



The Online Construction College

HUMILITY • HONESTY
RESPECT • FREEDOM

STONEPILE_{llc}

274 Mallory Station Road, Franklin, TN 37067

☎ 615-613-3605 ✉ info@stonepile.us 🌐 www.stonepile.us

Table of Contents

<u>Identifying Data, Mission</u>	3
<u>Ownership, Advisory Board, Current Faculty</u>	4
<u>Calendar</u>	5
<u>Admissions Policy</u>	6-7
<u>English Proficiency</u>	7-8
<u>Non Discrimination & Students with Disabilities</u>	8-9
<u>Student Identity Verification Policy</u>	9
<u>Enrollment Policy</u>	9-10
<u>Grading and Academic Policies</u>	10
<u>Grading Scale</u>	11
<u>Grading Rubric</u>	12-15
<u>Attendance Policy</u>	16
<u>Unsatisfactory Attendance and Grades</u>	17-18
<u>Clock/Credit Hour Policy</u>	18-19
<u>Student Conduct and Integrity</u>	20-21
<u>Expulsion Policy</u>	21
<u>Program & Course Descriptions</u>	21-27
<u>Job Placement</u>	28
<u>Transferability of Credits/Prior Credits</u>	28
<u>Evaluation of Credits</u>	28-29
<u>Withdrawal, Refund, and Cancellation Policy</u>	30-31
<u>Sample Table of Refunds</u>	31
<u>Financial Data</u>	31-32
<u>Facilities, Equipment, and Distance Technology</u>	32-34
<u>Grievance Appeals and Complaints Policy</u>	34-36
<u>Student Privacy Policy</u>	36-42

Fall 2023 Catalog

STONEPILE llc
274 Mallory Station Rd
Franklin, TN 37067
615-613-3605
info@stonepile.us

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 llc Catalog
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*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.*

Ownership. Advisory Board, Current Faculty:

STONEPILE llc is a privately owned and operated institution offering three programs: AAS in Construction, BAS in Construction Management, and MAS in Pre-fabricated, Offsite, and Modular Construction.

STONEPILE llc is a 100% distance learning construction college that is open 24/7.

STONEPILE llc operates as a Limited Liability Corporation. The following individuals are Designated Representatives and the Governing Board of STONEPILE llc and hold equal rights and interest in same:

Dr. Garry Vermaas	25%
Dr. Jodi Vermaas	25%
Adam Ginsburg	25%
Blair Hildahl	25%

Advisory Board:

- Dan Brodbeck - CEO of Compass Partners; Former Chairman of ABC National
- Zac Elkins - Sr. Vice President of Power Design Inc.
- Bobby Keim - Construction Manager, Tesla
- Mike Peterson - Sr. Director of Integrated Services at Mortenson
- Tom Varga - Sr. Manager, Business Development at Mitsubishi Electric Train HVAC US, LLC

Current Faculty:

- Garry Vermaas, Ph.D. in Engineering Mechanics, Licensed Professional, Structural, and MEP Engineer. Attended Lehigh University and Columbia University. He is also the Institutional Director.
- Jodi Vermaas, Ph.D., in Counselor Education and Supervision, Licensed Professional Counselor with Mental Health Practitioner Designation; MS in Mental Health Counseling; BA in English. Attended Columbia University and Walden University. She also serves as Program Director.
- Adam Ginsburg, BS in Structural Engineering, Licensed Professional and Structural Engineer. Attended Columbia University. He is also the Financial Director.
- Blair Hildahl, BS in Civil Engineering, Licensed Professional Engineer with 20 years of

construction experience. Attended University of Wisconsin He is also the Marketing Director.

- Megha Waswani, BS in Architecture, with 5 plus years of experience in architectural design and construction. Attended Nagpur University. She also serves as the Assistant Program Director and oversees all grading management.
- Shyantika Shrivastava, BS in Architecture, with 5 plus years of experience in architectural design and construction. Attended Nagpur University. She is the Co-Curriculum Director and Registrar. She also handles the day-to-day operations and IT management.
- Omara Urnea, BS in Architecture, with experience in architectural editing at an Engineering and Construction Administration Firm. She is a bilingual writer, editor, and instructor. Attended Pontificia Universidad Católica Madre y Maestra, Rep. Dom. She also is the editor and instructor.

FALL SEMESTER 2023

Calendar

Sept 5th	Classes begin - last day of open enrollment
Oct 8th	Tuition is due in full. The last day to withdraw
Nov 10th	Veterans Day
Nov 23rd	Thanksgiving
Dec 17th	Classes end



Admission Policy:

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, or a high school diploma equivalency.
- Students enrolling in the Master of Applied Science in Prefabrication, Modular, and Offsite Construction must possess, at minimum, a bachelor's degree from an institution accredited by an agency recognized by the United States Secretary of Education.
- There is no abilities test (i.e., SAT, ACT) requirement.
- STONEPILE llc requires prospective students to complete an application and submit all required admission documents with appropriate signatures, including Transferability of Credit Disclosure, Pre-Enrollment Checklist, official transcript, and Enrollment Agreement.
- STONEPILE llc requires the submission of a certified copy or official transcript from highest level of schooling issued directly to STONEPILE llc by the institution of record. If a transcript is not received during the admission process, an applicant must wait to enter a program at STONEPILE llc until such time as they can present an official transcript.
- Should transcripts remain unavailable for unforeseen reasons, the applicant may discuss the issue with the Program Director, who can directly contact the applicant's former institution for confirmation of attendance, completion of said degree, or prior earned credit hours. Acceptance of the student, in cases where the official transcript is not available, is up to the discretion of the Program Director.
- If a transcript is from an institution outside the United States, STONEPILE llc will have a third party transcript translation service evaluate the transcript to determine if the education obtained is the equivalent of the applicable U.S. credentials required for admission.
- International students must demonstrate English proficiency to enter a program at STONEPILE llc.

