

# Hot Rod Institute

Issue #15

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# Hot Rod Institute

## The Hot Rod and Auto Restoration School

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



## Hot Rod Institute – Policy Handbook



### Complete Policy Handbook

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The following is the HRI, Inc (dba Hot Rod Institute) handbook. The programs, policies, costs, and conditions listed within are strictly for informational purposes and are subject to change 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 quality 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 quality 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 many years of combined experience and has industry credentials and successes in their respective fields. Their history offers instructors situations to further the students' educational experience.

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

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

### *Administration and Faculty*

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

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

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

Doug LaRue..... Campus President/School Director  
Jean LaRue..... Office Manager  
Daniel LaRue ..... Director of Education

Campus Instructional Staff

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

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## Facilities and Equipment

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

### Lab Areas

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

### Classrooms

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

### Student Lounge

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

### Learning Resource System (LRS)

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

### Health Care Services

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

### Visitors and Guests

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

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## Non-Student Participation

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

## Parking

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

## Emergencies

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

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

## Inclusion Policy

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

## Respect Policy

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

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

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

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

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## Student Records

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

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

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

## Drug, Alcohol, and Smoke Free Campus Policy

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

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

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

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## Smoking

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

## Weapons Policy

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

## Accreditation

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

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

## Election Day

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

## Constitution Day and Citizenship Day

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

## Changes to Catalog

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



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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

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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.

## Dress Code

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

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

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

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

## Clean-Up Procedure

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

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

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## Tool and Equipment Policy

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

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

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

## Cell Phones

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

## Emergency Procedures Protocols

### Accidents and First Aide

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

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## Fire Drills

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

## Security of Property

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

## CYBER SECURITY POLICY

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

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

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

### **WHAT ARE WE PROTECTING**

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

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

### **Classification of Information**

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

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## **Classification of Information**

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

## **DEFINITIONS**

### **Chief Information Officer.**

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

## **THREATS TO SECURITY**

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

### **Management:**

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

### **Employees:**

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

### **Amateur Hackers and Vandals.**

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

### **Criminal Hackers and Saboteurs.**

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

## **USER RESPONSIBILITIES**

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

### **Acceptable Use**

User accounts on school computer systems are to be used only for business of the school and not to be used for personal activities. Unauthorized use of the system may be in violation of the law, constitutes theft and can be punishable by law. Therefore, unauthorized use of the school computing system and facilities may constitute grounds for either civil or criminal prosecution.

# Hot Rod Institute – Policy Handbook

Users are personally responsible for protecting all confidential information used and/or stored on their accounts. This includes their logon IDs and passwords. Furthermore they are prohibited from making unauthorized copies of such confidential information and/or distributing it to unauthorized persons outside of the school.

Users shall not purposely engage in activity with the intent to: harass other users; degrade the performance of the system; divert system resources to their own use; or gain access to school systems for which they do not have authorization. Users shall not attach unauthorized devices on their PCs or workstations, unless they have received specific authorization from the employees' manager and/or the school IT designee.

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

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

## **Use of the Internet**

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

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

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

## **Monitoring Use of Computer Systems**

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

## **ACCESS CONTROL**

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

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

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

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

Users are not allowed to access password files on any network infrastructure component. Password files on servers will be monitored for access by unauthorized users. Copying, reading, deleting or modifying a password file on any computer system is prohibited. Users will not be allowed to logon as a System Administrator. Users who need this level of access to production systems must request a Special Access account as outlined elsewhere in this document.

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

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

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

## System Administrator Access System

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

## Connecting Devices to the Network

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

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

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

## Remote Access

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

## Unauthorized Remote Access

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



# Hot Rod Institute – Policy Handbook

## **PENALTY FOR SECURITY VIOLATION**

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

## **SECURITY INCIDENT HANDLING PROCEDURES**

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

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

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

## **Active Shooter**

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

# Hot Rod Institute – Policy Handbook

## 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, 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.

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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:

- 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.

