

# HOT ROD Institute

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Even More...*

**Hop-Up  
Policies**

Issue #12



Complete Policy  
Handbook

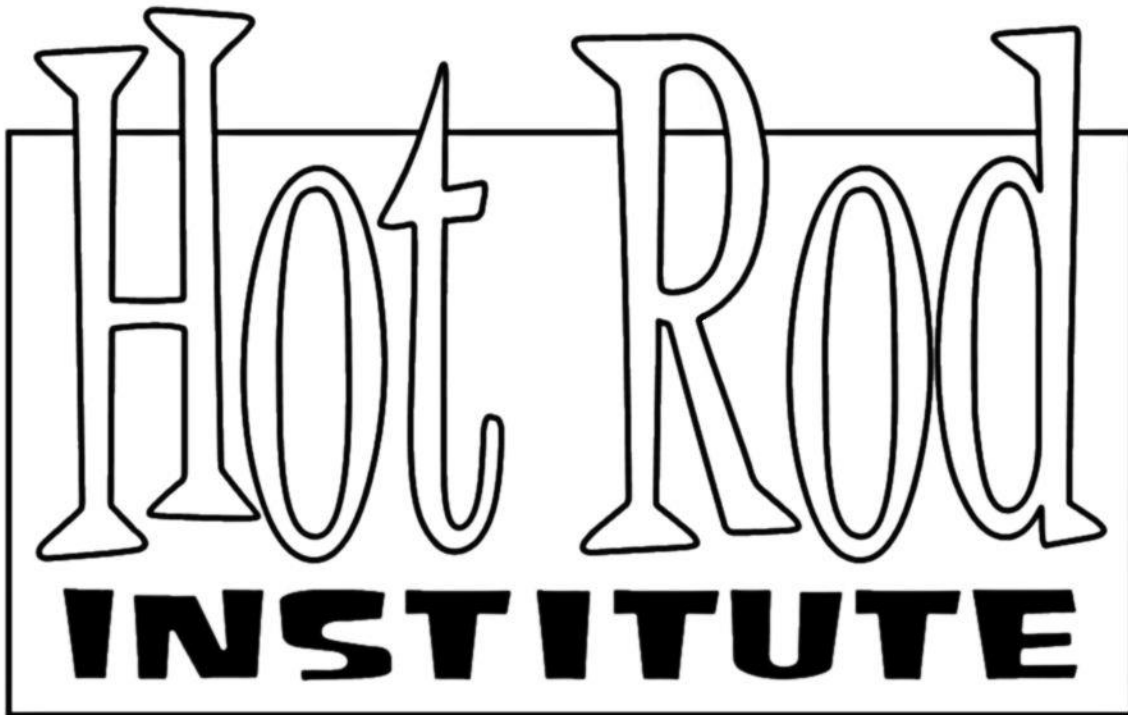
Learn the skills of your dream Career!

# Hot Rod Institute

## The Hot Rod and Auto Restoration School

Accredited by Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302 Arlington, VA 22201  
703.247.4212





## Complete Policy Handbook

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The following is the HRI, Inc (dba Hot Rod Institute) handbook. The programs, policies, costs, and conditions listed within are strictly for informational purposes and are subject to change

# Hot Rod Institute – Policy Handbook

without prior notice. In no way is the handbook to be viewed as a contract between Hot Rod Institute, its students, and/or its faculty.

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## *History from the Founder*

I would like to thank you for your interest in Hot Rod Institute. Our staff and faculty are devoted to providing you the premier specialty automotive education along with the support that you expect and deserve. As an exclusive and independently operated institution of higher education, Hot Rod Institute provides its students with an accelerated in-depth educational program focusing on the skills needed to be successful in the Specialty Automotive Industry. Our “hands-on” method of instruction, best practices curriculum, and caring faculty and staff will help solidify your position in an exciting new career.

Hot Rod Institute opened its doors in January of 2008, with the purpose of providing the Specialty Automotive Industry with excellent entry-level employees and continuing the Hot Rod and Classic car restoration tradition. Our classes are rooted in the history of one of the oldest American pastimes, while practicing the techniques used in today’s top shops. We are constantly updating our curriculum to align it with the needs of the industry we are preparing you for.

I am excited you have decided to become a part of our hot rodding family. I truly believe that with your drive and dedication, and our instruction you can realize your career dreams.

Welcome!

*Doug LaRue*

*Hot Rod Institute Founder and President*



# Hot Rod Institute – Policy Handbook

## *I. Vision, Mission, and Purpose*

### Vision

Hot Rod Institute is committed to becoming regarded and respected as the Leader in Specialty Automotive Education. We recognize that in order to realize our Vision we must continue to improve as an institute; exceeding our stakeholders' expectations while providing topnotch education based on the needs of employers in the Hot Rod and Specialty Automotive Industry.



### Mission

Hot Rod Institute is dedicated to providing a quality, specialized education to students with the passion and determination to achieve success in the Hot Rod and Specialty Automotive Industry. Although deeply rooted in the history of hot rodding, our curriculum focuses on current Best Practices in the Specialty Automotive Industry through extensive hands-on experience. Hot Rod Institute's Diploma Program and Certificates of Completion provide our students with the possibility of direct entry in to the industry they are being prepared for.

### Purpose

In alignment with our Mission and Vision, we view the following objectives to be the main purpose of Hot Rod Institute.

- To provide students a specialized post-secondary education, focusing on the skills of the Hot Rod and Specialty Automotive Industry.
- To provide students a safe and orderly environment in which to study the practical and professional skills taught at Hot Rod Institute.
- To provide students with the ability to create and update their professional resume and portfolio, assisting with gainful employment opportunities by displaying their technical skills, abilities, and personal interests.
- To provide employers of the Hot Rod and Specialty Automotive Industry with educated, experienced, and qualified entry-level employees.
- To preserve the history of the Hot Rodding Tradition by passing on yesterday's skills and styles to a new generation of Hot Rodders.

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## Core Values and Beliefs

Hot Rod Institute believes that our responsibility to our stakeholders the basis of our core values. We recognize our main stakeholders to include our students, the employers of the Specialty Automotive Industry they are preparing for, our staff and the community in general.

- We believe in providing the premier education for Hot Rod and Specialty Automotive Industry, the guiding force behind our decisions, standards, and policies.
- We believe our students' successes directly reflect the success of our institute.
- We believe in developing SMART goals for students, faculty, and the institute.
- We believe that respect is the foundation of our ethical standards, and it is imperative to embrace the diversity of the institute and the community.
- We believe in responsibility, integrity, and accountability of all PERSONS - students, staff and faculty.
- We believe that the Hot Rod and Specialty Automotive Industry is one of passion and individuality; challenging while fun and rewarding.
- We believe in a curriculum focused on hands-on experience, continuity updated in best practices of today's top hot rod and specialty automotive shops.
- We believe in teamwork, preceded solely by safety.
- We believe in the importance of small class sizes and the quality education they provide.



# Hot Rod Institute – Policy Handbook

## *II. General Institute Information*

### *Faculty and Curriculum*

Curriculum taught at Hot Rod Institute focuses on topics and techniques established by today's Hot Rod and Specialty Automotive Industry and our staff is versed in both theoretical subjects and real-life experiences. The faculty at Hot Rod Institute has many years of combined experience and has industry credentials and successes in their respective fields. Their history offers instructors situations to further the students' educational experience.

The Faculty at Hot Rod Institute delivers a curriculum based on practical, professional, hands-on instruction techniques. It is this unconventionally delivered education that gives a competitive employment advantage to students attending Hot Rod Institute. The majority of the classes at Hot Rod Institute are comprised of approximately 20% lecture and 80% hands-on lab time. This extensive hands-on training offers students the opportunities to perform tasks not available to an entry-level employee.

Because the curriculum is so heavily based on the skills necessary for employment in the specialty automotive industry, the diploma and certificate programs are designed to be terminal in nature and solely for procuring employment. This means the transfer of classes, credits, or program hours will be the decision of the incoming institution, but will most likely NOT be recognized for other educational programs as previous education.

### *Administration and Faculty*

Corporate Administration – Governing Board – HRI Inc. dba Hot Rod Institute

Douglas LaRue..... President  
Jean LaRue..... Secretary/Treasurer

Campus Administration: Hot Rod Institute, Rapid City, South Dakota

Doug LaRue..... Campus President/School Director  
Jean LaRue..... Office Manager  
Kyle Bentz ..... Director of Admissions/Director of Education

Campus Instructional Staff

Doug LaRue.....HRBA Instructor  
Daniel LaRue ..... HRB Instructor  
Darren Walker..... HRC Instructor  
Dennis Price ..... HRR Instructor  
Colin Peterson ..... HRP Instructor  
Martin Healy..... HRU Instructor

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## Facilities and Equipment

The facilities and equipment at Hot Rod Institute have been based on the needs of both the students and the Specialty Automotive Industry that they are preparing for.

### Lab Areas

The “shop” and lab areas replicate the situations that students will encounter when they enter the Specialty Automotive Industry work force. Because hands-on comprehension is the basis of the curriculum at Hot Rod Institute, the shop is fully equipped with all the tools necessary for a realistic work experience.

### Classrooms

The classrooms are equipped with the necessary instructional tools to provide an in-depth exploration into the theoretical aspects of each individual class. Most lectures will be delivered using computer presentations along with hands-on demonstrations.

### Student Lounge

Students are encouraged to relax in the lounge during the lunch and mid-class breaks. Tables, seating, refrigerator, microwaves and beverage vending machine are provided. Drinks must be stored using sealable tops in fabrication areas. Students are responsible for lounge cleanliness, and will be required to address the issue during shop clean up sessions. The refrigerator will be emptied and thawed every “down” week.

### Learning Resource System (LRS)

The Learning Resource System is provided to further students’ education. The library contains additional information in the form of books, magazines and instructional videos furthering the students’ skills and techniques of the curriculum. Students are encouraged to “check out” the materials through the Director of Education. LRS hours are from 8 am till 5pm during school days, or by appointment.

### Health Care Services

As minor injuries may occur at Hot Rod Institute, first aid supplies are kept on hand in the shop. If injuries do occur, students are required to report the incident to the instructor or Director of Admissions. Students with pre-existing injuries or special medical needs should notify the Director of Admissions. Hot Rod Institute stresses safety throughout the facilities, with policies to safeguard students, but we do not accept responsibility for injuries occurred to students at Hot Rod Institute facilities and/or at out of school events.

### Visitors and Guests

Visitors and Guests are welcomed, but we ask that they contact the Director of Education for a tour. Safety is always a concern in shop and/or lab areas, visitors are required to act accordingly and protect their eyes.

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## Non-Student Participation

Persons not affiliated with Hot Rod Institute are not allowed to help students or staff with any work, due to insurance liabilities.

## Parking

Entry to the Hot Rod Institute facility is offered through entrances level with parking lots, allowing access by all. The parking lot has clearly marked reserved spots for individuals with physical disabilities.

## Emergencies

In case of a fire, students will exit the building calmly and quickly using the nearest accessible exit. After exiting, students and instructors will gather as a class at the South West corner of the parking lot and roll will be called.

In case of severe weather or tornado, students will gather in the HRR classroom or hallway and stay away from glass windows or doors.

## Inclusion Policy

The parking accommodations, along with accessible drinking fountains and restrooms, are provided in compliance with the Americans with Disabilities Act (ADA). Any student with special needs, physical and/or mental is responsible for informing the Director of Admissions in order to allow HRI to make reasonable accommodations for the student and their education.

## Respect Policy

Hot Rod Institute cares deeply about the both the physical and mental health and safety of its students and employees. HRI is dedicated to providing an excellent education void of harassment, discrimination, or prejudice. In order to ensure a comfortable education atmosphere, personal respect is presented and expected of the faculty, staff, and student body at Hot Rod Institute. Discrimination or harassment on any basis at Hot Rod Institute or any school sponsored event, on the part of students or staff, will not be tolerated. Discrimination or harassment may include the following actions (verbally or physically) but is not limited to the following:

- Any unwanted advances, actions, contact or suggestions
- Any harassment that may or may not be sexual in nature
- Discrimination, harassment, or prejudice based on age, religion, race, sex, sexual preference, disability or national origin

The gravity of these situations must be understood, and disciplinary actions will be enforced. Immediate dismissal of the culpable person/people may be required if the situation deems necessary.

# Hot Rod Institute – Policy Handbook

**This policy is very simple – Respect.**

## Student Records

Student Records are kept in compliance with The Family Educational Rights and Privacy Act of 1974. Records can include a student's grades, files, and documents. Instructor notes do not qualify as student records and not required to be disclosed to anyone. Students may request to see their personal student records by contacting the Director of Education. Students have the right to challenge any files in their personal records by following the Student Complaint or Grievance Procedure listed later in the handbook.

Hot Rod Institute will not release student records without student consent unless the release is in accordance with one of the following...

- Federal Financial Aid Office requirements
- U.S. Government agencies as listed in Public Law 93-380
- HRI Official performing their proper duties and responsibilities
- Educational and Governmental Organizations conducting educational studies
- Other educational institutions requesting transcripts of enrolling students
- Official Court Orders

## Drug, Alcohol, and Smoke Free Campus Policy

In compliance with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), Hot Rod Institute enforces a drug prevention policy. The purpose of the policy is to provide a safe drug-free educational experience for the students, staff, faculty, or other persons on the Hot Rod Institute grounds.

The unlawful possession, use, distribution and/or manufacturing of illegal drugs or paraphernalia is strictly prohibited by Hot Rod Institute. Persons in violation of the Drug-Free Policy will be disciplined accordingly. The violation will be examined by the School Director, and the appropriate punishment will be implemented. Notification of law enforcement, parents/guardians and testing and may be required. Disciplinary actions can range from completion of counseling for substance abuse to expulsion/termination of the student/employee. Costs of counseling or treatment are strictly the burden of the student or employee.

Although there is no disciplinary action for a student's mistake of Driving Under the Influence, it is very important students realize the gravity of this situation. Besides the obvious costs like fines, court fees, lawyer fees, and an increase in insurance, a DUI can make finding employment very difficult as well. Often a business will not be able to insure you, as you will be working with automobiles, and therefore might not hire you. Students of legal age choosing to use alcohol outside of school hours are **STRONGLY** encouraged to have a designated driver. Hot Rod Institute does not condone under-age drinking.

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## Smoking

NO SMOKING IS ALLOWED ANYWHERE INSIDE THE FACILITIES OR AT THE FRONT ENTRANCE. Smoking is only allowed in designated smoking areas outside the facilities with the proper disposal of cigarette butts.

## Weapons Policy

Hot Rod Institute does not tolerate any violent or harmful behavior towards any person - student, faculty, staff or visitor. HRI enforces a clear No Weapons Policy. No person is allowed to carry, display, or use any harmful or lethal weapon (firearm) on the property of Hot Rod Institute; including building, shop area, classrooms, or parking lot. The policy covers any knives (small pocket knives are accepted), bow and arrow, gun, or any other device used to inflict harm (projectile or otherwise). Law enforcement officers are authorized to carry weapons while on duty or on official police business, but are required not to carry a weapon while a student of Hot Rod Institute.

## Accreditation

Hot Rod Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), an agency recognized by the U.S. Department of Education.

Hot Rod Institute is very proud to be accredited by the high standards through Accrediting Commission of Career Schools and Colleges (ACCSC), educational outcomes went through a strict review. [Welcome | Accrediting Commission of Career Schools and Colleges \(accsc.org\)](#) Standards of accreditation for ACCSC can be viewed [right here](#).

## Election Day

Students are encouraged to celebrate their rights and responsibilities as a citizen of the United States of America by practicing their right to vote in early November, or during any other scheduled election day. Adequate time will be allowed for a student to register and vote on any election day. Students are required to notify their instructor before leaving school grounds to vote. [Voter Registration - Pennington County, South Dakota \(pennco.org\)](#)  
<https://www.usa.gov/voter-registration>

## Constitution Day and Citizenship Day

On September 17<sup>th</sup> in 1787 the Constitution and Citizenship Day, of the United States of America was signed by the Founding Fathers. Hot Rod Institute celebrates this momentous occasion. More info can be found at... [Constitution Day and Citizenship Day | USCIS](#)

## Changes to Catalog

Additions, addendum, subtractions, and supplements to this catalog are subject to change without notice. These changes could include tuition, policies, faculty, and other information contained in this catalog.

# Hot Rod Institute – Policy Handbook

## *III. Student Policies*

### Students' Rights and Responsibilities

#### The Student has the Right...

- To submit an application to Hot Rod Institute, and receive consideration according to our admissions policy void of discrimination (see non-discriminatory)
- To expect a quality education
- To develop one's individual style and potential
- To receive information pertaining to his/her academic record or financial status at HRI
- To receive an education void of any form of discrimination (see non-discriminatory policy)
- To receive an education void of unnecessary safety concerns
- To receive reasonable assistance in job placement
- To evaluate his/her current instructor, class, and campus

#### The Student is Responsible ...

- For attending all class periods, unless excused or ill
- For completing the necessary aspects of the enrolled class
- For his/her own academic dedication
- For his/her own involvement in student activities
- For notifying School Director or Director of Education of any changes in personal status
- For knowing and abiding to all of Hot Rod Institutes published policies
- For initialing the job placement process
- For displaying respect to all students, faculty and staff

### Student Success

Although much of Hot Rod Institute's own success weighs heavily on the successes of our students, we cannot guarantee their success or satisfaction. These aspects are dependent upon the student's own personal work habits, attendance, and abilities. Dissatisfaction will not be grounds for refusal of tuition or funding repayment.

### Student Advisement & Services

Student Advising Services at Hot Rod Institute are an important part of the educational program offered. The students' physical and mental safety is of great concern to the staff and faculty of Hot Rod Institute. Students may express any concerns they might have with their education, environment, or fellow students with their instructor, School Director, or the Director of Education.

The School Director and Director of Education are available to students requesting advisement while they are enrolled at Hot Rod Institute. Students are encouraged to discuss educational and career goals with the Director of Education and School Director. Aside from general advising, the services available through the Director of Education are listed below. If the staff or faculty members are unable to fully meet the students advising needs, professional counseling assistance can be may be contacted. Professional counseling is strictly the responsibility of the student, as are the costs incurred for counseling sessions.



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## Career Advising and Services

As the curriculum at Hot Rod Institute is heavily career based, the student will be advised on career decisions throughout their entire enrollment. Career Advising will be offered by the School Director, the instructors, and the Director of Education. Career Services will be provided by the Director of Education and will assist in the search for post-graduation employment by:

- Exploration into student's/graduate's strengths.
- Reviewing a student's/graduate's resume and cover letter.
- Instruction on proper Interview Skills.
- Discussions on Job Opportunities.
- Employment assistance during enrollment and after graduation.

Although Hot Rod Institute cannot guarantee employment after graduation (because much of successful placement depends on the graduating student), we do feel a great deal of our success stems from the success of our students. We will help in every step of the employment process, but it is important to remember that there is a lot of footwork to be done by students. There is a proven formula to obtaining a dream job and it begins and ends with a lot of hard work.

A successful job search starts with the student's work in the shop. Throughout their education students are required to keep a log of the work performed while in the shop, and it is very important to further document their skills with pictures. A picture portfolio a student's actual work performed is an integral part of a student's Employment Packet; therefore students are strongly encouraged to take pictures throughout their education at Hot Rod Institute. Another important part of the Employment Packet is the student's personal resume. After attending the Resume Writing and Portfolio Building lecture, students will be provided a resume template that may use to create their own. Students are encouraged to work with the Director of Education for help with any revisions or reformatting that may be necessary.

During the Resume Writing and Portfolio Building lecture, students will also discuss the aspects of a creative cover letter. The Cover Letter will be the final addition to the Employment Packet, and it is written specifically to the particular shop the student is pursuing a position at. Once a student's Employment Packet is ready for distribution, the student and Director of Education will look for shops or areas of country the student would like to live in.

The majority of the Hot Rod Institute students enroll with the similar goal of obtaining an entry-level position at a hot rod, restoration, or custom fabrication shop but the skills taught at HRI also translate into other industries.

## Student Extracurricular Activities

The student activities at Hot Rod Institute will be centered around student participation. Often extracurricular activities range from local car/bike shows to ideas suggested by students. Hot Rod Institute encourages students to attend these shows in order to view current trends and build qualities. The hot rod/restoration/custom motorcycle shows offer an up-close view of today's specialty automotive industry. The dates and other activities may differ year to year, but they are expected to help students develop as builders/fabricators as well as adults.

