
2013-14 College Catalog



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INTRODUCTION

Our Mission

PowerSport Institute (PSI), the branch campus of Ohio Technical College (OTC), is dedicated to providing premier technician training to prepare students for challenging and rewarding careers. This is accomplished by pursuing industry alliances, providing outstanding training resources, focusing on the needs of individual students, and upholding the high standards of personalized customer service.

The college's goal is to remain on the leading edge of technology and to deliver the necessary technical and career skills to our students.

Philosophy

Ohio Technical College's (OTC) branch campus, the PowerSport Institute (PSI), provides quality technical and professional instruction in power sport technologies. PowerSport Institute is dedicated to providing specialty career training in motorcycles, ATVs, utility vehicles, personal watercraft and snowmobiles to students throughout North America.

We help interested high school graduates, adults and our armed service veterans by providing the training and experiences necessary to become successful technicians in a field they are passionate about. We offer specialized training allowing you to set yourself apart in attaining a solid career.

Unlike attending large institutions and non-technical related colleges, our small class sizes allow us to focus on hands-on training experiences in a personalized and caring environment. Our diverse in-depth training programs will allow you to maximize your future earning potential and enhance your quality of life.

While attending PSI, students have a clearly defined path which will provide the confidence needed to become successful in this industry and take control of your future. Our graduates are proud of their experiences at PSI and the life skills they learn.

At PowerSport Institute, we care about your future and will provide the personal touch needed to succeed. Excellence equals success and success starts here!

PowerSport Institute Certificate Programs:

Approved programs at the branch campus include: PowerSport Custom Paint and Graphics

PowerSport Institute Diploma Programs:

Approved programs at the branch campus include: PowerSport Technician, PowerSport Specialist, American V-Twin Technician and American V-Twin Specialist.

PowerSport Institute Degree Programs:

Approved programs at the branch campus include: A.A.S. in PowerSport Technology, and A.A.S. in American V-Twin Technology

All policies and procedures at the PowerSport Institute branch campus are the same as listed in the Ohio Technical College General Catalog.

PSI History

2005: The Outdoor Power Equipment course changed its name to PowerSport Technology and the curriculum was revised to focus more on motorcycle technology and the major manufacturers of Arctic Cat, Harley Davidson, Honda, Kawasaki, Polaris, Suzuki, Victory, and Yamaha.

2006: Arctic Cat endorsed PowerSport Technology program and the students completing the CatMaster requirements.

2007: PSI was designated as a training center for Polaris and Victory dealer training. Polaris MSD recognition is granted for students completing the required Polaris Master Service Dealer (MSD) modules. Suzuki grants PSI students the ability to participate and earn recognition in their Suzuki ServicePro Dealer Training modules.

2008: The 250,000 sq ft PowerSport Institute Branch Campus of Ohio Technical College was approved and opened to students in North Randall, Ohio. The campus increased its course offerings to include the new American V-Twin Specialist Program, PowerSport Specialist Program and an expanded 72 week PowerSport Technician Program. PSI became a Yamaha Technical Academy training location for Yamaha dealer training and also received Yamaha endorsement of the PSI programs, allowing students to receive recognition for completing Yamaha Bronze Level tests. PSI also became a Kawasaki Manufacturer Dealer Training Center and received Kawasaki endorsement of PSI's programs.

2009: S&S Cycle training center was completed at PSI to provide training on S&S engines as part of the Custom Bike Building module of the American V-Twins Specialist program. PSI received approval of its Associate of Applied Science in PowerSport Technology program to offer students the ability to earn an AAS Degree.

2010: PSI partnered with Dynojet to build the Dynojet Academy which provides Dynojet DELSA Certification for successful students meeting the requirements. PSI worked with S&S Cycle to develop their new world-wide dealer training facility on PSI's campus bringing dealers from around the world to receive Sidewinder & VFI certification.

2011: PSI partners with International Master Bike Builders Association (IMBBA) to offer students lifelong tracking and recognition of their industry accomplishments.

2012: PSI becomes a BRAMMO Electric Motorcycle Dealer Training Center.

2013: PSI receives approval for three new programs to include a 225 hour Custom Paint certificate program, an expanded 72 week American V-twin Technician Programs and the Associate of applied Science in American V-Twin Technology Program, giving V-Twin students the option of earning an AAS degree also.

ACCREDITATION & MEMBERSHIPS

Accreditation

Ohio Technical College became accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) in 1973 and is approved by Ohio's State Board of Career Colleges and Schools, Reg. No. 71-09-0253T.

The PowerSport Institute Branch campus became approved for training by the Accrediting Commission of Career Schools and Colleges (ACCSC) in 2008 and is approved by the Ohio State Board of Proprietary School Registration, No. 71-09-0253T-LC.

As an accredited institution by the Accrediting Commission of Career Schools and Colleges (ACCSC), Ohio Technical College and its PowerSport Institute branch campus can offer Title IV financial aid funding to those who qualify as well as degree level courses and can ensure that the programs offered meet the rigorous standards needed to ensure students receive the necessary skills to attain a career in their chosen field.

The Ohio Technical College and the PowerSport Institute branch campus programs are approved by the Ohio Board of Regents, Ohio State Approving Agency for Veterans Training, the Bureau of Vocational Rehabilitation, the State of Ohio, the WIA Program - State of Ohio, and the Bureau of Indian Affairs. Applicants with entitlement benefits may make direct application to the following: Social Security Administration, Railroad Retirement Boards, Specific Industrial Scholarship Programs, and Survivor Benefits - Veterans Administration.

Memberships

PowerSport Institute is proud to be members of many organizations around the country. These memberships ensure that students and faculty have access to the latest in technology advancements, networking communities for job placement, and training supplements.

- American Motorcycle Dealer (AMD)
- Association for Career and Technical Education
- American Association for Higher Education & Accreditation
- National Association of Student Financial Aid Administrators (NASFAA)
- Northeastern Ohio Chapter of Private Colleges & Schools
- Ohio Association of Student Financial Aid Administrators
- Ohio Association of Career Colleges and Schools
- Ohio Board of Regents
- Specialty Equipment Market Association (SEMA)
- AYES - Automotive Youth Education Systems

Industry Recognitions

PowerSport Institute meets the standards and criteria set forth by several national organizations to ensure students receive training that meets today's industry standards.

PowerSport Institute is proud to be recognized by:

- Arctic Cat CatMaster - ATV & Snowmobile
- Dynojet
- Honda Pro Full Cycle Tests
- Kawasaki Level I
- Polaris Master Service Dealer (MSD)
- Suzuki ServicePro
- Yamaha Bronze
- S&S Cycle Certification



EDUCATIONAL RESOURCES

PowerSport Institute Training Center

This large 207,000 square foot branch campus facility contains multiple shop areas devoted to each major manufacturer. These shops include dealership mock up storefronts and service counters to enhance the service environment method of training.

Lab areas include:

- Arctic Cat
- Custom Bike Building
- Harley-Davidson
- Honda
- Kawasaki
- Personal Watercraft/Snowmobiles
- Polaris
- S&S Cycle
- Star
- Suzuki
- Victory
- Yamaha

Manufacturer Dealer Training Centers located on campus:

- Dynojet
- Kawasaki
- Polaris
- S&S Cycle
- Victory
- Yamaha

The campus also features an arcade, cafeteria, resource center, tool store, campus store and much more. This is just a sample of what makes PSI different. You may have seen other shops and schools, but the PSI campus is unique - you need to see it to believe it.

The branch campus is home to hundreds of full-size vehicles from all major manufacturers.

Additionally, the PowerSport Institute branch campus is a wireless facility featuring computers in each shop and a Resource Center for student use.

Staff

PowerSport Institute provides a staff of instructors who are qualified and trained in the specialty areas they teach.

Technical instructors are required to possess 3 years of actual industry experience. Instructors may also possess PowerSport Manufacturer specific recognitions.

Instructors of the academic related courses in the Associate Degree program hold masters degrees or above in key areas, combining their experience, knowledge, and education with a desire to teach in order to best serve their students.

Instructors are available before and after class Monday through Thursday, and all day Friday, providing ample opportunity for students to complete extra work, receive tutoring, or ask questions.

Other staff members who are available to the students include the following:

- A third party housing staff that arranges housing and represents Collegiate Housing Services.
- Financial Aid advisors who assist students on matters of program financing.
- Career Services Director who works with the students to locate both part-time and full-time career positions.
- Student Services Director who coordinates and arranges student activities.
- Future Student Coordinator who will assist parents and students with the information needed to help them start.

PSI has maintained a family friendly environment for students and parents – our doors are always open to provide help as needed.

Library / Resource Center

With twenty-first century sophisticated technology, our students need to gain the skills to search for and find information. Precise specifications for modern engines require technicians to locate and apply knowledge of their complex fields. PowerSport Institute offers a Library/Resource Center specific to the information needs of their students. The Resource Center has a computer lab, print manuals, liberal arts texts, study areas, and comfortable space for recreational reading. PSI students may access online manufacturer-distributed databases used in their PowerSport coursework.

The Resource Center has specific collections of books related to each technical program as well as Associate Degree course topics. Staff are available to orient and assist students during regular hours of operation.

Class Sizes

PowerSport Institute strives to maintain a class size of no more than 25 students per instructor.

The class size is structured around the training equipment so that each student has the opportunity to work independently during each phase of training. The student-to-equipment ratio varies throughout the school's multiple training areas, always maintaining a level that offers the student a meaningful shop experience.

Students perform many of his or her shop tasks on live equipment and training aids. This individualized "hands-on-the-hardware" training makes all the difference at PowerSport Institute.

Graduations

The pride of PowerSport Institute (PSI) is our students who overcome the obstacles and challenges college students have today complete their training. In order to honor this accomplishment, PSI conducts graduation ceremonies several times per year. Some graduates may

participate in their ceremony prior to their actual program end date.

