

Introduction

The purpose of this handbook is to inform and guide students on program specific requirements and expectations.

The Cuyahoga Community College Board of Trustees, Faculty and Administration reserve the right to change, at any time, without notice, graduation requirements, tuition, books, fees, curriculum, course structure and content, and such other matters within its control, including information set forth in this handbook.

Table of Contents

Section I – Welcome Letter	1
Section II – Program Description	2
1. Mission, Vision and Philosophy	2
2. Program History	2
3. Core Values	2
4. Description of the Profession	3
5. Program Admission	3
6. Professional Memberships	3
7. Program Faculty and Staff	3
Section III – Program Expectations	4
1. Professional Standards	4
2. Code of Ethics	4
3. Program Learning Outcomes	4
4. Professional Attire Requirements	4
5. Student Code of Conduct	4
6. Health and Physical Requirements	4
Section IV – Academic Requirements and Progression	5
1. Degree Requirements	5
2. Attendance	5
3. Absence Policy	5
4. Illness	5
5. Scheduling	5
Section V – Academic Status	6
1. Grading	6
2. Grade Point Average (GPA)	6
3. Program Withdrawal, Probation, Dismissal, and Reinstatement	6
4. Due Process	6
5. Student Change of Contact Information	6

Section VI – Language Proficiency Requirements	7
Section VII – Student Resources	7
1. Tutoring	7
2. Student Accessibility Services	7
3. Student Safety	7
4. Other Resources	7
Section VIII – Accreditation and Credentialing	8
1. College and Academic Program Accreditation	8
2. Boards, National and/or State Testing	8
Section IX – Costs	8
1. Tuition and Fees	8
2. License, Application, Certification and/or Examination costs	8
3. Financial Responsibility	8
4. Supplies	8
Section X – Field and Clinical Experiences	9
1. Clinical Experience	9
2. Internships, Practicums, Field Experience, and Cooperative Education	9
3. Service Requirements	9
4. Performance Expectations	9
5. Holidays	9
6. Hours	9
7. Emergency Closures and Inclement Weather	9
APPENDICES	10
Appendix I – Glossary of College and Program Terminology	10
Appendix II – Student Incident Reporting	12
Appendix III – Handbook Acknowledgement Form	13

Section I – Welcome Letter

Welcome to the Automotive Technology Program at Tri-C. As a student in automotive, you will have the opportunity to develop the skills and experiences needed to become a successful Automotive Technician/Mechanic. Students completing the AAS in Automotive Technology are in high demand and can expect to work during economic upturns and downturns. Many opportunities exist-in dealerships, independent shops and fleet service-with the potential for career advancement for experienced technicians.

Graduates of the program can expect to make a family sustaining wage throughout their careers. Many of our students are eligible for financial aid, which includes generous scholarship opportunities through the college and professionally-affiliated organizations. Most of our students graduate debt-free and as they become experienced technicians, tend to make home buying a priority after graduation.

Please join us at an upcoming Open House. Meet the Program Director, Instructors and tour our newly expanded and renovated facility. Future Open House dates are available at: <http://www.tri-c.edu/AutoTechOpenHouse>.

Reference this handbook for answers to many of your questions about the Automotive Technology Program and Cuyahoga Community College. We are also here to answer any questions you may have about our program. Please contact us at 216-987-5330 if we can be of assistance.

Seeing is believing! We look forward to meeting you soon!

Most Sincerely,

Pamela Grant, Associate Dean, Business & Applied Technology

Melissa Koenig, Program Director, Automotive Technology



Section II – Program Description

1. Mission, Vision and Philosophy

The College Mission:

To provide high quality, accessible and affordable educational opportunities and services — including university transfer, technical and lifelong learning programs —that promote individual development and improve the overall quality of life in a multicultural community.

Vision

Cuyahoga Community College will be recognized as an exemplary teaching and learning community that fosters service and student success. The College will be a valued resource and leader in academic quality, cultural enrichment, and economic development characterized by continuous improvement, innovation, and community responsiveness.

Values

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

2. Program History

Automotive Technology courses were first offered at Tri-C in the Fall of 1987. The program was launched in response to industry demand for trained Automotive Technicians. More than 30 years later, the need for well-trained technicians is greater than ever. With voter approval of Tri-C's bond issue request in 2017, the college broke ground on an expansion and renovation of the Advanced Automotive Technology Center at Western Campus. The 13,300 square-foot addition features new lab space with 10 automobile lifts, additional classrooms, a conference room and a student lounge.

