

# Hot Rod Institute

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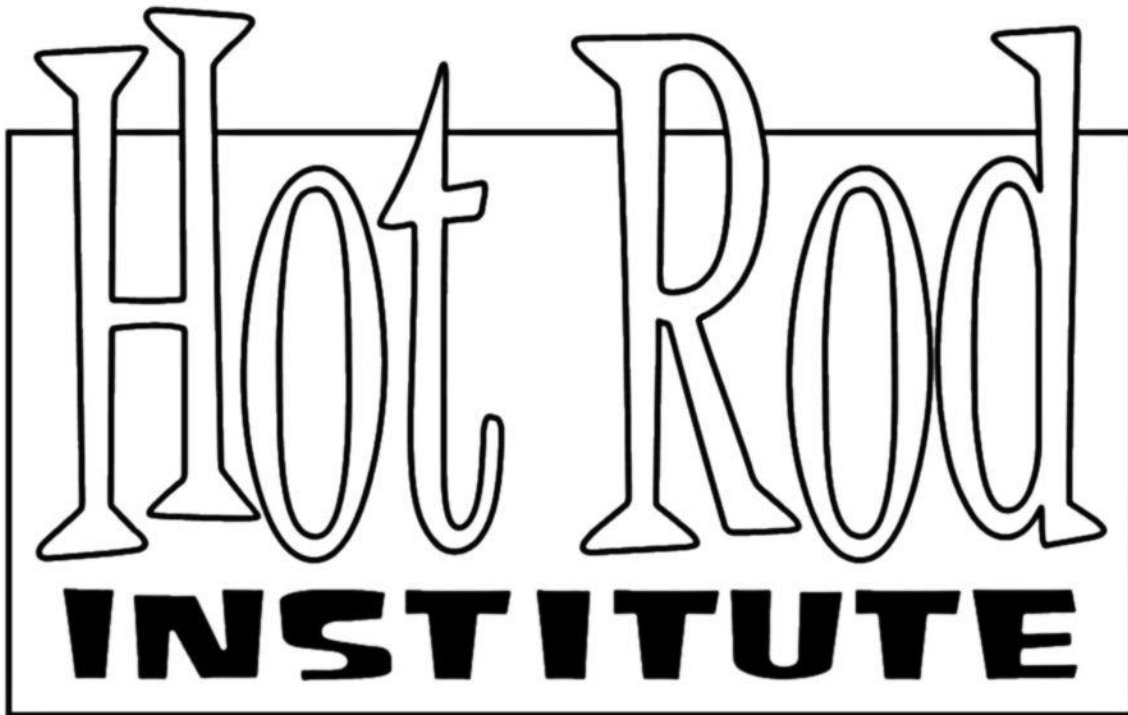
Issue #14 25c



Complete Policy  
Handbook

Learn the skills of your dream Career!

The Hot Rod and  
Auto Restoration School



## Complete Policy Handbook

Volume 9 – July 28, 2022

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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*

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## *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.



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## *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 over 170 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.

### 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.

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## 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.

## 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.

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## 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.

**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

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## 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.

## 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.

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## Accreditation

The educational accreditation process is one of ensuring that a school engages in adherence to educational standards; it supports, facilitates, and evaluates the school's continual process of improvement in all areas. Hot Rod Institute has worked very hard, as most new schools do, to be granted Full Accreditation. Hot Rod Institute is in the process of achieving full accreditation.

## 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.

## Constitution Day

On September 17<sup>th</sup> in 1787 the Constitution 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...

<http://www.constitutionday.us>

## 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.



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## *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 Aide 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 Aide, 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 Tornados 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.

## 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 style of the project, and space availability in the shop. **All materials (parts, paints,**

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**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 bringing 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

# Hot Rod Institute – Policy Handbook

## 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.

# Hot Rod Institute – Policy Handbook

## *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

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. 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 greater understanding of the practices, equipment, and facilities at Hot Rod Institute.

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.

### Admissions Costs

#### Diploma Programs

Hot Rod Diploma Program 4 class	(HRDP4) (1600 hours or 12 Months)	\$26,800
Hot Rod Diploma Program 5 class	(HRDP5) (2000 hours or 15 Months)	\$33,500
Hot Rod Special Achievement DP 6 class	(HRSADP) (2400 hours or 12 Months)	\$40,200

#### Certificate of completion classes

Any 1, 2 or 3 of the classes (400 hours per class) 3, 6, or 9 Months) \$7000 per class

One time \$100 enrollment fee

### 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.

# Hot Rod Institute – Policy Handbook

## 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.

## Financial Aid

Student financial aid advisement will be provided by the Director of Admissions 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 online; 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 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.**

[https://www.benefits.va.gov/GIBILL/resources/benefits\\_resources/rates/ch33/ch33rates080119.asp](https://www.benefits.va.gov/GIBILL/resources/benefits_resources/rates/ch33/ch33rates080119.asp)

# Hot Rod Institute – Policy Handbook

Non-college Degree Granting Institutions – **Actual net costs for in-state tuition & fees not to exceed \$26,042 during the academic year 8/1/21 – 7/31/22. (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.

