrew (of course)	Withdrew after the fifth week.

Students found to be failing the class by Week Three will be notified via written communication by their instructor for progress monitoring. Progress report monitoring will be in the form of weekly written communication reports given to the student by their instructor noting their grades each week with specific areas noted for improvement. Students failing a class by Week Five will be given the option in written communication to Withdraw without penalty.

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Students who fail a class must retake the course in its entirety, submitting all new work.

Student Conduct

Stonepile LLC strives to uphold Four Core Values: Honesty, Humility, Respect, and Freedom.

Students are subject to corrective action when they violate Stonepile's conduct expectations, including but not limited to the following:

- Physical abuse of any person. Any findings of this misconduct are cause for immediate expulsion.
- Sexually assault or abuse. Any findings of this misconduct are cause for immediate expulsion.
- Conduct that may endanger the health of members of the classroom. Any findings of this misconduct are cause for immediate expulsion.
- Disorderly conduct in group work. Any findings of this misconduct are cause for immediate suspension for one week. Work may be turned in, but no interaction with other students or staff are allowed.
- Lewd language, conduct, or expression; Any findings of this misconduct are cause for immediate suspension for one week. Work may be turned in, but no interaction with other students or staff are allowed.
- Threats to another student or faculty. Any findings of this misconduct are cause for immediate expulsion
- Giving false information or identification to Stonepile LLC administration, instructors, or directors. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.
- Cheating. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.
- Plagiarism. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.
- Helping another student break Stonepile LLC's conduct expectations. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.

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Program Description: Associate of Science in Construction

The objective of this program is to prepare the student to work in the building construction field. The program coursework will include 60 credits and will fulfill the general education requirements for an Associate degree and specific coursework in construction. The program is designed to train the student through the construction timeline of a building project. The student will learn construction materials, site construction, foundation and concrete construction, building framing construction, masonry construction, plumbing construction, HVAC construction, envelope construction, electrical construction as well as construction drawings, construction mechanics, leadership development, technical communication in construction, and accounting practices for the industry. The student will work daily with construction drawings, construction specifications and product specifications acutely preparing them for actual field conditions. In addition, General Education credits per the standards of the Department of Education for an AS degree are included. This program will be taught online using Basecamp as the secure correspondence platform. Each semester will have five 3-credit classes for a total of 15 credits per semester. Each class will be 4 months long with 30-45 lessons and assignments. Stonepile will offer 3 semesters per year: fall, spring, summer. Each credit will cost \$200. Full-time students will complete the program in 4 semesters (16 months). A part-time student will complete the course requirements within 4 continuous years. Courses remain the same length for both full- and part-time students.

Syllabi for courses or, for short programs, an outline and description of the training:

Semester 1

- 161 Site Construction & Construction Materials
- 162 Foundation & Concrete Construction
- 101 English Literature and Composition
- 111 Analytic Geometry and Trigonometry
- 191 Construction Practicum 1 (field lab for 101 and 102)

Semester 2

- 171 Building Framing Construction
- 131 Psychology - Critical Thinking, Values, Leadership
- 164 Masonry Construction
- 112 Accounting
- 192 Construction Practicum 2 (field lab for 106 & 108)

Semester 3

- 271 Construction Drawings & International Building Code

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- 221 Physical Science - Mechanics & Statics
- 281 Plumbing Construction
- 282 HVAC Construction
- 291 Construction Practicum 3 (field lab for 203 and 204)

Semester 4

- 272 Envelope Construction
- 201 Communication - Digital Composition
- 231 Psychology - Leadership Development
- 284 Electrical Construction
- 292 Construction Practicum 4 (field lab for 206 and 209)

Program Description: Bachelor of Applied Science in Construction Management

The objective of this program is to prepare the student to work in a leadership role in the building and construction field. The program coursework will include 120 credits and will fulfill the general education requirements for a bachelor's degree and specific coursework in construction. The program is designed to train the student through the construction timeline of a building project. The student will learn construction materials, site construction, foundation and concrete construction, building framing construction, masonry construction, plumbing construction, HVAC construction, envelope construction, electrical construction as well as construction drawings, mechanics, leadership development, technical communication, and accounting practices for the industry. The student will work daily with construction drawings, construction specifications and product specifications acutely preparing them for actual field conditions.