Students are informed well in advance of their ceremony enabling them to plan accordingly. During these ceremonies, diplomas, certificates and degrees are awarded to the students as well as recognitions of significant achievements and milestones. We encourage and look forward to having the student's family attend these ceremonies.

Students must meet all technical and academic requirements and must have paid tuition in full to be eligible to participate in graduation ceremonies.

Students in the associate degree program must maintain a GPA of 2.0 or above in order to receive their degree.



Student Equipment Required

There are no minimum equipment requirements for any OTC or PSI training programs. Laptops and other electronic equipment are not required. All tools and training equipment are provided by the college.

Books are considered property of the college and will be provided to the students for the duration of their training. There will be a charge for any books not returned at the end of training. All students have the option to purchase books for an additional fee.

Campus Store

PowerSport Institute (PSI) has a fully stocked campus store. The store contains uniforms, hats, t-shirts, hooded sweatshirts, college supplies, and other great items for students and families to purchase. In addition, items may be purchased by parents and families at any time through a form on the internet or by phone. Please visit the school website for the store contact information.



ADMISSIONS

Admission Requirements

PowerSport Institute does not teach high school curriculum, nor is basic fundamental mechanic training repeated. Therefore, each student must meet the minimum requirements prior to starting class.

All applicants must be beyond the age of compulsory high school attendance. Students who wish to enter a training program **are required to provide a copy of** their diploma, high school transcript or GED as proof of graduation.

Enrollment Procedures

Applicants will first be interviewed by a College Admissions Representative. During this interview, the Representative will explain the programs in detail, answer questions about the College, and discuss career opportunities. If the Representative determines with reasonable certainty that the student is a qualified applicant, he/she may submit an application.

In order to become enrolled as a student, each applicant must complete an enrollment application, an enrollment agreement, and all additional forms required by the college. At this time, a tuition deposit is required.

Students will be accepted based upon a review of the enrollment and application information, the successful passing of an entrance exam and a visit to the college.

Affirmative Action

It is the policy of PowerSport Institute to interview and enroll students without regard to race, color, creed, age, gender, or national origin. All matters relating to training and educational opportunities will be free from any and all discriminatory practices.

School Visitation

Students are required to visit the campus within 60 days of the enrollment agreement date. This visit is an informative session during which the student and parents receive information about the programs, Housing, Financial Aid, Student Services, and Career Services and participate in a tour of the facility. The Admissions test is administered at this time.

High School Transcripts

All applicants who are high school graduates are required to provide a final high school transcript. This is to be used to document high school classes taken as well as proof of graduation. A High School diploma may be acceptable in certain cases as approved by the Financial Aid department.

Credit for Previous Training

When an interview reflects proof that an applicant has a substantial technical background and/or related training through education, an evaluation will be performed to determine if credit can be granted. However, this decision shall rest with the School's Director of Training. In order for the granting of credit to be considered, satisfactory official documentation must be supplied. Student may be able to transfer up to half of their associate degree class work.

Articulation Agreements

PowerSport Institute has partnership agreements with many high schools across the country to grant financial credit to enrolled students if certain requirements are met. Information on articulation agreements can be obtained through the Admissions Office. Not all courses may qualify for articulation agreements, and credit may vary.

In addition, the college has Articulation Agreements with other colleges to help provide graduates with additional avenues for further education. The colleges include: DeVry University, University of Phoenix, University of Southern Colorado and Ferris State University.

Transfer of Credit and Transcripts

Upon written request, PowerSport Institute will forward a student's official transcript to another school or an employer. If the graduate desires, one free copy will be provided upon completion of the program. All subsequent requests for transcripts will require a \$15.00 processing fee. Transcript requests by students who have not completed the program will also be processed for a \$15.00 fee. No academic transcript will be issued for a student whose financial obligation to the college has not been satisfied.

Students wishing to transfer credits from Ohio Technical College or PowerSport Institute to another institution must contact the Registrar at the receiving institution to determine which credits will be accepted. An Articulation Agreement has been worked out with DeVry University, University of Phoenix, University of Southern Colorado and Ferris State University for graduates of the Associate Program to obtain credit towards their Bachelor Degree.

CAREER SERVICES

A post-secondary school remains successful if the placement of their graduates is successful. Ohio Technical College's and PowerSport Institute's placement of graduates is just that!

Employment Opportunities

The transportation field is not a field that can be moved overseas. In the power sport field, with constant evolution and increasingly sophisticated systems, there are equally ample opportunities, as well as, a demand for well-trained, highly skilled employees.

Through in-depth instruction and hands-on application, the student is prepared to enter the job market as an entry level technician specializing in drivability and maintenance of all power sport vehicles. Graduates find employment in dealerships, nationally renowned repair shops, and local power sport repair centers.

The increased costs of fuel have helped the motorcycle repair industry to grow. Motorcycle, ATV, snowmobile and personal watercraft sales combines to provide excellent year round employment opportunities in this exciting field.

Career Services Assistance

Ohio Technical College and PowerSport Institute offer employment assistance to each student successfully completing the curriculum. An integral part of Ohio Technical College's and the PowerSport Institute branch campus' service to their students is their Career Services Director. This service is divided into two areas: part-time and career placement. Ohio state law specifically prohibits the guarantee of any kind of employment. The placement process, however, has been designed to make the most of a student's energy and abilities.

Career Services

Prior to graduation, each student participates in a one on one job-seeking skills meeting with the Career Services Director. This meeting covers resume writing, communicating with potential employers, interviewing skills, and after interview follow-up. The student and Career Services Department then build leads in the cities the student is interested in after graduation. It is through such interviews that students receive the job offers that lead to career employment.

Part-Time Job Assistance

As a part of each student's initial registration at the start of class, he/she participates in an initial placement interview and completes an information form. It is through this form that the Director learns whether or not the student is interested in part-time employment and, if so, what kind of work the student is qualified for and where they are living. The Career Services Director will then assist the student in finding part-time work. Part-time placement meetings are held on a regular weekly basis for interested students.

A comprehensive record of each student's part-time work history is kept on file.

On-Campus Recruiting

Another very important source of job interviews is on-campus recruiting. During the year, major employers visit the campus with the intention of interviewing and usually hiring several soon-to-be Ohio Technical College and PowerSport Institute branch campus graduates. In addition, there are bi-annual career fairs on the college campus.

This recruiting is done right on campus grounds and affords students who are interested in relocating an opportunity to discuss career possibilities with a company representative. Companies from many states have established an on-going recruiting relationship with Ohio Technical College and its PowerSport Institute branch campus.

The on-campus recruiting process is open to all students who demonstrate a sincere interest in interviewing with a particular company. All such interviews are arranged through the Career Services Office.

Ongoing Career Services Assistance

Career Services assistance is provided after graduation for as long as the graduate needs our services through the PSI Alumni Association. This "lifetime" service is provided on a nationwide basis to all graduates.

The Career Services / Alumni Department continue the procedure through periodic checks on graduates. These checks are completed by calling, mailing or emailing past students to determine the graduates' success and establish whether additional assistance is necessary. The PSI Alumni Association seeks to enhance the professional, educational and community standing of graduates by providing network opportunities, developing professional development groups and developing mentoring relationships.



Graduate Placement

Our graduates have defined PSI and our list of companies that employ students is impressive. Some of these companies include:

