

S I G M A C H I LEADERSHIP INSTITUTE

**COURSE
CATALOG**
VOLUME I
AUGUST 2020 – JULY 2021

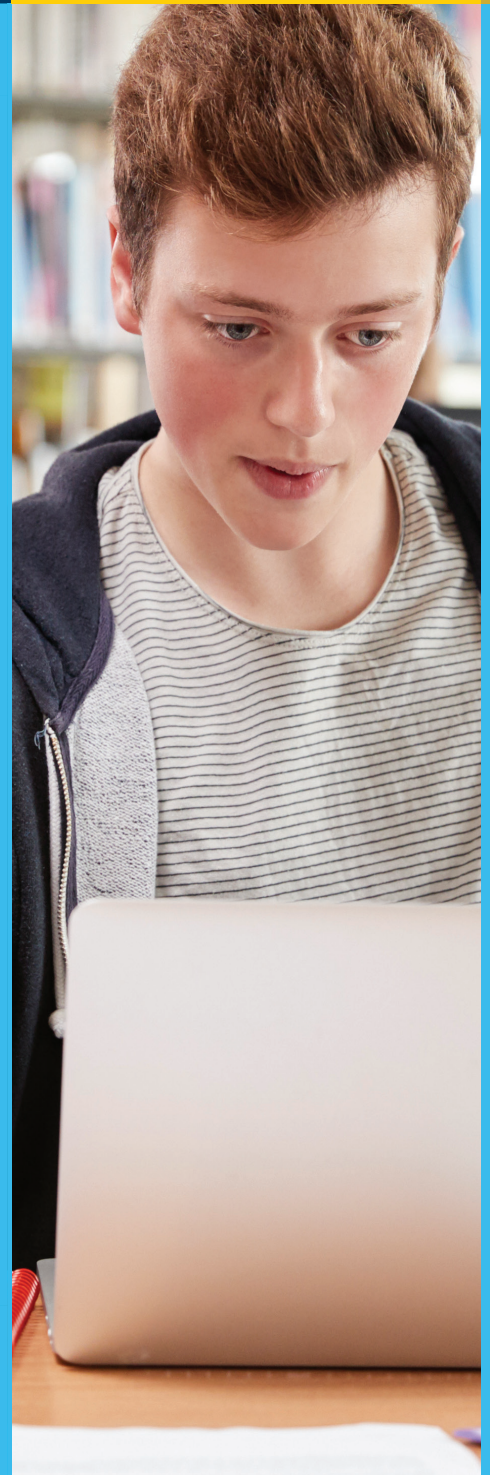
TRANSFORMATIONAL LEADERSHIP

VALUES-BASED LEADERSHIP

FOUNDATIONAL LEADERSHIP

DISTANCE LEADERSHIP

AUTHENTIC LEADERSHIP



ABOUT THE INSTITUTION

Mission Statement

The **mission** of the Sigma Chi Leadership Institute (SCLI) is...

to provide high-quality leadership training that complements and enhances the career skills of Sigma Chi Fraternity members and students in the community, expanding their capacity to serve as leaders in any industry.

Vision

SCLI's **vision** is to become...

a well-regarded leadership development organization, providing training to members and students from identified communities who can benefit from leadership training professionally. Additionally, it is the hope of SCLI that the leadership training will benefit members and community students personally as well, providing capacity and skills to serve as leaders in the community.



HISTORY

Sigma Chi Leadership Institute (SCLI) is a 501c(3) organization and the educational institution of the Sigma Chi International Fraternity. SCLI develops and deploys educational and leadership programming to 250 Sigma Chi chapters across North America, covering more than 18,000 members. This training is provided at no cost to the Fraternity members.

SCLI was founded in 2007 to be the home of Sigma Chi's in-house developed training courses. In 2018, Sigma Chi acquired *Footprints Training & Consulting*, expanding curriculum resources substantially. Additionally, SCLI has curriculum development plans in place that will enable members to obtain stackable credentials and certificates that highlight skills in multiple areas of leadership that employers value highly.

In the next phase of its development, SCLI is expanding its curriculum offerings and making its leadership training curriculum available to non-fraternity members, or **community students**. In 2020, SCLI submitted an application to the Illinois Board of Higher Education, Postsecondary Business and Vocational Schools division for permission to operate as a vocational training institution, enabling it to continue to serve fraternity members, and to begin to serve community students, alike.

Ownership

Sigma Chi Leadership Institute (SCLI) is a 501c(3) organization and the educational institution of the **Sigma Chi International Fraternity**. The Sigma Chi Leadership Institute (SCLI) maintains a single governing board, the SCLI Board of Directors.



