



STUDENT HANDBOOK

2024



The information in this handbook is correct at the time of printing. Solexian reserves the right to make changes to procedures, rules and regulations from time to time as it deems necessary without prior notice. Students should carefully read all information on all official correspondence, notice boards and other sources of information for students to be aware of changes and updates to the information published in this handbook.

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Welcome!

We are very excited to have you here! We hope that your time with Solexian will be happy, comfortable, full of fun and friends, and, most importantly, we hope that you take advantage of all we have to offer!

We realize that most of you come from far-away places. Solexian administration and its instructors understand that it is sometimes very difficult to feel comfortable within a new culture. We are always available to assist you in any way possible.

This handbook is the first step in getting you started on your journey to becoming a fluent English speaker at Solexian. This handbook provides information about Solexian's academic standards and rules. It also has information about interesting things to do in the city of San Francisco.



Solexian wishes you good luck! Let's get started!

SOLEXIAN is accredited by the Commission on English Language Program Accreditation (CEA) for the period of April 2022 through April 2027 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency. For further information about this accreditation, please contact the Commission on English Language Program Accreditation, 801 N. Fairfax Street, Suite 402A, Alexandria, VA 22314, (703) 665-3400, www.cea-accredit.org.

Solexian is authorized under Federal Law to enroll non-immigrant students.

GENERAL PROGRAM INFORMATION

Since 2019, the Solexian Intensive English Program (IEP) has been offering students an extraordinary opportunity to learn English in an immersive environment. Our courses are taught using the communicative method and feature small class sizes to allow maximum student-student and student teacher interaction. All Solexian instructors give students every opportunity to practice, use, and produce spontaneous English through interactive games, tasks and course book work.

The IEP program at Solexian offers English Courses at many levels, up to and including advanced levels. At the advanced level, Solexian offers a range of opportunities, such as TOEFL Prep, Business English, and Public Speaking.

Students will receive an ESL Certificate upon successful completion of their study.

SOLEXIAN MISSION STATEMENT

The Mission of Solexian is to provide innovative English as a second language (ESL) training to international students, professionals and other non-native speakers based on current information, technology, and best practices in a supportive environment to encourage students' personal growth and success.

PROGRAM PHILOSOPHY

The Intensive English Program (IEP) at Solexian aims to provide an intensive "English as a Second Language" (ESL) program as well as orientation in U.S. culture for international students, professionals, and other non-native speakers. To achieve this mission, the Solexian IEP pursues the following goals:

- Improve the English language and study skills of international students in preparation for study at an American college or university, or for personal or professional purposes.
- Provide students with the cultural knowledge and awareness necessary to transition from life and study in their own countries to the U.S.
- Adhere to the highest standards of English language instruction by attracting and developing talented and experienced faculty.
- Develop an intellectual atmosphere in which professional development is supported, valued and pursued by all faculty.
- Provide student support and administrative services.

NON - DISCRIMINATION POLICY

Solexian will not discriminate on the basis of race, color, creed, religion, nationality, age, disability, marital status, veteran's status, gender or sexual orientation or other status protected by law in either admission to and participation in any of its educational programs, activities or services, or in its employment practices.

GENERAL ADMISSION REQUIREMENTS

Solexian accepts students 16 years and older. All students must submit a completed Solexian Application form and sign an Enrollment Agreement specifying the final confirmed enrollment details.

ADMISSION REQUIREMENTS FOR AN F-1 STUDENT

To study full-time in the United States all international students will need to apply for an F-1 student visa. The following information will help students to prepare the correct documents to apply for admission to Solexian.

If you are applying from abroad. You are required to submit the following documents in order to complete your application for admission to Solexian.

- Solexian Application Form
- Copy of Passport (passport should be valid for at least 6 months)
- Copy of High School or University Diploma (translated into English)
- Financial Evidence

For more information, see page 20, ***Steps to apply for an F-1 visa from abroad.***

If you are already in the United States and have been maintaining your current nonimmigrant status. You may apply for a change of status to F-1. You are required to submit the following documents in order to complete your application for admission to Solexian.

- Solexian Application Form
- Copy of Passport (passport should be valid for at least 6 months)
- Copy of entry visa
- Arrival/Departure record print out
- Copy of DS-2019 (only for J-1)
- Copy of High School or University Diploma (translated into English)
- Financial Evidence

For more information, see page 22, ***Steps to apply for Change of Status to F-1.***

If you are maintaining valid F-1 status you may transfer from one DHS approved school to another by following the transfer procedures set forth in 8 CFR 214.2(f)(8). You are required to submit the following documents in order to complete your application for admission to Solexian.

- Application for Admission
- Copy of Passport (passport should be valid for at least 6 months)
- Copy of Entry Visa
- Arrival/Departure record
- Copy of DS-2019 (only for J-1 students)
- Copy of I-797 Form (only if you have ever changed your non-immigrant status in the USA)
- Copy of High School or University Diploma (translated into English)
- Notice of Intention to Transfer for F-1 Students
- Copy of All Previous I-20 Forms
- Transcript from Previous School (mandatory)
- Financial Evidence

For more information, see page 24, ***Steps to apply for Transfer In for an F-1 student.***

CONGRATULATIONS! YOU'RE A SOLEXIAN STUDENT! NOW WHAT?

