

SEMCA

Southeast Michigan Construction Academy

*Student Handbook
2023-2024*

Southeast Michigan Construction Academy (SEMCA) Student Handbook

Student Handbook

The training programs, courses, descriptions and frequency of courses, regulations and fees described in this handbook are effective until otherwise notified. This publication and its provisions are not in any way a contract between the student and SEMCA. SEMCA reserves the right to revise any section of this handbook at any time.

Organizational Partners in Education



Equal Opportunity Pledge

The recruitment, selection, employment, and training of students shall be without discrimination because of race, color, religion, national origin, or sex. SEMCA will take affirmative action to provide equal opportunity in training and will operate the training program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended.

MISSION

Prepare the next generation of high-quality construction professionals for rewarding careers.

ACCREDITATIONS

The Southeast Michigan Construction Academy is accredited by the National Center for Construction and Education Research (NCCER). NCCER's mission is to build a safe, productive, and sustainable workforce for craft professionals.

Southeast Michigan Construction Academy is an approved Related Technical Instruction provider with the State of Michigan and the U.S. Department of Labor.

SEMCA has an articulation agreement with Davenport University (DU) whereby SEMCA students earn college credits for completion of the training program. SEMCA alumni can earn 27-30 college credits towards a bachelor's degree. Students, alumni, and their families can also receive a 20% discount on all professional development courses.

ENROLLMENT REQUIREMENTS

The registration process includes the online selection of courses and payment of tuition for new and current students. Specific days are set aside for registration before the beginning of each semester. Students in default of any indebtedness to the school will not be allowed to register.

Applicants must meet the following minimum requirements to qualify for enrollment of the program:

- Be at least 18 years of age by the first day of class
- Provide a Driver's License or State ID
- Provide Social Security Card
- Provide a copy of High School Diploma/GED or transcripts

For any student not meeting all enrollment requirements, SEMCA staff may determine eligibility.

TUITION

Tuition must be paid by the dates listed on the school year calendar. No student will be allowed to receive a textbook and/or access the testing system unless tuition is paid in full. Students will be withdrawn from classes if payment is not received by the date established on the school calendar.

Payments may be made using the following methods:

- Online
- In person
- By mail

We accept checks drawn on domestic banks in U. S. dollars only; Money Orders; and Visa, Discover, MasterCard or American Express credit cards. *We do not accept cash.*

REFUNDS

A written request for a refund of tuition, by the date stated on the school calendar will result in a 100% tuition refund.

Any student who does not attend the first day of class and did not notify the Education Department of their decision not to attend class is subject to the same policy.

Tuition is not refundable to students who requested an early issue State of Michigan Electrical Division apprentice card.

EARLY REGISTRATION

Early Registration for the electrical program is allowed and will make an student compliant with the State of Michigan Electrical Division apprenticeship regulations. Conditions of early registration:

- All tuition for the 1st semester must be paid in full.
- All tuition is **non-refundable** once the State of Michigan Electrical Division apprenticeship form is signed.
- If a student does not attend class for the new school year, the State Electrical Division will be notified of the student's non-compliance.

TERMS OF THE TRAINING PROGRAM

The term of training varies depending upon the trade. A student has not completed the SEMCA program until he/she has completed all levels of classroom training required for that trade.

SEMCA reserves the right to sell any goods or services produced by the students as part of his or her practical training.

STUDENT RESPONSIBILITIES

The educational program and related on-the-job learning experiences provide the student with opportunities to acquire the knowledge and skills necessary to become a skilled craft professional. Students will not earn NCCER credentials and certificates until all modules are completed at the standards described below. It is the student's responsibility to initiate any request for assistance to meet these requirements.

Students must:

- Attend class and be punctual
- Cooperate and communicate with instructors and SEMCA staff
- Practice safe working procedures
- Utilize appropriate personal protective equipment (PPE)

To earn NCCER credentials and certificates, students must:

- Pass all NCCER module written tests with a score of 70% or higher; and
- Pass all module performance profiles (pass/fail)

GRADING

To earn NCCER credentials and certificates, students must pass all module written exams with a score of 70% or higher. Retests are permitted. A student who successfully passes an exam upon retesting shall receive a score no higher than 70%.

NCCER performance tests are scored pass/fail. A student receiving a fail on a performance profile will be allowed to practice and retest on that assessment until it is passed.

The final grade for the class will be based on the average of all grades received. Instructors have the choice to base your grade on module exams only or exams and other assignments. All students will be issued a report card after each semester.

Students must earn a minimum grade of 70% or higher on each module exam to pass the course and advance to the next level of study, or to graduate from SEMCA.

For any student who is not meeting the academic requirements, the student may meet with their instructor or SEMCA staff to determine an appropriate course of action.

ATTENDANCE POLICY

A maximum of **4 class days of unexcused absences** and **2 class days of excused absences** are allowed for the entire school year.

The excused absences will only be permitted with written notice. Students must meet the required school hours designed by SEMCA's training standards to complete the school year. **Students exceeding 6 class absences may be dropped from the program and be given an incomplete for the school year.**

It is expected that all students will attend the entire class period. Students are expected to arrive on time and stay for the entire class period.

*For one-semester programs (i.e. welding), students are permitted a maximum of 2 unexcused absences and 1 excused absence. *

CLOSINGS/DELAYS

In the event of severe weather, a closing/delay announcement will be made by email/text that day.

TESTING OUT OF LEVELS

A student or employer may request approval for a student to test out of craft levels. There may be applicable proctoring fees.