Current Educational Attainment:

- Official transcripts are required and must be submitted. Please have your prior institution mail directly a formal transcript to:
STONEPILE llc
274 Mallory Station Road
Franklin TN 37067

Highest Level of School Completion:

- 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

English Proficiency:

International students must demonstrate English proficiency to enter a degree program at STONEPILE llc in **any one** of the following ways:

- **Undergraduate Degree:** A minimum total score of **57** on the paper- delivered Test of English as a Foreign Language (TOEFL PBT), or **61** on the Internet Based Test (iBT); **6.0** on the International English Language Test (IELTS); **44** on the Pearson Test of English Academic Score Report; **95** on the Duolingo English Test; or **53** on the 4-skill Michigan English Test (MET), or **650/LP** on the Michigan Examination for the Certificate of Competency in English (ECCE), or **650/LP** on the Michigan Examination for the Certificate of Proficiency in English (ECPE).
- **Master's Degree:** A minimum total score of **60** on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or **71** on the Internet Based Test (iBT); **6.5** on the International English Language Test (IELTS); **50** on the Pearson Test of English Academic Score Report; **100** on the Duolingo English Test; or **55** on the 4-skill Michigan English Test (MET), or **650/LP** on the Michigan Examination for the Certificate of Competency in English (ECCE), or **650/LP** on the Michigan Examination for the Certificate of Proficiency in English (ECPE).
- A minimum score on the College Board Accuplacer ESL Exam Series as follows:
 - ESL Language Use: Score of 85;
 - ESL Listening: Score of 80;
 - ESL Reading: Score of 85;
 - ESL Sentence Meaning: Score of 90;
 - ESL Writeplacer: Score of 4 fComprehensive Score for all exams of 350
- Eiken English Proficiency Exam: Pre-1

- Common European Framework of Reference (CEFR): B2
- Successful completion of English 101 at STONEPILE llc
- Completion of a prior STONEPILE llc degree
- Successful completion of either four years of upper secondary school or a high school diploma completed at an accredited/recognized high school where the language of instruction is English.
- At least 30 semester hours (one year of full-time tertiary education) from select countries at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. An average grade of “C” or higher is required for associate and bachelor’s programs; “B” or higher is required for a master’s degree.

Non Discrimination & Students with Disabilities:

STONEPILE llc strictly prohibits discrimination against individuals with disabilities. STONEPILE llc is committed to providing equal access to education and will provide reasonable accommodations and modifications to students to ensure academic success and access to the learning environment.

Per all applicable federal and state laws, students with disabilities are eligible to receive accommodations. The Rehabilitation Act of 1973 is honored, with Section 504 as the guiding principle, and provides legal requirements for offering students with disabilities “reasonable” accommodations to ensure they access the educational materials and that disabilities are not reasons for not being able to participate in all learning activities.

The U.S. Department of Education provides examples of academic accommodations that a college may provide under Section 504 to make sure students with disabilities receive equal educational access (U.S. Department of Education, 2007):

- Reducing a course load
- Substituting one course for another
- Providing note takers, recording devices, or closed captioning
- Extending time for test-taking
- Offering priority registration for courses
- Equipping school computers with screen-reading, voice recognition, or other adaptive software or hardware

Students should present their former high school “504 Plan” upon application and notify instructors at the beginning of each semester of approved accommodations. The prior

plan provides proof of the disability and needs. If students did not have an active 504 in high school and desire accommodations, they are to provide written documentation of the disability by a medical provider. They also should have that provider list which accommodations are recommended. The Student Services Director then assesses the request and crafts an appropriate accommodations plan, which is provided in written format.

The accommodations will be “reasonable,” which means they support the student without changing the fundamental goal or outcomes of the program. It is the student’s responsibility to share their accommodation with each of the instructors within the first week of class. Should an instructor not honor the accommodation plan, the student can contact the Director of Student Services and file a complaint.

Student Identity Verification Policy:

STONEPILE llc follows these policies and practices for the student verification process:

- During the admission process, STONEPILE llc requires students to submit a video or photo while holding an identification document (i.e., driver’s license, passport, birth certificate) as part of the verification process for student identity. Students may create a personalized video or submit a picture holding up a legal form of identification that is clearly legible in the image in order to verify identity.
- For participating in coursework and submitting assessments, students are given a secure login and pass code to STONEPILE llc’s online learning platforms.
- At the end of every assessment, STONEPILE llc provides an honesty statement for students to acknowledge they are person submitting the assessment and that they have neither given nor received aid.

Enrollment Policy:

- Students may enroll in STONEPILE llc up until the first day of class of each semester.
- STONEPILE llc's open enrollment allows admission any time, with a start date at the beginning of any of the three semesters each year (Spring, Summer, Fall).
- Tuition is \$200 per credit for AAS and BAS and \$300 per credit for MAS.
- To secure the enrollment spot, a student must complete the following registration steps in this order: completion and execution of a Transferability of Credit Disclosure, the Pre- Enrollment Checklist, and finally, the Enrollment Agreement
- 100% of the semester tuition fee will be invoiced on the last day of week five and payable in full by the end of week eight.

- Cancellation: An applicant who withdraws/cancels enrollment within the first five weeks of the semester is entitled to a refund of all monies paid. No refund will be given for withdrawal after the last day of week five.
- All refund monies shall be returned to the student by the institution within thirty (30) days of the withdrawal or determination of withdrawal.

Grading and Academic Policies

Grades - All coursework follows a point system:

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

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

- Clearly identifies the content and summarizes it
- Organized in a way that demonstrates relevant background knowledge and mastery of the material
- Uses proper grammar, syntax, and punctuation
- Correctly and fully answers all question prompts
- Shows original thought and synthesis of the information.
- Accurately supports discussions and assignments with proper references to scholarly resources and applicable materials.
- Accurately calculates, if needed.

The following is the Grading Scale for Courses with GPA points and general comments:

Grade	Grade points per unit	Interpretation
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	C or better on all assignments, discussion posts, and responses.
P	Degree Pass	Good - Discussions and assignments meet expectations.
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	Withdrawn (of course)	Withdrawn after the fifth week.

Grading Rubric:

Area for Evaluation	A: 12-15 points	B: 8-11 points	C: 4 to 7 points	D: 0 to 3 points	F: no points	
1.a. Analyze: The extent to which the main question or questions was/were answered, including all required elements from the readings and resources.	Excellent - Student exceeded the required elements of the discussion/ assignment. They use the readings and references, exceed the requirements of the assignment, bring in outside resources or ideas, and show full understanding of the material.	Good- Student met the required expectations of the discussion / assignment. They use the readings and references, meet the required expectations of the assignment, bring in outside resources or ideas, and show full understanding of the material.	Fair- Students met some expectations of the discussion / assignment. They use the readings and references, meet some expectations of the assignment, bring in outside resources or ideas, and show full understanding of the material.	Poor- Student did not meet any expectation of the discussion/ assignment. They didn't use the readings and references.	No effort was given for the assignment. They either did not turn it in with in the week it was due, turned in plagiarized work, or turned in something unrelated to the assignment parameters.	10% deduction for late work.