Being far away from your family and friends, making new friends in a new country, and learning English can sometimes be a challenging experience. We want you to feel comfortable here at SOLEXIAN. Read about the IEP on the next pages. We will try to answer any questions you might have about the program and about living in San Francisco.



STUDENT INFORMATION

• **Levels and skills**

Solexian gives each student a placement test to find out how much English he/she already knows. Based on this test, we put each student in an appropriate LEVEL. There are six levels (fig. 1). If your test places you higher than level six, you will be placed in the Advanced Program (fig. 2). Each level (one through six) has four skills.

- Grammar
- Reading
- Writing
- Listening/Speaking

Fig. 1 General English Levels

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Low	High	Low	High	Low	High
Beginner English		Intermediate English		Advanced English	

If you are placed in the Advanced Courses, you may choose from these courses. (Some courses are not always offered each term.)

Fig. 2 Advanced Courses

<i>Advanced Courses</i>
TOEFL Preparation
Business English
Public Speaking



• **Level Change Procedures**

We at Solexian believe that our placement test is extremely effective. However, in some tremendously rare cases, a student may feel he/she has been placed in a level which is too difficult or too easy for him or her. In such cases, a level change might be considered.

- ❖ Solexian does not allow level or section changes based on personal preference or cultural differences between classmates.
- ❖ Solexian does not allow level or section changes based on relationships, friendly or otherwise.
- ❖ A student must sit through each of his or her classes before making a level change request.
- ❖ A student who feels a level change is necessary must speak with the Academic Coordinator for approval.
- ❖ LEVEL CHANGES ARE NOT ALLOWED AFTER THE FIRST WEEK OF CLASS NOR ARE STUDENTS WHO HAVE BEEN ENROLLED IN A LEVEL FOR TWO MONTHS ALLOWED TO MAKE A LEVEL CHANGE IN THE THIRD MONTH OF THE TERM.

• **Class Schedule**

Fig. 3

Program	Days per Week	Hours per week
Intensive English (four skills)	4	18
Semi-Intensive English (one skill)	1	4.5
Semi-Intensive English (two skills)	2	9.0
Semi-Intensive English (three skills)	3	13.5

Fig. 4

Monday through Thursday	
5:30 -7:30 pm	Class
7:30 -7:45 pm	Break
7:45 -10:00 pm	Class

• **Sessions and Terms**

You will hear teachers and students talking about “sessions” and “terms” at Solexian. Each Level or course is taught over one term. One term is three months long, and each month of the term is called a session.

Each level is divided into 3 one-month sessions.

3 sessions = 1 Term.

Students may enroll at the end of each session.

Fig. 5

January	February	March	April	May	June
Level 3			Level 4		
Session 1	Session 2	Session 3	Session 1	Session 2	Session 3

• **Marks/Grading**

You will receive a grade for your work at the end of each session. Your grade consists of:

✓ **20% IN CLASS PARTICIPATION**

It is important to understand what **participation** means and how teachers quantify it. Below, you will find a chart that explains what teachers look for and how they grade you based on your **participation**.

In class participation activities include:

1. Group work.
2. Quizzes.
3. Games.
4. Debate.
5. Class discussions.
6. Role-plays.
7. Presentations.
8. Projects.
9. Simulated conversations.
10. Interviews.

For each two hour class, your teacher will award **1-5** points based on the following:

Fig. 6

Excellent (5 points): The student consistently participates in class discussions, asks and answers questions, and actively engages with the material. They also make an effort to use correct English grammar and vocabulary. Always prepared for class
Good (4 points): The student frequently participates in class discussions and engages with the material, but may make occasional mistakes in their use of English grammar and vocabulary. Always prepared for class.
Satisfactory (3 points): The student occasionally participates in class discussions and engages with the material, but may need more support in their use of English grammar and vocabulary. Frequently not well prepared.
Needs Improvement (2 point): The student rarely participates in class discussions and needs more support in their use of English grammar and vocabulary. Unprepared for class.
Unsatisfactory (1 points): The student does not participate in class discussions and requires significant support in their use of English grammar and vocabulary. Unprepared for class or absent.

✓ **40% HOMEWORK ASSIGNMENTS**

Homework is work that must be done at home and will be checked by your teacher. You will be assigned approximately 5 hours of out-of-class homework per week.

✓ **40% END OF MONTH EXAM**

Each skill of every level has an examination at the end of each session.

Fig. 7

✓ **20% IN CLASS PARTICIPATION**

✓ **40% HOMEWORK ASSIGNMENTS**

✓ **40% END OF MONTH EXAM**

Advanced courses may have a different grading system.

Students must maintain a GPA of 2.0 (70% "C").*

If your grade is below 2.0, you will be placed on Academic Probation. You must improve your grades the next session or you will not be able to move to the next level.

STUDENT RESPONSIBILITIES

Grades

Each student must maintain a 2.0 grade point average to maintain status as a student. If you fall below this average, you will receive a warning letter.

If your grade is below 2.0, you will be placed on Academic Probation. You must improve your grades the next session or you will not be able to move to the next level or in some cases you may be terminated.