# Hot Rod Institute – Policy Handbook

## 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)			Break	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	Class
<i>Lab:</i>	Lunch		Shop (Hands-on)		Break	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.



# Hot Rod Institute – Policy Handbook

## 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.

# Hot Rod Institute – Policy Handbook

## Satisfactory Academic Progress

Students must maintain satisfactory academic progress (SAP) in order to remain eligible to continue as regular students of Hot Rod Institute. A regular student is one who is enrolled for the purpose of receiving a diploma or certificate. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving financial assistance (example: Title IV Funding). Satisfactory academic progress is determined by measuring the student's grade point average and the student's rate of progression toward completion of the academic program. These standards apply to all students, not just those receiving financial aid. All students must have a minimum CGPA of 2.0 upon graduation from all classes, passing each class with a grade of 70% (letter grade C).

SAP is monitored each payment period using two factors: Cumulative Grade Point Average (CGPA) and Cumulative Attendance Rate (CAR) percentage. In addition to monitoring CAR each payment period, students are also required to complete their program within a maximum time frame of 150% of the minimum time required to graduate.

## 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.

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.

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## 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.

## 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.

# Hot Rod Institute – Policy Handbook

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.

## 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/Withdrawal due to Undue Hardship

Under certain circumstances the School Director may grant a student a leave of absence when a student has submitted a request in writing. And make amendments to the class's satisfactory standards; it will have no impact on the student's Grade Point Average or hours attempted. No amendments will be made for graduation requirements. These certain circumstances can include, but are not limited to, personal illness or injury, family crisis or death, or other extenuating events out of the student's control. The negative effects of the situation will be documented by a student's explanation in the Leave of Absence Form. A student may not exceed the federally regulated maximum missed time. All leaves will not exceed 180 days, or the student will be terminated.

The School Director will review the academic status of the students written requesting re-admittance. The student's account must not be in default or collection in order to be considered for re-admittance. Students failing to withdraw from Hot Rod Institute correctly could be denied re-admittance. A student's opportunity for re-admittance to a particular quarter will be determined upon space available.

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## 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.

## Transfer Credit

Transfer Credit for students who have completed similar classes 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

Completing 1, 2 or 3 classes the student receives a certificate of achievement.

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.

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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. Deposits are non-refundable.

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

Proper refunds will be issued for a student's cancellation of enrollment prior to entrance based on the Tuition Refund Policy above.

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## 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.



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## *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 Diploma Program (Enrolled in All 6 classes offered)

### 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)
HRM (400 hours)	Hot Rod Motorcycle (custom motorcycle fabrication & mechanical)
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)

### 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

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- 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.

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## 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

# Hot Rod Institute – Policy Handbook

## 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 Institute – Policy Handbook

## 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

# Hot Rod Institute – Policy Handbook

## 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 Institute – Policy Handbook

## Hot Rod Motorcycle (HRM)

Clock Hours: 400 clock hours (118 lecture hours / 282 lab hours)

Course Length: 11 Weeks

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

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

### Class Description:

Hot Rod Motorcycle covers the mechanical aspects of custom motorcycle fabrication and assembly. Students will gain valuable experience from lecture and extensive lab (hands-on) opportunities. Students will study the skills necessary to repair and build custom motorcycles. Students' educational competencies include planning a chopper project, basic machining operations, electrical activities, and precision measuring exercises. Students will discuss the different the frame and suspension designs utilized in custom motorcycle fabrication and the jigs necessary to build them. Engine/transmission/primary to rear axle alignment is explored in great detail due to the meticulous nature of a safe driveline installation. Students will be able to describe rake, and its importance, along with various front fork options. Carburetor theory and adjustment, current fuel injection systems, wheel and brake installation, exhaust design, and the numerous generations of ignition systems are all examined with the help of the instructor. Students will also learn the idiosyncrasy of the parts research and the aftermarket parts industry. 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 Custom Motorcycle Industry
- Demonstrate the proper steps to planning a custom motorcycle project
- Good working knowledge of parts research and ordering process
- Perform correct precision measuring tasks using micrometers
- Demonstrate the proper mill and lathe operations safely
- Describe the differences in the various types of motorcycle chassis
- Have a good working knowledge of motorcycle frame jig and setup procedures
- Demonstrate the proper procedure for alignment of drive train to rear axle including engine, transmission, and primary drive
- Have a good working knowledge of V-Twin Motor and Head designs
- Describe different front and rear motorcycle suspensions
- Have a good working knowledge of proper front fork assembly procedure
- Demonstrate the proper installation of brakes and wheels, including bearings spacers
- Describe carburetor theory, function, and adjustment
- Have a good working knowledge of motorcycle exhaust theory, selection, and fabrication
- Have a good working knowledge on motorcycle electrical systems and wiring procedures
- Describe custom motorcycle final assembly and initial startup procedures
- 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



