



**HVACR PROGRAM  
CATALOG  
SUPPLEMENT**

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## **MESSAGE FROM THE PROGRAM DIRECTOR**

Welcome to Arlington Career Institute! Our purpose is to take applicants with little or no HVACR training or experience and prepare them for a rewarding career in a dynamic industry. The demand for certified HVAC Technicians grows each year throughout the country.

Our training approach is “hands-on” with the theory laying the groundwork for the actual application of skills. Work hard, apply yourself, dedicate your energy to learning the competencies needed and you will be a success. Arlington Career Institute is ready to assist you in this exciting journey.

Kenneth Vanderwiel  
Lead Instructor

## **ADMINISTRATIVE INFORMATION**

### **History**

Arlington Career Institute (ACI) was established on August 1, 1982, in Arlington, Texas, and added the new program to meet the growing need for well-trained HVACR technicians in September 2018.

Arlington Career Institute has been accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) since 1988. Arlington Career Institute was established in 1982 and has a long history of serving the Dallas/Arlington community of employers.

### **Ownership**

Arlington Career Institute is owned by Arlington Career Institute/Arlington School of Court Reporting, Inc., a Texas corporation (Subchapter S), registered with the Texas Secretary of State. Jon Vecchio and Tom Vecchio, each own 50 percent of the corporation.

### **Mission Statement**

*The mission of Arlington Career Institute is to improve and enrich career-minded lives by meeting the educational training and workforce development needs of our students and the communities in which they work and always to do what is best for our students. We strive to promote positive learning in the classroom, both on campus and online, and success in the workplace. Come join us and train for a good job and a great career!*

### **Objectives**

Arlington Career Institute's HVACR program will:

- Prepare graduates for entry-level positions in the high demand field of HVACR Technicians
- Provide an application-based education that translates into successful maintenance jobs
- Build community relationships integrating industry standards into the training
- Transition the graduates into productive members of the industry
- Promote certifications and professionalism to create an emphasis on continuing education

### **Accreditation**

Arlington Career Institute is accredited by the Accrediting Commission of Career Schools and Colleges and has been since 1988. The Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

### **Career Schools and Colleges Section, Texas Workforce Commission**

Arlington Career Institute is approved and regulated by the Career Schools and Colleges Section, Texas Workforce Commission.

### **Veteran's Approval**

The HVACR program is approved for veterans' benefits under Title 38 by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

## **Campus Facilities and Equipment**

Arlington Career Institute is located in the heart of the Dallas/Fort Worth metroplex. It occupies a 60,000-square-foot building located near Six Flags Over Texas and the Rangers Ballpark in Arlington. Spacious, fully air-conditioned and heated classrooms, lounges, labs, offices, and a breakroom, create a comfortable setting conducive to a good learning environment.

The school has a law and reference library to assist the students in all areas of research with access to the World Wide Web. In addition, the school has large computer labs.

For the HVACR program there are two labs and one theory classroom.

One Commercial Refrigeration Lab Contains:

- 1 Lo temp single door top mount
- 1 Lo temp single door bottom mount
- 1 Med temp double door top mount
- 1 Med temp double door bottom mount
- 2 testing boards for defrost electric and hot gas
- 1 semi-hermetic compressor with king valves
- 1 roof top package unit

One HVAC Lab contains:

- 12 thermostats
- 10 gas furnaces
- 10 condensers
- 10 evaporator coils
- 2 air handlers with electric heat and heat pumps



## **HVACR PROGRAM**

### **Heating, Ventilation, Air Conditioning, Refrigeration Program**

#### **Educational Philosophy**

Arlington Career Institute established its curriculum from the HVAC community including its own staff of experienced professionals in the field. ACI is passionate about developing each student's knowledge and skills to perform effectively as HVAC technicians or installation assistants. Classroom discussion is delivered by our qualified instructors who describe each step of area specific subject matter ensuring an understanding of the information and the practical use in each class. A comprehensive series of lab exercises accompany the text material providing clear direction for each student along with "hands on" learning experiences and skills practice. The lab training is conducted in modern-day facilities with industry equipment and materials supporting the course content.

#### **Educational Objective**

The program is designed to provide students with the technical skills to be employed as an entry-level HVACR technician.

#### **Methods of Delivery**

Students will attend resident classes in a traditional face-to-face, hands-on delivery.

#### **Program Length**

The program is seven (7) weeks in length and is only available as a full-time program. Students will attend classes from 7:00 a.m. until 4:30 p.m. five days a week, Monday through Friday. Appropriate breaks (10 minutes for each 60-minute class session) and a 30-minute lunch break are scheduled. Saturdays are available for additional practice, make-up work, and tutoring from 7 a.m. to 4:30 p.m.

#### **Program Description**

This program is designed to provide the students with the knowledge and technical skills for entry-level employment in the HVACR field. The program includes the technical maintenance of residential and light commercial equipment, how to educate the customer on maintenance contracts, IAQ products, and high efficiency equipment. This program is designed with hands-on training in maintenance, repair, troubleshooting of refrigeration, heating, and air conditioning systems. This includes hands-on lab simulations to prepare students for field service work. The program prepares the students for certifications of EPA 608 Universal and NATE core (required for graduation and employment), NATE Gas, NATE Air Conditioning Service, NATE Heat Pumps, and IAQ products are recommended.

## HVACR PROGRAM

### Program Outline

Course Number	Course Name	Lecture Hours	Lab Hours	Total Hours
HVACR 100	Basic Electricity and Introduction to Gas Furnace	25	20	45
HVACR 110	Cooling Cycle and Cooling Tune-ups	15	30	45
HVACR 120	Heating Operation and Heating Tune-ups	15	30	45
HVACR 130	A/C and Heating Maintenance	20	25	45
HVACR 140	Heat Pumps	25	20	45
HVACR 150	HVACR Diagnostics and Introduction to Commercial Refrigeration	15	30	45
HVACR 160	Commercial Refrigeration	15	30	45
	<b>TOTAL</b>	<b>130</b>	<b>185</b>	<b>315</b>

### HVACR Program Tuition and Fees

Tuition and fees are set for and apply to both in state and out-of-state residences.

DESCRIPTION	COST
Tuition	\$16,630.00
Books/iPad	295.00
Tools and Supplies	1,350.00
Registration Fee	100.00
Student Housing Application Fee	125.00
<b>TOTAL COST OF PROGRAM</b>	<b>\$18,500.00</b>

*For full refunds, ACI can withhold cost for the iPad and tools from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. After the 72-hour cancellation privilege has expired, no refund is permitted nor will be given to the student for the cost of the iPad and tools and supplies. After the expiration of the 72-hour cancellation privilege, the iPad and tools and supplies become the property of the student.*

## Course Descriptions

### **HVACR 100**

#### **Basic Electricity and Introduction to Gas Furnace**

**25 Lecture Hours; 20 Lab Hours = 45 Hours**

This course addresses the concept, identification, and testing of electrical components of HVAC systems. Topics include the study of Volts, Amperes, Microamps, Microfarads, Continuity, Temperature, DC Voltage, and customer service soft skills. Prerequisite: None

### **HVACR 110**

#### **Cooling Cycle and Colling Tune-ups**

**15 Lecture Hours; 30 Lab Hours = 45 Hours**

This course introduces the Refrigeration cycle, preparation and testing for the EPA 608 Universal Certification, operating and wiring of the condensing unit, the function and testing of each component in a condensing unit, and a continuation of customer service soft skills. Prerequisite: HVACR 100

### **HVACR 120**

#### **Heating Operation and Heating Tune-ups**

**15 Lecture Hours; 30 Lab Hours = 45 Hours**

This course addresses the operation of the gas furnace. This includes the gas furnace sequences of operation, static pressure, installation of the thermostat to the control board, the function and testing of each component in the gas furnace, and a continuation of customer service soft skills. Prerequisite: HVACR 110

### **HVACR 130**

#### **A/C and Heating Maintenance**

**20 Lecture Hours; 25 Lab Hours = 45 Hours**

This course focuses on how to properly do a maintenance call on a gas furnace and a condensing unit and how to fill out the proper paperwork typically associated with a maintenance call. Included in the course is preparing and taking the Nate Core Test and a continuation of customer service soft skills. Prerequisite: HVACR 120

### **HVACR 140**

#### **Heat Pumps**

**25 Lecture Hours; 20 Lab Hours = 45 Hours**

This course defines the Heat Pump operation of refrigerant cycle in the heating mode, thermostat wiring and additional components for Heat Pump and a continuation of customer service soft skills. Prerequisite: HVACR 130

### **HVACR 150**

#### **HVAC Diagnostics and Introduction to Commercial Refrigeration**

**15 Lecture Hours; 30 Lab Hours = 45 Hours**

This course addresses how to diagnose a problem with a gas furnace, condensing unit, and heat pump. Topics includes the introduction to the basics of commercial refrigeration and a continuation of customer service soft skills. Prerequisite: HVACR 140

**HVACR 160**

**Commercial Refrigeration**

**15 Lecture Hours; 30 Lab Hours = 45 Hours**

This course presents the refrigeration operations of defrost timer with hot gas and electric defrost. Electric schematic of refrigeration cycle, the operation of each in medium and low temperature units, and a continuation of customer service soft skills. Prerequisite: HVACR 150

**HVACR Tools and Supplies**

Allen Wrenches (Standard)	Flashlight
Refrigerant Leak Detector	Safety Gloves
Refrigerant Gauges	Refrigeration Service Wrench
Safety Glasses	Small Inspection Mirror
Needle Nose Pliers	Utility Knife
Linesman Pliers	Thermostat Screwdriver (Phillips)
PVC Cutter	Thermostat Screwdriver (Slotted)
Tubing Cutter	Level
Mini tubing Cutter	Jumper Wires
Schrader Removal Tool	Manometer – Static & Gas Pressure
Wire Stripper	3/8” Magnetic Nut Driver (12”)
Tongue-and-groove Pliers (10”)	5/16” Magnetic Nut Driver (Mini)
Tongue-and-groove Pliers (12”)	5/16” Magnetic Net Driver (12”)
Tape Measure	¼” Magnetic Nut Driver (Mini)
20 in 1 Screwdriver	¼” Magnetic Nut Driver (12”)
Digital Meter	Square Hex Drive
Adjustable Wrench (8”)	Pipe Clamp Thermocouple
Adjustable Wrench (10”)	Tool Backpack
Digital psychrometer	Awl

## GENERAL INFORMATION

### Admissions Requirements

When applying for admission, the following are required for entrance:

- Minimum age of 18.
- Complete all admissions paperwork, including but not limited to, the student enrollment agreement and the student housing agreement.
- High school diploma, GED, or proof of an associate's, bachelor's or master's degree.
- Have completed financial arrangements for funding your education.
- \*Valid Driver's License.
- \*\*Pass a criminal background check completed by the campus.