HEADQUARTERS

SCLI headquarters is located at 1714 Hinman Avenue in Evanston, Ill., 60201. The facility is compliant with all federal, state and local ordinances for use as an educational facility, including the Americans with Disabilities Act.



BOARD OF DIRECTORS

- Mike Greenberg, *Chairman*
- Mark Galbo, *Vice Chairman*
- Curt Biller, *Member*
- Tony Friedman, *Member*
- Brandon Gross, *Member*
- Cory Rigler, *Member*
- Dan Shaver, *Member*
- Dr. Matt Skoy, *Member*
- Jim Holcomb, *Member*



ADMINISTRATIVE LEADERSHIP

- Jim Cogdal, *Executive Director*
- Brian Wilson, *Senior Director of Educational Operations*



FACULTY LEADERSHIP

- Robert Rabe, *Senior Director of Curriculum and Instruction*
- Dr. Abigaile VanHorn, *Director of Curriculum Development*

STATE APPROVAL

Sigma Chi Leadership Institute is approved to operate by the Private Business and Vocational Schools Division of Illinois Board of Higher Education.

Illinois Board of Higher Education

Division of Private Business and Vocational Schools

1N. Old State Capital Plaza Ste #333
Springfield, IL 62901

ACCREDITATION

Sigma Chi Leadership Institute is not accredited by a US Department of Education recognized accrediting body.

Non-Discrimination Policy

The Sigma Chi Leadership Institute embraces the requirements of federal, state, and local laws and does not discriminate, or tolerate harassment, on the basis of race, color, ethnicity, national origin, religion, creed, gender, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, parental status, pregnancy, family medical history, genetic information, political affiliation or any other protected category in the recruitment, selection, and subsequent treatment of students and/or employees. In accordance with Section 504, Rehabilitation Act of 1973 (P.L. 93-112), interested persons can obtain information with respect to the existence of location of services, activities, and facilities that are accessible to and usable at Sigma Chi Leadership Institute by physically challenged persons by contacting the Executive Director.

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ACADEMIC CALENDAR 2020-2021

Courses are offered throughout the academic year at Sigma Chi Leadership Institute (SCLI). The offering schedule is subject to change based on interest and need.

COURSE/ PROGRAM NAME	FALL 2020					SPRING 2021					
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Foundational Leadership						✓					
Authentic Leadership											
Values-Based Leadership											
Distance Leadership			✓								

CERTIFICATE IN TRANSFORMATIONAL LEADERSHIP



Program Length: 320 Clock Hours (12 Months)

Program Description: Transformational leadership is the practice by which leaders inspire and empower others to innovate and create change that will positively impact—both personally and professionally. The Certificate in Transformational Leadership is a 320-clock-hour program that enables students to stack Sigma Chi Leadership Institute's (SCLI's) individual leadership courses into a formal credential which highlights a range of leadership knowledge. Students gain a broad range of skills and abilities that can be applied on the job, in the community, or within personal relationships, setting graduates apart when seeking and gaining employment and pursuing other opportunities in life.

The Certificate in Transformational Leadership is the highest credential available at SCLI and demonstrates devotion to oneself, commitment to professional development, and dedication to achieving the objectives that make one a leader in every aspect of life.

Program Prerequisites: Admission to the Certificate in Transformational Leadership program requires the successful completion of a minimum of 240 clock hours of leadership curriculum offered through SCLI.

PROGRAM COSTS

For Community Students:

Registration Fee \$ 100
(non-refundable)

Tuition \$ 800

Books & Materials \$ 100
(non-refundable once received/accessed)

Total Cost \$ 1,000

For Sigma Chi Fraternity Members:

No tuition or fees are charged to Sigma Chi Fraternity members for the Certificate in Transformational Leadership program. Training is provided as a benefit of membership.

PROGRAM OBJECTIVES

Upon completion of this course, students will be able to:

- *Develop the alignment of personal intentions to that of an organization's vision, mission, and values in regard to self-leadership practices.*
- *Create practices that focus on the well-being of the team which fosters individual growth and development.*
- *Construct an approach to inspire change and action to solve problems in a leadership role.*
- *Apply values to key decisions within an organization to foster meaningful connections and results from team members.*

GRADUATION REQUIREMENTS

To earn the Certificate in Transformational Leadership, students must complete a combined 320 clock hours of the following required and elective courses.

