

# 2017 - 2018 CATALOG

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The catalog is the official announcement of the programs, requirements, and regulations of Ecotech Institute. Students enrolling in the College are subject to the provisions stated herein. Statements regarding courses, fees, and conditions are subject to change without advance notice. The contents of this catalog are for informational purposes and are not to be considered a contract between a student and Ecotech Institute.

# TABLE OF CONTENTS

<b>2017 - 2018 Catalog .....</b>	<b>1</b>
Table of Contents.....	2
<b>General Information.....</b>	<b>5</b>
Mission.....	5
History.....	5
Facilities and Equipment.....	5
Nondiscrimination/Nonharassment Policy.....	5
Family Educational Rights and Privacy Act.....	6
Student Responsibilities.....	7
Drug and Alcohol Abuse Awareness and Prevention.....	7
Student Interaction.....	8
Student Right-To-Know and Campus Security Act of 1990 .....	8
Personal Appearance .....	8
Catalog Certification.....	8
Learning Resource Center.....	8
Accreditations and Approvals.....	8
Intellectual Property Protection and Ownership .....	8
Student Health Services .....	9
Student Housing .....	9
Student Finance Services .....	9
Advising .....	9
Career Development.....	10
Student Conduct Policy.....	10
Student Complaint/Grievance Procedure.....	11
Personal Property .....	11
State Agencies.....	11
<b>Undergraduate Admissions.....</b>	<b>17</b>
Admissions Application.....	17
ADMISSIONS PROCEDURES .....	17
Transfer of Credit to Other Schools .....	18
Provisional Enrollment .....	18
Transfer of Credit between Education Corporation of America (ECA) campuses .....	18
Applicants for Single Courses .....	18
Enrollment Status.....	18
Prior Learning Assessment .....	19
<b>Undergraduate Academic Information.....</b>	<b>20</b>
Definition of Academic Year.....	20
Definition of a Unit of Credit .....	20
Pregnancy Policy .....	20
Out-of-Class Learning Activities.....	20
Class Size .....	21
Drop/Add Procedure .....	21
Make-Up Standards .....	21
Repeated Courses.....	21
Required Study Time .....	22
Changes in Programs or Policies.....	22
Certification, State Board, and National Board Exams.....	22
English as a Second Language Instruction.....	22
Graduate Refresher Courses.....	22
Attendance/Tardiness Policy.....	22
Military Student Policies.....	23
Military Student Grants .....	23
Grade Reporting .....	24
Grade Appeal Policy .....	24
Grading System and Quality Grade Points .....	24

Calculation of Grade Point Average.....	25
Standards of Satisfactory Academic Progress.....	25
Program Changes/Additional Degrees.....	27
Policy for Re-Entry of Withdrawn Students.....	27
Graduation Requirements.....	27
Honors.....	27
Commencement Exercises.....	27
Transcripts.....	27
<b>Financial Aid Information.....</b>	<b>28</b>
SFA – General Consumer Information.....	28
Postponement Clause.....	28
Application.....	28
Need and Cost of Attendance.....	28
Satisfactory Academic Progress.....	28
Borrower Rights and Responsibilities.....	28
Policies and Procedures for Verification.....	29
Financial Aid History (NSLDS).....	29
Financial Aid Programs.....	29
Federal Direct Student Loan Program.....	30
Scholarship Program.....	31
Entrance and Exit Interview/Loan Advising.....	32
Return of Military Tuition Assistance Program Funds.....	32
Return of Unearned SFA Program and Tuition Assistance Program Funds.....	32
Tuition.....	33
Additional Information.....	33
Refund Policy.....	34
<b>Undergraduate Curricula.....</b>	<b>36</b>
Electrical Engineering Technology** (Associate of Applied Science).....	37
Electronics Technology (Diploma).....	39
Electronics Technology - Power Utility Specialization (Diploma).....	40
Electronics Technology - Solar Systems Specialization (Diploma).....	41
Power Utility Technician (Diploma).....	42
Power Utility Technician** (Associate of Applied Science).....	43
Renewable Energy Technology** (Associate Of Applied Science).....	45
Solar Energy Technology (Diploma).....	47
Solar Energy Technology** (Associate of Applied Science).....	48
Wind Energy Technology (Diploma).....	50
Wind Energy Technology** (Associate of Applied Science).....	51
Wind Energy Technology - Advanced Technician Specialization (Diploma).....	53
Wind Energy Technology - Wind Farm Manager Specialization (Diploma).....	54
<b>Course Information.....</b>	<b>55</b>
Course Numbering System.....	55
Abbreviations.....	55
Identification of General Education Courses.....	55
<b>Courses.....</b>	<b>56</b>
EDU - Foundation.....	56
EEN - General Engineering.....	56
ELE - Electrical Engineering Technology.....	57
ENG - English.....	58
GEO - Geography.....	58
MTH - Mathematics.....	58
PUT - Power Utility Technician.....	59
SCI - Physical Science.....	59
SET - Solar Energy Technology.....	59
WET - Wind Energy Technology.....	60
<b>Administration.....</b>	<b>62</b>
Legal Status.....	62
Main / Branch / Auxiliary Classroom Locations.....	62

Campus Management.....	64
Faculty .....	64
<b>2017-2018 Academic Calendar .....</b>	<b>65</b>

# General Information

## MISSION

Ecotech Institute is an institution of higher education dedicated to providing quality programs that integrate curriculum with professional skill development, empowering students to achieve their lifelong personal and professional goals.

To accomplish its mission, Ecotech Institute established the following objectives:

1. Provide programs that are continually assessed by faculty, staff, and members of the business and education communities;
2. Provide intensive and comprehensive instruction that strengthens student academic achievement;
3. Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of diversity;
4. Plan and provide facilities and resources that respond to the needs of students, faculty, and staff;
5. Assist students in developing professional attitudes, values, skills, and strategies that will enhance their potential for success in their careers and in life; and
6. Provide the community with individuals who can meet the ever-changing needs of business, government, and industry now and in the future. Ecotech Institute recognizes the worth and dignity of all people and is sensitive to the diversity of its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. Ecotech Institute employs instructional methods based on adult learning theory and is committed to developing each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation such as group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional development and seeking initial employment or career advancement.

Ecotech Institute believes that education should promote the development of positive self-esteem and, to that end Virginia College provides services supportive of students' efforts to succeed academically, vocationally, and personally. These services include individual advising, academic tutoring, and assistance in locating needed social services.

In order to fulfill its mission, Ecotech Institute strives to provide excellence in education by hiring experienced faculty and staff; maintaining a facility that fosters educational growth in a pleasant and safe environment; and by providing tutoring and advising services to help students successfully complete their programs of study.

Ecotech Institute helps students reach their educational goals by teaching the communication skills necessary to work successfully with clients and other professionals, by offering courses designed to prepare students to successfully participate in society, by providing students

with the opportunity to gain the knowledge necessary to succeed in a competitive job market, and by encouraging students to become involved in professional organizations that promote their learning and professional skills.

Ecotech Institute provides assistance to eligible graduates in obtaining employment. Students attend classes, workshops, and advising sessions that teach and guide them through the process of securing and maintaining employment.

## HISTORY

Ecotech Institute was established in 2010 as a branch campus of Virginia College which was founded in 1983. The first Virginia College branch campus was opened in Birmingham, Alabama, in February 1992, and this became the main campus in 1995. The College system has grown to include campuses in the following locations: Huntsville, Mobile, and Montgomery, Alabama; Fort Pierce, Jacksonville, and Pensacola, Florida; Biloxi and Jackson, Mississippi; Austin and Lubbock, Texas; Chattanooga and Knoxville, Tennessee; Charleston, Columbia, Florence, Greenville, and Spartanburg, South Carolina; Augusta, Columbus, Macon, and Savannah, Georgia; Baton Rouge and Shreveport, Louisiana; Richmond, Virginia; Tulsa, Oklahoma; and Greensboro, North Carolina.

## FACILITIES AND EQUIPMENT

The Ecotech Institute campuses are structured to provide air-conditioned classrooms, a student lounge area, faculty and staff work areas, full administrative facilities, and a library. The campus maintains computer and technology labs that simulate the job markets for which students are being trained. The College's facility is custom designed to enhance the educational experience and to serve the current and future needs of the Ecotech Institute student. The facility provides barrier-free entrances to the College to permit easy access for physically-challenged students. Reserved parking spaces are also well defined and conveniently located for physically-challenged students.

## NONDISCRIMINATION/NONHARASSMENT POLICY

The Institution encourages diversity and welcomes applications from all minority groups. The Institution does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

It is the Institution's policy to maintain an environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in an atmosphere free from discriminatory practices, including sexual harassment and harassment based on race, religion, gender, color, sex, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, or any other legally protected status. Discrimination of any kind is unacceptable and will not be tolerated at the Institution.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her protected status, or that of persons with whom the individual associates. For example, racial harassment includes harassment based on an immutable characteristic associated with race (e.g., skin color or facial features).

The Institution prohibits sexual harassment including, but not limited to:

- Coerced sexual acts
- Touching or assaulting an individual's body, or staring, in a sexual manner
- Graphic, verbal commentary about an individual's body or sexuality
- Unwelcome or offensive sexual jokes, sexual language, sexual epithets, sexual gossip, sexual comments or sexual inquiries
- Unwelcome flirtations, advances or propositions
- Continuing to ask an individual for a date after the individual has indicated that he or she is not interested
- Sexually suggestive or obscene comments or gestures
- The display of graphic and sexually suggestive objects, pictures, or graffiti or any computer-generated sexually explicit pictures or graffiti
- Negative statements or disparaging remarks targeted at one's gender (either men or women), even if the content of the verbal abuse is not sexual in nature; or
- Any form of retaliation against an individual for complaining about the type of behavior described above or supporting the complaint of the alleged victim. The Institution encourages individuals who believe they are being harassed or discriminated against to firmly and promptly notify the alleged offender that his or her behavior is unwelcome. However, whether or not the individual chooses to discuss the incident with the alleged offender, anyone who either experiences or observes harassment or discrimination should report the incident immediately by speaking with the Campus President, or follow the General Student Complaint Procedure/Grievance Policy in the Course Catalog. The Institution will take any necessary action to promptly investigate the complaint to resolution. The Institution cannot address allegations unless it is made aware of the complaint.

**Procedure for reporting as identified in the Crime Report (Clery Act):**

The College also complies with Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Title IX Coordinator for each College location is the Academic Dean. Complaints filed under Title IX shall be kept confidential to the maximum extent possible and the student shall not be retaliated against for bringing forth a complaint. The process for filing complaints for claims related to sexual discrimination or harassment under Title IX is as follows:

**Step One:** The student/employee must submit a complaint in writing to the Title IX Coordinator within 30 calendar days of the misconduct, which is the subject of the complaint, last occurred. The Title IX Coordinator will investigate the claims, conduct an investigation and reply to the student/employee in writing. The Title IX Coordinator shall generally respond with a resolution to the complaint in writing with ten (10) days of receipt of the written complaint; if the complaint will take longer to resolve, the Title IX Coordinator will notify the student or employee of the reason for the delay and how much longer it may take.

**Step Two:** If the matter is not resolved at this stage and an appeal is desired, the student/employee must submit his/her appeal within 15 days of the decision having been provided to the student/employee in Step One of the process. Alternatively, in the event the Title IX Coordinator is the source of the complaint, the student/employee must then submit his/her complaint in writing, within 30 days of the misconduct, which is the subject of the complaint, last occurred. An appeal or complaint at this step in the process shall be submitted to the College's Lead Title IX Coordinator, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243, or call toll free at (866) 677-9050 or email to TitleIXCoordinator@vc.edu. The Lead Title IX Coordinator will generally respond with a resolution to the student/employee's complaint within ten (10) days, specifying what action, if any, the College will undertake; if the complaint will take longer to resolve, the Lead Title IX Coordinator will notify the student/employee of the reason for the delay and how much longer it may take.

**No Retaliation**

The Institution will not retaliate against any individual who makes a report of perceived harassment or discrimination, nor will it permit such behavior by any person at the Institution. Retaliation is a serious violation of the Institution's policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to the Campus President, or follow the General Student Complaint Procedure/Grievance Policy in the Course Catalog.

**Students Seeking Reasonable Accommodations**

Ecotech Institute is committed to providing educational opportunity and full participation for students and prospective students with disabilities. Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Ecotech Institute provides equal opportunity for qualified persons with disabilities. As appropriate, Ecotech Institute will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities and services.

It is the responsibility of the student to inform the School of any disability, whether physical or mental, that might in any way affect the student's academic progress or for which the student seeks accommodation. Students seeking reasonable accommodations should submit an accommodation request in person to the Campus Disabilities Coordinator or through the student portal. The name of the Disabilities Coordinator can be found in the campus catalog or obtained from the Campus President.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

- The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the President/Executive Director receives a written, dated request for access. The Institution does not permit students to inspect or review confidential student guidance notes maintained by the Institution, or financial records (including any information those records contain) of their parents or guardians.

- The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the President/Executive Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the Institution decides not to amend the record, the Institution will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The Institution may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the Institution is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

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

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue SW  
 Washington DC 20202-4605

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

### **STUDENT RESPONSIBILITIES**

Students accepted into an academic program of study at the Institution have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student

progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.

2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and an explanation by the Institution of all fees and financial obligations.
7. Students have the right and responsibility to participate in course and instructor evaluations and to give constructive criticism of the services provided by the Institution.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional, externship/practicum, clinical, and lab settings, and to abide by the policies of the Institution.
10. Students are expected to conduct all relationships with their peers, Institution staff and faculty, and anyone with whom they come into contact at externship/practicum/clinical/fieldwork sites, with honesty and respect.
11. Students are to comply with directions by Institution faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

### **DRUG AND ALCOHOL ABUSE AWARENESS AND PREVENTION**

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226),

the Institution provides a Drug- Free Schools and Workplaces disclosure to each student during the admission process. This disclosure gives instruction on how to obtain the descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

### **STUDENT INTERACTION**

Student interaction is considered to be an important component of the academic experience at the Institution. Both the facility and class organizations are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to contact their instructors if they wish to join study or special interest groups.

### **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990**

The Student Right-To-Know and Campus Security Act of 1990 requires all postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. Each year the respective campuses publish statistics relating to campus crimes during the previous year. The College's Crime Awareness and Campus Security policy statement can be found online at [www.ecotechinstitute.com/disclosures](http://www.ecotechinstitute.com/disclosures).

### **PERSONAL APPEARANCE**

Students are required to dress in an appropriate manner while on campus and at the assigned externship or clinical location. Students should show concern for the appropriateness of dress while attending the Institution and be guided by the principle that what is proper for the workplace is proper for the Institution.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home, and time missed will be recorded as an absence.

### **CATALOG CERTIFICATION**

Virginia College, LLC, owns and operates Ecotech Institute, a nonpublic institution, certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Virginia College, LLC.

While this catalog contains a great deal of information, programmatic Student Handbooks may exist to complement this information, providing specifics on policies and procedures. Programmatic Student Handbooks are received by the student at orientation or can be picked up in the Academic or Student Services Office.

### **LEARNING RESOURCE CENTER**

The Institution maintains and develops information, resources, and services that support the educational goals of students, faculty, and staff. These resources include a collection of books, professional journals and periodicals, audiovisuals,

digital information access, computer workstations, and other materials.

Because resource skills are an integral part of a student's academic achievement, students receive instruction in resource skills and procedures. The development of resource skills is strengthened by research components built into the Institution's curriculum. Trained support personnel are available to assist students and faculty.

Students enrolled in any of the Institution's educational delivery systems are assured access to educational resources and services through a variety of communication media.

Learning Resource Center hours are posted outside of the Learning Resource Center.

### **ACCREDITATIONS AND APPROVALS**

#### **Accreditation**

Virginia College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas and associate's degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS may be contacted at 750 First Street NE, Suite 980, Washington, DC 20002-4241, (202) 336-6780.

#### **Licenses and Authorizations**

- U.S. Department of Education
- Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

#### **Authorization Statement**

Ecotech Institute is authorized to operate in Colorado and is a Registered School in Wyoming. Ecotech Institute will continue to monitor developments in state law in each state in which it enrolls students. If other state authorization or licensure is or becomes necessary, Ecotech Institute will work toward obtaining such additional approvals.

Accreditation and licensure documents may be reviewed in the office of the Campus President.

### **INTELLECTUAL PROPERTY PROTECTION AND OWNERSHIP**

The Institution respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

#### **Copyright Protection**

The Institution requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C. § 101, et seq.) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

#### **Use Of Institutional Information Technology Resources**

The Institution provides its students with access to computer equipment, e-mail accounts, facsimile equipment, copier machines, and the Internet, exclusively for educational



activities. The Institution's students are prohibited from using any of the foregoing, or any of the other Institution's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending pornographic or obscene materials is also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene Web sites or Web sites intended or used for the distribution of unauthorized copies of copyrighted materials, or knowingly opening or forwarding any e-mail, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the Institution.

Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. The Institution employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the Institution's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the Institution's premises, and saved voice mail messages are the sole property of the Institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The Institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the Institution's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the Institution.

Audio or video recording of any class or lecture offered at the Institution or at its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.

#### **Ownership Of Student And Third-Party Intellectual Property**

The Institution recognizes an author/inventor's ownership in his or her creative intellectual property. The Institution also

encourages scholarship and research opportunities, many of which may result in the creation of intellectual property in the form of research papers, publications, or supplemental course materials such as lecture notes, bibliographies, additional assignments, and other non-institutional course content.

All full- and part-time students at the Institution own the exclusive rights to the intellectual property they create, except under any of the following circumstances:

- The intellectual property is created as a result of material support from the Institution, which for this purpose is defined as significant financial support directly or indirectly from the Institution, use of the Institution facilities beyond the normal curricula, or any other significant expenditure of resources by the Institution beyond what is customary among higher education institutions; or
- The student and the Institution enter into an agreement regarding ownership of the intellectual property; or
- The student creates the intellectual property in conjunction with a faculty member or other employee of the Institution.

The Institution will own any and all rights to intellectual property created by third parties for use by the Institution; any other allocation of rights between the Institution and the third party must be defined in a written agreement between the parties.

#### **STUDENT HEALTH SERVICES**

The Institution does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

#### **STUDENT HOUSING**

The Institution does not have dormitory facilities. Although it is the student's responsibility to find living accommodations, the Institution will help locate lodging for any student needing assistance. Available lodging may include rooms in private homes, apartments, and rental houses.

#### **STUDENT FINANCE SERVICES**

The Student Finance Office provides financial aid advisement to all incoming students as part of their acceptance at Ecotech Institute. This office also provides advisement to continuing students on an as-needed basis.

#### **ADVISING**

##### **Student Advising**

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the appropriate agencies within the community.

##### **Academic Advising**

Students who may be experiencing academic challenges are advised to contact the Education Department.

## Tutoring

Students who need extra assistance because of academic difficulties may arrange tutoring through the Education Department.

## CAREER DEVELOPMENT

The Institution offers career development services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the Graduation Requirements section of this catalog. Many students desire to obtain employment on their own. The Institution supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing the Institution of their employment information.

The Institution's Career Development Department will assist students in their job search. Career development services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. It should be understood that career development services offered by the Institution are not an obligation or guarantee of employment. If a student repeatedly fails to attend Career Development coaching sessions and/or repeatedly fails to attend job interviews arranged by the Career Development Department, the service may no longer be available to that student.

Although average wage information based on data received from employers and graduates may be available to prospective students, no employee of the Institution can guarantee that a graduate will earn any specific amount. Each student's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect wage levels and career prospects.

Continuous career development services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact the Institution to provide updated resume information and are encouraged to use the resources available in the Career Development Department.

## Part-Time Jobs

Many students work on a part-time basis during their training to help with their education costs. If students require assistance in securing part-time employment while attending classes, the Career Development Department will make a reasonable effort to assist them in their search.

## STUDENT CONDUCT POLICY

The Institution is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on the Institution's or externship/practicum, clinical, or fieldwork property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the Institution's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and

submitting an assignment partially or wholly originated by another person.