- As a second step – students can file a complaint with Accreditation or the State
  - Schools accredited by the Accrediting Commission of Career Schools and Colleges ([accsc.org](http://accsc.org)) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the [ACCSC Complaint Form](#). The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 [www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)
  - South Dakota Department of Education's Board of Technical Education provides a form to be completed as applicable: [ComplaintForm.docx](#)

# 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

#### • Admissions Requirements and Procedures

- After a student's general inquiry of enrollment, the Director of Admissions will contact the student in order to conduct an entrance interview with interested students. A High school diploma or a recognized equivalent such as the GED is required for admittance.
- 
- Once an applicant has completed and submitted the application documents, the School reviews the information and informs the applicant of its decision. If an applicant is not accepted, the
- \$100.00 application fee and all other monies paid to the School are refunded. The School reserves the right to reject students if the items listed above are not successfully completed. The interview, either phone or in-person, will determine the student's capacity and intent for the education provided at Hot Rod Institute. The interview will also provide the student with a greater understanding of the practices, equipment, and facilities at Hot Rod Institute. If an applicant is under 18 years of age, the Enrollment Agreement must also be signed by the parent or guardian.
- After the interview, the applicant will submit an Enrollment Agreement to the School Director along with high school diploma or equivalent, including the enrollment fee.
- After a prospective student's Enrollment Agreement is reviewed and signed by the School Director and approved. Then signed by the Director of Education the student will be presented with an Enrollment Letter and copy of signed Enrollment Agreement, (digital copy) they will be considered a full-time student of Hot Rod Institute on the start date of their preference.
- Hot Rod Institute does not discriminate based on race, color, national origin, sex, religion, age, disability, veteran status, sexual orientation/gender identity or expression, and any other legally protected status in the provision of its courses, programs, services, or activities.
- The School's policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior. All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. No English as a second language courses are offered by the campus. Each student is provided access to the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions

# Hot Rod Institute – Policy Handbook

## Admissions Costs

### Diploma Programs

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

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

One time \$100 enrollment fee

## 2023-2024 Indirect Cost of Attendance

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

## Previous Educational Experience Requirement

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

## Enrollment Limitations

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

# Hot Rod Institute – Policy Handbook

## Policy Loan Entrance/Exit Counseling Procedure

### POLICY:

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

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

### PROCEDURE:

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

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

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

## Financial Aid

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

## VA Benefits

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



# Hot Rod Institute – Policy Handbook

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.**

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

Non-college Degree Granting Institutions – **Actual net costs for tuition & fees not to exceed \$28,937** during the academic year 8/1/23 – 7/31/24. (If a student is certified at 100% benefits.)

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

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

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

## Student Housing

We do not have on campus housing, but we can assist with the housing and roommate search. There are many apartments in the area, most within 10 to 20 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

Attendance -	7% / 98 pts
Theory -	37.5% / 525 pts
Lab -	37.5% / 525 pts
Final Exam -	<u>18% / 252 pts</u>
<b>TOTAL -</b>	<b>100% / 1400 pts</b>

#### Grading Scale

93 – 100	A
80 – 92	B
70 – 79	C
60 – 69	D
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)  
 WP ..... Withdrawn (Passing)  
 WF ..... Withdrawn (Failing)

I ..... Incomplete  
 LA ..... Leave of Absence  
 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	Break	Class
<i>Lab:</i>		Shop (Hands-on)				Lab
<i>Length:</i>	50 min	50 min	10 min	50 min	20 min	90 min

# 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 (SAP)

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in his/her educational Program. In order to maintain eligibility for financial aid, students must make adequate academic progress toward completion of his/her program. The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education Programming notifies the Financial Aid Office if the school changes academic policies.

Hot Rod Institute is required to ensure that students receiving federal student aid are making adequate progress towards completing their program. Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. The number of payment periods is based upon the number of hours in the program.

- Hot Rod Diploma 4 1600 hours & 46 weeks: four payment periods (450, 450, 350, 350)
- Hot Rod Diploma 5 2000 hours & 58 weeks: five payment periods (450, 450, 450, 450, 200)
- Hot Rod Special Diploma 2400 hours and 69 weeks: six payment periods (450, 450, 450, 450, 300, 300)

In order for a student to continue receiving federal student aid, the student must maintain SAP according to the following standards:

### **Qualitative**

- Students must maintain a cumulative grade of "C" or above. (Refer to Program Specific Grading Scales on page 31)

### **Maximum Timeframe**

- Student must complete within 150% of the published length of the program to remain on financial aid. For example, if a program's published length for completion is 46 weeks, the maximum timeframe would be 69 weeks (46 weeks x 150%) to complete.
- Students must be working toward completion on a specific program.

\*Note: Periods in which a student does not receive aid will be included in both the qualitative and maximum timeframe standards.

