

# STUDENT HANDBOOK

CODE

**OFFICIAL**

**ACCREDITATION**

PROGRAM





WABO Code Official Accreditation Program

# TABLE OF CONTENTS

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	Page Number
Message From The Dean	3
Student Responsibilities	4
Online Expectations	5
Communication And Participation	6
Course And Late Work Policy	7
Grading Policy	8
Academic Code Of Conduct	9
Grievance Procedure	11
End Of Course Survey	12
Pathway For Accreditation	13
Student Handbook Acknowledgement	14



WABO Code Official Accreditation Program

## MESSAGE FROM THE DEAN

Welcome to WABO's Code Official Accreditation Program (COAP).

The Washington Association of Building Official's Code Official Accreditation Program is a first-in-the-nation completely online program designed to provide in-depth training tailored to prepare individuals for positions within Washington State building departments. You are joining an elite group of individuals who will be the highly trained, highly skilled and in demand code officials of the future. It is WABO's commitment to help you achieve your career goals. Your employers (present and future) need staff with these skills. You will be the industry leaders of the next generation.

WABO instructors are highly experienced professionals with expert knowledge in the industry. Take advantage of the time you have with them and your cohort. This will prove to be the foundation for relationships that will carry on for many years to come. Be prepared to have the self-discipline necessary to participate in each class with all the challenges and demands of being a successful student. Make the commitment to yourself, your current or future employer and the industry to learn as much as you can. Challenge yourself to join the elite who have completed the entire program.

As I am sure you are aware, change is on the horizon as we pledge forward into the next generation of code officials. We are confronted with the realization that many of the most experienced and seasoned industry professionals have earned the right to move on. By committing to this program, you are skyrocketing learning opportunities while gaining institutional wisdom that our industry desperately needs.

We are embarking on a new chapter in the realm of the built environment. Now more than ever, this industry demands the highest level of technical knowledge, equally partnered with the soft skills necessary to navigate the many challenges that we encounter daily. That is the very purpose of this program to coalesce a holistic code official that has the expertise and confidence to address the endless competing priorities with an expert level of assurance.

This brief "**Student Handbook**" is intended to help you be a successful student. This packet provides much of the information needed to assure a successful experience. Please read through the sets of responsibilities and familiarize yourself with the processes.

We look forward to helping you achieve success this year and all the years you are in the WABO COAP program.

A handwritten signature in black ink that reads 'James Tumelson'.

James Tumelson, CBO, MCP, ACO  
Dean of Students and Committee Chair



WABO Code Official Accreditation Program

## STUDENT RESPONSIBILITIES

### STUDENT MUST HAVE

- \_\_\_\_\_ All required books *before the first week of class*
- \_\_\_\_\_ Computer or Tablet
- \_\_\_\_\_ Access to reliable internet

### STUDENT MUST ALSO

- \_\_\_\_\_ Complete a COAP registration form each quarter (3 times a year)
- \_\_\_\_\_ Complete a COAP enrollment agreement each quarter (3 times a year)
- \_\_\_\_\_ Pay all tuition and related fees
- \_\_\_\_\_ Complete the Course Evaluation Form each quarter
- \_\_\_\_\_ Attend every class
- \_\_\_\_\_ Complete readings, assignments, discussions, and quizzes on schedule
- \_\_\_\_\_ Practice professional behavior at all times
- \_\_\_\_\_ Follow all policies and expectations



WABO Code Official Accreditation Program

## ONLINE EXPECTATIONS

This handbook is intended to be a resource for students and will not necessarily address all situations that might arise now or in the future. WABO's Code Official Accreditation Program's main goal is to train future code administrators. As such, any activity or behavior that is not consistent with industry standards for public service will be addressed as they arise.

### **STUDENT ROLE IN ONLINE COURSES:**

WABO's online courses are designed to provide students with a safe and convenient way to learn and complete their course. However, WABO's online courses maintain the same quality and rigor that can be found in traditional classroom settings. These courses will challenge and help prepare students moving forward as a code professional. To complete their courses students will need to be motivated, dedicated, organized, and determined.