2. Theft, deliberate destruction, damage, misuse, or abuse of Institution property or the private property of individuals associated with the Institution.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Institution activities.
4. Being under the influence of alcoholic beverages or controlled substances on Institution or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products including electronic devices in the Institution's buildings and eating or drinking in the classrooms, or any location other than designated areas.
6. Failure to comply with Institution officials acting within the scope of their employment responsibilities.
7. Bringing animals on to Institution or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
8. Bringing children into the Institution's academic areas. The Institution does not provide childcare services and cannot assume responsibility for children's health and safety.
9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official Institution publications but announced as an administrative policy by an Institution official or other person authorized by the Campus President/Executive Director of the Institution.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the Institution's property or externship/practicum, clinical, or fieldwork property.
12. Violence or threats of violence toward persons or property of students, faculty, staff, or the Institution.
13. Improper use of e-mail and Internet access. Please see the Intellectual Property Protection and Ownership section for additional information.
14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
15. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
16. Audio or video recording of any class or lecture offered at the Institution or its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
17. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
18. Rape, including acquaintance rape and/or sexual assault, in any form.

19. Unauthorized presence in, or forcible entry into, an Institution facility or Institution-related premises.
20. All forms of gambling.
21. Being in the presence of or aiding/abetting any of the aforementioned conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the Institution. Students dismissed for conduct violations will not be readmitted.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

### **Statement of Intent**

To afford full consideration to student complaints and concerning any aspect of the programs, facilities, or other services offered by or associated with Ecotech Institute. This grievance procedure is intended to provide a framework within which complaints may be resolved. This procedure is not, however, a substitute for other informal means of resolving complaints or other problems.

Students are encouraged to communicate their concerns fully and frankly to members of the College faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation.

### **Procedure**

All student complaints will be handled in the following manner:

#### Step One:

The student must try to resolve the issue with the campus staff member or instructor/ supervisor involved. If the matter is not resolved, the student should schedule a meeting with the Program Director of the involved department.

#### Step Two:

If the Program Director/supervisor is unable to resolve the issue, the student should arrange to meet with the Academic Dean.

#### Step Three:

If the matter is not resolved to the student's satisfaction, the student must present a written complaint to the Campus President (or designee). The Campus President (or designee) will promptly acknowledge receipt of the complaint and respond to the student in writing. The response will address the specific complaints and indicate what, if any, corrective action has been proposed or accomplished. The Campus President (or designee) will schedule/attempt to schedule a meeting with the student to discuss the written response within seven (7) school days after the student receives the response. The Campus President (or designee) will take the necessary steps to ensure that any agreed-upon solution or other appropriate action is taken.

#### Step Four:

If the complaint is not resolved by the Campus President (or designee), the student may submit the complaint in writing to the College's Student Ombudsman, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243, via email to [ombudsman@ecacolleges.com](mailto:ombudsman@ecacolleges.com), or call toll free at 1866-677-9050. The role of the Student Ombudsman is to address student complaints and to identify satisfactory resolutions to student issues and concerns. The Student Ombudsman will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, the College will undertake.

### Step Five:

If the complaint has not been resolved by Ecotech Institute to the satisfaction of the student, the complaint may be referred to the Accrediting Council for Independent Colleges and Schools, 750 First Street NE, Suite 980, Washington, DC 20002-4241.

Additionally, complaints may be filed online with the Division of Private Occupational Schools at <http://higher.ed.colorado.gov/dpos> or by calling (303) 862-3001. There is a two-year limitation on Division action from the student's last date of attendance.

### VA Complaint Policy

Complaint Policy for Students Receiving VA Education Benefits:

Any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

### **PERSONAL PROPERTY**

The Institution assumes no responsibility for loss or damage to a student's personal property or vehicle.

### **STATE AGENCIES**

If a student's complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the agency from the list below that corresponds to the student's place of residence.

This list includes contact information for all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands and should not be construed as informative of what agencies regulate the Institution or in what states the Institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether the Institution is required to be licensed in that state.

### **ALABAMA**

Alabama Commission on Higher Education  
P.O. Box 302000  
Montgomery, AL 36130-2000

### **ALASKA**

Alaska Commission on Postsecondary Education  
P.O. Box 110505  
Juneau, AK 99811-0505  
[customer.service@alaska.gov](mailto:customer.service@alaska.gov)  
Alaska Office of Attorney General  
Consumer Protection Unit  
1031 West Fourth Avenue, Suite 200  
Anchorage, AK 99501  
[attorney.general@alaska.gov](mailto:attorney.general@alaska.gov)

### **ARIZONA**

Arizona State Board for Private Postsecondary Education  
1740 W. Adams St., Suite 3008  
Phoenix, AZ 85007  
[www.ppse.az.gov](http://www.ppse.az.gov)

### **ARKANSAS**

Arkansas Higher Education Coordinating Board  
Arkansas Department of Higher Education  
114 East Capitol Ave  
Little Rock, AR 72201  
ADHE\_Info@adhe.edu  
AcademicAffairsDivision/ICAC%20Rules%20and%20Regulations/APPENDIXJ.pdf  
Arkansas State Board of Private Career Education  
501 Woodlane, Suite 312S  
Little Rock, AR 72201  
sbpce@arkansas.gov

### **CALIFORNIA**

California Bureau of Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
bppe@dca.ca.gov  
[http://www.bppe.ca.gov/forms\\_pubs/complaint.pdf](http://www.bppe.ca.gov/forms_pubs/complaint.pdf)

### **COLORADO**

Colorado Department of Higher Education  
1600 Broadway, Suite 2200  
Denver, CO 80202  
<http://higher.ed.colorado.gov/dpos>

### **CONNECTICUT**

Connecticut Department of Higher Education  
61 Woodland Street  
Hartford, CT 06105-2326  
info@ctdhe.org  
Connecticut Department of Consumer Protection  
165 Capitol Avenue, Room 110  
Hartford, CT 06106  
trade.practices@ct.gov  
consumer\_statementcpfr-2\_rev\_8-06\_edited1106.pdf  
Consumer Complaint Hotline: (800) 842-2649

### **DELAWARE**

Delaware Higher Education Office  
Carvel State Office Building, 5th Floor  
820 North French Street  
Wilmington, DE 19801-3509  
dheo@doe.k12.de.us  
Delaware Attorney General  
Consumer Protection Wilmington:  
820 North French Street, 5th floor  
Wilmington, DE 19801  
consumer.protection@state.de.us

### **DISTRICT OF COLUMBIA**

District of Columbia Office of the State Superintendent of Education  
Education Licensure Commission  
810 First Street, NE, 9th Floor  
Washington, DC 20002  
<http://osse.dc.gov/service/education-licensure-commission-elc-public-complaints>

### **FLORIDA**

Florida Commission on Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
Toll-Free number: 888.224.6684

### **GEORGIA**

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place #220  
Tucker, GA 30084-5334

### **HAWAII**

Hawaii State Board of Education  
P.O. Box 2360  
Honolulu, HI 96804  
ocp@dcca.hawaii.gov  
[http://hawaii.gov/dcca/ocp/consumer\\_complaint](http://hawaii.gov/dcca/ocp/consumer_complaint)

### **IDAHO**

Idaho State Board of Education  
Attn: State Coordinator for Private Colleges and Proprietary Schools  
650 West State Street, Room 307  
P.O. Box 83720  
Boise, ID 83720-0037

### **ILLINOIS**

Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
info@ibhe.org  
Institutional Complaint Hotline: (217) 557-7359  
Illinois State Board of Education  
100 North 1st Street  
Springfield, IL 62777  
<http://webprod1.isbe.net/contactisbe/>  
Illinois Attorney General  
Consumer Fraud Bureau  
500 South Second Street  
Springfield, IL 62706  
Consumer Fraud Hotline: (800) 243-0618

### **INDIANA**

The Indiana Commission for Higher Education  
The Indiana Board for Proprietary Education

101 West Ohio Street, Suite 670  
Indianapolis, IN 46204-1984  
317.464.4400 Ext. 138  
317.464.4400 Ext. 141

## **IOWA**

Iowa Student Aid Commission  
603 East 12th Street, 5th Floor  
Des Moines, IA 50319  
info@iowacollegeaid.gov  
<http://www.iowacollegeaid.gov/images/docs/file/forms/constituentrequestform.pdf>

## **KANSAS**

Kansas Board of Regents  
1000 SW Jackson Street, Suite 520  
Topeka, KS 66612-1368

## **KENTUCKY**

Kentucky Council on Postsecondary Education  
1024 Capital Center Drive #320  
Frankfort, KY 40601-7512  
Kentucky Board of Proprietary Education  
911 Leawood Drive  
Frankfort, KY 40601-3319  
Office of the Attorney General  
Capitol Suite 118  
700 Capitol Avenue  
Frankfort, KY 40601-3449  
consumer.protection@ag.ky.gov

## **LOUISIANA**

Louisiana Board of Regents  
P.O. Box 3677  
Baton Rouge, LA 70821-3677

## **MAINE**

Maine Department of Education  
Complaint Investigator  
23 State House Station  
Augusta, ME 04333-0023  
jonathan.braff@maine.gov  
Maine Attorney General  
Consumer Protection Division  
6 State House Station  
Augusta, ME 04333

## **MARYLAND**

Maryland Higher Education Commission  
6 Liberty Street  
Baltimore, MD 21201  
Maryland Attorney General

Consumer Protection Division  
200 St. Paul Place  
Baltimore, MD 21202  
consumer@oag.state.md.us  
Consumer Protection Hotline: (410) 528-8662

## **MASSACHUSETTS**

The Massachusetts Department of Elementary and Secondary Education  
Office of Proprietary Schools  
75 Pleasant Street  
Malden, MA 02148-4906  
<http://www.doe.mass.edu/ops>  
proprietaryschools@doe.mass.edu

## **MICHIGAN**

Michigan Department of Labor & Economic Growth  
Office of Postsecondary Services  
Proprietary School Unit Staff  
201 North Washington Square  
Lansing, MI 48913

## **MINNESOTA**

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227  
Minnesota Attorney General's Office  
1400 Bremer Tower  
445 Minnesota Street  
St. Paul, MN 55101

## **MISSISSIPPI**

Mississippi Commission on College Accreditation  
3825 Ridgewood Road  
Jackson, MS 39211-6453  
Mississippi Commission of Proprietary Schools and College Registration  
3825 Ridgewood Road  
Jackson, MS 39211-6453  
Consumer Protection Division  
Office of the Attorney General  
State of Mississippi  
P.O. Box 22947  
Jackson, MS 39225-2947  
<http://www.ago.state.ms.us/index.php/>

## **MISSOURI**

Missouri Department of Higher Education  
205 Jefferson Street  
P.O. Box 1469  
Jefferson City, MO 65102-1469

info@dhe.mo.gov

## **MONTANA**

Montana Board of Regents  
Office of Commissioner of Higher Education  
Montana University System  
2500 Broadway Street  
P.O. Box 203201  
Helena, MT 59620-3201  
Montana Office of Consumer Protection  
2225 11th Avenue  
P.O. Box 200151  
Helena, MT 59620-0151  
contactocp@mt.gov

## **NEBRASKA**

Nebraska Coordinating Commission for Postsecondary Education  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Nebraska Attorney General  
Consumer Protection Division  
2115 State Capitol  
Lincoln, NE 68509  
Consumer Protection Hotline: (800) 727-6432

## **NEVADA**

Commission on Postsecondary Education  
8778 South Maryland Parkway, Suite 115  
Las Vegas, NV 89123  
<http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm>  
Nevada State Board of Nursing  
2500 W. Sahara Ave., Suite 207  
Las Vegas, NV 89102  
<http://www.nevadanursingboard.org>

## **NEW HAMPSHIRE**

New Hampshire Postsecondary Education Commission  
3 Barrell Court #300  
Concord, NH 03301-8531  
<http://www.nh.gov/postsecondary/complaints>

## **NEW JERSEY**

New Jersey Commission on Higher Education  
P.O. Box 542  
Trenton, NJ 08625  
nj\_che@che.state.nj.us  
New Jersey Department of Labor and Workforce Development  
1 John Fitch Plaza  
P.O. Box 110  
Trenton, NJ 08625-0110

schoolapprovalunit@dol.state.nj.us

[http://lwd.dol.state.nj.us/labor/forms\\_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf)

New Jersey Division of Consumer Affairs  
124 Halsey Street  
Newark, NJ 07102

<http://www.nj.gov/oag/ca/complaint/ocp.pdf>

## **NEW MEXICO**

New Mexico Higher Education Department  
2048 Galisteo  
Santa Fe, NM 87505  
b23fc959f37c44bb8e3caae612e0dba7/PPS%20Complaint%20Form.pdf

## **NEW YORK**

New York Office of College and University Evaluation  
New York State Education Department  
5 North Mezzanine  
Albany, NY 12234  
ocueinfo@mail.nysed.gov  
<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>

New York Bureau of Proprietary School Supervision  
New York State Education Department  
99 Washington Avenue, Room 1613 OCP  
Albany, NY 12234

New York State Department of State  
Division of Consumer Protection  
Consumer Assistance Unit  
5 Empire State Plaza, Suite 2101  
Albany, NY 12223-1556

## **NORTH CAROLINA**

North Carolina Community College System Office of Proprietary Schools  
200 West Jones Street  
Raleigh, NC 27603  
[http://www.nccommunitycolleges.edu/Proprietary\\_Schools/docs/PDFFiles/StdComplForm.pdf](http://www.nccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/StdComplForm.pdf)

North Carolina Consumer Protection  
Attorney General's Office  
Mail Service Center 9001  
Raleigh, NC 27699-9001

<http://www.ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-3e8bd532da5f/Complaint-Form.aspx>

## **NORTH DAKOTA**

North Dakota Department of Career and Technical Education  
State Capitol - 15th Floor  
600 East Boulevard Avenue, Dept. 270  
Bismarck, ND 58505-0610

cte@nd.gov

North Dakota Consumer Protection Division  
Office of Attorney General  
Gateway Professional Center  
1050 East Interstate Avenue, Suite 200  
Bismarck, ND 58503-5574  
<http://www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf>

## **OHIO**

Ohio State Board of Career Colleges and Schools  
30 East Broad Street, 24th Floor, Suite 2481  
Columbus, OH 43215  
<http://scr.ohio.gov/>  
Ohio Department of Higher Education  
25 South Front Street  
Columbus, OH 43215  
<https://www.ohiohighered.org/>  
Ohio Attorney General  
Consumer Protection Section  
30 East Broad Street, 14th Floor  
Columbus, OH 43215-3400  
<http://www.ohioattorneygeneral.gov/consumercomplaint>

## **OKLAHOMA**

Oklahoma State Regents for Higher Education  
655 Research Parkway, Suite 200  
Oklahoma City, OK 73104  
Oklahoma State Board of Private Vocational Schools  
3700 Classen Boulevard, Suite 250  
Oklahoma City, OK 73118-2864  
Oklahoma Office of the Attorney General  
Consumer Protection Unit  
Attn: Investigative Analyst  
313 NE 21st Street  
Oklahoma City, OK 73105  
<http://www.oag.state.ok.us/oagweb.nsf/ccomp.html>

## **OREGON**

Oregon Office of Degree Authorization  
1500 Valley River Drive, Suite 100  
Eugene, OR 97401  
Oregon Department of Education  
Private Career Schools Office  
255 Capitol Street NE  
Salem, OR 97310-0203  
complaint-procedures.doc  
Oregon Attorney General  
Financial Fraud/Consumer Protection Section  
1162 Court Street NE  
Salem, OR 97301-4096

## **PENNSYLVANIA**

Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333  
Office of Attorney General  
Bureau of Consumer Protection  
14th Floor, Strawberry Square  
Harrisburg, PA 17120

## **PUERTO RICO**

Puerto Rico Council on Higher Education  
P.O. Box 1900  
San Juan, PR 00910-1900  
Puerto Rico Department of Justice  
G.P.O. Box 9020192  
San Juan, PR 00902-0192

## **RHODE ISLAND**

Rhode Island Board of Governors for Higher Education  
Shepard Building  
80 Washington Street  
Providence, RI 02903  
Rhode Island Department of Attorney General  
Consumer Protection Unit  
150 South Main Street  
Providence, RI 02903

## **SOUTH CAROLINA**

South Carolina Commission on Higher Education  
1333 Main Street, Suite 200  
Columbia, SC 29201

## **SOUTH DAKOTA**

South Dakota Board of Regents  
306 East Capitol Avenue, Suite 200  
Pierre, SD 57501-2545  
South Dakota Office of Attorney General  
Division of Consumer Protection  
1302 East Highway 14, Suite 3  
Pierre, SD 57501-8053

## **TENNESSEE**

Tennessee Higher Education Commission  
404 James Robertson Parkway, Suite 1900  
Nashville, TN 37243  
<http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf>

## **TEXAS**

Texas Workforce Commission  
Career Schools and Colleges - Room 226-T  
101 East 15th Street

Austin, TX 78778-0001  
www.texasworkforce.org/careerschoolstudents  
Texas Higher Education Coordinating Board  
1200 East Anderson Lane  
Austin, TX 78752  
Office of the Attorney General  
Consumer Protection Division  
P.O. Box 12548  
Austin, TX 78711-2548  
<https://www.oag.state.tx.us/consumer/complaintform.pdf>

### **U.S. VIRGIN ISLANDS**

Government of the U.S. Virgin Islands  
Department of Education  
Office of the Commissioner  
1834 Kongens Gade  
St. Thomas, V.I. 00802

### **UTAH**

Utah Division of Consumer Protection  
160 East 300 South  
Salt Lake City, UT 84111  
consumerprotection@utah.gov  
<http://consumerprotection.utah.gov/complaints/index.html>

### **VERMONT**

Vermont Department of Education  
State Board of Education  
120 State Street  
Montpelier, VT 05620-2501  
Vermont Attorney General's Office  
109 State Street  
Montpelier, VT 05609-1001

### **VIRGINIA**

State Council of Higher Education  
101 North 14th St.  
James Monroe Building  
Richmond, VA 23219  
communications@schev.edu  
<http://www.schev.edu/forms/StudentComplaintInformation.pdf>

### **WASHINGTON**

Washington Higher Education Coordinating Board  
917 Lakeridge Way  
P.O. Box 43430  
Olympia, WA 98504-3430  
dainfo@hecb.wa.gov  
Washington Workforce Training and Education Coordinating Board  
128 10th Avenue SW

P.O. Box 43105  
Olympia, WA 98504-3105  
workforce@wtb.wa.gov  
[http://www.wtb.wa.gov/PCS\\_Complaints.asp](http://www.wtb.wa.gov/PCS_Complaints.asp)  
Washington State Office of the Attorney General  
1125 Washington Street SE  
P.O. Box 40100  
Olympia, WA 98504-0100  
<https://fortress.wa.gov/atg/formhandler/ago/ContactForm.aspx?subject=Consumer%20Protection>  
<https://fortress.wa.gov/atg/formhandler/ago/ComplaintForm.aspx>

### **WEST VIRGINIA**

West Virginia Higher Education Policy Commission  
1018 Kanawha Boulevard E., Suite 700  
Charleston, WV 25301-2800  
Community and Technical College System of West Virginia  
1018 Kanawha Boulevard E., Suite 700  
Charleston, WV 25301  
West Virginia Office of the Attorney General  
Consumer Protection Division  
P.O. Box 1789  
Charleston, WV 25326-1789  
<http://www.wvago.gov/pdf/general-consumer-complaint-form.pdf>

### **WISCONSIN**

Wisconsin Educational Approval Board  
30 West Mifflin Street, 9th Floor  
P.O. Box 8696  
Madison, WI 53708  
eabmail@eab.state.wi.us  
<http://eab.state.wi.us/resources/complaint.asp>

### **WYOMING**

Wyoming Department of Education  
2300 Capitol Avenue  
Hathaway Building, 2nd Floor  
Cheyenne, WY 82002-0050  
Attorney General's Office  
123 Capitol Building  
200 West 24th Street Cheyenne, WY 82002



# Undergraduate Admissions

## ADMISSIONS APPLICATION

Applicants who plan to enter a diploma or degree program must meet the following admission requirements:

1. Applicants will be admitted to the College only after successful completion of the Wonderlic examination. This is a nationally normed test which is administered by the College and is designed to further ensure that the applicant has the skills necessary to successfully pursue a college-level program. An applicant whose mathematics score on the test falls below the College's standard will be required to complete a foundational mathematics course. Students who have achieved a satisfactory score on either the ACT or SAT examination or who hold a bachelor's degree or an associate's degree will not be required to take the Wonderlic examination.
2. Applicants who hold a State of Colorado High School Diploma, the high school diploma of another state equivalent to a State of Colorado High School Diploma, or an equivalent diploma issued by an acceptable non-public high school are eligible for admission. Applicants who hold a certificate of attendance or any other award issued in lieu of a diploma are ineligible for admission.
3. Applicants who hold a Certificate of High School Equivalency (GED Certificate) issued by the State of Colorado or other state departments of education are eligible for admission. Home school study credentials are accepted for enrollment so long as the home school program of study is equivalent to a high school diploma and is recognized in the student's home state where the education was provided. All home school study credentials will be evaluated by the Corporate Office prior to final acceptance to the College.
4. Every applicant is enrolled on a conditional basis pending the College's receipt and review of a background check. The College reserves the right to cancel the enrollment of any applicant for whom it has not received a satisfactory background check within 28 days after the start of the term. Applicants are advised that a felony conviction may adversely impact the applicant's eligibility for admission or continued enrollment and job placement opportunities upon completion of the program.