## **Special Grading Circumstances**

### **Remedial Courses**

- Hot Rod Institute does not grant credit for remedial courses.

### **Transfer Coursework**

- Hot Rod Institute does not grant credit for transfer coursework.

### **Repetition**

- When a course is repeated the new grade replaces the old grade. The hours in both courses are counted in the time frame and for attendance percentage.
- Any coursework that was part of the program that was passed before but repeated to improve grades or as a refresher will not be eligible for financial aid for that portion.
- All repeated coursework will be applied toward the maximum timeframe.

### **Incomplete**

- A grade of incomplete is not counted in the grade point average. If the student does not complete the work in the specified time the incomplete will change to an F, which negatively impacts the grade point average.
- A grade of incomplete will count toward the maximum timeframe and may impact a student's ability to complete the program in the required timeframe.

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- If the student completes the work in the specified time, the new grade will be included in the next SAP evaluation.

## **Withdrawal**

- If the student is passing at time of withdrawal, they will receive a WP (Withdraw Pass) grade, which is not counted in the grade point average.
- If the student is failing at the time of withdrawal, they will receive a WF (Withdraw Fail) grade, which is not counted in the grade point average.
- Any withdrawal will be applied toward the maximum timeframe and may impact a student's ability to complete the program in the required timeframe.

\*Note: The term "withdrawal" defines any reason for a student leaving school, whether it is initiated by the student or by the school.

## **Official Review of Satisfactory Academic Progress**

Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. If it is determined that the student is not meeting SAP Standards, the student will lose federal student aid eligibility for the next payment period. The student will receive a written notification from the School Director through email and/or written documentation that they have not met the requirements to receive a subsequent disbursement of federal student aid. The student may appeal the decision per the appeals process outlined below. A student who becomes ineligible for aid will be placed on a monthly payment plan and will be responsible for paying all tuition and fees, books, supplies, and/or tools, and other education costs that were not covered by federal student aid.

## **Conditions for Dismissal Due to Unsatisfactory Progress**

If a student is not meeting SAP at the end of the payment period, their eligibility for federal student aid is suspended and they are monitored for grades and/or attendance improvements to be able to complete within the maximum timeframe. When a student reaches a point in their program where it is not possible to reach the requirements for successful completion, they are dismissed from the program.

## **Satisfactory Academic Progress Appeal**

Students have the right to appeal the suspension of their federal student aid eligibility by submitting an appeal in the form of a letter along with any supporting documentation describing circumstances beyond the student's control that may have caused a failure to meet the Satisfactory Academic Progress standards.

- Students may appeal the suspension based on injury or illness, the death of a relative, or other special circumstance. The appeal must explain why the student failed to make satisfactory progress and what has changed in their situation that will allow the student to make satisfactory progress at the next evaluation.
- Appeal must be submitted to the School Director within 2 weeks of the suspension letter. The appeal will be reviewed by the Financial Aid Office, Instructor and School Director within 2 weeks of receipt. Appeals will be reviewed on a case-by-case basis and the student will be notified of the outcome of their appeal. The student will receive a written notification from the School Director through email and/or written documentation regarding the outcome of the appeal.
- Disposition of Approved Appeal: An approved appeal will allow the Financial Aid office to award one payment period of federal student aid while on probation. Satisfactory Academic Progress (SAP) will be reviewed at the end of the probation period/payment period to determine eligibility for continued federal student aid. If the student is meeting SAP at the end of the probation period/payment period, the student will be removed from probation and is eligible for continued federal student aid. If the student is not meeting SAP at the end of the probation period/payment period, the student will lose eligibility for federal student aid.

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- Disposition for Denied Appeal: A denied appeal will mean that the student is not eligible for federal student aid. Once federal student aid is terminated, the student must make arrangements to cover any remaining program costs within 1 week of the denial notification.
- Students can appeal the suspension of their federal student aid eligibility one time.

### **Reestablishing Federal Student Aid Eligibility**

As a result of not meeting SAP requirements, a student who was previously eligible for federal student aid may wish to reestablish federal student aid eligibility while continuing their program on a self-funding basis, subject to meeting maximum timeframe requirements. A student who is ineligible for federal student aid will be placed on a monthly payment plan and will be responsible for paying all tuition and fees, books, supplies, and/or tools, and other education costs.