- *Foundational Leadership — REQUIRED (80 Clock Hours)*
- *Values-Based Leadership — REQUIRED (40 Clock Hours)*
- *Authentic Leadership (80 Clock Hours)*
- *Distance Leadership (40 Clock Hours)*
- *Servant Leadership — COMING SOON (40 Clock Hours)*
- *Enduring Leadership — COMING SOON (80 Clock Hours)*
- *Adaptive Leadership — COMING SOON (40 Clock Hours)*
- *Innovative Leadership — COMING SOON (40 Clock Hours)*
- *Legacy Leadership — COMING SOON (40 Clock Hours)*

FOUNDATIONAL LEADERSHIP CERTIFICATE



SIGMA CHI
Leadership Institute

Program Length:

80 Clock Hours (30 Weeks)

Program Description: A foundational leader moves from the theoretical to the practical by analyzing the importance of symbolism within their personal and professional lives. In the Sigma Chi Leadership Institute's (SCLI's) Foundational Leadership course, students will embark on a path of self-discovery to build the foundation to become a leader and gain leadership skills that will serve them both personally and professionally. Students will gain an understanding that the growth and development of an organization's vision, mission, and values are integral in establishing foundational leadership qualities.

Upon completion of this 80-clock-hour course, students will be able to demonstrate essential life skills that lead to personal fulfillment and success and recognize distinct leadership possibilities and positions in order to ensure talent alignment within organizations.

Program Prerequisites:

There are no prerequisites beyond acceptance at SCLI.

Competencies Gained:

- Self-Management
- Values-Based Decision Making
- Versatility
- Resiliency

PROGRAM COSTS

For Community Students:

Registration Fee \$ 50
(non-refundable)

Tuition.....\$ 650

Books & Materials \$ 50
(non-refundable once
received/accessed)

Total Cost.....\$ 750

For Sigma Chi Fraternity Members:

No tuition or fees are charged to Sigma Chi Fraternity members for the Foundational Leadership Certificate course. Training is provided as a benefit of membership.

PROGRAM OBJECTIVES

Upon completion of this course, students will be able to:

- Articulate a clear understanding of the definition and framework of Foundational Leadership
- Explore the impact of organizational vision, mission, and values on personal development
- Analyze the integration of symbolism in storytelling and personal narrative
- Identify the distinct leadership positions within an organizational culture
- Integrate Essential Life Skills that will lead to personal and professional success

MODULES

Transformational Leadership: The Sigma Chi Proposition/ Advantage	2 hrs.
Intro to Foundational Leadership ...	5 hrs.
Preparation for Brotherhood	48 hrs.
Ritual for Life	11 hrs.
Intro to Officer Roles (Officer 101) ..	6 hrs.
The Quest for Resiliency	7 hrs.
Summative Assessment	1 hr.

Total Clock Hours 80 hrs.

ASSESSMENT SUMMARY

Online activities, including assignments and assessments, will count for 40% of the final grade. In-class participation and successful completion of activities, including projects and/or presentations, homework, and other activities described in the module syllabus, will account for 30% of the course grade. Completion of the reflective journal will account for 10% of the final grade. Lastly, a comprehensive final exam will count for 20% of the overall course grade. Students must achieve a minimum of 70% to pass the course and to be considered to have achieved the learning objectives.

AUTHENTIC LEADERSHIP CERTIFICATE



SIGMA CHI
Leadership Institute

Program Length:

80 Clock Hours (30 Weeks)

Program Description: Authentic leadership is rooted in an ability to recognize and celebrate passion and purpose that leads to transformational change. In the Sigma Chi Leadership Institute's (SCLI's) Authentic Leadership course, students will learn how to apply their core values to everyday situations, actions, and decisions. Gaining a deeper understanding of themselves through a SOCIAL STYLESM behavioral assessment and the main elements of emotional intelligence, students will assess their talent and aptitude in relation to various leadership opportunities within their community and their careers.

Throughout this 80-clock-hour course, students will strengthen their capacity for self-management, resiliency, and versatility, ultimately resulting in a more integrated lifestyle and leadership framework.

Program Prerequisites:

There are no prerequisites beyond acceptance at SCLI.

Competencies Gained:

- Self-Management
- Values-Based Decision Making
- Versatility
- Resiliency

PROGRAM COSTS

For Community Students:

Registration Fee \$ 50
(non-refundable)

Tuition.....\$ 650

Books & Materials \$ 50
(non-refundable once received/accessed)

Total Cost.....\$ 750

For Sigma Chi Fraternity Members:

No tuition or fees are charged to Sigma Chi Fraternity members for the Authentic Leadership Certificate course. Training is provided as a benefit of membership.

