



The  
**Wedding Planning  
Institute**

a division of Lovegevity, Inc.

Lovegevity's Wedding Planning Institute

Student Handbook

Certified Wedding & Event Planner Course



# The Wedding Planning Institute

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Dear Future Certified Wedding & Event Planner,

Thank you for choosing Lovegevity's Wedding Planning Institute to help achieve your Certified Wedding & Event Planning Business dreams!

Whether you are a veteran consultant or still looking forward to your first big day, your experience at LWPI will provide you with everything you need to plan, build, and succeed in your own wedding and event planning business.

In addition to the regular course material, we have included templates, resources, industry information, and samples as a guide for you to complete the requirements and learn the skills necessary for success. Take the starting points we provide and get creative with crafting your ideal business model.

This handbook provides guidelines designed to help you make the most of your time at LWPI.

Good luck with your business and remember that the only way to fail is to quit.

May all your dreams come true!

Sincerely,

Cho Phillips  
CEO, Lovegevity, Inc.



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## Mission

The Wedding Planning Institute was founded with the sole purpose of providing aspiring wedding planners with the best possible education. The Institute is dedicated to the highest standards, offering wedding planning certification, business fundamentals, continuing education classes and seminars.

Because the wedding planner plays such an integral role in the planning of a couple's most important day, there is much to learn in the way of planning, budgets, working with vendors, contracts, revenue channels, not to mention keeping up with the latest trends in bridal fashion, color choices and wedding design.

To address the demands of the industry our programs are created for real-world application including experiential learning. This includes role-playing, vignettes and other ways to practice for actual business objectives or work settings in the day-to-day of wedding planning.

All curriculum is developed utilizing a dynamic, interactive teaching method, focused on clearly expressed concepts and principals derived from research-based theories of adult learning.

Our career counselors work closely with all students to understand their needs and to design educational career paths that provide the experience, engagement and competency needed to achieve the student's objectives. Our core instructors hold a Masters Degree in Education and have combined experience of over 150 years in the wedding industry from various specialties and backgrounds.

The Wedding Planning Institute is available to students who are interested in receiving the industry's premier education in the business of planning weddings and social events. This Certification program has been accepted by Colleges and Universities around the United States as the standard curriculum and business training for wedding professionals.

Graduates of The Wedding Planning Institute are the top performers in the industry and we wouldn't have it any other way.



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## Code of Ethics

The Wedding Planning Institute encourages all graduates to set a standard for the wedding industry that focuses on ethics, professional behavior, and working together to provide better services and an overall better experience for our clients. With these efforts, we expect to see continued growth for wedding professionals and the industry we love.

- Remember the Golden Rule and treat others as you would like to be treated both personally and professionally.
- Use honesty, respect, and integrity as your guide in building your business.
- Exhibit professional and ethical behavior at all times.
- Communicate completely with your clients regarding prices, service or product descriptions, and contractual obligations.
- Settle all disputes professionally and promptly.
- Always return phone calls to current as well as potential clients.
- Treat other wedding professionals with respect.
- Assist in the advancement of the wedding industry by helping to educate the public and potential wedding professionals.
- Observe all laws and obtain any license(s) required by law to operate your business.
- Honor all agreements made with clients, suppliers, and service providers.
- Your business is only as good as your reputation. Build them both wisely.

## Values and Behavioral Standards Nondiscrimination Policy

It is the policy of LWPI not to discriminate on the basis of race, color, nationality or sex in its admission policy, educational programs or employment policies, in compliance with all applicable federal regulations. This school is authorized under federal law to enroll non-immigrant alien students.



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## Academic Policies

### Academic Integrity

Everyone who participates in the educational process at LWPI is expected to pursue honesty and integrity in all aspects of their academic work. Academic dishonesty is considered a serious offense because it violates the standards of the educational community, jeopardizes the growth and learning of the individual, and is unfair to those who do their work with integrity.

#### LWPI defines academic dishonesty as:

Cheating – misrepresenting who you are or your work and test being completed by someone other than you.

Plagiarism - representing the writings, words or ideas of another as one's own, or copying material from a resource without proper acknowledgment.

Sabotage - willfully damaging or impeding the academic work of another person.

Fabrication/falsification - altering or inventing any information or study aids. This includes falsification of academic records, forgery and modification of computer records without permission.

Aiding and abetting - helping or attempting to help another commit an act of academic dishonesty.

Cases of academic dishonesty are first handled between instructors and students.