\*If the driving record has a history of violations, some employers will be prohibited from hiring due to insurance restrictions.

\*\*If the background check reveals a felony conviction, admission may be denied.

### Background Check Policy

Criminal Background Checks and Driver's License checks (referred to as "Background Checks") will be conducted on all conditionally accepted applicants prior to enrollment in the HVACR program. Background Checks may be run on current students if needed. Arlington Career Institute will designate a company to conduct the Background Checks, and this company will issue reports directly to the School Director or his designees. Students are informed by the catalog about the background check policy. The website serves to provide the prospective student a copy of his/her rights according to the Fair Credit Reporting Act ("FCRA"). Final admittance into the program is conditional on a satisfactory background report which must be completed and approved prior to matriculation. Any omission of required information, including the failure to provide the consent, or submitting false, misleading or incomplete information by the prospective or current student may result in withdrawal of conditional acceptance and/or immediate termination/dismissal from the program.

### Reason for Background Checks

The purposes of conducting Background Checks are multiple:

- To determine the ability of the graduate to maintain or eventually become licensed and/or certified in his/her profession;
- To identify accepted applicants who have a criminal history or driver's license issues that may preclude the student from participating in the program;
- To assure compliance with various regulatory or accrediting agencies that require or recommend such checks;

- To put applicants with a criminal history on notice that there may be an issue with respective licensing and/or certification boards regarding the impact of the criminal history on the ability to obtain professional licensure;
- To inform students in advance of potential problems if the student has a criminal history that may affect ACI's ability to assist the student in securing a job after graduation;
- To inform students that this policy does not apply to non-criminal violations or matters of civil law.

Enrollment will not be final until the completion of the background check and the result of which is acceptable to the Institute. Applicants who do not consent to the required background check, refuse to provide information necessary to conduct the background check, or provide false or misleading information regarding the background check will be subject to disciplinary action up to and including refusal of admission or immediate termination/dismissal from the program. All expenses associated with the Background Checks are the responsibility of Arlington Career Institute.

### **Information Obtained from Background Checks**

The background check will only report convictions, conviction equivalent adjudications, all arrests without final adjudication (both felonies and misdemeanors) and driving-related convictions or tickets. Since the background check is performed as part of the nationwide search, the rules and regulations of the Fair Credit Reporting Act will apply. Please see our website for all your rights according to The Fair Credit Reporting Act. The School Director or his designee will be responsible for reviewing the background report, and any other information provided that may be relevant to the final admission decision of the conditionally admitted applicant. The School Director or his designee will decide whether the results of the background investigation disqualify the conditionally admitted applicant from final admission and matriculation into the program. The School Director or his designee may require the prospective applicant to meet in person or provide a detailed, written description and explanation of the information contained in the background records report along with appropriate documentation, such as police reports, certified court records, and any institutional correspondence and orders.

### **Subsequent Background Checks**

Subsequent Background Checks may be repeated after the initial check for all current students as ACI may deem necessary in accordance with applicable policies. According to this Catalog, students are required, on a continuing basis, to disclose in writing to the School Director any criminal convictions that occur since the original disclosure he or she completed with the application for admission.

Applicants who fail to report a new criminal conviction may have their offer of acceptance rescinded and/or the enrollment terminated immediately. For new criminal convictions reported by enrolled students, the School Director or his designee will review the information and determine whether any disciplinary action is warranted. As deemed necessary, students will be advised of

the ramifications for professional licensure/certification and whether any new convictions will affect their enrollment status and/or employment opportunities.

### **Admissions Deadlines**

Students are encouraged to enroll in scheduled sessions as quickly as possible because each class is limited in the number of students. Arranging financing can be time consuming. Only students with paid tuition or students who have made tuition payment arrangements will be considered enrolled.

### **Financing Methods of Payment**

Tuition and fees are due and payable in advance of the start of the class. All funding arrangements including cash payment plans, agency funding, VA benefits, and private loans must be set up prior to the students starting classes.

### **NSF Check Policy**

A \$15 charge will be assessed against a student who presents a check in payment of tuition or fees and which is returned because of insufficient funds. The student will be required to present cash or a money order to cover the charge remaining unpaid. If the bank has made an error, a signed letter from the bank on letterhead will provide an exception to this policy.

### **Unpaid Balances to Institute**

Any unpaid balance may be turned over for collection to a collection agency. The student will be responsible for paying all costs of collections and/or attorney fees and other charges necessary for the collection of any unpaid balance.

### **Military Benefits**

The Admissions Office and ACI's V.A. Certifying Officials are ready to assist active duty service members, veterans, and their eligible dependents and spouses in obtaining their education benefits and act as a liaison to the regional V.A. office to process enrollment certifications. A student must be admitted to the Institute and registered for courses to be certified for veterans' education benefits. Arlington Career Institute accepts the following military benefits:

### **Chapter 30 Montgomery G.I. BILL®**

The MGIB-AD program provides education benefits to Veterans and Service Members who have at least two years of active duty. For qualified recipients, benefits are generally payable for 10 years following release from honorable active service, but the time limit can be fewer or more years depending on the situation.

### **Chapter 31 Vocational Rehabilitation**

Chapter 31 provides training and rehabilitation for veterans with a service-connected disability with a rating of at least 20%.

### **Chapter 33 Post 9/11 G.I. BILL®**

For individuals who served 90 aggregate days or more of active duty service on or after 09/11/01 and have an honorable discharge, this program is available. Starting in 2009 active duty service

members may be eligible to transfer their Post 9/11 G.I. Bill ® entitlement to dependents and/or spouses.

### **John Fry Scholarship**

Public Law 111.32, the Marine Gunnery Sargent John David Fry Scholarship, amends the Post-9/11 G.I. Bill® (Chapter 33) to include the children of service members who die in the line of duty after Sept. 10, 2001.

### **Chapter 35 Survivors/Dependents Educational Assistance**

For dependents of a veteran who is 100% disabled or who has died from a service-related injury or illness. A dependent may be a child under 26 or a surviving spouse.

### **Chapter 1606 Montgomery G.I. BILL® Selected Reserve**

The MGIB-SR program provides education and training benefits to eligible members of the Selected Reserve, including Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, and Coast Guard Reserve, and the Army National Guard and the Air National Guard and qualified recipients may be entitled to receive up to 36 months of educational benefits.

### **Private Loans**

Students may pay the tuition and fees on a monthly payment plan. Interest rates vary. The business office will meet with the prospective student and based on the personal information provided will give the student the payment options available.

### **No federal financial aid is available for the HVACR program.**

### **FERPA**

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. FERPA rights apply to students and guardians of a dependent minor student; a student is a person who is, or has been, in attendance at the school, regardless of the person`s age. Under FERPA, a student has a right to:

- Inspect and review his or her educational records
- Request to amend his or her educational records

Have some control over the disclosure of information from his or her educational records

*The directory information made available by the School is:*

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Date of Birth
- Birth Location



- Course
- Dates of Attendance
- Degrees & Awards Received
- Most Recent Previous Educational Institution Attended

FERPA also authorizes disclosure of this information without the student`s consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with the School asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by contacting a School employee and filling a request to be excluded from the directory or from any other requests for open directory information.

According to FERPA, some non-directory student records may not be released without prior written consent from the student. A record is any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker, which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.
- Medical or psychological treatment records that include that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provided that employment is not contingent upon being a student.
- Law enforcement records.

The school will disclose information from a student`s education record without the written consent of the student to a staff member who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student`s application for, or receipt of, financial aid; and state, federal, and accrediting agencies as required.

Under **FERPA**, students have a right to see, inspect and request changes to their educational records. Upon request, the School shall provide a student access to his or her educational records except for financial records of the student`s parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. Educational records covered by FERPA normally will be made available within ten (10) days of the request. All records are to be viewed by students in the presence of a staff member. The contents of a student`s educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the School.

It is the policy of the school that it will maintain the **FERPA** disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, the school will honor a request from a former student, not re-enrolled, to add or delete a non-disclosure request.

## ACADEMICS

**OFFICE AND SCHOOL HOURS:** Office hours are Monday through Friday from 6:30 a.m. to 5:30 p.m. Classes meet Monday through Friday between the hours of 7:00 a.m. to 4:30 p.m. Monday through Friday. Appropriate breaks, 10 minutes for each 60-minute class session and a 30-minute lunch break, are scheduled. Saturdays are available for additional practice, make-up work, and tutoring from 7 a.m. to 4:30 p.m. There are no evening classes, and the office is closed on Saturday.