DROP/WITHDRAWAL

The school may drop or withdraw a student from a course for the following reasons:

- Failure to complete registration properly
- Failure to pay applicable tuition and fees
- Failure to comply with attendance policy
- Violation of the student conduct rules

RULES OF STUDENT CONDUCT

Academic Dishonesty Policy. Honesty is non-negotiable in any environment and dishonesty is not accepted behavior in any of SEMCA's training programs. Academic Dishonesty includes:

- Cheating- using unauthorized assistance, materials, or study aids in any academic exercise (i.e., using your cell phone to research answers during exams).
- Plagiarism- using the words or ideas of another without appropriate acknowledgement.
- Fabrication- falsifying or inventing information or data.
- Deception- misrepresenting work or academic records.
- Facilitating Academic Dishonesty- intentionally assisting another.
- Counterfeiting and altering – copying or altering, in any way, records, documents or identification forms used or maintained by the training program is cause for dismissal from the program.

Any academic honesty breach will be subject to disciplinary action. The instructor is to notify SEMCA Staff of the circumstances and if any punitive action is taken. The student has the right to appeal the instructor's decision according to the Grievance Procedure.

The alternatives for action by the instructor may include but are not limited to assigning a failing grade for the assignment or course or requiring the student's withdrawal from the course.

The student will also be referred to the Board of Trustees, which will determine appropriate disciplinary action in keeping with procedures and rules listed in this student handbook.

Theft of Property. Any student caught stealing the personal property of SEMCA, fellow students, instructors, or employees of SEMCA will be treated as a violation of training program rules and the offender will not only be dismissed from the program but may also be prosecuted.

Tobacco. SEMCA is a tobacco free institution. The use of all tobacco and smoking products, including chewing tobacco and electronic cigarettes (E-cigarettes), are banned from use in the building and on SEMCA grounds.

Substance Abuse. Students shall not be under the influence of alcohol or drugs, and shall not be in possession of or sell, distribute or transfer any drug or substance, whether on their person, in their vehicles, at any job site, employer's place of business, SEMCA office, or while representing the SEMCA program, in any of the classrooms, workshops or parking areas which are for regular or temporary use by the training program. An illegal or unauthorized drug or substance includes look-alike and/or synthetic drugs.

Any student or group of students found in possession, use, transportation, and/or sale of drugs and/or substances will be subject to disciplinary action up to and including immediate dismissal from the training program. A student may take prescribed drugs to class if the drugs are contained in the original dispenser in their name and within one year of the prescription date.

Vandalism. The destruction or mutilation of SEMCA property including writing on school walls is prohibited. Such action may result in restitution and/or other disciplinary measures, up to expulsion.

Abusive Language. Written or spoken language that is offensive, obscene, or vulgar may be subject to timely and appropriate disciplinary action.

Classroom Decorum. SEMCA training programs are classified as professional education; therefore, it is expected students act in a professional manner that does not cause classroom disruptions. Behavior that is considered unprofessional will lead to progressive disciplinary actions, up to expulsion.

Firearms. SEMCA does not permit firearms in the facility. Those who are permitted to carry firearms are required to leave them in their vehicles while at SEMCA.

Food and Drink. Students can eat during class (so long as it is permitted by the instructor). Food must be discrete and reasonable.

Harassment. SEMCA is a zero-tolerance facility. SEMCA will not tolerate harassment or intimidation of students, instructors, or staff on any basis prohibited by law, including race, color, sex, age, religion, national origin, handicap, disability, marital status, or veteran status. Moreover, any suggestions made to any student or instructor of a sexual nature will be cause for discipline according to the discipline policy. Examples include but are not limited to unwelcome sexual jokes, profane symbols, language, emails, texting, videos, cartoons, pictures, comments, touching or whistling.

Any incident of harassment should be reported immediately to the SEMCA Staff, who will remove the student from class immediately. The student may appear before the Board of Trustees if they wish to return to class.

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination, and retaliation, you must report your concerns to (one of) the individual(s) listed below:

1. Deanna Morley, Vice President of Education
31800 Sherman Ave., Madison Heights, MI 48071
dmorley@abcsemi.org
(248) 298-3600
2. Marissa Downs, Director of Education
31800 Sherman Ave., Madison Heights, MI 48071
mddowns@abcsemi.org
(248) 298-3600

DISCIPLINE

SEMCA training programs are classified as professional education; therefore, no discipline problems are anticipated. If inappropriate behavior occurs, instructors will report such behavior immediately to SEMCA Staff who will then make the decision on the appropriate disciplinary action. If such action results in dismissal from the program, no refund or credit will be given.

GRIEVANCE PROCEDURE

Any student who believes that he/she has a justifiable grievance should follow the chain of command listed below:

1. Instructor
2. SEMCA Staff
3. SEMCA Trustees

Any student who believes that he/she has a justifiable grievance regarding SEMCA's violation of the State of Michigan Proprietary School Act should contact Licensing and Regulatory Affairs at: 517-335-9700.

VA BENEFITS

For students who wish to utilize their VA benefits for training, please complete the following steps:

- Contact the VA to receive a "Letter of Eligibility" and forward this letter to SEMCA staff
- SEMCA will complete the registration forms and return to the student for review and a final signature.
- Once complete documentation is received, SEMCA will submit the documents to the VA through the online portal.
- The VA will provide SEMCA the confirmation number for the student, which is forwarded to the student for their records.
- Once approved, the student must send a paper copy of their monthly OJT hours to the SEMCA office.
- SEMCA will submit all documentation through the online portal.

SEMCA Staff

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