



S | **SUMNER**
COLLEGE
Oregon. Arizona.

2022 *College Catalog Addendum*

The logo for Sumner College features a large, stylized 'S' on the left, followed by a vertical line, and then the words 'SUMNER' and 'COLLEGE' stacked to the right. 'SUMNER' is in a red, serif font, and 'COLLEGE' is in a black, sans-serif font.

This school is a business unit of a corporation and is authorized by the State of Oregon to offer and confer the academic degrees and certificates described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the

Portland: Office of Degree Authorization, 255 Capitol St. NE Salem OR 97310

Phoenix: Arizona State Private Postsecondary Office at 1740 W. Adams, Suite 3008 Phoenix, AZ 85007

Sumner College is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504 Web: wtb.wa.gov Phone: 360.709.4600 Email Address: workforce@wtb.wa.gov

GRADING PROCEDURES

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Student Grades

Grades are submitted to the registrar by the instructors at the college. The instructors have 10 business days to submit their grades to the registrar at the end of the term. Grades will be available for viewing on the Student Portal.

Academic Grade Scale/Grade Point Equivalent		
94-100	A	4.0
90-93	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7
77-79	C+	2.3
74-76	C	2.0
70-73	C-	1.7
69 - Below	Fail	0.0
Incomplete	I	0.0
Withdraw	W	0.0
Transfer	T	0.0

Online Student Rights and Responsibilities

A student taking an online class or classes from Sumner College should consider these rights and responsibilities.

Students taking an online class or classes must:

- Demonstrate the technical and academic skills to be a successful online student; able to operate a computer and conduct internet functions necessary to complete an online class, and have the management skills to work independently.
- Have ready access to a computer and the internet and a backup plan if hardware or internet access fails.
- Use software that complies with the minimum requirements of software necessary to access and run the course.
- Download provided ebooks and related course programs.
- Log in and participate in an online class on a regular basis in a meaningful way.
- Know and comply with due date and deadline requirements of the course.
- Communicate with the instructor and fellow students in a professional, polite manner, using appropriate tone, language, grammar, and spelling.
- Know and understand student rights and responsibilities as detailed by the class syllabus and student handbook.
- Demonstrate commitment to academic honesty by completing assignments and other coursework with integrity.
- Monitor and ask questions about his/her course grade.
- Save backup copies of assignments and class emails.