### Holidays 2018/2019

Holidays	Dates
Martin Luther King Day	January 21, 2019
Presidents' Day	February 18, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Veterans Day	November 10, 2018; November 11, 2019
Thanksgiving	November 22, 2018; November 28, 2019
Holiday Break	December 25, 2018 - January 1, 2019

### Schedule of Class Starts and Graduation Dates

Classes Begin	Graduation Dates	Holidays*
October 29, 2018	12-15-2018	Thanksgiving, November 22, 2018
January 7, 2019	February 23, 2019	Presidents' Day, February 18, 2019
March 4, 2019	April 20, 2019	
April 29, 2019	June 15, 2019	Memorial Day, May 27, 2019
June 24, 2019	August 10, 2019	Independence Day, July 4, 2019
August 19, 2019	October 5, 2019	Labor Day, September 2, 2019
October 14, 2019	November 30, 2019	Veterans Day, November 11, 2019
		Thanksgiving, November 28, 2019

\*Holidays must be made up on the Saturday that follows the holiday.

Between each term/class, there is a one-week break without students and classes. The administrative offices will remain open.

### Note to V.A. Students

Class schedules for V.A. students who have been granted credit for previous education will be determined at the time the credit is granted and will be maintained in the individual veteran's file. Certification of each individual's training will be in accordance with the provisions of the Code of Federal Regulations 21.4270.

### **Maximum Number of Students in a Typical Class or Lab**

The maximum number of students in a lecture class will not exceed 30 students to 1 teacher. Maximum laboratory class will not exceed 20 students to 1 teacher.

### **Certificate of Completion/Transcripts**

There is no charge for the original copy of your Certificate of Completion; however, additional copies of the Certificate will cost \$10.00, plus the cost of framing or mailing. Official transcripts of students' records are issued upon completion of their program. Additional copies are issued when accompanied by a written request and the payment of a \$5.00 transcript fee.

## **Evaluation and Graduation**

### **Grading Scale**

Grade	Percent Grade	4.0 Scale
A	90 - 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
F	Below 70	<1.3

Other grades issued are as follows and are not considered in the calculation of course cumulative grades.

I	Incomplete
W	Withdrawn
T	Transfer Credit from another school
TW	Credit for previous training or work experience

### **Incomplete (I)**

The work in a course has been of passing quality but is incomplete due to circumstances beyond the student's control. (Issued only upon advance approval of the School Director.) The transcript will state "I" and the incomplete work must be completed within two weeks. The student will receive a grade for the course and there will be no penalties for the "I" if completed within two weeks. If the "I" is not replaced with a grade, the "I" automatically becomes an "F" and the course must be repeated.

### **Withdrawal (W)**

A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the course. A student with a grade of "W" cannot complete the program and will be issued a refund in accordance with the refund policy stated in the catalog. Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete.

### **Transfer of Credit (T)**

Clock hours that have been accepted for credit will not have the grade averaged into the grades earned at Arlington Career Institute. No more than 25% of the hours in the program may be accepted for transfer of credit. The School Director may require a competency exam to prove the acceptance of the hours. The hours will be indicated on the transcript with a "T."

### **Credit for Previous Training or Work Experience (TW)**

Skill classes in major areas of study may require testing before credits/clock hours are allowed to transfer. Only a certain percentage of the total required clock hours may be transferred to Arlington Career Institute. Students requesting transfer of credit must submit copies of official transcripts for evaluation by the Director or other school official. The maximum credits or clock hours that may be transferred into a program are 25%.

All transfer credits must be determined before the end of the first week of attendance at the school. Only credits/clock hours from an institution whose accrediting body is recognized by the U.S. Department of Education will be accepted provided they meet the criteria above.

### **Repeat Courses and Remedial Courses**

Students may repeat a course one time at no charge. ACI does not offer non-credit remedial courses.

### **Evaluation Period (Grading Period)**

ACI defines a progress evaluation/grading period as being one-week long. Students are notified of their progress every week on the Monday following the week. A week is five class days. If a holiday falls with the week, the students are notified on the first day following the five class days.

### **Transferability of ACI's Courses and Clock Hours to Other Schools**

Clock hours earned at Arlington Career Institute may be transferable to other proprietary schools. However, clock hours earned at Arlington Career Institute are not usually transferable to two-year and four-year public and private colleges.

### **Clock-Hour Definition**

A clock hour is a class period of 50 minutes of instruction in a 60-minute period. Arlington Career Institute does not award credit hours. However, if converting the clock hours to credit hours, students earn one credit hour for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 hours of Externship.

### **Disruptive Behavior in the Classroom**

A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of the school or any of its students, faculty member, guest, or the surrounding community. Specific violations of this standard include, but are not limited to: 1) threatening the health, safety or welfare of another; 2) interfering with the freedom of movement of another; 3) invading the privacy of another; 4) interfering with the right of another to enter, use, or leave the school's facility, property, service, resource, or activity; 5) interfering with the faculty member in the performance of his or her duty; 6) interfering with the freedoms of speech, religion, or association of another; 7)

trespassing or the unauthorized entering or accessing the school's campus, property, service, resource, or activity; 8) making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behavior; 10) acting recklessly or in a manner that causes a disruption to the orderly function or operation of the school; or 11) exhibiting public nudity or lewd behavior.

The ultimate goal of this policy is to create a safe learning atmosphere of mutual respect and courtesy which is conducive to clarity of thought in the classroom. Instructors and students are expected to treat each other with respect for their scholarly intentions. It is the instructor's right and responsibility to maintain an appropriate environment of learning with the expectation of support from the school's administration. In order to facilitate an environment that allows for optimal student productivity and enrichment through instruction and engagement, this policy has been developed.

Disruptive behavior includes all violations of the Student Conduct Policy which is outlined in this Catalog. Any violation of the policy not germane to the content and work of the class in session may result in the student being asked to leave the classroom. If the instructor requires a student to leave the classroom because of a violation of the conduct policy, all time missed from the class will be deducted from the student's daily clock hours. The amount of time the student is restricted from the classroom is at the discretion of the instructor and will be counted adversely toward the student's total attendance.

### **Maximum Time to Complete**

The program is seven weeks long and the maximum time to complete is seven weeks plus one day. Students must complete all coursework within this period

### **Graduation Requirements**

Prerequisites to graduation are the following:

- EPA 608 Universal Certification
- NATE core
- Completing all 315 Lecture and Lab Hours
- A CGPA of a minimum of 70% or 2.0
- Financial obligations to the school paid

Upon graduation, students will receive a Certificate of Completion from the Institute.

## SATISFACTORY ACADEMIC PROGRESS POLICY

### Measurement Satisfactory Progress

Students must maintain a minimum grade point average of 2.0 at the end each grading period; a 2.0 grade point average at mid-point of the program, and at least a 2.0 grade point average upon graduation, using the traditional 4.0 scale.

<b>Total Hours Attempted</b>	<b>Probation if CGPA is below</b>	<b>Probation if Rate of Progress is below</b>
45	2.0	n/a
90	2.0	66%
135	2.0	66%
180	2.0	66%
225	2.0	66%
270	2.0	66%
315	2.0	66%

### Evaluation Points

For purposes of determining satisfactory academic progress, a student's academic record will be reviewed according to the chart above or every 45 clock hours.

### Grading Period

Students will receive grades on the first day, usually Monday, after each 45 clock hours or one week.

### Homework, Quizzes, Exams, and Make-Up Work

- Classwork, homework, test, and quizzes should be completed and turned in on the due dates specified by the instructor.
- No more than five percent (5%) of the total course hours may be made by the student. In the event that any student is absent, tardy, and/or leaves early for any reason, the student may submit a Make-Up Request Form in order to make up missed classroom time and comply with the attendance requirement. Student may be given the opportunity to make up missed classroom time on each Saturday from 7:00 a.m. – 4:30 p.m. immediately following any week in which the student is absent, tardy and/or leaves early. Permission to make up missed classroom time is at the sole diction of the student's instructor and no more than 15.75 hours may be made up by the student. All make-up time shall be supervised by an instructor and shall be signed and dated by the student and the instructor to acknowledge the make-up session. Please note that a separate written make-up request must be completed for each occasion that a student is required to make up missed classroom time. If a student fails to make up any missed classroom time on any Saturday immediately following the end of the grading period, then that student will be placed on attendance Probation on the following Monday. Please note that ACI will terminate a student's enrollment if that student fails to make up any missed clock hours pursuant to the terms and conditions of the Student's Attendance Probation notice.

- Make-up work shall be signed and dated by the student and instructor to acknowledge the make-up session.

### **Grade Appeal and Grade Change Policy**

If a student believes that his or her final grade for a course was unfair, the student may use the process described herein to seek resolution of the matter. The burden of proving a claim of an unfair grade (e.g. discrimination, unjust treatment, or errors in calculation) rests with the student. Grades are awarded or changed only by the course instructor or through this appeals process. An appealed grade may be raised or lowered during the course of this appeals process. The parties should make every effort to achieve consensus and to resolve conflicts at the lowest level and as quickly as possible, especially in cases where a student's timely academic progress is in jeopardy.

The student must direct an appeal in writing to the course instructor immediately upon receiving the final course grade. The appeal must include presentation of whatever evidence of unfair evaluation the student believes is relevant. It is the responsibility of all parties to make every effort to resolve their differences between themselves and informally. Should the student remain unsatisfied with the results of the appeal, the student may submit the written documentation to the School Director for further review. The decision of the School Director is final.

### **Satisfactory Academic Progress Probation**

If a student is not making Satisfactory Academic Progress at any point in the program, the student will be placed on Probation Status. When a student is placed on Probation Status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain satisfactory academic progress. The plan may include but is not limited to mandatory tutoring, scheduled advising sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew;
2. Sign the academic plan (a copy of the plan will be kept in the student's files); and
3. Meet weekly with the academic advisor to review how well the student is advancing on the academic plan and how well he or she is progressing toward meeting the minimum standards of academic progress.