PROGRAM OBJECTIVES

Upon completion of this course, students will be able to:

- Articulate a clear understanding of the definition and framework of Authentic Leadership
- Assess the intersection between individual purpose and the ability to create positive change
- Employ decision-making skills that align with personal values and goals
- Identify the behavioral characteristics associated with different social styles
- Evaluate strengths and growth opportunities in relation to the main elements of emotional intelligence
- Identify the various ways gender impacts Authentic Leadership
- Discern the alignment between individual talent and the various leadership roles within the community

MODULES

Intro to Authentic Leadership	5 hrs.
Discovering Your True North	15 hrs.
Followership: Embracing the Vision	15 hrs.
Values-based Decision Making	5 hrs.
Social Styles: Intro to	
Self-Perception	10 hrs.
Emotional Intelligence.....	4 hrs.
Authentic Masculinity	15 hrs.
Serving My Chapter & Brothers (Officer 102)	10 hrs.
Summative Assessment	1 hr.

Total Clock Hours 80 hrs.

ASSESSMENT SUMMARY

Online activities, including assignments and assessments, will count for 40% of the final grade. In-class participation and successful completion of activities, including projects and/or presentations, homework, and other activities described in the module syllabus, will account for 30% of the course grade. Completion of the reflective journal will account for 10% of the final grade. Lastly, a comprehensive final exam will count for 20% of the overall course grade. Students must achieve a minimum of 70% to pass the course and to be considered to have achieved the learning objectives.

VALUES-BASED LEADERSHIP CERTIFICATE



SIGMA CHI
Leadership Institute

Program Length:

40 Clock Hours (30 Weeks)

Program Description: The heart of values-based leadership exists in the ability to apply principled beliefs and values to the various decisions and obstacles they encounter. In the Sigma Chi Leadership Institute's (SCLI's) Values-Based Leadership course, students will practice making decisions that align with their personal values and ethics.

Throughout this 40-clock-hour course, students will gain the knowledge and skills to manage self while growing in their capacity to be resilient and versatile in complex and challenging situations. Further, students will learn strategies to creating a positive personal brand on social media, as well as integrate best practices in the dimensions of wellness and holistic living.

Program Prerequisites:

There are no prerequisites beyond acceptance at SCLI.

Competencies Gained:

- Self-Management
- Values-Based Decision Making
- Versatility
- Resiliency

PROGRAM COSTS

For Community Students:

Registration Fee \$ 50
(non-refundable)

Tuition.....\$ 400

Books & Materials \$ 50
(non-refundable once
received/accessed)

Total Cost..... \$ 500

For Sigma Chi Fraternity Members:

No tuition or fees are charged to Sigma Chi Fraternity members for the Values-Based Leadership Certificate course. Training is provided as a benefit of membership.

PROGRAM OBJECTIVES

Upon completion of this course, students will be able to:

- Articulate a clear understanding of the definition and framework of Values-Based Leadership
- Apply a Value-Based Decision Making model to everyday situations and issues
- Analyze the influence of personal biases, beliefs, and ethics on decision making
- Develop a positive brand on social media that aligns with personal mission, purpose, and values
- Integrate research-based practices that lead to holistic and healthy living
- Evaluate ways in which individuals contribute to healthy or unhealthy culture

MODULES

Intro to Values-Based Leadership... 5 hrs.

Values-based Decision Making —

True Brotherhood 2 hrs.

Healthy Relationships 2 hrs.

Drinking Smart 2 hrs.

Clear Mind 2 hrs.

Living Well 2 hrs.

Voices 2 hrs.

Developing Your Brand..... 2 hrs.

Leadership Ethics..... 4 hrs.

SOAR 2.0 5 hrs.

Managing Your Brand (online) 4 hrs.

Dimensions of Living Well (online) .. 7 hrs.

Summative Assessment..... 1 hr.

Total Clock Hours **40 hrs.**

ASSESSMENT SUMMARY

Online activities, including assignments and assessments, will count for 40% of the final grade. In-class participation and successful completion of activities, including projects and/or presentations, homework, and other activities described in the module syllabus, will account for 30% of the course grade. Completion of the reflective journal will account for 10% of the final grade. Lastly, a comprehensive final exam will count for 20% of the overall course grade. Students must achieve a minimum of 70% to pass the course and to be considered to have achieved the learning objectives.

DISTANCE LEADERSHIP CERTIFICATE



SIGMA CHI
Leadership Institute

Program Length:

40 Clock Hours (30 Weeks)

Program Description: Distance Leadership requires the recognition of unique opportunities that remote-based teams provide to organizations and to each other; thus, leaders must foster meaningful connections between remote team members to the benefit of both the organization and the members. In the Sigma Chi Leadership Institute's (SCLI's) Distance Leadership Certificate course, students will gain the knowledge and skills to navigate industries reliant on remote work and digital leadership across blended platforms. Students will learn how to manage virtual teams, make the most of virtual communication tools, and motivate teams at a distance.