In order to maintain sufficient grades, follow these guidelines:

• **IN CLASS PARTICIPATE** (see figure 6)

• **COMPLETE ALL HOMEWORK ASSIGNMENTS**

o *Students are expected to complete all homework assigned.*

o *Always do your best.*

o *Homework will help you improve your skills and prepare for exams.*

o *Students who do not complete assignments and who do not come to class prepared may be asked to leave. This decision is up to the teacher.*

• **STUDY AND PREPARE FOR YOUR EXAMS**

IF YOU ARE ABSENT FOR A TEST, OR MUST MISS A TEST BECAUSE OF TRAVEL OR OTHER REASONS, PLEASE READ THE FOLLOWING:

▪ If you must miss a test, schedule a make-up exam with the **Academic Coordinator**. There is a cost of \$10 for each exam.

▪ Make-up tests must be taken within 30 days of the original test date.

▪ If you need to take a test before the end of a session, it can only be taken after the third week of the session.

▪ Make-up and early-leave tests **cannot be taken during class time**.

▪ Students who did not attend class at least 70% of the time cannot be given a make-up exam.

▪ Students may not take a make-up test for a better grade.

Attendance

It is the responsibility of all students to be in class every day and to be on time. In special circumstances of illness or emergency, it might not be possible to attend. Solexian understands this and will do everything possible to work around serious issues. A doctor's note will be required for any illness related attendance issues.

Below, you will find the attendance policy at Solexian.

Attendance Policy

SOLEXIAN expects students to attend every scheduled class session. Full time enrollment constitutes a minimum of 18 hours per week. ***International students** must enroll as full time students to maintain their student status. A student must attend a minimum of 70 percent of the scheduled class hours during each evaluation period, and must have 70 percent cumulative attendance in order to meet satisfactory academic progress and graduation requirements.

Attendance requirements:

1. Students are expected to attend all scheduled classes regularly.
2. Students are expected to be on time.
3. Students who sleep in class or who use personal computers, electronic devices, or telephones for activities unrelated to the class being taught will be marked **absent**.
4. Students cannot expect the school to excuse their absences. **Instructors CANNOT GIVE PERMISSION for a student to be absent.**
5. Students who miss more than 30% of any scheduled classes during the first two weeks of session will receive an attendance warning letter.
6. Students who do not improve their attendance by the end of the session will receive an attendance probation letter and will be placed on attendance probation during the next session.
7. Students who miss more than 80% of total enrollment hours in any session are immediately dismissed.
8. Students who miss 15 consecutive days of classes are immediately dismissed.

Dismissal will result in the termination of an F-1 student's status.

Tracking Attendance

Students are expected to be in class on time and to remain in class until the class ends. Students are also expected to return to class on time after scheduled class breaks. Absences, tardiness and early departures will be recorded on the roster by the instructor with times noted as appropriate. The cumulative attendance information is contained in student progress reports for each evaluation period. Students may request a record of their attendance from the Student Services Office. If a student does not agree with his/her attendance record, the student should request verification with the course instructors.

Undocumented absences are not excused. Documented, written evidence for absences due to medical or exceptional emergency circumstances should be provided to the Academic Coordinator for review.

Attendance Probation:

Students who miss more than 30% of class during the session will receive an attendance probation letter. A probation letter informs students that they should improve their attendance during the next session.

F-1 students transferring out to another school during the session who are in probation status will be transferred in terminated status.

Students who are placed on probation status for a total of three sessions within a twelve-month period will be suspended and dismissed from the school.

Dismissal of an F-1 student will result in the termination of the student's F-1 status. Reinstatement or departure from the United States will be required.

Solexian uses the following definitions when evaluating student attendance:

Absent: The student does not attend the assigned class session; not actively participated (sleeping, texting, emailing, surfing the Internet, etc during class)

Tardiness: A student enters the class more than 5 minutes after the designated start time.

Early Departure: A student leaves the class 5 minutes or more prior to the class being dismissed.

Absences, tardiness and early departures will be recorded on the roster by the instructor with times noted as appropriate. Arriving late and leaving early affects the determination of a student's 70 percent attendance requirement. *May differ from program to program.

Probation Status:

Given to students who are not present 70% or more of the total class hours for all their registered classes. Probation status affects an F-1 student's ability to transfer to another school in status or to request an extension of his/her program of study.

Administrative Withdrawal:

A student is not allowed to continue his/her studies. Students who miss 80% of classes in any term or who are on probation status for four terms within a twelve-month period are subject to withdrawal. Withdrawal will result in the termination of an F-1 student's status.

Termination of status:

An F-1 student loses his/her legal status in the United States due to a violation of US immigration regulations.

Student Code of Conduct

All students are expected to observe standards of social conduct, courtesy, and appropriate attire. Any behavior disrupting classroom activities or interfering with other students' studies may be grounds for suspension. The use of profanity, alcoholic beverages, or illegal drugs on school property is not permitted. Smoking is not allowed anywhere in the school.

✓ CELL PHONE POLICY

Cell Phone use is not allowed in Solexian classrooms

Using cellphones in class not only distracts you from your lessons, but also distracts the teacher and other students.