If a student on Probation Status does not achieve the minimum standards of academic progress at the end of the evaluation period established in the written plan, which could be longer than one evaluation period, the student is dismissed from the Institute and cannot appeal the dismissal. Additionally, if the student at any point in the evaluation period does not perform as required based on the academic plan, the student may be dismissed from the Institute sooner than the end of the evaluation period.

### **Dismissal for Unsatisfactory Academic or Attendance Progress**

If a student on Probation Status fails to achieve the minimum standards of academic progress at the end of the next evaluation period, the student may be dismissed. Upon dismissal, the Institute



will provide the student with an Appeals Process Form; and it is up to the student to file the appeal. The School Director will determine if he or she is eligible for reinstatement in the Institute's program.

### **Re-Entry After Academic Dismissal**

If a student is allowed to return to the Institute after being dismissed for unsatisfactory academic progress, he or she may re-enter and must meet the above requirements and will re-enter on Probation Status. Once the student has met the requirement for satisfactory academic progress, the Probation Status will be removed. If the student does not meet the satisfactory progress requirements during the first evaluation period, the student is dismissed and is not eligible to return.

### **Incompletes, Withdrawal, and Failing Grades**

All students receiving an "I" (Incomplete) grade for a course must complete the unfinished coursework no longer than two weeks. The amount of time allowed to finish incomplete coursework will be determined by the instructor. Students who finish the coursework within the specified time frame will receive a final grade using the school's grading scale. Failure to complete the course work within the specified time frame will result in a final grade of "F" (Failing) for the course.

If a student fails to complete a course with a satisfactory grade of ("C") or above, the student will be required to repeat the course. In such case, the student's final grade for the course will be the weighted average of the two grades the student received each time the course was taken.

If a student withdraws from a course while the course is in progress, the student will receive a grade of "W" (Withdrawn) provided the student was maintaining satisfactory progress during the time the student was enrolled in the course. If not, the student will receive a final grade of "F" (Failing) when the student withdraws from the course. The student must repeat the course in its entirety to remove the "W" for the course.

#### *EXAMPLE:*

The first time the course was taken the student's final grade was 69 = "F". The second time the course was taken the student's final grade was 81 = "B".

The student's final grade for the course would be  $69 + 81 = 150$ , divided by  $2 = 75$  or "C". The student's final grade for the course would be a "C".

### **Note to V.A. Students on Satisfactory Progress**

Students using V.A. benefits to finance their education should be made aware that the V.A. will not extend benefits beyond the time period normally required to complete their program.

## **ATTENDANCE**

### **Policy**

All students must complete the entire time to the minute for each one-week course. Any time up to 5% missed must be made up. If more than 5% is missed in the program, the student will be terminated. In order to make up any amount of time, students are required to submit a request to their instructor to make up time, and all time that is not completed must be done prior to graduation.

1. An absence shall be charged for a full day when the student attends none of the scheduled classes on that day. A partial day of absence shall be charged for any period of absence during the day.
2. School holidays such as July 4, Thanksgiving holiday, etc., shall not be considered days of absence.
3. Students who are absent more than 5% of the total scheduled class clock hours for their program will be terminated. This rule is required by the Career Schools and Colleges Section, Texas Workforce Commission.
4. Students who are absent two consecutive school days will be terminated. Students may be terminated for fewer consecutive absences at the discretion of the Director.
5. Make-up work shall not be authorized for the purpose of removing an absence. Students will be required to make up exams or other missed work as the result of any absence within three days of returning from an absence. All make-up arrangements are subject to approval by the School Director.
6. Students terminated may be eligible for reentry at the next available evaluation point that matches where the students left. There is a \$25.00 fee for re-entry. Students who are allowed to re-enter after termination or withdrawal will pay the tuition rate in effect at the time of re-entry. Re-entering students must meet with a school official prior to starting classes.

### **Leave of Absence**

There are no leaves of absence at Arlington Career Institute. If a student must be absent for an extended period of time, the student must withdraw and officially apply to complete the program at a later date.

### **Tardiness/Early Departure**

ACI requires that students report to the Institute sufficiently in advance of class starting times to ensure their presence in the classroom. Students who are marked “Tardy” or leaving classes early must make up the minutes missed in class. Instructors will record minutes missed in any class and these must be made-up in order to satisfactorily complete a course.

## STUDENT CONDUCT

### Policy

The Student Conduct Policy governs student behavior relating to academic life at Arlington Career Institute, and all students are required to conduct themselves in accordance with these policies. The Institute has a clear responsibility to protect and promote the pursuit of ACI's academic goals and mission statement. Students are expected to be responsible members of the community. Students must comply with all federal state, and local laws; and in addition, students must abide by all rules and regulations of Arlington Career Institute at all times.

Students are responsible for sustaining the highest ethical standards of this institution and of the broader community in which we function. ACI values integrity, honesty, and fairness and strives to integrate these values into its teaching and business practices. The Conduct Policy represents ACI's commitment to upholding the ethical, academic, and legal standards used as the basis for our daily and long-term decisions and actions. Students are each individually accountable for their actions; and, as members of the community, students are collectively accountable for upholding these standards of behavior and for complying with all applicable laws and policies.

Any student may be subjected to disciplinary action for violating any provision of this code of conduct or for committing any act or type of conduct which, although not specifically enumerated herein, fails to meet the standards of acceptable behavior outlines in this policy. The Student Conduct Policy sets forth community expectations as well as those behaviors, occurring both on or off campus, which constitute unacceptable conduct. Students are responsible for conducting themselves in accordance with the Student Conduct Policy at all times even when the student is not present on campus. Thus, ACI reserves the right to review any action taken by civil authorities regarding a student's off-campus behavior. The ultimate decision on whether an incident off campus affects the Institute's interests and thus falls within the scope of this policy will fall under the purview of the School Director.

By way of example, the following overall general conduct which may result in disciplinary action up to and including immediate expulsion from the school and termination from the program:

- Any and all conduct that is deemed to be contrary to the school's non-discrimination policy, including but not limited to, verbal or physical conduct constituting sexual or other prohibited harassment.
- Any and all conduct that is deemed to be dishonest or fraudulent including but not limited to cheating, theft, and misappropriation of or unauthorized removal of another student's or CI's property.
- Any act of violence against oneself or another person. A student shall not engage nor attempt to engage in any acts of violence against any person whether or not they are a member of the ACI community. "Act of Violence" is defined as any act or threatened act that causes physical, sexual, or psychological harm including, but not limited to, hitting, kicking, scratching, punching, shaking, slapping, burning, or restraining.

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit any violation of this Student Conduct Policy. A student who has knowledge of another committing or attempting to commit a violation of the code of conduct is required to remove him or herself from the situation and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

In addition to the general principles of behavior outlined above, this Student Conduct Policy presents the following examples of prohibited behavior. Please note that these examples are not intended to constitute a complete and exhaustive list of prohibited conduct. These examples are meant to illustrate what conduct is strictly impermissible or illegal. Eagle reserves the right to change the examples listed below at any time with or without notice. While discipline for standard violations will follow progressive disciplinary procedures, Eagle reserves the right to implement discipline in accordance with the grievousness of the violation. Violations of these or any other policies may subject the student to disciplinary action up to and including immediate expulsion and termination from the program:

- Possession, consumption under the influence or sale of any illegal drugs or controlled substances on campus.
- Felonious behavior, as defined by state and federal statutes, whether on or off campus.
- Academic dishonesty (cheating).
- Conduct dangerous to others—any conduct that constitutes a serious danger to any person’s health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.
- Disorderly conduct—any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups of individuals.
- Obstruction of or interference with institutional activities or facilities—any intentional interference with or obstruction of any institutional activity, program, event, or facilities.
- Misuse of or damage to institution property—any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the institution including, but not limited to, fire alarms, fire equipment, telephones, institution keys, classroom materials, tools, uniforms and/or vehicles, and any such act against a member of the institutional community or a guest of the institution.
- Misuse of or damage to third-party property—any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to any entity selected by the institution to provide meals and lodging will cause the student to be removed from the program.
- Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institutional community or a guest of the institution.
- Misuse of documents or identification cards—any forgery, alteration of, or unauthorized use of institutional documents, forms, records, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student’s admission, enrollment or status in the institution.
- Firearms and other dangerous weapons—any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind.

- Explosives, fireworks, and flammable materials—the unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks. Alcoholic beverages—the excessive consumption or unlawful possession of alcoholic beverages. Financial irresponsibility—failure to meet financial responsibilities to the institution promptly including, but not limited to, passing a worthless check or money order in payment to the institution or to a member of the institution or giving a false testimony or other evidence at any hearing.
- Failure to cooperate with institutional officials--failure to comply with directions of institutional officials acting in the performance of their duties.
- Harassing Conduct—Any unwelcome conduct, verbal or physical, based on race, color, religion, sex (including pregnancy and gender identify), national origin, age, disability, genetic information, parental status, or sexual orientation when the conduct can reasonably be considered to adversely affect the educational environment.

### **Conditional for Dismissal**

Any violation of this Student Conduct Policy may result in the student's expulsion of this program depending on the nature and gravity of the offense. Additionally, a student whose conduct or influence is determined to be egregiously detrimental to the purpose of the school or to the morale of the student body may be immediately terminated from the program. If a student is terminated from the program on the grounds of student conduct, there will be no re-entry to the program allowed.

### **Academic Integrity**

- All students must be honest and forthright in their academic studies. To falsify the results of one's test scores or to cheat on an assignment or test, or to allow or assist another student to commit these acts corrupts the educational process. Therefore, students are expected to do their own work and neither give nor receive unauthorized assistance.
- Academic misconduct is any act that disrupts the educational process or provides a student with an unfair academic advantage over another student academic misconduct includes, but is not limited to:
- The unauthorized possession, copying distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered;
- Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work;
- Entering any school classroom or office, or other property, or accessing any computer file or other school record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade;
- Continuing to work on an academic exercise after the specified allotted time has elapsed;

- Bribing another person to obtain an academic exercise, including answers to questions of an unadministered academic exercise;
- Failing to adhere to standards of student behavior established by a faculty member in conjunction with academic courses.
- The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action, however, can be affected only through appropriate procedures of the institution.