### **ONLINE PROFESSIONAL BEHAVIOR:**

WABO is dedicated to ensuring productive, safe virtual classrooms for all students and instructors. WABO students, instructors and staff represent a diverse community. Behaviors that do not support a respectful learning environment are not acceptable and will result in disciplinary action up to and including dismissal from the COAP program.

#### 1. Online Professional Behavioral Expectations:

- Awareness of intended audience (e.g., classes are meant for students currently enrolled in the course, and must not enter or share a class meeting with unauthorized individuals).
- General virtual etiquette (e.g., mute microphones when not speaking, raise hand virtually to ask a question, turn off camera if stepping away).
- Discussions (e.g., students can disagree with others but should do so respectfully and constructively).
- Privacy (e.g., students should consult with the instructor to receive permission to record the class).
- Communicate instances of disruptive behaviors to the proper instructor, administrator, or escalate the complaint when necessary.

#### 2. Examples of Unacceptable Online Professional Behavior:

- Offensive and/or inappropriate discussion posts or submissions.
- All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
- All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
- Harassment of others, either inside or outside of the course space.
- Inappropriate or confrontational email, classroom, group, or telephone communications.
- Violation of published school policies.



WABO Code Official Accreditation Program

## COMMUNICATION AND PARTICIPATION

COAP students are expected to be an active participant in the course. While students will not see classmates and instructor in person during class, courses are designed to include discussion and other forms of collaboration and communication. WABO COAP believes a student's success depends on regular attendance. Students are expected to log into their scheduled course weekly and participate in class activities, assignments, online discussions, and complete assessments. Students are expected to complete all assignments, assessments, and any other activities by the due date.

Students are strongly encouraged to contact their instructor if they have questions regarding course concepts and assignments. Students should contact their instructor well in advance of an assignment due date with questions or concerns. Some instructors may have set aside specific times to be available for phone conferences or virtual chat sessions if need for additional course-related support. When emailing questions to the instructor the response time is two business days (48 hours) except weekends and holidays identified on the academic calendar. If a response has not been received in the allotted time, contact the WABO COAP Administrative Office for further assistance.

### **TIME MANAGEMENT:**

Managing time is essential in virtual courses. Successful students are very organized in their studies and take ownership of their own learning. A recommended approach is to set aside specific time each day to focus on the coursework and studies. Ideally, the set time should be the same time each day.

### **STUDY ENVIRONMENT:**

Setting a consistent, familiar study environment is just as essential as managing time. If possible, students should find a well-lit setting that is free of distraction. Students should schedule course studies around the times they have access to a distraction-free environment as they may find they will make better use of their time.

### **COURSE MATERIALS:**

Students are responsible for maintaining course files, which include any files, papers, projects, assessments, presentations, etc. In addition to keeping a digital copy of files on a personal computer, tablet, or external storage device, students should also make use of a cloud-based storage solution (e.g., Dropbox, box.net, OneDrive). Once a course is completed, neither WABO nor the instructor is responsible for providing lost course-related digital files, resources, or materials.

### **COMPUTER SKILLS:**

Students will need to have basic computer skills. Students are expected to:

- Attend virtual class
- Open files in standard formats (e.g., MS Office documents, PDFs, and images (JPG, JPEG, GIF, and PNG))
- Create, save, organize, and maintain digital files
- Interact with the learning management systems (LMS)
- Communicate electronically
- Have basic knowledge of web browsing and searching



WABO Code Official Accreditation Program

## COURSE AND LATE WORK POLICY

In class students will be expected to demonstrate work habits that will help them succeed in the COAP program and a current or future workplace. These work habits include regular and prompt attendance – i.e., logging in regularly, submitting assignments on time, and refraining from distracting behavior.

**Regular participation is an expectation in class.** In order to keep up with class, weekly activity is required.

Email communications should include title of assignment or subject matter being referenced and identified. It is always appreciated to address the instructor by name. The more information and clarity included in the email the better the likelihood of a complete and quick response. Please keep in mind that instructors always try to respond to emails within 48 hours unless it is a weekend or holiday.