In the BAS program, students will extend their knowledge base from practical skills and basic project management leadership in the field and move to higher level executive leadership, organizational psychology, and high-level project management. Key objectives include increasing circumspection of the needs of the industry, creative and robust problem-solving skills, innovation toward technology, and entrepreneurial leadership. We expect graduates of the BAS program to not only excel in construction knowledge and skills, but to have an acutely high-level analytical skills, executive-level communication skills, and keen awareness of executing full projects via values-based, efficient, and innovative leadership. The students experience saturation in the ideas of data collection and management, automation, AI, robots, rendering, 3D technology, as well as the global business landscape. Leadership training includes personal leadership assessments and coaching to help graduates become the leaders of the next generation of construction contractors, innovators, and executives.

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In addition, General Education credits per the standards of the Department of Education for a BAS degree are included. The Bachelor of Applied Science in Construction Management program devotes 35% (42 out of 120 credits) of its instruction to General Education with at least two Humanities/Fine Arts, two Math/Hard Science, and two Behavioral Science.

This program will be taught online using Basecamp as the secure correspondence platform. Each semester will have five 3-credit classes for a total of 15 credits per semester. Each class will be 4 months long with 30-45 lessons and assignments. Stonepile will offer 3 semesters per year: fall, spring, summer. Each credit will cost \$200. Full-time students will complete the program in 8 semesters (32 months). A part time student has a maximum of 8 years to complete the program. Courses remain the same length for both full- and part-time students.

Syllabi for courses or, for short programs, an outline and description of the training:

Semester 1

- 161 Site Construction & Construction Materials
- 162 Foundation & Concrete Construction
- 101 English Literature and Composition
- 111 Analytic Geometry and Trigonometry
- 191 Construction Practicum 1 (field lab for 101 and 102)

Semester 2

- 171 Building Framing Construction
- 131 Psychology - Critical Thinking, Values, Leadership
- 164 Masonry Construction
- 112 Accounting
- 192 Construction Practicum 2 (field lab for 106 & 108)

Semester 3

- 271 Construction Drawings & International Building Code
- 221 Physical Science - Mechanics & Statics
- 281 Plumbing Construction
- 282 HVAC Construction
- 291 Construction Practicum 3 (field lab for 203 and 204)

Semester 4

- 272 Envelope Construction
- 201 Communication - Digital Composition

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- 231 Psychology - Leadership Development
- 284 Electrical Construction
- 292 Construction Practicum 4 (field lab for 206 and 209)

Semester 5

- 331 Principles of Management and Leadership
- 361 Soils and Concrete
- 301 Graphic Communication in Construction
- 321 Physical Science - Structures
- 371 Construction, Safety, Health and Environment

Semester 6

- 381 Electrical Systems
- 372 Construction Estimating
- 341 Construction Contracts
- 341 Principles of Construction Management
- 391 Construction Practicum 5 (field lab for 302 & 306)

Semester 7

- 461 Temporary Structures
- 481 Mechanical Systems
- 471 Construction Estimating 2
- 441 Construction Planning and Control
- 451 Introduction to Architecture Design

Semester 8

- 462 Surveying and Site Layout Management
- 442 Construction Project Management
- 491 Construction Capstone Project
- 443 Construction Finance
- 492 Construction Practicum 6 (field lab for 402 & 406)

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Job Placement

Stonepile LLC guarantees that all graduates will receive career counseling, resume assistance, and connection with potential employers for immediate hire. Although we cannot guarantee immediate placement, we guarantee all graduates continuing assistance with job placement until they receive job offers.

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Facilities and Equipment

Stonepile LLC has administrative offices at 274 Mallory Station Road, Franklin, TN, 37067, with physical presence in the state of Tennessee, thereby meeting the TCE requirements to operate distance education college. Stonepile LLC will operate 100% online. Per this modality, certain technology will be required.