### **Alcohol and Drugs**

Arlington Career Institute encourages safe and responsible behavior toward alcohol and drugs. All students are personally responsible for their conduct and behavior and all student should consider themselves responsible for the safety of themselves and other students. Thus, Eagle expects all students to comply with all federal, state, and local laws in addition to the school's regulations related to alcohol and drugs.

Students under the age of 21 are absolutely prohibited from consuming alcohol and students are strictly prohibited from providing alcohol to persons under the age of 21. Likewise, students are strictly prohibited from using, manufacturing, distributing, selling, or possessing illegal drugs as well as misusing legal drugs such as prescription medicines. If a student attends a school-sponsored event held on or off campus where alcohol and/or drugs are made available in violation of local, state, or federal laws, then that student will be subject to immediate discipline. Furthermore, certain alcohol-related behaviors are sufficiently dangerous to students or other members of the community that Arlington Career Institute, at its sole discretion, will impose more serious sanctions for these behaviors. These include but are not limited to: driving while intoxicated, public intoxication, serving or providing alcohol to persons under age 21, or any coercive or hazing-like activity involving pressure to consume alcohol and/or drugs.

Students who violate the school's alcohol and drug policies will be immediately disciplined under this policy with sanctions ranging from suspension to immediate expulsion from the school and termination from the program. To the extent to which a student takes measures to increase or decrease a student's safety will be considered in determining the severity of a sanction. Repeat offenses, especially those that endanger others, will result in increased sanctions. Please note that those individuals who engage in illegal drug or alcohol activities, regardless of whether or not the activities occur on school property or not, are in violation of the law and that student may be reported to the appropriate law enforcement authorities.

### **Weapons, Dangerous Instruments and Explosive Chemicals or Devices**

The possession, use or threat of use, of any object that may reasonably be believed to cause physical injury to another person is strictly prohibited. Specific violations of this policy include, but are not limited to, the possession, use or threat of use, of any of the following items: 1) any

firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded; 2) any toy gun which, based on color, design, or appearance, would be considered by a reasonable person to be an actual firearm; 3) any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury; 4) any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon; 5) any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less); or 6) any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.

#### **Note:**

Pursuant to Section 30.06 of the Penal Code) “Trespass By Holder of License to Carry concealed Handgun”), “a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter this property with a concealed handgun.” Additionally, according to Section 46.03(a) of the Texas Penal Code, “A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a): (1) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless pursuant to written regulations or written authorization of the institution.” Section 46.03(f) of the same code states: “It is not a defense to prosecution under this section that the actor possessed a handgun and was licensed to carry a concealed handgun under subchapter H, Chapter 411, Government Code.”

In addition, according to Texas Penal Code § 30.07 (Trespass by License Holder with an Openly Carried Handgun) “a license holder commits an offense if the license holder: (1) openly carries a handgun under the authority of Subchapter H, Chapter 411, Government Code, on property of another without effective consent; and received notice that entry on the property by a license holder openly carrying a handgun was forbidden. For purposes of this section, a person receives notice if the owner of the property or someone with apparent authority to act for the owner provides notice to the person by oral or written communication. In this section, written communication means: a card or other document on which is written language identical to the follow: “Pursuant to Section 30.07, Penal Code (Trespass by License Holder with an Openly Carried Handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly. Lastly, the sign posted on the property.....and must be displayed in a conspicuous manner clearly visible to the public at each entrance to the properly.”

#### **Hazing**

Hazing is any action taken toward, or circumstance directed at, one or more students, which action or circumstance exposes such student(s) to unpleasant, harassing, embarrassing, degrading, or hazardous conditions. Specific violations of this policy include, but are not limited to: 1) requiring

the consumption of any food, liquor, drug, or other substance; 2) requiring participation in physical activities, such as calisthenics, exercise, or other games or activities requiring physical exertion; 3) exposing another to weather elements or other physically or emotionally uncomfortable situations; 4) forcing fatigue from sleep deprivation, physical activities, or exercise; 5) requiring anything that would be illegal under any applicable law, including the laws of the State of Texas; 6) requiring anything that can be reasonably expected to be morally offensive to another; 7) committing or requiring any act that demeans another based on race, gender, ability, sexual orientation, religion, or age; 8) committing any act of physical brutality against another, including but not limited to, paddling, striking with fists, open hands, or objects; 9) kidnapping or transporting another with the intent of stranding him or her; 10) committing verbal abuse; 11) forcing or requiring conduct that can be reasonably expected to embarrass or adversely affect the dignity of another; 12) denying sufficient time for study or other academic activities; or 13) committing or requiring another to commit any sexual act or engage in lewd behavior.

### **Dress Code**

At all times students are to present a professional and personal appearance as well as grooming. Facial hair should be appropriately timed and facial jewelry must be removed during Lab exercises. Standards regarding jewelry or any other items that may be a safety hazard are prohibited. The main objective is to maintain uniformity and to avoid an extreme or unprofessional appearance. Leaders at all levels must exercise good judgment when interpreting and enforcing this policy.

It is the responsibility of ACI's administration to ensure the students are adhering to the dress code consisting of a neat appearance; therefore, preparing our students for potential job interviews, contractor visits, and most importantly the workforce. Violation of the specific prohibitions and requirement set forth in this policy may be punishable by grade penalty and any additional disciplinary actions deemed reasonable by Arlington Career Institute's administration.

Every student is issued school shirts which must be tucked in his or her pants. Eagle expects that each student will appropriately wear these shirts daily with long jeans or cargo pants, a belt at waist level and no shorts of any kind. By signing the School Catalog Acknowledgment at the end of this Catalog, the student acknowledges and agrees that the student will receive seven (7) school-issued shirts on or before the first day of during orientation. Upon issuance, all seven (7) shirts become the sole responsibility of the student and the student agrees to maintain and care for all seven (7) shirts to the best of his or her ability while attending Arlington Career Institute. ACI requires that each student will appropriately wear the assigned shirts on campus each day while school is in session. Should any shirt be lost, misplaced, damaged, or stolen, the student will have the opportunity to purchase a new shirt at his or her expense at the current shirt cost. In the event that a student is terminated, withdraws, or takes a leave of absence from the program, the student is not required to return any of the issued shirts.

Dress code violations include but are not limited to:

- Open toe shoes, sandals, slippers, flip flops
- Short sleeve shirts;
- Shorts;



- Wearing of hats, baseball caps, hoodies, bandanas in class;
- Visible undergarments even when seated, or
- Athletic wear including gym shorts, jerseys, wind/jogging suits, etc.

The students are expected to meet the following standards or guidelines with respect to personal grooming and hygiene maintenance:

- Consistent bathing and oral hygiene;
- No heavily-scented perfumes, colognes, or lotions;
- Clean, well-groomed hair, including beards, mustaches, goatees, and sideburns (no artificial colors outside the norm);
- Clothing or attire must not interfere with the safe operation of duties or equipment;
- No dangling, large hoop jewelry, or gauged ears, which may present a safety hazard, and
- Piercings are limited to a maximum of one (1) per ear. Any other visible piercings are prohibited (exceptions will be made where piercings are demanded by religion or culture).

### **Safety and Professionalism**

Arlington Career Institute's training program not only involves intensive hands-on and practical training but also safety and professional standards. The proper use of safety glasses and other relevant personal protection equipment (PPE) is expected at all times while working in the lab. Student conduct conducive to a safe working environment is expected every day whether in the classroom or lab. Students who see unsafe acts and/or conditions should report them to their instructor or any member of the administrative staff. All injuries should be reported immediately to the instructor. If medical attention is needed, students will be brought to an emergency medical center or be advised of the nearest location where treatment can be received. First aid kits are located in each of the labs. Arlington Career Institute assumes no responsibility for any injuries other than those resulting from participation in normally scheduled instructional programs. This is the beginning of a conditioning process preparing each student with the safety requirements for a successful career in his or her field of choice.

### **Fire Safety**

Accident prevention is the responsibility of each student. All community members are responsible for reporting any unsafe conditions in the classrooms and labs. It is therefore the responsibility of each student to be familiar with the safe working practices and procedures listed in the Fire Prevention and Emergency Action Plan. On the first day of class, all instructors will review the practices and procedures in this manual with the students. Students are responsible for following the established guidelines in this manual on fire evacuation, tornado and other natural disasters, bomb threats and explosions, power equipment safety, electrical issues, snow and ice emergencies, and gas leaks. All students who work with or are exposed to hazardous materials must receive safety training before working in the labs on campus.

In addition to the safety guidelines contained in the Fire Prevention and Emergency Action Plan, student shall not engage in any behavior that creates a fire hazard nor shall a student inhibit or impede another person who is responding to a fire hazard. Specific violations of this standard

include, but are not limited to: 1) setting or causing a fire; 2) tampering with, misusing or damaging fire or safety equipment, such as fire alarms, heat sensors, smoke detectors, fire extinguishers or hoses; 3) clocking or otherwise preventing the use of a fire exit, including hallways, windows, doors, and stairwells; 4) failing to immediately exit the campus when a fire alarm has been activated, or hindering or impairing the orderly evacuation of any building or facility; or 5) disobeying the command of any school official or faculty member in connection with a fire, alarm, or other safety or security measure.

### **Theft**

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the school, other students, employees, and visitors. Specific violations of this standard include, but are not limited to, the unauthorized taking, misappropriation, possession, retention, or disposal of any property owned or maintained by the school, another student, a person attending a school-sponsored event, or any other person. Likewise, any lost or misplaced item that is found should immediately be turned in to the School Director.