## ADMISSIONS PROCEDURES

Applicants who plan to enter a degree or diploma program must meet the following admission requirements:

1. Applicants who hold a state recognized standard High School Diploma, General Education Development (GED) or Certificate of High School Equivalency (GED Certificate), another state-authorized examination certificate, or an equivalent diploma issued by an acceptable non-public high school are eligible for admission. Home school study credentials are accepted for enrollment so long as the home school program of study is equivalent to a high school diploma and is recognized in the student's home state where the education was provided. All home school study credentials will be evaluated by the Corporate Office prior to final acceptance to the College. High school seniors are eligible to complete enrollment paperwork, but cannot start class until after graduation from high school. Applicants

who hold a certificate of attendance or any other award issued in lieu of a diploma are ineligible for admission.

2. All students are required to sign an attestation at enrollment stating they have earned one of the above-described credentials.
3. Programs at the Institution will require prospective students to take and pass a nationally standardized test, the Wonderlic Scholastic Level Exam (SLEQ), with a minimum score in order to gain admittance. The minimum SLE score for all programs is 17. The SLE can be taken three times per start term, 6 total attempts and students may take the SLE twice on the day of their first attempt only but must wait until the next calendar day to test the third time. Prospective students who hold a bachelor's degree or an associate's degree will not be required to take the SLE.
4. All prospective students must complete the required admissions documents, sign the Tuition Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age), and submit the necessary fee(s) stated in the Tuition and Fees section.
5. All prospective students must meet with an Admissions Representative for an informational interview, which includes a campus tour.
6. Students must be sitting in classes by the third regularly scheduled class of the term.
7. Applications for credit for prior learning should be submitted prior to the start date but cannot be submitted later than the first day of the course for which the student is requesting credit. For students using veteran benefits, all transcripts must be submitted and evaluated no later than two terms or modules after the student starts. This may require testing by examination to determine credit for previous education, training, or work experience. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency by an approved evaluating agency. An official transcript translated into English by an appropriate outside agency, along with an explanation of the grading scale and course descriptions, should be submitted.
8. Students must be able to speak, read, and write English fluently as all courses are taught in English.
9. Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.
10. Applicants are advised that a felony conviction may adversely impact the applicant's eligibility for admission or continued enrollment and job placement opportunities upon completion of the program.
11. Once a start class is full, all remaining qualified prospective students may be placed on a waiting list for future start dates.
12. Students with special needs should refer to the Students Seeking Reasonable Accommodations section of the catalog.

## ADMISSIONS REQUIREMENTS AND CONDITIONS

Results of a satisfactory national criminal background check must be received for all applicants. For more information concerning fingerprinting locations by state and associated costs, please visit the following:

<http://myfbireport.com/locations/locationMap.php>.

## TRANSFER OF CREDIT TO OTHER SCHOOLS

Students who wish to continue their education at other schools must assume that credits earned at the Institution will not be accepted by the receiving institution. It is the responsibility of students who plan to transfer to other schools to acquaint themselves with the requirements of the selected school and the requirements of that state's licensing, certification board, and accrediting body. Institutions of higher education vary in nature and in the number of credits they will accept toward their programs. It is at the sole discretion of the receiving institution to accept credits earned at the Institution. The School will provide guidance, a transcript, catalog, syllabus and course descriptions for any student interested in transferring to another institution. This is standard transfer-of credit procedure.

## PROVISIONAL ENROLLMENT

Students who have submitted all required documentation in a timely manner that is necessary to secure the method of payment for their tuition cost and fees will be officially accepted into their program and will only then become eligible for Title IV federal financial aid and receive credit for their course(s). The Institution will withdraw any student not meeting the criteria, and such a student will not owe any financial obligation.

All new students entering the College for the first time will be enrolled on a provisional basis for the first 21 calendar days of their first term (all students who have graduated from one of the College's programs are ineligible). Those provisional students who are earning satisfactory grades and posting satisfactory attendance as determined by the College will be transitioned to regular student status on their first day of attendance on or after the 22nd day of enrollment. At this point, regular students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term.

The College may cancel the enrollment of provisional students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the College as of the end of the provisional enrollment period. Students who fail to post attendance in accordance with the Institution's attendance policy, after the 21st day will be considered to have cancelled while in provisional period.

A student may be provisionally enrolled a maximum of 2 times. This applies only to students who have been provisionally cancelled by the College during their initial enrollment. A student wanting to provisionally enroll for a second time must have approval of the Academic Dean, and the second provisional enrollment must be recorded in CampusVue.

## TRANSFER OF CREDIT BETWEEN EDUCATION CORPORATION OF AMERICA (ECA) CAMPUSES

Although not guaranteed, course credits may be transferred from any ECA campus upon a student's acceptance to the receiving ECA campus. The transfer-of-credit award is based on:

- D grade or better except programs where a "C" or better is required;
- Course descriptions, objectives, or outcomes;
- Core/major courses must apply to the program; and
- Conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions.

- Course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.

Credit for courses within a student's major area of study may only be awarded for items completed less than five years since the original credit was awarded. Credit for courses outside a student's major area of study may only be awarded for items completed less than ten years since the original credit was awarded. Credit for Information Technology or Computer courses may only be awarded for items completed less than five years since the original credit was awarded. Transfer credit for science and math courses in Nursing or high end medical programs may only be awarded for items completed less than five years since the original credit was awarded.

If the student is enrolled in a course or program that requires a particular grade to pass, the student must receive the required score or grade to receive credit.

Credit cannot be transferred until an official transcript is submitted to the Institution evaluating the transfer credit.

Students re-entering the same school from which they withdrew will be able to receive credit for their courses with a "D" grade except programs where a "C" or better is required.

Students transferring between any ECA campus must complete a minimum of 25% of the course credits at the ECA campus awarding the graduation credential.

Due to differences in requirements for degree programs, credits earned in diploma/certificate programs are not guaranteed to transfer. Students who want to enroll in a degree program are encouraged to consult with the Academic Dean before the end of their diploma/certificate program.

## APPLICANTS FOR SINGLE COURSES

Applicants for single courses who are not entering into a program of study are only required to complete the following procedures:

- Meet with an Admissions Representative for an informational interview, which includes a campus tour.
- Complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

Students who do not enroll into a program of study are not eligible to receive Title IV funds.

Transferability of credit is up to the receiving institution. There is no guarantee that credits earned will transfer.

## ENROLLMENT STATUS

**For programs delivered in standard terms, a student's enrollment status is based on the number of credit hours the student is enrolled and defined as follows:**

Full - Time: A student who is enrolled for 12 or more credit hours in a term is considered a full-time credit hour student and is considered to be carrying a normal academic load. All clock hour students are considered to be full-time students.

Three - Quarter - Time: 9 - 11 credit hours in a term

Half - Time: 6 - 8 credit hours in a term

Less than Half - Time: Less than 6 credit hours in a term

**For all programs not offered in terms:**

Full - time equals 24 semester credit hours or 36 quarter credit hours per academic year.

The U.S. Department of Veterans Affairs may have different definitions for full - time and part - time status. Students

receiving veterans benefits should talk to the Veterans Certifying Official on the campus.

### **PRIOR LEARNING ASSESSMENT**

Students applying for credit in any of the categories described below must complete a Prior Learning Assessment form and submit official transcripts, course descriptions, and other supporting documentation should be submitted prior to the start date but cannot be submitted later than the first day of the course for which the student is requesting credit.

Although all students are encouraged to apply for credit, those who will be using veterans benefits to attend the Institution must complete the request form. The Institution will grant appropriate credit, shorten the duration of the program proportionately, and notify the student and Veterans Affairs accordingly.

Students must complete 25% of the credits required for degree and diploma programs at the campus awarding the graduation credential. Students who are denied credit may present a written appeal to the campus Dean. This appeal will be sent to the Education Corporation of America (ECA) Academic Operations department for final review by the National Dean. The National Dean shall generally respond with a decision in writing within ten (10) days of receipt of the written appeal; if the decision will take longer to resolve, the campus Dean will notify the student of the reason for the delay and how much longer it may take.

Credit for courses within a student's major area of study may only be awarded for items completed less than five years since the original credit was awarded. Credit for courses outside a student's major area of study may only be awarded for items completed less than ten years since the original credit was awarded. Credit for Information Technology or Computer courses may only be awarded for items completed less than five years since the original credit was awarded.

### **Previous Education or Training**

The Institution will consider awarding credit from postsecondary institutions accredited by agencies recognized by the United States Department of Education or the Council for Higher Education Accreditation. When evaluation is made of the student's transcript, credit may be awarded for courses successfully completed at another accredited postsecondary institution where course and credit values are comparable to those offered by the Institution. Transcripts from foreign institutions must meet the same requirements as domestic institutions and must be translated. The Institution does not guarantee the transferability of credits from any of these sources. Students earning credit through previous education will be awarded the grade of "TC."

For courses accepted for credit, the Institution will not assess a tuition fee. Courses accepted for Transfer of Credit may affect financial aid. The student should consult with the Student Finance Specialist to determine any effects on Federal Financial Aid.

The Institution will also consider awarding credit for previous professional learning. Professional learning consists of transcribed coursework from a professional or nonacademic environment that has been reviewed by the American Council on Education (ACE) and determined to be college level. Students earning credit through professional learning will be awarded the grade of "TC."

The transfer-of-credit award is based on:

- courses that have a grade of C or better, or a "P" in a pass/fail system;
- course descriptions, objectives, or outcomes;
- core/major courses must apply to the program;
- conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions; and
- course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions. If the student is enrolled in a course or program that requires higher than a C to pass, the student must receive the required score or grade to receive credit.

### **Military Training**

The Institution recognizes the validity of military training as potential college credit. All military training that has been reviewed by the American Council on Education (ACE) and meets the requirements of a student's degree, may be eligible for transfer credit. Students who earn credit through their military training will be awarded the grade of "TC." Veterans and all eligible military must submit all transcripts from colleges, universities or other training institutions for consideration of "TC."

### **Externally Administered Exams**

College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSSTs), and Advanced Placement Program (AP) credits may be accepted with minimum scores recommended by the Educational Testing Service (ETS) or the American Council on Education (ACE). Credit is awarded for each test in which the ETS or ACE recommended minimum score is earned and the grade awarded will be "TO".

### **Challenge Exams**

Students may request to "test out" of certain courses if they have documented subject area knowledge by passing the final exam for the course with a predetermined score. Challenge Exams from other colleges or universities will not be accepted. Students will have only one attempt to enroll in and take a particular Challenge Exam. A student cannot take a Challenge Exam if he or she has already begun the course or has received a failing grade in the course. Challenge exams will not be considered for clinical or externship courses. The student must submit evidence of subject area knowledge to attempt a challenge exam. Students earning credit through Challenge Exams will be awarded the grade of "TO".

*Note:* Only approved length of program is certifiable for VA benefits.

# Undergraduate Academic Information

## DEFINITION OF ACADEMIC YEAR

Students may begin a program at the start of any of the academic sessions listed in the academic calendar. Ecotech Institute's standard academic year is 36 credit hours and completion of at least 33 weeks. Full-time, regular students typically complete a minimum of 36 credit hours and at least 33 weeks per academic year. This definition is used in advancing grade levels for students.

## DEFINITION OF A UNIT OF CREDIT

The Institution measures its programs in quarter credit hours.

One quarter credit hour equals:

- a minimum of 10 lecture clock hours
- a minimum of 20 laboratory clock hours
- a minimum of 30 externship/practicum clock hours

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, digital instruction, and similar class activities are conducted.

## PREGNANCY POLICY

In accordance with Title IX of the Education Amendments of 1972 and the Office of Civil Rights of the U. S. Department of Education requirements, the Institution provides protection to pregnant women. Because the Institution does not maintain a leave policy for its students, the Institution will treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began.

Students seeking reasonable accommodations due to pregnancy should submit an accommodation request in person to the Campus Disabilities Coordinator or through the student portal. The name of the Disabilities Coordinator can be found in the campus catalog or obtained from the Campus President.

The Institution cannot require a pregnant student to obtain the certification of a physician that she is physically and emotionally able to continue participation in the enrolled program unless such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

## OUT-OF-CLASS LEARNING ACTIVITIES

For Title IV programs, the federal government has issued the following definitions for the purposes of calculating Title IV funding:

### Clock Hour

A period of time consisting of:

1. A 50- to 60-minute class, lecture, or recitation in a 60-minute period; and
2. A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period.

### Credit Hour\*

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an

institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

## Conversion Rate

1. One semester or trimester credit hour is equal to at least 37.5 clock hours; and
2. One quarter credit hour is equal to at least 25 clock hours.

Additionally, the Institution's accreditor has defined the following credit hour equivalencies:

Type of Classroom Work	In-Class Hours	Out-of-Class Work Hours
Lecture	1	2
Laboratory	2	1
Externship/Practicum	3	0

To comply with the definitions and equivalencies identified above, the Institution has established the following policy for Title IV eligible programs.

1. One quarter credit shall consist of 25 clock hours of instruction. One semester credit shall consist of 37.5 clock hours of instruction.
2. Each quarter credit in an externship course shall consist of 25 clock hours of direct clinical instruction. Each semester credit in an externship course shall consist of 37.5 clock hours of direct clinical instruction. This instruction must all occur in the clinical setting and cannot include any out-of-class work.
3. Each quarter credit in a non-externship course must include a minimum of 20 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 5 hours of out-of-class work can be counted for each 20 clock hours of direct instruction. Each semester credit in a non-externship course must include a minimum of 30 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 7.5 hours of out-of-class work can be counted for each 30 clock hours of direct instruction.

The Institution will apply the same evaluation process for student academic achievement to in-class and out-of-class activities for credit. Please see the Academic Standards section of the catalog for more detail.

\*For the Institution's definition of an academic credit, please see Academic Information, Definition of a Unit of Credit.

## CLASS SIZE

Student to instructor ratios shall not exceed the following:

Program	Lecture Classes	Lab Classes
Electrical Engineering Technology (Associates)	40:1	20:1
Electronics Technology (Diploma)	40:1	20:1
Electronics Technology-Power Utility Specialization (Diploma)	40:1	20:1
Electronics Technology-Solar Systems Specialization (Diploma)	40:1	20:1
Power Utility Technician (Diploma)	40:1	20:1
Power Utility Technician (Associates)	40:1	20:1
Renewable Energy Technology (Associates)	40:1	20:1
Solar Energy Technology (Diploma)	40:1	20:1
Solar Energy Technology (Associates)	40:1	20:1
Wind Energy Technology (Diploma)	40:1	20:1
Wind Energy Technology-Advanced Technician Specialization (Diploma)	40:1	20:1
Wind Energy Technology-Wind Farm Manager Specialization (Diploma)	40:1	20:1
Wind Energy Technology (Associates)	40:1	20:1

## DROP/ADD PROCEDURE

For diploma/certificate programs, students may add or drop a course prior to or during the first three days of the academic term/module. For associate's degree programs, students may add or drop a course prior to or during the first week of the academic term. Classes added after these time periods must have approval of the Academic Dean. Adding or changing a course or transferring to another class or section during the drop/add period requires the signature of the designated College official and will be permitted only on a space-available basis.

When dropping a class, it is not sufficient to simply notify the instructor. Students must notify the Program Director in writing and apply for withdrawal on an official form when dropping a class. Students who find it impossible to complete a course after the official drop period expires should inform their Program Director and apply for withdrawal on an official form. Students who are attending classes may drop a course and receive a "WP" (Withdrawn without Grade Penalty).

**IMPORTANT NOTE: MERELY CEASING TO ATTEND CLASS DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL.**

## MAKE-UP STANDARDS

Students are encouraged to attend class every day and for all the required hours and minutes of the class. It is the student's responsibility to learn the material covered while absent and to make up hours missed.

Make-up hours of on-ground classes or digital session hours does not excuse or remove absences. Make-up hours are permitted for the purpose of improving a student's attendance rate and for receiving veterans educational training benefits. Make-up hours and grades for late work are at the discretion of the instructor.

Make-up hours for both on-ground classes and digital sessions shall:

- be supervised by an instructor approved for the class being made up;
- be completed within two weeks of the end of the grading period during which the absence(s) occurred;
- be completed before the 20% absence limit is exceeded.

Make-up hours of digital session shall:

- be accomplished by completing assignments in the digital session(s) that were incomplete.

Make-up hours of on-ground class shall:

- require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- be documented by the school as being completed, recording the date, time, duration of the make-up session and the name of the supervising instructor; and
- be signed and dated by the student to acknowledge the make-up session.

## REPEATED COURSES

Students will only be allowed to repeat courses as required by the Institution due to academic problems or attendance violations, and only as scheduling permits. Students are permitted to repeat courses under the following conditions, so long as the student still can comply with the Satisfactory Academic Progress requirements:

- Students who previously passed a course may only repeat that course one additional time (two total attempts).
- Students who have attempted but not passed a course may repeat the course two additional times (three total attempts).
- The grade received on the last course repeat becomes the final grade and supersedes all other grades for that course. It will replace all other grades for that course in the CGPA calculation.
- All final grades are reflected on the official transcript; repeated courses are designated by "\*\*\*."
- Students who do not successfully pass a required course after three attempts will be dismissed from the program. Students dismissed from a program for failing a required course three times cannot be readmitted into the same

program or into another program that requires the same course.

- All program-specific grading requirements and restrictions on course repeats stipulated by state regulatory and accrediting bodies or the campus catalog must be followed.

An attempted course is defined as any course for which the student receives a grade. For students receiving VA educational benefits, the VA will not pay for the repeat of courses where the student earned a passing grade.

Students seeking to be readmitted into a program in which they have been dismissed for attempting without successfully completing a required course three times must successfully complete said course at another accredited postsecondary institution. In order for the course to be accepted for readmission, the course must meet the criteria for previous education and training (see the Prior Learning Assessment section of this catalog).

Failing or withdrawing from a course and the subsequent required repeats may interrupt the student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. Course repeats will be charged at the student's current course price.

#### **REQUIRED STUDY TIME**

Outside study, apart from regular classroom work, is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities.

All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

#### **CHANGES IN PROGRAMS OR POLICIES**

The Institution has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The Institution is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

#### **CERTIFICATION, STATE BOARD, AND NATIONAL BOARD EXAMS**

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of a program. No student is automatically certified in any way upon program completion, and even if a student obtains certification, the Institution does not guarantee job placement. Although certain programs are designed to prepare students to take various certification and licensing exams, the Institution cannot guarantee students will pass these exams. The Institution makes a reasonable attempt to provide accurate information about test dates and fees for exams.

In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check, fingerprinting, and/or drug testing before a student can be placed in an externship or

take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and passed.

Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure.

#### **ENGLISH AS A SECOND LANGUAGE INSTRUCTION**

The Institution does not offer English as a Second Language instruction. The Institution staff will refer students to learning centers that offer this instruction.

#### **GRADUATE REFRESHER COURSES**

Graduates of the Institution are welcome to return for refresher courses at no cost, provided the classes are in the program from which they graduated and space is available in the class. This training is offered at the discretion of the Academic Dean. Graduates must pay for any books, fees, and supplies used during the refresher training. No credits will be awarded for refresher courses.

#### **ATTENDANCE/TARDINESS POLICY**

The Institution emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Because much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Tardiness disrupts the learning environment and is discouraged. Student attendance is posted based upon the time present in class. Students who arrive late or leave class early will have those minutes deducted from their attendance. Tardiness or absences in any class are counted toward the 80% attendance requirement. Failure to meet the attendance requirement could lead to dismissal from the institution if the absences exceed 20% of the total program hours. Absences will count from the first official day of classes and not from the first day the student attends. If a student starts a course late, time missed becomes part of the 14 consecutive calendar days and absence percentage. Absences such as military service, illness, work, and personal or family-related emergency do not eliminate the absence from the student's record. Students may be allowed to make up work for these types of absences at the discretion of the instructor. Refer to the class syllabus for further details.