| | | | |
|----------------------------------|--------------------------------|-------------------------------------|---|
| A.D. Farrow Harley Davidson | Cycle Services | Howard & Sons John Deere Polaris | Nick's Custom Cycles |
| A.D. Farrow Shop at NorthStar | Cycle Shack Polaris | HP Performance | Noblesville Honda Kawasaki |
| Absolute PowerSports | Cycle Specialties | Huntington Beach Bodyworks | Northern Ohio Ducati |
| Action Motorsports | Cycles R Us | Hygear Suspension | Northstar Power Sports |
| Adamec H-D of Jacksonville | Cycle Stop | Illini Out Door World | Obermeyer Honda Yamaha Suzuki |
| Advantage Cycle | D&S Cycle | Indian River Sports Center | Off-Road Express |
| Adventure Harley-Davidson | Dds Motorsports | Integrity Cycles | Owen Motorsports |
| Adventure Powersports | Dreyer & Reinbold Racing | Iron Pony Powersports | Performance Edge |
| Aleks Powersports | Eberly Boat Storage | Ithaca Recreation Sports | Pierce Harley Davidson |
| All Ohio Motorsports | Ecklund Motorsports | J&J Sales & Service | Pioneer Motorsports |
| All American Wheels | Edgewater Marina | Jazz Motorsports | Plastow Power Sports |
| All Seasons Sports Center | Engelhart Power Sports | JC's Performance | Polaris/ Suzuki/ Yamaha of Nashville |
| American Powersports | Evenson's Marine LLC | Jim Murray's Kawasaki | Pompton Honda Suzuki |
| Andrew's PowerSports | Everglades Motorcycle Service | JJ Cycles | Power House Motorsports |
| Apache Honda | Eversharp Power Equipment | JMR Honda | Power Sports of Cleveland |
| Apex Powersports | Exodus Cycles | Johnny's Vintage Motorcycles | Preffered Power Sports |
| Appleton Powersports | Fairway Carts, Parts & More | Johnny K's Powersports | Pro Quad Performance |
| Arctic Adventures | Fast Eddy's | Jonesboro Cycle & ATV | Provenzano Cycle Center |
| Arkport Cycles | Ferris Industries | Joshua Motors | Red's Custom Cycle |
| Ask Columbus Superstore | Finishline Cycles | Just Add Water Boats | Redline Honda |
| Ask Powersports Grove | Flat Out Motorcycles | Just for Fun Honda | Rick Roush Motorsports |
| B & L Motorcycle Sales & Service | Flemington Circle Yamaha | Kames Sports | RPM Motorcycle Service |
| Bader & Sons Co. (St. Louis) | Fox Cycle Works | Ken's Service & Sales | Rubber City Harley Davidson |
| Bair's Polaris-Victory | Fox Valley Cycles | Kersting's Cycle Center | S&S Powersports |
| Bane ATV & Lawn | Frazier Motorsports Inc. | Kokomo Honda | Schultz Cycle & ATV |
| Bangor Motor Sports | Freedom choice | Ktm North America | Signature Harley Davidson |
| Batavia Cycle Center | Freedom Cycles | L-A Harley Davidson | Sills Motor Sales |
| Bob Weaver Motorsports | Freedom Harley Davidson | Lake County Motorsports | Smith Boy's Marine |
| Bennett Power Sports | Friendly Honda – Yamaha | Lake Erie Golf Carts | Southeast Harley Davidson |
| Bert's Motorsports | Full Throttle Cycle Service | Lake Erie Harley Davidson | Southern Tier Harley Davidson |
| Best Cycle Center | Gabriel Racing | Lakewood Harley Davidson | Southern Tier Polaris/Arctic Cat / Suzuki |
| Big 4 Motorsports | Gambino Power Equipment | Larry's Sports Center | State 8 Motorcycle |
| Bill Eddy's Motorsports | Gatto Cycle Shop Inc. | Leisure Time Powersports | Street Track & Trail |
| Binghamton Honda | Gaico's Mower Shop | LeVan's Power Equipment | Sunny Side Cycle Sales |
| BMW Motorcycles of Cleveland | Gidding's Machine shop | Loaded Guns Customs | Sun Sport Cycle & Watercraft |
| Boat Masters Marine | Gowanda Starcraft Inc. | Loose Moose Motorsports | Surf City Marina |
| Buckeye Power Sports | Grace Performance | Lubrizol Corporation | Team Babbitt Racing |
| Bohn Cycle | Grand Rapids Powersports | M&M Custom Cycle & Leather | Tech-Care Racing Suspension |
| Brodner Equipment | Gravelly Mowers & Polaris ATV | Mad River Harley Davidson | Ted's Motorcycle World |
| Brownells Yamaha | Gary Boy Motorsports | Mason's Yamaha | Teixiera's Polaris |
| Bub's Cycle Center | G T R Equipment | Mathias BMW | Thiel's Wheels H-D Honda |
| Buckeye Harley Davidson | H&H Cycles | Mel's Motorsports | Thoroughbread H-D |
| Canton Cycle Specialties | Hale's Harley Davidson | Mid-State Marina | Toledo Harley Davidson |
| Caprara Brothers Honda | Hall's Cycle | Midwest Cycle Repair | Transportation Research Center |
| Carlton Harley Davidson | Haler Cycle Service | Midwest Industries | Triumph / Can-Am of Windber |
| Casey's Cove Marina | Hamburg Honda | Mike's Bikes & More | Valley Harley –Davidson Shop |
| CC Powersports | Hankster's Motorsports | Millenium Cycle | Valley Sport & Marine |
| Century Harley-Davidson | Harley Davidson Sales Co. | Mosities Motorsports | Victory of Louisville |
| Cleveland Akron Honda | H-D Bike Town | Motorcycle Maxx | Village Motorsports |
| Cleveland M/C Mfg Co. | H-D of Jamestown | Motorcycle of Manchester | VooDoo Customs |
| Clevelandmoto | Hebeler Service & Sales | Motorcycle Performance Service | Weaver's Attica Suz/Polaris |
| Clinton County Motor Sports | Hetrick Racing | Motor Sports of Dayton | Western Reserve Harley/Honda |
| Concord Motorsports | Higgins Powersports | Mount Outdoor Power Equipment | Wicked Performance Shop |
| Crossroads Motorsports | HMF Racing | MXM Motosports | Wilson's Yamaha Country |
| CW Motorsports | Hollink Motorsports | Nashua Motorsports | Woodstock Harley Davidson |
| Cycle Analysis Repair | Honda East | Nav-Tek Marine | World of Powersports |
| Cycle City | Honda of Marysville Motorsport | Neinengard's Harley Davidson | Xtreme Motorcycle Group |
| Cyclemax | Honda of Cool Springs | Nelsons Speed Shop | Yamaha of Louisville |
| Cycle Mechanix | Honda of Michigan City | Newport Motorsports | Yamaha of Warren |

STUDENT SERVICES

Housing

PowerSport Institute is pleased to offer housing through Collegiate Housing Services. Students may stay at one of the housing complexes offered, or may seek housing on their own. A representative from Collegiate Housing is available at the college Monday through Thursday to assist students with housing questions.

All apartments are fully furnished with a refrigerator, dishwasher, stove, dinette set, beds, night stand, lamps, a chest of drawers per bedroom, a couch, coffee table, and end table.

In addition, most apartment complexes offer a pool, workout facilities, optional parking garage and easy access to jobs, shopping and food.



Pools and workout facilities are located in most apartment complexes.



All housing accommodations should be reserved well in advance. We recommend that you reserve your housing at least ninety (90) days prior to your scheduled start date, as space is limited.

A security deposit will be required in order to reserve a unit. Students may be required to have their parents or guardian guarantee the housing agreement and they could be liable for the terms of the applicable agreement.

Students are individually responsible and liable for any and all rental agreements.

Living in Collegiate Housing is an education in and of itself, affording students the opportunity to build lifelong relationships that are to be cherished. Remember, students who follow the rules and respect their classmates and the property will have no problem concerning their housing.

Students wishing to obtain other off-campus housing may do so however, students are encouraged to utilize Collegiate Housing.

Tool Purchase Program

During a student's attendance at the PowerSport Institute, all tools required for the completion of training are provided by the college and are available for your use.

However, because all employers require technicians to supply their own hand tools, PSI has established a special discount tool-purchasing program for students.



The student will have the option to purchase tools during the length of their program at up to 52% off retail and receive tools from the college to prior to graduation.

Graduate Technical Assistance

Graduates from the PowerSport Institute's programs accept employment with many different companies and must service and repair a wide variety of equipment. Occasionally, diagnostic, procedural, or other technical questions arise. A telephone call or visit to the campuses will allow graduates to share the many years of experience of our certified instructors to help solve the diverse problems encountered while employed in this industry.

In addition, graduates of PSI are able to take refresher courses for life in their original program.

Tutoring

Students encountering difficulties with the curriculum may participate in voluntary, tutored sessions held on a weekly basis. If additional work is needed, personalized instruction can be arranged through the Training Office. Employers need people who can do the job. Therefore, students must thoroughly learn the material to graduate and the PowerSport Institute branch campus strongly encourages students to seek out extra help when necessary.

Contingency Teach-Out Plan

In accordance with the Accrediting Commission, Ohio Technical College and the PowerSport Institute branch campus have established a procedure for completing student training in the unlikely event that the school should close. This procedure is filed with the Ohio State Board of Proprietary School Registration and is meant to protect students.

Student Accident Insurance

If a student is involved in a school related injury during scheduled class hours on school property, an Injury Report must be completed in order for medical expenses to be paid. Ohio Technical College and PowerSport Institute do have partnerships with prompt care facilities for situations that are less severe. If a student does need to be sent to the hospital or referred to a specialty doctor we ask that the students first submit their medical claims through their personal family medical insurance. Family plans generally cover full time students until the age of 28.

Counseling Services

Two full-time, on-campus counselors provides students with counseling services to help steer them through a successful learning experience at OTC and PSI. The counselor is especially aware of the many issues that college students may confront, including:

- Difficulties with Test Taking and Studying
- Homesickness
- Need for Academic Guidance
- Need for Crisis Intervention
- Personal Problems
- Stress Management Problems
- Student Conflicts
- Substance Abuse
- Time Management Problems

The counselors are available during posted hours and by appointment.



FINANCIAL AID

The primary goal of the Financial Aid Office is to assist students whom, without financial aid, might not be able to attend college. One of our philosophies is that finances should NOT be a deterrent in pursuing one's lifelong goals of a higher education.

Ohio Technical College and PowerSport Institute have been approved by the Office of Student Financial Assistance of the U.S. Department of Education to participate in all federal financial aid programs which include Grants, Student Loans and Parent Loans.



Any student may apply for financial aid and be eligible to receive assistance if he/she is determined eligible by financial aid guidelines, as well as, college admissions standards.

Students who fail to meet the minimum satisfactory academic progress criteria are ineligible for financial aid. Financial aid for the failed term will be cancelled. See standards for satisfactory academic progress on page 23 for details.

There are many types of financial aid programs that are available to eligible students attending Ohio Technical College and PowerSport Institute including:

- **Agency Funding**
- **Grants**
- **Parent Loans**
- **Scholarships**
- **Student Loans**

Financial aid is available from a variety of sources including: the federal government, state agencies, Veterans' Affairs, and Ohio Technical College.

Grant Programs

Grants are monies awarded to students who demonstrate financial need. This money is applied to the student's educational expenses and **does not need to be repaid**.

Ohio Technical College and PowerSport Institute participate in the following grant programs:

- The Federal PELL Grant
- The Federal Supplemental Educational Opportunity Grant
- Julius A. Brenner Founder's Grant
- Ohio College Opportunity Grant

Loan Programs

Loans represent financial aid money borrowed from the Federal Government to pay educational costs and must be repaid. There are loan options for the student and dependent student's parents. Some federal loans are need-based, while others are not. The college participates in the following federal loan programs:

- The Federal Perkins Loan
- Parent Loan for Undergraduate Students (PLUS)
- Subsidized Stafford Loan Program
- Unsubsidized Stafford Loan Program

In addition, students and their families may pursue personal financing options offered by private lenders. Eligibility, terms and conditions are set by each lender. We encourage you to exhaust all of your Federal Aid eligibility before considering this loan option.