If you are expecting an important call:

- Tell your teacher.
- Please step out of the classroom before answering.

If a student uses a cell phone in class, Solexian teachers are authorized to either ask the student to leave, or take the cell phone until the end of class. Teachers are also authorized to mark the student absent from class.

Pictures: Solexian takes every precaution to protect student and employee privacy. **Students are not allowed to take pictures of Solexian staff or other students on school grounds without signed consent.**

✓ CHEATING AND PLAGIARISM POLICY AND PROCEDURES

Solexian will not tolerate academic cheating or plagiarism in any form.

Learning to think and work independently is part of the educational process. Cheating or plagiarism in any form is considered a serious violation of expected student behavior and may result in disciplinary action.

Solexian policy can be summarized simply: As a student, you are responsible for your own work and you are responsible for your actions.

All students are encouraged to review the following formal policy on cheating and plagiarism (including definitions and penalties).

Definition of Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means.

Cheating includes, but is not limited to:

- a. lying
- b. copying from another's test, examination, or creative project
- c. discussion at any time of answers or questions on an examination or test
- d. taking or receiving copies of an exam without the permission of the instructor
- e. using or

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- displaying notes, "cheat sheets," or other information devices (PHONES) during tests
- f. allowing another student to copy your work
- g. taking a test or writing a paper for another student, or as if you were that student
- h. Changing class attendance/role sheets

Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary.

Examples of plagiarism include, but are not limited to the following:

- a. the submission of a work, either in part or in whole completed by another person
- b. cutting/copying and pasting from the internet any material that is not your own
- c. failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another
- d. failure to use quotation marks (or other means of setting apart, such as the use of indentation or a different font size) when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof;
- e. close and lengthy paraphrasing of another's writing without credit or originality
- f. use of another's project or programs or part thereof without giving credit

Penalties for Cheating or Plagiarism

- redoing the examination, paper, or creative project
- failing grade of the examination, paper, or creative project
- a lower grade in the course
- a failing grade in the course
- multiple penalties: more than one of the above

✓ BOOKS

- Textbooks are required for all classes.
- Each course offered at Solexian Language School will have a list of required textbooks and materials.
- Students are responsible for obtaining these materials before the course begins.
- The required textbooks and supplementary materials will be clearly listed in the course syllabus provided to students at the beginning of the course.
- Textbooks can be purchased through online retailers, or directly from Solexian Language School, if available.

✓ APPROPRIATE STUDENT BEHAVIOR

- Be respectful and polite to students and teachers.
- Wear clothes appropriate for school.
- Students whose actions make it difficult for others to learn may be asked to leave Solexian.
- Inappropriate language, alcoholic beverages, or illegal drugs on school property is not permitted. Smoking is not allowed anywhere in the school.
- Smoking is not allowed during class time. Students caught smoking during class time will be marked absent.

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- Cheating, plagiarism (copying another person's work), forgery (signing documents using another person's name), alteration (changing information on official documents), or providing false information for official school documents is prohibited.
- Each student must follow the rules and regulations contained in the catalog.
- A student's excuse that he or she did not know the rules will not be accepted.
- Be open-minded about and respectful of each student's culture and belief system.

Remember that you are all experiencing a bit of culture shock and homesickness at times.

✓ SOCIAL MEDIA

- Students should use privacy settings to safeguard personal information. Students should monitor their social media presence to make certain that the information on their own pages and content posted about them is in concert with the standards for ethical conduct.
- IEP students can be held personally and legally responsible for their publicly made opinions and comments, even on personally maintained sites and pages.
- IEP students should demonstrate appropriate conduct in social media activities.

✓ ON-CAMPUS INCIDENTS AND ACCIDENTS

- All accidents and incidents must be treated as appropriate and reported. The following procedure is to be followed in the event that a student is injured while on campus:
- Seek appropriate emergency care: If the injury is of a serious nature, call the EMS at 911. If the injury is not serious enough to require paramedic attention, take appropriate first aid measures and medical follow-up care. The student is responsible for all costs of medical care.
- All involved individuals must complete an Incident Report and submit it to the President within two working days of the incident/accident. The report shall include the date and time of the incident, as well as details, including procedure being practiced, where and how the incident occurred, and any other pertinent information.

COMPLAINT AND GRIEVANCE

SOLEXIAN encourages informal resolution of grievances as a first step. Formal complaint systems exist for students and SOLEXIAN employees, to ensure that the complainant's legal rights are not violated. A student may elect to use a School Official, or designee, to assist in resolution of the complaint. It is the student's responsibility to ensure that the correct procedure is followed. In the event a student takes issue with any disciplinary action, evaluation, or decision regarding his or her status at SOLEXIAN the grievance should first be presented to the faculty member or administrator directly responsible for the subject of the protest. Every effort should be made to resolve the problem through this informal procedure before further steps are taken. If differences are not resolved within 15 days, the student may appeal in writing to the faculty member or administrator's supervisor, who will then work to resolve the issue. In completing the Complaint Form, the student should include the following: the nature of the complaint(s); the date(s) of occurrence of the problem(s), not hearsay. All forms must be signed. It is the student's responsibility to ensure that the correct procedure is followed. If there is still no resolution, the matter will be reviewed by the President, whose judgment, after deliberating with all parties concerned, is considered final. Anonymous complaints will not be addressed. On all issues of discrimination, the President is the final authority. On academic issues, the Academic Coordinator is the final arbiter. SOLEXIAN personnel will write up a factual report of the

