



**School of Skilled Trades  
2025 - 2026**

Volume V, Version 1

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**2025, Volume V, Version 1**

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Names and qualifications of faculty members can be located at:

<https://www.schoolofskilledtrades.org/faculty>

The contents of this catalog and any addendum to this catalog, as well as other School bulletins, or announcements are subject to change without notice and such changes will not negatively affect currently-enrolled students.

As of the date of the publication of this catalog, the information in this catalog is true and correct in content and policy to the best of my knowledge.



William Calhoun  
Campus Director and Campus President

## TABLE OF CONTENTS

### Contents

<b>ABOUT THE SCHOOL OF SKILLED TRADES.....</b>	<b>5</b>
SCHOOL OF SKILLED TRADES VISION .....	5
SCHOOL OF SKILLED TRADES COMMITMENT.....	5
MESSAGE TO OUR STUDENTS .....	6
MISSION.....	6
<b>OBJECTIVES .....</b>	<b>6</b>
SCHOOL HISTORY AND DESCRIPTION.....	6
New Beginnings .....	6
TEACHING FACILITIES AND EQUIPMENT .....	7
FACILITIES.....	7
ACCREDITATION AND LICENSURE .....	7
INTERNATIONAL STUDENTS.....	7
INSTRUCTIONAL SUPPORT.....	7
ADVISORY COMMITTEES .....	7
SCHOOL TOURS .....	7
<b>ADMISSIONS INFORMATION .....</b>	<b>8</b>
REQUIREMENTS AND PROCEDURES .....	8
CRIMINAL BACKGROUND SCREENING.....	8
INTERNATIONAL STUDENTS ADMISSIONS REQUIREMENTS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>ACADEMIC POLICIES .....</b>	<b>10</b>
THE SCHOOL OF SKILLED TRADES	
REGULATIONS .....	10
DEFINITION OF CLOCK HOUR.....	10
MAXIMUM CLASS SIZE.....	10
OUT OF CLASS ASSIGNMENTS .....	<b>ERROR!</b>
<b>BOOKMARK NOT DEFINED.</b>	
TRANSFER OF CREDIT INTO THE SCHOOL OF SKILLED TRADES.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
CREDIT FOR PREVIOUS EDUCATION .....	<b>ERROR!</b>
<b>BOOKMARK NOT DEFINED.</b>	
Academic Time Limits ....	<b>Error! Bookmark not defined.</b>
Maximum Transfer Credits Accepted	<b>Error!</b>
<b>Bookmark not defined.</b>	
COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
Transfer Credit for Learning Assessment .....	<b>Error! Bookmark not defined.</b>
Experiential Learning Portfolio .....	<b>Error!</b>
<b>Bookmark not defined.</b>	
Notice Concerning Transferability of Clock Hours and Credentials Earned at Our Institution .....	10
Transferability of Credits to Other Institutions .....	10
ADVANCED STANDING/TRANSFERRING CREDIT INTO SCHOOL OF SKILLED TRADES.....	<b>ERROR!</b>
<b>BOOKMARK NOT DEFINED.</b>	
REMEDIAL COURSES AND PASS/FAIL GRADES	10
Transfer Credit into the School of Skilled Trades .....	<b>Error! Bookmark not defined.</b>
GRADING SYSTEM AND PROGRESS REPORTS	11
GRADING PERIODS .....	11
GPA and CGPA Calculations .....	12

STANDARDS OF SATISFACTORY AND ACADEMIC PROGRESS (SAP/AP) .....	12
Evaluation Periods for Satisfactory and Academic Progress .....	12
Satisfactory Academic Progress Table... ..	13
Academic Guidance .....	13
Academic Probation .....	13
Rate of Progress Toward Completion ....	14
Maximum Time Frame to Complete .....	14
Evaluation of Progress .....	14
SAP MET Status.....	14
AP/SAP NOT MET Status and/or Dismissal .....	14
SAP Re-Entry .....	15
Satisfactory Academic Progress (SAP) Violation Appeals.....	15
Retaking Passed Coursework .....	15
Retaking Failed Coursework .....	15
ATTENDANCE POLICY .....	15
Attendance Records .....	16
ESTABLISHING ATTENDANCE / VERIFYING ENROLLMENT.....	16
Monitoring Student Attendance .....	16
Consecutive Absence Rule .....	16
ATTENDANCE REQUIREMENTS.....	16
Plumbing Programs .....	17
Violations of Percentage Absence Rules	17
Date of Withdrawal .....	17
DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD).....	17
LEAVE OF ABSENCE POLICY .....	17
Leave Of Absence Requests .....	18
READMISSION .....	18
Extension of LOA.....	18
Failure to Return From a Leave of Absence .....	18
Possible Effects of Leave of Absence ....	19
WITHDRAWAL.....	19
MAKE-UP WORK.....	19
GRADUATION REQUIREMENTS .....	19
APPEALS POLICIES .....	19
Student Academic Appeals Policy.....	19
Assignment/Test Grades .....	20
Final Course Grades .....	20
Attendance Violation Appeals Policy .....	20
FACULTY ACADEMIC FREEDOM.....	21
UPDATE TRAINING .....	21
COMPARATIVE INFORMATION.....	<b>ERROR!</b>
<b>BOOKMARK NOT DEFINED.</b>	
SUCCESS OF THE STUDENT.....	21
STUDENT AWARDS .....	21
STUDENT ACHIEVEMENTS/AWARDS .....	21
GRADUATION CEREMONIES .....	22
<b>ADMINISTRATIVE POLICIES .....</b>	<b>23</b>
STATEMENT OF NON-DISCRIMINATION .....	23
CIVIL RIGHTS COMPLIANCE.....	23
DISABILITY ACCOMMODATION PROCEDURE ....	23
DISCRIMINATION GRIEVANCE PROCEDURES... ..	23

STUDENT GRIEVANCE PROCEDURE.....	24
DISPUTE RESOLUTION POLICY.....	25
STUDENT CODE OF CONDUCT – GENERAL .....	27
Appearance Code .....	28
NOTIFICATION OF RIGHTS UNDER FERPA .....	29
STUDENT RECORDS.....	30
TRANSCRIPTS AND DIPLOMA RELEASE .....	30
STUDENT ADVISING.....	30
TERMINATION PROCEDURES.....	31
HEALTH/MEDICAL CARE.....	31
<b>FINANCIAL INFORMATION .....</b>	<b>32</b>
CANCELLATION AND REFUND POLICIES .....	32
DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD).....	32
INSTITUTIONAL (NON-TITLE IV) PRO RATA REFUND POLICY.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>FINANCIAL ASSISTANCE.....</b>	<b>33</b>
STUDENT FINANCING OPTIONS .....	33
FINANCIAL GOOD STANDING.....	33
FINANCING OPTIONS .....	33
Institutional Payment Plans .....	33
<b>STUDENT SERVICES .....</b>	<b>34</b>
CAREER SERVICES.....	34
Resume Development.....	34
Resume Distribution .....	34
Professional Development Workshops ...	34
On-Campus Employer Visits .....	34
Continuing Services .....	34
Career Opportunities .....	35
TRANSPORTATION ASSISTANCE .....	35
FIELD TRIPS .....	35
SPECIAL LECTURES.....	35
TUTORING .....	35
DRUG ABUSE PREVENTION.....	35
PERSONAL ADVISING .....	35
TEMPORARY CAMPUS CLOSING INFORMATION .....	35
<b>PROGRAM .....</b>	<b>36</b>
PLUMBING .....	36
Program Description.....	36
ADMISSIONS REQUIREMENTS: STUDENTS MUST HAVE A HIGH SCHOOL TRANSCRIPT INDICATING GRADUATION OR A CERTIFICATE OF HIGH SCHOOL EQUIVALENCY AND BE OVER 17 YEARS OF AGE TO BE QUALIFIED FOR ENTRANCE. ....	36
PROGRAM LENGTH: 24 WEEKS.....	36
GRADUATION REQUIREMENTS: TO RECEIVE A DIPLOMA, EACH STUDENT MUST PASS ALL SUBJECTS AND ACHIEVE AT LEAST A “C” (2.0) OVERALL AVERAGE. TUITION COSTS MUST BE PAID IN FULL. UPON COMPLETION OF THESE REQUIREMENTS, A DIPLOMA WILL BE ISSUED. ....	36
COURSE DESCRIPTIONS.....	36
<b>STATEMENT OF OWNERSHIP .....</b>	<b>38</b>
<b>ADMINISTRATION .....</b>	<b>38</b>
<b>ACADEMIC CALENDAR.....</b>	<b>39</b>
<b>TUITION AND FEES .....</b>	<b>40</b>

## **ABOUT THE SCHOOL OF SKILLED TRADES**

### **SCHOOL OF SKILLED TRADES VISION**

The School of Skilled Trades is a nonprofit provider of career training. The School was established by two licensed, North Carolina plumbers who experienced difficulty finding qualified, entry-level plumbers. Together with other like-minded individuals who valued vocational education, the School of Skilled Trades was born. Above all, we are driven to promote the long-term success of our graduates—to be measured by strong program completion and excellent job placement rates. We are working to help our students access the high-quality education necessary to enter into prosperous and fulfilling careers.