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## Dress Code

Although personal expression is a large part of the hot rodding process, we do require that students do not allow their appearance become a problem, safety or otherwise, to their education. The dress code is enforced to allow a safe, productive, and stress-free learning environment. The work uniform will include the following:

- Workable Shirt (“Dickies” style work shirts or Hot Rod Institute approved T-Shirts, and Sweatshirts)
- Solid Color Work Pants or Jeans. (Worn at the Natural Waistband)
- Leather, Work Style Boots or Shoes. (Steel Toe Recommended. Casual/Athletic Shoes are Only Allowed in Upholstery Dept.)
- Hair and Facial Hair Must be Neat and Well Groomed. (Long Hair Must be Tied Back.)
- Approved Safety Glasses (Not required in upholstery area only.)

Students are expected to dress as professional hot rod and specialty automotive industry employees. Images of offensive, vulgar or derogatory subjects are not allowed. Holes or frayed edges are a potential hazard as they make the clothing more flammable. Chain wallets or dangling jewelry are also a potential hazard and will not be permitted.

If a student’s appearance becomes a problem which he or she refuses to correct, disciplinary actions will be assessed. Disciplinary actions could include point deduction, suspension, and even dismissal after advising session with Education Director. The dress code is a subject of safety and respect; to fellow students, the faculty, and the institute.

## Clean-Up Procedure

The fabrication process can be an incredibly dirty one, causing a possible safety hazard in the shop. Students are required to keep personal study and work areas clean, both classroom and lab (shop) areas. Liquid spills must be cleaned immediately. Each day will end with a clean-up period; this time will be used to return tools, sweep shop floor, organize parts and materials, and empty trash cans. Students will not be allowed to leave until individual class areas are cleaned and all tools have been returned.

At the end of every week students will perform a thorough weekly clean. This clean up period will be used to perform daily clean up duties as well as final mop of shop floor. At the end of every quarter students will be required to participate in the Major Clean Up. The Major Clean Up is a thorough cleansing of the entire facilities, and provides a time to take tool inventory and provides a fresh start for the following quarter. Procedures for the Major Cleanup will be given on that day. **Students refusing to participate in any of the cleanup periods will not receive a passing grade, and will not be allowed to graduate or move onto their next scheduled class.**

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## Tool and Equipment Policy

In order to keep a low overall cost for a student's education, Hot Rod Institute provides specialty tools for students to use while enrolled. These specialty tools are invaluable to the students' education while at Hot Rod Institute. Each student is responsible for the correct use and return of the tool to its proper location. All tools will be returned at the end of the day during the cleanup period. If a tool becomes damaged, students are required to report the problem so repair/replacement can be issued. Flagrant miss use of tools will have to replace by the user.

**Students are required to supply their own Hand Tools, a list will be provided.**

Tools in each particular area are the responsibility of each attending class. A student needing to **work or borrow a tool in another area is required to ask permission of both instructors beforehand.** No tool should be removed from its respective area without permission, including hoses and cords.

## Cell Phones

As the curriculum of Hot Rod Institute is delivered to provide a work-like setting, the use of cell phones in the classroom or lab (shop) areas during normal class hours is prohibited for personal use (like Facebook or Instagram browsing). On occasion in the classroom or lab areas student can use their smart phone to reference for school related subjects. Cell phones may be kept on a student's person but the ringer must be silent and a student may only use it during break times or in an emergency.

# Emergency Procedures Protocols

## Accidents and First Aide

A basic first Aid kit is provided by the main office for immediate care to an Injured person. An emergency eye wash station is inside the room next to the First Aide Kit. When dealing with the possibility of transferring bodily fluids from one person to the next, latex gloves and a face shield or goggles should be worn. If further care is needed beyond basic first Aid, the nature of injury and urgency will determine how an injured or sick individual needs to be transported to the Hospital via a personal vehicle or by ambulance. Quick assessment of the Injury may also result in calling 911. Notification of the Director of Education or School Director needs to take place as soon as safely possible. They will notify the Injured persons Emergency Point of Contact (EPOC) if needed.

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## Fire Drills

Fire Drills are announced by the person in charge of the drill yelling FIRE FIRE FIRE. There will be a fire drill during each 3 month class session. Review of the evacuation procedures and assembly location will be reviewed by each Instructor within the first week of class. Other emergency procedures for Tornadoes and In climate Whether will also be covered during this time. Records of fire drills will be maintained in the Director of Educations office.

## Security of Property

It is the responsibility of each individual to secure their own personal property and tools and any tools used that belong to HRI.

## CYBER SECURITY POLICY

**INTRODUCTION** Hot Rod Institute's Cyber Security Policy is a formal set of rules by which those staff members who are given access to school technology and information assets must abide. The Cyber Security Policy serves several purposes. The main purpose is to inform school users: employees, contractors and other authorized users of their obligatory requirements for protecting the technology and information assets of the school.

The Cyber Security Policy describes the technology and information assets that we must protect and identifies many of the threats to those assets. The Cyber Security Policy also describes the user's responsibilities and privileges. What is considered acceptable use? What are the rules regarding Internet

The policy answers these questions, describes user limitations and informs users there will be penalties for violation of the policy. This document also contains procedures for responding to incidents that threaten the security of the school's computer systems and network.

### **WHAT ARE WE PROTECTING**

It is the obligation of all users of the school systems to protect the technology and information assets of the school. This information must be protected from unauthorized access, theft and destruction. The technology and information assets of the school are made up of the following components:

- Computer hardware, CPU, disc, Email, web, application servers, PC systems, application software, system software, etc.
- System Software including: operating systems, database management systems, and backup and restore software, communications protocols, and so forth.
- Application Software: used by the various departments within the school. This includes custom written software applications, and commercial off the shelf software packages.
- Communications Network hardware and software including: routers, routing tables, hubs, modems, multiplexers, switches, firewalls, private lines, and associated network management software and tools.

### **Classification of Information**

User information found in computer system files and databases shall be classified as either confidential or non-confidential. The school shall classify the information controlled by them.

### **Classification of Information**

User information found in computer system files and databases shall be classified as either confidential or non-confidential. The school shall classify the information controlled by them.

# Hot Rod Institute – Policy Handbook

## DEFINITIONS

### Chief Information Officer.

The Director of the Department of Information Technology (IT) shall serve as the Chief Information Officer. Security Administrator. An authorized employee shall be designated as the Security Administrator for the school.

## THREATS TO SECURITY

Employees One of the biggest security threats is employees. They may do damage to your systems either through incompetence or on purpose. You must layer your security to compensate for that as well. You mitigate this by doing the following.

### Management:

- ✓ Only give out appropriate rights to systems. Limit access to only business hours.
- ✓ When employees are separated or disciplined, you remove or limit access to systems.
- ✓ Advanced – Keep detailed system logs on all computer activity.

### Employees:

- ✓ Don't share accounts to access systems. Never share your login information with co-workers.
- ✓ Physically secure computer assets, so that only staff with appropriate need can access.

### Amateur Hackers and Vandals.

These people are the most common type of attackers on the Internet. The probability of attack is extremely high and there is also likely to be a large number of attacks. These are usually crimes of opportunity. These amateur hackers are scanning the Internet and looking for well-known security holes that have not been plugged. Web servers and electronic mail are their favorite targets. Once they find a weakness they will exploit it to plant viruses, Trojan horses, or use the resources of your system for their own means. If they do not find an obvious weakness they are likely to move on to an easier target.

### Criminal Hackers and Saboteurs.

The probability of this type of attack is low, but not entirely unlikely given the amount of sensitive information contained in databases. The skill of these attackers is medium to high as they are likely to be trained in the use of the latest hacker tools. The attacks are well planned and are based on any weaknesses discovered that will allow a foothold into the network.

## USER RESPONSIBILITIES

This section establishes usage policy for the computer systems, networks and information resources of the office. It pertains to all employees and contractors who use the computer systems, networks, and information resources as business partners, and individuals who are granted access to the network for the business purposes of the school.

### Acceptable Use

User accounts on school computer systems are to be used only for business of the school and not to be used for personal activities. Unauthorized use of the system may be in violation of the law, constitutes theft and can be punishable by law. Therefore, unauthorized use of the school computing system and facilities may constitute grounds for either civil or criminal prosecution. Users are personally responsible for protecting all confidential information used and/or stored on their accounts. This includes their logon IDs and passwords. Furthermore they are prohibited from making unauthorized copies of such confidential information and/or distributing it to unauthorized persons outside of the school.

Users shall not purposely engage in activity with the intent to: harass other users; degrade the performance of the system; divert system resources to their own use; or gain access to school systems for which they do not have authorization. Users shall not attach unauthorized devices

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on their PCs or workstations, unless they have received specific authorization from the employees' manager and/or the school IT designee.

Users shall not download unauthorized software from the Internet onto their PCs or workstations.

Users are required to report any weaknesses in the school computer security, any incidents of misuse or violation of this policy to their immediate supervisor.

## **Use of the Internet**

The school will provide Internet access to employees and contractors who are connected to the internal network and who has a business need for this access. Employees and contractors must obtain permission from their supervisor and file a request with the Security Administrator.

The Internet is a business tool for the school. It is to be used for business-related purposes such as: communicating via electronic mail with suppliers and business partners, obtaining useful business information and relevant technical and business topics.

The Internet service may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or which are derogatory to any individual or group, obscene or pornographic, or defamatory or threatening in nature for "chain letters" or any other purpose which is illegal or for personal gain.

## **Monitoring Use of Computer Systems**

The school has the right and capability to monitor electronic information created and/or communicated by persons using school computer systems and networks, including e-mail messages and usage of the Internet. It is not the school's policy or intent to continuously monitor all computer usage by employees or other users of the school's computer systems and network. However, users of the systems should be aware that the school may monitor usage, including, but not limited to, patterns of usage of the Internet (e.g. site accessed, on-line length, time of day access), and employees' electronic files and messages to the extent necessary to ensure that the Internet and other electronic communications are being used in compliance with the law and with school policy.

## **ACCESS CONTROL**

A fundamental component of our Cyber Security Policy is controlling access to the critical information resources that require protection from unauthorized disclosure or modification. The fundamental meaning of access control is that permissions are assigned to individuals or systems that are authorized to access specific resources. Access controls exist at various layers of the system, including the network. Access control is implemented by logon ID and password. At the application and database level, other access control methods can be implemented to further restrict access. The application and database systems can limit the number of applications and databases available to users based on their job requirements.

## **User System and Network Access – Normal User Identification**

All users will be required to have a unique logon ID and password for access to systems. The user's password should be kept confidential and **MUST NOT** be shared with management & supervisory personnel and/or any other employee whatsoever. All users must comply with the following rules regarding the creation and maintenance of passwords:

- Password must not be found in any English or foreign dictionary. That is, do not use any common name, noun, verb, adverb, or adjective. These can be easily cracked using standard "hacker tools".
- Passwords should not be posted on or near computer terminals or otherwise be readily accessible in the area of the terminal.

Users are not allowed to access password files on any network infrastructure component.

Password files on servers will be monitored for access by unauthorized users. Copying, reading, deleting or modifying a password file on any computer system is prohibited.

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Users will not be allowed to logon as a System Administrator. Users who need this level of access to production systems must request a Special Access account as outlined elsewhere in this document.

Employee Logon IDs and passwords will be deactivated as soon as possible if the employee is terminated, fired, suspended, placed on leave, or otherwise leaves the employment of the school. Supervisors / Managers shall immediately and directly contact the school's IT Manager to report change in employee status that requires terminating or modifying employee logon access privileges.

Employees who forget their password must notify the IT department to get a new password assigned to their account. Employees will be responsible for all transactions occurring during Logon sessions initiated by use of the employee's password and ID.

Employees shall not logon to a computer and then allow another individual to use the computer or otherwise share access to the computer systems.

## System Administrator Access System

Administrators, network administrators, and security administrators will have administrative access to host systems, routers, hubs, and firewalls as required to fulfill the duties of their job. All system administrator passwords will be DELETED immediately after any employee who has access to such passwords is terminated, fired, or otherwise leaves the employment of the school.

## Connecting Devices to the Network

Only authorized devices may be connected to the school network(s). Authorized devices include PCs and workstations owned by school that comply with the configuration guidelines of the school. Other authorized devices include network infrastructure devices used for network management and monitoring.

Users shall not attach to the network: non-school computers that are not authorized, owned and/or controlled by school.

NOTE: Users are not authorized to attach any device that would alter the topology characteristics of the Network or any unauthorized storage devices, e.g. thumb drives and writable CD's.

## Remote Access

Only authorized persons may remotely access the school network. Remote access is provided to those employees, contractors and business partners of the school that have a legitimate business need to exchange information, copy files or programs, or access computer applications. Authorized connection can be remote PC to the network or a remote network to school network connection. The only acceptable method of remotely connecting into the internal network is using a secure ID

## Unauthorized Remote Access

Users may not install personal software designed to provide remote control of the PC or workstation. This type of remote access bypasses the authorized highly secure methods of remote access and poses a threat to the security of the entire network.

## PENALTY FOR SECURITY VIOLATION

The school takes the issue of security seriously. Those people who use the technology and information resources of Hot Rod Institute must be aware that they can be disciplined if they violate this policy. Upon violation of this policy, an employee of Hot Rod Institute may be subject to discipline up to and including dismissal. The specific discipline imposed will be determined by a case-by-case basis, taking into consideration the nature and severity of the violation of the Cyber Security Policy, prior violations of the policy committed by the individual, state and federal laws and all other relevant information. Discipline which may be taken against

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an employee or student shall be administrated in accordance with any appropriate rules or policies and the School Policy Manual.

## **SECURITY INCIDENT HANDLING PROCEDURES**

This section provides some policy guidelines and procedures for handling security incidents. The term “security incident” is defined as any irregular or adverse event that threatens the security, integrity, or availability of the information resources on any part of the school’s network. Some examples of security incidents are:

- Illegal access of a school’s computer system. For example, a hacker logs onto a production server and copies the password file.
- Damage to a school computer system or network caused by illegal access. Releasing a virus or worm would be an example.
- Denial of service attack against a school web server. For example, a hacker initiates a flood of packets against a Web server designed to cause the system to crash.
- Malicious use of system resources to launch an attack against other computer outside of the school’s network. For example, the system administrator notices a connection to an unknown network and a strange process accumulating a lot of server time.

Employees, who believe their terminal or computer systems have been subjected to a security incident, or has otherwise been improperly accessed or used, should report the situation to the VP of Administration immediately. The employee or student shall not turn off the computer or delete suspicious files. Leaving the computer in the condition it was in when the security incident was discovered will assist in identifying the source of the problem and in determining the steps that should be taken to remedy the problem.

## **Active Shooter**

Every scenario and situation is different in coping with an active shooter situation. Be aware of your environment and any possible dangers. Be aware of all exits in any facility that you visit. If you are in an office or classroom stay there and try to secure the door. If you are in the shop, try to exit the building or get into one of the offices or rooms that can be secured. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate the shooter. Always be on alert of the possibilities of a second shooter especially while exiting a facility. Only when it is safe to do so, dial 911 and make sure that your phone is not on speaker mode and try to give the 911 operator your location and as many details as possible without being discovered by the shooter.

## **School Closing Due to Severe Weather**

School closures due to severe weather will be the decision of the School Director. The School Director will notify the faculty and staff to begin the calling tree. The individual instructors will be responsible for notifying their current student roster before the start of the school day.

## **Student Projects**

Students are allowed to perform “live work” on their personal projects, with the approval of the School Director, and the individual instructors for the specific class the student is enrolled in. Project approval will depend largely on the student’s plans for the project, the overall era and



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style of the project, and space availability in the shop. *All materials (parts, paints, fabrication materials, welding fee per foot, etc.) for the project will be the responsibility of the owner and can vary largely from project to project.*

While student projects are being worked on the vehicle will be able to be kept in the shop; but we are often required to “Build in Shifts” depending on the space available. Building in Shifts involves bringing a project in for a month or so, while a team (or pair) of students work on different aspects of the vehicle; after which the project is taken out of the shop and the space is used to work on another student’s project for the next month. Building in Shifts provides more learning opportunities for more students, as aspects of the projects being worked on will be completed to even further states than if a single student was working alone.

Projects that are not being worked on may be stored outside, at the owner’s risk, as long the project/space is kept neat and tidy. All larger items stored anywhere on the HRI property must be easily movable. Engines and transmissions securely placed on pallets or engine stands, for instance. A simple engine stand can be built while in the “comp” section of the HRC class. Wheels and tires must hold air and be in good rolling condition. If a student does not want his or her project “out in the elements” they are free to get a rent a local storage unit to keep the project protected. It is highly recommended that owners of the project obtain insurance prior to brining a project to Hot Rod Institute. HRI’s insurance policies do not cover any motor vehicles, and we have no responsibility for damage incurred while being stored in or on the property.

It is important to remember Hot Rod Institute’s prime reason for offering the classes...**Your Education**. Students bringing in projects may be entirely focused on finishing the project prior to leaving, but there are a lot of aspects to building and completing a car. The project vehicles are meant to be learning aids; and the opportunity to work on a personal project as a student at HRI, is a privilege not a right. Any student misusing the opportunity (privilege) will be asked to remove their project from the premises.

## Student Behavioral Code

Everyone at Hot Rod Institute is expected to act professionally – respectful, responsible, and safe. Students are required to present themselves accordingly; both during school as well as out of school hours. If a faculty or staff member of Hot Rod Institute determines that a student’s actions reflect otherwise, disciplinary actions will be taken.

The discipline or penalties will be determined by the gravity of the student’s inappropriate actions. Disciplinary measures may include warnings, probation, point deduction, temporary suspension, and early dismissal from the program if warranted. Students dismissed due to major code violations may follow the school’s policy for readmission.

Minor disciplinary actions will often be assessed in the form of point deductions from a student’s overall class grade. Instructors will assess the point deductions depending severity and frequency of the students improper behavior. Improper behavior includes, but is not limited to, the following:

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- Attendance Problems: See Attendance Policy
- Appearance Problems: See Student Dress Code
- Violation of the Respect Policy
  - Hazing or Threatening Behavior
  - Discrimination
  - Sexual Harassment/Assault
  - Public Displays of Affection
  - Theft/Unauthorized Entry
- Attitude Issues
  - Refusal to Follow Instructors' Directions
  - Dishonesty
  - Disrupting or Disturbing Class
  - Disorderly Conduct
  - Profanity
  - Failure to Participate in Clean-up Sessions
- Violation of the Tool Policy
  - Improper Use or Storage of Tools and Equipment
  - Leaving work area
- Failure to Follow Student Schedule
- Improper Use of Class Time
  - Sleeping During Class
  - Improper Computer Use
  - Failure to Remain on Task
- Safety Violations
  - Refusal to wear safety equipment/glasses
  - Horseplay
  - EPA/OSHA Violations
  - Improper/Unsafe Fabrication Techniques
  - Refusal to Clean-up Spills or Messes
  - Improper Jack Stand Usage
  - Improper Driving
- Violation of Weapons Policy
- Violation of the Drug, Alcohol, and Smoke Free Campus Policy
  - Use of Alcohol or Controlled Substances
  - Improper use of Tobacco Products
- Violation of any City, State, or Federal Law/Ordinance
  - Aiding and Abetting

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## Student Appeals Procedure

A student may appeal his or her suspension or disciplinary action by submitting a written request to the School Director within 24 hours of the disciplinary action notification. The written request for appeal will need the student's position on incident, reasoning for the appeal, and suggested alternate disciplinary action. The review board, faculty and staff members will discuss the student's violation or situation and the disciplinary action. A decision to keep or change (lesser or greater) the disciplinary action will be made within 48 hours of receiving the appeal. The School Director is solely responsible for final decisions on appeals of suspension due to attendance policy violation.

Students may also appeal their lack of satisfactory academic progress due to mitigating circumstances (listed below). The appeal process will be conducted in the same matter as the disciplinary appeal above. The student will have one session to return to satisfactory academic progress if the appeal is approved.

Any decision passed after an appeal procedure is final and unavailable for re-appeal.

## Student Complaint/Grievance Procedure

Student complaints, issues, grievances, and/or concerns will be dealt with according to the following procedure. Resolving most simple complaints or disagreements should be completed informally before the second step.

- The student is first encouraged to amicably resolve the matter with the particular faculty, staff, or student. Many issues can be resolved with a simple discussion.
- If the matter remains unresolved, a meeting with the School Director and anyone involved in the issue will be held.
- After both sides of the story have been shared, the School Director will make a final decision.
- Accreditation Contact [Welcome | Accrediting Commission of Career Schools and Colleges \(accsc.org\)](https://www.accsc.org)

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## *IV. Student Admissions Policy*

### Director of Admissions

The Director of Admissions is available to help with the student's enrollment process, from questions of general interest to help with class selection and student financial aid direction. The admissions process is detailed below.

### Admissions Process

#### **Admissions Requirements and Procedures**

After a student's general inquiry of enrollment, the Director of Admissions will contact the student in order to conduct an entrance interview with interested students. A High school diploma or a recognized equivalent such as the GED is required for admittance.