Scholarships

Scholarships can be applied to the cost of your program while attending Ohio Technical College and PowerSport Institute

OTC/PSI Scholarships are available annually at the following eligible competitions:

- Automobile Dealers Associations
- Ford/AAA
- Future Farmers of America (FFA)
- Skills USA

Additional OTC/PSI Scholarships are available from:

- City of Canton, OH Mayor's Scholarship
- High School Instructor Seminar Scholarships
- Penske Open House Scholarship Testing

Millions of dollars of scholarships are given away annually by independent clubs, organizations, companies and non-profit organizations. To help get your scholarship search started, visit www.ohiotech.edu/scholarships for links to some scholarship search sites and specific scholarship opportunities.

OTC and PSI reserve the right to revoke, suspend or limit scholarships based upon a student's attendance, attitude, academic progress, and other factors that are deemed unacceptable by the College. All scholarship recipients must adhere to the terms set forth by the Financial Aid Department and must comply with these terms to maintain their scholarship.

The following terms apply to all OTC and PSI scholarships:

- Scholarships are applied towards programs of 1200 clock hours or greater
- Scholarships will only be honored up to the total cost of tuition.
- In the event that you win scholarships from multiple competitions, cumulative amounts cannot exceed the total cost of your program's tuition.
- The highest scholarship amount won per competition per year will be honored. (You cannot add previously earned amounts from regional or state levels to amounts won at a higher level in that same calendar year).
- Scholarships are applied on a quarterly basis and are contingent upon satisfactory academic progress and attendance. You must successfully complete the entire quarter to receive the scholarship payment.
- Scholarships must be redeemed no later than the fall of the year in which a student will graduate.
- Imagine America Scholarship eligibility is limited to first year, first-time students.
- The maximum High School Instructor Seminar Scholarship award is \$5,000 per student and available to future students only.

Department of Veterans Affairs (VA)

Veterans' educational benefits are available to eligible students by applying to the VA for the following:

- Montgomery GI Bill-Selected Reserve Educational Assistance Program (Chapter 1606)
- Montgomery GI Bill-Active Duty Educational Assistance Program (Chapter 30)
- Post 911 (Chapter 33)
- Reserve Educational Assistance Program (Chapter 1607)
- Survivors' and Dependents' Educational Assistance (Chapter 35)
- VEAP (Chapter 32)
- Vocational Rehabilitation (Chapter 31)
- Veterans Retraining Assistance Program (VRAP)

Agency Programs

Outside agencies may sponsor eligible students with tuition assistance. Determination of individual eligibility is at the discretion of each of these agencies. Ohio Technical College and PowerSport Institute can assist the student with various application processes.

Following is a list of sponsoring agencies:

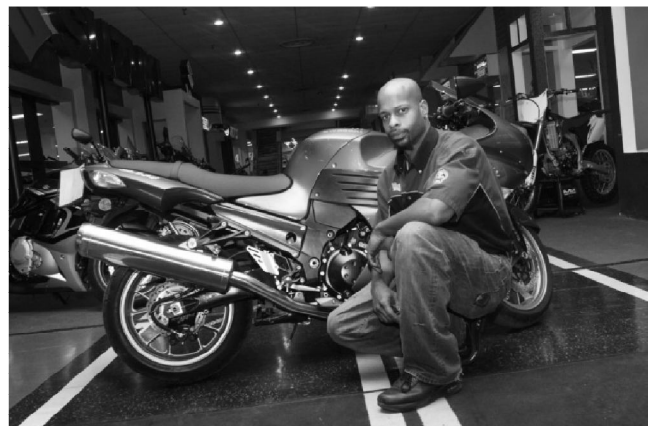
- Bureau of Indian Affairs (BIA)
- Bureau of Services for the Visually Impaired
 - (BSVI)
- Bureau of Vocational Rehabilitation (BVR)
- National Guard Scholarship Program
- Railroad Retirement Benefits
- Trade Adjustment Assistance (TAA)
- Vocational and Educational Services for
 - Individuals with Disabilities (VESID)
- Workforce Investment Act (WIA)

Students requiring assistance with any program described in this catalog should direct inquiries to the Financial Aid Office on campus. The staff will be happy to help with the

financial aid process. We want to assure you that an innovative financing package can be arranged to pay your tuition if you are truly motivated and have the support of your family.

Payments

The tuition is due and payable on the first day of class for each quarter unless a payment plan has been entered into with the Bursar's Office. The campuses allow students a 10-day grace period to make these payments. Payments received after this 10-day grace period date are subject to a \$25.00 late fee.



PSI ASSOCIATE DEGREE PROGRAMS

Program Background

The Associate of Applied Science Degree Program was designed to accomplish two goals. The first goal is to provide graduates with the technical skills and expertise for which PSI is noted. This includes, but is not limited to, the ability to isolate, troubleshoot, and diagnose all types of vehicle problems and make the necessary repairs and adjustments. The second goal is to provide a sound, well-rounded academic and professional background that provides graduates with upward mobility and adequate depth of education to move into management positions.

Successful candidates receive an Associate of Applied Science Degree after taking eight academic courses in addition to their technical program. There are two remedial courses in English and Math that may be required depending on preliminary testing which will be administered prior to the start of any Associate Degree coursework. Completion takes 18 months (academic length)/2100 clock-hours/134.5 credit hours for all programs. Students who satisfactorily complete the core technical diploma requirements, but who do not satisfactorily complete or qualify for the associate degree, will receive the technical diploma upon graduation.

Program Objectives

The student receives training as a professional technician with advanced personnel, shop, and business management techniques. This specialized training is specifically designed for service management in the motorcycle and power sport fields. These combined studies provide for rapid professional advancement during employment and open new opportunities in areas of management. The advancement opportunities for graduates with the Associate Degree are positions as team leader, shift leader, assistant service manager, shop manager, and shop owner within two to five years after graduation.

NOTE: Course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

Program Descriptions

Associate of Applied Science in PowerSport Technology

72 Weeks / 2100 Clock Hours / 134.5 Credit Hours

This dynamic program is designed for those students who are looking to pursue a career in the power sport industry along with the academic background needed to succeed in business and management. The occupational degree program covers core information on motorcycle internal combustion engines, primary drive operation, transmission power flow, fuel system operation, electrical and suspension systems. Utilizing service center environment methods, the course prepares the successful student to understand and practice multiple roles and job functions used in the field. Students will learn maintenance on personal watercraft, ATV's and snowmobiles from a variety of manufacturers. Following the fundamental core training, students will then move into specific training on

major manufacturers including Honda, Suzuki, Yamaha, Kawasaki and others.

This program provides for a well rounded academic and professional background that allows graduates an adequate depth of education to move into management positions.

| Course | Course Title | Clock Hours | Weeks |
|--------|--------------------------------------|-------------|--------|
| PSI1 | Engine Systems – Core Skills | 75 | 3 |
| PSI2 | Fuel Systems Maintenance & Repair | 75 | 3 |
| PSI3 | Intro to Electrical Systems | 75 | 3 |
| PSI4 | Chassis & Suspension Systems Service | 75 | 3 |
| PSI5 | Advanced Electrical Systems | 75 | 3 |
| PSI6 | Dynojet Training Center | 75 | 3 |
| MS1 | Honda Technology | 300 | 12 |
| MS2 | Kawasaki Technology | 300 | 12 |
| MS3 | Yamaha Technology | 300 | 12 |
| MS4 | Suzuki Technology | 300 | 12 |
| MS5 | Off Road Technology | 150 | 6 |
| SOC101 | Principles of Sociology | 30 | 3 C.H. |
| PSY102 | Principles of Psychology | 40 | 4 C.H. |
| ECO103 | Principles of Economics | 40 | 4 C.H. |
| PS104 | Proper Speech | 40 | 4 C.H. |
| ENG105 | Business Communications | 40 | 4 C.H. |
| MAT106 | Business Mathematics | 40 | 4 C.H. |
| SCI107 | Science in a Technical World | 30 | 3 C.H. |
| CS108 | Computer Applications | 40 | 4 C.H. |
| | | 2100 | 72 |

Associate of Applied Science in American V-Twin Technology 72 Weeks / 2100 Clock Hours / 134.5 Credit Hours

The AAS in American V-Twin Technology program provides technical hands-on training with a variety of American V-Twin products and aftermarket custom motorcycle components along with the academic background needed to succeed in business and management. The program prepares the successful student to enter into the field as a technician in a franchised dealership, aftermarket service center, custom motorcycle fabrication paint shop and performance tuning center. Students will practice customer service and communication skills necessary to be successful in a modern service environment. Lab practices and workstations will simulate a service center environment and repair procedures including hands-on training with engines, fuel systems, suspension systems, electrical systems, dynamometers, fabrication tools as well as basic and custom painting techniques.

| Program | Program Title | Clock Hours | Weeks |
|---------|--------------------------------------|-------------|-------|
| PSI1 | Engine Systems | 75 | 3 |
| PSI2 | Fuel Systems Maintenance & Repair | 75 | 3 |
| PSI3 | Intro to Electrical Systems | 75 | 3 |
| PSI4 | Chassis & Suspension Systems Service | 75 | 3 |
| PSI5 | Advanced Electrical Systems | 75 | 3 |
| VTS1 | V-Twin Technology | 450 | 18 |
| VTS2 | Victory Technology | 150 | 6 |
| VTS3 | Custom Motorcycle Building | 225 | 9 |
| VTS4 | Custom Fabrication | 150 | 6 |

| | | | |
|--------|--|------|--------|
| VTS5 | Custom Paint | 225 | 9 |
| VTS6 | V-Twin Engine Performance & Pro Tuning | 150 | 6 |
| VTS7 | Industry Preparation | 75 | 3 |
| SOC101 | Principles of Sociology | 30 | 3 C.H. |
| PSY102 | Principles of Psychology | 40 | 4 C.H. |
| ECO103 | Principles of Economics | 40 | 4 C.H. |
| PS104 | Proper Speech | 40 | 4 C.H. |
| ENG105 | Business Communications | 40 | 4 C.H. |
| MAT106 | Business Mathematics | 40 | 4 C.H. |
| SCI107 | Science in a Technical World | 30 | 3 C.H. |
| CS108 | Computer Applications | 40 | 4 C.H. |
| | | 2100 | 72 |



PSI DIPLOMA PROGRAMS

Program Objectives

The objective of the PowerSport Institute Branch campus technical diploma programs is to provide quality technical education, with sufficient scope to include both fundamental and specialized technical training so that graduates are prepared to meet both present and future needs of industry.