### **SCHOOL OF SKILLED TRADES COMMITMENT**

At the School of Skilled Trades, we are committed to operating with integrity, to providing honest, accurate advertising and complying with laws, regulations, policies and our school values. Upholding these commitments is essential to fulfilling our mission to help students succeed in their pursuit of an educational experience that prepares them for the workforce.

We commit to:

- Tell the truth about:
  - Educational program content
  - Instructor qualifications
  - Program enrollment requirements
  - Cost of education
  - Educational program financing options and obligations
  - Program completion rates
  - Verifiable and accessible job placement and salary information
  - Projected lifetime earnings versus the cost of the student's education
- Be transparent with our students, each other, our regulators and the public regarding our:
  - Ethical standards
  - Commitment to students
  - Program objectives and outcomes
  - Marketing and student recruiting initiatives and materials
  - Ongoing support for students' educational goals
- Provide marketing and recruiting information and materials that are:
  - Clearly written and understandable
  - Focused on the prospective student's career goals
  - Presented to suitable student prospects
  - Honest about the student's responsibilities that lead to completion and placement
  - Respectful of competing schools' programs
- Be innovative through:
  - Fostering an environment that supports creative educational approaches in support of program objectives and outcomes
  - Engaging our students and faculty in creating "learning laboratories" to test dynamic career education concepts
  - Continually learning and improving upon our innovative approaches
  - Reinvesting materially in enhancing student programs
  - Providing the student with an affordable education
- Develop transformative education models based on meaningful collaboration with:
  - Students
  - Employees
  - Employers

- Educators
- Program advisory committees
- Thought leaders, foundations, and other engaged communities

## **MESSAGE TO OUR STUDENTS**

Today’s job market requires an individual who is well trained in both technical ability and professional conduct. We believe students who complete their vocational-technical education at the School of Skilled Trades and subscribe to the school’s “Code of Student Conduct,” which emphasizes professionalism, gain a substantial advantage in this job market. Positive outcomes are a joint effort of both the School and the student, requiring substantial effort, self-discipline, and hard work from the student. We hope you’ll be as committed to your own success as we are!

Our goals are to provide our students with the quality education and the professional-conduct foundation needed to gain a competitive edge and to assist them in obtaining a job in their desired career field.

We accomplish our goals by keeping our academic curriculum, equipment, and tools up-to-date and, just as importantly, adhering to a we-care, student-first philosophy. In short, we care about our students as students and as people—our intentions and actions put students first. We will do everything within reason to assist our students in fulfilling their career dreams. It is not enough to provide an opportunity for a quality education; students also need support services that are both competent and caring in order for students to put forth their maximum effort.

We gladly acknowledge that our students are our most important asset. Our commitment and our pledge are to make a quality education and the we-care, student-first philosophy a reality for each and every student, every day, and every month that the student is with us.

## **MISSION**

The School of Skilled Trades is dedicated to the provision of an interactive learning environment created to support the professional career development of our students.

## **OBJECTIVES**

The School was established to provide quality education and training designed to meet the needs of both students and employers. The School serves a diverse student population focusing on those who are seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the School is committed to excellence in the following areas:

- The utilization of effective technology and teaching methods;
- The presentation of relevant, career-focused educational programs;
- Ongoing collaboration with businesses, employers, and professional associations in the design, delivery, and evaluation of effective programs; and
- The provision of career development support services to students and graduates which assists them in securing employment in their chosen field.

## **SCHOOL HISTORY AND DESCRIPTION**

### **New Beginnings**

The School of Skilled Trades is a nonprofit provider of career school training. Begun by two licensed, North Carolina plumbers who experienced difficulty finding qualified, entry-level plumbers. Together with like-minded individuals who valued vocational education, the School of Skilled Trades was reborn in 2024. Above all, we are driven to promote the long-term success of our graduates—to be measured in strong program completion and job placement rates. We are working to help our students access the high-quality education necessary to enter into prosperous and fulfilling careers.

## **TEACHING FACILITIES AND EQUIPMENT**

The facilities are designed to simulate industry practices and actual settings, enabling students to experience a “real-world” environment while training in the latest technologies. Customized to the training being offered, cut-away training aids and mock-ups are used in the classroom and shop facilities to aid in the transition from didactic theory to practical work.

## **FACILITIES**

The School of Skilled Trades current facility consists of more than 8,000 square feet, comprising multiple classrooms and a large hands-on learning area with training aids and mock-ups.

## **ACCREDITATION AND LICENSURE**

The School of Skilled Trades is approved by the North Carolina State Board of Community Colleges, Office of Proprietary Schools. The North Carolina State Board of Community Colleges is not an accrediting agency. The School plans to apply for accreditation when it is eligible and is currently working to obtain apprenticeship status and is proud to have the clock hours of instruction count towards the state plumbing licensure requirements.

## **INTERNATIONAL STUDENTS**

The School of Skilled Trades is not authorized under Federal law to enroll non-immigrant alien students. Students should know that since all the instruction is in English, the academic success at the School is strongly dependent upon the student’s ability to communicate in English. Every effort should be made to perfect English proficiency prior to entering the School. The School does not offer classes in ESL, “English as a Second Language.”

## **INSTRUCTIONAL SUPPORT**

Instructional support at the School of Skilled Trades is comprised of curriculum production, in-house training programs, industry-based advisory committees, and training aids. Collectively, they enhance the training program.

The School of Skilled Trades has a competency-based approach to training. This curriculum method is designed to accomplish the goal of imparting specific knowledge and skills to each student. Technical instructors hold certification and/or licensure in their areas of expertise and are real industry specialists delivering high-quality and up-to-date training.

## **ADVISORY COMMITTEES**

To maintain our commitment to high-quality, career-oriented training, and the maximum employability of our graduates, the School of Skilled Trades has established an Advisory Committee. The Advisory Committee is comprised of industry members who formally meet with the School’s staff and faculty to assist in making decisions regarding curriculum changes, equipment purchases, and program enrichment. The role of the School of Skilled Trades Advisory Committee is to help assure that the curriculum keeps pace with the latest trends and technologies. Preparing our students for entry-level employment requires continuous monitoring and adjustment to the curriculum. Advisory Committee members may include representatives from industry, major corporations, and governmental agencies.

## **SCHOOL TOURS**

The School invites all interested students, friends, and family members to visit the School. Tours of the facilities can be scheduled in advance by calling in advance to schedule a visit to the campus at (919) 892-8989.

## ADMISSIONS INFORMATION

All admissions materials, including program disclosures and enrollment agreements, are presented in English only, since our program is taught in English. Each admission representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language. No English as a second language courses are offered by the campus.

### REQUIREMENTS AND PROCEDURES

- High school transcript indicating graduation or a certificate of high school equivalency is required for admittance and will be maintained in the student's academic file.
- Applicants are informed of their acceptance status within 15 days after all required information is received and the applicant's qualifications are reviewed.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.

If an applicant is under 18 years of age, the enrollment agreement must also be signed by the parent or guardian.

Once an applicant has completed and submitted the application documents, the School reviews the information and informs the applicant of its decision. If an applicant is not accepted, all monies paid to the School are refunded. The School reserves the right to reject students if the items listed above are not successfully completed or, in the School's sole discretion, it does not believe the education will benefit the student.

### CRIMINAL BACKGROUND SCREENING

- Students enrolled may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the trades fields. **Students must disclose felony convictions to the School so that this background check may be performed. The School does not want students to enroll, incur costs and then fail to qualify for employment due to convictions.**
- Students may not be enrolled if the background check identifies items such as a criminal conviction, pending case, or unresolved deferral/diversion that the School considers likely to negatively impact the student's chances of employment.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The School cannot contact the background check agency.
- All re-entering students are subject to the same background check requirements as a new student.