Area for Evaluation	A: 12-15 points	B: 8-11 points	C: 4 to 7 points	D: 0 to 3 points	F: no points	
1b. Analyze (Peer Responses): The quality and timeliness of peer responses	Excellent- Student contributed to at least two peers with substantive and academic replies that moved along the discussion toward deeper learning.	Good- Students contributed to at least one of peers with substantive and academic replies that moved along the discussion toward deeper learning.	Fair- Students contributed to the peers with substantive replies but the replies were below expectation.	Poor- Students didn't contribute anything.	No effort was given for the assignment. They either did not turn it in with in the week it was due, turned in plagiarized work, or turned in something unrelated to the assignment parameters.	10% deduction for late work.

Area for Evaluation	A: 12-15 points	B: 8-11 points	C: 4 to 7 points	D: 0 to 3 points	F: no points	
<p>2. Communicate: The extent to which the student communicates mastery of the learning goals and points.</p>	<p>Excellent- Student exceeded expectations for communicating mastery of the material through thorough assessment and execution of learning goals, using scholarly resources, pertinent examples, innovative analysis, application of concepts, and/or expression of tested ideas.</p>	<p>Good- Students met the required expectations for communicating mastery of the material through thorough assessment and execution of learning goals, using scholarly resources, pertinent examples, innovative analysis, application of concepts, and/or expression of tested ideas.</p>	<p>Fair- Students met some of the expectations for communicating mastery of the material through thorough assessment and execution of learning goals, using scholarly resources, pertinent examples, innovative analysis, application of concepts, and/or expression of tested ideas.</p>	<p>Poor- Students did not meet any expectations for communication</p>	<p>No effort was given for the assignment. They either did not turn it in with in the week it was due, turned in plagiarized work, or turned in something unrelated to the assignment parameters.</p>	<p>10% deduction for late work.</p>

Area for Evaluation	A: 12-15 points	B: 8-11 points	C: 4 to 7 points	D: 0 to 3 points	F: no points	
3. Execute: The extent that the discussion/assignment reflected quality, professionalism, and responsiveness.	Excellent- Students exceeded expectations for writing quality, professional tone and interactions, and timeliness and importance of writing/discussion. Very few errors in writing were noted, and language was respectful, humble, and honest.	Good- Student met the required expectations for writing quality, professional tone and interactions, and timeliness and importance of writing/discussion. Very few errors in writing were noted, and language was respectful, humble, and honest.	Fair- Student should meet some of the expectations for writing quality, professional tone and interactions, and timeliness and importance of writing/discussion. Very few errors in writing were noted, and language was respectful, humble, and honest.	Poor- Student did not meet any expectations.	No effort was given for the assignment. They either did not turn it in with in the week it was due, turned in plagiarized work, or turned in something unrelated to the assignment parameters.	10% deduction for late work.

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. If students have any questions about their assignments or they are unable to complete their assignments, they should contact their faculty member.

The guidelines and policies that follow are designed to provide the faculty and students with a common understanding of attendance expectations for the classroom and are the same for all courses and instructors.

General Overview: As distance learners, students' engagement is expected. Our classes are not independent study courses. They require independent work outside the online classroom and within the online classroom, with all work completed according to the syllabi. Students are expected to engage in courses in an active and timely fashion. All students must fulfill their class syllabus expectations, including engaging in discussions and discussion responses, completing assignments, and taking all tests, quizzes, and assessments. Time outside class requires student engagement in reading, studying, writing, and presenting written work, presentations, and media work.

Determination of Attendance or Absence: Students must engage (login and participate) three separate days per week and submit their assignment/quiz by the end of the week. The engagement should be to post their original response to the online discussion (by Day 3 of each week), to post the responses to other students between Days 4 and 5, and finally to post their completed assignment (by Day 7 of each week). Any student who does not log on and participate in any of these above will be considered absent. An absence is defined as failure to log on and post on the discussion board (thrice-weekly as delineated above) and once in the assignment area (to respond to the weekly assignment) by the expected date of completion. An absence is defined as failure to log in and post in any one of these by the expected date of completion.

True emergency absences (e.g., death in the family, extreme illness, or natural disaster) or planned absences should be discussed with your instructor

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 scheduled (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).

Unsatisfactory Attendance or Grades:

Late Submissions –

It is each instructor's discretion on whether to allow late work. Late work would be any submission of an assignment, drawing, quiz, assessment, or discussion post more than 7 days after the assigned due date unless the student's late submission were the result of a previously approved absence. Late submissions will receive an automatic starting grade with a 10% reduction (i.e., the student may not score higher than 90% for any late submission). Students may submit late work; however, any work submitted more than 7 days from the assigned due date, without prior approval for late submission, will receive a zero unless the instructor gives permission otherwise.

Retakes –

Instructors may grant students a retake on an assessment if the student requests it. Students may retake assessments by requesting a retake from the instructor at least one week prior to the close of the applicable semester. Retakes receive an automatic starting grade with a 10% reduction (i.e., a student may not score higher than 90% for any retake). The grade from the retake is the grade that will be recorded for the student, even if the retake grade is lower.

Attendance –

It is expected that students engage in all course discussions and submit all assignments/quizzes on time. Attendance directly impacts a student's course grade, as missing discussions or submitting late assignments will result in grade reductions or a possible zero score, as provided in these policies and procedures.

Unsatisfactory Attendance –

A student will be determined to be withdrawn from a course for unsatisfactory attendance if the student misses 20 consecutive instructional days. Instructional days are all calendar days of the semester, not including holidays. Missed instructional days are when the student does not log on and submit a discussion post or complete an assessment. The 20 days will be measured from the last day of posting a message, assignment, assessment, or discussion post in the course.

Failing Grades –

At the end of week three of the semester, any student found to be failing a course will be subject to progress report monitoring and notified of this via written communication by the instructor. Progress report monitoring will be in the form of weekly written communication reports given to the student by an instructor that summarizes the

student's progress and grades for that week with specific areas noted for improvement. At the end of week five of the semester, any student found to be failing a course will be given the option via written communication to withdraw without penalty.

