



STUDENT HANDBOOK

WELCOME TO THE ACADEMY 2027-2028



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Welcome to Ms. 50K™ Academy. We are committed to providing a professional, supportive, and transformative learning environment that encourages leadership, growth, innovation, and excellence.



PROGRAM OVERVIEW

Ms. 50K™ Academy is a professional development and entrepreneurship academy created to equip aspiring entrepreneurs, business owners, professionals, and emerging leaders with practical knowledge and skills they can apply in the real world.

Our programs are designed to bridge the gap between learning and doing. Through structured education, practical activities, and professional development, students gain the tools and confidence to turn what they learn into action.



CARLA DIGGS

Ms. 50K™ | Founder

Programs are designed to provide:

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

Ms. 50K™ Academy may offer programs in areas such as entrepreneurship, leadership, branding, business operations, event management, and professional development as the Academy continues to grow.

All students are expected to maintain professionalism, integrity, accountability, 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



Ms. 50K™ Academy exists to educate, equip, and empower individuals through entrepreneurship education, professional development, leadership training, and strategic guidance that encourages 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 and program requirements
- Communicate professionally

Attendance Policy

Students enrolled in live, virtual, or cohort-based programs are expected to attend scheduled sessions regularly.

Excessive absences or failure to meet participation requirements may affect program completion or certification eligibility.

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

Academic Integrity Policy

All assignments, projects, assessments, and other submissions must represent the student's own work.

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

**Assignment Failure, Removal From Program,
Loss of Program or Certification Eligibility**



GUIDELINES

Code of Conduct

Ms. 50K™ 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 Assignments
- Assessments
- Participation Activities

Programs may require minimum passing scores for successful completion.

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 are provided during enrollment.

Refund requests must be submitted within the designated refund window.

No refunds will be issued once a student has accessed the course or program materials.

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.

Credential Issuance

Certificates are awarded only after:

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

Ms. 50K™ Academy reserves the right to withhold certificates or certifications when program requirements have not been met.



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

Ms. 50K™ Academy welcomes individuals from diverse backgrounds and does not discriminate based on race, gender, religion, age, disability, or national origin.

Professional Development Disclaimer

Ms. 50K™ Academy provides professional development and continuing education programs. Programs offered by Ms. 50K™ Academy are not degree-granting programs.



CERTIFICATION PROGRAM STRUCTURE

Program Format

Ms. 50K™ 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 Include

Self-Paced | Cohort-Based | Hybrid Learning



STANDARD PROGRAM STRUCTURE

Program Introduction

Students receive:

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

Instructional Modules

Academy programs include structured modules based on the subject matter and learning objectives.

Sample Program Structure:

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

The number of modules, assessments, and completion requirements will vary by program. Select programs may lead to certification.



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

Program Completion Requirements

To successfully complete a program, students must meet the requirements established for that program.

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

Certification programs may include additional requirements that must be met before certification is awarded.



PROGRAM COMPLETION & CREDENTIALS

Certificate of Completion

Students who successfully complete the requirements of an eligible Ms. 50K™ Academy course or program will receive a **Certificate of Completion** recognizing their successful completion of the program.

Certification

Students enrolled in a designated certification program who successfully complete all certification requirements will receive the applicable **Ms. 50K™ Academy Certification**.

Certification requirements may include completion of required modules, assignments, activities, assessments, and final evaluations or projects.

Requirements vary by program. Students will receive the specific completion or certification requirements for their program upon enrollment.



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 course or program, portal access, payments, certification requirements, or general concerns, our team is here to assist you.





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