Depending upon the severity of the case, consequences may range from partial credit after work is redone. As in all situations where a member of the college violates the behavioral and academic expectations of the community, opportunity for restoration and restitution will be extended to those willing to work to correct the situation and reconcile with LWPI.

### Privacy Rights/FERPA

Student records are protected under the Family Education Rights and Privacy Act of 1974, as amended. [Family Policy Compliance Office \(FPCO\) Home](#)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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.



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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. However, 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.

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. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.



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For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **Problems with an Instructor**

Occasionally a student may find cause to question the action of an instructor regarding requirements of a course, teaching effectiveness, comments made in a class that seem derogatory or inflammatory, criticism of the student, general performance, or sanctions given for academic dishonesty. Students should first discuss their concerns with the instructor. If the student and faculty member cannot resolve the issue satisfactorily or if the student does not feel comfortable speaking directly with the instructor, the student should consult with the Program Manager.

## **Complaints**

Complaints are addressed on an individual basis. Lovegevity maintains set standards and regulations through compliance records, site security and a standardized procedure to submit a complaint.

## **Types of complaints appropriate for investigation**

Professional conduct is exemplified by a way of life rather than simply by a set of regulations which must be obeyed. Each violation of the standards diminishes the dignity and credibility of the entire profession.

An important responsibility for the protection of the profession rests in LWPI and partnered colleges. Therefore, LWPI offers the following Code of Ethics to be embraced by the faculty/student body:

- To be honorable at all times and to possess integrity in its fullest sense
- To neither permit nor accept that which is not just
- To refrain from lying, cheating, stealing or intentionally misleading or deceiving anyone as to the known facts
- To refrain from other forms of unethical or unprofessional conduct



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Some definitions of unethical conduct are:

1. Lie - to deliberately make an untrue written or oral statement or to deliberately create a false impression through words or actions.
2. Cheat - to mislead intentionally or defraud or to endeavor to mislead or defraud another. To use unauthorized assistance in submitted work or examinations designed to represent one's own effort.
3. Collusion - to agree to or cooperate for an unethical or deceitful purpose.

**Outline how a complaint regarding a certificate holder may be filed, under what circumstances a complaint will be accepted, and the process for investigating complaints and making disciplinary decision.**

## **1<sup>st</sup> Offense Outline**

1. Report of violations received in writing
2. Investigation of violation provides documented proof
3. If it's a First offense violation the following disciplinary procedures apply:
  - a. Disciplinary probation for 3 months
  - b. Restitution for or replacement of any lost or damaged property, as appropriate and determined by the College Program Manager and Executive Director; and in incidents of academic dishonesty, an academic penalty, up to and including a failing grade in the course, will be determined by the Course Director.

## **Non First Offense Outline:**

1. If an incident is not a first offense, as specified in Section 3, then the procedures of this section shall apply.
2. The Course Director and College Program Manager, shall investigate the allegations that a student has violated one or more of the rules of the course program.
3. If the allegations are determined to be insubstantial or of a minor nature that can be handled informally without initiation of disciplinary proceedings, the Course Director will notify, in writing, the person filing the complaint, the student and the Program Director/Program Manager of this decision.
4. If the investigation reveals that the evidence presented substantiates a likely breach of professional conduct, the Course Director shall prepare a written notification to the student to be either hand delivered, with written acknowledgment of receipt or sent by certified mail, return receipt requested, containing the following:
  - a. A statement of the charge(s) against the student with a description documenting the alleged violation(s);
  - b. A list of the witnesses furnishing the evidence supporting charges.



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- c. A statement of the date, time and place of the hearing on the charges (the hearing will be held not less than 10 days nor more than 21 days from student receipt of the letter);
- d. A statement which informs the student that if the charges are disputed, the student may choose to appear at the hearing or waive that right in writing;
- e. A copy of the procedural guidelines for due process; and
- f. A listing of potential penalties if the student is found guilty.

## **Procedures for students to appeal a disciplinary action or unfavorable decision made by LWPI**

### **Right to Appeal**

1. Within 10 school days after the student has been notified of the decision, the student may appeal the decision of the Program Manager and/or Course Director Review Committee to the Executive Director.
2. The appeal must be in writing and specifically state the reason for the appeal and what action, by the Executive Director, is sought. The Executive Director may appoint up to three individuals to hear and review the appeal.
3. The Executive Director's decision will be based only on the evidence presented at the hearing.
4. The Executive Director may approve, reject or modify, in whole or in part, the decision and/or assessed penalty in question. His/her decision is final. Should the Executive Director choose to reject or modify the decision in question, he/she will clarify his/her position to the appropriate parties.
5. While the response to the graduate student's appeal is pending, the student will be allowed to remain in class, in his/her program.