Course Credit –

Students who fail a course or are withdrawn for Unsatisfactory Attendance must retake the course in its entirety, submitting all new work.

Successful completion of a course in the AAS and BAS programs is defined as a final course grade of 60% or higher.

Successful completion of a course in the MAS program is defined as a final course grade of 70% or higher.

Program Credit -

Successful completion of the AAS or BAS program requires a 1.7 GPA overall or higher (a cumulative 70% or higher on average of all classes).

Successful completion of the MAS program requires a 2.5 GPA overall or higher (a cumulative 80% average).

Clock/Credit Hour Policy:

STONEPILE llc's academic unit of measure is the credit hour or Carnegie unit, as defined by the American Council on Education: One credit hour is 15 hours of academic engagement and 30 hours of preparation per semester.

Most courses offered by STONEPILE llc are 3 credit hour courses. This means for each 3-credit course; a student should expect to spend 45 hours of academic engagement and 90 hours of preparation (135 hours in total) each semester to complete each 3-credit-hour course. This means students will engage in about 9 hours of work per course per week.

Clock Hour Evaluation Chart:

STONEPILE llc uses this standard for evaluating, measuring, and ensuring 45 hours of academic engagement and 90 hours of preparation – 135 semester hours in total for a three-credit hour course:

Activity	Assignments	Estimated hours for the average student per semester
Academic Engagement	Reading data driven readings from authorized study books or article readings and library research (1 hour per week)	15
	Reading additional website links based on research (20 mins per week)	5
	Online videos: (20 mins per week)	5
	Reading discussion questions and making your responses (1 hour per week)	15
	Taking quizzes and exams or or responding to any assignments: (20 mins per week)	5
	TOTAL:	45
Preparation (outside of class)	Reading any extra or reference readings , products websites and codes: (2 hours per week)	30
	Reading through all the posts and responses and analysis from other students and professor responses : (1 hours per week)	15
	Reviewing and researching on all the websites and video links provided by other students : (1 hours per week)	15
	Doing reflections of keeping notes from each class and other students posts, building their own field journal – practical manual : (1 hours per week)	15
	Studying for quizzes and exams: (1 hours per week)	15
	TOTAL:	90
Overall Total		135

Student Conduct and Integrity:

STONEPILE llc strives to uphold Four Core Values: Honesty, Humility, Respect, and Freedom. Students are subject to corrective action when they violate STONEPILE llc's conduct and integrity expectations, including but not limited to the following:

- Physical abuse of any person.
- Sexual assault or abuse.
- Conduct that may endanger the health of members of the classroom.
- Disorderly conduct in group work.
- Lewd language, conduct, or expression.
- Threats to another student or faculty.
- Helping another student break STONEPILE llc's conduct expectations.
- Giving false information or identification to STONEPILE llc administration, instructors, or directors.
- Cheating.
- Plagiarism.

Corrective Action:

If a student is found in violation of STONEPILE llc's conduct and integrity expectations, the corrective action will be in accordance with the listed actions in the Student Conduct and Integrity section, as follows:

- Physical abuse of any person - Any findings of this misconduct may be cause for immediate expulsion.
- Sexual assault or abuse - Any findings of this misconduct may be cause for immediate expulsion.
- Conduct that may endanger the health of members of the classroom - Any findings of this misconduct may be cause for immediate expulsion.
- Disorderly conduct in group work - Any findings of this misconduct may be cause for immediate suspension for one week. Work may be turned in, but no interaction with other students or faculty is allowed.
- Lewd language, conduct, or expression - Any findings of this misconduct may be cause for immediate suspension for one week. Work may be turned in, but no interaction with other students or faculty is allowed.
- Threats to another student or faculty - Any findings of this misconduct may be cause for immediate expulsion
- Helping another student break STONEPILE llc's conduct expectations - Any findings of this misconduct may be cause for immediate failure and cancellation of the course in which the violation occurred.

- Giving false information or identification to STONEPILE llc administration, instructors, or directors - Any findings of this misconduct may be cause for immediate failure and cancellation of the course in which the violation occurred.
- Cheating - Any findings of this misconduct may be cause for immediate failure and cancellation of the course in which the violation occurred.
- Plagiarism - The following actions will follow any findings of this misconduct:
 - First finding of plagiarism: Warning and formal review of plagiarism standards.
 - Second finding of plagiarism: Failing grade on the plagiarized assignment, warning, and formal review of plagiarism standards.
 - Third finding of plagiarism: Immediate failure and cancellation of the course in which the violation occurred.

Expulsion Policy:

- In the event of a violation of the Student Conduct and Integrity policy, there shall be an investigation and report on the violation by the Program Director.
- If evidence of a violation is found, the student will be notified and informed by the Program Director. The student will be asked for a written response.
- Institutional Director, Dr. Garry Vermaas, will review the evidence, including the Program Director's report on the violation as well as the student's response, and render a decision.
- Re-admission and reapplication to the program after expulsion may occur after one calendar year from date of the expulsion, upon written request by the student and an interview with the Institutional Director. Determination of the student's re-admission or reapplication will be made solely by the Institutional Director.
- Grievances may be filed with the Tennessee Higher Education Committee.

Program & Course Description: Associate of Applied 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 AAS 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 llc 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.

Course of study: Associate of Applied Science in Construction

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 161 and 162)
Semester 2	171 Building Framing Construction 131 Psychology: Ethics, Values, and Leadership 164 Masonry Construction 112 Accounting 192 Construction Practicum 2 (field lab for 164 and 171)
Semester 3	271 Construction Drawings & International Building Code 201 English Digital and Business Communication 281 Plumbing Construction 282 HVAC Construction 291 Construction Practicum 3 (field lab for 281 and 282)
Semester 4	272 Envelope Construction 221 Physical Science – Mechanics & Statics 231 Psychology – Leadership Development 284 Electrical Construction 292 Construction Practicum 4 (field lab for 272 and 284)

Program & Course 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 BAS 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.

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 LLC 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.