- **DUE DATES:** Due dates are the last date the assignment should be turned in. Students may turn in assignments anytime during the week the module is open, but if the assignment is submitted after the due date, it will be considered late. Due dates for each assignment, quiz, and discussion post are outlined in the class syllabus.
- Instructors **DO NOT** accept emailed assignments. This is so none of the work gets overlooked or lost.
- **All** assignments (unless otherwise stated) are to be typed with page numbers and student name clearly identified on each page. Instructors do not accept hand-written papers (The exception to this are worksheets. Those worksheets can be printed, filled out by hand, and scanned to Canvas).
- Please be aware **if the work submitted cannot be viewed, credit may not be received.** For example, Google Slides requires permission to view and if a presentation is submitted as a Google Slides presentation without permission, credit will not be received for that assignment. Always be sure that work uploads properly to Canvas. Also, be aware that “Pages” and similar programs are proprietary to Apple and cannot be accessed using Microsoft. Please do not use these programs.
- **LATE ASSIGNMENTS:** Will not be accepted except in cases of serious illness or other hardship beyond the student’s control. Notify the instructor by email if there are extenuating circumstances that will cause an assignment to be turned in late. In those cases, the assignment will be worth up to 50% of the original credit. Late work will only be accepted up to **one week** after the original due date. Second chances on an assignment will **only** be granted by permission.
- **Quizzes, Final Exam, Capstone Project & End of Course Survey will not be accepted late. NO EXCEPTIONS!!**
- Weekly discussions are the online equivalent of group discussions that happen organically in a normal classroom setting. Online discussions are an exchange of ideas and a chance to get to know each other and the assigned material. The discussions are a two-part process. The initial response to the discussion subject for that week should be submitted by Wednesday at 11:59 PM. After the initial post is submitted, the expectation is to comment/respond to two other classmates’ posts by Sunday at 11:59 PM. The posts should add value and promote further conversation. See the discussion post rubric in the Syllabus on how discussions will be evaluated.



WABO Code Official Accreditation Program

## GRADING POLICY

At the beginning of each course the instructor will provide every student with the grading criteria for that course. The quality of a student’s performance in a course is recognized by a grade.

WABO Instructors use the following grading scale:

<b>GRADING SCALE</b>			
LETTER GRADE	PERCENT GRADE	LETTER GRADE	PERCENT GRADE
A+	97 - 100	C+	77 - 79
A	93 - 96	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	65 - 66
B-	80 - 82	F	BELOW 65

**Grades will be reported as a percentage – not a letter grade in Canvas. Grades will be reported as a letter – not a percentage on the Student Transcript.** Students must successfully complete the current quarter with a minimum score of 65% in order to advance to the next quarter. If a student stops attending and does not withdraw from the course, a grade of “F” will be recorded on the permanent record. *Students who fail to satisfactorily complete the course may re-enroll when the course is offered again.*

### INCOMPLETES:

In the event a student is performing at a passing level but does not complete all the requirements of a course during the scheduled quarter, a **grade of Incomplete** may be given. A student must complete and submit the missing work, as directed by the instructor, prior to the end of the second week of the following quarter. If a student fails to complete the work by the deadline the Incomplete reverts to a grade of “F”. If an Incomplete is earned in the spring quarter, missing work must be submitted prior to the end of the second week of summer vacation.

### WITHDRAWALS/DROPS:

A student may withdraw from class at any time during the quarter and receive no credit or CEU's. Withdrawal notice must be submitted in writing to the WABO COAP Administrative Office by mail or email, the instructor cannot withdraw a student. Without written notice the student continues to be enrolled in class, and attendance and course work will be expected. A student who stops attending class and does not properly withdraw will receive a grade of “F”. Once proper notification is given, the student will be removed from the class roster. Students working towards certificates of completion and accreditation will need to re-register and complete class when offered next. The student may be eligible for all or partial refund of fees based upon the date notice was received but will not be eligible for scholarship reimbursement for the class.

### GRADE REPORTS/TRANSCRIPTS:

Students will receive a grade report at the end of each quarter through the LMS dashboard. Requests for transcripts must be submitted in writing to the WABO COAP Administrative Office. Transcript requests will not be approved if the student has not fulfilled all financial obligations, such as outstanding tuition and/or fees. Please allow up to two weeks to receive a transcript.





WABO Code Official Accreditation Program

## ACADEMIC CODE OF CONDUCT

The WABO Code Official Accreditation Program (COAP) expects students to fulfill their academic obligations through an honest effort. Dishonesty violates the code of ethics expected of students and is considered a serious offense subject to disciplinary actions. Academic dishonesty is considered any act of course-related dishonesty including, but not limited to, cheating, plagiarism, and fabrication.