### **The committee responsible for reviewing appeals and making a final decision**

The committee responsible for reviewing appeals and making a final decision include:

- The Executive Director
- Director of Education
- Certification Director
- Certification Manager
- Instructor Support Liaison
- Program Manager

### **Procedures to be followed in the event that a student misrepresents his/her identity or eligibility status, gives or receives unauthorized assistance on the test, or engages in other violations of established policies**



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## Procedures for Handling Written Complaints

### Report of Violations

- 1) Any alleged violation of this Code of Conduct will be reported, in writing, to the Program Manager or Course Director, by the complainant(s) within 15 school days of the violation becoming known to the complainant(s).
  - a) If the violation becomes known to the complainant while the complainant is at an off-campus site, the 15 school day period shall begin at the time the complainant returns to campus.
  - b) Upon receipt of the complaint, the Program Manager or Course Director will ascertain whether the alleged violator has been involved in any prior violation(s).
  - c) If there has not been a previous violation, the Program Manager or Course Director will then determine whether the incident qualifies as a first offense, in keeping with the provisions of first offense procedures. If the incident is not a first offense or the Program Manager or Course Director determines that the incident does not qualify as a first offense, the case will be handled in keeping with the provisions of a non first offense process.

### First Offense Violations

- 2) Alleged violations of this Code of Conduct may be handled as first offenses if the following conditions are met:
  - a) The alleged violator has no prior record of violations of this Code of Conduct
  - b) The complainant agrees that the incident should be handled as a first offense
  - c) The alleged violator agrees that the incident should be handled as a first offense.
  - d) The Program Manager or Course Director agrees that the incident should be handled as a first offense.
  - e) In all cases, the Program Manager or Course Director shall have the authority to deny first offense classification to an incident and to require that the incident be handled as a regular case, in keeping with Section E.

### First Offense Disposition Procedure

- 1) If all of the conditions cited in Section 2 are met, an incident may be disposed of as a first offense and the disciplinary action will be imposed by the Program Manager or Course Director.
  - a) The alleged violator must sign a written admission that the violation took place and that the facts reported are accurate. This admission will be recorded by the Program Manager and/or Course Director as a record of a violation of this Code of Conduct
  - b) In cases handled as first offenses, the following penalties will be imposed.
    - i) Disciplinary probation for the next three consecutive months



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- ii) Restitution for or replacement of any lost or damaged property, as appropriate and determined by the Program Manager or Course Director; and
- iii) in incidents of academic dishonesty, an academic penalty, up to and including a failing grade in the course, will be determined by the Course Director.

## **Non First Offense Case Investigation Procedures**

1. If an incident is not a first offense, as specified in Section 3, then the procedures of this section shall apply.
2. The Course Director and College Program Manager, shall investigate the allegations that a student has violated one or more of the rules of the course program.
3. If the allegations are determined to be insubstantial or of a minor nature that can be handled informally without initiation of disciplinary proceedings, the Course Director will notify, in writing, the person filing the complaint, the student and the Program Director/Program Manager of this decision.
4. If the investigation reveals that the evidence presented substantiates a likely breach of professional conduct, the Course Director shall prepare a written notification to the student to be either hand delivered, with written acknowledgment of receipt or sent by certified mail, return receipt requested, containing the following:
  - a. A statement of the charge(s) against the student with a description documenting the alleged violation(s);
  - b. A list of the witnesses furnishing the evidence supporting charges.
  - c. A statement of the date, time and place of the hearing on the charges (the hearing will be held not less than 10 days nor more than 21 days from student receipt of the letter);
  - d. A statement which informs the student that if the charges are disputed, the student may choose to appear at the hearing or waive that right in writing;
  - e. A copy of the procedural guidelines for due process; and
  - f. A listing of potential penalties if the student is found guilty.

## **Right to recall or nullify the certificate document in the event individuals have violated program requirements or policies**

- Notification of suspension
- If a student has allegedly breached course or college partner ethics in such a way that there is a reasonable concern for the public and the profession, action may have to be taken in the best interest of the individuals involved and the College.
- Such action taken by the College Program Manager and Executive Director may result in written notification of suspension of the student from the Course, Alumni, and Student Center, pending final disposition of the case and possible nullification of certificate.