In addition to an Associate of Applied Science Degree in Automotive Technology, the college's center now hosts two corporate programs-Ford Automotive Student Service Educational Training (Ford ASSET) and General Motors Automotive Service Educational Program (GM ASEP). Graduates of the auto program are in high demand, and due to the all-encompassing curriculum, have the necessary foundation for advancement into supervisory and management positions, as well as transferability of classes to four-year degrees. Our well-trained Technicians can find employment opportunities throughout the world.

3. Core Values

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

3354:1-42-01 College Policy on affirmative action, inclusive excellence, equal opportunity, discrimination, and harassment.

<http://www.tri-c.edu/policies-and-procedures/documents/3354-1-42-01-college-policy-on-affirmative-action-inclusive-excellence-equal-opportunity-discrimination-and-harassment.pdf>

4. Description of the Profession

An Automotive Technician is responsible for the repair and preventive maintenance of automotive equipment. Duties can include performing emissions inspections, diagnostic testing of vehicles, and replacement of worn components. Auto Mechanics generally work on brakes, engines, steering and suspension, and electrical systems. Graduates obtain positions at automotive dealerships, independent repair shops, municipalities, government agencies, public utilities or for private or corporate fleets.

Automotive Service Technicians and Mechanics. <https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm>

5. Program Admission

Enrollment in the Associate of Applied Science Degree in Automotive Technology program is open enrollment without specific admission requirements. Please see the program information contained in the following link: http://catalog.tri-c.edu/programs/automotive-technology-aas/?_ga=2.240207744.264325843.1580399169-1795727744.1580399169#admissionrequirementstext

6. Professional Memberships

Completion of AUTO courses prepare students to successfully attempt and pass industry recognized ASE standardized tests.

Please visit the following link for further information: [Test Prep and Training - Automotive Service Excellence \(ase.com\)](http://www.ase.com)

7. Program Faculty and Staff

Pamela Grant, Associate Dean, Business & Applied Technology

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World Class Technician

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TBD, Program Assistant, Automotive Technology

- 216/987-5444

Section III – Program Expectations

1. Professional Standards

Please see the Automotive Technology Laboratory Policy at the following link for important program rules and requirements: <https://kweb.tri-c.edu/programs/AutoTech/layouts/15/WopiFrame.aspx?sourcedoc=%7B5A069332-CDE2-464F-B320-773CFC3766EC%7D&file=Lab%20policy%202019%20w%20logos.docx&action=default&CT=1580505370799&OR=DocLibClassicUI>

2. Code of Ethics

Not Applicable

3. Program Learning Outcomes

Please find the Program Learning Outcomes for the Automotive Technology Program at: <http://catalog.tri-c.edu/programs/automotive-technology-aas/#programlearningoutcomestext>

4. Professional Attire Requirements

Please review the Automotive Technology Lab Policy at the following link for requirements: <https://kweb.tri-c.edu/programs/AutoTech/layouts/15/WopiFrame.aspx?sourcedoc=%7B5A069332-CDE2-464F-B320-773CFC3766EC%7D&file=Lab%20policy%202019%20w%20logos.docx&action=default&CT=1580505370799&OR=DocLibClassicUI>

5. Student Code of Conduct

The College acknowledges the importance of an environment that is conducive to learning. The Student Conduct Code and Judicial System serves to provide such an atmosphere that is conducive to education growth and civility which fosters and protects the mission of the College. College Procedures on Student Conduct: [Student Conduct Code and Student Judicial System](#).

6. Health and Physical Requirements

Not Applicable

Section IV – Academic Requirements and Progression

1. Degree Requirements

Students beginning the Auto Program during spring or summer semester are encouraged to take General Education courses with an emphasis on English and Math course completion. We tend to offer auto classes based on the suggested course sequence outlined at the following link: <http://catalog.tri-c.edu/programs/automotive-technology-aas/#programsequencetext>

2. Attendance

Students are expected to adhere to established College, program and course attendance guidelines: [Student Rights and Responsibilities - Attendance](#)

Attendance requirements are outlined in individual instructor course syllabi.

3. Absence Policy

Absence policies are outlined in individual instructor course syllabi.