circumstances of the complaint to document the findings. A log will be maintained by the Academic Coordinator and may be used in needs assessment and reviews of SOLEXIAN programs and services. SOLEXIAN will notify the student of the final determination of the complaint within 30 days. If a student does not feel that the school has adequately addressed a complaint or concern, the student may then consider contacting the appropriate regulatory agency. All complaints considered by regulatory agencies must be in written form, with permission from the complainant for the Commission to forward a copy of the complaint to the school for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the regulatory agency. Complaints against the school may be registered with the Nevada Commission on Postsecondary Education.

Please direct all inquiries to:

Bureau for Private Postsecondary Education, Department of Consumer Affairs

1747 North Market Blvd., Suite 225, Sacramento, CA 95834

Telephone: (916) 574-8900

Web Site: <https://www.bppe.ca.gov/>

SOLEXIAN accepts no liability or responsibility for complaints not made through the procedure as listed above or complaints made 45 days after the student has completed the course of study.

KEY POINTS OF THE SOLEXIAN POLICY ON SEXUAL MISCONDUCT, TITLE IX STATEMENT, AND ADDITIONAL GUIDANCE

OVERVIEW STATEMENT

Solexian does not discriminate, or permit discrimination, by any member of our college organization against any individual on the basis of race, color, religion, national origin, sex, pregnancy, gender identity, gender expression, sexual orientation, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by law in matters of admission, employment, educational programs or services we provide. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. SOLEXIAN complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972, which prohibit discrimination based on sex (including sexual misconduct) in all of our educational programs and activities. In addition, SOLEXIAN provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant, and/or otherwise fall into a protected class of people. Any alleged violations of our policies with respect to nondiscrimination, reasonable accommodations, sexual misconduct or any type of other sexual harassment should be directed to SOLEXIAN's President.

POLICY ON SEXUAL MISCONDUCT

SOLEXIAN's policy is that no member of our organization—students, faculty, administrators, staff, vendors, contractors, building personnel, or others—may sexually harass or engage in any other sexual misconduct with any other member of this organization. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved. Sexual misconduct is any unwelcome conduct of a sexual

nature, which includes, but is not limited to, unwelcome sexual advances; the use or threatened use of sexual favors as a basis for academic or employment decisions; conduct that creates a hostile, intimidating, or offensive academic or working environment; conduct that has the effect of unreasonably interfering with an individual's work performance; and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an educational program or activity. SOLEXIAN is committed to fostering an environment in which all members of our organization are safe, secure, and free from sexual misconduct of any form. Our community expects that all interpersonal relationships and interactions – especially those of an intimate nature – will be grounded upon mutual respect, open communication, and clear consent. When learning of conduct or behavior that may not meet these standards, organizational members are expected to take an active role in upholding this policy and promoting the inherent dignity of all individuals. SOLEXIAN strongly encourages open and honest communication about actions, wishes, and intentions when it comes to sexual contact. It is always the requirement of the individual initiating any type of sexual activity, to ensure that consent is fully given before any actions occur. If the person is not sober, emotionally or otherwise compromised, etc., consent cannot be given. The impairment of someone's functioning by drugs or alcohol does not excuse someone from the responsibility to obtain consent, and is not ever an excuse to commit sexual misconduct.

SEXUAL VIOLENCE STATEMENT

Sexual violence is a specific form of sexual harassment that is prohibited. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Some examples of sexual violence may include rape, sexual assault, sexual battery, sexual coercion, dating violence, and domestic violence.

TITLE IX STATEMENT

SOLEXIAN complies with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the school's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. The President has been designated to oversee compliance with Title IX and to respond to reports of violations. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting the United States Department of Education's website at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or calling 800- 421-3481.

THE VIOLENCE AGAINST WOMEN ACT (VAWA) STATEMENT

SOLEXIAN complies with the federal Violence Against Women Act amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, and the accompanying regulations which became effective on July 1, 2015 (collectively referred to as VAWA). VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled. SOLEXIAN has directed its President to coordinate SOLEXIAN's compliance with VAWA and to respond to reports of violations. The President is charged with coordinating SOLEXIAN's compliance with the Clery

reporting-related VAWA requirements.

ADDITIONAL GUIDANCE

Investigation and Confidentiality

Reports describing conduct that is inconsistent with these policies will be promptly and thoroughly investigated. Complaints about violations of these policies will be handled discreetly, with facts made available to those who need to know to investigate and resolve the matter. SOLEXIAN has jurisdiction to investigate any alleged violations of this policy that occur in the context of a College program or activity or that otherwise affect the school's working or learning environments, regardless of whether that conduct occurred on or off campus. In conducting such an investigation, SOLEXIAN may involve local or regional policy. If the alleged sexual misconduct occurred outside of the context of a SOLEXIAN program or activity or off-campus, and where one or more of the parties are not members of the SOLEXIAN organization, the school's ability to investigate and/or impose disciplinary sanctions may be limited. In such instances, SOLEXIAN reserves the right to take any steps it deems appropriate to address the situation and provide appropriate resources to those individuals impacted and, where appropriate, the broader school community.