**Refugees and Asylees** - Refugees and asylees must provide documentation of their refugee/asylee status (e.g., confirmation of USCIS receipt of Form I-589, I-94, etc.), meet the general admission requirements, and provide proof of English proficiency prior to admission.

**Undocumented Resident Aliens** - Undocumented resident aliens who graduated from a United States high school are not considered international students for purposes of this policy, and may be admitted as cash-paying students provided that they meet all admission requirements.

## English Proficiency

All international students whose first language is not English must provide proof of English proficiency. English proficiency may be established by providing documentation of one of the following:

- Passing score on an English skills assessment test (see below)
- Graduation from an American/International high school program where the curriculum is taught in English
- Graduation from a high school in the U.S. as an exchange student
- Graduation from a high school in a country where English is the official language

The acceptable skills assessment tests for diploma and undergraduate programs are the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), the International English Language Testing System Exam (IELTS), and the English Language School Center (ELS) test. The required passing score on each test is as follows:

Test:	TOEFL	MELAB	IELTS	ELS
Score:	45 Internet Based 133 Computer Based 450 Paper Based	60	5.0	Completion of Level 107

## **ACADEMIC POLICIES**

### **THE SCHOOL OF SKILLED TRADES REGULATIONS**

Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

The School reserves the right to change instructors, textbooks, accreditation, schedules, or cancel a course or program for which there is insufficient enrollment. Students will receive a full refund for courses or programs that are cancelled. The school also reserve the right to change course curricula, schedules, prerequisites and requirements upon approval by the school's accrediting agency and state licensing board.

### **DEFINITION OF CLOCK HOUR**

A clock hour is a period of time consisting of at least 50 minutes of lecture, faculty-supervised laboratory, or faculty-supervised shop training within a 60-minute period.

### **MAXIMUM CLASS SIZE**

Class size varies during the academic year; however, the largest class size will not exceed 40 students at the campus. A student-to-instructor ratio is maintained that is appropriate to the educational requirements of the classroom/laboratory setting. In order to maintain an appropriate ratio, multiple instructors may be assigned to each classroom/laboratory to allow for additional instructor support. Typical ratios currently are under 30 students to one instructor in lecture and 20 students to one instructor in lab and shop.

### **Notice Concerning Transferability of Clock Hours and Credentials Earned at Our Institution**

The transferability of credits earned at the School of Skilled Trades is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the diploma or certificate earned in the program in which the student is enrolling is also at the complete discretion of the institution to which a student may seek to transfer. In all likelihood, clock hours earned at the School will not transfer. If the diploma or certificate that was earned at this institution is not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of his/her coursework at that institution. For this reason, the student should make certain that attendance at this institution will meet his/her educational goals. This may include contacting an institution to which a student may seek to transfer after attending the School of Skilled Trades to determine if the diploma or certificate will transfer. It is the student's responsibility to confirm whether or not the clock hours will be accepted by another institution of the student's choice.

### **Transferability of Credits to Other Institutions**

The School of Skilled Trades does not guarantee the clock hours earned into or out of the school will be accepted. Transferability is always at the discretion of the receiving school. The diploma programs of the School are terminal in nature and are designed for the graduate's employment upon graduation. Upon written request, the School will provide students with transcripts and course outlines for credit evaluation. It is the student's responsibility to confirm prior to enrollment at the School whether or not credits will be accepted by another institution of the student's choice.

### **REMEDIAL COURSES AND PASS/FAIL GRADES**

The School of Skilled Trades does not offer remedial courses on a pass/fail basis.

## GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Percentage	Letter	GPA
100-90%	A	4.0
89-80%	B	3.0
79-70%	C	2.0
69-0%	F	0
	L	Leave of Absence
	W	Withdrawal
	WZ	Military Withdrawal

### Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation

Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F	Y	Y	N
Fail	N	Y	N
Pass	N	Y	Y
L	N	N	N
W	N	Y	N
WZ	N	N	N

## GRADING PERIODS

The final grade for each course is comprised of lecture, laboratory, and professionalism grades. Failure of any required laboratory competency will result in a failing grade for that course. Students must achieve a minimum grade of "C" in each course or the course must be repeated.

### **GPA and CGPA Calculations**

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at the School of Skilled Trades.
- The Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality points earned by the total hours attempted for that evaluation period.
- The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative courses attempted for cumulative evaluation periods.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of hours of the course.

### **STANDARDS OF SATISFACTORY AND ACADEMIC PROGRESS (SAP/AP)**

Students must maintain Satisfactory Academic Progress (SAP) and adequate academic progress (AP) in order to remain eligible as regularly enrolled students and, when it becomes available to School students, to continue receiving federal financial assistance. The accreditor, federal, and state regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory and adequate Academic Progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame (MTF) allowed to complete the academic program (150% for all programs).

### **Evaluation Periods for Satisfactory and Academic Progress**

Satisfactory academic progress is measured for all students at the end of each 180 Clock Hours. Adequate academic progress is measured every six weeks.

## Satisfactory Academic Progress Table

720 Clock-Hour Program. Total maximum hours that may be attempted: 1080 (150% of 720)				
Total Hours Attempted	Academic Progress Not Met if CGPA is below	Academic Progress Not Met if Rate of Progress is Below	SAP Not met if CGPA is below	SAP Not Met if Rate of Progress is Below
180	1.5	N/A	N/A	N/A
360	2.0	66.7%	2.0	66.7%
540	2.0	66.7%	2.0	66.7%
720	2.0	66.7%	2.0	66.7%

### Application of Grades and Credits\*

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and are ROP of the new program
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations

\*Currently, the School has only one program.

### Academic Guidance

A non-SAP status identifying students with a CGPA of a 1.5 and providing a student with information or guidance that can lead to improvement of the student's Cumulative Grade Point Average (CGPA) and Rate of Progress (ROP) toward program completion, including informing that failure to improve may result in unsatisfactory academic progress, a dismissal from the program. Students will be contacted by the students' academic team to discuss appropriate Academic Guidance.

### Academic Probation

For students, at the end of each Academic Progress evaluation period the student's AP status is calculated. Academic Progress Not Met is assigned to a student who falls below the required academic progress standards (CGPA, ROP, or MTF) for the program. Students will be notified with an AP NOT MET letter indicating that they will be placed on an academic plan and will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. If the appeal is accepted the

student is placed on Academic Probation and is put on an Academic Plan to allow them to exceed standard grading periods.

### **Rate of Progress Toward Completion**

The School catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). The Rate of Progress percentage is determined by dividing the number of hours earned by the number of hours attempted. Hours attempted include completed hours, transfer hours, withdrawals, and repeated courses.

### **Maximum Time Frame to Complete**

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. For a program measured in clock hours, MTF is 150% of the published length of the program, measured by the total number of clock hours in the program. All hours attempted, which include completed hours, withdrawals, and repeated classes, count toward the maximum number of hours allowed to complete the program..

Students who have violated their AP Probation or FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

### **Evaluation of Progress**

At the end of each evaluation period encompassed, the student will meet with the Campus Director (or designee) for an evaluation of progress. Determination of the student's improvement requirement(s) must be completed no later than the first (1<sup>st</sup>) calendar day of the module or term.

### **SAP MET Status**

If the student has met the requirements of a one-module plan, the student must be in SAP MET (Satisfactory Academic Progress Met) status and the student's Academic Plan shall be considered fulfilled and closed. The student will be provided with a Return to Academic Good Standing Letter.

The Campus Director (or designee) must provide a written notice of Return to Academic Good Standing status. The following timelines apply for all students placed on SAP Met status:

- Students must receive the notification by the third (3) business day of the subsequent module; and
- Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

### **AP/SAP NOT MET Status and/or Dismissal**

If on a multi-term plan, it is likely the student will remain AP or SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the Plan requirements are met, will be manually assigned SAP Meeting Plan status and continue on the Plan. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

The Academic Dean (or designee) must provide a written notice of SAP NOT MET status. The following timelines apply for all students placed on SAP NOT MET status:

- Students must receive the notification by the third (3) business day of the subsequent module; and
- Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

If the student does not meet the Plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct Date of Determination ("DOD") (no later than second calendar day of module or term). The student must be notified of dismissal no later than the second calendar day of module or term.