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## **Solicitation Policy**

Solicitation is prohibited at LWPI. Any notices posted in the LWPI online student center community must be approved by the Student Services Office.

Address and phone numbers of students may not be given out to anyone other than another LWPI official.

## **Health, safety and Security, Alcohol and Drug Policy**

### **Prevention Program**

In accordance with the Drug Free Schools and Campuses Act (34 C FR part 86) certification, LWPI has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of its activities. Federal regulations also mandate that each employee and student receives a written notice of these policies. Therefore provided here for the benefit of each student and employee are standards of conduct, and legal and disciplinary sanctions for unlawful possession, use and/or distribution of illicit drugs and alcohol.

### **Standards & Conduct**

LWPI recognizes that drug and alcohol abuse is a major societal concern and problem. Such abuse leads to health problems, decreased productivity, crime and a general weakening of our world's moral fabric. Alcohol and drug abuse is especially destructive to the education process, inhibiting educational, social and interpersonal development. It is for these reasons and our commitment to abide by our standards as an educational/technical institution that all students and employees are strictly prohibited from unlawful possession, manufacture, use, and/or distribution of illicit drugs and alcohol on property owned or used by the institute. As a member of the LWPI community, you are also prohibited from using or serving drugs or alcohol as part of any LWPI sponsored activity, whether on or off site. This policy extends to sites such as partnered college and LWPI classrooms.

### **Legal Sanctions**

Students or employees found in violation of any LWPI policies or any local, state or federal law regarding the use, possession, or distribution of alcohol or other drugs will be subject to legal penalties in addition to any appropriate LWPI personnel or disciplinary action.



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## **Alcohol**

LWPI's policy with respect to alcohol follows the laws of each applicable State. All persons, regardless of age or status, are governed by the laws and regulations of their resident state.

## **Illegal Drugs**

Federal and State laws on drug abuse provide for stringent penalties for illegal possession, manufacture, cultivation, sale, transportation, use or administration of any narcotic drug; more stringent penalties for those convicted of previous narcotics offenses than for first offenders; and extremely stringent penalties for those who in any way involve minors in the use of narcotics. A person is subject to prosecution if he or she illegally uses or is under the influence of narcotics, or knowingly visits a place where illegal narcotic use is occurring.

## **Disciplinary Process/Responses**

As in all disciplinary actions, LWPI personnel attempt to deal restoratively toward renewal of health and reconciliation in matters such as drug use. All students and employees are expected and required to obey the law.

Any student or employee who engages in conduct that is prohibited by lwpi standards, or by federal, state, or local law is subject to either student discipline, appropriate personnel action, or legal sanction.

Any employee or student who is found unlawfully using, dispensing, or selling controlled substances will be subject to disciplinary action including requirements of immediate ceasing of this activity and participation in rehabilitation counseling. Successful rehabilitation is a condition of continued employment. Drug abuse in the workplace may result in suspension and/or termination. Any use of an unlawful substance, or giving or selling of such to students or employees is grounds for immediate expulsion. Guidelines and procedures regarding LWPI discipline and disciplinary sanctions are included in the Student Handbook and the Employee Handbook.

## **Health Risks**

Alcohol and other drug use, misuse, and abuse are complex behaviors with many determinants at both the cultural and the individual levels. Awareness of the deleterious effects of any drug/alcohol is imperative for an individual's well-being or survival. Negative consequences may be exhibited through physical dependence (the body's learned requirement of a drug for functioning) and/or psychological dependence (the experience of persistent craving for the drug and/or a feeling that the drug or alcohol is a requirement for functioning). Abuse of any drug or alcohol whether licit or illicit may



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result in marginal to marked and temporary to permanent physical and/or psychological damage, even death. Since many of the illicit drugs are manufactured and sold illegally, their content varies and may contain especially harmful ingredients or amounts. Many consequences of drug/alcohol use are severe and can be permanent. Some of the consequences are:

- Behavioral and physiological changes
- Impaired judgment
- Violence (including acquaintance rape, domestic violence, impaired driving)
- Impaired immune system
- Reproductive difficulties/sterility
- Elevated blood pressure
- Irregular heartbeat
- Coma
- Death

## **Sexual Harassment Policy**

The educational community believes that all individuals have the right to study, teach, work and live free from harassment. As an educational community, we will model and work with each other in ways that respect and encourage full acceptance of all people and the full exercise and development of our individual gifts and vocations. Harassment of a student or an employee of LWPI by other students, employees or supervisors will not be tolerated. All reports of harassment will be taken seriously, promptly investigated and addressed.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition
- of an individual's employment or academic advancement.
- Submission to or rejection of such conduct by an individual is used as a basis for an employment decision or performance evaluation affecting an individual. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile, intimidating or offensive working/learning/living environment.