The specific requirements for attendance are as follows:

1. Students enrolled in either a degree or diploma program:
  - will be dismissed from the Institution if they are absent more than 20% of the total program hours (conversely, must attend 80% of total program hours).
  - will be dismissed from the Institution if they are absent for more than 14 consecutive calendar days, including the Institution's holidays and breaks. If a student passes the 14-day threshold during a holiday or break and they fail to return within three (3) business days after the holiday or break, they will be dismissed. Emergency closures will be considered on a case by case basis.
2. If a student starts a course after the first class day, then class time missed becomes part of the 20% absence

calculation.

3. If a student arrives late for class or leaves early, time missed will be marked as absent and becomes part of the 20% absence calculation.

4. No excuses or documentation will be accepted to remove absent time from a student's record; however, make-up hours may be permitted.

5. Attendance sign-in sheets are not required; however, instructors must post attendance at the beginning of each face-to-face class session, and then after each 10-minute break, and at the end of each class session in the faculty portal and such attendance is posted daily. For blended programs, digital attendance is based on completing the required work in the Learning Management System (LMS), Canvas. Students who submit/complete their required work in Canvas receive positive attendance for those items. A student who does not submit/complete their required work receives no digital attendance for that item.

6. Student attendance is posted daily and is available in the Student Portal on the first page after logging into the portal.

7. Campus staff will review attendance benchmarks on a weekly basis and will conduct individual academic advising sessions with students whose attendance is less than 85% of the program. Campus staff will discuss poor attendance patterns and the consequences of falling below the required 80% attendance percentage requirement. Students will accept individual academic advising sessions through the student portal.

8. Students may be readmitted after attendance dismissal provided they re-enter with an agreed-upon plan to address attendance including re-taking courses with poor attendance with the expectation of improving overall attendance percentage. The plan will be structured to ensure it does not violate the institution's course repeat policy and is not in violation of the maximum time frame (MTF) for the students' program of study. The student will be advised of the plan and agree to the plan prior to enrollment.

9. Students may follow the process presented in the Student Complaint/Grievance Procedure outlined in the campus catalog if they feel an error has been made in their attendance calculation.

### **MILITARY STUDENT POLICIES**

VA Academic Year: The Department of Veterans Affairs defines an academic year as the period from August 1 to July 31.

Application Fees: All application fees are waived for active duty or honorably discharged veterans, spouses, or qualified dependents (those using Chapter 33 or 35 benefits) with proof of military status.

### **Transfer Credit Award Policy**

As a member of the Servicemembers Opportunity Colleges Consortium (SOC), Ecotech Institute follows the American Council for Education (ACE) Guide for recommendations for the award of transfer credit for military training and/or experience. CLEP general examinations with a passing score of 50, CLEP subject examinations, DANTES subject standardized tests, College Board advanced placement exams, and professional certification exams may also be submitted for consideration of award of credit. All award of credit is determined by the military academic advisory in conjunction with the Academic Compliance team. Students may transfer up to 75 percent of the required credits for their program of

study. Additional transfer acceptance policies may apply per the Ecotech Institute catalog.

### **Student Deployment Policy**

Military students and their spouses called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term/payment period by providing a copy of military orders. Military service means service, whether voluntary or involuntary, in the Armed Forces (including National Guard or Reserve) on active duty, active duty for training, or full-time National Guard duty, or order to active duty. The length of the absence (including all prior absences for military), including only the time the student actually served in the military, cannot exceed five years.

Students who have completed 75 percent of the current term/payment period may earn a grade at the discretion of their instructors. Students without sufficient completion of course work will be withdrawn without grade penalty. Withdrawn courses must be repeated in their entirety. All tuition charges/payments related to the term/payment period that is interrupted will be refunded.

Reentering students should contact the Military Student Center and military academic advisor to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning students upon re-entry.

### **MILITARY STUDENT GRANTS**

Ecotech Institute is committed to military-friendly policies for our students. The awarding of a grant requires submission of the appropriate military documents and/or grant application paperwork by the scheduled deadline. Students who are qualified dependents of military personnel or military veterans will need to complete a grant application prior to the deadline.

A grant is applied to the cost of tuition and fees. Students interested in using military benefits or applying for a grant should contact the Military Student Center at 1877-824-4245 to determine eligibility.

### **Re-entry Fee Waiver:**

All re-entry fees are waived for active duty or honorably discharged veterans, spouses, or qualified dependents (those using Chapter 33 or 35 benefits) with proof of military status.

### **Post 9/11 GI Bill Grant Program:**

Active duty servicemembers or veterans using the Post 9/11 GI Bill may be eligible for a 5 percent tuition grant during their course of study at Ecotech Institute.

### **Post 9/11 Transfer of Entitlement to Spouses or Dependents:**

In the event an active servicemember or veteran transfers benefits to a spouse or dependent, the recipient will be eligible for the same grant as the servicemember or veteran. All required transfer of eligibility paperwork must be submitted.

### **Post 9/11 Yellow Ribbon Program:**

Students eligible for Yellow Ribbon program will receive this in addition to a 5 percent grant.

### **All Veterans, Spouses, and other Dependents:**

All honorably discharged servicemembers, including inactive or retired servicemembers as well as military spouses, may be eligible for the Armed Forces Recognition Grant providing a 5 percent grant of tuition per term/payment period with proof of military service. Dependents other than spouses are eligible for a 5 percent military grant only when using Chapter 35, Dependents and Survivors Educational Assistance Program,

with the submission of supporting eligibility documentation and completion of the grant application.

### GRADE REPORTING

The scholastic progress of each student is provided in grade reports available to the students through the student portal at the end of each term. Mid-term progress reports are usually through the student portal at the midpoint of each course. Instructors and program directors inform students of academic performance information and provide advising as needed. Following each term, students determined to be making less than satisfactory academic progress are notified of status based on criteria described in the section on Standards of Satisfactory Academic Progress.

### GRADE APPEAL POLICY

Final grades for students will be issued at the end of each term. In the absence of mistake, unfair treatment, or other extenuating circumstances, the determination of the student's grade by the instructor shall be final once filed. A student may appeal a final grade by following the established procedure:

1. The student must arrange a meeting with the instructor and Program Director to address any questions or concerns regarding grades.
2. If the student is not satisfied after meeting with the instructor and Program Director, the student may file a written grade appeal with the Academic Dean. A grade appeal must be submitted by the student within 30 days of the end of the last relevant term/course.
3. A grade appeal must state the specific grounds for challenging the grade based on an assertion of mistake, unfair treatment, or other extenuating circumstances. Appropriate documentation must be provided.
4. The decision of the Academic Dean is final.
5. Any other grade change request that does not comply with the above process will be denied.

### GRADING SYSTEM AND QUALITY GRADE POINTS

The number of quality grade points awarded for each course is determined by multiplying the quality grade points listed for each letter grade by the number of credits/clock hours of the course. For example, a grade of "A" in a four-credit course earns 4 credits x 4.0 quality grade points for a total of 16.0 quality grade points, and a grade of "C" in a three-credit course earns 3 credits x 2.0 quality grade points for a total of 6.0 quality grade points.

The syllabus for each course will contain an explanation of the grading scale that is used in a particular course. While certain courses may have higher standards, the **minimum** grading scale in use at the College is as follows:

100 - 90	A	4 Quality Grade Points
89 - 80	B	3 Quality Grade Points
79 - 70	C	2 Quality Grade Points
69 - 60	D	1 Quality Grade Point
59 or below	F	0 Quality Grade Points

The following grades may also be used and have no effect on a student's grade point average (GPA):

I	Incomplete
W	Withdrawn During Drop/Add Period

WP	Withdrawn While Passing
AU	Audit
TC	Transfer Credit
TO	Test Out
E	Exemption
**	Indicates Repeated Course

"I" (Incomplete) grades are assigned to credit hour students who, having made prior arrangements with the instructor, fail to complete any required course work by the end of the term. An Incomplete must be pre-approved by the Academic Dean. This grade is not included in the calculation of the cumulative grade point average (CGPA) but will count as hours attempted for the purpose of calculating the successful course completion percentage. For non-externship courses, if the Incomplete is not made up within 15 days from the beginning of the next term/module, a final grade will be determined and replace the Incomplete. For externship/practicum courses, if the Incomplete is not made up within 28 days from the end of the term/module, the student will receive an F for the course and repeating the course will be required.

"W" (Withdrawn during Drop/Add Period) A student who withdraws from a course during the drop/add period receives no grade penalty, and the course is not considered as credit hours attempted.

"WP" (Withdrawn without Grade Penalty) Credit hour students receive no grade point penalty, but credit hours will be considered hours attempted for the purpose of determining successful course completion percentages.

"AU" (Audit) designates a student is auditing a course. The student must obtain permission to audit a course from the Academic Dean during the first week of class. Audited courses carry no credit, are not considered as hours attempted in determining successful course completion percentage, and have no effect on the student's grade point average. Audited courses cost the same as courses taken for credit. Audited courses are not eligible for Title IV funding.

"TC" (Transfer Credit) Transfer credit will be given for all courses that the campus accepts to transfer in. Transfer of credits must be completed by the first term of enrollment (by the second term for military students). Transfer credits count as hours toward graduation and will be considered in determining successful course completion percentages. Transfer credits will not be included when calculating the grade point average.

"TO" (Test Out) will be given for approved courses that a student successfully completes through credit by examination. Test out examinations must be completed within the first two terms of enrollment. Examinations must be completed prior to enrollment in the course to be exempted. Test out grades have no effect on the student's grade point average but are considered as hours attempted in determining successful course completion percentages.

"E" (Exemption) Grade awarded for courses with an EDU prefix which the student is not required to complete because of entrance testing scores and/or degree held prior to acceptance at Ecotech Institute.

"\*\*" (Repeated Course) – Any course may be repeated at Ecotech Institute for the purpose of establishing institutional grade point average and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included



in the computation of grade point average. Official records maintained by Ecotech Institute will list each course in which a student has enrolled and earned a grade. However, the original and repeated grades remain on the transcript bearing a symbol to show that a particular course has been repeated. In accordance with the tuition addendum, the student must pay for any repeated course.

**CALCULATION OF GRADE POINT AVERAGE**

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on courses taken at Ecotech Institute. The GPA for each term is calculated by dividing the quality points earned that term by the credits attempted that term. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Students must maintain satisfactory academic progress (SAP) in order to remain eligible to continue as regular students of the College and to retain eligibility for Federal Student Aid (FSA). A regular student is one who is enrolled for the purpose of receiving a degree. SAP is determined by calculating the student's grade point average (GPA) and the student's rate of progression toward completion of the academic program. Please see the appropriate table below to determine specified GPA and rate of progression requirements for each evaluation point. These standards apply to all students, not just those receiving FSA. All periods of a student's enrollment at the College are used in determining SAP (although only courses that count or would count toward the new program are used when a student changes programs). All undergraduate students must have a minimum cumulative GPA (CGPA) of 2.0 in order to graduate from any program.

Students who are not achieving satisfactory academic progress will receive written notification. Notifications may consist of a warning, academic probation, or dismissal and the notification will also include requirements and instructions to appeal (see Appeal Process below).

**SAP Table for Diploma Programs**

Credit Hours Attempted at Evaluation	Minimum CGPA	Minimum Completion of Credits Attempted
1 to 12 Credit Hours Attempted	1.00	50%
13 to 24 Credit Hours Attempted	1.50	60%
25 to 36 Credit Hours Attempted	1.75	66.67%
37 Credit Hours Attempted to 150% of the Program	2.00	66.67%

**SAP Table for Associate's Degree Programs**

Credit Hours Attempted at Evaluation	Minimum CGPA	Minimum Completion of Credits Attempted
1 to 24 Credit Hours Attempted	1.00	50%
25 to 48 Credit Hours Attempted	1.50	60%
49 Credit Hours Attempted to 150% of the Program	2.00	66.67%

**Academic Advisement**

**Academic Advisement**

Students in modular programs are provided with their progress report at the end of each module. If students fail a module, they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a course and potential risks of not meeting Satisfactory Academic Progress.

**Required Evaluation Schedule – Academic Advising**

Students are provided with their progress report at the end of each module. If students fail a module they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a course and potential risks of not meeting Satisfactory Academic Progress. The formal advisement should also outline a specific action plan to improve a student's academic progress including, but not limited to, additional coaching and tutoring.

**MTF – Maximum Time Frame**

The College's standard academic year is defined as 36 quarter credit hours. The maximum time frame (MTF) is defined as 150 percent of the normal program length in credit hours in which the educational objective must be successfully completed. Program length is defined as the number of credit hours required to complete a program. To calculate the course completion percentage, divide the number of cumulative hours successfully completed by the number of cumulative hours attempted/attended.

Also, at the 150 percent checkpoint, if the student has not satisfactorily completed the program, the student may be terminated and will lose any further FSA eligibility for that program. The student must request in writing to remain enrolled in order to finish the program. The student will not be charged tuition and may receive the original academic credential for which he or she enrolled.

**Evaluation Schedule**

SAP will be monitored at the end of each term. At the end of each term, students will be evaluated for the minimum CGPA and the rate of progression according to the standard as defined in the tables above.

**Warning**

This is the status assigned to a student who fails to make SAP (CGPA or MTF for hours attempted) at the end of any given term. The student will be notified of warning status in writing. The College encourages the student to seek academic advisement to regain regular status prior to the end of the next term. A student on warning status may receive FSA for one term despite the determination the student is not maintaining SAP. No appeal is necessary.

A student who does not achieve SAP requirements by the end of the Warning period will be dismissed unless he or she files

an appeal and the appeal is granted (see SAP Appeal Process below). Students whose appeals are granted are placed in Probation status. If a student elects not to appeal the dismissal, the student must sit out at least one term and then apply for re-entry. At that time, the student will need to complete the appeal process outlined below.

### **Probation**

This is the status assigned to a student who fails to make SAP (CGPA or MTF for hours attempted) in the term following the term in which the student was placed on Warning status and who has successfully requested an appeal. If a student is granted an appeal, the student will be placed on probation status for one additional term or until a student is able to meet SAP standards by a specific point as outlined in the student's Academic Improvement Plan. A student on probation status is eligible to receive FSA. Failure to make SAP by the next term or to comply with the Academic Improvement Plan designed by the College will result in the student's dismissal from the College as a regular student.

### **SAP Appeal Process**

A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the Academic Dean for a review of the situation. Mitigating circumstances may include injury or illness, the death of a relative, or other special circumstances. The written appeal should be submitted to the Academic Dean and/or the Campus President within five business days after notification. The appeal should be accompanied by supporting documentation regarding why the student failed and what changed in the student's situation that will allow him/her to make SAP at the next evaluation.

When the College grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging that, because of the specified unusual circumstances, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status.

The appeal process will also consider if the student will meet SAP standards after the subsequent term or the Academic Improvement Plan with the student will ensure that the student meets SAP standards by a specific point in time. The Academic Dean and/or the Campus President or an appeal committee appointed by the Campus President shall conduct the review. Should the appeal be granted, the student will receive one additional term in which to regain SAP **OR** meet the requirements as specified in the student's Academic Improvement Plan. If at the end of that period the student is still not making SAP, the student will be dismissed. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing and cataloged in the Student Information System.

### **Academic Improvement Plan**

Once placed on probation, an Academic Improvement Plan will be implemented. The Academic Improvement Plan will serve as a road map to guide a student toward meeting his/her SAP goal within a specified time and method. The plan may be designed by the Academic Dean or Program Director and must

be approved by the Academic Dean. The plan must be communicated to the student in writing and will be regularly evaluated and refined as internal and external developments warrant. The maximum time period an individual Academic Improvement Plan will be implemented is three consecutive terms/payment periods. While on an Academic Improvement Plan, the student is required to attend academic advising sessions.

### **Extended Enrollment Status**

A student who has been dismissed from the College may make a request to remain enrolled in Extended Enrollment Status. Students in Extended Enrollment Status are seeking to address and improve the academic deficiencies that caused them not to be making SAP. Students in Extended Enrollment Status are charged tuition, but they are not eligible for FSA. A student who re-establishes SAP by improving his/her CGPA and course completion percentage to the minimum required while on Extended Enrollment Status may apply for reinstatement as a regular student and to regain eligibility for FSA. Credits attempted during the Extended Enrollment Status count toward the maximum time frame.

### **Treatment of Transfer Credits**

Students may request to transfer in credits from another accredited college. Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA.

### **Treatment of Repeat Courses**

Courses may be repeated for the purpose of establishing a GPA or CGPA and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of the GPA and CGPA.

### **Treatment of Incomplete Courses**

Incomplete grades are assigned to those students who fail to complete any required course work by the end of the term and who obtain prior approval of their instructor. This grade is not included in the calculation of the CGPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

### **Treatment of Withdrawals**

Students who withdraw from a course during the drop/add period receive no grade penalty, and the course is not considered as credit hours attempted. Students who officially or unofficially withdraw from a course after the drop/add period and are eligible to receive the WP grade will receive no grade penalty, but credit/hours will be considered attempted for the purpose of determining successful course completion percentage.

### **Treatment of Changing Programs or Seeking Additional Credentials**

Students either transferring programs while enrolled at the Institution or enrolling in programs seeking additional credentials at the Institution, shall be subject to the Institution's Prior Learning Assessment Policy in this Catalog for any request to transfer previous credits earned to either the transfer program or to the program awarding a new credential.

### **Reinstatement as a Title IV Student**

Students who have been dismissed due to failure to maintain the qualitative or quantitative minimums outlined above may apply to continue their studies at the College in an Extended Enrollment Status. During this time, the student is not eligible

to receive FSA and must attempt to improve the deficient areas that led to the dismissal. The student will be responsible for all costs incurred while in Extended Enrollment Status. At the completion of this term(s), a student who has established satisfactory progress according to the SAP may apply to the College to return to a regular student status and reinstate their eligibility for FSA. A meeting will be scheduled between the Academic Dean and the student applying for reestablishment to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on Warning for one term and will regain eligibility for FSA.

### **PROGRAM CHANGES/ADDITIONAL DEGREES**

Any student who desires to change his/her enrollment in a program of study at the College to a different program of study at the College must make the request in keeping with the College's policy. More than two changes from one program to another will require permission from the Academic Dean. The College will transfer all relevant courses (whether or not successfully completed) into the new program. Any courses transferred from one program to another will be counted toward program completion and in CGPA calculations.

If a student has graduated from one program and desires to earn an additional degree in another program, the College will transfer all relevant courses (whether or not successfully completed) from the program from which the student was graduated and into the new program. Any courses transferred from one program to another will be counted toward program completion and in CGPA calculations.

### **POLICY FOR RE-ENTRY OF WITHDRAWN STUDENTS**

In order to re-enter Ecotech Institute, the student must contact the College and request to apply for re-admission. The request may be initiated by a phone call or visit to the College. Upon receipt of the request, the student's enrollment status will be reviewed to determine his/her eligibility to re-enter. The enrollment status will be based upon the College's standards of academic progress and in accordance with the College's behavioral and financial good standing policies. The Student Finance Office must verify at the time of re-entry that the student is in good standing with the Department of Education and all federal funding sources.

All students must meet the enrollment requirements. Students may re-enter a maximum of three times after withdrawal prior to graduation from a program.

### **GRADUATION REQUIREMENTS**

In order to graduate, a student must have accomplished the following:

- Earned a minimum of 2.0 cumulative grade point average (CGPA) with an undergraduate degree
- Not be absent more than 20% of the total program hours (conversely, must attend 80% of total program hours)
- Earned the minimum credit hours as required by the program of study
- Satisfied all financial obligations to the College
- Completed an application for graduation and all exit interview requirements with the College's Student Finance Office

Students who do not complete ALL graduation requirements by the end of the following term's drop/add period will not be certified as a graduate of a particular term. Those students must re-apply for graduation during the term in which all requirements are met. Students who graduate with a CGPA of 3.5 or higher are recognized with the distinction of "Graduated with Honors," and students who graduate with a CGPA of 4.0 are recognized with the distinction of "Graduated with Highest Honors."

### **HONORS**

#### **Quarterly**

- The President's List: The President's List is compiled at the end of each term. To qualify for this honor, a student must remain at a minimum of half-time status with a grade point average of 4.00 during the term.
- The Dean's List: The Dean's List is compiled at the end of each term. To qualify for this honor, a student must remain at a minimum of half-time status with a grade point average of 3.50 to 3.99 during the term.

#### **Graduation**

Students attaining a CGPA of 3.5 or higher upon completion of all graduation requirements will be recognized at graduation.

### **COMMENCEMENT EXERCISES**

Formal graduation ceremonies will be held in accordance with the College's policy. Graduation is a time for Ecotech Institute to recognize the accomplishments of its students. Participation in the formal commencement exercise by students and their families is strongly encouraged.

