

Las Vegas Lean Six Sigma Administration Policies

Principles of Excellence Policy

Las Vegas Lean Six Sigma is committed to meeting or exceeding all student, governmental, and societal expectations of a training provider. We commit to providing the absolute best Lean Six Sigma training and working with every student to accommodate conflicts with work or family.

Non-Discrimination Policy

Las Vegas Lean Six Sigma is committed to a policy of nondiscrimination and equal opportunity for all person regardless of race, religion, color, age, sex, sexual orientation, national origin, disability, gender, genetic information or any other protected status, in employment and admission.

Course Cancellation Policy

In the event a course must be cancelled for reasons beyond control of Las Vegas Lean Six Sigma; student will have the option to either 1) receive a full refund within 3 business days or 2) credit towards a future course. Las Vegas Lean Six Sigma does not reimburse students for airline tickets, hotel reservations, cancellation fees, or other non-tuition costs.

Refund Policy

Full Refund

Granted to students who cancel enrollment anytime leading up to the last business day prior to class start date (Friday prior to a Monday class start) or are approved under leave of absence policy.

No Refund (not leave of absence)

Enrolled student who does not show up for class (no-show) will receive full credit toward future class unless reason falls under leave of absence rules. Student has one calendar year to re-enroll.

Student who arrives on 1st day of class, then drops course without a leave of absence will be permitted to re-enroll into a future class. Student has one calendar year to re-enroll.

A student who arrives on the second day of class, then drops course without a leave of absence will not receive a refund or enrollment into a future class.

A student who is terminated from class for behavior or conduct violations will not be granted a leave of absence and will not receive a refund.

Privacy Act Policy

As a training center, Las Vegas Lean Six Sigma will adhere to established federal and services policies and guidelines on records. Las Vegas Lean Six Sigma adheres to the guidelines of the Privacy Act of 1974 to protect the confidentiality and integrity of student records. The security and

confidentiality of student records are central to the integrity of Las Vegas Lean Six Sigma. We are committed to protecting, to the maximum extent possible, the privacy rights of all individuals about whom it holds information, records, and files.

Enrollment and Credit for Previous Training Policy

Lean Six Sigma Green Belt

Pre-requisite: None (no prior knowledge of Lean Six Sigma necessary)

Entrance Requirements: Ability to speak and understand English and a desire to learn

Lean Six Sigma Black Belt

Pre-requisite: Possess a Lean, Six Sigma or Lean Six Sigma Green Belt certificate, certification or equivalent training

Entrance Requirements: Ability to speak and understand English, meet pre-requisite and a desire to learn

Credit for Training

Las Vegas Lean Six Sigma will recognize and credit students with meeting Green Belt (Green Belt equivalent) requirement when proof of training, certificate or certification is submitted. Training programs are normally approved when provided by employers, government agencies, universities, colleges, private training centers, and on-line training.

Standards of Progress Policy

Grading Policy

Academic performance is determined and reported by using a pass or fail system. Course completion requirements, including grading standards, are provided to the student at the beginning of each course.

Green Belt Certificate minimum requirements:

1. Attend at minimum 80% of in-class lessons
2. Receive satisfactory or better for project presentation

Black Belt Certificate minimum requirements:

1. Attend at minimum 80% of in-class lessons
2. Achieve a satisfactory or better on all presentations and homework assignments

**Certification requirements are established by the American Association for Lean Six Sigma Certification (AALSSC). Visit aalssc.org for most current certification requirements.

Student Records Policy

Las Vegas Lean Six Sigma will keep originals of sign-in sheets, homework, and project reports. All progress issues (not meeting minimum standard for any assignment) will be documented with a "Memorandum for record" statement written directly on course work. Students can request copies of sign-in sheets, their course work and homework submitted by other students. Las Vegas Lean Six Sigma will maintain the student assignments for five (5) years following the student's completion of course(s). Las Vegas Lean Six Sigma will permanently retain student's record enrollment and completion.

Replacement Certificate Request Policy

Student can obtain additional or replacement certificates for (\$25) each. Certificates will be mailed to student within ten business days of request.

Attendance Requirements Policy

Each student's required attendance is to be present in class for a minimum of 80% of classroom time. Attendance means (a) physical participation in the team breakouts and other activities of the course; and (b) other positive academic participation such as in-class discussions. If a student misses part of all of a lesson it is the student's responsibility to meet with team members and instructor to review material and learn the concepts.

Leave of Absence Policy

A student may be granted a leave of absence in the case of family emergency, military obligation, local emergency response, or other conditions that prevents student from finishing course. The student will not be considered to be withdrawn from course and will be permitted to enroll in any available future course, student has the choice to either 1) begin course from beginning or 2) reenter at the point of which leave of absence began. Student must return within one calendar year after leave of absence is granted.

If student does not return at the expiration of the approved leave of absence Las Vegas Lean Six Sigma will either 1) provide a 100% refund of tuition if student enters the leave of absence within first two days of a five-day course, or 2) NOT provide a refund if student completed three days of a five day course and enters leave of absence anytime after end of the third day of class.

Leaving Class or Tardiness Policy

Students are expected to be on time and not leave the classroom when not on a break. If a student tardiness or classroom leaving is excessive, as determined by instructor, it will be documented by instructor and be deducted from total in-class time, which counts towards the 80% in-class requirement for certificate. (see unsatisfactory attendance policy)

Student Conduct Policy

Each student is expected to conduct themselves in a professional, respectful manner for the duration of the course. Violations of student conduct policy are grounds for discipline from Las Vegas Lean Six Sigma which may include, without limitation, student's termination from course. If student is terminated from the course for conduct the current refund policy will apply.

- a. Physical or verbal abuse, intimidation or harassment of another person or group of person including any harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status.
- b. Deliberate or carless endangerment; tampering with safety alarms or equipment; violation of safety regulations; failure to render reasonable cooperation in an emergency; possession or use on UNLV CE premises of any firearm (except for law enforcement officer who are required to carry a firearm at all times and who have notified the instructor), knife (excepting non-spring pocketknives with blades less than four inches), other weapons, explosives or fireworks.
- c. Obstruction or disruption of any regular classroom or campus activities.
- d. Dishonesty, including, without limitation, providing false information, altering documents, plagiarism and other academic cheating.
- e. Obscene, indecent or inconsiderate behavior; exposure of other to offensive conditions, disregard for privacy of self or others.
- f. Theft, abuse or unauthorized use of school or campus property, the personal property of others or public property, including, without limitation, unauthorized entrance into campus facilities or information technology systems, possession or stolen proper and littering.
- g. Illegal use, distribution or possession of stimulants, intoxicants or drugs.
- h. Use, distribution or possession of alcoholic beverages on campus premises.
- i. Gambling on campus property
- j. Violation of any federal, state or local law.
- k. Intentional or careless destruction, damage or defacement of any campus property.
- l. Failure to behave in a manner that reflects favorable upon the student's association with Las Vegas Lean Six Sigma.
- m. Hazing, defined as any action or situation which recklessly or intentionally endanger the mental or physical health or safety of a student.
- n. Incitement of other to commit any of the acts prohibited above or providing assistance or encouragement to other to engage in such acts.
- o. Sexual harassment, includes unwelcome sexual flirtations, advances or propositions, request for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault and other verbal, visual or physical conduct of a sexual nature.
- p. Students also must comply with all UNLV Continuing Education standards of conduct.

**Any student who is terminated for conduct violations will not be permitted to attend future courses without written approval from Las Vegas Lean Six Sigma's President.