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, the \$100.00 application fee and all other monies paid to the School are refunded. The School reserves the right to reject students if the items listed above are not successfully completed. The interview, either phone or in-person, will determine the student's capacity and intent for the education provided at Hot Rod Institute. The interview will also provide the student with a greater understanding of the practices, equipment, and facilities at Hot Rod Institute. If an applicant is under 18 years of age, the Enrollment Agreement must also be signed by the parent or guardian.

After the interview, the applicant will submit an Enrollment Agreement to the School Director along with high school diploma or equivalent, including the enrollment fee.

After a prospective student's Enrollment Agreement is reviewed and signed by the School Director and approved. Then signed by the Director of Education the student will be presented with an Enrollment Letter and copy of signed Enrollment Agreement, (digital copy) they will be considered a full-time student of Hot Rod Institute on the start date of their preference.

Hot Rod Institute does not discriminate based on race, color, national origin, sex, religion, age, disability, veteran status, sexual orientation/gender identity or expression, and any other legally protected status in the provision of its courses, programs, services, or activities.

The School's policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior. All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. No English as a second language courses are offered by the campus. Each student is provided access to 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

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## Admissions Costs

### Diploma Programs

Hot Rod Diploma Program 4 class	(HRDP4) (1600 hours or 12 Months)	\$28,000
Hot Rod Diploma Program 5 class	(HRDP5) (2000 hours or 15 Months)	\$35,000
Hot Rod Special Achievement DP 6 class	(HRSADP) (2400 hours or 12 Months)	\$42,000

Single Classes \$7000 per quarter (400 hours each)

One time \$100 enrollment fee

## 2023-2024 Indirect Cost of Attendance

		Monthly Expense
Books, Course materials, supplies and equipment	ALL	0
Transportation	Off Campus	\$ 1,551.00
Personal/Misc	Off Campus	\$ 857.00
Living Expense - Food Allowance - With Dependents	Off Campus	\$ 1,046.00
Living Expense - Food Allowance - Without Dependents	Off Campus	\$ 666.00
Living Expense - Housing - With Dependents	Off Campus	\$ 1,374.00
Living Expense - Housing Without Dependents	Off Campus	\$ 756.00
Transportation	With Parent	\$ 1,286.00
Personal/Misc	With Parent	\$ 542.00
Living Expense - Food Allowance - With Dependents	With Parent	\$ 535.00
Living Expense - Food Allowance - Without Dependents	With Parent	\$ 363.00
Living Expense - Housing - With Dependents	With Parent	\$ 995.00
Living Expense - Housing Without Dependents	With Parent	\$ 665.00

## Previous Educational Experience Requirement

Applicants are required to hold a High School Diploma, or equivalent (GED), issued by an accredited High School or State Education Department. Students have the opportunity to pursue their GED with the assistance of Career Learning Center of the Black Hills (CLC) located in Rapid City, and surrounding areas. Classes offered at CLC are free and the GED test is \$95.00. CLC also offers English as a Second Language classes. Students can contact the HRI Director of Admissions for more info on either program.

## Enrollment Limitations

Hot Rod Institute has a limited amount of space for students. Each class has room for only 15 students. The small class size maximizes students one on one exposure with their instructors. The overall maximum student enrollment of Hot Rod Institute is set at 90 students in the current class/instructor configuration.

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## Policy Loan Entrance/Exit Counseling Procedure

### POLICY:

Entrance Counseling: Hot Rod Institute will process loans through the Federal Direct Loan Program (FDLP) and will use the Entrance and Exit Interview Counseling processes at the [Student Aid Website](#). Whatever additional counseling may occur, there is no acceptable substitute for the on-line federal Entrance Counseling process; no borrower shall have a federal student/parent loan originated until they have successfully completed the on-line counseling process.

Exit Counseling: Prior to program completion or upon separation from the school without graduation students will be informed via e-mail and/or postal mail of the necessity to complete Exit Counseling. Students will be informed of the requirement to fulfill an on-line session via the [Federal Website](#).

### PROCEDURE:

Entrance Counseling: Hot Rod Institute will inform new student borrowers of the necessity of Entrance Counseling and the link for the [student aid website](#).

Students who have not completed the process will be reminded of their obligation and warned that their Federal Direct loans will not be originated or disbursed until the requirement has been met. Borrowers who have completed the on-line process are also welcomed to visit with the Financial Aid Office if they have questions or concerns.

Exit Counseling: The school will inform all students before the completion of their program or anytime in which the students end enrollment at the school via e-mail or postal mail to complete the on-line Exit Counseling at the Student Aid Website.

## Financial Aid

Student financial aid advisement will be provided by the Assistant School Director as a part of the students' admissions process. We currently have only one source of student financial aid, provided by Sallie Mae in a Smart Option Student Loan. The loan is available for application on-line; please contact the Director of Admissions for more information.

## VA Benefits

Hot Rod Institute is approved to accept VA Education Benefits for veterans, but the benefits differ from program to program (Chapter 30, 33, 35 or VRAP). When it comes down to picking which VA Benefit to use while attending Hot Rod Institute, it will ultimately be the decision of the incoming veteran student. The structure and amount of the benefits awarded differs from program to program. For example, both chapters of The Montgomery GI Bill ®, Chapter 30 and Chapter 1606 (Selected Reserve), are disbursed monthly directly to the Vet, and it is the Vet's responsibility to pay the proper amount towards tuition and housing. The Post 9/11 GI Bill ® (Chapter 33) separates the tuition and housing disbursements. The Post 9/11 GI Bill's ® tuition and fees are paid directly to the educational institution, while a monthly housing allowance is disbursed directly to the Veteran.

As most of you know when dealing with the VA (or any governmental program for that matter), there are obviously many more differences and idiosyncrasies that separate the bills

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and their benefits, but in many cases the Post 9/11 GI Bill ® provides a larger amount towards HRI's tuition and fees. The link below will display a Comparison Tool found on the GI Bill ® VA website to help you decide which benefit program is best for you.

<https://www.benefits.va.gov/gibill/> <https://www.va.gov/education/how-to-apply/>

**Post 9/11 GI Bill ® Benefits – The Post 9/11 GI Bill ® is the most popular choice among Vets attending HRI. Below is a bit more info on the program.**

[Post-9/11 GI Bill \(Chapter 33\) Rates | Veterans Affairs \(va.gov\)](#)

Non-college Degree Granting Institutions – **Actual net costs for in-state tuition & fees not to exceed \$27,120 during the academic year 8/1/23 – 7/31/24. (If a student is certified at 100% benefits.)**

Any interested military or veteran personal will need to contact the VA in order to receive their Certificate of Eligibility (COE) to see what percentage of what benefits will be awarded. Interested veterans will also be required to read the HRI VA Info Sheet to ensure they understand their options when choosing to use VA Benefits to attend HRI. Veterans will need to mail, email, or fax HRI a copy of their personal COE to Hot Rod Institute (with or after sending in their enrollment agreement) be certified in the VA ONCE system.

(Note) If a VA student is dismissed from class do to attendance, they will not be able to return to class for at least 3 months and will have to pay back the VA for that class.

Contact VA Director for Hot Rod Institute to receive the HRI Official VA Info sheet with specific information on applying to HRI with VA Benefits.

## Student Housing

We do not have on campus housing, but we can assist with the housing and roommate search. There are many apartments in the area, most within 5 to 15 minutes of the campus. The HRI Housing Packet (which should have been included in the enrollment info) will contain a rental guide, listing of all the apartments in the area, and a housing questionnaire.

Roommates can really cut down on the cost of living and may also grow into lifelong friendships. Students interested in finding a roommate may fill out the housing questionnaire, and we will use the answers given to offer possible roommates to all participants. We do not assign roommates; merely try to put incoming students in contact with other incoming students to see if there is a possible roommate match.

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## V. *Student Academic Policies*

### Grading

Academic progress is compiled and reported both weekly and at the end of each session. The grading scale and abbreviations are listed below and are found in each class syllabi. The grades will be used to calculate a student's Overall Grade Point Average after each quarter.

### Grading Scale

Percentage of Class Points		Grading Scale	
Attendance -	7% / 98 pts	93 – 100	A
Theory -	37.5% / 525 pts	80 – 92	B
Lab -	37.5% / 525 pts	70 – 79	C
Final Exam -	<u>18% / 252 pts</u>	60 – 69	D
<b>TOTAL -</b>	<b>100% / 1400 pts</b>	00 – 59	F

**All Classes Must Be Passed with a Grade of 70% or Higher.**

Under certain circumstances the following grades may also be given but will carry zero grade points with exception of WF which will be counted as an F in Overall GPA.

W .....	Withdrawn (Drop/Add Period)	I .....	Incomplete
WP .....	Withdrawn (Passing)	LA .....	Leave of Absence
WF .....	Withdrawn (Failing)	TC .....	Transfer Credit

### Daily Student Schedule (Either Lecture or Lab)

<i>Time:</i>	8:00 – 8:50	8:50 – 9:00	9:00 – 9:50	9:50 – 10:10	10:10 – 11:00	11:00 – 11:10	11:10 – 12:00
<i>Lecture:</i>	Class	Break	Class	Break	Class	Break	Class
<i>Lab:</i>	Shop (Hands-on)				Shop (Hands-on)		
<i>Length:</i>	50 min	10 min	50 min	20 min	50 min	10 min	50 min

<i>Time:</i>	12:00 – 12:50	12:50 – 1:40	1:40 – 1:50	1:50 – 2:40	2:40 – 3:00	3:00 – 4:30
<i>Lecture:</i>	Lunch	Class	Break	Class	Break	Class
<i>Lab:</i>		Shop (Hands-on)				Lab
<i>Length:</i>	50 min	10 min	50 min	20 min	90 min	

Instructors are available for students before or after the scheduled time upon request.



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## Attendance Policy

In order to simulate a realistic, professional work environment a student's attendance is vital to their education program. Students are required to promptly attend all scheduled class and laboratory sessions. The importance of excellent attendance is supported by the fact that often employers are more concerned with a student's attendance than grades. Students' permanent records and transcripts include both grades and attendance for all classes.

Absences are counted in missed hours per day, with 7.5 hours missed for a complete day absent. Tardies are recorded within the first 30 min of both first hours following the start of the day and lunch breaks. If a student is going to be absent or tardy, they must contact the instructor. This notification will not excuse the tardy or absence but will allow the student to make up the work missed. If a test has been missed the student has two days to schedule and take make up test.

If a student's absences exceed 10% of total time of class (40 hours), or they receive over 10 tardies, their attendance **may** be deemed unsatisfactory by the School Director or Director of Education. If a student's attendance is deemed unsatisfactory, student counseling sessions will be held with the School President or Director of Education in order to correct the attendance issues. If attendance problems continue, the student may be expelled. Under certain mitigating circumstances, the School Director may excuse absences or grant a leave of absence. Decisions on "make-up" lab time will be determined by the instructor of the class.

Every student begins the class with 100% of their attendance grade. The attendance grade represents 7% of the total course grade. This is 98pts out of the 1400pt total. Each hour missed is worth 2.45pts (98pts / 40 hours). Tardies will cause a loss in the student's 1400pt total. Each tardy will deduct 2 points.

## Attendance Warning

A student may receive a notice when their time absent reaches 20 hours. The student will be required to sign the notice to indicate that they received the notice although they are not required to agree with it. A copy of the form will be kept in the student's permanent record. If a student's attendance is deemed unsatisfactory due to absences, student advising sessions will be held with the School President or Director of Education in order to correct the attendance issues. If attendance problems continue, the student may be expelled. If the student has excusable absents the lab and classroom time may be made up as the instructor feels is fit.

## Tardy Warning

A student may receive a notice when their amount of tardies reaches 5. The student will be required to sign the notice to indicate that they received the notice although they are not required to agree with it. A copy of the form will be kept in the student's permanent record. If a student's attendance is deemed unsatisfactory due to tardiness, student counseling sessions will be held with the School President or Director of Education in order to correct the attendance issues. If attendance problems continue, the student will be expelled.

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## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in his/her educational Program. In order to maintain eligibility for financial aid, students must make adequate academic progress toward completion of his/her program.

## PROCESS OVERVIEW

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to properly monitor and document SAP. These standards are applicable to all students enrolled in our Educational Programs and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session and is consistently applied to all applicable students

SAP standards are established by the faculty in consultation with the Director of Education. Students must maintain SAP according to the set standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

## SAME AS, OR STRICTER THAN

The SAP policy for Title IV, HEA students is consistently applied and identical to the school's actual measurement used to monitor qualitative and quantitative standards, as well as maximum time frame for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education Programming notifies the Financial Aid Office if the school changes academic policies.

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## Satisfactory Academic Progress Chart (All Programs) Quantitative Measure

<b>SAP Evaluation Period</b>	<b>Minimum CGPA</b>	<b>Rate of Progress (ROP)</b>	<b>SAP Not Met Action</b>
SAP Evaluation Period 1 - Scheduled Completion of 30 units	1.30	67%	Financial Aid (FA) Warning
SAP Evaluation Period 2 - Scheduled Completion of 60 units	1.75	67%	FA warning if student met SAP during the prior evaluation point. If not, see Appeal Procedure.
SAP Evaluation Period 3 - At graduation	2.00	67%	Same as above

\*Rounding applies, 66.67% rounds to 67%

### Grade Point Average (GPA) Calculations

- The GPA is calculated for all students at the end of each term on courses taken at Hot Rod Institute.
  1. GPA points associated with the letter grade (see Hot Rod Institute’s Grading Scale) are factored in the GPA calculation by multiplying the GPA point value for each letter grade earned times the number of credits in a course.
  2. The final GPA is calculated by dividing the total number of GPA points earned by the number of credits attempted.
- Transfer credits (TR), and course drops (W) do not factor in the GPA calculation.
- If a course is repeated, only the highest grade earned is used in the GPA calculation.

### Maximum Time Frame

The maximum time frame (MTF) for completion of all programs is limited by federal regulation to 150% of the published length of the program. WyoTech program lengths are measured in semester credits and require all students to complete their programs within a MTF of 150%. All credit hours attempted, which include completed credits, transfer credits, drops, and repeated classes, count toward the maximum number of credits allowed to complete the program. Official MTF calculation is made by multiplying the total number of credits in a program by 1.5 and limiting the number of credits attempted to that number.

Hot Rod Diploma 4 consists of any 4 classes for 1600 hours

Hot Rod Diploma 5 consists of and 5 classes for 2000 hours

Hot Rod Special Achievement Diploma 6 consists of and 6 classes for 2400 hours

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## Failure to Meet Satisfactory Academic Progress

### Financial Aid Warning

A status is assigned to a student who fails to make satisfactory academic progress at the first SAP evaluation period. A student on financial aid warning may continue to receive assistance under the title IV, HEA programs for one payment period or until the next SAP evaluation period despite a determination that the student is not making satisfactory academic progress. SAP Not Met Students not meeting SAP standards for two consecutive SAP evaluation periods are placed on SAP Not Met status. Students will receive a written SAP Not Met letter indicating their status. Students placed on SAP Not Met status are withdrawn from the program and ineligible for federal financial aid unless an appeal is submitted within 5 days of receiving the SAP Not Met letter.

### Financial Aid Probation

Students placed on SAP Not Met status who have successfully appealed their SAP status will be placed on FA Probation. Students will receive a written probation letter indicating their probationary status. Students on FA Probation are eligible for financial aid disbursements if:

- a. An appeal is approved, and it is determined a student can meet SAP standards by the end of the subsequent payment period or evaluation period, the student can be placed on FA Probation.
- b. If an appeal is approved and it is determined a student will require more than 1 payment period or evaluation period to meet SAP standards again, the student will be placed on FA Probation and must follow an Academic Plan developed for the student by the college. At the end of the subsequent evaluation period or Academic Plan period, a review will take place to ensure the student is meeting the requirements of the Academic Plan

### Academic Plan

Students on FA Probation must agree to the requirements of an academic plan as a condition of their probation, the ability to remain as an actively enrolled student, and if applicable to remain eligible for financial aid. Each student shall receive a copy of his or her academic plan and a copy shall be kept in the student's permanent academic file.

The plan may extend over one or multiple academic terms not to exceed three, as defined at the initiation of the plan. At the end of the first evaluation period on the plan, the student will meet with the Director of Training or designee for an evaluation of the progress of the plan's requirements. If on a single-term plan and the student has met the requirements of the plan, the student will be in SAP met status, and the student's plan shall be considered fulfilled. If on a multi-term plan and the student has met the requirements of the first evaluation period, then new requirements will be set, and the student will be placed manually into SAP met status and will adhere to the subsequent term requirements of the plan.

At the end of the academic plan period, if a student does not meet the requirements of the plan, the student will receive a suspension letter and will be dropped from the program. Students who have violated their academic plan and have been dropped from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion.

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## SAP Re-entry

All students who are dropped from their program for any reason must apply and be approved for re-entry through the campus readmission process. As part of the re-entry approval process, all students are evaluated for SAP. As a condition of re-entry based on poor past academic performance including course failures and drops, students may be required to accept the terms of an academic plan. Students shall not be readmitted if they cannot complete the program within the MTF or re-establish appropriate SAP standing.

## Satisfactory Academic Progress Appeals

Placement on an academic plan are results of ROP %, cumulative GPA, or a recent course failure and therefore cannot be appealed. Likewise, students being dismissed due to MTF cannot appeal. Students wishing to contest the adverse sanction for poor academic performance such as suspension from the program may do so by filing an appeal. Students submitting an SAP suspension appeal must complete an appeal form and submit a typed, dated, and signed letter which includes the following:

- An acknowledgment and or understanding of why he/she is being suspended for poor academic performance,
- A request to remain actively enrolled in the program,
- Outline the reasons causing the poor academic performance,
- Outline the steps the student has taken to ensure that repeat poor academic performance is not likely to recur

## Retaking Classes

Students must repeat all failed class that are required for completion of the program. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated classwork 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. Generally, students may not repeat passed classwork.

## Monitoring

SAP is monitored at the end of each payment period. In order to maintain eligibility, students must meet the following minimum requirements at the end of each payment period:

1. Maintain a CGPA of 2.0
2. Maintain a CAR of 67%

## Warning Period

If a student does not complete the required hours within the required time frame or does not achieve the required CGPA, the student is not considered to be making satisfactory academic progress. The student will be placed on Warning Status for the next payment period. Although the student is not making satisfactory progress, the student will be eligible for financial aid during the Warning Period.

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At the end of the Warning Period, if the student is still not making satisfactory progress, the student will no longer be eligible for financial aid. A student may appeal this determination.

## Appeal Process

A student may submit a written appeal to Director of Admissions, along with any supporting documentation, reasons why the decision to terminate financial aid should be reversed, and a request for re-evaluation of progress. The appeal should indicate reasons why the student failed to make SAP and what has changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation. A decision on the student's appeal will be made within seven school days and will be communicated to the student in writing. This decision will be final.

We will need to amend whom the student appeals to as part of the financial aid appeal process for SAP [Welcome | Accrediting Commission of Career Schools and Colleges \(accsc.org\)](https://www.accsc.org/)

## Probation

Should the student prevail on his or her appeal, the student will be placed on probation for the payment period and financial aid will be reinstated for that payment period. As a condition of the probation, the student will be placed on an academic plan that will allow the student to complete the program within a specified time period.

## Financial Aid Suspension

Should a student fail to appeal the unsatisfactory progress determination, the decision to terminate financial aid will stand. See *Satisfactory Academic Progress (SAP) above*.

## Hot Rod Institute Return of Title IV Policy

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

### **RETURN TO TITLE IV FUNDS POLICY**

This policy applies to students' who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the School.

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be

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received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Hot Rod Institute, a Clock Hour School is one-half of the academic year (300 hours) and (12 weeks).

The Date of Determination is the date that Hot Rod Institute determines the student has withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Withdrawal Date for Hot Rod Institute is the Last Date of Attendance (LDA).

The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

Hot Rod Institute has 45 days from the date it determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

Hot Rod Institute must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

## WITHDRAWAL POLICY

### Official" Voluntary Withdrawal

- A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:
  1. Date student provided official notification of intent to withdraw, in writing.
  - or
  2. The date the student began the withdrawal from the School's records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information Hot Rod Institute will complete the following:

Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record, and

Perform two calculations:

The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.

Calculate the school's refund requirement

1. The student's grade record will be updated to reflect his/her final grade.
2. Hot Rod Institute will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.

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3. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
  - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
  
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

## **Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with Hot Rod Institute attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in Hot Rod Institute Enrollment agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The administrative office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).



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7. Hot Rod Institute Finance Department will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

## Withdraw Before 60%

Hot Rod Institute will perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. Hot Rod Institute will use the Department of Education's prorata schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

## Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. Hot Rod Institute must still perform a R2T4 to determine the amount of aid that the student has earned.

Hot Rod Institute measures progress in clock hours, and uses the payment period for the period of calculation.