**NOTE: If the student has make-up work, and the campus is willing to accept it, it must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after mod-end), or the student must be dropped with the correct DOD.**

### **SAP Re-Entry**

Students who have violated SAP and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory and Academic Progress (SAP/AP) standing.

### **Satisfactory Academic Progress (SAP) Violation Appeals**

SAP appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs.

A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed and with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:

- Death of a family member;
- Illness or injury suffered by the student; or
- Special circumstances which are not likely to recur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Plan and the student will be placed on Probation, if applicable.

### **Retaking Passed Coursework**

Students in diploma programs may not retake previously passed coursework unless the student has successfully passed all classroom modules. Each repeated attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

### **Retaking Failed Coursework**

Students must repeat all failed courses that are required for graduation from the program. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion and if the School, in its sole discretion, believes the student can succeed. Students may not exceed three attempts of prerequisite modules in diploma programs. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

When applicable, Veterans Affairs (VA) students are not eligible for VA funding for repeating passed coursework.

### **ATTENDANCE POLICY**

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal and dismissal of students whose absences exceed a set rate. Normally, a student is considered present if he or she is in the assigned classroom for the scheduled amount

of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus and (b) the amount of time missed does not exceed 50% of the class session.

### **Attendance Records**

Presently, the School uses a paper-based system as the official record of attendance. Attendance shall be considered final on the 14<sup>th</sup> calendar day following the end of the module.

### **ESTABLISHING ATTENDANCE / VERIFYING ENROLLMENT**

Campus Faculty must take attendance each class session beginning with the first day of scheduled classes.

- New students registered for a class shall attend by the second scheduled class session or be withdrawn.

### **Monitoring Student Attendance**

The School will monitor student attendance on the basis of both consecutive absences (the “Consecutive Absence Rule”) and absences as a percentage of the hours in the term/program (the “Percentage Absence Rule”). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

If an appeal is granted, the student is not dismissed, but must be advised and monitored with an advising plan. If an appeal is not granted, the student must be withdrawn from all courses and dismissed from the School, and will not be charged for attending while the appeal was pending. Any student dismissed due to an attendance violation may not be readmitted unless the student reapplies for admission.

In clock-hour modular programs, the “Percentage Absence Rule” (identifying attendance violations) measure absences as a percentage of the hours in a module/payment period.

### **Consecutive Absence Rule**

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty must notify the Campus Director (or designee) who, as of the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend the next scheduled class after the violation and must post positive attendance the next scheduled class after the violation.
  2. File an appeal within five (5) calendar days after the date of violation;
  3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the requirements listed above will result in the student being withdrawn from all courses and dismissed from school.

### **ATTENDANCE REQUIREMENTS**

Each day consists of 450 scheduled minutes and is divided into eight sessions for attendance-taking purposes. Students missing 30 minutes or more of a session will be counted as one hour absent. See the charts below for the action to be taken when a student’s attendance falls below a specified level:

## Plumbing Programs

Hours	Action Taken
Student absent six percent in a term/phase (6%)	Attendance Warning Letter sent
Student absent ten percent in a term/phase (10%)	Student dismissed with right of appeal

### Violations of Percentage Absence Rules

When a student violates the applicable percentage absence rule, the faculty must notify the Campus Director (or designee) who, as of the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend class within five (5) calendar days of the violation;
  2. File an appeal within five (5) calendar days after the date of violation;
  3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the requirements listed above will result in the student being withdrawn from all courses and dismissed from school.

### Date of Withdrawal

- When a student is withdrawn for consecutive or percentage absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA).

**NOTE:** The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

### DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

The date of withdrawal, for purposes of calculating a refund, is the last date of recorded attendance:

1. When the school receives notice of the student's intention to discontinue the training program;
2. When the student is terminated for a violation of a published school policy which provides for termination;
3. When a student, without notice, fails to attend classes for fourteen consecutive calendar days. Thus, the date of withdrawal will be the day following the fourteenth consecutive calendar day of absence.

The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date the School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date the School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied.

### LEAVE OF ABSENCE POLICY

The School of Skilled Trades permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 90 days during any six-month period (the total number of days of leave granted may not exceed 90 calendar days). An LOA will **not** be granted for any of the following reasons:

- a) The courses that the student needs are available, but the student declines to take them;
- b) A student is unable to pay tuition; or
- c) The student is failing a course(s).

### **Leave Of Absence Requests**

Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave.

For approved LOA requests in diploma programs, the student starting leave prior to the end of a module will receive a grade of "L" (Leave). The course will not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- a) The School documents the unforeseen circumstances and the Campus Director or designee determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), and
- b) The student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.

### **READMISSION**

Students wishing to re-enter the School following a withdrawal may apply for readmission by contacting the Campus Director. Readmission is granted on a space-available basis. The School reserves the right to refuse re-admittance in its sole discretion, but factors to be considered include the student's likelihood of success, attendance, academic, financial, and social conduct history of the student during previous enrollment periods.

### **Extension of LOA**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Campus Director provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave;
- There is a reasonable expectation the student will return;
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 90 calendar days in any six-month period calculated from the first day of the student's first leave;
- Appropriate modules required for completion of the program will be available to the student on the date of return.

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

### **Failure to Return From a Leave of Absence**

A student must return from an LOA on the first day of any needed module/term on or prior to the scheduled date of return.

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA). The "L" grade in the LOA course(s) will be changed to "W" (withdraw). The course(s) having a grade of "W" will be included as an attempt in the calculation of ROP and MTF. When applicable, a Title IV refund calculation will be completed and use the last date of attendance prior to the start of the LOA.

Where reasonably possible, the academic consequences of failing to return from an LOA will be explained to the student by faculty prior to the beginning of the leave. Consequences include the effect on the student's:

- Rate of progress; and
- Maximum time frame for completion.

### **Possible Effects of Leave of Absence**

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry.
- They may have to wait for the appropriate module to be offered.
- When applicable, financial aid may be affected.

### **WITHDRAWAL**

Students who want to discontinue their training for any reason are requested to schedule an exit interview with a School official. This meeting can help the School correct any problems, resolve any concerns, and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview. The School encourages an open flow of communication between students and the administration to nip problems in the bud and to work together for the student's success.

Notification of intent to officially withdraw from the School of Skilled Trades must be made in writing to the Campus Director at the campus address; however, any electronic form of notification is sufficient but proof of receipt by the Campus Director will be required.

### **MAKE-UP WORK**

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within 10 calendar days after the end of the term/module.

Make-up tests are allowed for an approved absence. Make-up work **will not** remove an absence from a student's record. Make-up tests are not allowed for final exams.

### **GRADUATION REQUIREMENTS**

1. Complete each course in the program with a minimum grade of 2.0 GPA and having completed 67% of clock hours attempted
2. Complete their program within the maximum timeframe (150%) allowed for the program.

Upon graduation, all students who are current with their financial obligation to the School shall receive their diploma.

### **APPEALS POLICIES**

#### **Student Academic Appeals Policy**

A student may submit an appeal based on one of three adverse determinations:

- Attendance policy violation;
- Satisfactory Academic Progress (SAP) violation; or
- Final grade(s).

Formal academic appeals must be submitted within five calendar days of the date the student is considered to have received notice of the adverse determination.

Appeals must include a completed, dated and signed Academic Appeal form and a letter from the student that includes the:

- Specific academic decision at issue; and
- Resolution sought by the student.

A SAP or attendance violation appeal must include an explanation of the circumstances that:

- Led to the violation; and
- Will improve achievement going forward.

For a final grade appeal, the student will include the informal steps taken to address the disagreement.

Once a formal appeal is filed, the campus will take no action regarding the adverse academic decision.

The appeal committee's decision is final and no further appeals for the same adverse academic decision are permitted. If the appeal is denied, the date of determination is the date of the adverse academic decision after which the student will not be charged for any attendance.

### **Assignment/Test Grades**

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Campus Director. Only final course grades are eligible for appeal.

### **Final Course Grades**

Final grade appeals must be submitted by the eighth calendar day of the subsequent module for diploma programs.

A final grade appeal may be approved, and the grade corrected, if it is determined that the final grade was influenced by any of the following:

- A personal bias or arbitrary rationale;
- Standards unreasonably different from those that were applied to other students;
- A substantial, unreasonable, or unannounced departure from previously articulated standards; or
- The result of a clear and substantial mistake in calculating or recording grades or academic progress.

A student may appeal more than one final grade while active in a program.

Only final grades are eligible for appeal. Assignment/test grades are reviewed at the instructor's discretion, consistent with the grade policy and syllabus guidelines.