Upon completion of this 40-clock-hour course, students will have an understanding of the potential benefits and drawbacks of working with remote teams, how to create an environment of mutual respect and strong team dynamics, and the tools available to lead individuals and teams at a distance.

Program Prerequisites:

There are no prerequisites beyond acceptance at SCLI.

Competencies Gained:

- People Management
- Remote Communication
- Productive Collaboration
- Technology Integration
- Managing Change

PROGRAM COSTS

For Community Students:

Registration Fee \$ 50
(non-refundable)

Tuition.....\$ 400

Books & Materials \$ 50
(non-refundable once received/accessed)

Total Cost..... \$ 500

For Sigma Chi Fraternity Members:

No tuition or fees are charged to Sigma Chi Fraternity members for the Distance Leadership Certificate course. Training is provided as a benefit of membership.

PROGRAM OBJECTIVES

Upon completion of this course, students will be able to:

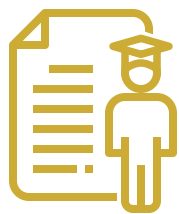
- Identify the leader's role to effectively manage a remote team
- Develop strategies to manage productive teams
- Appraise usability with remote team-management technologies
- Analyze approaches to establish effective communication across remote team members
- Interpret the challenges and opportunities related to diversity amongst remote team members

MODULES

Intro to Distance Leadership	5 hrs.
Generate Productivity	10 hrs.
Discover Tools and Technologies ..	10 hrs.
Establish Communication Effectiveness	10 hrs.
Understand the Role of Diversity ...	5 hrs.
Total Clock Hours	40 hrs.

ASSESSMENT SUMMARY

Synchronous engagement and participation is worth 10% and successful completion of activities, including projects, homework, and other activities described in the module syllabi, will account for 40% of the course grade. Completion of the project progress journal will account for 10% of the final grade. A final project will account for 20% of the overall grade while a comprehensive final exam will also count for 20% of the overall course grade. Students must achieve a minimum of 70% to pass the course and to be considered to have achieved the learning objectives.



ACADEMIC POLICIES

ADMISSIONS & ENROLLMENT

Entrance Requirements

The admissions requirements for the Sigma Chi Leadership Institute are as follows:

- High School diploma or the equivalent; and
- Access to computer/laptop and high-speed internet connection; and
- Meets program-level prerequisites, as applicable

Additionally, Sigma Chi Fraternity members must be in good standing with the fraternity.

Application & Enrollment Procedure

Prospective students apply for enrollment through iMIS (SCLI's Student Information System). Once all admissions requirements are verified, as well as that any member applicants are in good standing with the fraternity, SCLI accepts the prospective student application.

SCLI then issues an Enrollment Agreement (EA) for the prospective student's signature. The EA completed by the student is then accepted by SCLI and a copy of the fully executed EA is provided to the student in iMIS.

Community students pay for their course or program upon signing the enrollment agreement. A receipt for payment is issued to the student in iMIS.

Payment Method

Sigma Chi Leadership Institute accepts payment online via all major credit cards (Visa, MasterCard, AMEX, and Discover) or via electronic check.

ADVANCED STANDING & EXPERIENTIAL CREDIT

SCLI does not offer advanced standing or experiential learning credit.

TRANSFERABILITY OF CREDIT

Into the Institution

SCLI does not accept transfer credit from outside of the institution. However, students who have previously completed coursework at SCLI successfully, can apply that coursework to the related certificate program. Additionally, individual certificate courses that have been completed successfully may be applied to the Certificate in Transformational Leadership.

Out of the Institution

The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness, and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

ATTENDANCE AND TARDINESS

Students are expected to complete all components of their assigned modules. If scheduling conflicts occur (e.g., athletic or academic conflicts, emergencies), students are expected to notify their instructor in advance. Any missed session or activities must be made up within the same week. It will be the student's responsibility to meet with their instructor to review the materials missed.

Regardless of delivery method, in-person or online, student attendance is tracked using an LMS, which records both attendance and scores.

ACADEMIC DISHONESTY POLICY

Sigma Chi Leadership Institute is dedicated to preparing students with the strongest possible educational foundation for future success in the profession of their choosing. SCLI, therefore, has a firm policy against academic dishonesty, which is defined by the Institute as participating or assisting in any action intended to result in the improper award of credit for academic work.