## The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

### HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex.4493 = 44.9 %.)

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

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Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total Hot Rod Institute charges for the period = AMOUNT DUE FROM THE Hot Rod Institute

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) Hot Rod Institute charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) Hot Rod Institute charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

Hot Rod Institute will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Hot Rod Institute
- OR
2. Sign a repayment agreement with the U.S. Department of Education.

## Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance

## Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

## Post Withdraw

If you, the student did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. Hot Rod Institute may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted with the School). For all other

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school charges, Hot Rod Institute needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. For student loans that will be disbursed as a post withdrawal disbursement, Hot Rod Institute must have the student's permission to disburse the loans. The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

## Hot Rod Institute Responsibilities

Hot Rod Institute responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

Hot Rod Institute is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

## Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with Hot Rod Institute or Department of Education to return the amount of unearned grant funds.

## Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate Hot Rod Institute official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at Hot Rod Institute.

## Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Hot Rod Institute may have to return to you due to a cash credit balance. Therefore, you may still owe funds to Hot Rod Institute to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what Hot Rod Institute refund policy is, you may ask your Financial Aid Officer for a copy.

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## Return to Title IV questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**\*This policy is subject to change at any time, and without prior notice**

## Academic Year

Hot Rod Institute's Academic Year follows the regular calendar year (Jan 1<sup>st</sup> through Dec 31<sup>st</sup>). A student's education or term begins at any one of the academic quarterly starts throughout calendar year. All six HRI classes restart every quarter (approximately every three months). The academic calendar is listed at the end of this catalog. The dates are subject to change, and students are encouraged to contact the Director of Admissions to confirm start date.

## Academic Scheduling

The scheduling of classes at Hot Rod Institute is done through the Director of Education and is overseen by the School Director. Instructors may also supply input on a student's class scheduling. A student may suggest a class enrollment order, and the Director of Education will attempt to accommodate, but the School Director has the final decision on enrollment into particular classes. Hot Rod Institute reserves the right to cancel any class or classes due to insufficient enrollment and the students will be refunded 100% of tuition for that class.

### Drop/Add/Withdrawal Procedure

Students wanting to change (drop, add, transfer, withdrawal) a course on their schedule must contact the Director of Education, with the School Director providing final approval. The drop/add period is listed in calendar at the back of the catalog, and is usually the first week of class. If the changes are completed within the first week of the session, a student will receive a "W" and they will be able to transfer to a different class. After the first week students will receive a grade of "WP" or "WF" for any class dropped or withdrawn.

W - Withdrawal during the Drop/Add Period and will have zero effect of Overall GPA.

WP - Withdrawal Passing and will have zero effect on Overall GPA but hours accounted for SAP

WF - Withdrawal Failing and will be counted as an "F" in Overall GPA and hours accounted in SAP

A student is required to report the withdrawal to the School Director in person to complete the exit process, ceasing to attend class or notification to the instructor is insufficient for proper withdrawal. The exit process will include the completion of the Student Withdrawal Form obtained from the School Director or Director of Admissions.

Improper withdrawal may cause a later final attendance date and will slow the reimbursement process. Hot Rod Institute may alter a student's final attendance date if necessary due to undue hardship or circumstances outside the student's control. In the case of a withdrawal after the first week of the quarter, a student's reimbursement will follow the tuition refund policy.

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## Class Repeat Policy

Any Class may be repeated at Hot Rod Institute for the purpose of establishing institutional grade point average and improving academic standing. If a course is repeated once, the second grade awarded replaces the first in computing the institutional grade point average. When a class is repeated more than once, all grades for the course, excluding the first grade will be employed in computation of institutional grade point average. Official records maintained by Hot Rod Institute will list each course in which a student has enrolled and earned a grade. Students choosing to repeat a class of study are encouraged to meet with the School Director to ensure their satisfactory progress. Students choosing to repeat a class of study must maintain satisfactory academic progress in order to remain eligible to continue as a regular student at Hot Rod Institute. The student, in accordance with the Tuition and Fees Addendum, must pay for any repeated class that is taken for the purpose of establishing institutional grade point average. If the student fails the same class twice, he/she will be dismissed from Hot Rod Institute. If a student using VA Funding would like to raise their Overall GPA, the student will be required to enroll in classes they have not yet successfully completed. Repeating any previously completed class may render the class uncertified for VA purposes.

## Re- Admission Policy

Re-Admittance to Hot Rod Institute after a student's withdrawal will be started by contacting the Director of Admissions. The re-admittance forms must be completed, and the Director of Admissions will forward the request to the School Director.

## Leave of Absence Policy Statement (LOA)

When deciding on whether to grant a student an approved Leave of Absence (LOA) from school the most important question is to ask the student about their potential LOA the reasoning's behind the LOA, and their intent to return to school after the LOA is over. Students must sometimes interrupt their studies for a variety of reasons here are some acceptable Leave of Absence reasons:

- temporary medical issues
- Critical Illness or Death in the family
- Maternity Leave (bed rest)
- Other specific and unexpected, personal reasons that can be cured in a specific timeframe.

A student may leave Hot Rod Institute by either withdrawing from Hot Rod Institute (this means leaving the university with no intention of returning) or by taking a leave of absence (this means leaving the school temporarily, with the firm and stated intention of returning).

Choosing to take a leave of absence a student should first contact their program director to discuss their plans while on leave to work out any conditions that may be necessary for a smooth return to Hot Rod Institute. The Leave of Absence is not allowed for any students during their first term of enrollment. If there is a reason the first semester student cannot continue to attend he/she will need to apply to withdraw.

A Leave of Absence form must be filled out by all students requesting a leave of absence. Notifying instructors or no longer attending classes does not complete the process. Forms are available on the Hot

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Rod Institute website. All of the above reason for a leave of absence must be well documented, and there must be a *reasonable expectation* that the student will return from the leave. It is expected that the student provide documentation from an outside 3<sup>rd</sup> party with credibility (such as a letter from: a doctor, hospital, agency, clergy member, death certificate, etc.).

Students are required to fill out all information on the form, including all comment sections relating to reasons for the leave. After completing the form a leave will not be complete until all necessary signatures are on the leave form. International students who are here on a F-1 or M-I visa must consult with International Student Services for possible visa implications prior to going on leave.

Leaves during the academic semester will take effect as of the date signed by the President. After the leave of absence form is received by Hot Rod Institute's Registrar's Office, it will be reviewed for appropriate tuition refunds if applicable. The recording of student courses and grades for taking a leave in a semester will have W (withdrawal) grades. If prior to a semester start a student is placed on a leave of absence any future scheduled course will be removed.

Some reasons that are unacceptable for a LOA:

- Child care issues
- The need to take a job or temporarily increase in the number of hours worked
- Other personal problems for which a student cannot prove a reasonable expectation of returning to school, or issues that cannot be documented by a reliable third party
- The student is moving out of town/state, but plans to move back at some point
- The student wants to attend another school or complete a course

There are many other reasons that would also be unacceptable for a LOA. When this occurs, and the student cannot continue in school, the student should withdraw or be dropped. If the student does happen to return in the future, they can apply for re-admission.

Agreement on Criteria for Granting LOAs:

- Multiple leaves of absence permitted, total of all leaves of absence not to exceed 180 days in a 12-month period.
- Repeat coursework upon return
- Student is still considered to be on a leave of absence
- No additional charge permitted
- If the student never begins attendance at point left off = withdrawal back to the beginning of the leave

## Incomplete

Students failing to complete all required coursework (including time requirements) may be request an "I" or Incomplete with approval of both Instructor and School Director. The student will be required to fill out an Incomplete Grade Form. An incomplete grade must be made up within 15 days of the end of the quarter, when a final grade will be given. Finished coursework will be factored into determining the student's final class grade; if a student fails to complete the coursework within the incomplete timeframe, an "F" will be given.

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## Transfer Credit

Transfer Credit for students who have completed similar classes at another school are not accepted at Hot Rod Institute.

## Graduation

Graduates of Hot Rod Institute will have completed all of the following requirements:

- Passed each enrolled quarter with a minimum of 70% grade point average.
- Passed each enrolled quarter with the minimum hours per program requirements
- All financial obligations to Hot Rod Institute are true and current.

Upon completing the requirements for graduation, a student will receive the following

HRDP4 = Diploma

HRDP5 = Diploma

HRSADP6 = Special Achievement Diploma

Graduations at Hot Rod Institute will be held at the end of every enrollment quarter. The graduation ceremonies are held to recognize the hard work and successes of our graduating students. We highly encourage both students and their families to come and celebrate with us.

## Transcripts

Each student's permanent record includes a complete transcript of grades and attendance. A copy of the transcript is available to a student upon graduation, providing all financial obligations are complete and current. Duplicates of the transcript can be provided (within reason) by contacting the Director of Admissions.

## Student Records

Student Records are kept in compliance with The Family Educational Rights and Privacy Act of 1974. Records can include a student's grades, files, and documents. Instructor notes do not qualify as student records and not required to be disclosed to anyone. Students may request to see their personal student records by contacting the Director of Education. Students have the right to challenge any files in their personal records by following the Student Complaint or Grievance Procedure listed later in the handbook.

Hot Rod Institute will not release student records without student consent unless the release is in accordance with one of the following...

- Federal Financial Aid Office requirements
- U.S. Government agencies as listed in Public Law 93-380
- HRI Official performing their proper duties and responsibilities
- Educational and Governmental Organizations conducting educational studies
- Other educational institutions requesting transcripts of enrolling students
- Official Court Orders

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## VI. *Financial Information*

### Tuition Refund Policy

The first quarter of a student enrollment is regarded as the initial period of enrollment. No refund will be given if 60% or more of the quarter has passed at the time of a student's withdrawal. Refunds are of tuition amount not of tuition paid. Tuition Refund Schedule is listed below.

WITHDRAWAL DATE	TUITION REFUNDED	TUITION RETAINED
Prior to attending classes	100%	0%
Within the first week	100%	0%
After the first week (within the first 10%)	90%	10%
After 10% but within 20%	80%	20%
After 20% but within 30%	70%	30%
After 30% but within 40%	60%	40%
After 40% but within 50%	50%	50%
After 50% but within 60%	40%	60%
After 60%	0%	100%

### After the Initial Period of Enrollment

The following table explains tuition refunds for a student withdrawal after the first quarter of enrollment. If a diploma program discount has been issued, the past discount amount will be paid in full before a student's account is considered true and current.

WITHDRAWAL DATE	TUITION REFUNDED	TUITION RETAINED
Prior to Attending Classes	100%	0%
Within the 1st Week	90%	10%
Within the 2nd and 3rd Weeks	75%	25%
After the 3rd Week	0%	100%

### Cancellation of Enrollment Prior to Entrance

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.



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## Refund Policy

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.

The effective date of termination for refund purposes will be the earliest of the following:

- The last day of attendance, if the student is terminated by the school.
- The date of receipt of written notice from the student.
- Ten school days following the last date of attendance.

If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program.

The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required.

Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

A full refund of all tuition and fees is due and refundable in each of the following cases:

- An enrollee is not accepted by the school.
- If the course of instruction is discontinued by the school and this prevents the student from completing the course.

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- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

## Withdrawal or Termination

On the occurrence of a student's withdrawal or termination (after initial period of enrollment), tuition refunds will be based on the Tuition Refund Policy above. The Final Date of Attendance will be regarded as the date that the Students Withdrawal Form was completed and filed, along with the mandatory meeting with the School Director. Improper withdrawal may cause a later final attendance date and will slow the reimbursement process. Hot Rod Institute may alter a student's final attendance date if necessary due to undue hardship or circumstances outside of the student's control.

## Withdrawal or Termination of Veteran Students using VA Funding

A student using VA Funding who is required to withdrawal or terminate their full time student status during any given quarter will be refunded by Hot Rod Institute adhering to the following procedure.

VA student's withdrawing from his or her program under the following circumstances will be refunded on a prorated basis.

- Involuntary call to active military duty;
- Death of the student or death in the immediate family
- Illness of such duration and severity that completion of the term is precluded;
- Exceptional circumstances upon approval of the Institute's Fee Appeals Committee

Overpayments and Repayments – From time to time a veteran may be required to repay funds disbursed in their name, either from an accidental overpayment or a failure to complete the class they are enrolled in.

Any veteran who decides to enroll as a student at Hot Rod Institute, using VA Benefits to pay for tuition and fees, must remember that the Government is serious its "money" programs. By agreeing to use VA Benefits, the veteran is responsible to successfully complete the class and adhere to all HRI policies and procedures. If the

veteran fails to complete the class successfully, he or she will be required to repay a prorated amount back to the VA.

Once the veteran's failing status has been reported to the VA, the collection process will begin. A Debt Management Letter and Repayment Coupon will be sent to inform the veteran of the repayment process and requirements. If a veteran refuses to repay the amounts owed, the VA will pursue steps to enforce the repayment, including reporting to the status to the IRS and Credit Report Companies. Under certain mitigating circumstances and emergency situations, veterans may be granted clemency for any funds in repayment status. Any veteran pursuing clemency will be required to send a letter and supporting documents to the VA describing the situation for review. Long story short, be diligent in your studies while at HRI and you should not have to repay your entitlement.

## *VII. Class and Program Descriptions*

### **Class and Program Abbreviations & Hours**

HRDP4 (1600 hours) Hot Rod Diploma Program 4 Class (Enrolled in 4 of the 6 classes offered)  
HRDP5 (2000 hours) Hot Rod Diploma Program 5 Class (Enrolled in 5 of the 6 classes offered)  
HRSADP6 (2400 hours) Hot Rod Special Achievement Diploma Program All 6 classes

### **Single Study Classes Abbreviations & Hours**

HRC	(400 hours)	Hot Rod Chassis Fabrication (welding/custom chassis fabrication)
HRB	(400 hours)	Hot Rod Body Fabrication (body & sheet metal fabrication)
HRBA	(400 hours)	Hot Rod Body Advanced (advanced body & sheet metal fabrication)
HRR	(400 hours)	Hot Rod Refinishing (refinishing procedures including custom paint)
HRP	(400 hours)	Hot Rod Performance (mechanical & electrical)
HRU	(400 hours)	Hot Rod Upholstery (trim & upholstery)

### **Diploma Programs**

#### **Hot Rod Diploma Program 4 Class (HRDP4)**

Quarter Hours Required = 1600 clock hours (7.5 Hours Per Day)

Length of Time = *44 weeks to complete (Combination of HRC & HRB as a core and two classes as electives, including HRBA, HRP, HRR, HRU or HRM)*

Program Description:

Hot Rod Diploma Program consists of two Hot Rod Institute's core classes and followed by taking two elective classes consecutively for *12 months (44 weeks, 4 classes total)* the student would receive a tuition discount per class and a Diploma. The classes consist of HRC and HRB for the core classes and then *two elective classes* which include HRP, HRR, HRU or HRM. The classes are taken in no specific order. This would give the student an excellent education for the custom automotive industry.

#### **Hot Rod Diploma Program 5 Class (HRDP5)**

Quarter Hours Required = 2000 clock hours (7.5 Hours Per Day)

Length of Time = *55 weeks to complete (Combination of HRC & HRB as a core and three classes as electives, including HRBA, HRR, HRU or HRP)*

Program Description:

Hot Rod Diploma Program consists of two Hot Rod Institute's core classes and followed by taking three elective classes consecutively for *15 months (55 weeks, 5 classes total)* the student would receive a tuition discount per class and a Diploma. The classes consist of HRC and HRB for the core classes and then *three elective classes* which include HRP, HRR, HRU or HRM. The classes are taken in no specific order. This would give the student an excellent education for the custom automotive industry.

## Hot Rod Special Achievement Diploma Program (HRSADP)

Quarter Hours Required = 2400 clock hours (7.5 Hours Per Day)

Length of Time = 66 weeks to complete (All six classes taken)

### Program Description:

Hot Rod Special Achievement Diploma Program consists of two Hot Rod Institute's core classes, followed by taking at all remaining elective classes consecutively for 18 months (66 weeks). The student would receive a tuition discount per class and a Special Achievement Diploma. The classes consist of HRC and HRB for the core classes and then the remaining four elective classes which are HRP, HRR, HRU or HRBA. The classes are taken in no specific order. This would give the student an excellent education for the custom automotive or custom motorcycle industry.

*All Courses must be passed with a 70% or higher*

## Individual Classes

### Hot Rod Chassis Fabrication (HRC)

Clock Hours: 400 clock hours each class (92 lecture hours / 308 lab hours)

Course Length: 11 Weeks

Maximum Student/Instructor Ratio (Lecture): 15/1

Maximum Student/Instructor Ratio (Lab): 15/1

### Class Description:

Often the first class in a student's Diploma Program, Hot Rod Chassis covers both automotive frames and general fabrication techniques. Students will gain valuable experience from lecture and extensive lab (hands-on) opportunities. Students will study the skills necessary to design and fabricate custom automotive frames and suspensions. Students will begin with educational competencies in MIG and TIG welding, Oxy-Acetylene and Plasma cutting, basic machining operations and tube notching (fish mouth tubing). Measuring, pattern development, and different metal types will also be covered. With these skills, students will continue to study aspects of front and rear automotive suspensions. Front suspensions include designs like straight axle and long arm short arm (Mustang II type). Rear suspensions include four bar, triangulated four bar, trailing arm, and independent (IRS). Front and rear suspensions using coil over, leaf, and air springs will be covered. Students are required to keep an hourly work log and document their work with pictures for portfolio development.

### Objectives:

Upon successful completion of this course the student will be able to:

- Understand the Hot Rod and Specialty Automotive Industry
- Demonstrate proper steel welding techniques using TIG and MIG Welders
- Demonstrate proper steel cutting techniques using Oxy-Acetylene and Plasma Torch setups
- Demonstrate proper tubing notching and bending procedures
- Demonstrate the proper mill and lathe operations safely
- Perform correct precision measuring tasks using micrometers

- Have a good working knowledge of automotive frame components, design, and construction
- Have the skills to perform proper automotive frame modifications safely and correctly
- Demonstrate a good working knowledge of different automotive front suspensions and setups
- Demonstrate a good working knowledge of different automotive rear suspensions and setups
- Set daily and long-term goals and work diligently to attain them
- Properly log completed work hourly for the purpose of documentation and customer invoices

**Class Goal:**

The purpose of this class is to provide students with the skills necessary to obtain an entry level position in the Specialty Automotive Industry, specifically in the area of automotive frame/suspension design, modification, and fabrication. Students will complete the class with an in-depth working knowledge of the skills, tools, and equipment in the chassis dept and be poised to continue on to the other classes at Hot Rod Institute.

<b>Time Outline for Hot Rod Chassis Fabrication (HRC)</b>				
<b>Lesson Plan Number and Title</b>		<b>Theory Hrs</b>	<b>Lab Hrs</b>	<b>Total Hrs</b>
HRC-100	Orientation, HRC	4	X	4
HRC-101	Hot Rod Terminology	4	X	4
HRC-102	Tools and Shop Equipment & Safety	5	8	19
HRC-103	Cutting and Shaping (Oxy-Acetylene & Plasma)	7	14	21
HRC-104	Chassis Welding, MIG & TIG	10	30	27
HRC-106	Basic Machining & Precision Measuring	6	15	20
HRC-108	Automotive Frame Design & Modifications	12	4	6
HRC-109	Automotive Front Design & Installation	14	4	7
HRC-113	Automotive Rear Suspension & Drive Axel	10	4	7
HRC-114	Automotive Engine, Trans, Drive Shaft & Body Mount	8	X	5
HRC-115	Automotive Steering Setup	6	X	5
HRC-116	Automotive Brake Setup	6	4	4
	Live Work Projects ( This will cover any of the above)	X	225	225
<b>Total Hours for HRC</b>		<b>92</b>	<b>308</b>	<b>400</b>

**Instructional Methods and Materials:**

Instructor will conduct lecture in the classroom using computer and projector, white erase board, videos, instructional mock ups, and classroom discussion to solidify theory topics. Often the class will visit the shop making use of many examples of the lecture topics on hand. Lab experience (hands-on) will include using professional tools and equipment to complete educational competencies and students' "Live" work.