### **Attendance Violation Appeals Policy**

Attendance violation appeals must be submitted within five calendar days after the date of violation. For an attendance appeal to be considered the student must maintain perfect attendance while the appeal is pending. Depending on the type of violation, the student must:

- Percentage Absence (program or term)—post positive attendance ("present") within five calendar days of the date of violation; and
- Consecutive Day Absence—post positive attendance the next scheduled class session after the violation.

Subject to any applicable regulatory requirement, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

- Death of a family member;
- Doctor-supported illness or injury suffered by the student; or
- Special circumstances which are not likely to recur.

A student may be eligible for more than one attendance violation appeal while active in a program.

The School may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

## **FACULTY ACADEMIC FREEDOM**

The School of Skilled Trades respects the academic freedom of faculty to function as scholars in the interpretation and application of theories and ideas, within the context of the School's mission, policies, and procedures. The School of Skilled Trades further supports the right of faculty to be active participants in the development and evaluation of curriculum, creation of assessment standards, and other academic matters.

## **UPDATE TRAINING**

On a space-available basis, a School of Skilled Trades graduate in good standing may return for an update training course in the program from which the student graduated at no additional tuition charge, provided the course or program is still offered. A request for an update training course must be addressed to the Campus Director. Update training is not valid for grade or certification purposes, and the student will not receive a transcript, grade, or attendance for the portion repeated.

## **SUCCESS OF THE STUDENT**

The student's individual success or satisfaction is not guaranteed and is dependent upon the student's individual efforts, abilities, and adherence to the requirements of the School. The School is willing to assist students to the best of its ability, but we cannot over-emphasize the commitment, self-discipline, and effort required of the student to be successful. Becoming a success in the trades is hard work. We will work hard to teach the required skills, including soft skills (such as appearance, professionalism, timeliness, and other important skills), but the student needs to be in class to hear them and then needs to apply them. We believe in our students and will help them believe in themselves. But make no mistake: successful students work hard, are self-disciplined, apply what they learn, and make sacrifices.

## **STUDENT AWARDS**

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find that these awards can be assets when they seek future employment. Such awards are made at the sole discretion of the School.

## **STUDENT ACHIEVEMENTS/AWARDS**

- **Outstanding Student:** One student per discipline is selected by the School to be the Outstanding Student. Selection is based on his/her academic achievement, leadership ability, cooperation, dedication, motivation, and professionalism. The recipient will receive a personal plaque and have his/her name engraved on an outstanding student plaque located permanently at the School. The Outstanding Student award is considered the top award for a School of Skilled Trades graduate.
- **Perfect Attendance:** Students who have not been absent throughout their program of study have perfect attendance. These students will receive a certificate and special recognition at graduation.
- **Outstanding Attendance:** Students who have a maximum of eight absences throughout their program of study have outstanding attendance. These students will receive a certificate and special recognition at graduation.
- **Honor Graduates:** Students graduating with a 4.0 overall grade average for their program of study will receive special recognition at graduation and a certificate indicating they graduated with honors.
- **Class Leader:** Students selected by their instructors to be class leaders will receive a certificate indicating the student was a class leader.

## **GRADUATION CEREMONIES**

Parents, relatives, and friends are invited to attend the School of Skilled Trade graduation ceremonies. These ceremonies represent the culmination of your training at the School. This is a formal commencement and awards ceremony in which graduates are honored for their hard work and academic achievement.

## **ADMINISTRATIVE POLICIES**

### **STATEMENT OF NON-DISCRIMINATION**

The School of Skilled Trades does not and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

### **CIVIL RIGHTS COMPLIANCE**

The School of Skilled Trades complies with federal laws including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, and Title VI of the Civil Rights Act of 1964, all as amended from time to time. The Campus Director has been designated as the Civil Rights Coordinator and will coordinate the efforts of the School to comply with all relevant civil rights laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

### **DISABILITY ACCOMMODATION PROCEDURE**

The School of Skilled Trades' disability accommodation procedure is a collaborative and interactive process between the student and the Civil Rights Coordinator/President/Campus Director. The student will meet with these School leaders at the campus to request and submit an Accommodation Request form and discuss disability-related needs. One of the School leaders is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the School leaders for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student such that the student can accomplish the essential requirements of the educational experience and successfully work in the industry for which s/he will be trained. Once the student has self-disclosed a disability and it has been verified and an appropriate accommodation(s) suggested to the School leader, the School leader will work with the student to determine how the accommodation(s) can best be provided. The accommodation(s) will depend on the needs of the particular student and the accommodation(s) suggested or recommended, and can include but is not limited to the following examples: extended time on exams, quiet environment for testing, a reader for exams, oral exams, note taker/faculty notes.

If the request for an accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal. To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the appropriate School leader with a new accommodation form marked "appeal." The appeal will be heard by other designees if the School leader was involved in the initial decision.

### **DISCRIMINATION GRIEVANCE PROCEDURES**

A student initiates the Discrimination Grievance Procedure by contacting the Civil Rights Coordinator/President/Campus Director for all disability-related complaints and all other

complaints alleging discrimination carried out by employees, other students, or third parties. The School leader can be reached at the campus contact information located in this catalog. A student's participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The School leader or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who allegedly engaged in such conduct, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the School leader or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the School leader or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the Campus Director within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the Campus Director (or other School leader who was not involved in the initial decision) will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. The School of Skilled Trades makes every effort to prevent recurrence of any finding of discrimination and to correct any discriminatory effects on the grievant and others, if appropriate.

If the Civil Rights Coordinator or other School leader is the subject of the grievance, the student should contact his or her instructor or other School leader who will provide guidance to the student for initiating and submitting their grievance in writing.

## **STUDENT GRIEVANCE PROCEDURE**

You may bring a complaint against the School and initiate the School's Internal Dispute Resolution procedure by filing a written complaint with the Campus Director. The Campus Director will attempt to provide a decision or resolution within 15 days. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal his/her decision to a committee of three School-related leaders not involved in the daily operation of the School. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School's Dispute Resolution Policy found in this catalog and per the arbitration policy document executed at enrollment. A student filing a grievance will not be subject to adverse or unfair actions by any School official as the result of initiating the grievance.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the North Carolina State Board of Community Colleges, Proprietary Schools, 200 West Jones Street, Raleigh North Carolina 27603, 919.807.7100, in writing. All complaints considered by the Board must be in written form, with permission from the complainant(s) for the Board to forward a copy of the complaint to the School for a response.

Students may also contact and file a complaint with the state's agency and Attorney General's Office at the following mailing address: Attorney General for the State of North Carolina, Consumer Protection Division, Mail Service Center 9001, Raleigh, North Carolina, 27699-9901, or by phone at (877) 5-No-Scam, or at [www.ncdoh.gov/complaint](http://www.ncdoh.gov/complaint).

## **DISPUTE RESOLUTION POLICY**

1. Students may choose to initiate the terms of the following dispute resolution policy in lieu of or prior to initiating a legal claim in arbitration against the School per the Enrollment Agreement and addenda. As set forth below, if the student is not satisfied with the outcome of the internal dispute resolution process, the student can seek resolution of your complaint through arbitration.

2. By signing the Enrollment Agreement addendum and disclosures form and receiving this Catalog, the student acknowledges that the School has informed him/her of the availability of its internal dispute resolution procedure to resolve any claims against the School. The student may initiate this internal dispute resolution procedure by filing a written complaint with the Campus Director. To protect the privacy of the student and ensure focus on students as individuals, only individual complaints can be made; no joint or mass complaints can be filed with the School. The Campus Director will attempt to respond to the complaint and resolve the dispute within 15 days. If the student is not satisfied with the Campus Director's resolution of the complaint, s/he may appeal his/her decision to a panel of School leadership not involved with the daily operation of the School. If the student files a claim after withdrawal or graduation from the School, the student may initiate the internal dispute resolution process by filing a written complaint directly with the Campus Director.