A student wishing to reestablish federal student aid eligibility may regain eligibility by securing a cumulative grade of "C" or above and/or resolving maximum timeframe requirements by completing courses with satisfactory grades in a defined time period. The student may then be approved to receive federal student aid for the period after reestablishing eligibility.

### **Satisfactory Academic Progress Definition Appeal**

- A process by which a student who is not meeting SAP standards petitions the school for reconsideration of their eligibility for FSA funds.

### **Financial Aid Probation**

- A status a school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

### **Financial Aid Warning**

- A status a school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.

\*Note: Hot Rod Institute does not allow students to be placed on Financial Aid Warning status

## RETURN OF TITLE IV

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. Hot Rod Institute will calculate and return any unearned Title IV aid to the respective Title IV program in accordance with federal regulations and the procedures outlined in this policy.

## RETURN TO TITLE IV FUNDS POLICY

This policy applies to students who officially or unofficially withdraw, fail to return from a leave of absence, or are dismissed from Hot Rod Institute. It is separate and distinct from Hot Rod Institute's refund policy. (Refer to Hot Rod Institute's Cancellation/Withdrawal Refund policy.)

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

The amount of Title IV aid a student earns is based on the length of time they were enrolled and attending classes—not on the institutional charges they incurred. Because these rules apply only to Title IV funds, the return of unearned aid does not involve any non-Title IV sources.

Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

Hot Rod Institute is an attendance taking institution for all students in all programs.

For clock-hour programs, the payment period is defined as the period it takes a student to complete half the number of clock hours and half the number of weeks of instructional time in the academic year or remainder of the program.

The Date of Determination (DOD) is the date that the institution determines the student has withdrawn from the program. For schools that are required to take attendance, the DOD is no later than 14 days after the student's Last Date of Attendance (LDA) as determined by the institution from its attendance records. For a student who withdraws while on a leave of absence (LOA) the expected return date will be the DOD for R2T4 purposes.

The date of the institution's determination that the student withdrew is not necessarily the same as a student's withdrawal date. A student's withdrawal date is used to determine the percentage of the payment period or period of enrollment completed and, therefore, the amount of aid a student has earned. The date of the institution's determination that the student withdrew is used to track required timeframes in the following circumstances:

A school must offer any amount of a Post Withdrawal Disbursement (PWD) for a loan that is not credited to the student's account within 30 days of the date of determination.

If the student or parent submits a timely response that instructs the school to make all or a portion of a Direct Loan PWD, the school must disburse the funds within 180 days of the date of determination.

Title IV grant PWDs must be made within 45 days if required to be provided directly to the student and within 180 days if paying for allowable charges on the student's account.

A school must document a student's withdrawal date and maintain the documentation as of the date of determination.



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Within 30 days of the date of determination, a school must notify a student if a grant overpayment is due.

A school that is collecting an overpayment must require repayment of the full amount of the overpayment within two years of the date of determination.

The school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination.

## WITHDRAWAL POLICY

### Official Withdrawal

A student is considered to be officially withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing, or
2. The date the student began the withdrawal from Hot Rod Institute's records.

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

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

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on Hot Rod Institute's attendance record, and
2. Perform two calculations
  - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV funds the student has earned, and if any, the amount of Title IV funds for which Hot Rod Institute is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV Funds Worksheets.
  - b. Calculate Hot Rod Institute's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. Hot Rod Institute will return the amount for any unearned portion of the Title IV funds for which Hot Rod Institute is responsible within 45 days of the date the official notice was provided.
5. If applicable, Hot Rod Institute will provide the student with a letter explaining the Title IV requirements. To include,
  - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she

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is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.

- c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to Hot Rod Institute and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

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

### Unofficial Withdrawal

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

Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last date of attendance as determined by the institution from its attendance records, when this occurs the following procedures will take place:

1. The administrative office will make three attempts to notify the student regarding his/her enrollment status
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact Hot Rod Institute and attendance status resulting in the current termination of enrollment.
5. Hot Rod Institute calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which Hot Rod Institute is responsible.
6. Calculate Hot Rod Institute's refund requirement (see school refund calculation).
7. Hot Rod Institute's Finance/Accounting Department will return to the Federal fund programs any unearned portion of Title IV funds for which Hot Rod Institute is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, Hot Rod Institute will provide the student with a refund letter explaining Title IV requirements:
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.