Course of study: Bachelor of Applied Science in Construction Management

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 161 and 162)
Semester 2	171 Building Framing Construction 131 Psychology: Ethics, Values, and Leadership 164 Masonry Construction 112 Accounting 192 Construction Practicum 2 (field lab for 164 and 171)
Semester 3	271 Construction Drawings & International Building Code 201 English Digital and Business Communication 281 Plumbing Construction 282 HVAC Construction 291 Construction Practicum 3 (field lab for 281 and 282)
Semester 4	272 Envelope Construction 221 Physical Science – Mechanics & Statics 231 Psychology – Leadership Development 284 Electrical Construction 292 Construction Practicum 4 (field lab for 272 and 284)

**Course of study: Bachelor of Applied Science in Construction Management
(Continued)**

Semester 5	311 Introduction to Licensed Contractors 331 General Contracting I 332 General Contracting II 333 General Contracting III 301 Introduction to Architectural design
Semester 6	321 Business and Law I 322 Business and Law II 341 Mechanical HVAC/Refrigeration Contracting I 342 Mechanical HVAC/Refrigeration Contracting II 343 Mechanical HVAC/Refrigeration Contracting III
Semester 7	451 Masonry Contracting I 452 Masonry Contracting II 461 Electrical Contracting I 462 Electrical Contracting II 463 Electrical Contracting III
Semester 8	441 Mechanical Plumbing Contracting I 442 Mechanical Plumbing Contracting II 443 Mechanical Plumbing Contracting III 444 Mechanical Fire Sprinklers and Fire Protection Contracting I 445 Mechanical Fire Sprinklers and Fire Protection Contracting I I

Program & Course Description: Master of Applied Science in Prefabrication, Modular, and Offsite Construction

The Master of Applied Science in Prefabrication, Modular, and Offsite Construction degree program trains students in the science, theories, and skills of professional development, servant leadership, organizational change, and program development. Different from a Business Administration degree, the MAS focuses on automation, prefabrication, and not being complacent with industry habits of the past. Targets of study include the optimization of monetary and human capital, product quality, and scheduling proficiency, as well as innovating to improve industry efficiency. Students learn to navigate the people-side of the business world, creating positive workplaces that lead to personal and corporate growth, learning, development, innovation, and success. Furthermore, the program prepares students with the technologies needed to lead in a rapidly changing global economy and communications landscape. Graduates from this program have a variety of employment opportunities, such as working for general contractors, sub-contractors, construction management firms, and architectural and engineering firms.

This program will be taught online using Basecamp as the secure correspondence platform. Each semester will have two 3-credit classes for a total of 6 credits per semester. Each class will be 4 months, and up to 45 different lessons and learning points.

Class 591 Master Thesis will be 6 credits and the pinnacle thesis addresses this question: How would you revolutionize the construction industry—with potential research to address speed, cost, quality, green, safety, and innovation advancements.

STONEPILE llc will offer 3 semesters per year: fall, spring, summer. Each credit will cost \$300. A part-time student will take at a minimum 20 Months (5-6 semesters) to complete the program.

Course of study: Master of Applied Science in Prefabrication, Modular, and Offsite Construction

Semester 1	561 Site Construction & Prefab Logistics 562 Prefab Foundation & Concrete Construction
Semester 2	564 Factory Layout and Operations 571 Prefab Building Framing Construction
Semester 3	581 Prefab Plumbing Construction 582 Prefab HVAC Construction
Semester 4	572 Prefab Envelope Construction 584 Prefab Electrical Construction
Semester 5	591 Master Thesis – How to Revolutionize the Construction Industry Part-1
Semester 6	591 Master Thesis – How to Revolutionize the Construction Industry Part-2

Job Placement

STONEPILE llc affirms that all graduates will receive career counseling, resume assistance, and connection with potential employers for immediate hire. Although we cannot promise immediate placement, we commit to providing graduates continuing assistance with job placement until they receive job offers.

Transferability of Credits / Prior Credits

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 institution directly to determine to what extent, if any, credit hours can be transferred.

Credits earned at STONEPILE llc may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by STONEPILE llc. Students should obtain confirmation that STONEPILE llc will accept any credits earned from another educational institution before executing an enrollment contract or agreement.

Students should also contact any educational institutions that they may want to transfer credits earned at STONEPILE llc to determine if such institutions will accept credits earned at STONEPILE llc prior to executing an enrollment contract or agreement. The ability to transfer credits from STONEPILE llc to another educational institution may be very limited. A student's credits may not transfer, and the student may have to repeat courses previously taken at STONEPILE llc if enrolling in another educational institution.

Students should never assume that credits will transfer to or from any educational institution. It is highly recommended, and students are advised to make certain that they know the transfer of credit policy of STONEPILE llc, and of any other educational institutions you may in the future want to transfer the credits earned at STONEPILE llc, before executing an enrollment contract or agreement.

Evaluation of Transfer Credits:

STONEPILE llc allows students to transfer credits from prior academic institutions. Students may transfer a maximum of 25% credits toward completion of an undergraduate degree (AAS or BAS).

Our process for evaluation of transfer credits is as follows:

- During the admissions process an enrollment officer will receive and review transcripts for admission of the student as well as for potential transfer credits from post-secondary institutions.

- During the enrollment process, STONEPILE llc may alert students regarding courses that may be eligible for transfer; however, it is the primary responsibility of the student to inquire about any transfer credit options by notifying an enrollment officer during the admissions process or the Program Director at any time after admission has been granted to STONEPILE llc.
- A student may inquire about transfer credit options at any time by emailing the Admissions Department, by administrative inquiry on the Edumaat student services platform during the enrollment process, or by notifying the Program Director via the Basecamp or Edumaat platforms once enrolled as a student at STONEPILE llc.
- The Program Director will evaluate the transcripts, and any courses from a regionally-accredited, professional/specialized accreditation, or national accrediting organization recognized by the U.S. Department of Education at the time the course was completed.
- Consideration for institutions in the accreditation process, from state higher education commissions, and from appropriately credentialed institutions from outside the United States will also be reviewed.
- The Program Director reviews the transcripts and courses to be transferred to ensure the courses cover the same goals and learning points as the course to be satisfied in STONEPILE llc's curriculum and were earned under the appropriate institutions or authorities.
- Most General Education classes will transfer while many of the construction-specific courses will not fulfill STONEPILE llc's curriculum goals, since STONEPILE llc is highly specific and current in the course offerings.
- The Program Director will review all courses and ascertain whether the supplied credits will be transferrable.
- A course will be considered for transfer credit if a student shows passing grades with a score of 2.0 or C on the official transcript in a course that aligns with STONEPILE llc's course map.
- Once the Program Director has accepted the transfer credit, the Registrar will mark off the courses for transfer, but the student is responsible to notify the Registrar via their student center at the beginning of each term that holds transfer credit options.

