



STUDENT'S HANDBOOK

WELCOME TO THE ACADEMY 2026-2027

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Welcome to Ms50K Academy. We are committed to providing a professional, supportive, and transformative learning environment that encourages leadership, growth, innovation, and excellence.



PROGRAM OVERVIEW

Ms50K Academy is a professional development and leadership academy designed to equip aspiring entrepreneurs, professionals, creatives, and emerging leaders with practical skills, business education, leadership strategies, and personal development tools necessary to build successful careers, businesses, and legacy-driven brands.



CARLA DIGGS
MS.50K | Founder

Programs are designed to provide:

- Practical business education
- Leadership development
- Professional growth
- Industry-relevant training
- Real-world application
- Strategic mentorship
- Certification-based learning experiences

The academy offers structured professional certification programs focused on entrepreneurship, leadership, branding, business operations, wealth-building principles, event management, and executive development.

All students are expected to maintain professionalism, integrity, and respect throughout their participation in academy programs.



VISION AND MISSION

VISION



To become a premier professional certification academy recognized for developing innovative entrepreneurs, influential leaders, and impactful professionals across diverse industries and communities.

MISSION



Ms50K Academy exists to empower individuals through professional education, leadership development, entrepreneurship training, and strategic mentorship that inspires growth, innovation, excellence, and legacy-building.

CORE VALUES



- Excellence
- Leadership
- Integrity
- Innovation
- Empowerment
- Professionalism
- Community Impact



GUIDELINES

Student Expectations

Students are expected to:

- Attend scheduled sessions
- Complete Assignments on time
- Participate respectfully
- Maintain academic honesty
- Follow academy policies
- Communicate professionally

Attendance Policy

Students enrolled in live or cohort-based programs are expected to attend scheduled sessions regularly. Excessive absences may impact certification eligibility.

Students are encouraged to notify instructors regarding emergencies or scheduling conflicts.

Academic Integrity Policy

All assignments, projects, and submissions must represent the student's original work.

Academic dishonesty, plagiarism, or misuse of program materials may result in:

**Assignment Failure | Removal From Program
Revocation of Certification Eligibility**



GUIDELINES

Code of Conduct

Ms50K Academy maintains a respectful and professional learning environment.

The following behaviors are prohibited:

- Harassment
- Discrimination
- Disruptive Behavior
- Threatening Communication
- Inappropriate Conduct during Sessions

Students who violate conduct expectations may be dismissed from the program.

Assignment & Assessment Policy

Students must complete:

- Final Evaluations
- Required Assessments
- Assessments
- Participation Activities

Programs may required minimum passing scores for certification eligibility.

Technology Requirements

Students are responsible for maintaining:

- Reliable internet access
- Access to required software/platforms
- Functional Communication tools



GUIDELINES

Refund Policy

Refund policies vary by program and will be outlined during enrollment.

Unless otherwise stated:

- Refund requests must be submitted within the designated refund window.
- No refunds will be issued after program access or participation begins.

Privacy & Confidentiality

Student information, personal data, and program participation records will be maintained confidentially in accordance with academy policies.

Students are also expected to respect the confidentiality of fellow participants.

Certificate Issuance

Certificates are awarded only after:

- Successful completion of program requirements
- Completion verification
- Financial obligations are satisfied

MS50K Academy reserves the right to withhold certification for unmet requirements.



GUIDELINES

Grievance Procedure

Students with concerns or complaints may submit a written grievance to academy administration for review.

All grievances will be handled professionally and confidentially

Non-Discrimination Statement

Ms50K Academy welcomes individuals from diverse backgrounds and does not discriminate based on race, gender, religion, age, disability, or national origin.

Professional Development Disclaimer

Ms50K Academy provides professional development and continuing education training programs. Programs offered are not degree-granting programs unless otherwise stated through future accreditation or licensing approvals.



CERTIFICATION PROGRAM STRUCTURE

Program Format

Ms50K Academy certification programs are delivered through:

- Online learning
- Live virtual instruction
- Leadership development activities
- Masterclasses
- Group coaching
- Interactive assignments
- Practical business application
- Workshops

Programs May Be Offered

Self-Paced | Cohort-Based | Hybrid Learning Format



STANDARD CERTIFICATION STRUCTURE

Program Introduction

Students receive:

- Welcome orientation
- Program syllabus
- Student expectations
- Access to learning platform
- Course calendar

Instructional Modules

Each certification program includes structured modules covering core subject areas.

Example Structure:

- Module 1 - Foundations
- Module 2 - Strategy Development
- Module 3 - Leadership & Execution
- Module 4 - Branding & Visibility
- Module 5 - Systems & Growth
- Module 6 - Final Project & Certifications



INSTRUCTIONAL COMPONENTS

Program Introduction

Programs may include:

- Video Lessons
- Live Instruction
- Reading Assignments
- Workbooks
- Quizzes
- Group Discussions
- Case Studies
- Business Exercises
- Leadership Activities
- Final Projects

Certification Requirements

To successfully earn certification, student must:

- Complete required modules
- Participate in require activities
- Submit assignments
- Meet attendance expectations
- Pass assessments and/or final evaluations
- Maintain professional conduct



CERTIFICATION AWARDED

Students who successfully complete program requirements will receive an official:



MS.50K Academy Professional Certificate of Completion

Certificate May Include

- Student Name
- Program Title
- Completion Date
- Instructional Hourse
- Authorized Signature
- Certificate ID Number



CONTACT INFORMATION



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We are committed to supporting every student throughout their journey with Ms.50K Academy. If you have questions regarding your courses, coaching sessions, certifications, portal access, payments, or general concerns, our team is here to assist you.





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