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- b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due Hot Rod Institute and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

### **Percentage of Title IV Funds Earned by Student**

Students who receive federal financial aid earn the aid they receive by staying enrolled and participating in college. The amount of federal financial aid the student earns is determined on a prorated basis. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded.

#### ***Withdraw Before 60%***

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

#### ***Withdraw After 60%***

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

#### ***The Calculation Formula:***

Determine the amount of Title IV aid that was disbursed plus Title IV aid that could have been disbursed. Only scheduled hours are used to determine the percentage of the period completed by a student withdrawing from a clock-hour program.

### **Calculate the percentage of Title IV aid earned:**

For a clock-hour program, the percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period or period of enrollment, as of the day the student withdrew, by the total number of clock hours in the same period

A student withdrawing from a clock-hour program earns 100% of their aid if the student's withdrawal date occurs after the point that they were scheduled to complete more than 60% of the scheduled hours in the payment period or period of enrollment.

Percent earned = number of clock hours the student was scheduled to complete in the period divided by total number of clock hours in the period.

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Percent unearned = 100% minus percent earned.

If this percent is less than or equal to 60%, Hot Rod Institute proceeds with calculation.

Step 1:

Percentage earned  $\times$  Total aid disbursed (or could have been disbursed) = Amount student earned

Step 2:

Total aid disbursed – Amount earned = Amount to be returned

Step 3:

100% – Percentage earned = Unearned percentage

Unearned percentage  $\times$  Hot Rod Institutional charges = Amount due from Hot Rod Institute

If the percentage of Title IV aid disbursed is greater than the amount calculated using the unearned percentage and charges, the disbursed amount is used instead.

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

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

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

1. Repay the overpayment in full to Hot Rod Institute

OR

2. Sign a repayment agreement with the U.S. Department of Education.

## Returning Funds

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

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

- Unsubsidized Direct Stafford loans
- Subsidized Direct Stafford loans

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- Direct PLUS loans
- Federal Pell Grants
- Iraq and Afghanistan Service Grant
- Other Title IV assistance

## Post Withdrawal Disbursement

If you did not receive all the funds that you have earned, you may be due a post withdrawal disbursement (PWD). Hot Rod Institute may use a portion or all your PWD for tuition and fees. For all other school charges, Hot Rod Institute needs your permission to use the PWD. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow Hot Rod Institute to keep the funds to reduce your debt at Hot Rod Institute. For student loans that will be disbursed as a PWD, you must have the student's permission to disburse the loans.

Hot Rod Institute will notify the student of a PWD no later than 30 calendar days after the date that the college determines the student withdrew. Hot Rod Institute notifies students by letter that they are eligible for a PWD and that the student has a deadline of 14 days to respond to the request for authorization. In the notification, Hot Rod Institute states that the college is not required to make the PWD if the student does not respond by the deadline.

Hot Rod Institute must disburse directly to a student any amount of a post-withdrawal disbursement of **grant funds** that is not credited to the student's account. Hot Rod Institute will make the disbursement as soon as possible, but no later than 45 days after the date of the institution's determination that the student withdrew.

A Title IV credit balance occurs when the total amount of Title IV funds credited to a student's ledger account exceeds the total amount of allowable charges for the payment period. The school will deliver a Title IV credit balance to the student or parent PLUS borrower as soon as possible, but no later than 14 calendar days after the Date the balance occurred, if the credit balance occurred after the first day of the payment period; or the First day of classes for the payment period, if the credit balance occurred on or before the first day of classes of the payment period. The school will provide the credit balance via check to the students using the US Postal service.

## Institution Responsibilities

Hot Rod Institute's responsibilities regarding Title IV funds follow:

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

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

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

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

## Refund vs. Return to Title IV

When you withdraw, the rules for returning Title IV funds are separate from Hot Rod Institute's own refund policy. This means:

- You may still owe a balance to the college for unpaid charges.
- The college may bill you for any Title IV funds it had to return on your behalf.

If you're not familiar with the college's refund policy, you can request a copy from the Financial Aid Director.

## Return to Title IV questions?

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

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

## Academic Year

Hot Rod Institute's Academic Year follows the regular calendar year (Jan 1st through Dec 31st). A student's education begins at any one of the academic starts throughout calendar year. All six HRI classes restart 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. Federal Aid defines the payment period of 450 hours and 13 weeks of instructional time and loans will run for 900 hours and 26 weeks, with programs over 900 having the final academic year prorated for the remaining time.