Retaliation

SOLEXIAN prohibits retaliation against anyone for registering a complaint pursuant to these policies, assisting another in making a complaint, or participating in an investigation under the policies. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to one of the Title IX officers.

Resolution

If a complaint of discrimination, harassment, or sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from SOLEXIAN, consistent with procedure.

Reporting

All members of the SOLEXIAN organization are responsible for creating a working, learning, and living environment that is free of discrimination and harassment, including sexual harassment.

- SOLEXIAN strongly encourages individuals to report incidents of discrimination or harassment to one of the Title IX officers.
- Individuals in supervisory or teaching positions who have been told about or witnessed conduct that may violate these policies are obligated to report it.
- All SOLEXIAN employees (including student employees), as well as nonemployees with teaching or supervisory authority, are obligated to report sexual misconduct of which they become aware, unless they have a recognized confidentiality privilege.

Your Responsibilities

All members of the SOLEXIAN organization are responsible for creating a working, learning and living environment that is free of discrimination and harassment, including sexual harassment. It is important to contact one of the individuals listed under Title IX officers if any of the following occurs:

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- You believe you have been subjected to conduct or comments that may violate these policies;
- You believe you have been retaliated against in violation of these policies;

or

- You have been told about or witnessed conduct that may violate these policies.

If you believe you have been discriminated against or harassed:

- Contact one of the Title IX coordinators.
- Do not blame yourself.
- Do not delay in reporting a problem.
- Consider keeping a written, dated record of events.

If you witness or become aware of possible discriminatory or harassing conduct by others:

- Contact one of the Title IX coordinators.

If you think you may have offended or harassed someone:

- Do not assume others will tell you when they feel offended or harassed by what you say and do.
- Examine how others respond to what you say and do.
- Apologize as soon as possible.
- Change your behavior.

Vendors, Contractors and Third Parties

The SOLEXIAN policies on discrimination, harassment, and sexual harassment apply to the conduct of vendors, contractors and third parties. If a member of the school community believes that he or she has been subjected to conduct by a vendor, contractor or third party that violates these policies, the community member should contact one of the Title IX coordinators. SOLEXIAN will respond as appropriate, given the nature of its relationship to the vendor, contractor or third party.

Academic Freedom

While SOLEXIAN is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

DEFINITIONAL INFORMATION

SOLEXIAN is committed to developing an environment in which all members of our college organization are safe and free from sexual misconduct of any form. As such, we have defined the following:

Sexual misconduct may include, but is not limited to:

- Sexual assault: sexual penetration without consent, sexual contact without consent, incest, or statutory rape by one person to another person.
- Sexual exploitation: taking sexual advantage of another person without consent (i.e., lewd exposure, recording intimate activities, etc.)
- Sexual harassment; any unwelcome conduct of a sexual nature that creates a hostile, intimidating, or offensive environment. Sexual harassment may include any remarks, teasing, joking, insulting, or otherwise degrading a person based on one's gender, orientation, etc. It may also include any pressure for any type of romantic relationship, obscene gestures, sexually

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explicit profanity, cyberbullying, "sexting" or other sharing of pictures of a sexual nature that are not for educational purposes in the classroom, any unnecessary touching or hugging.

- Dating/domestic violence: intimidation, harassment, physical abuse, sexual abuse, or emotional abuse by someone to a partner in any sort of intimate relationship.
- Stalking: any unwelcome conduct over time that causes a person to fear for one's safety (i.e., threats, following, monitoring, communication, etc.)
- Retaliation: any adverse action taken against someone because that person reported or provided information about a violation.

Consent must be knowing, voluntary, active, and present and ongoing. Consent is a knowing and voluntary agreement to engage in specific sexual activity at the time of the activity, when you are of legal age and physically fit to make this agreement. Consent is not present when an individual does not have the capacity to give consent due to age, alcohol, drugs, sleep, emotional status, or other physical condition or disability.

Consensual romantic or sexual relationships amongst members of SOLEXIAN:

SOLEXIAN believes that when individuals are involved in a consensual romantic or sexual relationship and are in positions of unequal power, there is a potential for conflict of interest, favoritism, exploitation, or sexual misconduct to occur. SOLEXIAN does not promote or encourage these relationships within the workplace. In the event that they do occur, the person with the greater power must not hold any supervisory or evaluative authority over the other person, and must report the relationship to the President. A management plan must be developed and implemented for this situation. There are no circumstances in which a teacher should be romantically involved with a student, unless there has been a pre-existing relationship between these individuals, and the student becomes admitted, or the teacher becomes hired. In this case, SOLEXIAN's President needs to be made aware of the situation, and every effort will be made to make sure that the student is not a student in a class taught by the teacher. Again, a management plan will be developed and implemented for this situation.