## Hot Rod Body Fabrication (HRB)

Clock Hours: 400 clock hours (95 lecture hours / 305 lab hours)

Course Length: 11 Weeks

Maximum Student/Instructor Ratio (Lecture): 15/1

Maximum Student/Instructor Ratio (Lab): 15/1

### Course Description:

Hot Rod Body covers both automotive and motorcycle custom sheet metal fabrication. Students will gain valuable experience from lecture and extensive lab (hands-on) opportunities, including studying the skills necessary to design and fabricate custom sheet metal panels. Students will again begin with educational competencies in metal finishing along with MIG, TIG and Oxy-Acetylene welding. Other competencies include sheet metal panel restoration and fabrication of miniature roll pan. Complex curves are further examined while students fabricate a custom motorcycle gas tank from scratch. Student will learn to use the tools of the professional sheet metal fabricator. Sandbag - mallet, English wheel, bead roller. Student will also learn to utilize the Shrinker/Stretcher, and venerable combination of the hammer and dolly. Automotive body construction aspects including firewalls, floor boards, rocker panels, and pillars are all explained as students prepare to execute basic sheet metal customization tasks. Frenching, channeling, nosing, decking, shaving, are covered. Live work can include any of the above depending on the skills of the student and the student projects in the shop. Students are required to keep an hourly work log and document their work with pictures for portfolio development. A resume building seminar is given during Hot Rod Body class; and any student not enrolled in HRB throughout their program may also attend.

### Objectives:

Upon successful completion of this course the student should be able to:

- Understand the Hot Rod and Specialty Automotive Industry
- Demonstrate proper sheet metal welding techniques using TIG, MIG and Oxy-Acetylene Welders
- Have the skills to restore a sheet metal panel to its original form
- Have working knowledge of Automotive Body Construction including firewalls, floor boards, rocker panels, and pillars
- Introduced sheet metal shaping techniques using professional equipment and tools including hammer & dolly, bag & mallet, English wheel, bead roller,
- Have a good working knowledge of the bolt on panels and alignment procedures
- Have a good working knowledge of other custom sheet metal modifications including frenching, channeling, nosing, decking, and shaving.
- Set daily and long-term goals and work diligently to attain them
- Properly log completed work hourly for the purpose of documentation and customer invoices
- Prepare a professional resume and portfolio for the purpose of obtaining a job

**Class Goal:**

The purpose of this class is to provide students with the skills necessary to obtain an entry level position in the Specialty Automotive Industry, specifically in the area of automotive restoration. Students will complete the class with an in-depth working knowledge of the skills, tools, and equipment in the sheet metal dept and be poised to continue on to the other classes at Hot Rod Institute.

Time Outline for Hot Rod Body Fabrication (HRB)				
Lesson Plan Number and Title		<i>Theory Hrs</i>	<i>Lab Hrs</i>	<i>Total Hrs.</i>
HRB-100	Orientation, HRB	4	X	4
HRB-101	Project Design / Time Management	6	X	6
HRB-102	Tools and Shop Equipment	8	X	8
HRB-103	Basic Panel Restoration	12	20	32
HRB-104	TIG, MIG, Oxy-Acetylene Welding	7	8	15
HRB-105	Basic Sheet Metal Fabrication	8	20	28
HRB-106	Body Construction	14	X	14
HRB-107	Bolt-on panels and alignment	8	8	16
HRB-108	Introduction of compound metal shaping	12	16	4
HRB-109	Frenching and shaving	8	8	9
HRB-110	Resume' development	12	16	28
	Live Work Projects (May cover any of the above)	X	221	221
Total Hours for HRB		95	305	400

**Instructional Methods and Materials:**

Instructor will conduct lecture in the classroom using white erase board, instructional mock ups, and classroom discussion to solidify theory topics. Often the class will visit the shop making use of many examples of the lecture topics on hand. Lab experience (hands-on) will include using professional tools and equipment to complete educational competencies and students' "Live work." "Live work" projects must be approved by the school director on the basis of learning opportunities and overall cohesiveness to school standards. Students are required to keep an hourly log book, detailing their work done in the shop. The log books are an important component to a student's education and job search. Professional shops use hourly logs to track a customer's project and billable time.

## Hot Rod Body Advanced Fabrication (HRBA)

Clock Hours: 400 clock hours (67 lecture hours / 333 lab hours)

Course Length: 11 Weeks

Maximum Student/Instructor Ratio (Lecture): 15/1

Maximum Student/Instructor Ratio (Lab): 15/1

### Course Description:

Advanced Hot Rod Body covers both automotive and motorcycle custom sheet metal fabrication. Students will gain valuable experience from lecture and extensive lab (hands-on) opportunities at a more advanced level, including studying the skills necessary to design and fabricate advanced custom sheet metal panels. Students will again begin with educational competencies in metal finishing along with MIG, TIG and Oxy-Acetylene welding on more advanced projects. Advanced Student will learn to use the tools of the professional sheet metal fabricator. Bag and mallet, English wheel, bead roller, power hammer and pull max machine are all explored. Student will also learn to utilize the planishing hammer, shrinker/stretcher, hammer forms, and venerable combination of the hammer and dolly. Automotive body construction aspects including firewalls, floor boards, rocker panels, and pillars are all explained as students prepare to execute advance sheet metal customization tasks. Sectioning, frenching, channeling, nosing, decking, shaving, and the granddaddy of all customization skills Top Chopping are all covered. Live work can include any of the above depending on the skills of the student and the student projects in the shop. Students are required to keep an hourly work log and document their work with pictures for portfolio development.

### Objectives:

Upon successful completion of this course the student should be able to:

- Understand the Hot Rod and Specialty Automotive Industry and have more valuable experience to gain employment.
- Demonstrate proper sheet metal welding techniques using TIG, MIG and Oxy-Acetylene Welders at a more advanced level
- Have the advanced skills to restore a sheet metal panel to its original form
- Have excellent knowledge of Automotive Body Construction including firewalls, floor boards, rocker panels, and pillars
- Demonstrate advanced sheet metal shaping techniques using professional equipment and tools including hammer & dolly, bag & mallet, English wheel, bead roller, power hammer, pull max, planishing hammer, shrinker/stretcher, and hammer forms
- Have an advanced knowledge of the top chopping and body sectioning procedures
- Have an advanced knowledge of other custom sheet metal modifications including frenching, channeling, nosing, decking, and shaving.
- Have an advanced working knowledge on the construction and adjustment of hinged panels
- Set daily and long-term goals and work diligently to attain them
- Properly log completed work hourly for the purpose of documentation and customer invoices
- Prepare a professional resume and portfolio for the purpose of obtaining a job



**Course Goal:**

The purpose of this class is to provide students with the advanced skills necessary to obtain a journeyman level position in the Specialty Automotive Industry, specifically in the area of automotive and motorcycle sheet metal design and fabrication. Students will complete the class with an in-depth working knowledge of the skills, tools, and equipment in the sheet metal dept. and be poised to continue on to the other classes at Hot Rod Institute.

<b>Time Outline for Hot Rod Advanced Body Fabrication (HRAB)</b>				
<b>Lesson Plan Number and Title</b>		<b>Theory Hrs</b>	<b>Lab Hrs</b>	<b>Total Hrs.</b>
HRAB-100	Orientation, HRAB	4	X	4
HRAB-101	Project Design II / Time Management	4	X	4
HRAB-102	Buck and hammer form construction	12	8	20
HRAB-103	Advanced Sheet Metal Shaping	16	24	40
HRAB-104	Chop Top / Sectioning	16	4	20
HRAB-105	Hinges & Hinged Panel	12	4	16
HRAB-108	Resume' development	3	X	3
	Live Work Projects (This will cover any of the above)	X	293	293
<b>Total Hours for HRAB</b>		<b>67</b>	<b>333</b>	<b>400</b>

**Instructional Methods and Materials:**

Instructor will conduct lecture in the classroom using white erase board, instructional mock ups, and classroom discussion to solidify theory topics. Often the class will visit the shop making use of many examples of the lecture topics on hand. Lab experience (hands-on) will include using professional tools and equipment to complete educational competencies and students' "Live work." "Live work" projects must be approved by the school director on the basis of learning opportunities and overall cohesiveness to school standards. Students are required to keep an hourly log book, detailing their work done in the shop. The log books are an important component to a student's education and job search. Professional shops use hourly logs to track a customer's project and billable time.

## Hot Rod Performance (HRP)

**Course Title:** Hot Rod Performance (HRP)

**Clock Hours:** 400 clock hours (171 lecture hours / 229 lab hours)

**Course Length:** 11 Weeks

**Maximum Student/Instructor Ratio (Lecture):** 15/1

**Maximum Student/Instructor Ratio (Lab):** 15/1

### Course Description:

Hot Rod Performance covers the mechanical aspects of the hot rodding process. Students will gain valuable experience from lecture and extensive lab (hands-on) opportunities. Students will explore the automotive engine by selection of the correct components for their application. Engine performance including, cam shaft installation, cylinder head install and intake manifold install as well. Forced air induction theory (turbo/supercharger) is all explored. Electrical systems are examined beginning with basic electrical theory, wiring techniques, and charging systems. Including aftermarket electronic fuel injection and computer controlled distributor-less ignition systems. Students will discuss braking systems, plumbing techniques for brakes. We will be covering the custom exhaust systems and how to install. Students are required to keep an hourly work log and document their work with pictures for portfolio development.

### Objectives:

Upon successful completion of this course the student should be able to:

- Understand the Hot Rod and Specialty Automotive Industry
- Have a good working knowledge automotive engine theory and operation
- Demonstrate cam shaft and timing procedures and repair
- Describe the installation of cylinder heads reassembly procedure
- Have a good working knowledge swapping out the intake manifold and aftermarket fuel injection diagnostic and repair procedures
- Have a good working knowledge installing an aftermarket wiring and procedures
- Describe automotive transmission clutch system and torque converter installation
- Demonstrate basic electrical diagnostic procedures on charging system, starting system, and battery using DVOM
- Have a good working knowledge of aftermarket, and custom built automotive wiring harnesses design and construction
- Describe and install aftermarket fuel injection and computer controlled distributor-less ignition systems
- Have a good working knowledge of fuel and carburetor theory, function, and adjustment
- Perform automotive brake system diagnostic and installation procedure including flaring of brake lines and brake bleeding
- Describe how to install a custom exhaust system
- Perform some basic machining techniques and precision measuring.
- Understanding of the CNC plasma cutting table
- Good working knowledge of glass install, windshields and roll-up glass.
- Properly log completed work hourly for the purpose of documentation and customer invoices

### Course Goal:

The purpose of this class is to provide students with the skills necessary to obtain an entry level position in the Specialty Automotive Industry, specifically in the area of automotive mechanical and final assembly area. Students will complete the class with an in-depth working knowledge of the skills, tools, and equipment used in a hot rod / restoration shop and be poised to continue on to work in the Hot Rod and Restoration industry.

<b>Time Outline for Hot Rod Performance (HRP)</b>				
<b>Lesson Plan Number and Title</b>		<b>Theory Hrs</b>	<b>Lab Hrs</b>	<b>Total Hrs</b>
HRP-100	Orientation, HRP	4	0	4
HRP-101	Engine Performance Parts and component selection Camshaft install/ timing Cylinder Head Install Install Intake manifold	30	30	60
HRP-102	Fuel Systems Carburetor Aftermarket Fuel Injection Throttle Body Port Injection	25	20	45
HRP-103	Basic Wiring Batteries / Starting / Charging Lighting / Power Accessories Install After Market Wiring harness	25	20	50
HRP-104	Theory of installing a clutch or a torque converter	5	0	
HRP-105	Aftermarket Air Conditioning Install	8	10	18
HRP-106	Introduction to Superchargers and Turbo Chargers Intercoolers Plumbing	12	0	12
HRP-107	Exhaust Systems	8	10	18
HRP-108	Brake System Theory Drum and Disc Brake line plumbing	15	30	45
HRP-109	Basic Machining Precision Measuring Lathe / Mill	14	30	44
HRP-110	CNC Plasma Cutting Table	15	20	35
HRP-111	Glass Glue in Glass Roll-up glass	10	10	20
	Live Work Projects (This will cover any of the above)	0	49	49
<b>Total Hours for HRP</b>		<b>171</b>	<b>229</b>	<b>400</b>

#### **Instructional Methods and Materials:**

Instructor will conduct lecture in the classroom using white erase board, instructional mock ups, and classroom discussion to solidify theory topics. Often the class will visit the shop making use of many examples of the lecture topics on hand. Lab experience (hands-on) will include using professional tools and equipment to complete educational competencies and students' "Live work." "Live work" projects must be approved by the school director on the basis of learning opportunities

and overall cohesiveness to school standards. Students are required to keep an hourly log book, detailing their work done in the shop. The log books are an important component to a student's education and job search. Professional shops use hourly logs to track a customer's project and billable time.

## Hot Rod Refinishing (HRR)

Clock Hours: 400 clock hours (74 lecture hours / 326 lab hours)

Course Length: 11 Weeks

Maximum Student/Instructor Ratio (Lecture): 15/1  
Maximum Student/Instructor Ratio (Lab): 15/1

### Class Description:

Hot Rod Refinishing covers the skills necessary to complete truly amazing high quality paint jobs. Students will gain valuable experience from lecture and extensive lab (hands-on) opportunities. Students' educational competencies will begin by learning the ever important process of correctly applying and sanding automotive body filler. From paint removal, panel prep, sand paper selection to proper sanding techniques the students will study today's best practices in the field of automotive refinishing. The training continues with the application of primer, paint, and clear top coats, with the appropriate sanding and masking steps in-between. Fiberglass bodies, fixed and movable glass replacement, and bolt on panel alignment topics are all discussed throughout the class. Students will examine the hazardous materials and safety concerns that professional painters deal with on a regular basis including spray gun selection, paint booth requirements, and proper paint mixing procedures. Common paint problems and solutions are discussed including lifting, fish-eyes, orange peel, and color matching. Student will practice skills in final paint details like color sanding and buffing. Air brush and pin stripping basics are explored as students try their hand at custom paint and graphics application. Live work can include any of the topics above, depending on the skills of the student and the student projects in the shop. Students are required to keep an hourly work log and document their work with pictures for portfolio development.

### Objectives:

Upon successful completion of this course the student should be able to:

- Understand the Hot Rod and Specialty Automotive Industry
- Demonstrate the proper procedure of removal, installation, and alignment of automotive bolt on panels, including fenders, doors, hoods, and trunks
- Describe and demonstrate proper procedure for stripping and preparing a panel for refinishing process
- Demonstrate proper process of applying and sanding of plastic body fillers
- Have a good working knowledge of potential hazardous materials and safety concerns in the automotive refinishing industry
- Demonstrate proper HVLP spray gun setup and theory
- Have a good working knowledge of the spray booth types and operation
- Demonstrate proper masking procedures
- Describe the differences in automotive primers and demonstrate proper application and sanding procedures
- Have a good working knowledge paint chemistry and mixing procedures for base coat top coat material

- Perform basic custom paint techniques using the pin striping and air brush
- Describe the use of fiberglass in the specialty automotive industry and the process of application and repair
- Recognize paint problems and solutions
- Have a good working knowledge of stationary and movable glass replacement
- Demonstrate the proper procedure for final wet sanding, buffing, and polishing of painted surfaces
- Demonstrate final detailing process for customer delivery
- Set daily and long-term goals and work diligently to attain them
- Properly log completed work hourly for the purpose of documentation and customer invoices

**Class Goal:**

The purpose of this class is to provide students with the skills necessary to obtain an entry level position in the Specialty Automotive Industry, specifically in the area of automotive refinishing. Students will complete the class with an in-depth working knowledge of the skills, tools, and equipment in the refinishing dept. and be poised to continue on to the other classes at Hot Rod Institute.

Time Outline for Hot Rod Refinishing (HRR)				
Lesson Plan Number and Title		<i>Theory Hrs</i>	<i>Lab Hrs</i>	<i>Total Hrs.</i>
HRR-100	Orientation, HRR	3	X	3
HRR-101	Project Design III / Time Management	3	X	3
HRR-102	Tools used in the Hot Rod Refinishing	4	X	4
HRR-103	Hazard Communication	4	X	4
HRR-104	Finish body work, Paint Removal,	7	30	37
HRR-105	Primer & primer surfacer, Masking	4	30	34
HRR-106	Types of paint, Paint Mixing, Paint Application	7	7	14
HRR-107	Fiberglass	4	X	4
HRR-108	Paint Booth prep, Surface prep	5	21	26
HRR-109	Custom Paint	6	30	36
HRR-110	Air Brushing,	7	30	37
HRR-111	Hand Pinstriping	7	16	23
HRR-112	Glass (Fixed and moveable)	7	X	7
HRR-113	Final Assembly, Final detail	7	7	14
HRR-114	Resume' development	3	X	3
	Live Work Projects (May cover any of the above)	X	151	151
Total Hours for HRR		78	322	400

#### Instructional Methods and Materials:

Instructor will conduct lecture in the classroom using computer and projector, white erase board, videos, instructional mock ups, and classroom discussion to solidify theory topics. Often the class will visit the shop making use of many examples of the lecture topics on hand. Lab experience (hands-on) will include using professional tools and equipment to complete educational competencies and students' "Live" work.

## Hot Rod Upholstery (HRU)

Clock Hours: 400 clock hours (94 lecture hours / 306 lab hours)

Course Length: 11 Weeks

Maximum Student/Instructor Ratio (Lecture): 15/1

Maximum Student/Instructor Ratio (Lab): 15/1

#### Class Description:

Hot Rod Upholstery teaches students the aspects of interior trim design and fabrication. Students will gain valuable experience from lecture and extensive lab (hands-on) opportunities. Student educational competencies will include sewing machine parts and operation, basic seams, and industry terminology. Students will be responsible for demonstrating proficient skills at re-covering simple seat boxing, head/arm rests, sun visors and a bucket seat. Seat construction including the use of foam and/or springs will be covered; along with the repair these seat features. Custom seat cover layout including pattern development, fabric selections, and advanced seam design will also be taught. Students will discuss the skills necessary to install carpet, complete headliner and convertible top fabrication and installation. Students will be allowed to bring in personal upholstery projects to further their education and hands-on live work experience. Students are required to keep an hourly work log and document their work with pictures for portfolio development.

#### Objectives:

Upon successful completion of this course the student should be able to:

- Understand the Hot Rod and Specialty Automotive Upholstery Industry
- Demonstrate proper use of sewing machine and industry terminology
- Good working knowledge of material research and ordering process
- Demonstrate skillful use of basic upholstery seams and stitches
- Demonstrate the proper procedure for sewing advanced seams including pleats, rolls, French seams
- Demonstrate the proper procedure to repair/restore a foam seat
- Demonstrate the proper procedure to creating a seat cover with and without a pattern
- Demonstrate the proper procedure to cover an interior panel
- Discuss the proper procedure for installing automotive carpet
- Demonstrate the automotive upholstery estimate procedure
- Discuss proper procedure for installing a convertible top
- Set daily and long-term goals and work diligently to attain them
- Properly log completed work hourly for the purpose of documentation and customer invoices

**Class Goal:**

The purpose of this class is to provide students with the skills necessary to obtain an entry level position in the Specialty Automotive Industry, specifically in the area of automotive upholstery. Students will also be poised to open their own upholstery shop. Students will complete the class with an in-depth working knowledge of the skills, tools, and equipment in the upholstery dept and be poised to continue on to the other classes at Hot Rod Institute.

Time Outline for Hot Rod Upholstery (HRU)				
Lesson Plan Number and Title		<i>Theory Hrs</i>	<i>Lab Hrs</i>	<i>Total Hrs</i>
HRU-100	Orientation, HRU	3	X	3
HRU-101	Hot Rod Upholstery Communication	4	X	4
HRU-102	Supplies and Tools of the Trade	4	X	4
HRU-103	Sewing Machine Operation	4	30	34
HRU-104	Basic Seams	5	20	25
HRU-105	Insert Design	12	21	50
HRU-106	Basic Seat Construction	3	7	24
HRU-107	Trim Panels	4	25	29
HRU-108	Seat Layout With & Without a Pattern	10	40	50
HRU-109	Armrest and Headrest	5	5	10
HRU-110	Headliners and Sun-visors	5	5	10
HRU-111	Carpets	7	7	14
HRU-112	Custom interior Fabrication	8	14	22
HRU-113	Convertible Tops	7	X	7
HRU-114	Vinyl Tops	7	X	7
HRU-116	Estimating	6	2	8
	Live Work Projects (May cover any of the above)	X	130	130
Total Hours for HRU		94	306	400

**Instructional Methods and Materials:**

Instructor will conduct lecture in the classroom using white erase board, videos, instructional mock ups, and classroom discussion to solidify theory topics. Often the class will visit the shop making use of many examples of the lecture topics on hand. Lab experience (hands-on) will include using professional tools and equipment to complete educational competencies and students' "Live" work.