Actions meeting this definition include, but are not limited to:

- Submitting another student's work as one's own
- Giving test questions or answers to, or receiving test questions or answers from, other students
- Copying, or allowing another student to copy answers or work during a test
- Using materials that are not permitted during a test
- The following acts will be considered plagiarism:
 - ✓ *presenting ideas and words of another as one's own*
 - ✓ *Using someone's production without crediting the source or giving incorrect information about the sources*
 - ✓ *Presenting an idea derived from an existing source as new and original*
 - ✓ *Failing to put a quotation in quotation marks and citing that quotation*
 - ✓ *Changing the words but keeping the sentence structure the same without giving credit, or copying so many words and/or ideas that it makes up the majority of the work*
- Copying, or having someone else prepare homework, papers, projects, reports, or take-home exams (except in those cases designated as group work by the instructor)
- Participating in, assisting with, or knowing about and failing to report any of the above or related activities

When it has been determined by an instructor or the administration that a student has engaged in academic dishonesty, SCLI will impose one or

more of the following sanctions on the offending student:

- Require the student to resubmit the assignment or complete a different assignment
- Issue a grade of zero for the assignment
- Issue a failing grade for the course
- Terminate the student from the class and place a permanent note on that student's transcript
- Suspend the student from the Institute

In determining sanctions to be imposed, the Institute will consider both the seriousness of the offense and any prior history of academic dishonesty.

COPYRIGHT POLICY

Digital Millennium Copyright Act (DMCA)

Individuals using computers and networks at SCLI are responsible for complying with copyright laws and SCLI's policy and procedures for computer use. The Digital Millennium Copyright Act (DMCA) of 1998 amends the federal copyright law to provide certain liability protections for online service providers when their computer systems or networks carry material that violates (infringe) copyright law.

The Digital Millennium Copyright Act specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include all of the following elements:

- a physical or electronic signature
- identification of the infringed work
- identification of the infringed material
- contact information for the complainant, e.g. address, telephone number, electronic mail address
- a statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner or the law

- a statement that the information contained in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the copyright owner.

Infringement claims should be sent to SCLI's Designated Agent: ***Jim Cogdal, Executive Director***

SCLI's users should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using SCLI's computer systems, networks, and internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include suspension, dismissal and other legal actions.

In addition to the complaint being handled by SCLI, copyright owners may also take direct legal action against alleged infringers, and subpoena SCLI for information about people sharing files. The No Electronic Theft (NET) Act provides for serious criminal penalties, including a fine of up to \$250,000 and a potential jail sentence. Lack of knowledge about copyright infringement laws will not excuse one from legal consequences, or from action by SCLI. It is your responsibility to be aware of the legality of your actions.

Copying Materials

Students, instructional staff, and administrative staff are not allowed to make copies of their textbooks or exams for themselves or their peers. Copying textbooks and other copyrighted material is against the law. Any student caught copying material (or in possession of copied material) will be in violation of the Student Code of Conduct and will be subjected to the full range of consequences.

Sigma Chi Leadership Institute requires compliance with applicable copyright laws in the use of instructional materials. The Copyright Act protects all types of expression or authorship

fixed in any tangible medium, including such as written works, paintings, sculptures, photographs, videos, recorded music, sheet music, computer programs, video games, architectural design, and choreography. It is important to note, however, that the Act does not protect the underlying facts or ideas in a copyrighted work — only the “expression” of those facts or ideas.

During the applicable term of protection, the author of the work possesses certain exclusive rights (which may be assigned to another party such as the publisher or distributor). These exclusive rights include: (1) the right to copy the work; (2) the right to create derivative works; (3) the right to distribute the work; and (4) the right to display, perform or broadcast the work. Therefore, before exercising any of these rights with respect to a given work, individuals must obtain permission from the copyright holder unless a statutory exception such as “fair use” applies or the work is in the public domain.

The Public Domain and Other “Free” Works

Copyright protection does not extend to works in the public domain, which include: (1) works for which the applicable term of protection has expired; (2) works published by the federal government (e.g., published by the Centers for Disease Control or the National Oceanic and Atmospheric Association); (3) works that lack sufficient originality or expression to qualify for copyright protection (e.g., unadorned calendars, indices, phonebooks, databases); and (4) works expressly donated to the public domain. Such works may be copied and used without the permission of the author or publisher.

Sigma Chi Leadership Institute students/instructors/staff who violate this policy are subject to appropriate disciplinary action. Serious violations of this policy may result in expulsion or discharge from SCLI. Individuals who violate state or federal copyright laws may also be subject to criminal/civil action by the appropriate agency or by the owner of the copyright.

CODE OF CONDUCT

Students are expected to behave maturely.

Students displaying disruptive behavior will be terminated from the program. Disruptive behavior includes, but is not limited to:

- harassing other students,
- abusive language,
- copyright violation,
- theft, or
- possession or being under the influence of drugs or alcohol.