4. Illness

Refer to the class syllabus for individual instructor illness reporting requirements and/or the Field Experience Handbook at the following link: <https://www.tri-c.edu/programs/automotive-technology/documents/Field%20Exp/Field%20Experience%20Handbook.pdf>

Students should report an infectious disease, transmissible from person to person or by direct contact with an affected individual or the individual's discharges, or by indirect means. The Ohio Administrative Code (OAC) provides guidance through the Communicable Disease Rules: [Rule 3301-37-11 - Ohio Administrative Code | Ohio Laws](#)

For a student who is infected with one of these illnesses and, if the illness occurs on campus, please use the Cuyahoga Community College Student Incident Report Form on Appendix II as well as immediately reporting the illness to the Program Director or Manager.

For information related to the Coronavirus (COVID-19), students should refer to the following link: [Coronavirus: Tri-C Cleveland Ohio](#)

5. Scheduling

Courses should be taken in the sequence outlined in the following link: <http://catalog.tri-c.edu/programs/automotive-technology-aas/#programsequencetext>

Adhering to the Suggested Course Sequence allows for the most direct path to graduation.

Students taking automotive courses for the first time should meet with a counselor to set up an Academic Plan in Degree Works. This plan should be reviewed annually with a counselor.

Section V – Academic Status

The College procedure on Academic Status explains the college’s academic probation and dismissal process, including the GPA requirements for each level of credit hours attempted. Good Academic Standing, Dean’s List status, probation and dismissal are explained by opening the underlined links: [College Procedure on Academic Status](#). The Standards of Academic Progress information provides details on how financial aid is impacted based on grade point average and progress toward degree completion: [Satisfactory Academic Progress](#). Federal regulations require that students make measurable progress towards completion of their course of study in order to continue to remain eligible for federal aid. The College reviews the academic progress of all students and notifies students receiving federal financial aid each semester of their status.

1. Grading

The link to the [Procedure on Grading](#) explains the grades and awarding of credits, auditing of courses and pass/no pass use. At the program level, there are grading scales and/or rubrics that faculty provide to guide students on course grading.

Refer to individual course syllabi for detailed grading criteria.

2. Grade Point Average (GPA)

Please see the college GPA Policy outlined in the following link: <https://www.tri-c.edu/policies-and-procedures/documents/3354-1-30-03-3-procedure-on-academic-status.pdf>

3. Program Withdrawal, Probation, Dismissal, and Reinstatement

When considering withdrawing from a course, students should be mindful of the Course Withdrawal Dates. Depending on the date of withdrawal a student may forfeit refund and/or risk the possibility of receiving a failing grade. If a student encounters any extenuating issues that prevent the completion of a course or program, the student will need to follow withdrawal instructions from the program administrators.

The [College Procedure on Academic Status](#) explains the college’s academic probation and dismissal process including the GPA requirements for each level of credit hours attempted.

4. Due Process

Although Automotive Technology does not require a background check for admission to the program, be advised that some employers have very strict policies on employability based on an applicant’s driving record/background check.

5. Student Change of Contact Information

Use My Tri-C Space to submit a change of address, phone or personal email. Use the “Student Tab” in the “My Info” section to access and update this information.

Section VI – Language Proficiency Requirements

The College establishes the language proficiency requirements to enter college level courses in this page: [English Language Proficiency Requirements for Admission](#) and specific scores can be reviewed on the linked information.

Section VII – Student Resources

1. Tutoring

[Tutoring Services](#) are offered at each campus tutoring center. There is support for a wide variety of subjects at each campus.

2. Student Accessibility Services

[Student Accessibility Services](#) provides support to students with disabilities at all College campuses, site, locations or online course. To receive services, students must schedule an appointment with a student advisor and provide documentation of a disability. The [Student Accessibility Handbook](#) is another source of information for students.

3. Student Safety

The college is committed to providing a safe and secure environment as outlined in the Safety and Security Policy:

3354:1-50-04 Safety and security policy

<https://www.tri-c.edu/policies-and-procedures/documents/safety-and-security-policy.pdf>

4. Other Resources

The following links can help you identify additional resources for completing a degree or program:

[CLEP](#) (College Level Examination Program)

[Credit for Prior Learning](#)

[Transfer Centers](#) on each campus provide information on transferring to and from Tri-C, Credit for Prior Learning, Articulation Agreements and State-Wide Transfer Guarantees.

[Transfer Students](#)

[University Partnerships by School](#) are available for students interested in transferring to a particular institution or program.

ASE Certifications can fulfill some course requirements. See Program Director for additional information.

Section VIII – Accreditation and Credentialing

1. College and Academic Program Accreditation

The College's accreditation by the Higher Learning Commission is maintained and updated at this link [Accreditation](#).