### **TRANSCRIPTS**

A complete set of each student's records, including a transcript of grades, is maintained in a permanent file. Copies of the student's transcript may be requested from the Student Portal. The College will not send out transcripts unless requested in writing by the individual student. Official transcripts and degrees will be withheld until all financial obligations to the College are satisfied.

# Financial Aid Information

It is the goal of Ecotech Institute to assist every eligible student in procuring financial aid that enables the student to attend college. The College participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the federal government and is called federal Student Financial Aid (SFA). This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and Federal Direct Student Loan. The College also utilizes alternate source funding provided by the institution or private agencies. Alternate source loans enable the student to contribute to his/her education while in College.

The primary responsibility for meeting the cost of education rests with individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

## SFA – GENERAL CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must

1. be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell, FSEOG, and FWS);
2. have a high school diploma or the equivalent;
3. be a U.S. citizen or national or an eligible non-citizen; verification of eligible non-citizen status may be required;
4. have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
5. maintain satisfactory academic progress;
6. provide required documentation for the verification process and determination of dependency status;
7. have a valid Social Security Number;
8. have borrowed less than the total aggregate loan limits for the Title IV financial aid programs;
9. be registered for the Selective Service, if required; and
10. sign an updated Statement of Educational Purpose/Certification Statement.

## POSTPONEMENT CLAUSE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

1. whether the postponement is for the convenience of the school or the student; and,

2. the deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within

30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.

## APPLICATION

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Office is available to assist students in the completion of this form and to answer any questions. FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must re-apply every year. Also, if students change colleges, their aid does not automatically go with them. Students should check with their new colleges to determine the appropriate procedures for re-applying for financial aid.

## NEED AND COST OF ATTENDANCE

Once the application is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

## SATISFACTORY ACADEMIC PROGRESS

Students must meet the standards for satisfactory academic progress in order to remain eligible to continue receiving financial assistance, as well as to remain eligible to continue as a student of Ecotech Institute. Please refer to "Standards of Satisfactory Academic Progress" in the Academic Information section of the catalog.

## BORROWER RIGHTS AND RESPONSIBILITIES

When a student takes on a student loan, he/she has certain rights and responsibilities.

**The borrower has the right to receive the following information before the first loan disbursement:**

1. The full amount of the loan;
2. The interest rate;
3. When the student must start repaying the loan;
4. The effect borrowing will have on the student's eligibility for other types of financial aid;
5. A complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
6. The yearly and total amounts the student can borrow;
7. The maximum repayment periods and the minimum repayment amount;
8. An explanation of default and its consequences;
9. An explanation of available options for consolidating or refinancing the student loan; and
10. A statement that the student can prepay the loan at any time without penalty.

**The borrower has the right to receive the following information before leaving college:**

1. The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
2. A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
3. If the student has FFELP and/or Federal Direct Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
4. The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
5. An explanation of available options for consolidating or refinancing the student's loan; and
6. A statement that the student can repay his/her loan without penalty at any time.

**The borrower has the following responsibilities:**

1. Understand that by signing the promissory note the student is agreeing to repay the loan according to the terms of the note;
2. Make payments on the student loan even if the student does not receive a bill or repayment notice;
3. If the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
4. Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from college, or drops below half-time status; changes his/her name, address, or Social Security Number; or transfers to another institution; and
5. Receive entrance advising before being given the first loan disbursement and to receive exit advising before leaving college.

**POLICIES AND PROCEDURES FOR VERIFICATION**

- All applicants selected by the Central Processing System (CPS) will be verified.
- Selected applicants must submit required verification documents within fifteen (15) days of notification.
- Verification notification will be communicated to the student electronically via the Student Portal upon receipt of Official ISIR.
- If the student fails to provide the required documentation within the established timeframe, then the student will be treated as a cash-paying student until the documents are provided.
- If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
- The Student Finance Office reserves the right to make exceptions to the above-stated policies due to extenuating circumstances on a case-by-case basis.
- Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.

- The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
- Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required. This information will be communicated to the student electronically via the Student Portal.
- Students will be notified by an electronic updated award letter via the Student Portal if the results of verification change the student's scheduled award.
- The College will assist the student in correcting erroneous information and resolve all conflicting information.
- Any suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to state or local agencies will be reported on an annual basis to the Inspector General.
- No interim disbursements of Title IV aid will be made prior to the completion of verification.
- Effective 2011-2012 Award Year, students with no documented income from any source will be required to complete a Clarification of Stated Support.
- Effective September 1, 2011, Ecotech Institute will apply a zero (0) tolerance policy to data elements required for verification.

**FINANCIAL AID HISTORY (NSLDS)**

Federal regulations require that Federal Family Educational Loan Programs (subsidized and unsubsidized Stafford) cannot be released nor can a Federal PLUS loan application be certified until financial aid information has been received from all colleges an applicant attended. Financial aid information is necessary even if the student did not receive any aid. The College may obtain this information by using the financial aid information they receive from the NSLDS page of the student's SAR/ISIR.

**FINANCIAL AID PROGRAMS**

**General**

All Title IV financial aid funds received by the College will be credited to the student's account (excluding Federal Work-Study) in accordance with federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

**Federal Pell Grant**

This grant is designed to assist needy undergraduate students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC), the cost of attendance, and the Pell Lifetime Eligibility Used (LEU). For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to

defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office of the College or from a high school counselor. The application will be transmitted electronically through the Central Processing System which will determine the applicant's EFC.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Undergraduate students with the lowest Expected Family Contribution (EFC) and who will also receive Pell grants for the award year have primary consideration for an FSEOG award. The amount of the grant and the number of students who may receive this grant depends on the availability of funds from the U.S. Department of Education.

#### **Federal Work-Study Program**

The Federal Work-Study Program (FWS) provides part time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private, or community service organization. Application for the FWS program may be made through the Student Finance Office and eligibility is based on financial need and availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules. The amount of the award and the number of students who may receive this award depends on the availability of funds from the U.S. Department of Education.

#### **Veterans Benefits**

The College is approved to offer designated degree programs for veterans training. Applications for veterans benefits may be picked up at the College or by contacting the Department of Veterans Affairs. Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs. All military students applying for veterans benefits through Ecotech Institute must provide evidence of high school graduation or equivalent to the Institution. Acceptable evidence includes a certified copy of an original high school diploma, a GED certificate or official notification that a GED has been earned, a state authorized examination certificate or official notification from the state a certificate has been earned. All postsecondary education from an accredited institution must be verified with an official college transcript.

### **FEDERAL DIRECT STUDENT LOAN PROGRAM**

#### **Federal Subsidized Stafford Loans**

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made available to the student by the U.S. Department of Education. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 2008, if the student is a dependent undergraduate student, he/she may borrow up to the following:

- \$5,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)
- \$6,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)
- \$7,500 a year if the student has completed two years of study and the remainder of his/her program is at least a

full academic year (at least \$2,000 of this amount must be in unsubsidized loans)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask the Student Finance Office for specific details. The aggregate loan limit for a dependent undergraduate student is \$31,000 (no more than \$23,000 of this amount may be subsidized loans).

If the student is an independent undergraduate student or a dependent student whose parents are unable to qualify for a PLUS Loan, he/she may borrow up to the following:

- \$9,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least \$6,000 of this amount must be in unsubsidized loans)
- \$10,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least \$6,000 of this amount must be in unsubsidized loans)
- \$12,500 a year if the student has completed two years of study and the remainder of his/her program is at least a full academic year (at least \$7,000 of this amount must be in unsubsidized loans)
- \$20,500 unsubsidized loan per academic year for students enrolled in a master's degree program

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. See the Student Finance Office for specific details. The aggregate loan limit for an independent undergraduate student is \$57,500. (No more than \$23,000 of this amount may be subsidized loans.)

#### **Interest Rates and Fees for Federal Stafford Loans**

Beginning July 1, 2008, the interest rate on subsidized Stafford loans made to undergraduate students was different from year to year. Rate changes from year to year apply to subsidized Stafford loans first disbursed on or after July 1 of each year through June 30 of the next year.

For more information on prior and current interest rates visit: <http://studentaid.ed.gov/types/loans/interest-rates>.

Stafford loans have a loan fee assessed that the borrower is responsible to repay. For more information on prior and current loan fees visit:

<http://studentaid.ed.gov/types/loans/interest-rates>.

The Federal Stafford Loan is deferred while the student is enrolled in College and for a period of six months beyond the student's last date of attendance. The Federal government pays the interest on Federal Subsidized Stafford Loans as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his/her loan. Applications can be obtained from the College's Student Finance Office or from the lender. For additional deferment information, contact the Student Finance Office.

#### **New Interest Rate Cap for Military Members**

Interest rate on a borrower's loan may be changed to 6 percent during the borrower's active duty military service. This applies to both FFEL and Direct loans. Additionally, this law applies to borrowers in military service as of August 14, 2008. Borrower must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower's military orders.

### **Federal Unsubsidized Stafford Loans**

The Federal Unsubsidized Stafford Loan program is available to eligible students regardless of family income for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part for Federal Subsidized Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "Unsubsidized" means that interest is not paid for the student. The student would be charged interest from the time the loan is disbursed until it is paid in full.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the following exception: The Government does not pay interest on the student's behalf on a Federal Unsubsidized Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student may make monthly or quarter interest payments to the lender or allow the accrued interest to capitalize.

### **Federal PLUS Loans**

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. Parents of dependent students include the biological or adoptive parent(s). The PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's EFC.

PLUS loans are not based on need; however, when combined with other resources, the loan cannot exceed the student's cost of education. Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. The interest rate is variable and is set on July 1 of each year. A loan fee will be deducted proportionately each time a loan disbursement is made. For more information on loan fees visit: <http://studentaid.ed.gov/types/loans/interest-rates>.

Re-payment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period on these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is \$50 per month with at least five years but no more than ten years of re-payment, the actual payment and schedule is determined by the amount borrowed. Applications can be obtained from the College's Student Finance Office or from the lender. For deferment information, contact the Student Finance Office.

### **First Time Borrowers**

If a student is in the first year of an undergraduate program and is a first time Direct Loan borrower, Ecotech Institute may not disburse the first installment of the Direct Loan until 30 calendar days after the student's actual attendance in the program of study begins.

### **SCHOLARSHIP PROGRAM**

Ecotech Institute offers the following undergraduate scholarship program for professional career training. This scholarship program is based on the student's letter of recommendation and essay.

**NOTE:** An institutional scholarship cannot create a credit balance on a student's account. Institutional scholarships are applied after all other funding sources have been applied.

Furthermore, students are advised that they may receive less than the maximum award if they apply later than their first term of enrollment, if they complete the program in less than the usual timeframe, or if the College does not have sufficient

scholarship funds allocated to meet the demand during an academic year. The total number of scholarships awarded will be determined by the amount of scholarship funds available during the academic year in which the awards are made.

### **Extended Payment Plan**

Extended Payment Plan provides interest free payment options to students who are not able to pay for their total program costs by graduation. Students are required to make a minimum monthly payment while in attendance and after graduation, or withdrawal, to pay off any remaining balance.

Amount:

- \$3,000 maximum financed
- Application Requirements:
  - Students who have a remaining balance and are unable to repay the full balance while in school may elect to utilize the Extended Payment Plan to cover the remaining balance.
  - EPP may not exceed 12 months.
  - Student must be at least 18 years of age or older (19 Nebraska).
  - If under 18, student must have a parent or guardian as co-signer.
  - EPP will consist of an in school and out of school plan.
    - In school payment plans must be scheduled with a minimum monthly payment of at least \$50.
    - Out of school payments may extend up to 12 months after they become inactive and may not exceed \$3,000.
    - Inactive statuses are: Graduate, drop, etc.
  - The EPP may only be used for tuition and fees.

### **Ecotech Institute Career Training Scholarship for Working Students**

Application Requirements:

**Amount:**

\$500 for diploma programs and \$1,000 for degree programs. A maximum of 100 students per Financial Aid award year may receive this scholarship.

1. A minimum of two years of employment
  - a. Exceptions to the two years of employment may be made for single parents at the sole discretion of the Scholarship Committee. Single parents who do not meet the minimum application requirement for proof of two years of employment may request an interview with the Scholarship Committee. If an interview is granted, the Scholarship Committee may determine from the interview to allow the single parent with less than two years of employment to apply for this scholarship. Approval by the Scholarship Committee to apply for this scholarship does not guarantee that the scholarship will be awarded to the single parent, only that they may apply for the scholarship.
2. One letter of recommendation from an employer
3. Three-hundred-word essay describing long-term career goals
4. High school diploma, GED certificate, or approved Home School study credential
5. Completed scholarship application form

#### Amount

\$500 for diploma programs and \$1,000 for degree programs. A maximum of 100 students per Financial Aid award year may receive this scholarship.

#### Disbursement Conditions:

The student must continually meet the stated attendance requirements of the College and maintain a 3.0 GPA for the duration of the scholarship award. If attendance requirements and GPA requirements are not met, the remaining balance of the scholarship will not be credited to the student's account. The student may not re-apply for the scholarship if he/she fails to meet these conditions.

#### Payable for Credit Hour Students:

Credited equally over each term of the student's remaining enrollment

#### Payable for Clock Hour Students:

Credited equally each payment period of the student's remaining enrollment

#### Application Submission:

At least 30 days prior to the beginning of the term of attendance for which the scholarship is initially being applied, each applicant must submit the following to the Scholarship Committee: official high school transcript or GED certificate (on those campuses where official copies are required), letter of recommendation, essay, and application form.

#### Scholarship Committee:

Scholarship Committee membership shall include two appropriate College officials. All decisions of the Scholarship Committee are final and based on meeting the stated scholarship criteria including

- letter of recommendation;
- student essay; and, optionally,
- personal interview with candidate.

#### **ENTRANCE AND EXIT INTERVIEW/LOAN ADVISING**

The Department of Education requires that any student receiving a Federal Family Educational Loan or a Direct Student Loan be notified concerning his/her loan. The College advises each student regarding loan indebtedness and gives each student an entrance test and an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student should report to the Student Finance Office prior to withdrawal or graduation for loan advising. The purpose of this session is to inform the student of his/her tentative total loans received while in attendance at the College, refunds that may be made, and to provide the student with an estimated payment schedule. Students who have received federal loans at the College will be sent an email upon withdrawal or graduation containing the link to the NSLDS exit counseling website.

#### **RETURN OF MILITARY TUITION ASSISTANCE PROGRAM FUNDS**

For students participating in the Military Tuition Assistance Program, the College will use the SFA statutory schedule to determine the amount of Tuition Assistance Program funds a student has earned when he or she ceases attendance based on the period the student was in attendance. The only exclusion will be for military students who are deployed during

a payment period, and then the Student Deployment Policy will be used.

#### **RETURN OF UNEARNED SFA PROGRAM AND TUITION ASSISTANCE PROGRAM FUNDS**

The College must return the lesser of the amount of SFA Program and Tuition Assistance Program funds that the student does not earn or the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate,

- any SFA loan funds in accordance with the terms of the loan and
- the remaining unearned SFA Program grant (not to exceed 50 percent of the grant) as an overpayment.



## TUITION

<u>Diploma Programs</u>	<u>Program Credit Hours</u>	<u>Price Per Credit Hour</u>	<u>Estimated Total Tuition</u>
Electronics Technology	51.5	\$310.00	\$15,965.00
Electronics Technology-Power Utility Specialization	67.5	\$310.00	\$20,925.00
Electronics Technology-Solar Systems Specialization	69	\$310.00	\$21,390.00
Power Utility Technician	51	\$310.00	\$15,810.00
Solar Energy Technology	52.5	\$310.00	\$16,275.00
Wind Energy Technology	51.5	\$310.00	\$15,965.00
Wind Energy Technology-Advanced Technician Specialization	68	\$310.00	\$21,080.00
Wind Energy Technology-Wind Farm Manager	68	\$310.00	\$21,080.00
<u>Associate's Degree Programs</u>	<u>Program Credit Hours</u>	<u>Price Per Credit Hour</u>	<u>Estimated Total Tuition</u>
Electrical Engineering Technology	110.5	\$336.22	\$37,152
Power Utility Technician	110	\$337.75	\$37,152
Renewable Energy Technology	103	\$360.70	\$37,152
Solar Energy Technology	111.5	\$333.20	\$37,152
Wind Energy Technology	112	\$331.71	\$37,152

<u>Fee</u>	<u>Amount</u>	<u>Note</u>
Technology Fee	\$250	Per Initial Enrollment
Online Fee	\$25	Per Course
Re-Entry Fee	\$150	Per Initial Enrollment

- Course repeats are charged at the current course price per the course re-take.
- Single subjects are the same credit hour cost as a normal program course.
- Ecotech Institute reserves the right to adjust tuition annually. Tuition prices are quoted on a quarterly basis.
- If a student withdraws from a program and subsequently reenters and signs a new enrollment agreement, the student is subject to the prevailing Standard Tuition rate.
- Students are expected to make payments required based on their payment plan due dates. Students who fall behind in tuition payment are contacted by the Student Finance Office and attempts are made to collect past due balances. When a student graduates or withdraws from enrollment, a final billing statement will be sent to the student's permanent address on file. Attempts will be made to collect delinquent balances, and after 90 days of non-payment, the student's account will be referred to an outside collection agency.

### ADDITIONAL INFORMATION

Books are provided at no charge; however, other expenses and fees may be charged by the College for certain courses for items other than books including, but not limited to, optional examinations, materials, and other instructional aids and resources.

Tuition and fees are billed after drop/add for students who are not in the provisional period. Students who are in the provisional period are billed immediately after the end of the provisional period. Tuition is billed based on the number of academic credit hours that the student is scheduled for in each term.

Students are expected to make payments required based on their payment plan due dates. Students who fall behind in tuition payments are contacted by the Student Finance Office and attempts are made to collect past due balances. When a student graduates or withdraws from enrollment, a final billing statement will be sent to the student's permanent address on file. Attempts will be made to collect delinquent balances, and after 90 days of non-payment, the student's account will be referred to an outside collection agency.

### Definition of a Payment Period

The definition of a payment period is one term (quarter) for credit hour programs.

## REFUND POLICY

### Withdrawal from the Institution

The Institution expects that most students who begin classes at the Institution will successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the Institution require that students withdraw or cancel from the Institution.

### Cancellation Policy

1. Applicants not accepted by the Institution shall be entitled to a refund of all monies paid.
2. Program Cancellation: If an Institution cancels a program subsequent to a student's enrollment, the Institution must refund all monies paid by the student.
3. The Institution will refund all monies paid if the student requests cancellation to the Institution within seven (7) consecutive calendar days after signing the Enrollment Agreement and prior to starting school.
4. Students enrolled on a provisional basis (as defined in the "Provisional Enrollment" policy in the Admission Information section of this Catalog), will have until close of business on the last day of the provisional enrollment period to withdraw in order to obtain a full refund of all monies paid.
5. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the Institution cancels prior to the start of scheduled classes or never attends class, the Institution will refund all monies paid.
6. Cancellation during the Provisional Enrollment period:
  - a. Students should notify an Academic Dean of their intent to withdraw either in person, via telephone, email, or in writing by the end of the provisional enrollment period. The provisional enrollment period expires on the close of business on the 21st calendar day of the term.
  - b. Students who fail to post attendance in accordance with the Institution's attendance policy, after the 21st day will be considered to have cancelled while in the provisional period. Students who withdraw or are cancelled during the provisional enrollment period will not incur any tuition or fee obligations to the Institution, and the Institution will refund all monies paid.

### Withdrawal After the Provisional Enrollment Period

Students who determine the need to withdraw from the Institution prior to completion of their program should follow the steps below for an official withdrawal:

1. Students should notify an Academic Dean of their intent to withdraw either in person, via telephone, email, or in writing. The Institution will make a reasonable effort to assist students in continuing their education.
2. If students have notified an Academic Dean of their intent to withdraw, the Institution will process the student withdrawal, which is calculated based on the last date of attendance, and will be signed by the student (for in-person withdrawals only). The student should meet with representatives of the Student Finance Office. The Student Finance Office may answer questions regarding

financial obligations to the Institution and any federal student loan repayment responsibilities.

3. The student will receive notification of the refund of any loan which will include the date that the refund was made.

### Withdrawal Date

When any of the following occurs, the effective withdrawal date, also known as the date of determination, for the student shall be:

1. The date the student notifies the Institution of withdrawal or the date of withdrawal, whichever is earlier.
2. The date following any 14 consecutive calendar days of absences in all course work.
3. The date when the Institution terminates the student's enrollment.