Students will be prepared with sufficient theoretical background, practical skills, and technical competence to assume entry-level positions in their respective areas of training. In addition to its teaching role, the college feels a strong responsibility to instill good work habits and strong work and social ethics. All graduates of the technical programs receive diplomas.

NOTE: Course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

Program Descriptions

PowerSport Technician

72 Weeks, 1800 Clock Hours

The PowerSport Technician program provides students with learning experiences which will enable them to learn industry job functions and attain service, maintenance and diagnostic skills. The program covers core information on motorcycle internal combustion engines, primary drive operation, transmission power flow, fuel system operation, electrical and suspension systems. Utilizing service center environment methods, the course prepares the successful student to understand and practice multiple roles and job functions used in the field. Students will learn maintenance on personal watercraft, ATV's and snowmobiles from a variety of manufacturers. Following the fundamental core training, students will then move into specific training on major manufacturers including Honda, Suzuki, Yamaha, Kawasaki and others.

| Course | Course Title | Clock Hours | Weeks |
|--------|--------------------------------------|-------------|-------|
| PSI1 | Engine Systems – Core Skills | 75 | 3 |
| PSI2 | Fuel Systems Maintenance & Repair | 75 | 3 |
| PSI3 | Intro to Electrical Systems | 75 | 3 |
| PSI4 | Chassis & Suspension Systems Service | 75 | 3 |
| PSI5 | Advanced Electrical Systems | 75 | 3 |
| PSI6 | Dynojet Training Center | 75 | 3 |
| MS1 | Honda Technology | 300 | 12 |
| MS2 | Kawasaki Technology | 300 | 12 |
| MS3 | Yamaha Technology | 300 | 12 |
| MS4 | Suzuki Technology | 300 | 12 |
| MS5 | Off Road Technology | 150 | 6 |
| | | 1800 | 72 |

American V-Twin Specialist

48 Weeks, 1200 Clock Hours

The American V-Twin Specialist program provides students with learning experiences which will enable them to learn industry job functions and attain service, maintenance and diagnostic skills on the American V-Twin motorcycle. The

program covers core information on motorcycle internal combustion engines, primary drive operation, transmission power flow, fuel system operation, electrical and suspension systems. Utilizing service center environment methods, the course prepares the student to understand and practice multiple roles and job functions used in the field. Students will focus on V-Twin engine technology, chassis service and repair, and engine management systems. The course covers model specific maintenance procedures and drivability diagnosis skills, as well as fuel systems and electrical troubleshooting. The successful student will be able to build a custom motorcycle from a variety of engines, frames, wheels and suspension components and will tune and test on a motorcycle dyno.

| Course | Course Title | Clock Hours | Weeks |
|--------|--|-------------|-------|
| PSI1 | Engine Systems – Core Skills | 75 | 3 |
| PSI2 | Fuel Systems Maintenance & Repair | 75 | 3 |
| PSI3 | Intro to Electrical Systems | 75 | 3 |
| PSI4 | Chassis & Suspension Systems Service | 75 | 3 |
| PSI5 | Advanced Electrical Systems | 75 | 3 |
| VTS1 | V-Twin Technology | 450 | 18 |
| VTS2 | Victory Technology | 150 | 6 |
| VTS3 | Custom Motorcycle Building & Performance | 225 | 9 |
| | | 1200 | 48 |

PowerSport Specialist

48 Weeks, 1200 Clock Hours

The PowerSport Specialist 48-week diploma program provides students with learning experiences which will enable them to pursue a career in the power sports industry. The program covers core information on motorcycle internal combustion engines, primary drive operation, transmission power flow, fuel system operation, electrical and suspension systems. Utilizing service center environment methods, the course prepares the successful student to understand and practice multiple roles and job functions used in the field. Students will also learn maintenance on personal watercraft, ATV's and snowmobiles from a variety of manufacturers. Following the fundamental core training, students will then have a choice of specific training on two (2) major manufacturers including Honda, Suzuki, Yamaha, or Kawasaki.

| Course | Course Title | Clock Hours | Weeks |
|--------|--------------------------------------|-------------|-------|
| PSI1 | Engine Systems – Core Skills | 75 | 3 |
| PSI2 | Fuel Systems Maintenance & Repair | 75 | 3 |
| PSI3 | Intro to Electrical Systems | 75 | 3 |
| PSI4 | Chassis & Suspension Systems Service | 75 | 3 |
| PSI5 | Advanced Electrical Systems | 75 | 3 |
| PSI6 | Dynojet Training Center | 75 | 3 |
| MS1* | Honda Technology | 300 | 12 |
| MS2* | Kawasaki Technology | 300 | 12 |
| MS3* | Yamaha Technology | 300 | 12 |
| MS4* | Suzuki Technology | 300 | 12 |
| MS5 | Off Road Technology | 150 | 6 |
| | | 1200 | 48 |

* Students will choose two (2) of these courses for their program

American V-Twin Technician

72 Weeks, 1800 Clock Hours

The American V-Twin Technician program provides technical hands-on training with a variety of American V-Twin products including Victory Motorcycles, S&S Cycle performance products, Harley-Davidson Motorcycles and aftermarket custom motorcycle components. The program prepares the successful student to enter into the field as a technician in a franchised dealership, aftermarket service center, custom motorcycle fabrication paint shop and performance tuning center. Students will practice customer service and communication skills necessary to be successful in a modern service environment. Lab practices and workstations will simulate a service center environment and repair procedures including hands-on training with engines, fuel systems, suspension systems, electrical systems, dynamometers, fabrication tools as well as basic and custom painting techniques.

| Program | Program Title | Clock Hours | Weeks |
|---------|--|-------------|-------|
| PSI1 | Engine Systems | 75 | 3 |
| PSI2 | Fuel Systems Maintenance & Repair | 75 | 3 |
| PSI3 | Intro to Electrical Systems | 75 | 3 |
| PSI4 | Chassis & Suspension Systems Service | 75 | 3 |
| PSI5 | Advanced Electrical Systems | 75 | 3 |
| VTS1 | V-Twin Technology | 450 | 18 |
| VTS2 | Victory Technology | 150 | 6 |
| VTS3 | Custom Motorcycle Building | 225 | 9 |
| VTS4 | Custom Fabrication | 150 | 6 |
| VTS5 | Custom Paint | 225 | 9 |
| VTS6 | V-Twin Engine Performance & Pro Tuning | 150 | 6 |
| VTS7 | Industry Preparation | 75 | 3 |
| | | 1800 | 72 |



PSI CERTIFICATE PROGRAMS

PowerSport Custom Paint and Graphics

9 Weeks / 225 Clock Hours

In this comprehensive course, students explore the artistic side of powersport/motorcycle graphics including pinstriping, exotic paints and airbrush techniques. Through an intensive hands-on environment, students will learn to work with exotic paints and techniques including fades, candies, marbleizing and pearls. Emphasis is on airbrush painting and graphics including stencils, 3D shadow, shading and light source theory will be covered. Then the student moves into real flame and true fire. Students will learn how to add images to fire and how their flames conform to the surface being painted. Students will then learn various textures and effects such as rips and tears, brushed aluminum, lightning, granite and wood grain. Methods of transferring artwork to paintable surfaces, masking and cutting techniques will also be covered. The course provides the fundamental core skills so that students can continue on to careers in the airbrushing, pinstriping, exotic paint, and vehicle customizing industries.

| Course | Course Title | Clock Hours | Weeks |
|--------|-----------------------------|-------------|-------|
| PCP1 | Pinstriping Techniques | 25 | 1 |
| PCP2 | Exotic Paint Techniques | 50 | 2 |
| PCP3 | Airbrush & Paint Techniques | 150 | 6 |
| | | 225 | 9 |

PLEASE NOTE: This course is not vocational in nature and may not lead to initial employment. The course is not a prerequisite nor does it provide credit toward any vocational course offered within the school. Normal refund and grievance policies and procedures apply to this course.



INDIVIDUAL COURSE DESCRIPTIONS

Associate Degree Courses

SOC 101 Principles of Sociology - 3 Credit Hours/30 Clock Hours

This course will discuss fundamental characteristics of culture and society; analysis of social groups, social institutions, and social processes. In addition, the nature of social change and the handling of elementary social problems will be covered.

PSY 102 Principles of Psychology - 4 Credit Hours/40 Clock Hours

This course is a study of the principles of psychology in the areas of learning, motivation, perception, emotion, personality, and everyday life. These elements are explored and presented with their relevance to contemporary problems.

ECO 103 Principles of Economics - 4 Credit Hours/40 Clock Hours

The purpose of this course is for students to learn economics by using real world financial and business examples. Students will learn about Microeconomic and Macroeconomic theory and how it applies to markets and the economy.

PS 104 Proper Speech - 4 Credit Hours/40 Clock Hours

The students learn how to talk clearly and effectively. Each student presents formal talks of various lengths, and the instructor puts as much emphasis on the organization of the material as on the actual delivery of the address. Attention is devoted to the principles of linguistics, listening skills, and to acquaint the student with the tools used to successfully apply correct verbal skills in real-world situations of public speaking.

ENG 105 Business Communications - 4 Credit Hours/40 Clock Hours

Requires successful performance on placement test for ENG 005, English and Written Communication. This course is designed to enable students to evaluate elements of effective and ineffective business communication, explore the impact of technology on business communications, and develop an awareness of the importance of intercultural communication in the business setting. Students will use the English language to write effective business messages, create resumes, application letters, follow-up messages and more. Ethical issues related to communications are discussed as well as development of effective visual aids for a business proposal.

