

Automotive Technology (General Program) Handbook

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.

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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. 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. Many of our students graduate with minimal to no debt and enjoy renegotiating salaries after earning their associate degree.

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.

Most Sincerely,

Melissa Koenig, Program Director, Automotive Technology



Section II – Program Description

1. Mission, Vision, Values and Statement of Commitment

Mission

We empower learners, ignite purpose and impact the regional economy through exceptional education, holistic support and innovative pathways for students, faculty, staff and the 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.

Statement of Commitment: The College declares that

- It will educate students by means of free, open and rigorous intellectual inquiry to seek the truth.
- Its duty is to equip students with the opportunity to develop the intellectual skills needed to reach their own informed conclusions.
- It is committed to not requiring, favoring, disfavoring or prohibiting speech or lawful assembly.
- It is committed to creating a community dedicated to an ethic of civil and free inquiry that respects the autonomy of each member, supports individual capacities for growth, and tolerates the differences in opinion that naturally occur in a public higher education community.
- Its duty is to treat all faculty, staff and students as individuals, to hold them to equal standards and to provide them equality of opportunity with regard to their race, ethnicity, religion, sex, sexual orientation, gender identity or gender expression.

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

4. 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#admissionrequirements

5. 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)

6. Program Faculty and Staff

Administrative Leadership

Souma Alhaj Ali, Associate Dean, Advanced Manufacturing, Engineering, and Computer Science (W & Westshore) Souma.AlhajAli@tri-c.edu, (216) 987-5138

Administrative Staff

Melissa Koenig, Program Director, Automotive Technology
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Faculty, ASE Certified Technicians

Caleb Bittner, Assistant Professor
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Alex Gale, Assistant Professor
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Section III – Program Expectations

1. Professional Standards & Attire Requirements

Please see the Automotive Technology Laboratory Policy posted outside of the tool room for important program rules and requirements.

2. 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>

3. 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](#).

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

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 3301-3-02 - Ohio Administrative Code 3701](#)

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 faculty or staff.

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 "Update My Information" card in my Tri-C space.

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](#) (SAS) provides support to students with disabilities at all College campuses, site, locations or online course. To receive services, students must complete “New to SAS” form including documentation, then meet with a SAS coordinator (preferably six weeks) prior to the start of the semester. 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.
- [ITAG](#) Industry-Recognized Credential Transfer Assurance Guides allow students with passing ASE exam scores to earn credit for specific equivalent courses. 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>

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

Students are prepared to pass ASE Certification exams. These exams are not requirements of the program

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. Tools/Supplies

The College provides toolboxes per bay for student use in lab. Most employers require employees to supply their own basic tools. [SnapOn](#), [Matco](#) and [Tekton](#) currently visit our building and support students with discounts.

Section X – Field Experiences

1. Field Experience

An AAS in Automotive Technology requires at least two sections of field experience and one-three credit Auto Elective if available, or five credits of field experiences. Please see the Program Assistant for an application for field experience opportunities. A field experience handbook will be provided upon registration.

Hours per week	Hours per term	Credit Hours
12 hours of work	180 hours per term	1 credit hour
24 hours of work	360 hours per term	2 credit hours
40 hours of work	540 hours per term	3 credits (Fall and Spring only)

2. 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, Winter Break and Spring 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.

3. Emergency Closures and Inclement Weather

When determining a closure, the College will utilize the [Emergency Closing Procedure](#). Students are highly encouraged to enroll in the **Tri-C Alert Notification System**.

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

Student Complaints, Concerns and Compliments

Cuyahoga Community College strives to provide every student with a successful and positive educational experience. As part of its continuous improvement efforts, the College maintains procedures to address and resolve legitimate student and community concerns.

Depending upon the nature of the concern, different offices across the College facilitate these procedures. The [Student Affairs Office](#) at each campus facilitates many general complaints and concerns, while the Academic Affairs Office at each campus facilitates academic concerns and grade disputes. In addition, the [Office of Institutional Equity \(OIE\)](#) is responsible for coordinating the resolution of complaints of harassment and discrimination of protected classes, sexual misconduct and Title IX. The Title IX and ADA Coordinators serve to coordinate the resolution process.

The College's Procedure on Student Complaints and Grade Disputes along with information about College policy 3354: 1-60-01 related to harassment and discrimination of protected classes is included in the [Student Handbook](#). Copies are available electronically. The forms below can be utilized by students, employees or others wishing to file a report on their own behalf or by anyone wishing to file a report on behalf of an impacted party.

Please note that submissions using these forms are not reviewed outside of normal business hours, Monday - Friday, 8:30 a.m. to 5:00 p.m. If there is immediate risk to health or safety and you are on campus or the incident is occurring on or off campus, contact Campus Police and Security Services at 216-987-4911. If you are off campus, please dial 911.

To report a complaint or concern, please select the category that best fits the nature of your complaint or concern and follow the guidance. If you have questions about various reports or procedures, please view our Frequently Asked Questions at the bottom of this page.

Appendix III – Handbook Acknowledgement Form

Tri-C Automotive Technology Acknowledgement policy

I understand that under the supervision of the instructor/lab technician, students with a current valid driver's license and the state minimum requirements for auto insurance are permitted to move Tri-C lab vehicles from the Tri-C automotive lot to the lab. Students who do NOT have a valid driver's license are NOT permitted to operate Tri-C lab equipment. Students falsifying information will be subject to the student code of conduct and/or monetary charges in relation to damages incurred.

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 #	