3. If the student is not satisfied with the outcome of the internal dispute resolution process described in paragraph two (2), s/he may submit his/or claim to arbitration administered by the American Arbitration Association ("AAA") under its Commercial Arbitration Rules and applicable Supplementary Procedures for Consumer-Related Disputes ("AAA Rules"), at a location within the area covered by the federal district court in which you reside, per the Terms of Arbitration found below. The School and student have agreed not to resolve complaints in the state or federal court system in order to expedite the process and receipt of a decision, to promote fairness (since current studies show that more plaintiffs receive awards—and awards of greater magnitude—in arbitration than in the court system), and to save money for all involved. The School relied on this agreement to arbitrate when accepting the student into the School. A copy of the most current AAA Rules can be obtained from the AAA online at [www.adr.org](http://www.adr.org) or by calling 1-800-778-7879. The School and student agree that each provision and sub-provision is severable from this Arbitration Agreement and that all other terms shall remain in force. This Agreement will survive the termination of the student's relationship with the School.

### **Terms of Arbitration**

1. Neither the School nor the student shall file any lawsuit in any court against the other and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of an arbitration conducted pursuant to this provision. Both the School and the student agree that the moving party shall be entitled to an award of costs and fees of compelling arbitration against the party who has filed an action in court.

2. If the student initiates arbitration, s/he must pay \$200 of the AAA filing fee and the School will then pay the remaining AAA filing fee, the arbitrator's compensation, and other applicable AAA hearing fees. However, the arbitrator's compensation and any fees or expenses incurred in arbitration shall be paid by a party whose Claims are determined to be frivolous or filed for purposes of harassment. The arbitrator has power to award prevailing party attorney's fees and costs if a successful Claim is based on a statute providing such fees to any party or if any conduct by a Party or its representative is deemed frivolous, harassing or improper.
3. The Federal Arbitration Act (including all its procedural and substantive provisions) and related federal decisional law shall govern this arbitration policy/agreement/provision to the fullest extent possible.
4. To protect the student's confidentiality and individual interests, the student agrees not to combine or consolidate any Claims with those of other students, such as in a class, mass, or consolidated action, or for the claims of more than one student to be arbitrated or litigated jointly or consolidated with any other person's claims. The student agrees that the arbitrator shall not have authority to join or consolidate Claims by more than one person.
5. Any remedy that directly benefits the parties to this Agreement (provided the remedy would be available from a court under the law of the applicable jurisdiction) shall be available in the arbitration, except that the arbitrator(s) shall not have the power to award relief for the benefit of anyone not party to the Agreement. Further, if the amount of the award exceeds \$50,000 or involves a request for injunctive or declaratory relief that could foreseeably involve a cost or benefit to either party exceeding \$50,000, any party can, within 10 days after the entry of the award by the arbitrator, appeal the award to a three-party arbitrator panel administered by the AAA for *de novo* review. Both parties shall participate in the selection of the panel but the fees and expenses of the appeal tribunal and the AAA shall be paid in full by the appealing party. Once the notice of appeal is timely served, the injunctive relief award shall no longer be considered final for purposes of seeking judicial enforcement, modification, or vacatur under the applicable arbitration statute. Following the appeal process, the decision rendered by the appellate arbitrators may be entered in any court having jurisdiction thereof.
6. Nothing in this arbitration provision prohibits a student from filing a complaint with the state regulatory agency. The student is strongly encouraged, but not required, to utilize the grievance procedure described in this catalog above, prior to initiating arbitration. The student may, but need not, be represented by an attorney at arbitration.
7. Except as may be required by applicable state law, court order, or as necessary in proceedings to confirm or vacate an award, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives and the AAA.
8. All statutes of limitations applicable to any dispute that might otherwise be brought in court shall apply to any arbitration involving or between the student and the School.
9. The student has the ability to withdraw from this arbitration provision in a writing received by the School within 10 days of the student's initial enrollment.

## STUDENT CODE OF CONDUCT – GENERAL

The School of Skilled Trades seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. The School should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.

To this end, the School of Skilled Trades Code of Student Conduct sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the School, the deviation(s) significantly prejudices the student.

The Campus Director (or designee) is responsible for appropriately conducting, recording and enforcing the outcome of all disciplinary matters. In addition the Campus Director is responsible for notifying the student of the alleged violation in writing, any sanction to be imposed, provide the student with available information about the violation, and notify the student of his/her right to appeal.

As a prerequisite for admission, each School of Skilled Trades applicant must agree to abide by academic and social standards indicated in our Code of Student Conduct. These standards are important in the career work place and are given point value under the heading “Professional Grading System” in the Student Handbook.

Violations of the Code of Student Conduct will result in penalties, including a grade reduction, reprimand, probation, suspension, or dismissal – depending upon the seriousness or frequency of the violation. School officials will determine the appropriate penalty on all conduct violations. If suspended as a result of a conduct code violation, a student may apply for readmission in accordance with the school’s readmission policy.

Each student, while in attendance at the School of Skilled Trades, is expected to display the highest degree of ethical and professional conduct. All School of Skilled Trades employees are allowed to enforce the Code of Student Conduct. The following actions are violations of the Code of Student Conduct:

1. **Dishonesty:** willfully or knowingly lying, cheating academically, claiming the work of others, or giving any type of false information to the campus.
2. **Controlled Substances and Associated Paraphernalia:** the possession, use, sale or distribution of controlled substances and/or paraphernalia while on School property or at any school-sponsored event. The student may be subject to prosecution by local law enforcement agencies and a parent/guardian may be notified. Drug testing may be required in cases of reasonable suspicion of drug use, and by enrolling, the student expressly consents to such testing.
3. **Alcohol:** the possession, consumption, distribution, or being under the influence of alcohol while on School-controlled property or at any School-sponsored event. Students may also be subject to prosecution by local law enforcement agencies and your parent/guardian may be notified. Testing may be required in cases of reasonable suspicion of alcohol use, and by enrolling, the student expressly consents to such testing.
4. **Profanity:** the use of any language or gesture that is offensive and creates an uncomfortable environment.
5. **Theft and Vandalism:** the theft, possession of stolen property, or vandalism of property to include School, vendor, staff, neighbor, or other student’s property.
6. **Unsafe Conduct:** students will observe all safety regulations, eye and hearing/ear protection in designated areas, the safety of others, and adhere to the proper use of tools, equipment and motorized vehicles.

7. **Threatening Behavior/Physical Assault:** involvement in hazing, or threatening the physical safety and comfort of others, or display of violence which results in physical contact or the reasonable belief of physical contact.
8. **Inappropriate Electronic Communication:** abusive, threatening, or otherwise inappropriate behavior via email, texting or any other social media communication.
9. **Weapons:** students will not possess, or have in vehicles, firearms, ammunition, explosives, knives, or weapons of any kind on School-controlled property.
10. **Disorderly Conduct:** behaving in a manner which disturbs the peace of others or disrupts, interferes, or prevents a staff member from performing their duties.
11. **Aiding and Abetting:** assisting, encouraging, or inciting others in any violation of regulations. This includes the withholding of information.
12. **Sexual Harassment:** any unwelcome action whether physical, verbal, or nonverbal, that is intimidating, hostile or creates an offensive environment.
13. **Sexual Assault:** the use of force or threat of force to engage a person in sexual activities without that person's clear and willing consent.
14. **Tobacco Use:** allowed in designated areas only.
15. **Unauthorized Entry:** entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.
16. **Student Electronic Equipment:** non-educational electronic equipment (cell phones, cameras, pagers, etc.) is not allowed in School of Skilled Trades training areas.
17. **Public displays of affection:** are not allowed on campus, School training areas or facilities.
18. **Discrimination:** any verbal or nonverbal unlawful discrimination towards any protected individual or group.
19. **Computer, Internet and Network Use:** use of School computers, internet, and networks in a manner that constitutes a violation of the School's Code of Student Conduct or local, state, or federal law, endangers system integrity, or accesses sites containing inappropriate content. This includes accessing inappropriate websites that contain pornography, violence, discrimination or other subjects deemed inappropriate in the sole discretion of the School.
20. **Recreational activities:** are not allowed on campus property, except with express permission of the Campus Director.
21. **Violations of the School Appearance Code:** students must abide by the specific appearance policy for the student's program.
22. **Punctuality:** students missing 29 minutes or less of a class period will incur a punctuality infraction. Students receiving 10 punctuality infractions may be suspended.

#### **The Student:**

1. Will abide by all School policies, rules, and regulations;
2. Will abide by all local, state, and federal laws;
3. Will assist other students with clean-up of shop, lab, classroom, and all other areas; and
4. Will abide by all conditions of School warnings, probation, evictions, or suspensions/dismissals.