### Notice to Students

#### *Return of Title IV Refund Policy*

The Student Finance Office is required by federal statute to recalculate aid eligibility for students who withdraw, drop out, or are dismissed having completed 60% or less of a payment period or term. Recalculations are based on the following Federal Return of Title IV funds formula:

1. The Student Finance Office will calculate the percentage of the payment period that the student has completed at the time of withdrawal. The percentage of the payment period completed equals the number of calendar days completed in the payment period divided by the total number of calendar days in the payment period (any scheduled break of five consecutive days or more is excluded from this calculation). The percentage of the payment period completed represents the percentage of aid earned by the student.
2. If the student completed more than 60% of the payment period, the student will have earned 100% of the federal financial aid for the payment period.
3. If the student completed 60% or less of the payment period, the Student Finance Office will calculate the amount of aid earned by the student. That amount is determined by multiplying the total federal financial aid for the payment period times the percentage of aid earned by the student.
4. The amount of aid earned by the student is then compared to the total federal financial aid for the payment period.
5. If the amount of aid earned by the student is less than the amount of aid that was disbursed, the Institution is required to return the unearned portion of the funds. In some instances, the student may be required to return a portion of the funds as well. Keep in mind that when funds are returned it may result in a tuition balance owed by the student.
6. If the amount of aid earned by the student is more than the amount of aid that was disbursed, the Institution may owe the student a post withdrawal disbursement.

This calculation concerning federal financial aid is separate and distinct from the Institution Refund Policy,

and may result in the student owing additional funds to the Institution to cover tuition charges previously paid by federal financial aid prior to the student withdrawal.

If a student plans to withdraw, the student should notify the Institution. The student should meet with the Student Finance Office to determine the amount of funds that must be returned on the student's behalf (if applicable). Refunds are then allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

### **Institutional Refund Policy**

Students who withdraw, drop out, or are dismissed during the first 60% of the payment period charge will receive a tuition refund as calculated below. The student is not entitled to a refund if the last date of attendance occurs after 60 percent of the payment period has elapsed.

When a student withdraws, the Institution prorates tuition charges up to 60% of the payment period based on the formula outlined below. For students who withdraw after attempting 60% of the payment period, the Institution will retain 100% of

the tuition charges for that payment period. This means that the student will be responsible for 100% of the tuition charges for the payment period. Payment periods are defined in terms of quarter, semester, clock hours or FA credits in the Catalog. No payment periods exceed one year.

The percentage of the payment period completed is the total number of calendar weeks (for credit hour programs) or clock hour (for clock hour programs) in the payment period for which the assistance is awarded divided into the number of calendar weeks or clock hours completed in that period as of the day the student withdrew.

$$\frac{\text{Number of Weeks or Clock Hours Scheduled to Last Day of Attendance in Payment Period}}{\text{Number of Weeks or Clock Hours in Payment Period}} = \text{Percentage Completed}$$

(rounding the third decimal place up if the fourth decimal place is 5 or above)

Tuition X Percentage of payment period attempted = Tuition Retained by Institution.

When a student withdraws, tuition adjustments are based on the total charges incurred, not the amount paid. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 days of the date that the Institution determines that the student has withdrawn.

## **Undergraduate Curricula**

# ELECTRICAL ENGINEERING TECHNOLOGY\*\* (ASSOCIATE OF APPLIED SCIENCE)

Minimum Quarter Credit Hours Required = 110.5

Minimum Contact Hours Required = 1390

This program is designed to prepare students for careers in the field of renewable energy and focuses on electrical engineering. Modern and well-equipped campus laboratories and facilities provide students with opportunities to apply theory in simulated training environments. Graduates of this program should be prepared to pursue employment as entry-level electrical engineering technicians. This program takes place over a period of 96 weeks.

Upon successful graduation from this program, graduates should be able to

- apply electrical and electronic theory and related knowledge to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery;
- perform diagnostic electrical analysis;
- demonstrate an understanding of industry standards within the electrical engineering field;
- apply safety principles; and
- coordinate a job search.

## Requirements

### Area of Concentration

EEN 1100	Introduction to Sustainability	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1205	Fundamentals of Electricity	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1300	Health and Safety in the Field	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1335	AC Circuitry	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1400	Computer Fundamentals (CIS)	4 Quarter Credit Hours, 60 (Lecture 20, Lab 40)
EEN 1425	Renewable Energy Fundamentals	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1440	Wiring, Schematics, and Blueprints	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
EEN 1465	Industrial Wiring	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)
EEN 2105	Power Generation and Transmission	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2115	Programmable Logic Controls	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2205	Electric Motors and Control Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2300	Business Concepts for Renewable Energy	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
ELE 2005	Digital Electronics	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2105	Analog Electronics	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2205	Fluid Power and Control	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2355	Instrumentation and Measurement	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2500	Capstone: Electrical Engineering Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**Subtotal: 82.5**

### Foundation

EDU 1010	Learning Framework	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EDU 1020	Career Exploration/Planning	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**Subtotal: 8**

### General Education

A minimum of 20 quarter credit hours are required:

ENG 1010	English Composition I	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
GEO 2500	Physical Geography	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
MTH 1195	Technical Mathematics for Energy Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
SCI 1010	Physical Science	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**In addition to the courses listed above, one of the following courses is required:**

ENG 1020	English Composition II	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
MTH 1010	College Mathematics	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**Subtotal: 20**

ENG 1020 (English Composition II) will replace MTH 1010 if the student is able to exempt that course.

**NOTE:** *The College makes no representation, promise, or guarantee that completion of this program assures either passage of any examination or acceptance by any state board which may be required to work in this field. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.*

***\*Some courses may be available online.***

***\*\*No longer accepting new enrollments.***

**TOTAL CREDIT HOURS: 110.5**

# ELECTRONICS TECHNOLOGY (DIPLOMA)

Minimum Quarter Credit Hours Required = 51.5

Minimum Contact Hours Required = 720

This program is designed to prepare students for careers in the field of renewable energy and focuses on electrical engineering. Students will learn how to help design, develop, test, and/or manufacture electrical and electronic equipment. This specialized technician may work in product evaluation and testing, using measuring and diagnostic devices to adjust, test, and repair equipment. Our modern and well-equipped campus laboratories and facilities provide students with opportunities to apply theory in hands on labs that use real and simulated models. Graduates of this program are prepared to pursue employment as entry-level electrical engineering technicians. This program takes place over a period of 36 weeks.

Upon successfully completing this Diploma Program, graduates should be able to:

- apply electrical and electronic theory and hands on knowledge to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery;
- perform diagnostic electrical analysis;
- demonstrate an understanding of industry standards within the electrical engineering field;
- apply safety principles.

## Requirements

### Required Courses

EEN 1205	Fundamentals of Electricity	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1300	Health and Safety in the Field	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1335	AC Circuitry	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1465	Industrial Wiring	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)
EEN 2115	Programmable Logic Controls	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2205	Electric Motors and Control Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2005	Digital Electronics	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2105	Analog Electronics	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2355	Instrumentation and Measurement	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
MTH 1195	Technical Mathematics for Energy Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**TOTAL CREDIT HOURS: 51.5**

# ELECTRONICS TECHNOLOGY - POWER UTILITY SPECIALIZATION (DIPLOMA)

Minimum Quarter Credit Hours Required = 67.5

Minimum Contact Hours Required = 960

This program is designed to prepare students for careers in the field of renewable energy and focuses on electrical engineering. Students will learn how to help design, develop, test, and/or manufacture electrical and electronic equipment. In addition, students will learn about large scale power generation and distribution across multiple channels. This specialized technician may work in product evaluation and testing, using measuring and diagnostic devices to adjust, test, and repair equipment at a variety of scales. Our modern and well-equipped campus laboratories and facilities provide students with opportunities to apply theory in hands on labs that use real and simulated models of small scale electronics and large scale electrical distribution systems. Graduates of this program are prepared to pursue employment as entry-level electrical engineering technicians. Additionally, graduates should be prepared to pursue entry-level employment in the power utility field. This program takes place over a period of 48 weeks.

Students enrolling in this program may transfer up to 51.5 credits from the Ecotech Institute Electronics Technology Diploma program or from an equivalent program.

Upon successfully completing this Diploma Program, graduates should be able to:

- apply electrical and electronic theory and hands on knowledge to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery;
- perform diagnostic electrical analysis;
- demonstrate an understanding of industry standards within the electrical engineering field;
- apply safety principles;
- apply the fundamentals of power generation in the operation and maintenance of power plants;
- apply knowledge of high voltage systems to maintain and operate grid infrastructure, smart grids, and distribution systems;
- demonstrate an ability to meet industry standards within the electrical engineering, power production, and distribution fields.

## Requirements

### Required Courses

EEN 1205	Fundamentals of Electricity	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1300	Health and Safety in the Field	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1335	AC Circuitry	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1465	Industrial Wiring	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)
EEN 2115	Programmable Logic Controls	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2205	Electric Motors and Control Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2005	Digital Electronics	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2105	Analog Electronics	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2355	Instrumentation and Measurement	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
MTH 1195	Technical Mathematics for Energy Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
PUT 2005	Transmission, Distribution, and Smart Grid	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
PUT 2205	Power Generating Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
PUT 2305	Power Plant Operation and Maintenance	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)

**TOTAL CREDIT HOURS: 67.5**



# ELECTRONICS TECHNOLOGY - SOLAR SYSTEMS SPECIALIZATION (DIPLOMA)

Minimum Quarter Credit Hours Required = 69

Minimum Contact Hours Required = 960

This program is designed to prepare students for careers in the field of renewable energy and focuses on electrical engineering. In addition, students will learn about the basics of solar photovoltaic technologies. Students will learn how to help design, develop, test, and/or manufacture electrical and electronic equipment including those used in the solar energy environment. This specialized technician may work in product evaluation and testing, using measuring and diagnostic devices to adjust, test, and repair equipment. Our modern and well-equipped campus laboratories and facilities provide students with opportunities to apply theory in hands on labs that use real and simulated models. Graduates of this program are prepared to pursue employment as entry-level electrical engineering technicians. Additionally, graduates will have knowledge on the fundamentals of solar engineering which will prepare them for entry-level employment as solar energy technicians. This program takes place over a period of 48 weeks.

Students enrolling in this program may transfer up to 51.5 credits from the Ecotech Institute Electronics Technology Diploma program or from an equivalent program.

Upon successfully completing this Diploma Program, graduates should be able to:

- apply electrical and electronic theory and hands on knowledge to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery;
- perform diagnostic electrical analysis;
- demonstrate an understanding of industry standards within the electrical engineering field;
- apply safety principles;
- operate, troubleshoot, maintain, and repair photovoltaic equipment;
- perform maintenance, repair, or replace parts to correct malfunctions.

## Requirements

### Required Courses

EEN 1205	Fundamentals of Electricity	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1300	Health and Safety in the Field	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1335	AC Circuitry	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1465	Industrial Wiring	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)
EEN 2115	Programmable Logic Controls	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2205	Electric Motors and Control Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2005	Digital Electronics	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2105	Analog Electronics	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2355	Instrumentation and Measurement	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
MTH 1195	Technical Mathematics for Energy Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
SET 2005	Introduction to Photovoltaics	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
SET 2055	Photovoltaic Installation and Repair	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
SET 2105	Solar Energy Technologies	6.5 Quarter Credit Hours, 80 (Lecture 50, Lab 30)

**TOTAL CREDIT HOURS: 69**

# POWER UTILITY TECHNICIAN (DIPLOMA)

Minimum Quarter Credit Hours Required = 51

Minimum Contact Hours Required = 720

The Power Utility Technician Diploma Program is designed to provide graduates with a solid foundation in the fundamentals of power generation, power plant operations, and maintenance. Students are provided with course work geared toward establishing a comprehensive understanding of electric utility distribution systems, grid, and smart grid. Modern and well-equipped campus laboratories and facilities give students the opportunity to apply the theory learned in the classroom and hone their skills in a simulated environment. Graduates should be prepared to pursue entry-level employment for jobs such as Power Utility Technicians. This program takes place over a period of 36 weeks.

Upon successful graduation from this program, graduates should be able to:

- apply the fundamentals of power generation in the operation and maintenance of power plants;
- apply knowledge of high voltage systems to maintain and operate grid infrastructure, smart grids, and distribution systems.
- apply the fundamentals of electrical theory and related knowledge to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery.
- demonstrate an ability to meet industry standards within the electrical engineering, power production, and distribution fields.
- apply safety principles.

## Requirements

### Required Courses

EEN 1205	Fundamentals of Electricity	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1300	Health and Safety in the Field	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1335	AC Circuitry	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1465	Industrial Wiring	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)
EEN 2105	Power Generation and Transmission	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2355	Instrumentation and Measurement	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
MTH 1195	Technical Mathematics for Energy Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
PUT 2005	Transmission, Distribution, and Smart Grid	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
PUT 2205	Power Generating Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
PUT 2305	Power Plant Operation and Maintenance	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)

**TOTAL CREDIT HOURS: 51**

# POWER UTILITY TECHNICIAN\*\* (ASSOCIATE OF APPLIED SCIENCE)

Minimum Quarter Credit Hours Required = 110

Minimum Contact Credit Hours Required = 1390

The Power Utility Technician program is designed to provide graduates with a solid foundation in the fundamentals of power generation, specializing in power plant operations and maintenance. Students are provided with course work geared toward establishing a comprehensive understanding of electric utility distribution systems, grid, and smart grid. Modern and well-equipped campus laboratories and facilities give students the opportunity to apply the theory learned in the classroom. Graduates should be prepared to pursue entry-level employment for jobs such as Power Utility Technicians. This program takes place over a period of 96 weeks.

Upon successful graduation from this program, graduates should be able to

- apply the fundamentals of power generation in the operation and maintenance of power plants;
- apply knowledge of high voltage systems to maintain and operate grid infrastructure, smart grids, and distribution systems;
- apply the fundamentals of electrical theory and related knowledge to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery;
- demonstrate an ability to meet industry standards within the electrical engineering, power production, and distribution fields;
- apply safety principles; and
- coordinate a job search.

## Requirements

### Area of Concentration

EEN 1100	Introduction to Sustainability	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1205	Fundamentals of Electricity	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1300	Health and Safety in the Field	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1335	AC Circuitry	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1400	Computer Fundamentals (CIS)	4 Quarter Credit Hours, 60 (Lecture 20, Lab 40)
EEN 1425	Renewable Energy Fundamentals	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1440	Wiring, Schematics, and Blueprints	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
EEN 1465	Industrial Wiring	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)
EEN 2105	Power Generation and Transmission	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2115	Programmable Logic Controls	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2205	Electric Motors and Control Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2300	Business Concepts for Renewable Energy	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 2850	Capstone: Energy Resources	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
ELE 2355	Instrumentation and Measurement	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
PUT 2005	Transmission, Distribution, and Smart Grid	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
PUT 2205	Power Generating Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
PUT 2305	Power Plant Operation and Maintenance	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)

**Subtotal: 82**

### Foundation

EDU 1010	Learning Framework	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EDU 1020	Career Exploration/Planning	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**Subtotal: 8**

### General Education

A minimum of 20 quarter credit hours are required:

ENG 1010	English Composition I	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
GEO 2500	Physical Geography	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
MTH 1195	Technical Mathematics for Energy Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
SCI 1010	Physical Science	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**In addition to the courses listed above, one of the following courses is required:**

ENG 1020	English Composition II	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
MTH 1010	College Mathematics	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**Subtotal: 20**

ENG 1020 (English Composition II) will replace MTH 1010 if the student is able to exempt that course.

**NOTE:** *The College makes no representation, promise, or guarantee that completion of this program assures either passage of any examination or acceptance by any state board which may be required to work in this field. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.*

***\*Some courses may be available online.***

***\*\*No longer accepting new enrollments.***

**TOTAL CREDIT HOURS: 110**

# RENEWABLE ENERGY TECHNOLOGY\*\* (ASSOCIATE OF APPLIED SCIENCE)

Minimum Quarter Credit Hours Required = 103

Minimum Contact Hours Required = 1,260 to 1,310 (dependent on selected electives)

This program is designed to prepare students to pursue careers in the field of renewable energy, specializing in engineering technology. Modern and well-equipped campus laboratories and facilities provide students with opportunities to apply theory in simulated training environments. Graduates should be prepared to pursue employment as entry-level engineering technicians. This program takes place over a period of 96 weeks.

Upon successful graduation from this program, graduates should be able to

- apply theory and principles of engineering technology;
- apply electrical and electronic theory;
- perform diagnostic analysis;
- demonstrate an understanding of industry standards within the engineering technology field;
- apply safety principles; and
- coordinate a job search.

## Requirements

### Area of Concentration

EEN 1100	Introduction to Sustainability	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1205	Fundamentals of Electricity	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1300	Health and Safety in the Field	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1335	AC Circuitry	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1400	Computer Fundamentals (CIS)	4 Quarter Credit Hours, 60 (Lecture 20, Lab 40)
EEN 1425	Renewable Energy Fundamentals	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1440	Wiring, Schematics, and Blueprints	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
EEN 1465	Industrial Wiring	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)
EEN 2105	Power Generation and Transmission	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2205	Electric Motors and Control Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2300	Business Concepts for Renewable Energy	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 2850	Capstone: Energy Resources	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**Subtotal: 55**

### Area of Concentration Electives

A minimum of 20 credits are to be selected in consultation with the Program Director from approved courses offered at Ecotech Institute or transferred from another accredited institution.

**Subtotal: 20**

### Foundation

EDU 1010	Learning Framework	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EDU 1020	Career Exploration/Planning	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**Subtotal: 8**

### General Education

A minimum of 20 quarter credit hours are required:

ENG 1010	English Composition I	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
GEO 2500	Physical Geography	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
SCI 1010	Physical Science	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
MTH 1195	Technical Mathematics for Energy Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**In addition to the courses listed above, one of the following courses is required:**

ENG 1020	English Composition II	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
MTH 1010	College Mathematics	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**Subtotal: 20**

ENG 1020 (English Composition II) will replace MTH 1010 if the student is able to exempt that course.

**NOTE:** *The College makes no representation, promise, or guarantee that completion of this program assures either passage of any examination or acceptance by any state board which may be required to work in this field. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.*

***\*Some courses may be available online.***

***\*\*No longer accepting new enrollments.***

**TOTAL CREDIT HOURS: 103**

# SOLAR ENERGY TECHNOLOGY (DIPLOMA)

Minimum Quarter Credit Hours Required = 52.5

Minimum Contact Hours Required = 720

The Solar Energy Technology Diploma program prepares students to become future leaders in renewable energy with a specific focus on solar photovoltaics. Our program trains students to install, operate and repair solar systems. Solar courses also include skill development in troubleshooting, maintaining, and repairing photovoltaic equipment, including how to perform maintenance, repair, or replace solar panel parts to correct problems. Students get a unique advantage by getting to learn conceptually in the classroom and then apply hands on knowledge in closely supervised labs that will prepare them for real world job requirements. Graduates will have a high level knowledge on the fundamentals of solar engineering which will prepare them for entry-level employment as solar energy technicians. This program takes place over a period of 36 weeks.

Upon successful completion of the program, graduates should be able to:

- operate, troubleshoot, maintain, and repair photovoltaic equipment;
- perform maintenance, repair, or replace parts to correct malfunctions;
- perform diagnostic analysis;
- demonstrate an understanding of industry standards within the solar energy field;
- apply safe principles;
- apply conceptual knowledge to be able to perform a site audit and gather requirements for solar design.

## Requirements

### Required Courses

EEN 1205	Fundamentals of Electricity	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1300	Health and Safety in the Field	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1335	AC Circuitry	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1465	Industrial Wiring	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)
ELE 2355	Instrumentation and Measurement	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
MTH 1195	Technical Mathematics for Energy Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
SET 2005	Introduction to Photovoltaics	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
SET 2055	Photovoltaic Installation and Repair	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
SET 2077	Advanced Photovoltaics	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
SET 2105	Solar Energy Technologies	6.5 Quarter Credit Hours, 80 (Lecture 50, Lab 30)

**TOTAL CREDIT HOURS: 52.5**

# SOLAR ENERGY TECHNOLOGY\*\* (ASSOCIATE OF APPLIED SCIENCE)

Minimum Quarter Credit Hours Required = 111.5

Minimum Contact Hours Required = 1400

This program is designed to prepare students for careers in the field of renewable energy and focuses on solar energy technology. Modern and well-equipped campus laboratories and facilities give students the opportunity to apply theory in simulated training environments. Graduates should be prepared to pursue entry-level employment as solar energy technicians. This program takes place over a period of 96 weeks.

