

Student Handbook

This is the online version of the Student Handbook of Center for Individual Excellence (CIE), which has been written for new and returning students. It is very important that you are familiar with its contents. The aim of this handbook is to provide you with a clear, accurate and user-friendly guide to CIE, and to point you in the direction of other sources for more detailed information. In addition, it provides links to the full version of the Center's regulations, policies and procedures.

This publication contains information, policies, procedures, regulations, and requirements that were correct at the time of publication. In keeping with the educational mission of the center, the information, policies, procedures, regulations, and requirements contained herein are continually being reviewed, changed, and updated. Consequently, this document cannot be considered binding and must be used solely as an informational guide. Students are responsible for keeping informed of official policies and meeting all relevant requirements. CIE reserves the right and authority at any time to alter any or all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admission, and to dismiss from the center any student at any time, if it is deemed by the CIE to be in the best interest of the center, the center community, or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or a prospective student and CIE.

You should use this Handbook as a reference source throughout your time here at CIE. It is not intended to be read at the start of your academic career and then forgotten; but you should make sure you are familiar with its contents, and look to it to provide the answers to many of the questions during your time as a student.

Dates of Certification and Short Courses

Please reference our website at www.cieato.com for up and coming dates and information as needed.

Help and Advice

Our staff at CIE will tell you where you can obtain help should you need it during your studies through our online or distance learning centers. It is very important to remember that there is always someone who can help you.

STUDENT HANDBOOK

Welcome!

Welcome from Center for Individual Excellence (CIE) to our new students and to our continuing students either beginning a new course of study or continuing on with their existing courses. Welcome back! I hope that all your studies go well.

This handbook is designed to help you throughout your course of study and you should retain it for future reference. There is important information regarding the start of each session arrangements, student loan and lab fees, if applicable, to which you should pay particular attention.

Should you have any questions please feel free to email info@cieato.com or call 1-855-239-2355

Finally, I take this opportunity once again to wish you every success in your studies at the Center for Individual Excellence.

Dr. Jothishankar
President

CENTER FOR INDIVIDUAL EXCELLENCE

Mission

CIE is dedicated to design and to deliver short-course programs to enhance organizational improvement and personal growth towards excellence. Be it in organizational change, business development, leadership advancement, educational enrichment, community and cultural growth, CIE is equipped to meet the challenges.

Vision Statement

CIE offers certification short-courses with credits toward degree studies on a wide range of Life skill, Work skill for local to global clientele. Thus, our short- courses are not terminal study but they may lead to the continual studies toward higher education.

Goals

Center for Individual Excellence's goals are to develop a center whose diversity enriches the lives of all students and where our students are prepared to live in a pluralistic and ever-changing world; to achieve an unparalleled academic environment by promoting managerial leadership programs, continuing educational programs and lifelong learning programs. CIE seeks to create a student learning experience that will support the achievement of academic excellence. The Center for Individual Excellence is known for its unique mission for support of each student's academic and career growth.

Our Commitment

Academic Quality

CIE is committed to effective adult learning and high academic standards.

Student Success

At CIE we provide a supportive learning environment that enables adults to achieve their professional and personal goals; the tools for opportunity. Our professors are committed to mentoring, not simply disseminating information.

Registration

You will be able to pre-register online prior to the start of a session. An e-mail will be sent to you giving you a login name and password for you to use while attending CIE. All new students will be required to attend introductory sessions. You should check any information that may be sent by your academic department or your professor to establish when and where you are required to attend and the start date and time of your class. This is the opportunity for you to make yourself aware of any special arrangements or talks and to acquaint yourself with the timetable and location, and how to use the Internet. Induction events will continue throughout the first days of your class.

CIE Course Login

Please ensure that you complete registration formalities promptly.

Your CIE course login is a necessary feature of your time with us studying online. Your password and your username serve as your security pass, which will allow you access to all of your courses. You are required to produce or use your password when using our online educational tools. You must use your CIE username and password to access any or all of your courses through our web site.

You should keep your username and password in a safe place. If you forget or lose your username or password, please email administration for login and/or password reset.

Attendance and progress

It is important that students understand that sessions are based on a self paced basis. If illness or extenuating circumstance(s) arise during a scheduled proctored examination or for an onsite examination it is recommended to speak with the professor as early as possible.

Online Classes

The Center for Individual Excellence maintains several online computer classrooms throughout the center and provides support for classrooms equipped for multimedia presentations. The Center for Individual Excellence is committed to the mission of our online system to facilitate and coordinate the development, deployment, and operation of a network for advanced services and applications for our students.