MAT 106 Business Mathematics - 4 Credit Hours/40 Clock Hours

Requires successful performance on placement test for MAT 006, Mathematics. This course applies math fundamentals to business applications. Topics include basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes and other business topics.

SCI 107 Science in a Technical World - 3 Credit Hours/30 Clock Hours

Prepares students for success in applying scientific principles by developing problem solving, terminology, and skills in applying the scientific method to diagnosis. Students explore a variety of topics relating to biology, chemistry, and physics as they apply to the environment and a sustainable future.

CS108 Computer Applications - 4 Credit Hours/40 Clock Hours

Introduction to computer science, stressing computer hardware, software, Internet and networks. Terminology and application of concepts with a focus on skills students can apply in the workplace, classroom and at home, for the purchase and improved use of computer technology.

*** ENG 005 English and Written Communication (Credit by Exam, Class hours as needed on an individual basis)**

The objective of the program is to assure that the student has the tools used to successfully apply correct written skills in real-world situations. English fundamentals, grammar, sentence structure, punctuation, vocabulary, paragraph structure, topic sentence and development of a main idea are verified. Technical writing elements include principles of organizing, developing, and writing technical information through practical explanations, real-world examples common to scientific and technical disciplines

* (If required through testing)

*** MAT 006 Mathematics (Credit by Exam, Class hours as needed on an individual basis)**

The goal of this course is to verify a solid foundation in the basics of mathematics, including the topics of whole numbers, fractions, decimals, ratio and proportion, percent and measurement as well as introductions to geometry, statistics and probability, and algebra topics. This course gives students the confidence they need to be successful in mathematics and quantitative subjects. Emphasized are problem-solving skills, vocabulary comprehension, and real-world applications.

* (If required through testing)

Technical Courses

MS1 Honda Technology – 300 Clock Hours

This manufacturer supported course focuses on the requirements to become successful as a Honda Bronze-Level technician. This course prepares students to perform general maintenance procedures on Honda products including Honda ATV's and Motorcycles. Utilizing Honda resource materials students will perform service intervals and chassis maintenance procedures on ATV's and Motorcycles. Students will also learn to service and repair Honda engines, drive systems and electrical systems. Then move into the Honda service environment for troubleshooting of drivability issues, chassis service and suspension work and then into Honda's advanced electrical program.

MS2 Kawasaki Technology – 300 Clock Hours

This manufacturer supported course prepares students to operate in a Kawasaki service environment. Students will perform general maintenance procedures on Kawasaki products including ATVs, utility vehicles and motorcycles as well as become familiar with the K-Dealer software. Utilizing Kawasaki resource materials students will perform service intervals and chassis maintenance procedures. Students will also learn to service and repair Kawasaki engines, drive systems and electrical systems. Then move into the Kawasaki service environment for troubleshooting of drivability issues, fuel injection systems, perform brake and chassis service and suspension work and then into advanced electrical diagnosis using Kawasaki Diagnostic Software (KDS).

MS3 Yamaha Technology – 300 Clock Hours

This manufacturer supported course is to provide learning experiences which will enable the successful student to learn the specialized knowledge and service skills required of a Yamaha service technician. Students will perform general maintenance procedures on Yamaha products including ATVs and motorcycles as well as become familiar with the Yamaha Technical Academy opportunities. Utilizing Yamaha resource materials students will perform service intervals and chassis maintenance procedures as well as service and repair engines, drive systems and electrical systems. Students then move into the Yamaha bronze level training program and are introduced to "Silver Level Training" for servicing a variety of Yamaha products.

MS4 Suzuki Technology – 300 Clock Hours

This manufacturer supported course is to provide learning experiences which will enable the successful student to learn the specialized knowledge and service skills required of a Suzuki service technician including the Suzuki ServicePro certification. Students will perform general maintenance procedures on Suzuki products. Utilizing Suzuki specific resource materials students will perform service intervals and chassis maintenance procedures as well as service and repair engines, drive systems and electrical systems. Students then move into more of the Suzuki ServicePro training program and will learn fuel injection systems, perform chassis service and suspension work and then into advanced electrical diagnosis.

MS5 Off Road Technology – 225 Clock Hours

This manufacturer supported course will provide experiences which will enable the successful student to learn Arctic Cat, and Polaris snowmobile chassis and suspension maintenance and repair procedures. Students will also have an opportunity to complete the requirements for their Arctic Cat Catmaster certification, and the Polaris Manufacturer Service Dealer Training (MSD) recognition. Students will also learn fuel tuning through the Dyno Jet Academy.

PCP1 Pinstriping Techniques – 25 Clock Hours

In this course, students will learn striping history, styles, equipment and paints. Students will be exposed to the fundamentals of pinstriping, which includes multiple techniques, equipment, patterning methods and paints. Students will also learn layout techniques and design basics.

PCP1 Exotic Paint Techniques – 50 Clock Hours

Through an intensive hands-on environment, students will learn to work with exotic paints and techniques including fades, candies, marbleizing and pearls. Students will learn how these paints work in conjunction with base coating as well as usage in artwork. In addition, masking and taping techniques will be explored with an emphasis on traditional flame patterns and layouts.

PCP3 Airbrush & Paint Techniques – 150 Clock Hours

In this course, students will be introduced to the airbrush, including equipment, operation, maintenance and basic skills needed. Stencils, 3D Shadow, shading and light source theory will be covered. Then the student moves into real flame and true fire. Students will learn how to add images to fire and how their flames conform to the surface being painted. Students will then plate and pipe, in numerous welding positions.

PSI 1 Engine Systems – Core Skills – 75 Clock Hours

This module is designed to provide students with an understanding of 4-stroke and 2-stroke engine operation, part/component identification, disassembly and assembly of an engine to working order and manufacturer specifications. Students will develop basic engine service procedure skills while properly utilizing the textbook/workbook, shop resource materials, and the PSI Resource Center. Students will learn hand tool identification and use, fastener identification, shop manual usage, measuring tools, and will be able to measure engine parts during disassembly.

PSI2 Fuel Systems Maintenance & Repair – 75 Clock Hours

This module is designed to provide students with an understanding of power sport vehicle fuel systems including carburetion and fuel injection. Students will learn mechanical diagnostics including compression and leak-down tests and valve adjustments. Students then continue with carburetor fuel circuits in mechanical slide and CV carburetors and include carburetor disassembly, component identification, cleaning, and rebuilding to manufacturer specifications. Students perform carburetor synchronization and idle drop tests on running vehicles while utilizing shop resource materials and the PSI Resource Center. Students will also get an introduction to fuel management systems utilizing Dynojet power commanders.

PSI3 Intro to Electrical Systems – 75 Clock Hours

This course provides experiences which will enable the successful student to learn electrical systems operation, test equipment usage, electrical system testing procedures and properly utilize the resource material and PSI Resource Center. Accessories, lighting, starting systems, and batteries are studied along with an introduction to electrical troubleshooting and diagnostic procedures.

PSI4 Chassis and Suspension Systems Service – 75 Clock Hours

This course prepares students for chassis service, final drive operations, and repair procedures including maintenance procedures on motorcycle chassis and suspension systems. A focus on suspension technology is presented to provide core skill information and hands-on workstations to become familiar with suspension adjustments and service, repair procedures, and properly utilize the resource material and resource library. Successful students will be able to perform maintenance procedures on steering head bearings, swing arm bearings and/or bushings, brakes systems and suspension systems.

PSI5 Advanced Electrical Systems – 75 Clock Hours

This course provides experiences which will enable the successful student to gain further knowledge of electrical systems, advanced test equipment usage, electrical system testing procedures and proper utilization of the resource material and PSI Resource Center. Ignition and charging systems are studied as well as the troubleshooting and diagnostic procedures for vehicle electrical systems.

PSI6 Dynojet Training Center – 75 Clock Hours

This course focuses on providing students the ability to utilize a chassis dynamometer to become more efficient in the service department. The student will be able to navigate through the Dynojet software to select different options and configure different tests. Students learn to make various dyno runs to assist in the diagnostics of motorcycle maintenance and drivability issues. Students will be shown how to navigate through power commander software and make changes needed to meet the bikes optimum performance.

VTS1 V-Twin Technology – 450 Clock Hours

This manufacturer course supported by Victory motorcycles provides students an opportunity to complete the requirements for Victory Manufacturer Service Dealer Training (MSD) recognition. This course introduces students to V-Twin engine technology, which enables the successful student to develop the skills and knowledge required to service and repair Harley-Davidson and Victory. Harley-Davidson and V-Twin electrical system testing and troubleshooting is practiced to be able to diagnose V-Twin charging, ignition, starting and lighting systems issues. Students will perform general maintenance procedures on V-Twin motorcycles, including fuel system which provides a solid understanding of motorcycle engine management systems fuel injection software operation information and diagnosis procedures.

VTS2 Victory Technology – 150 Clock Hours

The course focuses on Victory fuel system technology so that students will gain a solid understanding of fuel injection engine management systems operations and diagnostic procedures. Given services maintenance procedures the successful student will be able to perform maintenance service intervals procedures including changing oil, valve adjustments, cable adjustments, and final drive adjustments on Victory motorcycles. Utilizing Victory fuel injection software and equipment, students gain experience on troubleshooting fuel and electrical drivability issues.

VTS3 Custom Motorcycle Building & Performance – 225 Clock Hours

This S&S Cycle and Dynojet Dynamometer supported course focuses on understanding the methods and procedures of building and assembling a custom motorcycle. The successful student will build a rolling chassis; install an engine, primary and drive systems, an electrical system wiring harness, fuel system and lighting system. Utilizing the Dynojet

Dynamometer students will utilize a variety of performance components and fuel injection software to tune engine performance. Some basic painting techniques are also included in the program.

VTS4 Custom Fabrication – 150 Clock Hours

The Custom Fabrication module focuses on understanding the methods and procedures of assembling a custom motorcycle relating to the metal components. The student will design, fabricate and install a fuel tank on a motorcycle frame and prepare the tank for painting.