## *VIII. Hot Rod Institute Academic Calendars*

### **2024**

#### **Winter Session (2024)**

Class Start .....	1/2/2024
Drop/Add.....	1/2/2024 - 1/8/24
Major Clean Up / Final Exams.....	3/15/2024
Graduation .....	Saturday 3/16/2024
Spring Break – No School.....	3/18/2024 - 3/26/2024

#### **Spring Session (2024)**

Class Start .....	3/27/2024
Drop/Add.....	3/27/2024 - 4/1/2024
Memorial Day Holiday .....	5/24/2024 - 5/27/2024
Major Clean Up / Final Exams.....	6/12/2024
Graduation .....	6/13/2024
Summer Break – No School .....	6/14/2024 - 6/25/2024

#### **Summer Session (2024)**

Class Start .....	6/26/2024
Drop/Add.....	6/26/2024 - 7/3/2024
4th of July Holiday – No School.....	7/4/2024 - 7/7/2024
Bike Rally Break – No School.....	8/5/2024 - 8/7/2024
Labor Day Holiday – No School.....	8/30/2024 - 9/2/2024
Constitution Day .....	9/17/2024
Major Clean Up / Final Exams .....	9/18/2024
Graduation .....	9/19/2024
Fall Break – No School .....	9/20/2023 - 9/26/2023

#### **Fall Session (2024)**

Class Start.....	9/30/2024
Drop/Add.....	9/30/2024 - 10/4/2024
Thanksgiving Holiday – No School .....	11/27/2024 - 11/29/2024
Major Clean Up / Final Exams.....	12/17/2024
Graduation .....	12/18/2024



Winter Break – No School..... 12/18/2024 - 1/2/2025  
2025

### **Winter Session (2025)**

Class Start ..... 1/6/2025  
Drop/Add..... 1/6/2025 - 1/10/25  
Major Clean Up / Final Exams ..... 3/20/2025  
Graduation..... 3/21/2025  
Spring Break – No School ..... 3/22/2025 - 3/30/2025

### **Spring Session (2025)**

Class Start ..... 3/31/2025  
Drop/Add..... 3/31/2025 - 4/4/2025  
Memorial Day Holiday ..... 5/23/2025 - 5/26/2025  
Major Clean Up / Final Exams ..... 6/16/2025  
Graduation..... 6/17/2025  
Summer Break – No School..... 6/18/2025 - 6/29/2025

### **Summer Session (2025)**

Class Start ..... 6/30/2025  
Drop/Add..... 6/30/2025 - 7/4/2025  
4th of July Holiday – No School ..... 7/4/2025 - 7/7/2025  
Bike Rally Break – No School..... 8/4/2025 - 8/6/2025  
Labor Day Holiday – No School ..... 8/29/2025 - 9/2/2025  
Constitution Day ..... 9/17/2025  
Major Clean Up / Final Exams ..... 9/23/2025  
Graduation..... 9/24/2025  
Fall Break – No School..... 9/25/2025 - 9/30/2025

### **Fall Session (2025)**

Class Start ..... 10/1/2025  
Drop/Add..... 10/1/2025 - 10/7/2025  
Thanksgiving Holiday – No School ..... 11/26/2025 - 11/30/2025  
Major Clean Up / Final Exams ..... 12/18/2025  
Graduation ..... 12/19/2025  
Winter Break – No School ..... 12/20/2025- 1/5/2026

# *Handy Rodding Info*

## Equations and Specifications

### Drivetrain Formulas

RPM = MPH x Gear Ratio x 336 / Tire Diameter

Speed (Vehicle) = RPM (Wheels) x Tire Circumference

RPM (Wheels) = RPM (Engine) / Trans Ratio (Gear Dependent) x Axle Ratio

Speed (Vehicle) = RPM (Engine) x Tire Radius x 2Pi / Trans Ratio x Axle Ratio

### Circumference

(Pi = 3.14...)

Circle = 2 Pi r

### Areas

Square = a<sup>2</sup>

Rectangle = ab

Parallelogram = bh

Trapezoid = h/2 (b<sub>1</sub> + b<sub>2</sub>)

Circle = Pi r<sup>2</sup>

Ellipse = Pi r<sub>1</sub> r<sub>2</sub>

Triangle = (1/2) bh

Equilateral Triangle = (1/4)sqrt(3) a<sup>2</sup>

### Volumes

Cube = a<sup>3</sup>

Rectangular Prism = a b c

Cylinder = b h = [Pi] r<sup>2</sup> h

Pyramid = (1/3) b h

Cone = (1/3) b h = 1/3 [Pi] r<sup>2</sup> h

Sphere = (4/3) [Pi] r<sup>3</sup>

Gallons of a Tank = height x width x depth of tank (in inches) x 0.00433

### Surface Areas

Cube = 6 a<sup>2</sup>

Sphere = 4 [Pi] r<sup>2</sup>

### Conversions

To convert from...

Miles to Kilometers - Multiply by 1.609344

Inches to Millimeters - Multiply by 25.4

Millimeters to Inches - Multiply by .0393701

Liters to Cubic Inches - Multiply by 61.023744

**Weight**

- Water - 8.3 Pounds per Gallon
- Gasoline - 6.1 Pounds per Gallon
- Oil - 6.4 Pounds per Gallon
- Steel Sheet - 2.5 Pounds per Square Foot (16 Gauge)
- 2 Pounds per Square Foot (18 Gauge)
- 1.5 Pounds per Square Foot (20 Gauge)

**Sheet Metal Gauge Specifications**

Gauge	Steel		Stainless Steel		Aluminum	
	Inches	mm	Inches	mm	Inches	mm
14	0.0747	1.9	0.0781	1.98	0.0641	1.63
15	0.0673	1.71	0.07	1.8	0.057	1.4
16	0.0598	1.52	0.0625	1.59	0.0508	1.29
17	0.0538	1.37	0.056	1.4	0.045	1.1
18	0.0478	1.21	0.05	1.27	0.0403	1.02
19	0.0418	1.06	0.044	1.1	0.036	0.91
20	0.0359	0.91	0.0375	0.95	0.032	0.81
21	0.0329	0.84	0.034	0.86	0.028	0.71
22	0.0299	0.76	0.031	0.79	0.025	0.64

**Fraction to Decimal Chart**

Fraction	Decimal	Fraction	Decimal
1/32	0.0313	17/32	0.5313
1/16	0.0625	9/16	0.5625
3/32	0.0938	19/32	0.5938
1/8	0.125	5/8	0.625
5/32	0.1563	21/32	0.6563
3/16	0.1875	11/16	0.6875
7/32	0.2188	23/32	0.7188
1/4	0.25	3/4	0.75
9/32	0.2813	25/32	0.7813
5/16	0.3125	13/16	0.8125
11/32	0.3438	27/32	0.8438
3/8	0.375	7/8	0.875
13/32	0.4063	29/32	0.9063
7/16	0.4375	15/16	0.9375
15/32	0.4688	31/32	0.9688
1/2	0.5	1	1

*Hot Rod Institute Annual Campus  
Safety / Security / Fire Safety Report*

Reporting date 1 October 2023

For the Calendar dated 1 January thru 31 December 2022

Sources used to compile statistics and complete this report Includes:

ACE American Council on Education A presidents Guide to the Clery Act: 2023 Edition

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics

City-Data for south Dakota [Registered sex offenders in Rapid City, South Dakota - crimes listed, registry-based, living in this city \(city-data.com\)](#)

Police reports [Stats, Reports, and Forms | Rapid City South Dakota \(rcgov.org\)](#)

**Hot Rod Institute Campus Safety and Security Report includes campus safety policies, procedures, and statistics concerning campus crime. It is for Students, Staff, Employees, and Prospective Students, and it describes steps to prevent and respond to crime, and how Students, Faculty, Staff and Employees can work together to maintain a safe campus and community. This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.**

### *Policy Statement*

The safety and security of Students, Staff and Employees, and Visitors at Hot Rod Institute is imperative. This document has been prepared to provide knowledge and awareness of safety policies and procedures as well as timely warnings and emergency notifications arising under the Clery Act.

The primary Campus Security Authority (CSA) at Hot Rod Institute (HRI) is the Director of Education. The secondary CSA is the Rod Shop Manager at Hot Rod Institute. The Students, Staff and Employee population and Visitors, including vendors, will be referred to as the Campus Community.

### *Preparing the Annual Disclosure of Crime Statistics*

Hot Rod Institute publishes an Annual Security Report (ASR) in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (The “Clery Act”). The information included in the ASR includes the reported number of instances of criminal homicide, sexual assaults, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, hate crimes, arrests, and student code of conduct violations relating to weapons, drugs, and alcohol. Some of these statistics are grouped together because of the way they are reported. This report is prepared in cooperation with the local Law Enforcement Agency (LEA) surrounding the campus and other local campus locations.

### *Campus Security Procedures and Practices and Reporting of Crimes*

Campus security procedures are reviewed quarterly in classroom orientations and staff meetings as well as being posted year-round in the campus Learning Resource Center, located on the second floor next to the Director of Education’s office. Students, Staff and Employees are encouraged to take responsibility for their own security and the security of others.

In the event of an emergency, the person reporting the crime should call 911 for an immediate response from the local Law Enforcement Agency. Once the situation has been deemed safe by the responding Law Enforcement Agency, the reporter should immediately notify the emergency to Hot Rod Institute Campus Security Authority at 605.593.7115 in the event the Campus Security Authority is not available, the Alternate Campus Security Authority should be contacted at 605.786.7931

In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority, the local Law Enforcement Agency. All Students, Staff and Employees, and campus visitors are encouraged to accurately report all crimes and public safety related incidents to the Campus Security Authority and the appropriate Law Enforcement Agency in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by Hot Rod Institute President who will determine an appropriate response based on the nature of the incident.

Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive and safe school environment. Bystanders can help in several different ways, particularly in situations involving dating violence, domestic violence, sexual assault, or stalking; including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling state or local Law Enforcement Agency.

**All victims of crimes that occur on campus property have the right to report the incident to the local Law Enforcement Agency. Hot Rod Institute reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local Law Enforcement Agency. Hot Rod Institute cannot take disciplinary action unless a full report and investigation has been performed and a determination by Hot Rod Institute President that disciplinary action is warranted. In the event that Hot Rod Institute has officially recognized a Student Organization, or sponsored a Student event and criminal activity by Students, Staff or Employees has taken place at a non-campus location, the incident should be reported to local Law Enforcement Agency and would be monitored by Hot Rod Institute Campus Security Authority for possible disciplinary action.**

**Victims of or witnesses to crimes may report crimes on a voluntary and confidential basis for inclusion in this annual disclosure of crime statistics by reporting the crime to the Campus Security Authority and requesting confidentiality in writing. Victim requests for confidentiality in instances of sexual violence will be subject to the following sections, “Options for Reporting and Confidentially Disclosing Sexual Violence,” and “Requesting Confidentiality From” Hot Rod Institute.**

**The following are how Hot Rod Institute will view the Request and Respond:**

*Options for Reporting and Confidentially Disclosing Sexual Violence*

**In this notice, the terms “sexual offenses” and “sexual violence” are deemed to include sexual assault, domestic and dating violence, and stalking.**

**Hot Rod Institute encourages victims of sexual violence to talk to somebody, of their choosing, about what happened. Hot Rod Institute encourages victims to get the support they need, but also need to report the incident so Hot Rod Institute can respond appropriately. Different employees have different abilities to maintain a victim’s confidentiality.**

- Some may be required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” These people would include any Professional or Pastoral Counselors, as described below.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation. These employees include the President and Campus Security Authority.

**This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The School encourages victims to talk to someone identified in one or more of these groups.**

**When a student or employee reports being the victim of dating violence, domestic violence, sexual assault, or stalking, whether on or off campus, Hot Rod Institute will provide the student or employee a written explanation of the student or employee’s rights and options as described below.**

## **Privileged and Confidential Communications**

**Professional and Pastoral Counselors - Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. A victim who speaks to a professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the School will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.**

**Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the Hot Rod Institute or report the incident to local Law Enforcement Agency, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.**

**NOTE: While these professional counselors and advocates may maintain a victim's confidentiality, Hot Rod Institute may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case. ALSO NOTE: If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the Hot Rod Institute community, the Campus Security Authority may be called upon to issue a timely warning to the Hot Rod Institute community. Any such warning should not include any information that identifies the victim.**

### **Reporting to Responsible Employees**

**A "responsible employee" is a Hot Rod Institute employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.**

**When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect Hot Rod Institute to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.**

**A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim and that the School will need to determine what happened – including the names of**

**the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.**

**To the extent possible, information reported to the responsible employee will be shared only with employees responsible for handling Hot Rod Institute response to the report. A**

**responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.**

**The following employees are Hot Rod Institutes responsible employees:**

- President
- Director of Education
- Rod Shop Manager

**Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.**

**If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that Hot Rod Institute will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.**

**Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the Hot Rod Institute to fully investigate an incident. Also, responsible employees will not pressure a victim to make a full report if the victim is not ready to.**

*Requesting Confidentiality from Hot Rod Institute: How the School Will Consider the Request and Respond*

**If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Hot Rod Institute must consider that request against Hot Rod Institutes obligation to provide a safe, non-discriminatory environment for all students, including the victim.**

**If Hot Rod Institute honors the request for confidentiality, a victim must understand that Hot Rod Institutes ability to investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when Hot Rod Institute may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.**

**The Hot Rod Institute designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence. This person receives annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on conducting investigations and hearings related to these matters. When considering a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including but not limited to the following:**

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence



- Whether there have been other sexual violence complaints about the same alleged perpetrator
- Whether the alleged perpetrator has a history of arrests or records from a prior school or community indicating a history of violence
- Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others
- Whether the sexual violence was committed by multiple perpetrators
- Whether the sexual violence was perpetrated with a weapon
- Whether the victim is a minor
- Whether Hot Rod Institute possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence)
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

**The presence of one or more of these factors could lead Hot Rod Institute to investigate and if appropriate, pursue disciplinary action. If none of these factors are present, Hot Rod Institute will more than likely respect the victim's request for confidentiality.**

**If Hot Rod Institute determines that it cannot maintain a victim's confidentiality, Hot Rod Institute will inform the victim prior, to starting an investigation and will to the extent possible, only share information with people responsible for handling Hot Rod Institutes response.**

**Hot Rod Institute will place the victim's well-being first and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students, staff or employees, will not be tolerated. The Hot Rod Institute will also:**

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health and mental health services, immigration services, financial aid information, and legal assistance both on and off campus.
- Provide other security and support, which could include issuing orders of protection, "no-contact" orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
- Help arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests. Inform the victim of the right to report a crime to campus or local Law Enforcement Agency and provide the victim with assistance if the victim wishes to do so.

**Hot Rod Institute may not require a victim to participate in any investigation or disciplinary proceedings because Hot Rod Institute is obligated to address the issue of sexual violence on campus. Reports of sexual violence (including non-identifying reports) will also prompt Hot Rod Institute to consider broader remedial action such as increased monitoring, supervision**

or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including but not limited to targeted population groups, conducting climate assessments/victimization surveys, and/or revisiting its policies and practices. If Hot Rod Institute determines that it can respect a victim's request for confidentiality, the Hot Rod Institute will also take immediate action as necessary to protect and assist the victim.

*Off-campus Counselors and Advocates.*

*Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with Hot Rod Institute unless the victim requests the disclosure and signs a consent or waiver form. While these off-campus counselors and advocates may maintain a victim's confidentiality, Hot Rod Institute may have reporting or other obligations under state law, such as mandatory reporting to Law Enforcement Agencies in cases involving minors, imminent harm to self or others, or a requirement to testify if subpoenaed in a criminal case.*

*Public awareness events*

Public awareness events such as Break the silence, Take Back the Night, the Clothesline Project, candlelight vigils, protests, survivor speak outs or other forums in which students disclose incidents of domestic and sexual violence, are not considered notice to Hot Rod Institute of sexual violence for purposes of triggering its obligation to investigate any particular incident(s).

More information can be found at

Campus Law Enforcement Responsibility and Authority

Hot Rod Institute does not have Campus Security force or a Campus Police force therefore the Campus Security Authority has the authority to ask anyone on campus for identification and to determine whether individuals have lawful business at Hot Rod Institute. The Campus Security Authority does not have arrest power. The Campus Security Authority cooperates with Law Enforcement Agencies that have jurisdiction on the campus as necessary to ensure campus safety. There is no written memorandum of understanding between the campus and the local Law Enforcement Agencies. Hot Rod Institute maintains a daily crime log of all reported crimes. The crime log is maintained by the Campus Security Authority and is available to the public.

*Emergency Response and Evacuation Procedures*

Hot Rod Institute strives to provide a safe work and campus environment and encourages personal health to the campus community. The Emergency Evacuation and Response Plan is designed to assist in crisis management situations. It is Hot Rod Institute's policy to be timely, accountable, and honest when communicating with the campus community in times of crisis. In the case of an unforeseen event, the Campus Security Authority and will quickly respond to an incident or crisis following specific steps. The Campus Security Authority will conduct a crisis assessment to determine the severity of the incident or crisis regarding: a crime on campus, campus violence, a threat made against the campus, serious security issues in the area surrounding the campus, or an IT breach of security. Upon assessment the Campus Security Authority will execute a chain of actions pertinent to the incident: initiate communication, instruct of safety measures, debrief, and document a resolution.

*Emergency Response and Evacuation Plan*

Emergency evacuation escape route plans are posted in key areas throughout the campus. The campus community has been trained concerning these plans in classroom orientations

and staff meetings. Emergency response and evacuation procedures are publicized at least annually in conjunction with at least one test per year. Announced or unannounced emergency evacuation drills are conducted at least once annually. Documented records of drills and testing of communications, which detail the date, time, and length of each drill, are maintained.

#### *Employee and Student Procedures after Evacuation*

In the event of an emergency all occupants will promptly exit the building according to the posted evacuation routes. Once clear of the campus, all occupants are required to go to the designated meeting point and immediately report to their Designee. After evacuation, each Designee is responsible for each member in the group assigned to them. The Designee must conduct a head count to ensure all individuals are accounted for. The head count must be recorded, documenting the names of each group member. Everyone is responsible for reporting to their respective meeting point so that an accurate head count can be completed.

#### *Evacuation Re-entry Policy*

After an evacuation, no one is to re-enter the campus for any reason. When the Fire Department or other Emergency Response Team has provided communication that the campus is safe for reentry, then individuals can return to their workstations and classrooms.

#### *Emergency Notification System*

Upon the confirmation of a significant emergency or dangerous situation including weather or natural disasters, involving an immediate threat to the health or safety of the campus community by campus officials or local Law Enforcement, the Campus Security Authority will immediately notify the campus community using an emergency notification process, which includes the following systems: LMS digital messaging, mobile phone, landline, and person-to-person communication.

Through these systems, alerts are delivered to all Students, Staff and Employees via one or more of: LMS digital messaging, email, SMS text message, mobile phones, and landlines. Hot Rod Institute will, without delay, and considering the safety of the campus and local community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. When a serious incident occurs that causes an immediate threat to the campus or the local community, the first responders to the scene are usually the local Law Enforcement Agency and the local Fire and Emergency Medical Services Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other local departments or federal agencies could also be involved in responding to the incident and notifying the local community.

The emergency notification process involves the following actions:

- Determine if the entire campus or just a portion will receive the emergency notification.
- Content of the emergency notification

- Activation of the emergency response and/or evacuation
- Alert campus occupants and as needed, after assessment, local community to the emergency
- Let the campus community know what they need to do

The following individuals, at a minimum, carry out the emergency notification process:

- Campus Security Authority (CSA)
- Classroom Instructors
- Rod Shop Manager

### *Access to Campus*

**During normal operating hours, the campus is open to the campus community. When appropriate, the school may require visitors to be accompanied by Staff or an employee. Access to administrative offices is open during normal business hours, but appointments are encouraged. When the campus is closed, the building is locked and access is restricted to Staff and Employees.**

### *Maintenance and Campus Facilities*

**Campus maintenance is undergone by the Rod Shop Manager and designated Staff, and they are responsible for keeping campus facilities in good repair. This includes repairing or replacing damaged doors, windows, and locks, and maintaining adequate lighting for the classrooms, administrative offices, and common areas. Hot Rod Institute does not have on-campus housing. All members of the campus community are encouraged to report any known hazards or damage to the facility to the Campus Security Authority.**

### *Timely Warnings*

**In the event that a situation arises, either on or off campus, that is determined to warrant a “timely warning” for reportable Clery Crimes: criminal homicide, sexual assaults, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, hate crimes, arrests, and student code of conduct violations relating to weapons, drugs, and alcohol, the Campus Security Authority an Timely Warning. Timely warnings will be issued to the campus community through email, student and staff bulletin boards, and person-to-person communication. Timely Warnings notification will withhold as confidential the names and other identifying information of victims. Anyone with information warranting a Timely Warning should report the circumstances to the Campus Security Authority by phone or in person.**

### *Disclosure of the Annual Security Report*

**The current Annual Security Report is published and made available to all enrolled Students, Staff and current Employees by October 1, 2023. For all prospective Students, Staff and Employees this information may be obtained by contacting the Campus Security Authority or visiting [www.Hot Rod Institute.edu](http://www.HotRodInstitute.edu) at any given time.**

### *Policy on Alcohol and Other Drugs*

The unlawful use, manufacture, distribution, dispense, or possession of alcohol, controlled substances, or any drug on campus premises or while involved in campus-related activities is strictly prohibited. It is also unlawful to sell, furnish, or provide alcohol and other drugs to anyone under the minimum age limit as designated under both campus, state, and federal laws. Such laws are strictly enforced by the Campus Security Authority and local Law Enforcement Agencies. Students who violate the campuses prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the campus. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate Law Enforcement Authorities for investigation and prosecution. Employees who violate the campuses prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary sanctions up to and including immediate termination pursuant to the Drug-Free Schools Annual Disclosure located at [www.Hot Rod Institute.edu/disclosures](http://www.HotRodInstitute.edu/disclosures). As with student violations of this policy, a violation involving a member of the campus Staff or Employee may be referred to the appropriate Law Enforcement Authorities for investigation and prosecution.