Upon successful graduation from this program, graduates should be able to

- operate, troubleshoot, maintain, and repair photovoltaic equipment;
- perform maintenance, repair, or replace parts to correct malfunctions;
- perform diagnostic analysis;
- demonstrate an understanding of industry standards within the solar energy field;
- apply safety principles; and
- coordinate a job search.

## Requirements

### Area of Concentration

EEN 1100	Introduction to Sustainability	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1205	Fundamentals of Electricity	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1300	Health and Safety in the Field	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1335	AC Circuitry	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1400	Computer Fundamentals (CIS)	4 Quarter Credit Hours, 60 (Lecture 20, Lab 40)
EEN 1425	Renewable Energy Fundamentals	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1440	Wiring, Schematics, and Blueprints	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
EEN 1465	Industrial Wiring	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)
EEN 2105	Power Generation and Transmission	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2115	Programmable Logic Controls	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2205	Electric Motors and Control Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2300	Business Concepts for Renewable Energy	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
SET 2005	Introduction to Photovoltaics	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
SET 2055	Photovoltaic Installation and Repair	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
SET 2077	Advanced Photovoltaics	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
SET 2105	Solar Energy Technologies	6.5 Quarter Credit Hours, 80 (Lecture 50, Lab 30)
SET 2500	Introduction to Solar Thermal	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

**Subtotal: 83.5**

### Foundation

EDU 1010	Learning Framework	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EDU 1020	Career Exploration/Planning	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**Subtotal: 8**

### General Education

A minimum of 20 quarter credit hours are required:

ENG 1010	English Composition I	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
GEO 2500	Physical Geography	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
MTH 1195	Technical Mathematics for Energy Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
SCI 1010	Physical Science	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

### In addition to the courses listed above, one of the following courses is required:

ENG 1020	English Composition II	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
MTH 1010	College Mathematics	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**Subtotal: 20**

ENG 1020 (English Composition II) will replace MTH 1010 if the student is able to exempt that course.

**NOTE:** The College makes no representation, promise, or guarantee that completion of this program assures either passage of any examination or acceptance by any state board which may be required to work in this field. Prospective and current students and



*graduates are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.*

***\*Some courses may be available online.***

***\*\*No longer accepting new enrollments.***

**TOTAL CREDIT HOURS: 111.5**

## WIND ENERGY TECHNOLOGY (DIPLOMA)

Minimum Quarter Credit Hours Required = 51.5

Minimum Contact Hours Required = 720

This program is designed to prepare students for careers in the field of renewable energy, with a focus on wind energy technology. Modern, well-equipped campus laboratories and facilities give students the opportunity to apply theory in simulated training environments. Wind Energy Technology diploma program graduates should be prepared to pursue entry-level employment as wind energy technicians, with demonstrated skills in operating, troubleshooting, maintaining and repairing wind turbine equipment. This program takes place over a period of 36 weeks.

Upon successful graduation from this program, graduates should be able to:

- evaluate new turbines and their readiness for operation and resolve early state electrical and mechanical faults.
- operate, troubleshoot, maintain, and repair a wind turbine operation.
- troubleshoot complicated mechanical and electrical problems on variable pitch, variable speed turbines.
- perform mechanical, hydraulic, and electrical component maintenance, repair, or replacement of parts to correct malfunctions.
- perform diagnostic electrical analysis.
- demonstrate an understanding of industry standards within the wind energy field; and
- apply safety principles.

### Requirements

#### Required Courses

EEN 1205	Fundamentals of Electricity	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1300	Health and Safety in the Field	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1465	Industrial Wiring	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)
EEN 2205	Electric Motors and Control Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2355	Instrumentation and Measurement	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
MTH 1195	Technical Mathematics for Energy Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
WET 2105	Turbine Fundamentals	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2205	Wind Turbine Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2305	Turbine Troubleshooting and Repair	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2405	Wind Turbine Safety	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

**TOTAL CREDIT HOURS: 51.5**

# WIND ENERGY TECHNOLOGY\*\* (ASSOCIATE OF APPLIED SCIENCE)

Minimum Quarter Credit Hours Required = 112

Minimum Contact Hours Required = 1420

This program is designed to prepare students for careers in the field of renewable energy, with a focus on wind energy technology. Modern, well-equipped campus laboratories and facilities give students the opportunity to apply theory in simulated training environments. Graduates should be prepared to pursue entry-level employment as wind energy technicians. This program takes place over a period of 96 weeks.

Upon successful graduation from this program, graduates should be able to

- evaluate new turbines and their readiness for operation and resolve early stage electrical and mechanical faults;
- operate, troubleshoot, maintain, and repair a wind turbine operation;
- troubleshoot complicated mechanical and electrical problems on variable pitch, variable speed turbines;
- perform mechanical, hydraulic, and electrical component maintenance, repair, or replacement of parts to correct malfunctions;
- perform diagnostic electrical analysis;
- demonstrate an understanding of industry standards within the wind energy field;
- apply safety principles; and
- coordinate a job search.

## Requirements

### Area of Concentration

EEN 1100	Introduction to Sustainability	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1205	Fundamentals of Electricity	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1300	Health and Safety in the Field	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1335	AC Circuitry	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1400	Computer Fundamentals (CIS)	4 Quarter Credit Hours, 60 (Lecture 20, Lab 40)
EEN 1425	Renewable Energy Fundamentals	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1465	Industrial Wiring	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)
EEN 2105	Power Generation and Transmission	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2115	Programmable Logic Controls	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2205	Electric Motors and Control Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2300	Business Concepts for Renewable Energy	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
ELE 2205	Fluid Power and Control	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2000	Introduction to Wind Energy	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
WET 2105	Turbine Fundamentals	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2205	Wind Turbine Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2305	Turbine Troubleshooting and Repair	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2405	Wind Turbine Safety	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

**Subtotal: 84**

### Foundation

EDU 1010	Learning Framework	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EDU 1020	Career Exploration/Planning	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**Subtotal: 8**

### General Education

A minimum of 20 quarter credit hours are required:

ENG 1010	English Composition I	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
GEO 2500	Physical Geography	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
MTH 1195	Technical Mathematics for Energy Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
SCI 1010	Physical Science	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**In addition to the courses listed above, one of the following courses is required:**

ENG 1020	English Composition II	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
MTH 1010	College Mathematics	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

**Subtotal: 20**

ENG 1020 (English Composition II) will replace MTH 1010 if the student is able to exempt that course.

**NOTE:** *The College makes no representation, promise, or guarantee that completion of this program assures either passage of any examination or acceptance by any state board which may be required to work in this field. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.*

***\*Some courses may be available online.***

***\*\*No longer accepting new enrollments.***

**TOTAL CREDIT HOURS: 112**

# WIND ENERGY TECHNOLOGY - ADVANCED TECHNICIAN SPECIALIZATION (DIPLOMA)

Minimum Quarter Credit Hours Required = 68

Minimum Contact Hours Required = 960

This program is designed to prepare students for careers in the field of renewable energy, with a focus on wind energy technology. In addition, it gives students an introduction to advanced topics in wind energy technology. Modern, well-equipped campus laboratories and facilities give students the opportunity to apply theory in simulated training environments. Wind Energy Technology – Advanced Tech Specialization program graduates should be prepared to pursue entry-level employment as wind energy technicians, with demonstrated skills in operating, troubleshooting, maintaining and repairing wind turbine equipment in addition to working with the more advanced equipment found in the wind energy field. This program takes place over a period of 48 weeks.

Students enrolling in this program may transfer up to 51.5 credits from the Ecotech Institute Wind Energy Technology Diploma program or from an equivalent program.

Upon successful graduation from this program, graduates should be able to:

- evaluate new turbines and their readiness for operation and resolve early stage electrical and mechanical faults;
- operate, troubleshoot, maintain, and repair a wind turbine operation;
- troubleshoot complicated mechanical and electrical problems on variable pitch, variable speed turbines;
- perform mechanical and electrical component maintenance, repair, or replacement of parts to correct malfunctions;
- perform diagnostic electrical analysis;
- perform hydraulic maintenance and repair to correct malfunctions;
- work with computerized, programmable logic controllers in the field;
- demonstrate an understanding of industry standards within the wind energy field; and
- apply safety principles.

## Requirements

### Required Courses

EEN 1205	Fundamentals of Electricity	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1300	Health and Safety in the Field	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1335	AC Circuitry	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1465	Industrial Wiring	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)
EEN 2115	Programmable Logic Controls	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2205	Electric Motors and Control Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2205	Fluid Power and Control	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2355	Instrumentation and Measurement	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
MTH 1195	Technical Mathematics for Energy Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
WET 2105	Turbine Fundamentals	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2205	Wind Turbine Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2305	Turbine Troubleshooting and Repair	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2405	Wind Turbine Safety	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

**TOTAL CREDIT HOURS: 68**

# WIND ENERGY TECHNOLOGY - WIND FARM MANAGER SPECIALIZATION (DIPLOMA)

Minimum Quarter Credit Hours Required = 68

Minimum Contact Hours Required = 960

This program is designed to prepare students for careers in the field of renewable energy, with a focus on wind energy technology. In addition, this program provides an introduction to managing the entire wind farm including power distribution and smart grid technology. Modern, well-equipped campus laboratories and facilities give students the opportunity to apply theory in simulated training environments. Wind Energy Technology – Wind Farm Manager Specialization program graduates should be prepared to pursue entry-level employment as wind energy technicians, with demonstrated skills in operating, troubleshooting, maintaining and repairing wind turbine equipment as well as employment where graduates work with and manage the electrical distribution systems for the entire wind farm. This program takes place over a period of 48 weeks.

Students enrolling in this program may transfer up to 51.5 credits from the Ecotech Institute Wind Energy Technology Diploma program or from an equivalent program.

Upon successful graduation from this program, graduates should be able to:

- evaluate new turbines and their readiness for operation and resolve early stage electrical and mechanical faults;
- operate, troubleshoot, maintain, and repair a wind turbine operation;
- troubleshoot complicated mechanical and electrical problems on variable pitch, variable speed turbines;
- perform mechanical and electrical component maintenance, repair, or replacement of parts to correct malfunctions;
- perform diagnostic electrical analysis;
- work with the power generation and distribution systems on a wind farm;
- work with the transmission systems and smart grid technology on wind farms;
- demonstrate an understanding of industry standards within the wind energy field; and
- apply safety principles.

## Requirements

### Required Courses

EEN 1205	Fundamentals of Electricity	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1300	Health and Safety in the Field	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
EEN 1335	AC Circuitry	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 1465	Industrial Wiring	5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)
EEN 2105	Power Generation and Transmission	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
EEN 2205	Electric Motors and Control Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
ELE 2355	Instrumentation and Measurement	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
MTH 1195	Technical Mathematics for Energy Technology	4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)
PUT 2005	Transmission, Distribution, and Smart Grid	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2105	Turbine Fundamentals	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2205	Wind Turbine Systems	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2305	Turbine Troubleshooting and Repair	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)
WET 2405	Wind Turbine Safety	5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

**TOTAL CREDIT HOURS: 68**

# Course Information

## COURSE NUMBERING SYSTEM

Ecotech Institute uses the following course numbering system:

1000-1999	Generally First-Year Courses
2000-2999	Generally Second-Year Courses
3000-3999	Generally Third-Year or Advanced Specialized Courses/Upper Division Courses

Courses requiring no prerequisite are open to all students. Prerequisite requirements are listed with the course description in the catalog. It is the responsibility of the student to know these requirements and follow them when registering. The student's Program Director or the Academic Dean must approve any waiver of prerequisites.

## ABBREVIATIONS

The following are the official catalog course abbreviations used by Ecotech Institute:

EDU	Foundation
EEN	General Engineering
ELE	Electrical Engineering Technology
ENG	English
GEO	Geography
MTH	Mathematics
PUT	Power Utility Technician
SCI	Physical Science
SET	Solar Energy Technology
WET	Wind Energy Technology

## IDENTIFICATION OF GENERAL EDUCATION COURSES

ENG 1010	English Composition I
ENG 1020	English Composition II
GEO 2500	Physical Geography
MTH 1010	College Mathematics
MTH 1190	Technical Mathematics for Energy Technology
SCI 1010	Physical Science
SCI 1020	Physical Science II

# Courses

## EDU - FOUNDATION

### EDU 1010 - Learning Framework

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

Students are introduced to practical models for adult learning. Experimentation with various learning models and application of study strategies based upon the models will result in students developing a personal learning approach matched to their preferences and strengths. Topics also include life skills applicable to support student and career success. This course also introduces the student to the campus and its learning resources.

Prerequisite: None.

### EDU 1020 - Career Exploration/Planning

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course prepares the student for a successful career search. Topics include practicing the decision-making process, market research, job search skills such as completing applications, writing letters of application, developing and using resumes, interviewing skills, and networking.

Prerequisite: None.

## EEN - GENERAL ENGINEERING

### EEN 1100 - Introduction to Sustainability

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course provides an introduction to the environmental aspects of sustainability including renewable energy techniques, the impact of non-renewable sources, air quality, stormwater management, land use, and the built environment. Topics include climate change and greenhouse gases; wind, solar, water, and geothermal energy; biofuels; conservation techniques; global demand; legal and regulatory aspects; and job creation. Students will be given opportunities to experience the physics and implementation of theories discussed in class via field trips, in-class examples, and class discussion.

Prerequisite: None.

### EEN 1200 - Fundamentals of Electricity

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course is an introduction to the theory and practice of using electricity as it applies to engineering. Particular attention will be given to the use of electricity in renewable and sustainable energy and energy efficiency management.

Prerequisite: MTH 1190.

### EEN 1205 - Fundamentals of Electricity

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course is an introduction to the theory and practice of using electricity as it applies to engineering. Particular attention will be given to the use of electricity in renewable and sustainable energy and energy efficiency management.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: MTH 1195.

### EEN 1300 - Health and Safety in the Field

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course provides an introduction to health and safety for engineers. Safety equipment, procedures, and methods are presented. Students will also gain an understanding of electrical hazards, regulations, legal safety requirements, and accident prevention. Personal choices for living a healthy life are also discussed.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and one half hours of out-of-class work will be assigned per week.

Prerequisite: None.

### EEN 1330 - AC Circuitry

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course introduces the student to the fundamentals of AC circuitry. Voltage, current, capacitance, inductance, reactance, and resonance are discussed. Particular attention will be given to applications in renewable and sustainable energy and energy efficiency management.

Prerequisite: EEN 1200, MTH 1190.

### EEN 1335 - AC Circuitry

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course introduces the student to the fundamentals of AC circuitry. Voltage, current, capacitance, inductance, reactance, and resonance are discussed. Particular attention will be given to applications in renewable and sustainable energy and energy efficiency management.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: EEN 1205, MTH 1195.

### EEN 1400 - Computer Fundamentals (CIS)

4 Quarter Credit Hours, 60 (Lecture 20, Lab 40)

This course is designed to help students develop the basic computer skills needed by renewable and sustainable engineers. Computer hardware and field-base computer equipment will be examined. Students will create, deliver, and present an engineering report. Topics include an introduction to keyboarding, Microsoft Word, Excel, PowerPoint, and Project.

Prerequisite: None.

### EEN 1425 - Renewable Energy Fundamentals

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course is designed to provide an introduction to energy management. Students will gain an understanding of energy, energy conservation, and heat transfer. Home energy conservation principles are discussed. Various forms of renewable energy generation are also covered. Students will also investigate principles of Statistical Process Control.

Prerequisite: None.

### EEN 1440 - Wiring, Schematics, and Blueprints

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course provides an introduction to residential electrical wiring, schematics, drawings common to electrical applications, and blueprint reading. Students are given opportunities to read and interpret electrical diagrams, schematics, and blueprints.



Particular attention will be given to applications in renewable and sustainable energy and energy efficiency management.

Prerequisite: EEN 1200.

**EEN 1460 - Industrial Wiring**

4 Quarter Credit Hours, 60 (Lecture 20, Lab 40)

This course introduces the student to various electrical devices and their use. The fundamentals of electrical system wiring and operation for devices such as heaters, motors, transformers, generators, and so on are presented. Installation, maintenance, and troubleshooting are also covered.

Prerequisite: EEN 1200, EEN 1330, MTH 1190.

**EEN 1465 - Industrial Wiring**

5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)

This course introduces the student to various electrical devices and their use. The fundamentals of electrical system wiring and operation for devices such as heaters, motors, transformers, generators, and so on are presented. Installation, maintenance, and troubleshooting are also covered.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: EEN 1205, MTH 1195.

**EEN 2100 - Power Generation and Transmission**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course introduces students to the electric power industry. Generation, transmission, consumption, power systems delivery operation, and maintenance are discussed.

Prerequisite: EEN 1460.

**EEN 2105 - Power Generation and Transmission**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course introduces students to the electric power industry. Generation, transmission, consumption, power systems delivery operation, and maintenance are discussed.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: None.

**EEN 2110 - Programmable Logic Controls**

4 Quarter Credit Hours, 60 (Lecture 20, Lab 40)

Students are introduced to the basic theory, operation, and programming of programmable logic controllers. PLC timing, operation, components, arithmetic and logic, and sequencers are also discussed.

Prerequisite: EEN 1400, MTH 1190.

**EEN 2115 - Programmable Logic Controls**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

Students are introduced to the basic theory, operation, and programming of programmable logic controllers. PLC timing, operation, components, arithmetic and logic, and sequencers are also discussed.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as

reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: MTH 1195.

**EEN 2200 - Electric Motors and Control Systems**

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course introduces the student to a broad range of motor types and control systems. It provides an overview of electric motor operation, selection, installation, control, and maintenance.

Prerequisite: EEN 2100.

**EEN 2205 - Electric Motors and Control Systems**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course introduces the student to a broad range of motor types and control systems. It provides an overview of electric motor operation, selection, installation, control, and maintenance.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: None.

**EEN 2300 - Business Concepts for Renewable Energy**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course acquaints students with business concepts in renewable energy including management, leadership, business operations, and policy. Contracts, leases, and finance as related to renewable energy development projects will be examined. Warranties, rebates, incentives, project development details, and relevant government policies are also discussed.

Prerequisite: EEN 1100.

**EEN 2850 - Capstone: Energy Resources**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This capstone course is the culmination of course work in the energy resource field. Students are given opportunities to research significant issues in energy resources. Topics are focused on issues that graduates might expect to face.

Prerequisite: Program Director Approval.

**ELE - ELECTRICAL ENGINEERING TECHNOLOGY**

**ELE 2000 - Digital Electronics**

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course focuses on digital electronics with an emphasis on analysis and troubleshooting. Students will analyze, test, design, and construct digital circuitry.

Prerequisite: EEN 1400, MTH 1190.

**ELE 2005 - Digital Electronics**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course focuses on computer structure and logic as it pertains to digital electronics with an emphasis on analysis and troubleshooting. Students will analyze, test, design, and construct digital circuitry.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical

application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: MTH 1195.

#### **ELE 2100 - Analog Electronics**

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course introduces students to the theory and application of analog electronics and semiconductors. The most common uses for these devices, as well as common troubleshooting concepts, are presented. The theory of photovoltaics is also presented.

Prerequisite: EEN 1200, EEN 1330.

#### **ELE 2105 - Analog Electronics**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course introduces students to the theory and application of analog electronics and semiconductors. The most common uses for these devices, as well as common troubleshooting concepts, are presented. The theory of photovoltaics is also presented.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: EEN 1205, EEN 1335, EEN 1465.

#### **ELE 2200 - Fluid Power and Control**

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course is an introduction to hydraulics and the practical application of fluids. Students will learn about the fundamentals, components, schematics of fluid circuits, and the terms used in hydraulics technology.

Prerequisite: EEN 1400, MTH 1190.

#### **ELE 2205 - Fluid Power and Control**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course is an introduction to hydraulics and the practical application of fluids. Students will learn about the fundamentals, components, schematics of fluid circuits, and the terms used in hydraulics technology. Computer hardware and field-based computer equipment will be examined. Students are introduced to the basic theory, operation, and programming of programmable logic controllers.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: MTH 1195.

#### **ELE 2350 - Instrumentation and Measurement**

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course covers the essentials of control processes and systems that need to be controlled. Students learn the fundamentals of control and applications, with industrial examples and emphasis on electrical networks.

Prerequisite: None.

#### **ELE 2355 - Instrumentation and Measurement**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course covers the essentials of control processes and systems that need to be controlled. Students learn the fundamentals of control and applications, with industrial

examples and emphasis on electrical networks. Particular attention will be given to the use of electricity in renewable and sustainable energy and energy efficiency management.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: None.