- Cheating includes, but is not limited to, using, or attempting to use, give, or obtain any material, assistance, unauthorized collaboration, or source which has not been authorized to satisfy any expectation or requirement in an instructional course, or obtaining, without authorization, test questions, answers, or other academic material that belongs to another individual relating to the completion of an academic assignment.
- Plagiarism includes, but is not limited to, using, or attempting to use, another individual's ideas, writings, or other work in an instructional course without properly citing the ideas, writings, or work of the individual in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
- Fabrication includes, but is not limited to, falsifying data, information, or citations in completing an academic assignment and also includes, but is not limited to, providing false or deceptive information to an instructor concerning the completion of an assignment.
- Academic dishonesty also includes, but is not limited to, submitting in an instructional course either information that is known to be false, while concealing that falsity, or work that is substantially the same as that previously submitted in another course without the current instructor's approval.
- No individual shall be allowed to withdraw from a course or the program to avoid the consequences of academic dishonesty.

### **ACADEMIC DISHONESTY PROCEDURE:**

Generally, the instructor is responsible for handling instances of actual and potential academic misconduct consistent with the following:

The instructor who, upon investigation, suspects a student of academic misconduct will, if possible, confer with the student and allow for their input.

- If the instructor determines the student is not responsible for engaging in academic misconduct, the matter will be considered resolved and no further action will be taken.
- If the instructor determines the conduct at issue was unintentional, the violation will be explained and a penalty or disciplinary action appropriate to the conduct (Ex: written warning, reduction in points, make up assignment, etc.) may be imposed at the discretion of the investigating instructor. The Dean of Students and the WABO COAP Administrative Office will be notified in writing of the incident and the outcome.
- If the student admits responsibility for academic misconduct, or if the student is otherwise found responsible for the academic misconduct, the investigating instructor may award an "F" on the assignment or impose other penalties or disciplinary action in addition to the penalties stated in the syllabus. The student will be notified in writing the results of the instructor's decision. The Dean of Students and the WABO COAP Administrative Office will be notified in writing of the incident and any action taken.



WABO Code Official Accreditation Program

## ACADEMIC CODE OF CONDUCT

(Continued)

- The instructor and/or Dean of Students can elect to pursue behavioral misconduct consequences for the academic misconduct by referring the issue to the Code Official Accreditation Program Committee for further disciplinary action.

### **DISCIPLINARY SANCTIONS AND TERMS AND CONDITIONS:**

Disciplinary sanctions may be imposed upon students found to have violated academic code of conduct.

- **DISCIPLINARY WARNING:** A verbal statement to a student that there is a violation and continued violation may be cause for further action.
- **WRITTEN REPRIMAND:** Notice in writing that the student has violated one or more terms of the code of conduct and continuation of the same or similar behavior may result in more severe disciplinary action.
- **DISCIPLINARY PROBATION:** Formal action placing specific conditions and restrictions upon the student's continued attendance depending on the seriousness of the violation. Disciplinary probation may include, but is not limited to, suspension or dismissal from the program. Such action will take effect immediately without further review. Probation may be for a limited time or may be for the duration of the student's attendance in the program.
- **DISCIPLINARY SUSPENSION:** Dismissal from the program for a stated period of time. Tuition or fees for the quarter disciplinary suspension is imposed are forfeited.
- **DISMISSAL:** The revocation of all rights, privileges, and exclusion from the program without the possibility of return. Tuition or fees for the quarter in which this action is taken are forfeited.

### **GUIDELINES FOR STUDENT APPEAL:**

A student may appeal the findings and/or penalty determined by the instructor. The student must initiate the appeal process by filing a written request with the WABO COAP Administrative Office within three (3) business days of receiving the instructor's written decision. The written request will be forwarded to the Dean of Students. The Dean of Students will review the appeal request and determine if there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the instructor's decision.

If a decision is made to reconsider the instructor's initial determination, the Dean of Students will allow all parties the opportunity to submit information they would like considered. The Dean of Students will review all information provided by the parties and shall reach a determination. Each party will be notified in writing of the Dean's decision. Based on the nature of the circumstances of each confirmed violation the Program reserves the right to impose discipline, up to and including dismissal.