Examples of harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwelcome sexual advances, invitations, flirtations, propositions or comments
- Display of derogatory and/or sexually-oriented objects, photography, cartoons, drawings or posters
- Physical conduct such as sexually-oriented gestures, assault, inappropriate touching, blocking normal movement or interfering with work



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- Threats, demands or subtle pressure to submit to sexual requests as a condition of continued employment or academic advancement or to avoid some other loss, and offers of preferential treatment in return for sexual favors
  - Retaliation for having reported or threatened to report sexual harassment.
  - Harassment based upon any of the characteristics described, including sexual harassment, is absolutely prohibited
- 
- Faculty - Student sexual harassment is prohibited
  - Employee - Student sexual harassment is prohibited.
  - Student - Student sexual harassment is prohibited.
  - Student - Faculty sexual harassment is prohibited.
  - Student - Employee sexual harassment is prohibited.
  - Employee - Employee sexual harassment is prohibited.
  - Falsely accusing members of the community of sexual harassment is prohibited.
- Due process is available to victims of complaints that are investigated and proven to be false or unfounded.

## **Procedures for Filing a Complaint What to do if you experience or observe sexual harassment:**

Employees or students who believe that they have been subjected to conduct of a harassing nature are encouraged to promptly report the incident (either verbally or in writing) to the LWPI supervisor most closely connected to the individual(s) involved. Employees or students who observe sexual harassment are also encouraged to report the incident.

Human Resource Contact:  
HR@lovegevity.com

LWPI Program Manager Supervisor:  
Marci Bridgeford:  
marci@lovegevity.com  
Mary Ross  
mross@lovegevity.com

When one of the above administrators has been contacted by the complainant they will contact the appropriate principal administrator listed below, and the principal administrator or his/her designee will begin an immediate investigation.

Executive Director  
Cho Phillips

Director of Operations  
Jerry Madson



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## **Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, LWPI reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## **Business Office**

One of the main functions of the Business Office is to process payments for tuition, fees, and administration. The Business Office also provides the following services for the LWPI community:

Business Office is located:

915 Highland Pointe Dr.

2<sup>nd</sup> Floor

Roseville, CA 95678

1-888-221-9988

1-877-597-8166 Fax

Hours: Monday - Friday, 8:00am to 5:00pm PST

LWPI COMMUNICATION (using LWPI stationery)

All written and graphic communications using LWPI letterhead or logos must have the written approval of the appropriate director of the responsible department or division prior to printing and mailing (or any other form of distribution). LWPI graphic standards (use of logo, font, colors, etc.) must be followed.

All LWPI related media inquiries should be directed to Jerry Madson, LWPI Director of Operations, at 1-888-221-9988.

## **Respect for one another's values and feelings:**

LWPI upholds the principle of treating all people with profound respect. LWPI online community resources may not be used to intimidate or harass other people. Practices that are in conflict with this policy include, but are not limited to, the following examples:

- Sending fraudulent, threatening or obscene e-mail, or e-mail attachments meant to harass or intimidate.
- Displaying obscene or otherwise offensive written, aural, or graphic material on one's student profile in a manner likely to be seen by other people



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## **Respect for Another's Property:**

Theft, misuse or unauthorized use of either tangible or intellectual property will not be tolerated. All users are required to abide by the following guidelines:

- Making unauthorized copies of copyrighted material is prohibited. Such theft is punishable under state and federal law and can affect both the user and LWPI.
- No one may access network resources (e-mail accounts, personal directories, etc.) of another user without their express permission,
- No one may use, edit, adapt, sample or copy another member of the community's intellectual property without their consent. Intellectual property includes any words, images, or other expressions of a person's ideas. It may include, but is not limited to, written papers in electronic format, computer-based presentations, or electronic tests prepared for LWPI courses. While use of such material with another person's permission may be acceptable, such use in academic settings should not violate

## **LWPI rules against plagiarism**

- Users should avoid excessive or unnecessary printing of documents. Overuse of paper in LWPI offices represents both a waste of the LWPI's monetary resources and a waste of natural resources. Editing of documents should, as much as possible, be done onscreen. Avoid printing a new copy for every small change made to a document.