#### **ELE 2500 - Capstone: Electrical Engineering Technology**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This capstone course is the culmination of course work in the energy resource field. Students are given opportunities to research significant issues in energy resources. Topics are focused on issues that graduates might expect to face.

Prerequisite: Program Director Approval.

#### **ENG - ENGLISH**

##### **ENG 1010 - English Composition I**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course is an introduction to the writing process, covering composition and style with emphasis on grammar, punctuation, and mechanics of structure for clear and logical communication.

Prerequisite: None.

##### **ENG 1020 - English Composition II**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course focuses on advanced grammar and syntax with practice in essay and expository writing and the composition, editing, and documentation of longer papers.

Prerequisite: ENG 1010.

#### **GEO - GEOGRAPHY**

##### **GEO 2500 - Physical Geography**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This introductory course examines physical features of the geographic regions of the world.

Prerequisite: None.

#### **MTH - MATHEMATICS**

##### **MTH 1010 - College Mathematics**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course includes a review of the arithmetic of integers, fractions, exponents, rational numbers, real numbers, and metric units. Students are also introduced to linear equations, radicals, roots, plane geometry, and verbal problems.

Prerequisite: None.

##### **MTH 1190 - Technical Mathematics for Energy Technology**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course is designed to help students develop the basic technical math skills needed to solve engineering problems. Topics include basic mathematics, algebra, geometry, and trigonometry.

Prerequisite: MTH 1010.

##### **MTH 1195 - Technical Mathematics for Energy Technology**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course includes a review of the arithmetic of integers, fractions, exponents, rational numbers, real numbers, and metric units. Topics include basic mathematics, algebra, geometry, and trigonometry.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and one half hours of out-of-class work will be assigned per week. Prerequisite: None.

#### **PUT - POWER UTILITY TECHNICIAN**

##### **PUT 2000 - Transmission, Distribution, and Smart Grid**

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course covers the essential principals of power industry transmission, distribution, and the smart grid. Emphasis is placed upon the various components of transmission and distribution. Students will also learn about the operation and maintenance of these systems.

Prerequisite: EEN 2100.

##### **PUT 2005 - Transmission, Distribution, and Smart Grid**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course covers the essential principals of power industry transmission, distribution, and the smart grid. Emphasis is placed upon the various components of transmission and distribution. Students will also learn about the operation and maintenance of these systems.

Prerequisite: EEN 2105.

##### **PUT 2200 - Power Generating Systems**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course focuses on the principles of power generation systems (turbines, generators, pumps, heat exchangers, boilers, condensers, combustion systems, material handling, fuel preparation, control and others) and cycles. Emphasis is placed upon understanding power plant system operation and configuration, functionality, and performance. Troubleshooting and maintenance are also discussed.

Prerequisite: EEN 2100.

##### **PUT 2205 - Power Generating Systems**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course focuses on the principles of power generation systems (turbines, generators, pumps, heat exchangers, boilers, condensers, combustion systems, material handling, fuel preparation, control and others) and cycles. Emphasis is placed upon understanding power plant system operation and configuration, functionality, and performance. Trouble shooting and maintenance are also discussed.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: EEN 2105.

##### **PUT 2300 - Power Plant Operations and Maintenance**

4 Quarter Credit Hours, 60 (Lecture 20, Lab 40)

This course focuses on the operation and maintenance of power generation systems (turbines, generators, pumps, heat exchangers, boilers, condensers, combustion systems, material handling, fuel preparation, control, and others) and equipment. Emphasis is placed upon understanding power plant system operation and maintenance. Troubleshooting, tools, and maintenance practices are also discussed.

Prerequisite: EEN 2100.

##### **PUT 2305 - Power Plant Operation and Maintenance**

5 Quarter Credit Hours, 80 (Lecture 20, Lab 60)

This course focuses on the operation and maintenance of power generation systems (turbines, generators, pumps, heat exchangers, boilers, condensers, combustion systems, material handling, fuel preparation, control and others) and equipment. Emphasis is placed upon understanding power plant system operation and maintenance. Trouble shooting, tools and maintenance practices are also discussed.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: EEN 2105.

#### **SCI - PHYSICAL SCIENCE**

##### **SCI 1010 - Physical Science**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course introduces students to the basic concepts of physical science. The course includes an introduction to the fundamental concepts of physics, chemistry, astronomy, and earth science.

Prerequisite: None.

##### **SCI 1020 - Physical Science II**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course continues to discuss the fundamentals of physical science principles. Expanded principles of physics including heat transfer, thermodynamics, and energy are presented.

Prerequisite: SCI 1010.

#### **SET - SOLAR ENERGY TECHNOLOGY**

##### **SET 2005 - Introduction to Photovoltaics**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course provides students with an overview of photovoltaic electricity systems and a detailed description of PV system components, including PV modules, batteries, controllers, inverters, interconnects, and system protection devices. This course also covers solar insolation (Incoming solar radiation) and site analysis, as well as PV system sizing, designing, installation planning, maintenance, troubleshooting, and safety.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: EEN 1205, MTH 1195.

##### **SET 2055 - Photovoltaic Installation and Repair**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course focuses on solar photovoltaic system installation, maintenance, and repair. Topics include safety, site utilization, mechanical and electrical designs, subsystems and components, system checkout and inspection, maintenance, and troubleshooting.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: SET 2005.

### **SET 2077 - Advanced Photovoltaics**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course focuses on advanced Grid Direct PV System verification and design. Topics include safety, verifying system electrical design, verifying system mechanical design, system checkout and inspection, system commissioning, verifying system performance and designing code and industry standard compliant Grid Direct PV systems.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: SET 2005.

### **SET 2100 - Solar Energy Technologies**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course provides students with an overview of solar energy technologies, their potential, applications, and integration into the energy infrastructure.

Prerequisite: MTH 1190.

### **SET 2105 - Solar Energy Technologies**

6.5 Quarter Credit Hours, 80 (Lecture 50, Lab 30)

This course provides students with an overview of solar energy technologies, their potential, applications, and integration into the energy infrastructure.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: MTH 1195.

### **SET 2500 - Introduction to Solar Thermal**

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course provides students with an overview of planning and installing solar thermal systems. Topics include solar thermal system design, installation, operation, and maintenance for single households, large systems, swimming pool heaters, solar air, and solar cooling applications.

Prerequisite: EEN 1440, MTH 1190.

### **WET - WIND ENERGY TECHNOLOGY**

#### **WET 2000 - Introduction to Wind Energy**

4 Quarter Credit Hours, 40 (Lecture 40, Lab 0)

This course is an introduction to the wind industry that focuses on wind turbine technology. Topics include energy in the wind, history and evolution of wind turbines, terminology, types of turbines, the economics of wind turbines, and the environmental impact of wind power. Students will gain an understanding of what is involved in working in the wind industry including project development, wind farm site analysis, component transportation, erection and installation, commissioning, operations, and life cycle maintenance.

Prerequisite: None.

#### **WET 2100 - Turbine Fundamentals**

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course focuses on the mechanical components and systems for utility scale wind turbines. The course provides

analysis of the drive train, gear box, generator shaft alignment, as well as the yaw, brake, hydraulic, cooling, pitch, and wind measurement systems. Additional topics include wind turbine control, troubleshooting, and repair, as well as generator, pitch, lubrication, wind loading, and torque.

Prerequisite: None.

#### **WET 2105 - Turbine Fundamentals**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course focuses on the mechanical components and systems for utility scale wind turbines. The course provides analysis of the drive train, gear box, generator shaft alignment, as well as the yaw, brake, hydraulic, cooling, pitch, and wind measurement systems. Students will gain an understanding of what is involved in working in the wind industry including project development, wind farm site analysis, component transportation, erection and installation, commissioning, operations, and life cycle maintenance. Additional topics include history and evolution of wind turbines, terminology, types of turbines, wind turbine control, troubleshooting, and repair, as well as generator, pitch, lubrication, wind loading, and torque.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: None.

#### **WET 2200 - Wind Turbine Systems**

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course provides an introduction to the major electrical components and systems of wind turbines and how they work. Various types of generators, transformers, variable frequency drives, power converters, electric pitch systems, sensors, protection devices, and control systems are discussed. Troubleshooting, safety equipment, procedures, and methods are presented.

Prerequisite: None.

#### **WET 2205 - Wind Turbine Systems**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course provides an introduction to the major electrical components and systems of wind turbines and how they work. Various types of generators, transformers, variable frequency drives, power converters, electric pitch systems, sensors, protection devices, and control systems are discussed. Troubleshooting, safety equipment, procedures, and methods are presented. Introduction to Supervisory Control and Data Acquisition (SCADA) systems, Programmable Logic Controller (PLC) communication protocols.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: None.

#### **WET 2300 - Turbine Troubleshooting and Repair**

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course discusses advanced troubleshooting concepts and techniques. Students will gain experience with Doubly Fed Induction Generator (DFIG)/frequency converter theory, pitch

systems, Supervisory Control and Data Acquisition (SCADA) systems, Programmable Logic Controller (PLC) communication protocols, and operational states of the turbine PLC.

Prerequisite: WET 2100, WET 2200.

**WET 2305 - Turbine Troubleshooting and Repair**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course discusses advanced troubleshooting concepts and techniques. Students will gain experience with Doubly Fed Induction Generator (DFIG)/frequency converter theory, pitch systems, Supervisory Control and Data Acquisition (SCADA) systems, Programmable Logic Controller (PLC) communication protocols, and operational states of the turbine PLC. Practical exercises will include hydraulic troubleshooting.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: WET 2105, WET 2205.

**WET 2400 - Wind Turbine Safety**

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course focuses on safety issues associated with the installation, operation, and repair of wind turbines. Topics include electrical hazards, working at heights, climbing, and lifting materials. Working safely near crane operations and proper signaling is also covered. Students will gain hands-on experience with climbing gears and rescue kits.

Prerequisite: None.

**WET 2405 - Wind Turbine Safety**

5.5 Quarter Credit Hours, 80 (Lecture 30, Lab 50)

This course discusses advanced troubleshooting concepts and techniques. Students will gain experience with Doubly Fed Induction Generator (DFIG)/frequency converter theory, pitch systems, Supervisory Control and Data Acquisition (SCADA) systems, Programmable Logic Controller (PLC) communication protocols, and operational states of the turbine PLC. Practical exercises will include hydraulic troubleshooting.

This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: None.

# Administration

## LEGAL STATUS

Ecotech Institute is a private institution of higher education owned by Virginia College, LLC, an Alabama limited liability company that is a wholly owned subsidiary of Education Corporation of America (ECA), a Delaware corporation. The officers of ECA are Stuart Reed, President and Chief Executive Officer; Christopher Boehm, Executive Vice President, Treasurer, and Assistant Secretary; and Roger L. Swartzwelder, Executive Vice President, Chief Compliance Officer, General Counsel, and Secretary. The directors of ECA are Avy Stein (Chairman), Vice Chairman, John Bakalar, Christopher Boehm, Scott Conners, Jerry Dervin, John P. Frazee, Jr., John Kline, Jr., Michael E. Lavin, Michael Moskow, Stuart Reed, and Denis Suggs.

## MAIN / BRANCH / AUXILIARY CLASSROOM LOCATIONS

\*Accredited by the Accrediting Council for Independent Colleges and School (ACICS)

### ALABAMA

Virginia College\* (Main Campus)  
488 Palisades Boulevard  
Birmingham, Alabama 35209  
(205) 802-1200

Virginia College-Birmingham  
Auxiliary Classroom  
1901 Finley Boulevard  
Birmingham, Alabama 35234  
(205) 224-5539

Virginia College\*  
(Branch Campus)  
2021 Drake Avenue Southwest  
Huntsville, Alabama 35801  
(256) 533-7387

Virginia College\*  
(Branch Campus)  
3725 Airport Boulevard, Suite 165  
Mobile, Alabama 36608  
(251) 343-7227

Virginia College-Mobile  
Auxiliary Classroom  
4525 Schillinger Road North  
Semmes, Alabama 36575  
(251) 287-2528

Virginia College\*  
(Branch Campus)  
6200 Atlanta Highway  
Montgomery, Alabama 36117  
(334) 551-1500

### ARIZONA

Golf Academy of America – Phoenix  
2031 North Arizona Avenue  
Chandler, Arizona 85225  
(480) 857-1574

### CALIFORNIA

Golf Academy of America-San Diego\*  
(Branch Campus)  
1950 Camino Vida Roble, Suite 125  
Carlsbad, California 92008

(760) 734-1208

### COLORADO

Ecotech Institute\*  
(Branch Campus)  
1400 South Abilene Street  
Aurora, Colorado 80012  
(303) 586-5290

### FLORIDA

Golf Academy of America-Orlando\*  
(Branch Campus)  
510 South Hunt Club Boulevard  
Apopka, Florida 32703  
(407) 699-1990

Virginia College\*  
(Branch Campus)  
2810 South Federal Highway  
Fort Pierce, Florida 34982  
(772) 448-2000

Virginia College\*  
(Branch Campus)  
5940 Beach Boulevard  
Jacksonville, Florida 32207  
(904) 520-7400

Virginia College\*  
(Branch Campus)  
312 East Nine Mile Road, Suite 34  
Pensacola, Florida 32514  
(850) 436-8444

### GEORGIA

Virginia College\*  
(Branch Campus)  
2807 Wylde Road  
Augusta, Georgia 30909  
(706) 288-2500

Virginia College\*  
(Branch Campus)  
5601 Veterans Parkway  
Columbus, Georgia 31904  
(762) 207-1600

Virginia College\*  
(Branch Campus)  
1901 Paul Walsh Drive  
Macon, Georgia 31206

(478) 803-4600

Virginia College\*  
(Branch Campus)  
14045 Abercorn Street, Suite 1503  
Savannah, Georgia 31419  
(912) 721-5600

### **LOUISIANA**

Virginia College\*  
(Branch Campus)  
9501 Cortana Place  
Baton Rouge, Louisiana 70815  
(225) 236-3900

Virginia College\*  
(Branch Campus)  
2950 East Texas Street, Suite C  
Bossier City, Louisiana 71111  
(318) 741-8020

### **MISSISSIPPI**

Virginia College\*  
(Branch Campus)  
920 Cedar Lake Road  
Biloxi, Mississippi 39532  
(228) 546-9100

Virginia College\*  
(Branch Campus)  
5841 Ridgewood Road  
Jackson, Mississippi 39211  
(601) 977-0960

### **NORTH CAROLINA**

Virginia College\*  
(Branch Campus)  
3740 South Holden Road  
Greensboro, North Carolina 27406  
(336) 398-5400

### **OKLAHOMA**

Virginia College\*  
(Branch Campus)  
5124 South Peoria Avenue  
Tulsa, Oklahoma 74105  
(918) 960-5400

### **SOUTH CAROLINA**

Virginia College\*  
(Branch Campus)  
7201 Two Notch Road  
Columbia, South Carolina 29223  
(803) 509-7100

Virginia College\*  
(Branch Campus)  
2400 David H. McLeod Boulevard  
Florence, South Carolina 29501  
(843) 407-2200

Virginia College\*  
(Branch Campus)  
78 Global Drive, Suite 200  
Greenville, South Carolina 29607  
(864) 679-4900

Golf Academy of America-Myrtle Beach\*  
(Branch Campus)  
1900 Mr. Joe White Avenue  
Myrtle Beach, South Carolina 29577  
(843) 445-5000

Virginia College\*  
(Branch Campus)  
6185 Rivers Avenue  
North Charleston, South Carolina 29406  
(843) 614-4300

Virginia College\*  
(Branch Campus)  
8150 Warren H. Abernathy Highway  
Spartanburg, South Carolina 29301  
(864) 504-3200

### **TENNESSEE**

Virginia College\*  
(Branch Campus)  
721 Eastgate Loop Road  
Chattanooga, Tennessee 37411  
(423) 893-2000

Virginia College\*  
(Branch Campus)  
5003 North Broadway Street  
Knoxville, Tennessee 37918  
(865) 745-4500

### **TEXAS**

Virginia College\*  
(Branch Campus)  
14200 North Interstate Highway 35  
Austin, Texas 78728  
(512) 371-3500

Golf Academy of America – Dallas\*  
(Branch Campus)  
1861 Valley View Lane, Suite 100  
Farmers Branch, Texas 75234  
(972-763-8100)

Virginia College\*  
(Branch Campus)  
5005 50th Street  
Lubbock, Texas 79414  
(806) 784-1900

### **VIRGINIA**

Virginia College\*  
(Branch Campus)  
7200 Midlothian Turnpike  
Richmond, Virginia 23225

(804) 977-5100

#### **CAMPUS MANAGEMENT**

Chris Gorrie – Campus President

Brian Dyk – Academic Dean

Zhanna Stavina – Director of Enrollment

Jennifer Condreay - Director of Career Development

Patrick Longstreth – Solar Energy Technology Program Director

Don Smith – Electrical Engineering Technology/Power Utility Technician/Renewable Energy Technology/ Residential Energy Management Program Director

Auston Van Slyke – Wind Energy Technology Program Director

#### **FACULTY**

##### **Christmas, Walter – Wind Energy Technology / General Engineering / Foundation**

- M.A. in Education, Concordia University, Portland, OR
- B.A. in Environmental Studies, University of California, Santa Cruz, CA
- Diploma in Wind Energy, International Air Academy (now known as Northwest Renewable Energy Institute), Vancouver, WA
- OSHA Certified

##### **Fink, Daniel – Solar Energy Technology**

- B.A. in Technical Journalism, Colorado State University, Fort Collins, CO
- IREC Certified Instructor PV & Small Wind
- NABCEP Continuing Education Provider
- Advanced Tower Climbing- OSHA Competent Climber/ Rescuer Certification, 2013
- OSHA 30-hour Construction Safety Certification, 2014

##### **Nylander, Trent – Wind Energy Technology**

- A.O.S. in Wind Energy Technology, Redstone College, Broomfield, CO

##### **Urbaniak, Kerry – General Engineering / Power Utility Technician / Electrical Engineering Technology**

- A.A in General Studies, Pensacola Junior College, Pensacola, FL



## 2017-2018 Academic Calendar

2017 Holiday Schedule	
Date	Holiday and Break Schedule
December 22, 2017 - January 1, 2018	Winter Break (Diploma programs)
December 22, 2017 - January 19, 2018	Winter Break (Associate programs)

2018 Holiday Schedule	
Date	Holiday and Break Schedule
January 1	New Year's Day
January 15	Martin Luther King Day
January 19	Break
April 16	Break
May 28	Memorial Day
June 13	Break
July 4	Independence Day
July 13	Break
September 3	Labor Day
September 11	Break
November 10	Veterans Day
November 22-25	Thanksgiving Break
December 22, 2018 - January 1, 2019	Winter Break

Ecotech 2017 Diploma Program Calendar		
Start Date	9 month Grad Date	12 month Grad Date
September 13, 2017	June 13, 2018	September 10, 2018
October 12, 2017	July 15, 2018	October 09, 2018
November 9, 2017	August 12, 2018	November 06, 2018
December 12, 2017	September 10, 2018	December 09, 2018

<b>Ecotech 2018 Diploma Program Calendar</b>		
<b>Start Date</b>	<b>9 month Grad Date</b>	<b>12 month Grad Date</b>
January 22, 2018	October 9, 2018	January 15, 2019
February 19, 2018	November 6, 2018	February 13, 2019
March 19, 2017	December 9, 2018	March 17, 2019
April 17, 2017	January 15, 2019	April 14, 2019
May 15, 2018	February 13, 2019	May 13, 2019
June 14, 2018	March 17, 2019	June 12, 2019
July 16, 2018	April 14, 2019	July 14, 2019
August 13, 2018	May 13, 2019	August 11, 2019
September 12, 2018	June 12, 2019	September 9, 2019
October 10, 2018	July 14, 2019	October 7, 2019
November 7, 2018	August 11, 2019	November 4, 2019
December 10, 2018	September 9, 2019	December 8, 2019

<b>Ecotech Associate Program Calendar</b>	
<b>Start Date</b>	<b>Grad Date</b>
January 13, 2016	November 29, 2017
April 6, 2016	February 20, 2018
June 29, 2016	May 3, 2018
October 5, 2016	July 19, 2018
January 17, 2017	November 6, 2018
April 5, 2017	February 13, 2019
June 26, 2017	May 13, 2019
September 13, 2017	August 11, 2019

<b>2018 Holiday Schedule</b>	
<b>Date</b>	<b>Holiday and Break Schedule</b>
January 1	New Year's Day
January 15	Martin Luther King Day