### *Substance Abuse Education and Prevention Programs*

Students, Staff or employees requiring or requesting information about substance abuse treatment should contact the Director of Education or other designated campus officials for contact information of local substance abuse agencies and prevention programs. Additional substance abuse health risks can be found in the Drug-Free Schools/Drug-Free Workplace Annual Disclosure. Additional helpful information and resources may be found by contacting the following organizations:

*Substance Abuse and Mental Health Services Administration National Helpline 1-800-662-HELP (1-800-662-4357)*

<http://www.samhsa.gov/>

### *Suicide Prevention Lifeline*

1-800-273-TALK (1-800-273-8255)

<http://www.suicidepreventionlifeline.org/>

### *Disaster*

*Distress Helpline 1-800-985-5990*

<http://www.disasterdistress.samhsa.gov/>

### *Veteran's Crisis Line*

1-800-273-8255

<http://www.veteranscrisisline.net/>

*National Council on Alcoholism and Drug Dependence, Inc. 1-800-NCA-CALL (1-800-622-2255)*

<http://www.ncadd.org>

*National Sexual Assault Hotline*

1-800-656-HOPE (1-800-656-4679)

<https://www.rainn.org/get-help/national-sexual-assault-hotline>

*Sexual Offenses Reporting and Disciplinary Procedures*

Sexual offenses and any acts of sexual violence are a violation of the Code of Student Conduct and the Sexual Harassment Policy as stated in the school catalog. The crimes of dating violence, domestic violence, sexual assault, and stalking are prohibited for Students, Staff and Employees. Victim(s) of any sexual offenses and any acts of dating violence or sexual violence are strongly encouraged, but not required to immediately seek assistance from and report sexual offenses to local Law Enforcement Authorities, the local rape crisis center, and/or the Campus Security Authority. School personnel shall be available to assist the student in notifying these authorities if the victim chooses, as well as counsel the victim of the importance of preserving evidence for the proof of a criminal offense. Victims are similarly advised of the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. In such situations, victims shall also have the option, at their choosing, to decline to notify such authorities. Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive school environment. Bystanders can help in several different ways, including direct intervention, seeking assistance from an authority figure, notifying Campus Security Authority, or calling state or local Law Enforcement. All allegations of any sexual offenses and any acts of sexual violence incidents shall be investigated by the Campus Security Authority. Allegations against students shall be investigated pursuant to the Code of Student Conduct, and disciplinary complaints may be filed, in writing, with the Campus Security Authority.

Disciplinary procedures in cases of alleged sexual offenses and any acts of sexual violence incidents shall:

- 1) provide prompt, fair, and impartial investigation and resolution
- 2) be conducted by officials who are trained on how to investigate and conduct hearings on domestic violence, sexual assault, and stalking
- 3) give the accused and the accuser the same opportunities to have an advisor or others, witness(s) or advocate present during the proceeding and related meetings.
- 4) be conducted under a “preponderance of the evidence” standard, and (5) simultaneously and in writing notify the accused and accuser of the outcome, appeal procedures, changes to the results, and results.

Disciplinary procedures will include, at a minimum, an investigation, and a right to be heard for the accused and the accuser. The Hot Rod Institute will complete its investigation within sixty (60) calendar days, but circumstances may require that an investigation continue beyond a 60-day period. These circumstances may include the complexity and scope of the allegations and the investigation, the number of witnesses, the

availability of the parties or witnesses, the effect of a current criminal investigation, and any intervening school breaks or holidays.

The Hot Rod Institute will protect the confidentiality of victims and other necessary parties by

- 1) completing publicly available record-keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim
- 2) maintaining as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the Hot Rod Institute to provide the accommodations or protective measures.

Students who are determined to have violated the school's prohibitions against sexual offenses and any acts of sexual violence are subject to disciplinary action up to and including dismissal from the school. Detailed information regarding the disciplinary procedure for sexual offenses and any acts of sexual violence incidents can be found in the Code of Student Conduct. As appropriate, the matter shall be referred to the appropriate Law Enforcement Authorities for investigation and prosecution.

Staff or Employees who violate the school's prohibition against sexual offenses and any acts of sexual violence are subject to disciplinary sanctions up to and including immediate termination. As with student violations of this policy, a matter involving a member of the Hot Rod Institute Staff or Employees may be referred to the appropriate Law Enforcement Authorities for investigation and prosecution. For more information Staff should contact the President and Employees should contact the Rod Shop Manager. The Hot Rod Institute will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The Hot Rod Institute may change a victim's academic situation after a sexual offense and any acts of sexual violence or alleged sexual offenses and any acts of sexual violence if those changes are requested by the victim and are reasonably available. The student may seek assistance in requesting a change from the Campus Security Authority.

Hot Rod Institute will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the campus community and the local community.

#### *Sexual Offenses Prevention and Awareness Programs*

All new students will be provided with training and awareness opportunities related to the Violence Against Women Act. To promote prevention and awareness for all continuing students, the campus will conduct awareness activities throughout the year. Each activity will focus on overall awareness, prevention, risk reduction and reporting guidelines. Risk reduction activities include courses offered on campus in partnership with SAFE project designed to provide students and staff with skills to identify dangerous/abusive behavior and avoid risky situations.

### *Registered Sex Offender Information*

Students, Staff and Employees with concerns about a registered sex offender are encouraged to share those concerns with the Administration. Students are strongly encouraged to examine all statistics and resources in this disclosure and the linked sources prior to enrollment. Current information on registered sex offenders may be found at the following link:

<https://www.city-data.com/so/so-Rapid-City-South-Dakota.html>

### *Security Awareness Programs*

All new Students, Staff and Employees are provided with access to the most recent ASR. Additionally, Hot Rod Institute ensures that the campus community is aware of security related issues by:

- Offering crime awareness/crime prevention seminars in conjunction with local law enforcement agencies on at least an annual basis
- Providing information on Crime Prevention Measures to the campus community
- Issuing “Timely Warnings” and “Emergency Notifications”, as appropriate, regarding situations that could pose an immediate or ongoing threat to the safety or welfare of the campus community.

Definitions

### *Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program*

#### **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

#### **Criminal Homicide—Manslaughter by Negligence**

The killing of another person through gross negligence.

#### **Criminal Homicide—Murder and Non-negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

#### **Rape**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

#### **Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.



### **Aggravated Assault**

**An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)**

### **Burglary**

**The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.**

### **Motor Vehicle Theft**

**The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)**

### **Weapons: Carrying, Possessing, Etc.**

**The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.**

### **Drug Abuse Violations**

**The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.**

**Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.**

### **Liquor Law Violations**

**The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.**

## Sex Offenses

**Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.**

*Fondling*—The touching of the private body parts of another person for the purpose<sup>11</sup> of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

*Incest*—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Statutory Rape*—Sexual intercourse with a person who is under the statutory age of consent.

### *Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program*

#### *Larceny-Theft (Except Motor Vehicle Theft)*

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

## Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

## Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

## Destruction/Damage/Vandalism of Property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

### *VAWA Specific Definitions*

*Sexual Assault* - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent including:

***Rape***- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

***Fondling*** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

***Incest*** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

***Statutory Rape*** – Sexual intercourse with a person who is under the statutory age of consent. For the purposes of this definition:

***Consent*** - The affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Additionally:

- Someone who is incapacitated cannot consent
- Past consent does not imply future consent, silence or an absence of resistance does not imply consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent can be withdrawn at any time and coercion, force, or threat of either invalidates consent.

***Domestic Violence*** - A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to the spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

***Dating Violence*** - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts

**covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.**

***Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.***

For the purposes of this definition:

***Course of conduct - Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.***

***Reasonable person – A reasonable person under similar circumstances and with similar identities to the victim.***

***Substantial emotional distress - A significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.***

### ***Jurisdictional Definitions***

**Domestic abuse, also called “domestic violence” or “Intimate partner violence” in South Dakota, SDCL 25-10-1(1) is when a family or household member does any of the following:**

- Causes physically harm or bodily injury.
- attempts to cause physical harm or bodily injury.
- Inflicts fear or imminent physical harm or bodily injury; and / or stalks you.

### ***6-2-302. Sexual assault in the first degree.***

Any person who inflicts sexual intrusion on a victim commits a sexual assault in the first degree if:

- 1) The actor causes submission of the victim through the actual application, reasonably calculated to cause submission of the victim, of physical force or forcible confinement.
- 2) The actor causes submission of the victim by threat of death, serious bodily injury, extreme physical pain or kidnapping to be inflicted on anyone and the victim reasonably believes that the actor has the present ability to execute these threats.
  - a) The victim is physically helpless, and the actor knows or reasonably should know that the victim is physically helpless, and that the victim has not consented; or
  - b) The actor knows or reasonably should know that the victim through a mental illness, mental deficiency or developmental disability is incapable of appraising the nature of the victim's conduct.

*6-2-303. Sexual assault in the second degree.*

Any actor who inflicts sexual intrusion on a victim commits sexual assault in the second degree if, under circumstances not constituting sexual assault in the first degree:

- 1) The actor causes submission of the victim by threatening to retaliate in the future against the victim or the victim's spouse, parents, brothers, sisters or children, and the victim reasonably believes the actor will execute this threat. "To retaliate" includes threats of kidnapping, death, serious bodily injury or extreme physical pain;
- 2) The actor causes submission of the victim by any means that would prevent resistance by a victim of ordinary resolution.
- 3) The actor administers, or knows that someone else administered to the victim, without the prior knowledge or consent of the victim, any substance which substantially impairs the victim's power to appraise or control his conduct;
- 4) The actor knows or should reasonably know that the victim submits erroneously believing the actor to be the victim's spouse;

Repealed By Laws 2007, Ch. 159, § 3.

- 1) The actor is in a position of authority over the victim and uses this position of authority to cause the victim to submit.
- 2) The actor is an employee, independent contractor or volunteer of a state, county, city or town, or privately operated adult or juvenile correctional system, including but not limited to jails, penal institutions, detention centers, juvenile residential or rehabilitative facilities, adult community correctional facilities or secure treatment facilities and the victim is known or should be known by the actor to be a resident of such facility or under supervision of the correctional system;

Repealed by Laws 2018, ch. 80, § 3.

- 3) The actor is an employee or volunteer of an elementary or secondary public or private school who, by virtue of the actor's employment or volunteer relationship with the school, has interaction with the victim who is a student or participant in the activities of the school and is more than four (4) years older than the victim.

A person is guilty of sexual assault in the second degree if he subjects another person to:

- 1) Sexual contact or sexual intrusion in the person's capacity as a health care provider in the course of providing care, treatment, services or procedures to maintain, diagnose or otherwise treat a patient's physical or mental condition;
- 2) Sexual contact and causes serious bodily injury to the victim under any of the circumstances listed in W.S. 6-2-302(a)(i) through (iv) or paragraphs (a)(i) through (vii) and (ix) of this section.

Repealed By Laws 1997, ch. 135, § 2.

***6-2-304. Sexual assault in the third degree.***

(a) An actor commits sexual assault in the third degree if, under circumstances not constituting sexual assault in the first or second degree:

(i) Repealed By Laws 2007, Ch. 159, § 3.

(ii) Repealed By Laws 2007, Ch. 159, § 3.

(iii) The actor subjects a victim to sexual contact under any of the circumstances of W.S. 6-2-302(a)(i) through (iv) or 6-2-303(a)(i) through (vii) and (ix) without inflicting sexual intrusion on the victim and without causing serious bodily injury to the victim.

***6-2-506. Stalking; penalty.***

(a) As used in this section:

(i) "Course of conduct" means a pattern of conduct composed of a series of acts over any period of time evidencing a continuity of purpose;

(ii) "Harass" means to engage in a course of conduct, including but not limited to verbal threats, written threats, lewd or obscene statements or images, vandalism or nonconsensual physical contact, directed at a specific person that the defendant knew or should have known would cause:

(A) A reasonable person to suffer substantial emotional distress;

(B) A reasonable person to suffer substantial fear for their safety or the safety of another person; or

(C) A reasonable person to suffer substantial fear for the destruction of their property.

(b) Unless otherwise provided by law, a person commits the crime of stalking if, with intent to harass another person, the person engages in a course of conduct reasonably likely to harass that person, including but not limited to any combination of the following:

(i) Communicating, anonymously or otherwise, or causing a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses;

(ii) Following a person, other than within the residence of the defendant;

(iii) Placing a person under surveillance by remaining present outside his or her school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or

(iv) Otherwise engaging in a course of conduct that harasses another person.

(c) This section does not apply to an otherwise lawful demonstration, assembly or picketing.

(d) Except as provided under subsection (e) of this section, stalking is a misdemeanor punishable by

imprisonment for not more than one (1) year, a fine of not more than seven hundred fifty dollars (\$750.00), or both. If a person sentenced under this subsection is placed on probation, the court may, notwithstanding any other provision of law, impose a term of probation exceeding the maximum one (1) year imprisonment, provided the term of probation, including extensions, shall not exceed three (3) years.

(e) A person convicted of stalking under subsection (b) of this section is guilty of felony stalking punishable by imprisonment for not more than ten (10) years, if:

(i) The act or acts leading to the conviction occurred within five (5) years of the completion of the sentence, including all periods of incarceration, parole and probation, of a prior conviction under this subsection, or under subsection (b) of this section, or under a substantially similar law of another jurisdiction;

(ii) The defendant caused serious bodily harm to the victim or another person in conjunction with committing the offense of stalking;

(iii) The defendant committed the offense of stalking in violation of any condition of probation, parole or bail; or

(iv) The defendant committed the offense of stalking in violation of a temporary or permanent order of protection issued pursuant to W.S. 7-3-508, 7-3-509, 35-21-104 or 35-21-105 or pursuant to a substantially similar law of another jurisdiction.

(f) An offense under this section may be deemed to have been committed at the place where any:

(i) Act within the course of conduct that constitutes stalking was initiated; or

(ii) Communication within the course of conduct that constitutes stalking was received by the victim then present in South Dakota; or

(iii) Act within the course of conduct that constitutes stalking caused an effect on the victim then present in South Dakota.

(g) An act that indicates a course of conduct but occurs in more than one (1) jurisdiction may be used by any jurisdiction in which the act occurred as evidence of a continuing course of conduct.

### *Additional Definitions*

***Unfounded Crimes* – An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under the Clery Act. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.**

### *Fire Safety Report*

Hot Rod Institute is committed to ensure the safety, comfort and well-being of all students and fire safety is part of that commitment. Hot Rod Institute does not have Campus housing facilities, however if in the event of a fire, all fire evacuation procedures should be followed in evacuating the campus. The fire alarm system is monitored 24/7 by an external monitoring company and when an alarm is triggered the fire department is notified immediately and dispatched to the Campus. If a fire occurs, the nearest fire alarm should be activated and notify the local fire department as well as site personnel.

### **Fire Drills, Evacuation and Fire Safety Education**

Fire drills are held on a quarterly basis. All students and personnel must immediately evacuate the facility when a fire alarm is triggered. Upon being notified about a fire emergency, occupants must leave the building using designated escape evacuation routes and assemble and remain in the designated staging areas until Emergency Personnel have announced that it is safe to reenter the building. Each student receives a copy of the Student Handbook which contains information concerning fire safety and prohibited items.

### *Fire Safety Inspections*

Fire protection systems are inspected and tested, at a minimum, on an annual basis. Notify the Rod Shop Manager of possible damage to or problem with any fire protection equipment including sprinkler systems, alarms, and fire extinguishers. Fire safety violations are subject to sanctions by local law enforcement. The city may also cite violations of code according to their own schedules. In addition, Hot Rod Institute may charge an individual for violations of the Fire Safety Codes and Policies.

### *Specific Fire Safety Procedures*

- Familiarize yourself with evacuation routes and meeting locations provided on the evacuation map displayed
- If a fire alarm is activated, immediately leave the building. If it is safe to do so. Instructors and employees will help clear the building of all persons until the fire department arrives
- Stairwells should be used to evacuate the upstairs classrooms and offices.
- If time allows, close all doors behind you
- Assemble and remain at designated assembly area
- Non-emergency personnel may fight the fire ONLY if the fire is small and not spreading to other areas and there is a working fire extinguisher and this personnel is trained to use it
- Provide Emergency Personnel with information you may have about the fire alarm, any persons who are unaccounted for or anyone who is injured
- Re-enter the building only after Emergency Personnel have announced that it is safe to do so.

### *Definitions Related to Fire Safety Report*

**Fire - any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.**

**Cause of Fire - the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.**



**Fire Drill - a supervised practice of a mandatory evacuation of a building for a fire.**

**Fire-Related Injury - any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters or any other individuals.**

**Fire-Related Death - any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire.**

**Fire Safety System - any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.**

**Value of Property Damage - the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.**

### *Missing Student Notification Procedures*

**The following procedure has been established to assist in locating Hot Rod Institute students that are a no call / no show for the school day.**

- Students should notify their Instructor or school admin if they are not going to be present for the day.
- If a student fails to show up for class, the Instructor will notify the Director of Education (DOE) and the DOE will try to make contact with the student. After 24 hours of the first report of a student failing to attend class, a missing person report may be filed with a local Law Enforcement Agency.
- Hot Rod Institute will immediately refer all missing person reports to local Law Enforcement Agency and fully cooperate with law enforcement officers in the investigation of a possible missing person.
- Students are required to fill out an Emergency Point of Contact Form (EPOC) once they start their first class and are required to contact the Campus Security Authority if that form should need updated. The listed person on the EPOC may be notified in the case that the student is determined to be missing. Hot Rod Institute will notify this individual no later than 24 hours after the student is determined to be missing. Only the Campus Security Authority and law enforcement officers in furtherance of a missing person investigation may have access to this information.
- Hot Rod Institute will notify or attempt to notify the parent or guardian of a missing student who is less than 18 years of age and not yet emancipated regardless of whether that student has registered a confidential contact person or that contact person is other than a parent or guardian.
- When a missing student report is made, Hot Rod Institute may take any of the following steps to assist in locating the missing student unless directed otherwise by local law enforcement.
  - Call/email the student;
  - Go to the student’s residence;
  - Talk to other students to see if anyone can confirm the student’s
    - whereabouts and confirm the date, time, and location the student was last seen;
    - Check the locations where there is reason to believe the student might be;
    - Check the student’s known social networking sites such as Facebook and Twitter;

- ascertain the student’s car make, model, and license plate number and check school parking for the presence of the student’s car.

## Clery Act Appendix for FSA Handbook

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In 1990, Congress passed the Crime Awareness and Campus Security Act (CACSA) amendments to the Higher Education Act of 1965 (HEA). Amendments to CACSA in 1998 renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) in memory of a student who was murdered in her dorm room. In 2013, Congress passed the Violence Against Women Reauthorization Act (VAWA), which included additional amendments to the Clery Act.

The Clery Act requires that all postsecondary institutions participating in Title IV student financial assistance programs disclose campus crime statistics and other security information to students and the public. The VAWA amendments added requirements that institutions disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault, and stalking, among other changes.

**Consistent with the statutory and regulatory framework, and interpretive principles, the Department will continue to apply the plain meaning of terms contained within each Clery requirement. The Department will accept an institution’s reasonable interpretation of terms as long as those terms are defined clearly to individuals who review the campus’ Clery Act reports. In the event that the Department believes that more specific definitions are required, it will engage in future negotiated rulemaking to ensure that institutions and the public have an opportunity to comment on those definitions.**

The Clery Act requires institutions to develop and implement specific campus safety and crime prevention policies and procedures. Previous versions of the Department’s Clery guidance created additional requirements or expanded the scope beyond what is strictly required by statute or regulation. Despite the fact that guidance does not have the force of law or regulations, institutions felt pressured to satisfy requirements found in the guidance or risk serious financial and reputational consequences. This Appendix provides simple, plain-language explanations of Clery Act requirements found in, and adherent to, relevant statutory and regulatory authority.