Withdrawal, Refund, and Cancellation Policy

Withdrawal Policy:

- Prior to the last day of week five (of 15 total weeks [33%] of the semester), students may withdraw, cancel, drop out, or otherwise fail to attend classes and receive a full refund by STONEPILE llc of all monies paid. No refund for the semester will be given for withdrawal after week five (of 15 weeks) of that current semester.
- If special circumstances arise, a student may make a written request for a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date, if applicable, will be the date the student is scheduled to return from the leave of absence but fails to do so.
- A student may give written notice of withdrawal by notifying the Program Director or the Institutional Director by private message (Ping) on Basecamp (i.e., STONEPILE llc's online platform). In the case of this written notice of withdrawal, the last date of enrollment will be the date notice was given by the student.
- If a student does not provide written notice of withdrawal, the student may 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 those 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:

- Prior to the last day of week five (of 15 total weeks [33%] of the semester), a student who withdraws, drops out, is expelled, or otherwise fails to attend classes, may receive a full refund from STONEPILE llc of all monies paid
- No tuition refund from STONEPILE llc will be given for a student who withdraws, drops out, is expelled, or otherwise fails to attend classes after the conclusion of week five (of 15 weeks [33%]) of that current semester; provided however, that any fee paid to STONEPILE llc for tangible goods or services that were not delivered to or fully provided to the student shall be fully refunded regardless of the date of withdrawal, cancellation, or expulsion.
- STONEPILE llc reserves the right to reschedule the program start date when the number of students scheduled is too small. In this case, the student or sponsoring organization shall receive a full refund of monies paid and has the option to start at a later date. If a student chooses the latter, a new enrollment agreement with new start/completion dates must be executed.
- Within 30 days of the determination of a withdrawal, cancellation, or expulsion, STONEPILE llc shall mail a check to the student's or sponsoring organization's listed address in the refund amount due, whether or not it has been requested.
- All refunds by STONEPILE llc shall be given to the student or sponsoring organization within 30 days from the last day of enrollment. The last day of enrollment is determined

as follows:

- The last date of enrollment may be the date of withdrawal notice by the student
- Or in the case of expulsion, the date of formal, written expulsion by the institution
- Or in the case of the student being withdrawn by the institution for reasons of missing 20 consecutive days, the date of termination will be the last day of attendance, defined as the last time a student posted on a discussion board or assignment.
- Or in the case of an approved leave of absence, the date the student fails to return from an approved leave of absence.

Sample Table of Refunds-Financial Transparency

Withdrawal, Cancellation, or Drop Date prior to the end of Week Five of Semester:

Student Name	Program	Start Date	Withdrawal/ Drop Date	Refund Amount	Date Paid
First/Last Name	BAS	08/30/21	09/30/21	100%	10/15/21

Withdrawal, Cancellation, or Drop Date after the last day of Week Five of Semester:

Student Name	Program	Start Date	Withdrawal/ Drop Date	Refund Amount	Date Paid
First/Last Name	BAS	08/30/21	10/04/21	0%	N/A

Financial Data for Transparency and Accountability to the State:

Each student will be set up as a client in QuickBooks when the first financial statement is generated. From that point on, the following financial records will be kept accurately in quick books:

- Charges to a student for credits
- 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

Students will receive financial statements by the end of week five with all final payments due by the end of week eight. Current financial records will be maintained and can be requested at any time by contacting the institutions' Financial Director and Bursar Adam Ginsburg.

STONEPILE llc's financial statements are reviewed monthly by the Financial Director, CEO, and the owners of the Institution. Further, the institution has its financial statements reviewed annually by an independent accountant. An audited comparative financial statements containing an audit opinion by an independent certified public accountant in accordance with standards established by the American Institution of Certified Public Accountants is conducted annually.

STONEPILE llc hereby certifies that is has provided to DEAC reviewed comparative financial statements for the two most recent fiscal years, the CPA opinion letter or review report, and letter for financial statement validation. The Institution further provides financial data to the Tennessee Higher Education Commission.

Facilities, Equipment & Distance Technology Requirements:

It is assumed that students possess a computer with online schooling capabilities.

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 (complementary academic version available through STONEPILE llc)

Basecamp Access:

- You will receive Basecamp access upon processing your application. Please indicate the e-mail you wish to use for your Basecamp account.
- STONEPILE llc does not offer college e-mail addresses and will not use e-mail for any communication. All communication will be conducted through Basecamp.

Edumaat Access:

- You will receive Edumaat access upon processing your application. Please indicate the e-mail you wish to use for your Edumaat account.
- STONEPILE llc does not offer college e-mail addresses and will not use e-mail for any communication.
- You will use Edumaat to access all your documentation details and progress per class.
- Edumaat portal will be your student center where you can access all your weekly quizzes and assignments.

Software Equipment Requirements For Students (Provided By STONEPILE llc):

Subscription for Basecamp Software-

STONEPILE llc uses the Basecamp online platform for communication with students. All data is written to multiple disks instantly, backed up daily, and stored in multiple locations. Files that are uploaded are stored on servers that use remove bottlenecks and points of failure.

All data that is in transit between the user and Basecamp is encrypted and sent using HTTPS. All files are stored and encrypted at rest. All backups of the data are encrypted using GPG.

All Basecamp servers, from power supplies to the internet connection to the air purifying systems, operate at full redundancy.

Basecamp systems are engineered to stay up even if multiple servers fail.

Basecamp state-of-the-art servers are protected by biometric locks and round-the-clock interior and exterior surveillance monitoring.

Only authorized personnel have access to the data center. 24/7/365 onsite staff provides additional protection against unauthorized entry and security breaches.

Basecamp has been in business for over 15 years and they have earned the trust of over hundreds of thousands of companies worldwide

Subscription for BLUEBEAM Software-

BLUEBEAM is a collaborative software application that allows users to markup, takeoff, organize, and collaborate with PDF files –more than only a PDF viewer or annotation tool, it is a helpful for anyone who works in construction with technical files.

All STONEPILE llc students get a complimentary subscription to BLUEBEAM through our partnership with BLUEBEAM. Every student is given their own User ID and password to access and work on the software as needed.

BLUEBEAM allows for users to make revisions in real-time on a file by placing that file on their online studio session. Studio server connections are initiated by clients, but the system does not send inbound connection requests back to the client.