TERMINATION POLICIES

SCLI may terminate any student enrollment if the student fails to meet academic requirements, fails to abide by the code of conduct, or is no longer a member of the Sigma Chi Fraternity, as applicable.

Students who behave inappropriately will receive a written warning. A second infraction of conduct policy will result in termination from SCLI.

One year after termination, the student may reapply for admission to an upcoming class. Readmission is not guaranteed.

STUDENT RECORDS

The Sigma Chi Leadership Institute (SCLI) maintains student records electronically and indefinitely. All student records are housed in SCLI's student information management system: iMIS. Student records include enrollment information, attendance, grades, academic progress, certificates issued, and transcripts.

Students have the ability to log into iMIS and access their academic records at any time including enrollments, grades, attendance at classes and events and assessment scores within program/courses, using their own unique ids and passwords.

Student records are preserved in perpetuity within the Sigma Chi Fraternity's member database and student information system. The records are lifelong for each member, so no academic records are expunged.

STUDENT PRIVACY POLICY/ FERPA

While SCLI is not under the regulation of the U.S. Department of Education, it follows the guidelines of FERPA (20 U.S.C. § 1232g; 34 CFR Part 99), which is outlined in the following section.

* * *

FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes*;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Additionally, schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

* * *

* Under the FERPA guidelines, specified officials to whom SCLI may disclose education records, such as grade reports, include Chapter Advisors, Grand Praetors, and the staff of the Private Business and Vocational Schools Division of Illinois Board of Higher Education. These education records are limited to courses and/or programs taken at SCLI, and do not include education records from the members' undergraduates institutions, to which SCLI does not have access.

ACADEMIC COMPLAINT & GRIEVANCE PROCEDURE

Please note: The Sigma Chi Leadership Institute (SCLI) uses the following policy and procedures to address academic complaints and grievances. The following policy is only used to address academic complaints that arise through formal SCLI activities and is a supplement to the general Sigma Chi Fraternity Complaint & Grievance policy and procedures (applicable to member students only).

All student conflicts or complaints should be directed to a Sigma Chi Leadership Institute (SCLI) faculty or staff member immediately. As a first step, the SCLI representative will facilitate an informal conversation between the two parties involved. If the complaint cannot be resolved through an informal conversation, the student can submit a formal, written complaint to the Executive Director.

The Executive Director will review the formal complaint within three (3) days. In the review of the complaint, the Executive Director may interview the individuals involved in the complaint and/or bring in another school representative who is not involved in the complaint to review the information and provide additional input on the matter. However, the final decision on any formal complaint remains with the Executive Director.

If the student is not satisfied with the decision issued by the Executive Director, they may appeal the decision within three (3) days. As part of the appeal, the student must explain in writing why they disagree with the decision and provide additional evidence, if possible. Documentation of original complaint, steps to resolve the grievance, and decisions will be documented. The document(s) will be kept in the student's record.

Any complaint that cannot be resolved by direct negotiation with this school may be filed with the Illinois Board of Higher Education in accordance with its written grievance policy.

Illinois Board of Higher Education

1 N. Old State Capitol Plaza; Suite 333
Springfield, IL 62701-1377

Phone: 217-782-2551

<http://complaintsibhe.org/>



FINANCIAL INFORMATION

TUITION & FEES

Sigma Chi Fraternity Members

No tuition or fees are charged to Sigma Chi Fraternity members for the Foundational Leadership Certificate course. Training is provided as a benefit of membership.

Community Students

The costs of the curriculum offering for community students are as follows:

<i>Certificate in Transformational Leadership</i>	
Registration Fee (non-refundable).....	\$ 100
Tuition.....	\$ 800
Books & Materials (non-refundable once received/accessed)	\$ 100
Total Cost	\$ 1,000
<i>Each 80-Clock-Hour Certificate/Course (Foundational Leadership, Authentic Leadership, Enduring Leadership)</i>	
Registration Fee (non-refundable).....	\$ 50
Tuition.....	\$ 650
Books & Materials (non-refundable once received/accessed)	\$ 50
Total Cost	\$ 750
<i>Each 40-Clock-Hour Certificate/Course (Values-Based Leadership, Servant Leadership, Adaptive Leadership, Innovative Leadership, Distance Leadership, Legacy Leadership)</i>	
Registration Fee (non-refundable).....	\$ 50
Tuition.....	\$ 400
Books & Materials (non-refundable once received/accessed)	\$ 50
Total Cost	\$ 500

Payment Method

Sigma Chi Leadership Institute accepts payment online via all major credit cards (Visa, MasterCard, AMEX, and Discover) or via electronic check.