### **Clery Act Requirements – The Basics**

- Collect, classify, and count crime reports and statistics

A. Issue campus alerts and warning notices	<ul style="list-style-type: none"> <li>• Publish an Annual Security Report (Due date: October 1)</li> </ul>
<ul style="list-style-type: none"> <li>• Disclose missing student notification procedures, when applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Submit crime and fire statistics to the Department, when applicable</li> </ul>
(b) Disclose procedures for institutional disciplinary actions	<ul style="list-style-type: none"> <li>• Provide educational programs and campaigns</li> </ul>
<ul style="list-style-type: none"> <li>• Keep a daily crime log, when applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Disclose fire safety information, when applicable</li> </ul>

The Department is committed to ensuring institutional compliance with the Clery Act and providing guidance to institutions that will enable them to maintain a safe and secure campus environment. This Appendix is intended to assist institutions in satisfying the statutory and regulatory requirements.

Other than the statutory and regulatory requirements included in this document, the contents of this guidance do not have the force and effect of law and are not meant to bind the public. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

As appropriate, this Appendix is effective for the reporting year following publication. The Appendix describes and incorporates the above basic requirements into the following sections: I) Clery Crimes and Reporting; II) Clery Geography; and III) Reporting, Procedures, Policy, and Notification Requirements.

### Part I: Clery Crimes and Reporting –

Under the Clery Act, a school must report to the Department and disclose in its Annual Security Report statistics for the three most recently completed calendar years. Institutions also must submit their crime statistics to the Department as part of the annual data collection and survey, including the number of each of the following crimes – listed in the box below – that occurred on or within its Clery Geography and that are reported to local police agencies or to another official (as determined by the institution) campus security authority (CSA). As outlined in 34 CFR 668.46(c)(2), Clery Act reporting does not require the institution to initiate an investigation or disclose personally identifiable information (PII) about the victim.

The following chart provides a list of the crimes that must be reported and resources for where definitions for each Clery Crime can be found.

<b>Clery Crime Definitions by Source:</b>			
<u>Summary Reporting System User Manual:</u>		<u>National Incident-Based Reporting System User Manual:</u>	
Criminal Homicide	Rape	Fondling	Incest
Robbery	Aggravated Assault	Statutory Rape	
Burglary	Motor Vehicle Theft	<u>Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual:</u>	
Arson	Drug Law Violations	All Hate Crimes	
Liquor Law Violations	Illegal Weapons Possession	<u>Violence Against Women Act of 1994:</u>	
<b>Note:</b> The FBI has announced that it will retire the SRS and transition to using only the NIBRS in January 2021.		Domestic Violence	Dating Violence
		Stalking	Sexual Assault

Note: Per 34 CFR 668.46 (c)(1)(iii)(B), institutions must disclose hate crime statistics for all Clery-reportable offenses and the crimes of larceny-theft, simple assault, intimidation, and vandalism/destruction of property that are determined to be hate crimes.

### Campus Security Authorities: 34 CFR 668.46(a) –

While not defined in statute, regulations provide that CSAs include: (i) campus police or security department personnel; (ii) individuals with security-related responsibilities; and (iii) individuals or organizations identified in institutional security policies as an individual or organization to which students and employees should report criminal offenses. The definition at § 668.46(a)(iv) states that a CSA also includes an official “who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.”

The Department will defer to an institution’s designation of CSAs as authoritative and provide any technical assistance necessary to work with institutions to help ensure proper identification and notification of CSAs consistent with the regulations. The regulations do not require that an employee with minimal responsibilities for student and campus activities *necessarily* be considered CSAs. On a case by case basis, institutions may apply the regulations to not designate CSA responsibilities for Clery Act reporting purposes to an individual. Individuals determined not to have significant responsibility for student and campus activities may, in some cases, include those individuals who, for example, have irregularly scheduled duties or duties that are not part of an employee’s primary job description. If paragraphs (i)-(iii) of the definition of CSAs are not applicable, institutions should focus on the “significant responsibilities” of an employee when determining whether that employee is a CSA for Clery purposes. Note that a CSA for Clery purposes will include employees who meet the definition of “any official...who has the authority to institute corrective measures” for Title IX purposes under 34 CFR 106.30(a).

## Part II: Clery Geography –

In the Annual Security Report, institutions are required to record crimes by location. Explained below, the three categories of locations subject to reporting are: 1) on-campus; 2) noncampus building or property; or 3) public property.

- 1) “Campus” is defined in 34 CFR 668.46(a) as “(i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).”

The Department does not apply any specific or measurable distance definition to “reasonably contiguous geographic area.” Many institutions employ an approach that any property included on a campus map or designated by signage as a campus facility is considered to be included

in the definition of “reasonably contiguous geography area.” If an additional location, branch campus, school within the institution, or an administrative location is not within a reasonably contiguous area, such location would be considered a separate campus for reporting purposes.

- 2) “Noncampus building or property,” as defined in 34 CFR 668.46(a), means “(i) [a]ny building or property owned or controlled by a student organization officially recognized

### ***The Purpose of Clery Geography –***

**Clery Geography requirements are intended to inform the campus community of crimes so that members of the community are aware of safety issues and may take steps to protect their own safety. In the past, institutions have struggled with the complexities of Clery Geography has resulted in institutions taking different approaches to the reporting requirement. While it is important that institutions adhere to the statute and regulations, too much information may have a detrimental effect because information overload may prevent a student or parent from identifying the most significant or serious threats. For institutions seeking to avoid findings of underreporting, the result was an overwhelming amount of statistics and information that could often cause students, employees, and their families to tune out critical campus safety information, such as timely warnings. For Clery Geography reporting purposes, remember these principles:**

- 1) **Consistent with the regulatory framework, institutions should determine which buildings, facilities, parking lots, and real estate are included in the definition of the “campus.”**
- 2) **Too much information can be just as detrimental as too little information.**
- 3) **When in doubt, apply the plain meaning of regulatory and statutory requirements.**

by the institution; or (ii) [a]ny building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution."

Institutions have asked questions about what is meant by the term "officially recognized." Regulations do not define this term; therefore, institutions should determine how they identify recognized organizations. Some institutions, for example, limit the list of officially recognized organizations to those that receive financial support from the institution.

Examples of noncampus buildings or property that satisfy the first part of the definition include, but are not limited to, officially recognized fraternity and sorority-owned chapter houses, institution-owned campus bookstores that are located off-campus, apartment buildings that are owned or controlled by the university, or campus-owned event facilities that support activities that include students who work in or utilize the facility.

To satisfy the second part of the definition, the property must: 1) be owned or controlled by the institution (e.g., leased by the institution); 2) be used in direct support of or in relation to the institution's educational purposes; 3) be frequently used by students; and 4) not be within a reasonably contiguous geographic area of the institution. Examples of this type of property would include, but not be limited to, institution-owned, off-campus apartment units that are rented to students, ancillary research or athletic facilities utilized by students and faculty, and event facilities located off-campus and utilized for campus activities.

3) "Public Property" is defined in statute as "all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes." The regulatory definition of "public property" in 34 CFR 668.46(a) includes "all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus."

In order for this definition to apply, the property in question must satisfy all three conditions: 1) public (e.g., publicly-owned); 2) within or immediately adjacent to campus; and 3) accessible from campus. This definition excludes any private property, and may in some cases exclude areas such as property divided by a fence or wall, or property with clearly posted signs indicating that it is not part of the campus or that trespassing is prohibited. Private property where students have established regular usage – whether legal, illegal, open, or inconspicuous – that is not otherwise campus or noncampus property, is not public property for Clery reporting purposes. The Department applies no specific measurable distance definition into adjacent public property. When the campus is adjacent to a public park, that does not otherwise meet the definition of a public property, some

institutions have employed the practice of clearly designating campus boundaries through posted signage, such as warnings that individuals are entering a “non-campus area” or through “no trespassing” signs, where applicable.

### *Clery Geography and Title IX –*

Under Title IX, an institution’s obligations to address sexual harassment in a recipient’s “education program or activity” is a separate inquiry from an institution of higher education’s obligations with respect to Clery Geography. While the two concepts may overlap, they are not coterminous and the two laws (Clery Act and Title IX) serve separate purposes and have separate obligations for entities covered by both laws.

When an institution has officially recognized a student organization, and sexual harassment occurs in an off-campus location *not* owned or controlled by the student organization but involving members of the officially recognized student organization, the recipient’s Title IX obligations depend upon whether the recipient exercised substantial control over the respondent and the context of the harassment, or whether the circumstances may otherwise be determined to have been part of the “operations of” the institution. Sexual harassment, under Title IX and as defined in 34 CFR 106.30(a), covers a wider range of misconduct than the sex offenses covered under the Clery Act.

At 34 CFR 106.44(a), the Title IX regulations cover incidents in an institution’s “education program or activity,” which includes “locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.” The 2020 Title IX regulations do not impose a geographical limit on an institution’s responsibilities, with the exception of the limitation of Title IX’s scope to incidents that occur “against a person in the United States.”



### Part III: Reporting, Procedures, Policy, and Notification Requirements –

Institutions must publish and disseminate an Annual Security Report by October 1<sup>st</sup> of each year. Institutions that have on-campus residential facilities must also publish, by that same date, a Fire Safety Report. The required contents of those reports, along with related notification, procedures, and policy requirements, are discussed in this section.

Each year, the Department sends a letter to presidents or chief executive officers of institutions with information on accessing the Campus Safety and Security Survey website (*See*: <https://surveys.ope.ed.gov/security>), where schools submit Clery Act crime statistics for the three most recent calendar years for which there is available data. The website explains how to tabulate these statistics. The letter explains any changes to the survey, the collection dates for the survey, the name of the person who completed the reporting at the school the previous year, and a new ID and password for completing the survey.

Schools with on-campus student housing facilities must also submit an annual Fire Safety Report to the Department. The report must include statistics on the number of fires and causes of each fire, as well as fire-related injuries, deaths, and/or fire-related property damage for each on-campus student housing facility. The Fire Safety Report is due at the same time as the Annual Security Report.

#### The Annual Security Report 34 CFR 668.46(b) and Crime Statistics 34 CFR 668.46(c) –

Each institution's Annual Security Report must include a list of titles of each person or organization to whom students and employees should report Clery Act crimes for the purpose of making both timely warning reports and the annual statistical disclosure. The Annual Security Report must also include institutional policies or procedures for victims or witnesses to report Clery Act crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Additionally, institutions must include current policies concerning the security of, and access to, campus facilities and residencies, as well as security considerations in the maintenance of campus facilities.

An institution is not required to include (or may remove) a reported crime from its statistics when sworn or commissioned law enforcement personnel have fully investigated the reported crime and have made a formal determination that the crime report is false or baseless and, therefore, "unfounded." Institutions must report to the Department and disclose in their Annual Security Report statistics that include the total number of crime reports that were "unfounded" and subsequently withheld from its crime statistics during each of the three most recently completed calendar years.

The following are required contents of the Annual Security Report. Note that this chart is not intended to be all-inclusive and institutions must review the statute and regulations to identify all the information that must be included in their Annual Security Report.

<ol style="list-style-type: none"><li>1) <b>Policies regarding alcoholic beverages and underage drinking laws</b></li><li>2) <b>Policies regarding illegal drugs and applicable federal and state drug laws</b></li><li>3) <b>Programs on substance abuse</b></li><li>4) <b>Programs to prevent dating violence, domestic violence, sexual assault and stalking, and the procedures institutions will follow when such crimes are reported</b></li><li>5) <b>Information regarding sex offenders</b></li><li>6) <b>Descriptions of emergency response and evacuation procedures</b></li><li>7) <b>Policies regarding missing student notifications</b></li></ol>	<ol style="list-style-type: none"><li>8) <b>Campus crime statistics</b></li><li>9) <b>Policies regarding procedures for reporting criminal actions or other emergencies on campus</b></li><li>10) <b>Policies on security of and access to campus facilities</b></li><li>11) <b>Policies on enforcement authority of security personnel; working relationship of campus security personnel with State and local police agencies; accurate and prompt reporting of crimes; pastoral and professional counselors</b></li><li>12) <b>Programs on campus security procedures and practices</b></li></ol>
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**Policies Regarding Campus Law Enforcement 34 CFR 668.46(b) and Statements Regarding Disciplinary Proceedings 34 CFR 668.46(k)(2)(v) –**

The HEA and the Department’s regulations require that institutions include, in the Annual Security Report, several statements of policy. These policies cover a range of campus safety and crime prevention topics, including the law enforcement authority and jurisdiction of security personnel, including their working relationship with state and local law enforcement agencies. Institutions must also publish their current institutional policies that encourage accurate and prompt reporting of all crimes to the campus police or safety offices, other campus security authorities and local law enforcement officials. Schools must also provide a description of any procedures that exist that encourage pastoral and professional counselors, when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The Annual Security Report must include a description of programs designed to inform students and employees about the prevention of crimes, the types and frequency of programs designed to inform the campus community of security procedures as well as practices to encourage students and employees to be responsible for their own security and the security of others.

Policies concerning the monitoring and recording, through local police agencies, of criminal activity by students at noncampus locations of officially recognized student organizations must also be included in the Annual Security Report.

Institutions must include policies regarding the possession, use, and sale of alcoholic beverages and illegal drugs, as well as policies regarding the enforcement of State underage drinking laws and Federal and State drug laws. Such policies must provide a description of any drug or alcohol abuse education programs required by § 120(a) – (d) of the HEA and the Department’s regulations at 34 CFR Part 86.

An institution must include a clear policy statement that addresses procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, including:

- 1) descriptions of types of proceedings (and how determined), the steps, timelines, decision-making processes, and how to file a complaint; 2) the standard of evidence; 3) the list of possible sanctions; 4) the range of protective measures; 5) a requirement that the proceedings – conducted by trained officials – will include a prompt, fair, and impartial process; 6) assurance that the accuser and accused will have the same opportunities to have others present, including an advisor of the individual’s choosing, in any disciplinary-related meeting; and 7) the requirement of simultaneous written notification to both parties of the result of the proceedings, process for appeal, and when such findings become final.

The institution must provide a statement that it will simultaneously provide in writing to both the accused and accuser: the results of any disciplinary proceeding conducted by such institution against a student accused of dating violence, domestic violence, sexual assault, or stalking. The institution must also provide the institution’s procedures for the accused and accuser to appeal the result of the institutional disciplinary hearing, if such procedures are available; any changes to the result; and when the results become final.

### The Daily Crime Log: 34 CFR 668.46(f) –

Any institution that has a campus police or security department must create, maintain, and make available an easily understood daily crime log. The daily crime log must include the nature, date, time, general location of each crime that occurs within the institution’s Clery Geography, and the disposition of the complaint, if known. Entries must be made within two business days of the report of the information, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. An institution may withhold this information if there is clear and convincing evidence that releasing it would jeopardize an ongoing criminal investigation or safety of the individual, cause the suspect to flee or evade detection, or result in the destruction of evidence. The school must disclose any withheld information once the adverse effect is no longer likely to occur. An institution is required to make the crime log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than sixty days available within two business days of a request for public inspection.

## Statement of Policy and Procedures for Specific Offenses: 34 CFR 668.46(b)(11) –

Each institution's Annual Security Report must include a statement of policy that addresses institutional programs to prevent dating violence, domestic violence, sexual assault, and stalking, as well as the procedures the institution will follow when one of these crimes is reported.

The statement of policy must include the following components:

- 1) A description of the institution's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking. The statement must describe the institution's primary prevention and awareness programs for all incoming students and new employees. Primary prevention and awareness programs must define said crimes, state that the institution prohibits such crimes, provide a definition of "consent" in reference to sexual activity, in the applicable jurisdiction, describe safe and positive options for bystander intervention, and information on risk reduction.
- 2) The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:
  - a. The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order
  - b. How and to whom the alleged offense should be reported
  - c. Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:
    - i. Notify proper law enforcement authorities, including on-campus and local police;
    - ii. Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
    - iii. Decline to notify such authorities
  - d. Rights of victims and institutional responsibilities for orders of protection or similar lawful orders

The statement must also include information about how the institution will protect the confidentiality of victims and other necessary parties, including how the institution will complete publicly available recordkeeping, while maintaining as confidential any accommodations or protective measures provided to the victim. The statement must also state that the institution will provide written notification to student and employees about existing counseling, health, advocacy, and other services available for victims, both within the institution and in the community. Institutions must include that they will notify victims about options for requests for changes to academic, living, transportation, and working situations or protective measures.

## Annual Fire Safety Report: 34 CFR 668.49(b) –

As stated above, if an institution maintains an on-campus student housing facility, it must also publish an Annual Fire Safety Report. The report must contain the following:

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| <ol style="list-style-type: none"><li>1) <b>Fire statistics submitted to the Department</b></li><li>2) <b>Description of on-campus housing facilities fire safety systems</b></li><li>3) <b>Number of fire drills during the previous calendar year</b></li><li>4) <b>Policies on portable electrical appliances, smoking, and open flames in housing facilities</b></li></ol> | <ol style="list-style-type: none"><li>5) <b>Procedures for evacuation due to fires in student housing</b></li><li>6) <b>Policies on fire safety education and training programs</b></li><li>7) <b>List of titles of persons to report fires on campus, for purposes of inclusion in statistics</b></li><li>8) <b>Plans for future improvement in fire safety, if necessary</b></li></ol> |
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The Fire Log: 34 CFR 668.49(d) –

Any institution that maintains on-campus housing facilities must maintain a fire log. The fire log must be a written and easily understood record of any fire that occurred in an on-campus student housing facility. The log must include the nature, date, time, and general location of each fire. Fires must be recorded in the log within two business days. Institutions must make the fire log for the most recent 60-day period open to public inspection, and any portion of the log older than 60 days available within two business days of a request for public inspection.

Notice and Distribution of Reports –

Institutions must provide notice of the availability of the Annual Security Report and the Annual Fire Safety Report (if applicable) to all current and prospective students and employees. This notice must include: 1) a statement of the report’s availability; 2) a statement that a paper copy will be provided upon request and how to obtain one; 3) a brief description of the contents; and 4) the exact electronic address of the report. The two reports may be published together or separately. If separate, each report must contain information on how to directly access the other report.

Appropriate publications and mailings of the Annual Security Report and the Annual Fire Safety Report include:

- Direct mail to each individual through the post office, campus mail, or e-mail
- Publications provided directly to individuals
- Posting on an Internet or intranet website (subject to specifications in 34 CFR 668.41(e)(2) and (3))

Missing Persons Policies and Procedures: 34 CFR 668.46(h) –

If an institution maintains on-campus housing, the institution must establish a missing student notification policy and include a description of the policy in its Annual Security Report.

In short, the policy must include the following:

- 1) **List of titles of persons to which individuals should report that a student has been missing for 24 hours**
- 2) **Require that any missing student report be referred immediately to campus security or, in the absence of an institutional police or campus security department, to the local law enforcement agency that has jurisdiction in the area**
- 3) **Include an option for each student to identify a contact person, whom the institution will notify within 24 hours upon a determination that the student is missing**

Each student must be advised that: their contact information will be kept confidential (except to authorized campus officials and law enforcement); if they are under 18 years of age and not emancipated, the institution must notify, within 24 hours, a custodian, parent, or guardian that the student is missing; and the institution will notify law enforcement within 24 hours that the student is missing.

#### Emergency Response, Evacuation Notifications, and Timely Warnings: 34 CFR 668.46(g) –

Each institution must develop emergency response and evacuation procedures, and include a description of its procedures in its Annual Security Report. The statement must include the procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. At a minimum, an institution must have procedures to: (1) confirm significant emergencies or dangerous situations; (2) determine the appropriate community to notify and the content of the notification, including the withholding as confidential the names and other identifying information of victims; and (3) initiate the notification system. The institution must also compile a list of persons or organizations responsible for these activities. In addition, the institution must have procedures for disseminating emergency information to the larger community and must test emergency and evacuation procedures on at least an annual basis.

In an emergency or a dangerous situation, an institution must, without delay and accounting for the safety of the community, determine the content of the notification and initiate the notification system, unless such notification will compromise efforts to assist a victim or contain, respond to, or mitigate the emergency.

An institution must develop procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Institutions are required to provide emergency notifications or timely warnings based upon the circumstances. Emergency notifications are required to provide immediate notification to the

campus community upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees. Timely warnings are required for all Clery Act crimes that occur on Clery Geography that are reported to CSAs or local police agencies and are considered by the institution to represent a serious or continuing threat to students and employees.

The following chart identifies the differences between emergency notifications and timely warnings:

	<b>Emergency Notifications</b>	<b>Timely Warnings</b>
Scope	Significant emergency or dangerous situation	Clery crimes, reported to CSAs
Triggered by?	Event that is currently occurring on or imminently threatening campus	Crimes that occurred and represent an ongoing threat
Where event occurs?	Only on campus	Anywhere on Clery Geography
How soon to issue?	Immediately upon confirmation of situation	As soon as information is available

*IX*