VTS5 Custom Paint – 225 Clock Hours

The Custom Paint module focuses on the artistic side of motorcycle painting. Using an intensive hands-on environment, students will learn the fundamentals of custom painting including graphics, pin striping and exotic painting and airbrush techniques. Methods of transferring artwork to paintable surfaces, masking, taping, and cutting techniques will be explored along with the equipment operation and maintenance, the paints used, color theory and the basic skills needed to paint.

VTS6 V-Twin Engine Performance & Pro Tuning – 150 Clock Hours

The V-Twin Engine Performance & Pro Tuning module focuses on the S&S Cycle, Inc. and Dynojet Research, Inc. dynamometer methods of tuning a high performance motorcycle engine. Students are introduced to S&S Sidewinder and VFI training and will disassemble and reassemble Evolution and Twin Cam engines using S&S high performance components and perform S&S VFI tuning using the Dynojet dynamometer. The module continues with additional dynamometer tuning using fuel modifiers including S&S Intelligent Spark Technology (IST) and Variable Fuel Injection (VFI) technology, Victory Motorcycle Power Commander, Harley-Davidson Race Tuner software, Daytona Twin Tec ignition systems and ACCEL SLM Self Learning Fuel Injection Tuner Module.

VTS7 Industry Preparation – 75 Clock Hours

The Industry Preparation module prepares the student for employment in the industry. The students are introduced to the career development techniques of employment search and interview skills, and starting a business. The module continues with the assessment of skills used to perform manufacturer vehicle scheduled services, tire changes, clutch service and the assessment of diagnostic skills used to troubleshoot vehicle problems. The module concludes with the management, supervision and critique of other student technicians while on task.



POLICY & PROCEDURES

Withdrawal

The campus' Director is responsible for guiding the student through the withdrawal process. Therefore, it is the responsibility of the student to contact the Director when a withdrawal is necessary. Students benefiting from federal financial assistance are required to attend an exit interview.

Cancellation and Settlement Policy

Applicants, who have not visited the college prior to enrollment, will have the opportunity to withdraw without penalty within five (5) business days following either the regularly scheduled orientation procedures or following a tour of the college's facilities and inspection of equipment where training and services are provided.

The enrollment agreement may be cancelled within five (5) business days after the date of signing provided that the college is notified of the cancellation in writing. If such cancellation is made, the college will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty (30) days after cancellation. This provision shall not apply if the student has already started academic classes.

After the first five days, a student is asked to submit any cancellation in writing, but is not required. If a student does not officially cancel, but does not start class, the maximum amount the college may retain is the tuition deposit.

Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10.

- A. An applicant not requesting cancellation by scheduled starting date will be considered a student. Cancellation must be made in written form by the student, directed to the college. The postmark on the written notification will determine the cancellation date.
- B. A student who withdraws before the end of the first day of class and after the 5-day cancellation policy shall be obligated for the registration fee not to exceed \$100.
- C. The State Refund Policy will apply to all students.
 1. A student who starts class and withdraws before the period is 15% completed (or during the first full calendar week for Credit Hour Programs) shall be obligated for 25% of the tuition and refundable fees for that academic term plus the registration fee.
 2. A student withdraws after the academic term is 15% complete, but before the term is 25% completed (or during the second full week for Credit Hour Students) will be obligated for 50% of

the tuition and refundable fees for that academic term plus the registration fee.

3. A student withdraws after the academic term is 25% complete, but before the term is 40% completed (or during the third full week for Credit Hour Students) will be obligated for 75% of the tuition and refundable fees for that academic term plus the registration fee.
 4. A student who starts class and withdraws after the period is 40% completed (Or after the start of the fourth week for Credit Hour Students) will not be entitled to a refund of the tuition nor the registration fee.
- D. Official withdrawal for refund purposes is the date of termination and is defined as:
1. The last day of attendance if the student is terminated by the college, or
 2. The last day of attendance as reflected by the students' record card.
- E. Refunds shall be returned within thirty (30) days after receipt of a written withdrawal by the student, or termination by the institution. When the student has received federal/state financial assistance, the distribution of the refund will be according to federal guidelines.

Addendum to the Refund Policy for Delaware Residents

This institution is regulated by:

DE DOE, Private Business and Trade Schools
John Collette Education Resource Center
35 Commerce Way, Ste. #1
Dover, DE 19904

The following refund policy shall apply only to Delaware residents:

In the event that the student, after expiration of the 5-day cancellation privilege, fails to enter the chosen course, withdraws, or is discontinued at any time prior to completion, the following provisions will be in effect:

1. Refunds will be based on the period of enrollment computed on the basis of course time expressed in clock hours.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last date of attendance, if the student is terminated by the college;
 - b. The date of receipt of written notice by the student;
 - c. Ten school days following the last date of attendance.
3. If tuition is collected in advance of entrance, and if, after expiration of the 5-day cancellation privilege, the student does not enter Ohio Technical College or the PowerSport Institute, not more than \$100.00 shall be retained by the college.
4. For the student who enters an OTC or PSI course shorter than 12 months in length and terminates or withdraws, the college may retain the \$100.00 of tuition and fees and the minimum refund of the remaining tuition will be:

- a. After 0.01% enrollment time of the course, 80 percent of the remaining tuition;
- b. After 5% to 9.9% enrollment time of the course, 70% of the remaining tuition;
- c. After 10% to 14.9% enrollment time of the course, 60% of the remaining tuition;
- d. After 15% to 24.9% enrollment time of the course, 55% of the remaining tuition;
- e. After 25% to 49.9% enrollment time of the course, 30% of the remaining tuition;
- f. After 50% or more enrollment time of the course, the student may be considered obligated for the full tuition.

Enrollment time is the time elapsed between the actual start date and the date of the student's last day of physical attendance in the college.

5. For the student who enters an OTC course longer than 12 months in length and terminates or withdraws, the refund shall be applied to each 12-month period, or part thereof, separately.

Addendum to the Refund Policy for Indiana Residents

This institution is authorized by:

The Indiana Board for Proprietary Education
 101 West Ohio Street, Suite 670
 Indianapolis, IN 46204-1984
 317.464.4400 Ext. 138
 317.464.4400 Ext. 141

The following refund policy shall apply only to Indiana residents:

OTC and PSI shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

The following refund policy applies:

1. A student is entitled to a full refund if one or more of the following criteria are met:
 - a. The student cancels the enrollment agreement or enrollment application within six business days after signing.
 - b. The student does not meet the post-secondary proprietary educational institution's minimum admission requirement.
 - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the post-secondary proprietary educational institution.
 - d. If the student has not visited the post-secondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdraws from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a post-secondary proprietary institution and attending one week or less, is entitled to a refund of 90% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed \$100.
3. A student withdrawing from an instructional program, after attending more than one week but equal to or less than 25% of the duration of the instructional

program, is entitled to a refund of 75% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed \$100.

4. A student withdrawing from an instructional program, after attending more than 25% but equal to or less than 50% of the duration of the instructional program, is entitled to a refund of 50% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed \$100.
5. A student withdrawing from an instructional program, after attending more than 50% but equal to or less than 60% of the duration of the instructional program, is entitled to a refund of 40% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed \$100.
6. A student withdrawing from an institutional program, after attending more than 60% of the duration of the instructional program, is not entitled to a refund.

Addendum to the Refund Policy for Illinois Residents

The following refund policy shall apply only to Illinois residents:

1. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
2. All deposits or down payments shall be counted as tuition payments.
3. The Illinois State Refund Policy will apply to Illinois residents as follows:
 - a. A student, who on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.
 - b. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment, but prior to the first day of class, all application-registration fees, tuition and any other charges shall be refunded to the student.
 - c. When notice of cancellation is given after midnight of the fifth business day following acceptance, but prior to close of business on the first day of class, the college may retain no more than the application-registration fees, which may not exceed \$150.
 - d. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the college may retain the registration fee, an amount not to exceed 10% of tuition and other instructional charges or \$300, whichever is less and the cost of any books and materials which have been provided by the college.
 - e. A student who starts class and withdraws after 5% of the course of instruction, but within the first 4 weeks of classes the college shall be obligated to 20% of the tuition and refundable fees for that academic term.
 - f. A student who starts class and withdraws after 5% of the course of instruction, but before the term is 25% completed shall be obligated to 45% of the tuition and refundable fees for that academic term.
 - g. A student who starts class and withdraws after 25% of the course of instruction, but before the term is 50% completed shall be obligated to 70%

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- of the tuition and refundable fees for that academic term.
- h. A student who starts class and withdraws after 50% of the course of instruction shall be obligated to the full amount of tuition and refundable fees for that academic term.
4. The college shall refund all monies paid under and of the following circumstances:
- a. The college did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog.
 - b. The college cancels or discontinues the course of instruction in which the student is enrolled.
 - c. The college fails to conduct classes on days or times scheduled, detrimentally affecting the student.

The college will send written acknowledgment of the cancellation within 15 days of receipt.

A student may give notice of cancellation to the college in writing. The unexplained absence of a student from school for more than 15 school days shall constitute constructive notice of cancellation to the college. For purposes of cancellation, the date shall be the last day of attendance.

The college may make refunds which exceed those prescribed in this document. If the college's refund policy returns more money to a student than these policies above, that policy will be on file with the Superintendent.

In addition, the college will refund any book or material fees when: (a) the book or materials are returned to the college unmarked; and (b) the student has provided the college with a notice of cancellation.

Return of Title IV Funds Policy

Federal law specifies how a school must determine the amount of federal financial aid (PELL, FSEOG, PERKINS, SUB & UNSUB DIRECT LOANS and PLUS) that a student earns if they withdraw before completing 60% of each quarter.

The amount of federal financial assistance that the student earns is determined on a percentage basis. Once the student has completed more than 60% of the quarter, all financial aid is considered earned and no return is due to the U.S. Department of Education. If the student leaves before completing 60% of the quarter, the student may need to return some of the financial aid received to the Department of Education.