Technology Requirements:

Recommended Setup:

- Broadband Internet Access (1.5 Mbps or higher)
- Windows 10 or Mac OS X
- 4GB minimum, 8+ GB suggested
- 128GB Hard Drive minimum
- Intel Core i3 processor or higher
- Screen resolution 1024x768 minimum
- Speakers, headphones and webcam
- Inkjet or Laser Printer

Software Requirements:

- Recommended Web Browser – current version of Chrome or Microsoft Edge
- Microsoft Office
- Bluebeam Revu (free academic version available through Stonepile)

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Prior Credits

Stonepile LLC will consider previous credits earned at other licensed and/or accredited institutions; however, all learning objectives in the curriculum must match Stonepile's benchmarks for learning. Original transcripts and descriptions of the courses taken must meet Stonepile's standards and receive approval by the Program Director.

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Refund and Cancellation Policy

WITHDRAWAL/CANCELLATION POLICY AND PROCEDURE

- A student choosing to formally withdraw from the school is to provide a written notice to the Institutional Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- Prior to the last day of Week Five (of 15 total weeks of the semester [33% of the semester]), students may withdrawal and receive a complete refund from Stonepile LLC. No refund for the semester will be given by Stonepile LLC for withdrawal *after* Week Five (of 15 weeks) of that current semester.
- If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. Should the student not return after the leave of absence, the withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- A student will be determined to be withdrawn from the institution if the student misses 20 consecutive instructional days. Instructional days are all calendar days of the semester, not including holidays. Missed instructional days are during which the student does not log on and post a message, assignment, or discussion post. The 20 days will be measured from the last day of posting a message, assignment, or discussion post.

REFUND POLICY

A student who provides written notice of withdrawal/cancellation within the first five weeks of the semester is entitled to a refund by Stonepile LLC of all monies paid. Students may request a refund in this written notice of withdrawal or cancellation; however, Stonepile will mail back to the student a refund check-- whether or not it is requested.

Prior to the last day of Week Five (of 15 total weeks [33%] of the semester), students may withdrawal and receive a complete refund from Stonepile LLC. No refund from Stonepile LLC for the semester will be given for withdrawal after Week Five (of 15 weeks [33%]) of that current semester.

All refunds by Stonepile LLC must be given to the student within 45 days of the determination.

Within 45 days of withdrawal/cancellation, Stonepile LLC will mail back to the student's listed address the due refund, whether requested by student or not.

Financial Data for Transparency and Accountability to the State:

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Each student will be set up as a CLIENT in QuickBooks when they send their first application fee

From that point on – all financial records will be kept accurately in QuickBooks

- Charges to student for credits or other fees
- Charges will clearly indicate the period of enrollment that the charge is for
- Payments from student
- Current balance
- Amounts owed
- Any tuition waiver from Stonepile LLC

The CLIENT statement will be printed in pdf and saved to the STUDENTS Basecamp File monthly for the student's access.

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Grievances

Please contact Dr. Garry Vermaas, Institutional Director, at 274 Mallory Station Road, Franklin, TN, 37067 or 615-613-3605 or StonepileUS@gmail.com, with any grievance, complaint, or issue with anyone involved in the College. Dr. Vermaas will consider the grievance informally and confidentiality at first. He will investigate and provide written response to the student. At any time, the student may request mediation with the Executive Director, Dr. Garry Vermaas:

- 274 Mallory Station Road, Franklin, TN, 37067 or 615-613-3605

At any time the student may contact the Tennessee Higher Education Commission,

- Tennessee Higher Education Commission at address is 404 James Robertson Parkway Towers, Suite 1900, Nashville, TN 37243 and its telephone number is (615) 741-5293.
- Julie M. Woodruff, Assistant Executive Director & Lead Attorney at the Tennessee Higher Education Commission, at julie.woodruff@tn.gov.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

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Admission Policies

Stonepile LLC requires the following:

- Students enrolling in an Associate of Applied Science or Bachelor of Applied Science degree program must possess, at a minimum, a high school diploma, a high school diploma equivalency, or postsecondary credit in a degree program.
- In addition, Stonepile LLC requires the submission of video essay, formal transcript from highest level of schooling, application form, and all required documents with appropriate signatures, including *Basic Application, Basis for Admission, Transferability of Credit Disclosure, Pre-Enrollment Checklist, and Standards for Attendance.*
- A 100\$ non-refundable application fee is required for processing the application.
- There is no cash discount for tuition.
- There is no abilities test required.