# Hot Rod Institute – Policy Handbook

## Class Goal:

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

Time Outline for Hot Rod Motorcycle (HRM)				
Lesson Plan Number and Title		<i>Theory Hrs</i>	<i>Lab Hrs</i>	<i>Total Hrs.</i>
HRM-100	Orientation, HRM	4	X	4
HRM-101	Project Design III / Time Management	4	X	4
HRM-102	Tools & Equipment used in the motorcycle industry	7	X	7
HRM-103	Parts research	4	8	12
HRM-104	Motorcycle Chassis	7	X	7
HRM-105	Frame Modifications / Frame Jigs	7	7	14
HRM-106	Wheels, Wheel bearings & spacing	4	7	11
HRM-107	Front ends	4	7	11
HRM-108	Basic Machining	7	12	19
HRM-109	Precision Measuring	4	7	11
HRM-110	Drive Train, Engine, Transmission	7	12	19
HRM-111	Brakes	4	7	11
HRM-112	Clutches	12	12	24
HRM-113	Carburetion	7	12	19
HRM-114	Exhaust	7	X	7
HRM-115	Electrical system	4	14	18
HRM-116	Ignitions system	7	7	14
HRM-117	Motor / Head designs and concepts	12	15	27
HRM-118	Project final assembly & start-up	4	15	19
HRM-119	Resume' development	2	X	2
	Live Work Projects (May cover any of the above)	X	140	140
Total Hours for HRM		118	282	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 Institute – Policy Handbook

## 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

### Class 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 drive train including engine theory, both automatic and manual transmissions, and rear-end differential design characteristics. Cylinder head and valve train components are inspected as students delve deeper into the internal combustion engine. Engine performance including component matching with a desk top dyno, intake and exhaust modification, and forced air theory (turbo/supercharger) are all explored. Students will also study common engine diagnostic techniques and repair. Electrical systems are examined beginning with basic electrical theory, wiring techniques, and charging systems duties. Advanced electrical system topics include electronic fuel injection, and computer controlled distributor-less ignition systems. Students will discuss alignment issues, braking systems, steering components, and plumbing techniques. 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 cylinder head and valve train diagnostic procedures and repair
- Describe engine disassembly, inspection, and reassembly procedure
- Have a good working knowledge of engine oiling and cooling systems diagnostic and repair procedures
- Have a good working knowledge of automatic and manual automotive transmission and the diagnostic, repair, and installation procedures
- Describe automotive transmission clutch system
- Demonstrate basic electrical diagnostic procedures on charging system, starting system, and battery using DVOM
- Have a good working knowledge of factory, aftermarket, and custom built automotive wiring harnesses design and construction
- Describe and diagnose electronic 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 gear theory and the proper procedure for rear differential setup
- Diagnose tire wear patterns and describe theory and procedure for wheel alignment including caster, camber, and toe
- 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:

# Hot Rod Institute – Policy Handbook

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 electrical systems. Students will complete the class with an in-depth working knowledge of the skills, tools, and equipment in the performance automotive dept and be poised to continue on to the other classes at Hot Rod Institute.

<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	2	0	2
HRP-101	Specialty Tools and Equipment	6	0	6
HRP-102	Engine disassembly, short block, Cylinder head, camshaft, valve train	26	30	56
HRP-103	Engine performance modifications, reassembly	20	40	60
HRP-104	Basic Electricity, General Electrical Diagnosis	18	20	38
HRP-105	Lighting, Instrumentation, Power accessories	8	16	24
HRP-106	Batteries, Starting, Charging Systems	7	10	17
HRP-107	Brake System Theory, Drum and Disc	10	20	30
HRP-108	HVAC Theory, Diagnosis and Service	8	12	20
HRP-109	Ignition System Design and Theory/ service	10	8	18
HRP-110	OBD I & II Systems Design, Theory, Service	10	12	22
HRP-111	Fuel Supply and Delivery (Carb-Fuel Injection)	6	8	14
HRP-112	Turbo and Supercharger Theory	8	0	8
HRP-113	Automatic/Manual Transmission Theory of Operation	18	12	30
HRP-114	Clutch Theory, Diagnosis and Service	4	4	8
HRP-115	Differential & Driveline Theory, Diagnosis and Repair	10	10	20
	Live Work Projects (This will cover any of the above)	0	27	27
<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 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 Institute – Policy Handbook

## 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

# Hot Rod Institute – Policy Handbook

- 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 Institute – Policy Handbook

## 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

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## 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.