LWPI is a community of learners. LWPI seeks to provide settings in which individuals can learn as a result of the interaction between persons, ideas, and experience. Learning and interaction remain key components to the educational mission of LWPI.

## **Understanding the Limits of Personal Privacy**

LWPI acknowledges that users have a right to expect that the privacy of their data and their use of the system will not be violated. All logins, requests for web pages, and commands executed by users are recorded in log files that are maintained by Information Services. In order to preserve the integrity of its resources against accidents, failures, improper use, or other disruption, the LWPI reserves the right to inspect or remove any data, file, or system resource as it deems necessary. In so doing, Information Services has an obligation to preserve the confidentiality of any user data to which their legitimate responsibilities give them access. However, in cases where there is clear evidence of violation of laws, contracts or license agreements, Information Services will report this information to the Director of Operations. The same actions will be followed if Information Services, during normal maintenance procedures, discovers a pattern of repeated violation of the community standards set out in this policy.



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Existing policies will assist the Director of Operations in determining appropriate action in such cases. Electronic mail is a convenient means of communication. Because of the nature of such electronic communication, it is not possible to guarantee the privacy of e-mail. Such messages are not erased from the system when deleted but are retained for a certain, designated period of time to serve as backup protection against inadvertent deletion.

Furthermore, courts have ruled that Internet providers must disclose the identity and content of e-mail messages when it is determined necessary to investigate the inappropriate use of the system. Therefore, despite reasonable attempts to maintain the privacy of use on LWPI and LWPI student community servers and provided technology, data that is stored, sent, received, or accessed using LWPI -provided technology should not be considered completely private or confidential. Highly confidential materials should be delivered or stored in another manner.

LWPI makes no warranty, express or implied, regarding its information resources, their continued availability, privacy, or their fitness for any particular purpose. Use of technology resources through LWPI is a privilege, not a right. Violation of any of the above guidelines may subject the violator to disciplinary action, rendered by the appropriate authority, according to existing LWPI policies. Such action could include any of the following: warning, loss or restriction of technology privileges, suspension, or legal prosecution.

This document is a baseline policy applying to all users of LWPI technology resources. It does not preclude additional provisions being applied where appropriate within various segments of the LWPI .

## **Student Services Academic Advising**

Career counselors carry the primary responsibility for academic advising. Students have access to career counselors who will discuss and play a general counseling role and help students in career planning. Although mentors review student activity and status, final responsibility in meeting all graduation requirements rests with students. Students should periodically check with their mentor as well as the Registrar's Office to make sure that their program is proceeding as scheduled. Exceptions to the catalog or faculty rules governing graduation requirements can be granted only through review and recommendation of the academic appeals committee.

LWPI is committed to providing opportunities for strong intellectual growth, which includes more than just mastering course content. LWPI challenges students to improve their abilities to think clearly and to communicate ideas accurately and effectively. Students are encouraged to express personal values openly and to challenge and evaluate competing ideas with fairness and insight.



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## **Academic Support Center**

The Academic Support Center (ASC) exists to help raise the level of academic achievement at LWPI. The ASC offers a variety of services to meet the various needs of our learning community. All of our consultants are professionally trained to work with the unique needs and talents found here at LWPI, and to help students develop the knowledge and skills needed to become confident, independent and active learners, who in turn can help strengthen the learning community. Underlying our services involved in the learning process, regardless of academic abilities.

## **Academic Coaching**

Academic coaching provides students with a one-on-one, ongoing relationship through which guidance, accountability, feedback and encouragement are offered to help achieve higher levels of academic performance.

## **Employment Services**

The Online Career Service Center assists students in locating employment by providing information on available job opportunities. Job listings for LWPI positions, as well as part-time and full-time positions, summer employment, and internships.

To apply for LWPI positions students need to complete and submit an "Application for Employment" form to the Human Resources Office. This form is located in the online Career Services Center. To apply for internships and job postings in the online career center for both part-time and full-time positions students will need to contact the employer offering the position directly.

## **Financial Services**

The Student Financial Services Department is devoted to efficiently servicing the financial needs of the students of LWPI. The staff members are caring, accomplished professionals dedicated to providing excellent service. The Student Financial Services Department offers resources that will guide students through the processes of: financing an education, finding options for financial aid and maintaining their student account. Our goal is to guide students through all aspects of the financial processes, equip students with helpful resources.

LWPI reserves the right at any time to change its student charges and policies if the board of Directors deems it necessary to do so.