Steps to apply for an F-1 visa from Abroad

We are delighted that you are interested in studying in our school and we hope that you will be able to do so. The following information is provided to help you apply for a student visa and prepare for your entry into the U.S. as an F-1 student. While this will give you a general idea of the process, each U.S. Consulate or U.S. Embassy has its own system for visa applications. Therefore, you should also check with your local consulate to find out how to arrange for the visa interview and what documents are required. www.travel.state.gov

Follow the Steps Below:

Step 1

Admission

To get started please fill out an Application for Admission.
It is necessary to fill out the entire Application including your signature and date.

Step 2

Documents for Admission

- Copy of Passport
(should be valid for at least 6 months beyond your intended period of study in the United States)
- Financial evidence that shows you or your sponsor has sufficient funds to cover your tuition and living expenses during the period of your intended stay (translated into English)
- Copy of High School or University Diploma (translated into English)

If you have a spouse and/or children who are going to accompany you while in the US, you will need to provide the following documents in order to submit each dependent's I-20:

- Copy of Passport for each dependent (should be valid for at least 6 months beyond your intended period of study in the United States)
- Proof of your relationship to your spouse and/or children (e.g., marriage and birth certificates translated into English)

Step 3

Fees

You need to pay the following fees:

- Application Fee \$190
- Dependent I-20 Fee \$50 (if applicable)

You can pay online at <https://solexian.edu/pay-now>

Step 4

Get your I-20

When we have reviewed your application and determined that you meet all academic and financial standards for admission, the P/DSO at Solexian will issue you a SEVIS I-20 form.

Step 5

Pay SEVIS I-901 Fee

After you have received your form I-20, you must pay a \$350 SEVIS I-901 fee. You may pay online at www.fmiffee.com.

Step 6

Visa Interview

You will need to contact the U.S. Embassy (<http://www.usembassy.gov>) in your country and apply for a visa interview. You must take the following documents with you to the interview:

- Form I-20, properly signed by the DSO and by you
- Financial evidence that shows you or your sponsor has sufficient funds to cover your tuition and living expenses during the period of your intended stay
- Evidence of intent to depart the U.S. after completion of studies
- Passport (should be valid for at least 6 months beyond your intended period of study in the United States)
- Proof of payment SEVIS I-901 fee
- Form DS-160
- Photograph(s)
- Proof of payment Visa Interview fee (\$185)
- School Information
- Home Accommodations

Step 7

Prepare Yourself for Departure

After the US Embassy grants you an F-1 visa your next step is to prepare yourself for departure. Provide the following information to Solexian admission representative:

- Flight Information: Let us know the date and time when you will be arriving in the U.S. and your flight number.
- Tell us if you would like to be picked up at the airport. An additional fee will apply.
- Tell us if you would like housing assistance.

Remember: You cannot arrive in the United States more than 30 days prior to the start date of your classes.

Step 8

Admission to the United States in F-1 status

Upon arrival at the U.S. port of entry, you need to proceed to the terminal area for arriving passengers. Have the following documents available for presentation:

- Form I-20, properly signed by the DSO and by you.
- Passport (should be valid for at least 6 months beyond your intended period of study in the United States).
- F-1 visa. For initial entries, the name of the school on the F-1 visa must match the name of the school on Form I-20.
- Evidence of financial support, including the same financial support information used to obtain the F-1 visa.
- In certain cases, proof of having paid the SEVIS fee may also have to be provided.

Step 9

Report to Solexian

You need to report to school almost immediately and do the following to have your SEVIS record registered in SEVIS in a timely fashion:

- Bring arrival documents (passport with visa, and I-20);
- Take the placement test;
- Get your class schedule and make arrangements to pay tuition.

Steps to apply for Change of Status to F-1

You are already in the United States and have been maintaining your current nonimmigrant status. You may apply for a change of status.

Follow the Steps Below:

Step 1

Admission

To get started please fill out an Application for Admission.
It is necessary to fill out the entire Application including your signature and date.

Step 2

Documents for Admission

- Copy of Passport
(should be valid for at least 6 months beyond your intended period of study in the United States)
- Copy of Entry Visa *(in passport)*
- Arrival/departure record
- DS-2019 form *(only for J-1 students)*
- Financial evidence that shows you or your sponsor has sufficient funds to cover your tuition and living expenses during the period of your intended stay *(translated into English)*
- Copy of High School or University Diploma *(translated into English)*

If you have a spouse and/or children who are going to accompany you while in the US, you will need to provide the following documents in order to submit each dependent's I-20:

- Copy of Passport for each dependent *(should be valid for at least 6 months beyond your intended period of study in the United States)*
- Copy of Entry Visa for each dependent
- Proof of your relationship to your spouse and/or children (e.g., marriage and birth certificates translated into English)

Step 3

Fees

You need to pay the following fees:

- Application Fee \$190
- Processing Fee \$200
- Dependent I-20 Fee \$50 (if applicable)

You can pay online at <https://solexian.edu/pay-now>

Step 4

Get your I-20

When we have reviewed your application and determined that you meet all academic and financial standards for admission, the P/DSO at Solexian will issue you a SEVIS I-20 form.

Step 5

Pay SEVIS I-901 Fee

After you have received your form I-20, you must pay a \$350 SEVIS I-901 fee. You may pay online at www.fmjfee.com.