# Hot Rod Institute – Policy Handbook

## 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 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 or custom motorcycle 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 HRP, HRR, HRU or HRBA)*

#### 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*

# Hot Rod Institute – Policy Handbook

## *VIII. 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  
Eldon Amaro..... HRR Instructor  
Corey Kelley ..... HRP Instructor  
Martin Healy ..... HRU Instructor

# Hot Rod Institute – Policy Handbook

## *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 =  $a^2$

Rectangle =  $ab$

Parallelogram =  $bh$

Trapezoid =  $h/2 (b_1 + b_2)$

Circle =  $\pi r^2$

Ellipse =  $\pi r_1 r_2$

Triangle =  $(1/2) bh$

Equilateral Triangle =  $(1/4)\sqrt{3} a^2$

#### Volumes

Cube =  $a^3$

Rectangular Prism =  $abc$

Cylinder =  $bh = [\pi] r^2 h$

Pyramid =  $(1/3) bh$

Cone =  $(1/3) bh = 1/3 [\pi] r^2 h$

Sphere =  $(4/3) [\pi] r^3$

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

#### Surface Areas

Cube =  $6 a^2$

Sphere =  $4 [\pi] r^2$

#### 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

# Hot Rod Institute – Policy Handbook

## 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

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## *IX Hot Rod Institute Academic Calendars*

### **2022**

#### **Winter Session (2022)**

Class Start .....	1/3/2022
Drop/Add .....	3/2022 - 1/10/2022
Major Clean Up / Final Exams .....	3/17/2022
Graduation .....	3/18/2022
Spring Break – No School .....	3/19/2022 - 3/27/2022

#### **Spring Session (2022)**

Class Start .....	3/28/2022
Drop/Add .....	3/28/2022 - 4/3/2022
Memorial Day Holiday .....	5/27/2022 - 5/30/2022
Major Clean Up / Final Exams .....	6/13/2022
Graduation .....	6/14/2022
Summer Break – No School .....	6/15/2022 - 6/26/2022

#### **Summer Session (2022)**

Class Start .....	6/27/2022
Drop/Add .....	6/27/2022 - 7/3/2022
4th of July Holiday – No School .....	7/4/2022 - 7/5/2022
Bike Rally Break – No School .....	8/8/2022 - 8/10/2022
Labor Day Holiday – No School .....	9/2/2022 - 9/5/2022
Constitution Day .....	9/20/2022
Major Clean Up / Final Exams .....	9/19/2022
Graduation .....	9/20/2022
Fall Break – No School .....	9/21/2022 – 9/27/2022

#### **Fall Session (2022)**

Class Start .....	9/28/2022
Drop/Add .....	9/28/2022- 10/4/2022
Thanksgiving Holiday – No School .....	11/24/2022 -11/26/2022
Major Clean Up / Final Exams .....	12/15/2022
Graduation .....	12/16/2022
Winter Break – No School .....	12/17/2022 - 1/1/2023

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## 2023

### Winter Session (2023)

Class Start .....	1/2/2023
Drop/Add.....	1/2/2023 - 1/6/23
Major Clean Up / Final Exams .....	3/16/2023
Graduation.....	3/17/2023
Spring Break – No School .....	3/18/2023 - 3/26/2023

### Spring Session (2023)

Class Start .....	3/27/2023
Drop/Add.....	3/27/2023 - 3/31/2023
Memorial Day Holiday .....	5/26/2023 - 5/29/2023
Major Clean Up / Final Exams .....	6/12/2023
Graduation.....	6/13/2023
Summer Break – No School.....	6/14/2023 - 6/25/2023

### Summer Session (2023)

Class Start .....	6/26/2023
Drop/Add.....	6/26/2023 - 6/30/2023
4th of July Holiday – No School.....	7/3/2023 - 7/4/2023
Bike Rally Break – No School.....	8/7/2023 - 8/9/2023
Labor Day Holiday – No School .....	9/1/2023 - 9/4/2023
Constitution Day .....	9/17/2023
Major Clean Up / Final Exams .....	9/18/2023
Graduation.....	9/19/2023
Fall Break – No School.....	9/20/2023 - 9/26/2023

### Fall Session (2023)

Class Start .....	9/27/2023
Drop/Add.....	9/27/2023 - 10/1/2023
Thanksgiving Holiday – No School.....	11/22/2023 - 11/24/2023
Major Clean Up / Final Exams .....	12/14/2023
Graduation .....	12/15/2023
Winter Break – No School .....	12/16/2021 - 1/2/2024

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## 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