The Automotive Technology Program at Cuyahoga Community College is accredited through the ASE Education Foundation. Please visit the link below for additional information: <https://www.tri-c.edu/programs/automotive-technology/accreditations-partnerships.html>

2. Boards, National and/or State Testing

Not Applicable

Section IX – Costs

1. Tuition and Fees

The College [Tuition and Fee Schedule](#) including program related fees and supplies are part of the program cost.

2. License, Application, Certification and/or Examination costs

Not Applicable

3. Financial Responsibility

To determine what costs may be covered by financial aid, visit one of the college's financial aid offices located at each campus. Visit <http://www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/index.html> for more information.

4. Supplies

The College provides tools for student use in class. Most employers require employees to supply their own basic tools.

Section X – Field and Clinical Experiences

1. Clinical Experience

Not Applicable

2. Internships, Practicums, Field Experience, and Cooperative Education

An AAS in Automotive Technology requires two sections of Field Experience. Please see the link below for additional information: <https://www.tri-c.edu/programs/automotive-technology/field-experience.html>

3. Service Requirements

Not Applicable

4. Performance Expectations

Please review our Automotive Field Experience Handbook for further information: <https://www.tri-c.edu/programs/automotive-technology/documents/Field%20Exp/Field%20Experience%20Handbook.pdf>

5. Holidays

The [College holidays procedure](#) lists recognized holidays. These dates are included as part of the College closed days on the [Academic Calendar](#). In addition to these dates, the College will close for Thanksgiving Recess and Winter Break. No credit courses will be offered on campus during Spring Break.

Students enrolled in Field Experience are required to follow their employer's holiday schedule.

6. Hours

Two sections of Field Experience are required for the AAS in Automotive Technology. Each section has a minimum requirement of 180 hours of field hours.

7. Emergency Closures and Inclement Weather

When determining a closure, the College will utilize the [Emergency Closing Procedure](#).

APPENDICES

Appendix I – Glossary of College and Program Terminology

Academic Behavior: refers to the standards that are expected for students to successfully complete coursework designated for their specific program of study, degree, and/or certificate.

Appeal Panel: refers to an approved body of individuals designated to review and make a determination on a decision that the student found unfavorable.

Closing: refers to the closure of the College or a specific campus or campuses for a designated reason (e.g. weather, natural disaster, utility outage, etc.). [Emergency Closing](#). *See program handbook for closing guidance for students at clinical/experiential learning/practicum sites.

Code: refers to the Student Conduct Code (3354: 1-30-03.5) and Student Judicial System (3354:-1-30-03.6) and identifies prohibited conduct and clarifies when the code applies to student behavior.

Complaint: refers a matter that the complainant believes requires institutional attention. Select the appropriate category here [Student Complaints, Concerns and Compliments](#).

Conduct: refers to student behaviors as it relates to prohibited actions as described in the Student Code of Conduct and related College Policies and Procedures. Student Code of Conduct can be found here [Student Conduct Code and Student Judicial System](#).

Contractor/Vendor: refers to any individual or entity that has been contracted/retained to provide a service to the College.

Credit Course: refers to coursework that awards academic credit towards a degree and/or certificate.

Disciplinary Action: refers to corrective remedies imposed as a result of findings and recommendations from a program conduct meeting, level one hearing, and/or program professional conduct committee review.

Dismissal, College: refers to separation of the student from the College for a definite period of time. Conditions for readmission are outlined in the Student Code of Conduct sanction descriptions.

Dismissal, Programmatic: refers to separation of the student from a specific academic program. Conditions for readmission are specific to each program.

Ethics: refers to generally accepted professional standards of behavior as documented in the Codes of Conduct, Professional Ethical Standards, etc. of external professional organizations, licensure boards, etc.

Expulsion: refers to permanent separation of the student from all College locations, events and activities. An expulsion is denoted on a student's permanent transcript.

Faculty: refers to any permanent College employee assigned full-time to instruct credit course(s).

Grade Dispute: refers to a challenge to a recorded grade (final grades only — does not apply to individual assignments or midterm grades), and must be filed by a student to the Academic Affairs Office at the campus to which the course was associated no later than sixty (60) days after the disputed grade is recorded. Link: [Student Complaints, Concerns and Compliments](#).

Grievance: refers specifically to the ADA/Section 504 Grievance Procedure as outlined in the Student Handbook and available here: [Student Complaints, Concerns and Compliments](#).