### **Guests**

Students are responsible for the behavior of their guests and must ensure that guests comply with the school's regulations, including the standards in this Student Conduct Policy.

### **Personal Property**

Arlington Career Institute assumes no responsibility for loss or damage to personal property. It is the students' responsibility to safeguard their belongings on or off campus.

### **Student Technology and Privacy Policy**

Arlington Career Institute (ACI) supports an extensive information technology environment for their students (users) and other members of the school's community. ACI's general policies, and codes of conduct contained in this School Catalog equally apply to the electronic environment of the school. Thus, this Technology Use and Privacy Policy (the "Policy") supplements these existing standards and codes of conduct contained herein by describing the special rights and responsibilities that attach to the use of the school's "E-Resources" as defined below.

This Policy applies to all information technology and other electronic resources of ACI, including without limitation:

- All computers, computer systems, equipment, software, smart phones, networks, and computer equipment owned, managed, or maintained by the school for the handling of data, voice, television, telephone, or related signals or information.
- Any access or use of the school's electronic resources from a computer or other system not controlled or maintained by the ACI; and,
- The creation, processing, communication, distribution, storage, and disposal of information under the ACI's control.

## Restriction on Use

Students have no reasonable expectation of privacy in their use of the school's Internet or e-mail or other E-Resources. Be advised that personal messages sent over the school's Internet may be accessed by the school without prior notice; and, therefore, students should not transmit any messages that they do not want to be read by a third party. In essence, all students must be aware that any material sent over or received from the school's Internet is subject to inspection.

As a result, all students are expected to conform to the same standards of ethical conduct as outlined herein when they are using the E-Resources environment of EYI. There are many restrictions applicable to ACI's E-Resources and the examples given below are illustrative and are not intended to cover all possibilities. There will be a need for exceptions in some circumstances. Specifically, all Users shall:

- Take responsibility for the security and integrity of information stored on any personal or assigned desktop, laptop, or handheld system.
- Take care to access E-Resources only from secure environments and to log out of sessions before leaving any computer unattended.
- Take all appropriate precautions when accessing confidential or restricted ACI data to protect the data from unauthorized disclosures and from threats to its accuracy or integrity.

In additional, all Users shall not:

- Provide any other person with E-Resources or access to them.
- Send e-mail chain letters or mass mailings.
- Alter, remove, or forge email headers, addresses, or messages, or otherwise impersonate or attempt to pass oneself off as another.
- Obtain E-Resources beyond those allocated to the User, seek or gain access to data or user accounts for which the User is not authorized, or eavesdrop or intercept transmissions not intended for the User.
- Use the ACI's Internet or other network access in a malicious manner or to alter or destroy any materials which the user is not authorized to alter or destroy.
- Tamper with, modify, damage, alter, or attempt to defeat restrictions or protection placed on accounts or any E-Resources.
- Damage computer or network systems; create or intentionally introduce or propagate computer viruses, worms, Trojan Horses, or other malicious code to any E-Resource; attempt to degrade the performance of the system or to deprive authorized user of E-Resources or access to E-Resources.
- Send harassing or threatening messages.
- Participate in the breaking of security on a computer system regardless of whether it is owned by ACI or by some third party.
- Run programs that cause network congestion.
- View, download, possess, post, and transmit sexually pornographic or profane messages, images, cartoons, jokes or other similar materials using ACI equipment or facilities is prohibited at all times.

- View, download, possess, post, and transmit any ethnic, religious, or racial slurs at any time.
- Send anonymous messages or use aliases on the Internet that would be considered harassing.
- Intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other Users, or misrepresent other Users on the network.

Students should at all time seek to promote a positive image for Arlington Career Institute. They should be careful about how they represent themselves, given that what they say or do can be interpreted as ACI's opinion or business practice. Students should be aware that their conduct could reflect on the reputation of ACI and its students. Hence, any violation of the above policies may be grounds for immediate discipline up to and including termination from the program. Furthermore, students should report any misuse of the Internet or e-mail or other E-Resources immediately to their instructor or another employee of ACI. Lastly, students are prohibited from knowingly using the Internet or computer resources to violate the laws or regulations of the United States or any other nation. Use of ACI Institution's resources for illegal activity is grounds for immediate dismissal from the program and termination from the school, and ACI will fully cooperate with any legitimate law enforcement investigation.

### **Copyright and Other Intellectual Property**

Users must respect intellectual property rights, including copyrights, when using any of ACI's E-Resources. All use of content, including text, images, music, and video, retrieved from E-Resources or stored, transmitted or maintained using E-Resources must comply with copyright and other applicable laws. Copied material, used legally, must be given attribution in conformance with applicable legal and professional standards. Software may only be copied, installed, or used on ACI's E-Resources as permitted by the software's owner or authorized licensor and by law. Proprietary software must be properly licensed, and users must strictly adhere to all applicable license provisions (including those concerning installation, use, copying, and the number of simultaneous users). The downloading of pirated copyrighted materials, including movies, music, software, and video games is strictly prohibited.

By signing the School Catalog Acknowledgment at the end of this Catalog, the student acknowledges and agrees that the student has read and understood this Technology Use and Privacy Policy and understands that any violation(s) of these policies could result in disciplinary action up to and including termination. As a result, the student agrees to abide by all rules, regulations, policies, procedures, and guidelines contained in this Policy and the student agrees that the information contained in this Policy may be modified or amended at any time by ACI, and the student agrees to be bound by those modified or amended guidelines and policies.

### **Sexual Harassment, Intimidation, and Exploitation Policy**

Arlington Career Institute strives to provide a place of work and study free of sexual harassment, intimidation, exploitation, or discrimination whether that discrimination or harassment is because of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other characteristic protected by law. It is expected that

students and other individuals covered by this policy will treat one another with respect. Should sexual harassment occur, ACI will act to stop the harassment, prevent its recurrence, and discipline and/or take other appropriate action against those responsible.

This policy applies to all students of Arlington Career Institute as well as others who participate in the school's programs and activities. Individuals who violate this policy are subject to discipline up to and including immediate termination from the program. Reports of sexual harassment are taken very seriously and will be dealt with promptly. The specific action taken in any particular case depends on the nature and gravity of the conduct reported and may include intervention, mediation, investigation, and the initiation of grievance and disciplinary processes including contacting the police. Furthermore, ACI recognizes the importance of confidentiality. Those representatives of ACI who are responsible for implementing this policy will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment to the extent reasonable possible or permitted by law. As a matter of law, retaliation and/or reprisals against an individual who in good faith reports or provides information about behavior that may violate this policy are against the law and will not be tolerated. Conversely, intentionally making a false report or providing false information is grounds for discipline.

### **What is Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature constitutes sexual harassment when:

- It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in an activity at ACI; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating or hostile academic, work, or student living environment.

Determining what constitutes sexual harassment depends on the specific facts and context in which the conduct occurs. Sexual harassment may take many forms; subtle and indirect or blatant and overt. For example, sexual harassment may include any of the following behaviors: conduct toward an individual of the opposite sex or the same sex; or conduct that occurs between peers or between individuals in a hierarchical relationship; or conduct aimed at coercing an individual to participate in an unwanted sexual relationship; or conduct that may have the effect of causing an individual to change behavior or work performance; or conduct that consists of repeated actions; or may even arise from a single incident if sufficiently egregious.

Other forms of unlawful harassment are also prohibited by this policy. Such harassment may include harassment based upon a person's race, national origin, religion, age, or disability. Please note that any of these forms of harassment may be reported pursuant to this policy. Therefore, it is also against ACI's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating,

hostile, humiliating, or offensive working or studying environment; (1) has the purpose of effect of unreasonably interfering with an individual's school or work performance; or (2) otherwise adversely affects an individual's employment opportunities. Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated on the campus or in student housing. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

Any found to have engaged in such conduct, or who condones such action will be subject to immediate and appropriate disciplinary actions up to and including suspension or expulsion. A student may also be subject to individual liability and penalties as a harasser or someone who commits sexual harassment.

### **Reporting Process**

The following are the primary methods for dealing with sexual harassment at Arlington Career Institute. There is no requirement to follow these options in any specific order; however, early informal methods are often effective in correcting questionable behavior.

First, a student may request a consultation with a senior member of ACI's staff, and these consultations are available for any who wants to discuss issues related to sexual harassment, whether or not "harassment" actually has occurred or the person seeking information is a complainant, a person who believes his/her own actions may be subject of criticism (even if unwarranted), or a third party.

Often there is a desire that a consultation be confidential or "off the record" and that can usually be achieved when individuals discuss concerns about sexual harassment without identifying the other persons involved. Please note that in certain cases, the level of confidentiality depends on what legal protections are held by the individual receiving the information and should be addressed with them before specific facts are disclosed.

Second, students who believe they are the target of sexual harassment may file a complaint against another student or employee of ACI in the Office of the School Director which will immediately be reviewed and investigated. The school strives to maintain a lawful and pleasant work and study environment where all students are able to effectively perform their academic studies without interference of any type and ACI requests the assistance of all students in this effort. Thus, ACI encourages any student to file a harassment complaint regarding incidents experienced personally or incidents observed in the classroom, student housing, or anywhere on the campus. If any student experiences any related harassment or have a related complaint, the student should promptly report the matter immediately to their instructor or directly to the School Director.

ACI assures all students that the school will undertake an immediate investigation ensuring confidentiality to the greatest possible extent. Sexual harassment complaints should be made as soon as possible because the earlier the report is made to an instructor or to an employee of ACI,

the easier it is to investigate and take appropriate remedial action. When sexual harassment reports/complaints are delayed for a long period of time, ACI will try to act to the extent it is reasonable to do so, but it may be impossible to achieve a satisfactory result after too much time has passed.