There are cases where the allegations and potential consequences are so serious and complex that the matter will be submitted, at the outset, to the Code Official Accreditation Program Committee for investigation and disposition. Decisions regarding student appeals ultimately rest with the Code Official Accreditation Program Committee and Dean of Students. Decisions made by the Dean are final.



WABO Code Official Accreditation Program

## **GRIEVANCE PROCEDURE**

Washington Association of Building Officials strives to be fair to all students, faculty, and staff. However, if a student or Instructor has a grievance – the following procedures are followed:

Student grievances must be submitted in writing to the WABO COAP Administrative Office. A student may appeal the findings and/or penalty determined by the instructor. The student must initiate the appeal process by filing an appeal request with the WABO COAP Administrative Office within three (3) business days of receiving the instructor's written decision. The written request will be forwarded to the Dean of Students. The Dean of Students will review the appeal request and determine if there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the instructor's decision. Each party will be notified in writing of the Dean's decision. The Program reserves the right to impose discipline, including up to dismissal, based on the nature and circumstances of each confirmed violation. Decisions regarding student appeals ultimately rest with the Code Official Accreditation Program Committee and Dean of Students. After a decision has been made by WABO COAP, if a student chooses to pursue the grievance further, a complaint may be made to the Workforce Training and Education Coordinating Board, PO Box 43105, Olympia, WA 98504, (360) 709-4600



WABO Code Official Accreditation Program

## END OF COURSE SURVEY

At the end of each quarter students will be asked to complete a brief survey about their experience with registration, class, instructor, and overall satisfaction with the program. The student's feedback on these surveys assists the WABO Code Official Accreditation Program Committee identify possible areas of improvement. The following is a sample survey that will be available through the LMS dashboard to all students.



WABO Code Official Accreditation Program Committee appreciates you taking the time to participate in this voluntary survey. For your participation you will receive 5 extra credit points towards your overall grade and know that your answers/comments are anonymous. All responses whether positive or negative will be reviewed to help improve the program. Space is given at the end of the survey to expand on your experience.

**Question 1: I would take another course from this instructor.**

- Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

**Question 2: I would recommend this class to my colleagues.**

- Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

**Question 3: The course learning objectives were clearly defined, understandable, and the instructor met these expectations.**

- Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

**Question 4: The online Canvas platform was easy to navigate and use.**

- Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

**Question 5: The class registration and payment process was clear and understandable.**

- Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

**Question 6: What did you like the most about this class?**

- Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

**Question 7: What did you like the least about this class?**

- Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

**Question 8: Please add any additional comments regarding the instructor, coursework, online environment, registration, or technical support you feel we should know.**



WABO Code Official Accreditation Program

## PATHWAY FOR ACCREDITATION



### COMPLETION CERTIFICATE:

Upon successful completion of each year the student will be awarded a WABO Code Official Accreditation Program Certificate of Completion. The Certificate of Completion will be mailed to each student within 30 days from the date final grades are to be posted.

### ACCREDITATION CERTIFICATE:

Upon successful completion of each year, and if the student has completed the required International Code Council (ICC) certificates the student will be awarded a WABO Code Official Accreditation Program Certificate of Accreditation. The Certificate of Accreditation will be mailed to each student within 30 days from the date final grades are to be posted.

Accreditation expiration dates are based on the student's ICC certification expiration date. A list of all actively accredited professionals will be posted on WABO's web site. ICC certifications that are used to obtain accreditation must remain current for the accreditation to remain active. To maintain WABO accreditations, renewal notices will be sent to the address on file prior to expiration dates. Accreditation renewal fees will be denoted on renewal notices.



WABO Code Official Accreditation Program

## STUDENT HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Student Handbook. I have read the handbook and understand all the policies and expectations. I agree to be responsible for following all policies and expectations of the program and understand the consequences for failing to follow the requirements. I understand that this handbook may be amended during the year without notice. This handbook in the latest version will be available on the WABO website ([www.wabo.org](http://www.wabo.org)) and is applicable to all students upon the implementation of any change. The administration will endeavor to notify all students of any changes to the handbook as soon as practical.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

EXAMPLE