STONEPILE llc students use the PDF review and PDF locking features from BLUEBEAM to secure their work and maintain privacy.

Edumaat-

Edumaat is a student services software program that is managed by STONEPILE llc administration.

All students get their own student centers on the Edumaat portal.

This student center contains all their personal information and enrollment documents, as well as, any other student services documents or requirements maintained by STONEPILE llc.

Edumaat is used by STONEPILE llc for creating assessments for the students, which are

accessed by the students via their individual student portal.

Edumaat is used for all student and staff surveys, or to obtain other student feedback which is essential to driving the growth of the institution.

All information is secure via AWS security that adheres to security and technical best practices. It is ensured that collected data is transmitted over a secure HTTPS connection, and user logins are protected.

Data at rest is encrypted using industry-standard encryption algorithms and strength.

Facilities, Equipment & Distance Technology Requirements:

Students may contact Student Services via Basecamp and Edumaat online platform at any time to update their student contact information and inquire about Alumni services, Career services, Counseling, and job placement opportunities

Grievances, Appeals, and Complaints Policy

General Policy: When an outcome is not to a student's satisfaction or expectation, students are encouraged to express their concerns via the institution's Student Grievance Policy.

The types of student-initiated requests are as follows:

Complaint-A complaint is a notice from a student to the institution that the student is not satisfied with a level of service, some inconvenience, technical support, or other matter that

the complainant feels has detracted from his or her student experience. Students may file complaints regarding other students, faculty, administrators, or any third party. The institution regards all such complaints as necessary and important to improve the STONEPILE llc student experience.

Grievance – A grievance is a formal announcement from a student to STONEPILE llc that a violation of the institution's policies or procedures has occurred, impacting the student negatively. A grievance may be filed if the student has good reason to believe that the institution has not complied with any of its own policies or those of its licensing and

accreditation bodies.

Petition- A petition is a vehicle used in requesting a waiver of a particular institutional policy due to events beyond one's control and/or legitimate circumstances that render a specific policy not applicable. STONEPILE llc expects that students will petition for exceptions to academic policies and deadlines in rare instances and only when circumstances are beyond their control (examples: family emergency or illness).

Grade Appeal – This is an appeal that is a reconsideration of a final grade in a course; the criteria of a grade appeal is limited to mathematical error or not following grading policy as in the institution's catalog.

Academic Appeal – This is a request to have an academic policy-related decision be reconsidered if the original decision made was not compliant with the established procedure or that it be reconsidered based on new information.

Timing for Response/Decisions: STONEPILE llc strives to provide a prompt response; however, the complexity of the request and procedure for resolution may determine the time frame for arriving at a decision, if necessary. In general, responses and decisions should be expected as follows:

- All grievances, complaints, petitions, or appeals are reviewed continuously throughout the academic year. Generally, a student's request is not reviewed until responses have been received from all appropriate individuals, including faculty or administration. Once a grievance, complaint, petition, or appeal has been submitted to STONEPILE llc, students may expect a decision within three to five weeks from the date the student's request is first received.
- Occasionally, some situations require a faster processing time. Students may request an expedited review by stating "Expedited Review Requested" on the cover sheet of their correspondence or on the subject line of correspondence. Examples of time-sensitive matters are a student who needs a decision on a petition made prior to registering for the approaching semester or a potential graduate close to graduation. An expedited petition will be given priority and is usually processed within two weeks from when the petition is received.

Where to File:

Initial Requests: Students may initiate this process by accessing the "get in touch" module via Edumaat. Alternatively, students may send written requests to: STONEPILE llc, 274 Mallory Station Road, Franklin, TN 37067, or call (615) 613-3605. Students should specify their type of student grievance, complaint or request and the details of the situation.

Appeals: Should the student want to appeal any final decisions, they can contact the institution's Program Director via private message on Basecamp (Ping feature). Alternatively, students may send written requests for appeal to: STONEPILE llc, 274 Mallory Station Road, Franklin, TN 37067, or call (615) 613-3605. The Program Director will evaluate any appeal by reviewing the fairness and objectivity of the decision. The Program Director will keep appeals confidential, only contacting the necessary students, administrators, or faculty for the investigative process. The Program Director will use the relevant written policies and objective review of the grievance decisions to make a final decision that cannot be appealed. Communication will be conducted electronically via Basecamp and Edumaat platforms. All decisions by the Program Director are final at the institutional level.

Tennessee Higher Education Commission: Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of 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 after exhausting the grievance process at the institution.

At any time, the student may contact the Tennessee Higher Education Commission at: 312 Rosa L. Parks Ave., 9th Floor, Nashville, TN 37243-1102 and telephone number (615) 741-5293.

Student Privacy Policy

Overview:

The following guidance provides eligible students with general information about the Family Educational Rights and Privacy Act (FERPA). While this guidance reflects our best and most current interpretation of applicable FERPA requirements, it does not supersede the statute or regulations. STONEPILE LLC may update this policy from time to time in response to questions and concerns.

FERPA is a Federal law administered by the Student Privacy Policy Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 C.F.R. Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Therefore, STONEPILE LLC adheres to the federal privacy standards of FERPA as a "best practices" policy, regardless of whether or not the institution receives funding from the Department.

Once a student reaches 18 years of age or attends a post-secondary institution, he or she becomes an "eligible student." The eligible student has the right to have access to their education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed

below), and the right to file a complaint with the Department. The term "education records" is those records that contain information directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, an institution is not generally required to maintain particular education records or education records that contain specific information; however, an institution is required to provide certain privacy protections for those education records that it does maintain. Also, unless an eligible student has an outstanding request to inspect and review education records, FERPA permits an institution to destroy such records without notice to the student.

Access to Education Records:

In accordance with FERPA, STONEPILE llc shall provide an eligible student an opportunity to inspect and review their education records within 45 days following its receipt of a request. Under FERPA, an institution is not required to provide information that is not maintained in the normal course of business or create education records in response to an eligible student's request. Accordingly, STONEPILE llc is not required to provide an eligible student with updates on their progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

FERPA does not generally require an institution to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Amendment of Education Records:

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While STONEPILE llc is not required to amend education records in accordance with an eligible student's request, the institution shall consider any request to do so. If STONEPILE llc decides not to amend a record in accordance with an eligible student's request, it shall inform the student of their right to a hearing on the matter. If STONEPILE llc still decides not to amend the record as

a result of the hearing, the eligible student has the right to insert a statement in the record

setting forth their views. That statement shall remain with the contested part of the eligible student's record for as long as the record is maintained.