Guidelines: refers to operating principles specific to a College program or department.

Instructor/Adjunct Faculty: refers to any individual assigned to instruct a credit/non-credit course, workshop, training seminar, summer camp, etc.

Lecturer: refers to a full-time instructor with a specific term related contract who has all of the duties and responsibilities of a full-time faculty member at the college.

Non-Credit Course: refers to coursework that does not award academic credit towards a degree and/or certificate.

Peer Panel: refers to a body of individuals consisting of faculty in a specific discipline who evaluate a student's specific request regarding a disputed grade.

Policy: refers to documented operating principles for the College as approved by the Board of Trustees.

Policy and Procedure: Policies and procedures act as the operating principles for Cuyahoga Community College. All official College policies must be approved by the College's Board of Trustees and all official procedures must be reviewed and approved by the Office of Legal Services prior to the effective date.

Preceptor: "Internal" / "External"

- Internal preceptor refers to an employee of Cuyahoga Community College who works with students in matters related to experiential learning.
- External preceptor refers to an employee of a clinical or experiential site who is not an employee of Cuyahoga Community College. External preceptors supervise student experiential learning and often provide feedback and assessments of the student to the program.

Probation, College (Academic): refers to a status that follows after a student is not performing at a successful level. The College's Academic Probation policy is found here: [Procedure on Academic Status](#)

Probation, College (Behavioral): refers to a written reprimand for a designated period of time and includes the probability of more severe disciplinary action if the student violates any College rules during the probationary period. College Behavioral Probation is found here [Student Conduct Code and Student Judicial System](#)

Probation, Programmatic: refers to a student being placed on probation as a result of a corrective action panel specific to a program.

Procedure: refers to documented standard practices of how a board-approved policy is carried out.

Professional Conduct Committee: refers to a committee established to review a student's academic performance and/or professional behavior at the programmatic level and may make appropriate recommendations pertinent to any eligible behavioral modification and/or remedial actions.

Professionalism and Professional Conduct: refers to behavioral expectations and guidelines set forth in programmatic, clinical, experiential and professional associations and organizational guidelines. These expectations and guidelines may appear in various forms such as a code of ethics, clinical facility guidebooks, and /or practicum/internship expectations, etc. These expectations and guidelines are in addition to the College's official policies and procedures.

Protocols: refer to step-by-step processes specific to a College program or department.

Readmission: refers to the delineated process for the reinstatement of a student subsequent to a period of separation from the College and/or a College program.

Reinstatement: refers to the process by which a student returns to good standing at the College or in a specific academic program after a period of probation/suspension/dismissal.

Remediation: refers to a program-specific process of improving student performance. Remedial actions are not disciplinary actions.

Responsible Employee: refers to any individual required to take action based on reportable misconduct. All College employees have an obligation to adhere to the reporting requirements prescribed in applicable laws, regulations and College mandates.

Sanction: refers to any corrective action taken as a result of a student behavioral decision.

Staff Member: refers to any employee (part time/full time) of Cuyahoga Community College in a non-instructional role who performs duties as assigned.

Standards: refers to guidelines established by accreditation and approving bodies (e.g. state governing bodies) that a program must adhere to in order to maintain status.

Student: refers to anyone enrolled in a course of study at the College whether in a credit or non-credit course, workshop, training seminar, summer camp, etc. Applicants may also be considered 'students' under certain delineated circumstances

Suspension: refers to a temporary separation from the College or a specific academic program for a defined period of time as results of academic or behavioral issues. Eligibility for readmission may be contingent upon satisfactory or specific condition imposed at the time of suspension.

Withdrawal: refers to the process through which a student withdraws or is removed from coursework.

Appendix II – Student Incident Reporting

<https://www.tri-c.edu/administrative-departments/business-continuity/documents/incident-report-student.pdf>

Appendix III – Handbook Acknowledgement Form

I acknowledge I have received, read, and understand the contents of the student handbook for the Automotive Technology Program. By signing this document, I affirm that I understand and agree to adhere to the contents of the program handbook.

In addition to acknowledging and affirming the statements above, by signing this document I also acknowledge and accept that the College and the program reserve the right to revise the above-referenced handbook, documentation, and guidance at any time without notice. I also understand and accept that certain information, including but not limited to student directory information, immunization records, and background check results may be disclosed in the course of my enrollment in accordance with applicable laws, regulations, and College policies and procedures.

Name (please print):	
Signature:	
Date:	
Student #	