#### **Appearance Code**

The School's Student Appearance Code works to provide an atmosphere to enhance the professional development of our students, to prevent disruption of the learning process, and to further prevention of safety hazards. The following are the minimum standards while on the School's campus:

**All School of Skilled Trades students will abide by the following:**

1. The school uniform, if provided, shall be properly worn on campus during school operating hours. Pants shall be worn in an appropriate manner at the natural level (above the hips). Shirts shall be tucked in to avoid injury and project professionalism. Clothing must be clean with no holes, tears, or frayed edges. No article of clothing shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar or obscene, or might otherwise cause disruption.
2. Hair shall be kept clean and provide a neat, well-groomed appearance. Hairstyle must conform to the shape of the head in a professional manner with no abrupt changes in length or style. Hair shall not extend beyond the eyebrow, middle of the ear, and top of the shirt collar. Hair must be a natural color. No unnatural hair is allowed. Any hair style that does not conform to the above or is otherwise a potential safety hazard is prohibited.
3. Male students shall be clean-shaven. Mustaches are permitted provided they do not extend below or beyond the corners of the mouth. Sideburns are permitted provided they extend no lower than the bottom of the ear and the sides extend straight down the face. Sideburns must be trimmed so they are not bushy.
4. The wearing of earrings, posts, spacers, studs, and dangling jewelry is not permitted. Facial skin-, tongue- or body-piercing rings, studs, posts, ornaments and chain wallets/belts are also prohibited.
5. Personal cleanliness must be observed and maintained at all times.
6. Animals such as dogs, cats and other pets are not allowed on campus, except for trained service animals as defined in the Americans with Disabilities Act of 1990.
7. A campus-approved baseball-style cap or knit cap (beanie) may be worn. Bills must remain facing forward.

**NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

A student should submit to the Campus Director a written request that identifies the record(s) the student wishes to inspect. The Campus Director will make arrangements for access and will notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write to the Campus Director, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the institution in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the institution who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

## **STUDENT RECORDS**

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. The School of Skilled Trades maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records are maintained on campus for five years. Additionally, electronic transcripts are maintained permanently.

## **TRANSCRIPTS AND DIPLOMA RELEASE**

Requests for transcripts must be submitted to the Campus Director. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Upon graduation, all students who are current with their financial obligation to the School will receive their diploma and official transcripts.

**Note:** Students who have outstanding balances should make payment arrangements in order to receive diploma and official transcripts.

## **STUDENT ADVISING**

Students' educational objectives, grades, attendance, and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Academic advising is provided for students who are experiencing difficulties with their coursework. Students are encouraged to seek academic assistance through their instructors.

Academic advising includes satisfactory academic progress and attendance. Instructors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

### **TERMINATION PROCEDURES**

Students may be terminated by the School for cause. Examples include, but are not limited to, the following:

- Violation of the School's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the School.

Students to be terminated are notified in writing and may appeal following the guidelines outlined in the "Appeals Procedures" policy in this catalog.

### **HEALTH/MEDICAL CARE**

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise, and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the School immediately. All medical and dental appointments should be made after school hours.

The School will not be responsible for rendering any medical assistance, but will refer students to the proper medical facility upon request.

The use of the School's equipment and tools in labs and real-life settings (including real life) is inherently dangerous and injuries will likely occur. This likelihood can be significantly reduced if students are alert, following directions, not goofing off, and are complying with codes of dress and conduct. In the event a student is injured in the course of study, the School will take reasonable actions to procure appropriate medical care. However, the student acknowledges, accepts, and assumes responsibility for the inherent danger associated with power tools, sharp tools, and other conditions associated with working in the trades.

### **FACULTY ACCESSIBILITY**

Students may reach out to faculty outside of regularly scheduled hours for any academic or course advising. The student and instructor can set up a time to meet before or after and through any sort of technology such as email, text or phone call throughout the period during which the course is offered. All instructors distribute their email and phone number contact information on the first day of every module or term to all students.

## **FINANCIAL INFORMATION**

### **CANCELLATION AND REFUND POLICIES**

**CANCELLATION POLICY:** Students may withdraw their enrollment agreement at any time within five business days from the date the student signs the agreement, makes an initial payment, or first visits the School, whichever is later. If you do so, all payments made by the student or on their behalf will be refunded. Withdrawal can be effectuated by a Student notifying the School of desire to cancel the enrollment.

The student applicant will also be returned all monies paid if:

1. The School rejects the applicant;
2. The School cancels the student's program and no alternative program is available; or

**REFUND POLICY:** At a minimum, a full refund is made if a student withdraws before the first day of class or the school cancels the class and a seventy-five percent (75%) refund if the student withdraws within the first twenty-five percent (25%) of the period of enrollment for which the student was charged.

**WITHDRAWAL AND REFUND POLICY:** Notification of intent to withdraw should be made to the Campus Director. All refunds should be provided within 30 days of termination.

### **DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)**

The date of withdrawal for students who officially withdraw is the same date as determined under official withdrawals above.

If the student ceases attendance without providing official notification, the School shall consider the student to have withdrawn after 14 calendar days of nonattendance.

## **FINANCIAL ASSISTANCE**

### **STUDENT FINANCING OPTIONS**

The School of Skilled Trades offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options availability and the Financial Assistance process can be obtained from the School. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, and State Programs can be obtained through those agencies.

### **FINANCIAL GOOD STANDING**

Students meeting their financial obligations and remaining in good financial standing throughout their course of instruction and after graduation contribute to their own success.

For a student to be considered in good financial standing the student must:

- Have an outstanding earned Accounts Receivable balance less than \$5,000 or one module of instruction (whichever is greater) if enrolled in a diploma program.

Failure to remain in good financial standing may result in:

- Dismissal from the program of study.

If a student is unable to remain in good financial standing, the student may be dropped from his or her course of instruction and not be allowed to reenroll in any School program until the student account is back in good financial standing.

Students have the right to request reconsideration and exception to the dismissal decision for failure to maintain good financial standing by contacting the Campus Director.

### **FINANCING OPTIONS**

If a student's primary financing option does not fully cover his/her program costs, financing options may be obtained from third-party lenders that are unaffiliated with School.

### **Institutional Payment Plans**

**Cash Payment Plan** - Under this plan, a student makes four payments to the School: 25% of the tuition is payable before the first day of class and the remaining 75% in equal monthly installments of the remaining balance at the beginning of each month. Alternative plans, such as Income Sharing Agreements may be available to qualified students.

**The School is currently not eligible to receive federal or state government funding because it newly opened and is not yet accredited by a Department of Education-recognized accreditor.**

Students are encouraged to explore and apply for grants and scholarships available to vocational students. Such funding may be found in local communities, from scholarship funds established by institutions and individuals, and local employers. The School will assist in searches for such potential grants and scholarships beneficial to individual students.

## **STUDENT SERVICES**

### **CAREER SERVICES**

From the time a student enrolls at the School of Skilled Trades, the primary emphasis is on employability and success in the professional world.

The School encourages students to maintain satisfactory attendance, conduct, and academic progress so they may be viewed favorably by prospective employers. While the School cannot (and does not) guarantee employment, it believes its training approach will be successful in placing the majority of its graduates in their field of training. All graduating students participate in the following career services activities:

- Preparation of resumes and letters of introduction—an important step in a well-planned job search;
- Interviewing techniques—students acquire effective interviewing skills through workshops; and
- Employment search techniques—lectures and workshops to assist students and graduates find job openings from employers in the area.

All students are expected to participate in the career services program and failure to do so may jeopardize a positive outcome for these students. Graduates may continue to utilize the School's career services program at no additional cost.

**The School of Skilled Trades offers students/graduates the following employment assistance services:**

#### **Resume Development**

Proper resume development is the initial step in conducting a well-planned job search. School staff assists in the design and preparation to produce a professional resume.

#### **Resume Distribution**

The School assists students in identifying employment opportunities in the region. Along with various forms of electronic communication, students are also able to utilize online job sites to send resumes to employers that have posted job opportunities.

#### **Professional Development Workshops**

The School offers professional development workshops designed to assist students and graduates in bridging the gap between the educational and working worlds. Workshops focus on interviewing techniques, job searching skills, as well as being able to identify and promote individual strengths and weaknesses. The skills gained within these workshops will allow students to have a better understanding of the industry, and the role they play within it.

#### **On-Campus Employer Visits**

The School will host at least one career fair and/or employer visit a year. At this time, students have the opportunity to visit with company representatives. In addition, upcoming graduates have the opportunity to participate in formal interviews with prospective employers, thus increasing the possibility of obtaining employment prior to graduation. Aside from career fairs, employers are encouraged to visit the School to conduct informational presentations and interviews. This provides students with current industry knowledge to assist them in making career decisions.