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## Academic Scheduling

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

## Drop/Add/Withdrawal Procedure

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

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

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

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

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

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

## 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.



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## Re- Admission Policy

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

## Leave of Absence Policy Statement (LOA)

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

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

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

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

A Leave of Absence form must be filled out by all students requesting a leave of absence. Notifying instructors or no longer attending classes does not complete the process. Forms are available on the Hot Rod Institute website. All of the above reason for a leave of absence must be well documented, and there must be a *reasonable expectation* that the student will return from the leave. It is expected that the student provide documentation from an outside 3<sup>rd</sup> party with credibility (such as a letter form: a doctor, hospital, agency, clergy member, death certificate, etc.).

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

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

Some reasons that are unacceptable for a LOA:

- Child care issues
- The need to take a job or temporarily increase in the number of hours worked

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- Other personal problems for which a student cannot prove a reasonable expectation of returning to school, or issues that cannot be documented by a reliable third party
- The student is moving out of town/state, but plans to move back at some point
- The student wants to attend another school or complete a course

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

### Agreement on Criteria for Granting LOAs:

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

### Incomplete

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

### Transfer Credit

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

### Graduation

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

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

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

HRDP4 = Diploma

HRDP5 = Diploma

HRSADP6 = Special Achievement Diploma

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

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## Transcripts

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

## Student Records

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

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

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

## VI *Financial Information*

### Tuition Refund Policy

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

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

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## After the Initial Period of Enrollment

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

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

## Cancellation of Enrollment Prior to Entrance

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative

fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

### Refund Policy

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

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

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

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

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

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

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collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

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

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

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

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

- An enrollee is not accepted by the school.
- If the course of instruction is discontinued by the school and this prevents the student from completing the course.
- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

### **Title IV credit balance (34 CFR 668.164(h))**

A Title IV credit balance occurs when the total amount of Title IV funds credited to a student's ledger account exceeds the total amount of allowable charges for the payment period. The school will deliver a Title IV credit balance to the student or parent PLUS borrower as soon as possible, but no later than 14 calendar days after the Date the balance occurred, if the credit balance occurred after the first day of the payment period; or the First day of classes for the payment period, if the credit balance occurred on or before the first day of classes of the payment period. The school will provide the credit balance via check to the students using the US Postal service.

### **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.

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## Withdrawal or Termination of Veteran Students using VA Funding

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

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

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

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

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

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

## *VII Program Descriptions*

### Programs (Abbreviations & Hours )

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

### Classes to Choose from (Abbreviations & Hours )

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

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## Diploma Programs

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

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

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

Program Description:

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

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

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

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

Program Description:

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

### Hot Rod Special Achievement Diploma Program (HRSADP)

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

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

Program Description:

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

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



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## Hot Rod Chassis Fabrication (HRC)

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

Course Length: 11 Weeks

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

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

### Class Description:

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

### Objectives:

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

- Understand the Hot Rod and Specialty Automotive Industry
- Demonstrate proper steel welding techniques using TIG and MIG Welders
- Demonstrate proper steel cutting techniques using Oxy-Acetylene and Plasma Torch setups
- Demonstrate proper tubing notching and bending procedures
- Demonstrate the proper mill and lathe operations safely
- Perform correct precision measuring tasks using micrometers
- Have a good working knowledge of automotive frame components, design, and construction
- Have the skills to perform proper automotive frame modifications safely and correctly
- Demonstrate a good working knowledge of different automotive front suspensions and setups
- Demonstrate a good working knowledge of different automotive rear suspensions and setups
- Set daily and long-term goals and work diligently to attain them
- Properly log completed work hourly for the purpose of documentation and customer invoices

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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 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.

Time Outline for Hot Rod Chassis Fabrication (HRC)				
Lesson Plan Number and Title		Theory Hrs	Lab Hrs	Total Hrs
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
Total Hours for HRC		92	308	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.

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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/Stretchers, 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

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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 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.

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## 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

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## 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.

Time Outline for Hot Rod Advanced Body Fabrication (HRAB)				
Lesson Plan Number and Title		Theory Hrs	Lab Hrs	Total Hrs.
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
Total Hours for HRAB		67	333	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.