Absence from Tests and Examinations

The Center's policy is that faculty will work with a student who has a legitimate need to reschedule. The Center for Individual Excellence expects students to attend examinations as scheduled for onsite exams. [Onsite Students]

Absence from Tests

Students missing a test in a course for excusable reasons should seek permission for a make-up test from the instructor of the course.

Absence from Final Examinations

Single Examinations — when a student will miss an individual final examination, permission for a make-up examination must be secured from the professor. [Onsite Students]

Books

Professor(s) will provide information on books and materials needed. You are entitled to use the services of other libraries, details of which may be obtained from your professors. We are committed to keeping all active students properly informed with the most up to date information regarding the required books.

Tuition Fees

Tuition fees are payable in full upon registration at the beginning of each academic session. CIE, at its discretion, may grant the authority to pay tuition fees in installments. The first installment must be paid upon registration and will include an installment surcharge (currently three per cent of the self-funding fee contribution).

Students failing to pay their tuition fees in full as detailed above, or failing to pay any installment by the installment due date, will be subject to a late payment charge, currently ten per cent of the full fee.

Consumer Protection Information

The following information is provided in accordance with the Consumer Protection Law. You will have (10) ten working days after you have formally accepted our offer of admission to enjoy an unconditional right to cancel and to receive within 30 working days a refund of any amounts already paid.

Once you have started the course, you will not be able to invoke this right (unless this is within seven days of the course offer being accepted), although you may withdraw from the course and may be eligible for a refund or a proportion of any tuition fees you have paid, depending upon the date of your withdrawal.

Student Appeals

Students should note that there is no formal appeals procedure against academic decisions by examiners for certifications at The Center for Individual Excellence. If you consider an academic assessment to have been unfair, you should raise the matter with your professors. If you believe that your examination performance may be impaired by an illness or exceptional personal circumstances, you should ensure that you report the matter to your professor before taking your examinations. For further information about representations against examination results please consult with the Administration Department.

Equal Opportunity Policy

CIE's mission is to maintain a standard of achievement such that it is judged to be one of the premier institutions worldwide in teaching and research. To achieve this, CIE strives to admit students of the highest academic ability and motivation, as judged by the college on the basis, in part, of previous attainments, and who are able, either personally or through other sources, to meet the prescribed fees for the courses. In pursuing this end, CIE does not discriminate against any person on the grounds of color, race, nationality, ethnic or national origin, religion, politics or gender. In implementing an equal opportunity policy, CIE will incorporate the provisions described above and appropriate provisions in relation to age, disability and sexual preferences within the law. This policy will be regularly reviewed and arrangements made to monitor its application.

Disabilities

CIE welcomes students with disabilities. Please feel free to discuss with us any matter concerning access and accommodation or any worries you may have during your studies. Any discussion will be treated with respect and confidentiality. CIE treats all its students as individuals and recognizes that each person's disability is personal to that individual.

Disclosure

It is important that we at CIE identify those students with a disability in order to establish any individual needs for support especially for students who opt for the onsite seminar option. When you tell us of a disability, the information will be passed on to those needing to know at the center, unless you request otherwise in writing. If you ask us not to relay the information, the support we can offer may be affected.

Sexual and Racial Harassment

Sexual harassment includes any action or behavior (by members of the opposite or same gender) that has an explicit or implicit sexual motivation and which causes embarrassment, offense or intimidation to the individual to whom it is directed, or which creates an intimidating, hostile or offensive working and social environment. Incitement to commit such action is equally culpable.

Racial harassment includes any action or behavior by one individual towards another based on difference in color, culture, ethnic or national origin which causes offense, intimidation or distress to the individual to whom it is directed or which creates an intimidating, hostile or offensive working and social environment. Incitement to commit such action is equally culpable.

Sexual and racial harassment will not be tolerated at CIE and can lead to disciplinary action. Anyone who believes they have been the victim of racial or sexual harassment, which they have been unable to resolve personally, can discuss their concern confidentially with any CIE staff member, as appropriate. [Especially pertaining to onsite students]

Discrimination Policy

It is the policy of The Center for Individual Excellence not to discriminate on the basis of sex, age, race, national origin or ethnicity, religion, disability, sexual orientation, or marital status in its educational programs, admissions policies, employment practices, financial aid, or other school-administered programs or activities. This policy is enforced under various federal and state laws, including Title VII of the Civil Rights Act of 1964 as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. Further, in compliance with state and federal laws, CIE will provide the following information upon request: (a) copies of documents pertinent to the university's accreditations, approvals, or licensing by external agencies or governmental bodies; (b) reports on crime statistics and information on safety policies and procedures; and (c) information regarding gender equity relative to our programs.

Private and Nongovernmental: Center for Individual Excellence (CIE) is a for-profit corporation.