Step 6

Mail all documents to the correct USCIS Service Center

To apply for a change to F-1 status in the United States, you must submit the following documents to the USCIS Service center (www.uscis.gov):

- Form I-539 Application to Extend/Change Nonimmigrant Status
- Form I-20, properly signed by the DSO and by you
- Proof of payment of the SEVIS I-901 fee
- Copy of Passport ID page
- Copy of Entry Visa
- Arrival/Departure record
- Original financial documents (financial evidence that shows you or your sponsor has sufficient funds to cover your tuition and living expenses during the period of your intended stay).
- USCIS filing fee \$370. You and each co-applicant must also pay an \$85 biometric services fee. You may pay the fee with a money order, personal check, or cashier's check. You must make your check payable to the U.S. Department of Homeland Security.
- Letter from you (It is optional for you to send a letter explaining why you want to change status to F-1. However, a strong letter can help convince USCIS of your temporary intent.)

Step 7

Wait for Approval

You may start attending school before the application for change of status has been approved, except if you are a nonimmigrant changing to F-1 from B-1, B-2 or F-2 status.

Step 8

Report to Solexian

You need to report to Solexian immediately after your application for change of status has been approved and do the following to have your SEVIS record registered in SEVIS in a timely fashion:

- Bring approval documents from USCIS
- Take the placement test
- Get your class schedule and make arrangements to pay tuition.

Steps to apply to Transfer In for an F-1 student

If you are maintaining valid F-1 status you may transfer from one DHS approved school to another by following the transfer procedures set forth in 8 CFR 214.2(f)(8).

Follow the Steps Below:

Step 1

Admission

To get started please fill out an Application for Admission.
It is necessary to fill out the entire Application including your signature and date.

Step 2

Documents for Admission

- Copy of Passport (should be valid for at least 6 months beyond your intended period of study in the United States)
- Copy of Entry Visa (*in passport*)
- Arrival/departure record
- Copy of DS-2019 form (*only for J-1 students*)
- Approval Notice (I-797 form) if you have changed your status to F-1 in the United States.
- Financial evidence that shows you or your sponsor has sufficient funds to cover your tuition and living expenses during the period of your intended stay (translated into English)
- Copy of High School or University Diploma (translated into English)
- All I-20s from previous school
- Transcript from previous school

If you have a spouse and/or children who are going to accompany you while in the US, you will need to provide the following documents in order to submit each dependent's I-20:

- Copy of Passport for each dependent (should be valid for at least 6 months beyond your intended period of study in the United States)
- Copy of Entry Visa for each dependent
- Proof of your relationship to your spouse and/or children (e.g., marriage and birth certificates translated into English)

Once you have submitted all of the above documents, you will receive an Acceptance letter from Solexian and Notice of Intention to Transfer for F-1 Student form. Now you need to inform your current school of your intent to transfer.

Step 3

Fees

You need to pay the following fees:

- Application Fee \$190
- Dependent I-20 Fee \$50 (if applicable)

You can pay online at <https://solexian.edu/pay-now>

Step 4

Report to SOLEX College and get your I-20

Once your current school releases your SEVIS record, we will be able to submit a new I-20 Form.
You need to report to your new school within 15 days after your release date from previous school:

- Receive new I-20 form
- Take the placement test
- Get your class schedule and make arrangements to pay tuition.

Maintaining F-1 Status

To maintain their legal nonimmigrant F-1 status in the U.S.A., International students must do the following:

Unexpired Passport: International students must always maintain a valid passport.

Registration: International students must register at the school within 30 days of the program's start date. Failure to do so will result in student status termination without notification.

Full-Time Enrollment: International students must attend school full-time, which means 18 hours per week or more; students will lose F-1 status if attendance is less than 70%.

Satisfactory Academic Progress: Students must make satisfactory academic progress. This means maintaining a minimum GPA of 2.0 (70% "C"), meeting all academic requirements for their program of study and making progress toward completing their program on time.

Withdrawal: It is very important to maintain student status. Any F-1 visa student, who stopped attending classes without first obtaining approval, will be considered out of status. Please contact the Designated School Official for authorization.

Vacation: Students must attend school for one full academic year (9 months) before taking a break and intend to register for the following term.

Traveling outside of the United States: International students must contact the Designated School Official before leaving the United States of America. If a student travels outside the U.S.A. and needs to return, he or she must have their I-20 signed by the DSO before leaving.

I-20: Students must maintain a valid I-20. Students must provide the school with updated financial documents if an extension is needed. Do not wait until the last day on the I-20. Government regulations only allow I-20 extensions before the expiration date. Failure to get an extension on the I-20 before it expires will result in losing F-1 status. It is the student's responsibility to keep the I-20 form valid.

Employment: Students can only work "on-campus" part-time. International students are prohibited from working "off-campus" unless they have permission from the PDSO/DSO and USCIS. International students should file their income tax forms.

Change of Contact Information: International students MUST notify the school of any changes in their address, email, and phone numbers no later than 10 days from the time of change.

STUDENTS are responsible for maintaining their immigration status. P/DSO at Solexian is responsible for updating the SEVIS records of nonimmigrant students

Note – those are only some of the rules and regulations associated with an F-1 student status – please see the P/DSO for questions regarding your student status.