This FERPA amendment procedure may be used to challenge facts that are inaccurately recorded; however, it may not be used to challenge a grade, an opinion, or a substantive decision made by STONEPILE llc about an eligible student. FERPA was intended to require only institutions conform to fair recordkeeping practices and not override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Therefore, if FERPA's amendment procedures do not apply to an eligible student's request for amendment of education records, STONEPILE llc is not required under FERPA to hold a hearing on the matter and shall so notify the student.

Disclosure of Education Records:

In accordance with FERPA, an institution generally may not disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. There are, however, a number of exceptions where STONEPILE llc may disclose personally identifiable information from education records without consent, as described more fully in this section.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials" to obtain access to personally identifiable information contained in education records provided that STONEPILE llc has determined that they have "legitimate educational interest" in the information. STONEPILE llc considers "school officials" to include parties such as professors; instructors; teaching assistants; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and a contractor, volunteer, or other parties to whom the institution has outsourced institutional services or functions. In addition, STONEPILE llc may determine a "legitimate educational interest" exists where the "school official" needs to review an education record to fulfill their professional responsibility.

Another exception permits STONEPILE llc to disclose personally identifiable information from an eligible student's education records, without consent, to another institution in which the student seeks or intends to enroll. STONEPILE llc shall provide the eligible student with a copy of the records released if requested by the student.

FERPA also permits STONEPILE llc to disclose personally identifiable information from education records, without consent, when the disclosure is in connection with financial aid for which the student has applied or which the student has received if the information is necessary for such purposes as to determine the eligibility for the aid; determine the amount of the aid; resolve the conditions of the assistance; and/or enforce the terms and conditions of the aid. With respect to this exception, the term "financial aid" means payment of funds provided to an individual (or payment intangible or intangible property

to the individual) that is conditioned on the individual's attendance at STONEPILE llc.

Another exception permits STONEPILE llc to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, suppose either parent has claimed a student dependent on the parent's most recent income tax statement. In that case, STONEPILE LLC may disclose the eligible student's education records, without consent, to both parents under this exception.

Further, STONEPILE llc may disclose personally identifiable information from education records, without consent, to appropriate parties (including parents of an eligible student) in connection with a health or safety emergency. Under this provision, STONEPILE llc may notify parents of a health or safety emergency involving their child even if the parents do not claim the student as a dependent.

FERPA also permits an institution to disclose personally identifiable information from education records when the disclosure is regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution governing the use or possession of alcohol or a controlled substance. STONEPILE llc may disclose information under this exception, without consent, if it determines the student committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure.

Another exception permits an institution to non-consensually disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in a student's education records that generally would not be considered harmful or an invasion of privacy if disclosed. STONEPILE llc believes "directory information" to include: the student's name, address, e-mail address, telephone number, photograph, date, and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, the most recent previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time).

STONEPILE llc may disclose directory information, without consent, provided that the student has the right to restrict the disclosure of such information by notifying the institution within 30 days of enrollment that they do not want any or all of those types of information designated as directory information.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. In addition, under certain conditions (specified in the FERPA regulations), STONEPILE llc may disclose personally identifiable information, without consent, from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- to organizations conducting studies for or on behalf of STONEPILE llc making the disclosure to administer predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena;
- to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing concerning the alleged crime; and
- to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the institution's rules or policies. The disclosure of the final results only includes the alleged perpetrator's name, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

As stated above, conditions specified in the FERPA regulations at 34 C.F.R. § 99. 31 have to be met before STONEPILE llc may disclose personally identifiable information from education records, without consent, in connection with any of the exceptions mentioned above.

Annual Notification of Rights:

In accordance with FERPA, STONEPILE llc annually notifies eligible students of their rights under FERPA by publishing these rights in the institution's Catalog and posting the privileges on STONEPILE llc's website. These rights include the right to inspect and review their education records, the right to seek to amend the records, the right to consent to the disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Student Privacy Policy Office in the U.S. Department of Education regarding an alleged failure by STONEPILE llc to comply with FERPA.

Complaints of Alleged Failures to Comply with FERPA:

FERPA vests the rights it affords to the eligible student. The statute does not allow these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. Thus, a student must have "standing," i.e., have suffered an alleged violation of their rights under FERPA, to file a complaint.

The Student Privacy Policy Office in the U.S. Department of Education may investigate those timely complaints that contain specific allegations of fact, giving reasonable cause to

believe that an institution has violated FERPA. A timely complaint is defined as one that is submitted to the office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation of FERPA. Complaints that do not meet FERPA's threshold requirement for timeliness are not investigated.

Suppose a student files a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that an institution has violated FERPA. In that case, the office may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations. If a determination is made that an institution has violated FERPA, the institution and the complainant are advised, and the institution is informed of the steps it must take to comply with the law. The investigation is closed when voluntary compliance is achieved.

Please note that an eligible student should state his or her allegations as clearly and specifically as possible. In addition, to aid the office in efficiently processing allegations, an eligible student should only include supporting documentation relevant to the allegations provided; otherwise, the office may return the documentation and request clarification.

An eligible student may obtain a complaint form by calling the office at (202) 260- 3887.

For administrative and privacy reasons, the office will not discuss individual allegations and cases via e-mail. Please mail completed complaint forms to the office for review and any appropriate action at Student Privacy Policy Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520

Complaint Regarding Access:

If an eligible student believes that an institution has failed to comply with their request for access to education records, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the education records; the name of the institution official to whom the request was made (a dated copy of any written request to the institution should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

Complaint Regarding Amendment:

If an eligible student believes that an institution has failed to comply with their request for amendment of inaccurate information in education records or failed to offer the student an opportunity for a hearing on the matter, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the education records; the name of the school official to whom the request was made (a dated copy of any written request to the institution should be provided, if

possible); the response of the school official, if any; the specific nature of the inaccurate information for which amendment was requested; and evidence provided to the institution to support the assertion that such information is inaccurate.

Complaint Regarding Disclosure:

Suppose an eligible student believes that an institution has improperly disclosed personally identifiable information from his or her education records to a third party. In that case, the student may complete a FERPA complaint form and should include the following specific information: the date or approximate date the alleged disclosure occurred or the date the student learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the disclosure was made; and the specific nature of the education records disclosed.