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Expulsion Policies

- Report of violation
- Investigation and report on the violation by Program Director of the student's program.
- If evidence of violation is found, the student will be notified and informed by the program director of the student's program. The student will be asked for written response.
- Institutional Director, Dr. Garry Vermaas, will review the evidence and render a decision.

If student is found in violation of Stonepile's student conduct policies, the corrective action will be according to the student conduct violation as listed in the Student Conduct Section, as follows:

- *Physical abuse of any person. Any findings of this misconduct are cause for immediate expulsion.*
- *Sexually assault or abuse. Any findings of this misconduct are cause for immediate expulsion.*
- *Conduct that may endanger the health of members of the classroom. Any findings of this misconduct are cause for immediate expulsion.*
- *Disorderly conduct in group work. Any findings of this misconduct are cause for immediate suspension for one week. Work may be turned in, but no interaction with other students or staff are allowed.*
- *Lewd language, conduct, or expression; Any findings of this misconduct are cause for immediate suspension for one week. Work may be turned in, but no interaction with other students or staff are allowed.*
- *Threats to another student or faculty. Any findings of this misconduct are cause for immediate expulsion*
- *Giving false information or identification to Stonepile LLC administration, instructors, or directors. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.*
- *Cheating. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.*
- *Plagiarism. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.*

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- *Helping another student break Stonepile's conduct expectations. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.*
- Readmission to the program after expulsion may occur after one calendar year.
- Grievances may be filed with Tennessee Higher Education Committee.

Stonepile LLC is a special purpose institution. That purpose is to harness the power of innovation, technology, and experience to train the next generation of construction experts in values-based leadership, success-oriented knowledge, and real-world construction skills. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institute.

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STONEPILE LLC APPLICATION

BASIC INFORMATION

First Name _____

Middle Initial _____

Last Name _____

Maiden Name _____

Please Note: Stonepile LLC requires the name on your academic record to match the records of the Social Security Administration (SSA).

Mailing Address _____

State _____

Zip Code _____

Phone Number _____

(xxx) xxx-xxxx _____

Phone type: _____

E-Mail Address: _____

College of Interest: _____

Program of Interest: _____

Social Security Number: _____

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Date of Birth: _____

Gender: _____

Race: _____

Emergency Contact and Phone: _____

Marital Status: _____

The following questions are important for understanding job placement opportunities and degree considerations for the applicant. Please note: they are not required and will remain private to only the applications team at Stonepile LLC.

Disability Status of any kind: _____

Relevant health related issues: _____

Criminal Record background: _____

Any additional information you think pertinent for your application:

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BASECAMP ACCESS:

You will receive a Basecamp access upon processing your application.

Please indicate the email you wish to use for your Basecamp account.

Stonepile LLC does not offer college email addresses and will not use email for any communication. All communication will be conducted through Basecamp.

ESSAY

In at least 200 words, describe your motivation for attending Stonepile. Please include what assets you bring to the program and how you intend to utilize your degree after graduation.

SUBMIT PAYMENT of 100\$ Application fee to

Make checks payable to:

Stonepile LLC
274 Mallory Station Road
Franklin TN 37067

Applications processed upon receipt.

CURRENT EDUCATIONAL ATTAINMENT

Formal Transcript Required must be submitted. Please have your prior institution mail directly a formal transcript to:

Stonepile LLC
274 Mallory Station Road
Franklin TN 37067

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Highest Level of School Completion:

Please note:

- High School Graduation Date
- Or High School Equivalency Completion Date
- Post-Secondary Graduation Date, if applicable:
- Post- Secondary Course work, if applicable:
- Other Learning Programs or Technical Programs or Certificates and Completion Dates:

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