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## Hot Rod Performance (HRP)

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

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

**Course Length:** 11 Weeks

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

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

### Course Description:

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

### Objectives:

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

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



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## Course Goal:

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

Time Outline for Hot Rod Performance (HRP)				
Lesson Plan Number and Title		Theory Hrs	Lab Hrs	Total Hrs
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 white erase board, mock ups, and classroom discussion to solidify theory. Often the class will visit the shop making use of many examples of the lecture topics on hand. Lab experience will include using professional tools, equipment to complete competencies and students' Live work projects must be approved by the school director on the basis of learning opportunities.

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## Hot Rod Refinishing (HRR)

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

Course Length: 11 Weeks

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

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

### Class Description:

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

### Objectives:

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

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

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

**Class Goal:**

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

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

#### Instructional Methods and Materials:

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

## Hot Rod Upholstery (HRU)

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

Course Length: 11 Weeks

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

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

#### Class Description:

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

#### Objectives:

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

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

# 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 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



2025

## Winter Session (2025)

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

## Spring Session (2025)

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

## Summer Session (2025)

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

## Fall Session (2025)

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

# Hot Rod Institute



2026

## Winter Session (2026)

Class Start .....	1/5/2026
Drop/Add.....	1/5/2025 - 1/9/26
Major Clean Up / Final Exams .....	3/19/2026
Graduation.....	3/20/2026
Spring Break – No School .....	3/21/2025 - 3/31/2026

## Spring Session (2026)

Class Start .....	4/1/2026
Drop/Add.....	4/1/2026 - 4/8/2026
Memorial Day Holiday .....	5/22/2026 - 5/25/2026
Major Clean Up / Final Exams .....	6/17/2026
Graduation.....	6/18/2026
Summer Break – No School.....	6/19/2026 - 6/28/2026

## Summer Session (2026)

Class Start .....	6/29/2026
Drop/Add.....	6/29/2025 - 7/3/2026
4th of July Holiday – No School.....	7/3/2026 - 7/6/2026
Bike Rally Break – No School.....	8/10/2026 - 8/12/2026
Labor Day Holiday – No School .....	9/4/2026 - 9/7/2026
Constitution Day .....	9/17/2026
Major Clean Up / Final Exams .....	9/21/2026
Graduation.....	9/22/2026
Fall Break – No School.....	9/23/2026 - 9/29/2026

## Fall Session (2026)

Class Start .....	9/30/2026
Drop/Add.....	9/30/2026 - 10/6/2026
Thanksgiving Holiday – No School.....	11/25/2026 - 11/39/2026
Major Clean Up / Final Exams .....	12/17/2026
Graduation .....	12/18/2026
Winter Break – No School.....	12/19/2026- 1/4/2027



# Hot Rod Institute



## 2027

### Winter Session (2027)

Class Start .....	1/4/2027
Drop/Add.....	1/4/2027 - 1/8/27
Major Clean Up / Final Exams .....	3/18/2027
Graduation.....	3/19/2027
Spring Break – No School .....	3/20/2027 - 3/29/2027

### Spring Session (2027)

Class Start .....	3/29/2027
Drop/Add.....	3/29/2027 - 4/2/2027
Memorial Day Holiday .....	5/28/2027 - 5/31/2027
Major Clean Up / Final Exams .....	6/14/2027
Graduation.....	6/15/2027
Summer Break – No School.....	6/16/2027 - 6/28/2027

### Summer Session (2027)

Class Start .....	6/28/2027
Drop/Add.....	6/28/2027 - 7/2/2027
4th of July Holiday – No School.....	7/2/2027 - 7/5/2027
Bike Rally Break – No School.....	8/9/2027 - 8/11/2027
Labor Day Holiday – No School .....	9/3/2027 - 9/6/2027
Constitution Day .....	9/20/2027
Major Clean Up / Final Exams .....	9/20/2027
Graduation.....	9/21/2027
Fall Break – No School.....	9/22/2027 - 9/29/2027

### Fall Session (2027)

Class Start .....	9/29/2027
Drop/Add.....	9/29/2027 - 10/5/2027
Thanksgiving Holiday – No School.....	11/24/2027 - 11/26/2027
Major Clean Up / Final Exams .....	12/16/2027
Graduation .....	12/17/2027
Winter Break – No School .....	12/17/2027 - 1/3/2028

# *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 =  $a b c$

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

Pyramid =  $(1/3) b h$

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

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

### 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