#### **Continuing Services**

The School of Skilled Trades offers job referrals and resume updating to graduates in good standing as part of our continuing service. These services are offered to graduates throughout their careers upon request and at no additional cost.

### **Career Opportunities**

The following is a list of just a few of the occupations and work settings available in the plumbing industry: plumber's assistant; plumbing sales positions for retail or business-to-business suppliers; various positions within a plumbing contractor's work force; various positions with water organizations; various positions within government licensing, permitting, and advising entities. The School's curriculum prepares students for state licensing, but does not provide sufficient hours to be eligible for state plumbing licensure.

### **TRANSPORTATION ASSISTANCE**

The School maintains information on public transportation and a list of students interested in carpooling.

### **FIELD TRIPS**

The School believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations or for ride-alongs with working plumbers.

### **SPECIAL LECTURES**

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

### **TUTORING**

Tutoring is available to students as needed; a student needing tutoring should talk to their instructor regarding scheduling.

### **DRUG ABUSE PREVENTION**

Information on drug abuse prevention is available at the School for all students and employees.

### **PERSONAL ADVISING**

The School provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the School has information available on community resources that address these types of problems.

### **TEMPORARY CAMPUS CLOSING INFORMATION**

To provide continued services to students, it is the School's policy that it will remain open according to its regular hours of operation. However, certain situations, such as holidays, special events, inclement weather, and emergencies, may arise that necessitate the temporary closure of the School. In the event it becomes necessary for the School to temporarily close, students will be notified, preferably via their cell phones. The School will make reasonable efforts to communicate site closures, delayed starts, and early closes. School leadership may also send notices about special events and other general reach out messages to communicate with students. Such communication may occur via landline, cell phone—audio and text—and email. All students are required to keep their contact information current with the School at all times in order to be reached with these important messages. The Campus Director reserves the right to schedule make-up hours and/or assignments for hours missed due to any School closures. The students will be notified of these make-up hours and be required to attend or be marked absent.

## PROGRAM

### PLUMBING

#### Program Description

This entry-level program prepares individuals to practice as plumbers by applying technical knowledge and skills to lay out; assemble; install and maintain piping fixtures and systems for steam, natural gas, oil, hot water heating; cooling; drainage; lubricating; sprinkling; and industrial processing systems in home and business environments. Topics include: water distribution; water removal; pressure adjustments; basic physics; technical mathematic; blueprint reading; pipe installation; pumps; welding and soldering; and applied codes. Emphasis is on hands-on technical skills.

**ADMISSIONS REQUIREMENTS:** Students must have a high school transcript indicating graduation or a certificate of high school equivalency and be over 17 years of age to be qualified for entrance.

Students must also pass a criminal background check.

**PROGRAM LENGTH:** 24 weeks

**GRADUATION REQUIREMENTS:** To receive a diploma, each student must pass all subjects and achieve at least a "C" (2.0) overall average. Attendance requirements must be satisfied. Tuition costs must be paid in full or Student has made satisfactory payment arrangements with the School. Upon completion of these requirements, a Diploma will be issued.

**Classes Meet:** Monday through Thursday from 8 a.m. until 4 p.m. with 30 minutes for lunch and scheduled breaks.

Course Number	Subject	Lecture Hours	Lab Hours	Total Hours
PLMB 101	Basic Plumbing	60	120	180
PLMB 201	Essentials of Plumbing	60	120	180
PLMB 301	Intermediate Plumbing	60	120	180
PLMB 401	Advanced Plumbing	60	120	180
	<b>Program Total</b>	<b>240</b>	<b>480</b>	<b>720</b>

#### COURSE DESCRIPTIONS

##### PLMB 101

##### BASIC PLUMBING

This course focuses on the history; health; safety; principles of plumbing; careers; ethics; hard tools; and basic mathematics for plumbing. Topics include first aid; valves; water heaters; faucets; building plans; drawing; sketching; joining methods for DWV; plumbing fixtures; water sources; and waste disposal. This course emphasizes the applied code requirements.

Prerequisite: None

60 lecture clock hours; 120 hands-on lab hours/180 total clock hours

**PLMB 201**  
**ESSENTIALS OF PLUMBING**

This course focuses on pipe fittings; welding; disposal methods; applied plumbing mathematics; pumps; safety concepts; communication skills; and professionalism. Emphasis is on the applied code requirements.

Prerequisite: PLMB 101

60 lecture clock hours; 120 hands-on lab hours/180 total clock hours

**PLMB 301**  
**INTERMEDIATE PLUMBING**

This course focuses on residential and commercial fixtures and appliances; blueprints and specifications; gas fittings and controls; venting for category 1 appliances; tanks; water heaters; electric circuits; troubleshooting; safety; workplace etiquette; and productivity. Emphasis is on the applied code requirements.

Prerequisite: PLMB 201

60 lecture clock hours; 120 hands-on lab hours/180 total clock hours

**PLBM 401**  
**ADVANCED PLUMBING**

This course focuses on residential and commercial services; water and vent piping repair; waste stoppage repair; blueprint reading; hot water systems; solar systems; pumps; storm drainage systems; medical care facilities plumbing; potable water systems; and job search. Emphasis is on the applied code requirements.

Prerequisite: PLMB 301

60 lecture clock hours; 120 hands-on lab hours/180 total clock hours

## STATEMENT OF OWNERSHIP

The School of Skilled Trades is a North Carolina non-profit corporation. The corporate offices for the School are located at:

2800 Meridian Parkway, Unit 125  
Durham, North Carolina 27713  
(919) 892-8989

<b>The School of Skilled Trades</b>	
<b>Directors</b>	
Janet Figueroa	
Robert Owen	
Diana Scherer	
Andrew Min	
John Spruill	

### ADMINISTRATION

<b>The School of Skilled Trades</b>	
President	William Calhoun
Instructors	

## ACADEMIC CALENDAR

### 2025/2026 ACADEMIC CALENDAR

#### Summer Schedule 2025

June Registration .....	April-May, 2025
Course Session .....	Monthly starts including June 2, 2025
Finals and Course End .....	November 12-14, 2025
Independence Day Holiday .....	Friday, July 4, 2025
Labor Day Holiday .....	Monday, September 1, 2025
Thanksgiving Break .....	Thursday, November 27-Friday, November 28, 2025
Graduation .....	Friday, November 21, 2025

#### Winter Schedule 2026

Registration .....	November-December, 2025
Course Session .....	Monthly starts including Monday, January 5, 2026
Presidents' Day .....	Monday, February 16, 2026
Memorial Day .....	Monday, May 25, 2026
Finals and Course End .....	June 17-19, 2026
Graduation .....	Friday, June 26, 2026

Make-up days will be scheduled as necessary to maintain the required clock hours of training in each course module. Additional sessions may be added commensurate with student demand.

## TUITION AND FEES

The School of Skilled Trades			
Program Offerings	Program Length	Clock Hours	Program Tuition
<b>Diploma Program</b>			
Plumbing	6 mo.	720.0	\$20,000

Textbooks are included with tuition and a set of tools is made available to students at no additional charge during the time of their attendance. Students must pay a \$200 refundable tool deposit upon registration. The deposit will be returned within 30 days of a student's separation from the School provided all tools are returned in the same condition as received, less normal wear. The cost of lost or damaged tools will be deducted from the deposit. If the losses or damages exceed the deposit the student must pay the difference prior to separation from the school. Students are strongly encouraged to purchase their own set of tools, which the School is attempting to procure from a supplier at a discount. Two uniform shirts are also included with tuition and additional shirts may be purchased at the student's expense.

**For re-entering diploma students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:**

Same Program (Same / New Program Version):

Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits / Length of Program):

Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Different / New Program (Program Change)

Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

**Note:** The Enrollment Agreement obligates the student and the School for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this School catalog.

NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES  
OFFICE OF PROPRIETARY SCHOOLS

CATALOG CERTIFICATION

**The School of Skilled Trades**  
Name of Institution

**2800 Meridian Parkway, Unit 125**  
Address (Physical location of school)

**Durham, North Carolina, 27713**  
City, State, Zip

Certification of Catalog:

Volume # Five Issue # One Date February 25, 2025

For academic years: 2025-2026

This is the current catalog of this institution, and it is certified to be true and correct in content and in policy.

William Calhoun/President  
Official/Title

February 25, 2025  
Date