Third, sexual harassment is prohibited by state and federal law. In addition to the internal resources described above, individuals may pursue complaints directly with the government agencies that deal with unlawful harassment and discrimination claims.

### **Investigation**

Once a complaint is received, ACI will begin a prompt and thorough investigation. The investigation may include interviews with all involved students and/or employees, including the alleged harasser, and any employees or students who are aware of the facts or incidents alleged to have occurred. The investigation will be conducted in a way that respects, to the reasonable extent possible, bearing in mind the safety of the campus community, the privacy of all of persons involved. In appropriate cases, professional investigators may be asked to assist in the investigation. The results of the investigation may be used in the third-party intervention process or in a grievance or disciplinary action.

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegations. If it is determined that harassment has occurred, then prompt, remedial action will be taken. This may include some or all of the following steps:

- Restore any lost terms, conditions, or benefits of the complaining student.
- Discipline the harasser. This discipline can include written disciplinary warnings, suspension, and expulsion.

### **Third-Party Intervention**

Depending on the circumstances, third-party intervention in the academic setting may be attempted. The third party may be professional counselors trained in sexual harassment, human resources professionals, other faculty or staff, or sometimes a mediator unrelated to ACI. When third-party intervention is used, typically the third party(ies) meets privately with each person involved, tries to clarify their perceptions, and attempts to develop a mutually acceptable understanding that can ensure the parties are comfortable with their future interactions.

### **Grievances**

The applicable procedure depends on the circumstances and the status of the person bringing the charge and the person against whom the charge is brought. Generally, the process consists of the individual's submission of a written statement plaining the alleged prohibited conduct, a fact-finding process or investigations by an ACI representative, followed by a decision and, in some cases, the possibility of an appeal if permitted by the School Director. Please refer the Student Grievance Policy and Procedures for the appropriate steps.

### **Disciplinary Policy and Procedures**

ACI's administration reserves the absolute discretion and authority to determine appropriate sanctions and disciplinary procedures to be imposed upon a student for any infraction of the

Student Conduct Policy. The sanctions explained below may be cumulative and no sanction need to be exhausted before any other sanction may be imposed. The sanctions may be enhanced based on a past disciplinary record, the severity of behavior, or the impact upon the community. Sanctions may be tailored to specific situations and all students of ACI are required to report any suspected violations of applicable laws and any provision in this code of conduct. Allegations of student misconduct or any conduct that may or may not be a violation of state or federal law may be made to any member of the ACI administrative staff. This reporting should normally be made initially through standard academic channels beginning with the student's instructor. If for any reason it is not appropriate to report suspected violations to the instructor (e.g., the suspected violation is by the instructor), student may go to a higher level of the school's administration including and up to the School Director.

This Catalog is enforced through the disciplinary procedures set forth herein. The primary goal of any disciplinary matter is to protect the safety and welfare of the students and to ensure that faculty members are morally fit to instruct and supervise the students. Should a student's academic performance, overall attitude, conduct, or demeanor become unsatisfactory based on violations of this code of conduct, then the student will be subject to disciplinary action up to and including immediate termination from the program. Before or during imposition of any discipline, a student may be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant. Where appropriate, a policy of progressive student discipline will be followed; and major elements of this policy include:

### **Verbal Reprimand**

The first step in the progressive disciplinary policy is the "verbal reprimand." This is a verbal warning to a student that his or her conduct is unacceptable and that repeated or continued failure to conform his or her conduct or performance to the Code of Conduct will result in more severe disciplinary action. Before receiving a verbal reprimand, a student will normally be counseled by his or her instructor and told what improvements are necessary and expected to correct any performance deficiencies. A record of the notice of the verbal reprimand may be made and retained in the student's file.

### **Written Reprimand**

The second step is a "written reprimand." This reprimand will describe the unacceptable conduct or performance of the student and specify needed changes or improvements. A copy of the written reprimand will be retained in the student's file.

### **Disciplinary or Academic Probation**

Disciplinary or academic probation is a period of review during which the student must demonstrate the ability to comply with the rules, regulations, and all other stipulated requirements. If, during the period of disciplinary probation, the student is again found responsible for violating any ACI rule or regulation, then the student will be immediately terminated from the school.

### **Termination**

The final step in the disciplinary procedure is the termination of the student. If a student fails to conform his or her conduct or performance to the standards required by the school, then ACI may,



in its sole discretion, terminate the student's participation in the program. Termination is defined as a permanent separation and removal from the school, and it requires that a student be withdrawn from all classes, removed from housing, banned from the campus, and rendered ineligible to register for any program. The sanction of termination will only be rendered by the School Director, and all decisions of expulsion will be considered final. Students terminated are not eligible to re-enroll at any time in the future.

Notwithstanding this progressive disciplinary procedure policy, ACI reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, in its sole discretion, eliminate any or all of the steps in the discipline process. The School Director is solely responsible for enforcing this Code of Conduct as it relates to student behavior.

Prior to making any final disciplinary decision, the School Director may notify the accused student of his intention to do so, the reasons, and invite the student to reply to the determination. If permitted by the School Director, the student may reply, either in writing or in a personal conference, or both. After the accused student has had an opportunity to reply, the School Director will make a disciplinary ruling which is non-appealable and absolutely final. Notwithstanding the foregoing, the School Director can initiate a student's termination from the program prior to the initiation of any disciplinary action if it is found that there is a strong risk that the accused student's continued presence on campus will cause immediate and serious harm to any member of the community.

## **REFUND AND CANCELLATION POLICY**

### **Institutional Policy**

The Refund Policy is regulated by the *Texas Workforce Commission, Career Schools and Colleges*

### **Cancellation Policy**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

### **Refund Policy**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) The last day of attendance, if the student is terminated by the school;
  - b) The date of receipt of written notice from the student; or
  - c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point

of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

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

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

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

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

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

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

### **Refund Policy for Students Called to Active Military Service**

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on

- the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

Additionally:

1. ACI may postpone the scheduled start date for training if the student has failed to meet all pre-enrollment and admissions requirements including, but not limited to, paying required tuition and application fees and timely submission of all required enrollment paperwork.
2. ACI may also postpone the scheduled start date for training, if in its sole discretion, it determines that the course of study, faculty staffing, or other considerations such as inclement weather make the scheduled start date impossible, unpractical, or undesirable. In this case, the student has the option to choose a later start date for training or have all funds paid refunded.
3. ACI will make special arrangement if at all practicable for student with disabilities, service animals, students with a spouse and/or one (1) minor child, or student requiring special dietary accommodations due to medical or religious reasons. Please contact ACI if you need special accommodations arrange before your arrival on campus.
4. After the 72-hour cancellation privilege has expired, no refund is permitted nor will be given to the student for the cost of tools and supplies. After the expiration of the 72-hour cancellation privilege, the tools and supplies will become the property of the student.
5. Likewise, if the student enrolls in and withdraws prior to arrive, then the ACI will not refund the cost of travel to the student if the airfare has been pre-purchased and is non-refundable.
6. It is understood and agreed that the following refund policy will be applied to veterans and other eligible persons:

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day. Refund will be totally consummated with the forty (40) days after termination.

### **Notice of Cancellation/Termination by Student**

You may cancel this enrollment agreement or contract by written or oral notice without any penalty or obligation, within 72 hours until midnight of the third day (excluding Saturdays, Sundays, and legal holidays) after the enrollment or contract is signed. After the 72-hour period, there is no refund on iPads or Tools. Students wishing to cancel this enrollment agreement after the 72-hour period, or after starting classes, should do so in writing to:

School Director  
Arlington Career Institute  
901 Avenue K  
Grand Prairie, TX 75030

## **STUDENT SERVICES**

### **Job Placement**

JOB PLACEMENT IS NOT GUARANTEED. Requests for ACI graduates are received from prospective employers and maintained by the Institute's Placement Director. The Placement Department will begin working with you during the first week of classes. Preparation for the job markets is integrated throughout the program. The Placement Director will assist students in preparing resumes, setting job interviews, and conducting successful job searches.

### **Student Advisement**

Academic and/or personal advisement is available to all students. The process begins with discussing the challenges with the instructor. If a student is not satisfied with the results after working with the instructor, the student should then schedule an appointment with the School Director for additional assistance.

### **Student Housing Assistance**

ACI's application-based learning is built on a sense of community which occurs when students live and study together. The Institute is committed to establishing this continuity between intellectual and residential life; and therefore, ACI requires all of its students to live in student-provided housing during the entire length of their program until they graduate.

The Student Housing Assistance Program guarantees that each student will receive travel accommodations to and from the school, appropriate housing accommodations during their stay, and a daily meal plan for the entire length of the student's program. Upon arrival, ACI will provide each student with his/her own private room at a 2-or 3-star rated extended stay hotel. The student's hotel accommodations will include a continental breakfast, fitness room, free Wi-Fi Internet service, coin laundry service, business center, and cable television when available. ACI will not be responsible for incidental hotel purchases including without limitation charges for mini-bar, laundry/dry cleaning services, telephone calls, pay-per-view, valet parking, smoking in the room, vandalism or any violation of the hotel's guest policies. Students may be required to put down a deposit with the hotel to ensure the student complies with the hotel's guest policies which shall be refundable when the student graduates or checks out provided there is no damage to or loss of furniture and furnishings and the room is clean and in good condition.

Students residing in the school-provided housing must comply with the hotel's guest policies. A student who fails to comply with the hotel's guest policies may be evicted and the Institute will not provide nor pay for alternate housing for the student. School-provided housing is prepaid in advance of the student's arrival to campus and the school cannot and will not refund the money paid for student housing in violation of the refund policies contained herein.