CANCELLATION AND REFUND POLICY

Cancellation/Withdrawal Policy

Students have the right to withdrawal from training at any time by notifying the Sigma Chi Leadership Institute (SCLI). No monetary penalties or fees are charged to students who withdraw from training.

Refund Policy for Sigma Chi Members

None. As no tuition or fees are charged to Sigma Chi Fraternity member students, no refunds are offered.

Cancellation and Refund Policy for Community Students

Student's Right to Cancel

The student has the right to cancel the initial enrollment agreement until midnight of the 3rd business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

Cancellation Policy

A student who provides notice of cancellation prior to midnight of the 3rd business day after signing the enrollment agreement is entitled to a refund of all monies paid. If an applicant is rejected for enrollment or the course/program is canceled by the institution, a full refund of all tuition monies paid will be made to the applicant. If the program is canceled subsequent to enrollment, any monies paid by the student will be refunded.

If an applicant cancels after three (3) days but prior to the start of scheduled classes or never attends class, all monies paid less the non-refundable registration fee will be refunded.

Notice of cancellation can be made via any method: in-person, email, phone, or by mail.

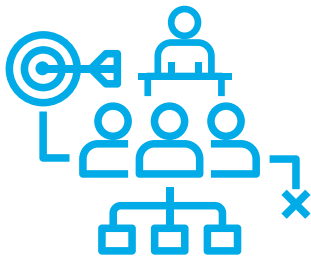
All refund amounts, whether from voluntary withdrawal or academic termination, will be calculated using the policy listed below. The date of the voluntary withdrawal or academic termination is considered to be the "Date of Determination."

Refund Calculation

Once the books and materials are received/ accessed by the student, they are considered "consumed" and are non-refundable.

Should a student voluntarily withdraw or be administratively terminated by SCLI after the start of class, SCLI will retain the non-refundable registration fee and books/materials fee. Tuition will be refunded on the following schedule:

- If the student voluntarily withdraws or is administratively terminated after the start of class but before 50% of the course/program is completed, a pro-rata tuition refund will be calculated. The pro-rata refund of tuition is computed based on the number of clock hours completed to the total course clock hours required.*
- After 50% completion of the program, no tuition refund is issued.*
- Any refund due will be made within 30 days of the date of determination.*



CONSUMER INFORMATION & PERFORMANCE DATA

Course/ Program Name	Certificate in Transformational Leadership	Foundational Leadership Certificate	Authentic Leadership Certificate	Values-Based Leadership Certificate	Distance Leadership Certificate
CIP Code	52.0213	52.0213	52.0213	52.0213	52.0213
1) The number of students who were admitted in the program or course of instruction as of July 1, 2019.	n/a*	n/a*	n/a*	n/a*	n/a*
2) The number of additional students who were admitted in the program or course of instruction between July 1, 2019, and June 30, 2020, and classified in one of the following categories:					
a) New starts	n/a*	n/a*	n/a*	n/a*	n/a*
b) Re-enrollments	n/a*	n/a*	n/a*	n/a*	n/a*
c) Transfers into the program from other programs at the school	n/a*	n/a*	n/a*	n/a*	n/a*
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period	n/a*	n/a*	n/a*	n/a*	n/a*
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	n/a*	n/a*	n/a*	n/a*	n/a*
b) Completed or graduated from a program or course of instruction	n/a*	n/a*	n/a*	n/a*	n/a*
c) Withdrew from the school	n/a*	n/a*	n/a*	n/a*	n/a*
d) Are still enrolled	n/a*	n/a*	n/a*	n/a*	n/a*
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	n/a*	n/a*	n/a*	n/a*	n/a*
b) Placed in a related field	n/a*	n/a*	n/a*	n/a*	n/a*
c) Placed out of the field	n/a*	n/a*	n/a*	n/a*	n/a*
d) Not available for placement due to personal reasons	n/a*	n/a*	n/a*	n/a*	n/a*
e) Not employed	n/a*	n/a*	n/a*	n/a*	n/a*

*New course/program offerings. No performance data is currently available.

Course/ Program Name	Certificate in Transformational Leadership	Foundational Leadership Certificate	Authentic Leadership Certificate	Values-Based Leadership Certificate	Distance Leadership Certificate
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	n/a*	n/a*	n/a*	n/a*	n/a*
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	n/a*	n/a*	n/a*	n/a*	n/a*
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	n/a*	n/a*	n/a*	n/a*	n/a*
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	n/a*	n/a*	n/a*	n/a*	n/a*
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	n/a*	n/a*	n/a*	n/a*	n/a*

*New course/program offerings. No performance data is currently available.



Sigma Chi

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