To be eligible to live in ACI's provided housing, the student must be enrolled; and the student must be in good academic and financial standing. If a student terminates the enrollment or if the student is suspended or expelled from the program at any time, then the student must vacate the school-provided housing immediately. If a student refuses to vacate a room when he/she is no

longer authorized to remain in ACI-provided housing, the student will be responsible for any associated costs incurred by the student.

Students are required to live and stay in the provided housing Monday through Friday during the entire length of their program until they graduate.

### **Daily Meal Plan**

Each student will receive a weekly food allowance of \$160.00 as part of their meal plan for breakfast, lunch, and dinner. Students will receive their weekly food allowance in cash or on a prepaid debit card each Monday morning when school is in session unless Monday is a holiday. Students are responsible for meals that fall on a holiday. Students shall not be permitted to request an advance on their weekly food allowance stipend. Please note that if a student is terminated or withdraws on the day on which stipends are issued, then the student shall not receive the weekly food allowance stipend. In addition, each student's hotel room will include a full kitchen consisting of a stove, oven, microwave, and refrigerator when available.

As part of the Student Housing Assistance Program, the following will be provided:

- Breakfast and lunch will be provided by ACI each day class is in session. If a student is absent from school, then he/she is responsible for purchasing their own breakfast or lunch.
- Saturday breakfast and lunch are provided by ACI if the student signs up for Saturday practice or make up.
- Dinner will be the sole responsibility of the student and will be purchased using the weekly food cash allowance.

If possible, ACI will make special dietary accommodations due to medical or religious reasons. Please contact ACI to request special dietary accommodations.

### **Airfare**

Once the student's enrollment has been completed and tuition and fees have been paid, ACI will purchase the student's airline ticket in advance of your departure with a major airline that offers competitive pricing and flight times. ACI does not guarantee a direct flight to the DFW area nor a specific time frame for departures or arrivals. For inbound travel, we ONLY reimburse baggage expenses for a maximum of two (2) bags. Please note that you MUST bring your baggage receipts to the first day of class in order to be reimbursed for your inbound baggage expenses. If you lose or forget your baggage receipts, then you will NOT be reimbursed. During orientation, if you turn in your inbound baggage receipts, then you be reimbursed in cash when you receive your weekly stipend. We highly recommend, however, that you only check one (1) bag on you inbound travel flight because you will need to check your school issued tool bag on your return flight home. If you check two (2) bags on your flight here, then we will NOT reimburse you when you check your tool bag on your flight home because it will be considered a third bag. For inbound travel, we do NOT reimburse you for any bag that is over 50 pounds (lbs.). For outbound travel, we ONLY provide baggage expenses for a maximum of two (2) bags which includes your school issued tool bag. Please note that if you did NOT provide your inbound baggage receipts on the first day of class, then we will ONLY reimburse you for the school issued tool bag on your return flight home. For outbound travel, we do not provide you with baggage expenses for any bag that is over 50

pounds (lbs.). If a student is delayed or held over during to inclement weather, then upon request ACI will arrange for alternate travel arrangement and/or hotels at no cost to the student. The student's airfare will include:

- One (1) economy class, round-trip ticket from the largest airport that is closest to the student's hometown
- Incoming flight to DFW airport or Love Field on the Sunday prior to the first day of class
- Outbound flight to the largest airport that is closest the student's hometown on the Saturday after graduation

Students agree to comply with any and all airport and airlines rules and policies including without limitation security regulations regarding passenger safety and prohibited carry-on items.

### **Transportation**

Arlington Career Institute will provide transportation from the airport to the hotel on the day of arrival as well as transportation from the school to the airport upon graduating from the program.

Arlington Career Institute will provide daily transit to and from the hotel and the school campus. If the student misses the daily shuttle service for any reason, then it is that student's responsibility to arrange for alternate transportation. No student is allowed to drive their own vehicle to and from the campus while the school is in session Monday through Friday.

Likewise, ACI will provide transportation to and from any group activities that the school schedules, but the school is not responsible for rental cars, taxi-cabs, or car services or any other transportation the student elects to use during the program. Student agree to comply with any and all shuttle or busing rules and regulations including without limitation security regulations regarding alcohol, drugs, weapons, and unruly behavior.



## **STUDENT GRIEVANCE POLICY AND PROCEDURES**

The two primary objectives of this policy and procedure are to ensure students have the opportunity to present grievances to the Institute regarding certain action or inaction by a member of the ACI community and to guarantee that ACI has a consistent way of resolving those grievances in a fair and just manner. A student may pursue a grievance if he or she believes that a member of the ACI community including faculty and other students have violated his or her rights. A grievance arises when a student believes, based on established administrative policies and procedures, that he or she has been treated in an arbitrary, inappropriate, discriminatory, or capricious manner by another student or by a representative of ACI. This student grievance procedure also applies to alleged discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, or disability as well as problems arising in the relationship between a student and the Institute that are not governed by other specific grievance procedures

Prior to bringing a formal grievance against a school representative or another student ACI encourages students to resolve grievances directly with the person(s) concerned in an attempt at a good-faith resolution of the grievance. This attempt may be made with the party directly involved with the disputed matter or with the head of the department in which the grievance arises. Please note that there are cases when the student may feel it is appropriate to go directly to the formal grievance resolution process. The faculty members and staff are available to assist students with such concerns/grievances. If a student decides not to present his or her grievance to the person alleged to have caused the grievance or if the student is not satisfied with the response, he or she may present the grievance in writing to the School Director. The formal grievance process, outlined below, should also be initiated within thirty (30) days of the failed informal resolution if applicable.

### **Step 1**

A formal grievance is presented in writing to the School Director. This written grievance must include the following:

- Name, address, and phone number of the person making the grievance;
- Identification of the individual against whom the grievance is brought;
- A description of the specific action or individual behavior resulting in this grievance;
- The date or period of time in which the behavior occurred and the location of the incident; and
- A listing of all individuals who witnessed any part of the incident in dispute.

### **Step 2**

Upon receipt of the formal grievance, a designee is appointed to investigate the dispute. If the grievance involves a school employee acting within their role or duty or another student, the investigator will conduct a formal investigation and all relevant facts will be gathered (i.e. witness testimony, etc.). Once the investigation is complete, the investigator will determine the degree of

involvement of pertinent individuals in the investigation and the investigator's findings will then be presented to the School Director for review. If the grievance violates the terms and conditions of this School Catalog, then the School Director will make a final determination and submit his decision in writing to the student and to the person alleged to have caused the grievance. The written determination shall include the reasons for the decision and shall indicate the remedial action to be taken which may include suspension or expulsion from the program.

Student who believe they have been discriminated against, sexually harassed, or retaliated against in violation of the Arlington Career Institute's non-discrimination policy, may make their claim in strictest confidence directly to the School Director. Reports of discrimination, sexual harassment, or retaliation should be made in writing and should be done as soon as possible. ACI is committed to investigating and immediately re-mediating such claims and all individuals bound by this policy are expected to fully participate and cooperate in the investigation of any such claim. Failure by any student to participate and/or cooperate in an investigation when requested is grounds for immediate discipline. Likewise, making a false report or providing false information may be grounds for discipline in the absence of a good faith belief that the report was accurate.

If after exhausting these efforts, the student remains dissatisfied with the outcome, he or she may direct unresolved grievances to:

### **Texas Workforce Commission**

Students may submit complaints or grievances either in writing or verbally to a member of the school faculty or a school administrator.

Students should obtain an appointment with an instructor or administrator before submitting an oral complaint/grievance.

Every attempt will be made by the faculty and school administration to address student grievances or complaints as they occur. Students may refer any unresolved complaint or grievance to:

Career Schools and Colleges Section, Texas Workforce  
Commission  
101 East 15th Street, Room 226T  
Austin, Texas 78778-0001  
(512) 936-3100  
<http://csc.twc.state.tx.us>

and/or

### **Accrediting Agency**

Arlington Career Institute is accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Complainant(s)

will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission Career Schools and Colleges  
2101 Wilson Blvd. • Suite 302 • Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of the school.

### **COMPARABLE PROGRAM INFORMATION**

As of January 1, 1996, comparable program information relating to tuition and program length is available from the Accrediting Commission of Career Schools and Colleges.

### **ARBITRATION AGREEMENT**

Any dispute arising from enrollment at Arlington Career Institute, no matter how described, pleaded, or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") at Dallas, Texas, under its Commercial Rules. All determinations as to the scope, enforceability, and effect of this Arbitration Agreement shall be determined by the Arbitrator, and not by a court. The award rendered by the Arbitrator may be entered in any court having jurisdiction.

## **INSTRUCTORS**

Kenneth Vanderwiel, HVACR Program Director  
Over 25 years of experience in HVACR

Willie Joe McCranie, Instructor  
Over 10 years of experience in HVACR

## **ADMINISTRATIVE STAFF**

Fielding Graham, HVACR Director

Clayton Hobbs, Director of HVACR Operations

Sam Villa, Director of IT

Kevin Smith, HVACR Director of Admissions

Chris Godwin, Finance Advisor

Mary Chris Sayr, Executive Assistant, HVACR Division

## **True and Correct**

The information contained in this catalog and supplement is true and correct to the best of my knowledge.

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Jon Vecchio, School Director

Date: August 1, 2018

## ARLINGTON CAREER INTITUTE CATALOG ACKNOWLEDGMENT

I acknowledge that I have received and read Arlington Career Institute's School Catalog and I understand that any violation(s) of the policies contained in this Catalog, including the anti-harassment/discrimination policy, could result in disciplinary action up to and including termination from the program.

I agree to abide by all rules, regulations, policies, procedures, and guidelines contained in this Catalog including with without limitation the Student Conduct Policy.

I further understand that if I have any questions about the interpretation or application of any policies contained in the Catalog, I should direct these questions to the School Director.

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Student's Printed Name

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Student's Signature

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Date