Percentage Earned = number of clock hours completed up to the withdrawal date divided by the total clock hours in the quarter.

Percent Unearned = 100% minus the Percent Earned.

When a student receives federal financial aid in excess of aid earned:

The college returns the lesser of:

Institutional charges multiplied by the unearned percentage or Title IV funds disbursed multiplied by the unearned percentage.

The student returns:

Any remaining unearned aid the college is not required to return.

Loan funds are repaid in accordance with the terms of the Promissory Note.

Any grant (PELL/FSEOG) amount the student has to return is a Federal Grant Overpayment and arrangements must be made with the college or Department of Education to return the funds.

Students will be billed and payment is **due immediately** for any tuition balance created when the college is required to return funds to the Department of Education. Students have 45 days from their withdrawal date to repay the college any federal grant overpayment. After the 45 days, the student must work directly with the Department of Education to resolve their overpayment and may not receive additional federal financial aid until the overpayment is resolved.

The order in which the college returns federal financial aid funds is as follows:

Unsubsidized Direct Loan, Subsidized Direct Loan, Perkins Loan, PLUS loan, Pell Grant, FSEOG.

The college must report to the Department of Education any student who is in an overpayment status.

Refunds and Payments Due

Any statement balance that is less than or equal to \$5.00, regarding a refund or amount owed, will not be issued or collected by the college.

Readmission

In repeating the enrollment process, we may readmit a student once removed from the college roster. At that time, credit for previous training will be re-evaluated by the School Director. Also at that time, a student will have his/her financial assistance reviewed. A financial assistance reinstatement process will occur if applicable.

Appeals Process

If a student is terminated from the program, the student will receive a letter dismissing them from the college. Any student, who wishes to appeal this termination, must write a letter of appeal and submit the letter to the Dean of Students within ten (10) days from the date of the termination letter. This letter should consist of the circumstances that led to the termination, documents to support the circumstances and any other documentation pertinent to the student's termination.

Appeal letters are then given to the Board of Appeals, which meets for hearings on the first Friday of every month, unless other college activities require a re-scheduling of the Board meeting. Student must be present for their appeals hearing. Failure to appear for a student's scheduled appeals hearing will result in no further action being taken and the college's decision to terminate will stand.

Upon an appeal being heard, the entire Board of Appeals will make a recommendation to the President of the college. The Board shall be made up of students, instructional, and administrative staff. All appeals findings are then submitted to the President of the college for final review. The President reserves the right to agree with the Board's recommendation or veto their recommendation. Individuals will then be notified in writing within ten (10) days of the hearing of the college's final decision.

In addition, if a student is terminated from the campuses, it is the discretion of the Board of Appeals and/or the governing body to revoke any scholarship that may have been awarded due to the student's inability to meet the campuses' standards.

Repeating a Phase of Training

A student wishing to repeat a part of the program must submit a written request to the School Director. A review and decision will then be made on a case by case basis. If a phase is repeated, that grade will replace the previous grade. Financial assistance proceeds cannot be used to pay for the repeat of any program or portion of any program at Ohio Technical College and the PowerSport Institute. Pro rata charges may be assessed for repeating any phase of training which became necessary due to unexcused absences.

Graduation Requirements

A student must successfully complete the entire course curriculum to receive a certificate of graduation, diploma, or degree for the training programs offered by Ohio Technical College and the PowerSport Institute. Graduation requirements are subject to the college's attendance policy. A passing grade of 70% or 2.0 grade point average is required for all programs.

Postponement of a Scheduled Class Start

Starting and completion dates of classes are predetermined and outlined in this catalog. Ohio Technical College and the PowerSport Institute may, at its sole discretion, postpone a class to its next scheduled starting date to reach a specific class size.

A student requesting postponement must make such a request in writing. A \$100.00 administrative charge will be assessed if the Admissions Director grants the postponement.

Changing of a Program

Students have the option of changing their course of study prior to their start date. In addition, they will have the opportunity to change programs within the first two (2) weeks of starting the program. Following this two week grace period, there will be no changes allowed to the student's program. There is a \$100.00 administrative fee charged to all program changes.



STUDENT STANDARDS

Ohio Technical College and the PowerSport Institute, as national leaders in technical education, adhere to high standards for the benefit of tomorrow's technicians.

Attendance

If you're absent – you're not learning!

OTC and PSI have perhaps the most rigid attendance requirements in the career school industry.

We recognize that our responsibility goes beyond technical training for a position in the industry; we must also train you to retain your position once you start your job.

Each student receives a class schedule at the beginning of training and must be in attendance a minimum of 25 clock hours per week to be considered a full time student and each student must complete a minimum of 90% of the 300 clock hours per quarter.

Students who do not meet the 90% requirement for attendance in each 12-week term may or may not be granted the privilege to make up their lost time. The time must be made up prior to advancing into the next term.

Time lost can add up at a rapid rate, thus, your attendance is critical to your success as a future employee and as a student at OTC and PSI.

Make up time will be done on the Friday immediately following the absences.

Tardiness

In adherence with a strict attendance policy, OTC and PSI do not believe in tardiness.

Class starts precisely at 7:30 am (morning classes) or 2:30 pm (afternoon classes) and students are expected to be in class at least 5 min before start time and be ready to participate with all materials and be in uniform. All tardy students will be denied entry to class 10 minutes after the official class start time.

NOTE: After 7:30 am/2:30 pm and before 7:40 am/2:40 pm, students will be considered late to class and will lose points off of their Performance grade.

Absences

Students attending Ohio Technical College and the PowerSport Institute are expected to conduct themselves in an adult, mature, and professional manner. Therefore, the OTC and PSI expectation is that students will appear on time every day for their studies.

OTC and PSI do not differentiate between excused and unexcused absences. Our philosophy is that an absence is an absence, and time lost is lost forever.

All absences will be reflected in the student's grade for performance.

Students who use 10 absences in their entire program will be required to provide documentation for any additional absences. Failure to provide documentation will result in Community Service. Students who reach 15 absences or 94 hours missed in a 48-week program or 20 absences or 125 hours missed in a 72 week program may be terminated. Consideration may be extended to students on an individual basis in regards to bereavement, medical issues and military obligations. Students will be required to provide documentation for these absences.

Any student who is re-admitted after an appeal of their termination having 5 additional absences will be terminated with no right to appeal.

Any student who has three days of absences without communication may be terminated.

Reporting Absences

Every employer will ask employees to "call off" prior to their start time when they will be absent. We are no different!

Students who fail to call off before their start time will be given 2 warnings before disciplinary action is taken. After 2 warnings the student may be assigned Community Service (common work around the campus) on Saturdays from 8:00 am to 12:00 pm.

Leave of Absence (LOA)

Any student requesting a leave of absence must do so in writing and cite specific reasons needed for the leave of absence. The student must try to be as specific as possible when requesting such a leave. They must also sign the college policy leave of absence acknowledgment form. In most cases, the leave of absence must be for at least 30 days and cannot exceed 120 days.

If the individual student who requests a leave of absence does not return in a specified time or within 120 days, the student will be assumed to have withdrawn from the college. The subsequent refund/charges calculation must then be calculated with appropriate refunds processed within 30 days from the above date or the date at which it was determined the student would not return to school. A leave of absence student must have an exit interview prior to his/her leaving college. Questions regarding the leave of absence policy can be referred to the School Director or the Director of Training.

Students returning from a leave of absence must contact the Records Department for a return date and a revised schedule.

Making Up Time Lost

Students who exceed the maximum amount of missed time allowable in a quarter (30 hours) may be allowed to make up the time. Make up time will be assigned by the Attendance Office and will usually be served on a Friday starting immediately following the missed day that exceeds the maximum number allowed.

Student attendance is monitored daily by the Attendance Administrator. Students, who owe make up time, will be

counseled on a weekly basis until the time is completed. If a student begins a new quarter still owing time from a prior quarter the student may be placed on financial interruption.

Missed Weeks

Students missing an entire week of training due to an approved absence or leave will be able to complete all tasks and tests missed. However, they will be subject to the missed time provisions. Students who miss a full week or a Thursday due to suspension will NOT be allowed to make up the test.

Weekly Tests

Weekly testing is done on Thursdays. If a student misses a test on Thursday, they must make up the test first thing on the following Monday (or first day back). The student will test in the Curriculum Department and the test score will be recorded in the record book. Students who miss a test due to a suspension will not be allowed to re-test and will receive a zero for that test score. Students will not be allowed to make up more than two tests in any six week module unless approved by their Department Head.

Attendance for Students Receiving Veterans Aid

Any student who is receiving funds through the Veterans Administration must not fall below the 85% minimum attendance requirement for total time earned in a program to continue to receive benefits. If a student exceeds the 15% threshold of total time lost for the *entire* program, they will lose their VA funding.

Academic Workload

Each student must attend six (6) hours and fifteen (15) minutes per day, Monday through Thursday to be considered a full time student. There is no part-time attendance at Ohio Technical College and the PowerSport Institute branch campus. Students enrolled in the Associate Degree program will be required to take additional courses. Please refer to the supplement for details. Homework may be assigned daily and will be due as assigned. Homework not completed and turned in will result in a reduction in performance grade for that week.

Academic Schedule

Each student will receive a catalog at the time of enrollment, describing course title, and the various phases of training through which he/she must progress. The student must proceed through the entire training program to receive a diploma, degree, or certificate. Room numbers, instructors, and scheduling are covered on opening day. Generally, students attend 300 clock hours per quarter except for the Associate Degree program.

The maximum length of time that a normal progressing student can take to complete any program at Ohio Technical College or the PowerSport Institute will be the equivalent to 1.5 times the normal course length. This applies to all students except those with special or mitigating circumstances.

Academic Progress

All Ohio Technical College and PowerSport Institute weekday classes meet six hours and fifteen minutes per day, Monday through Thursday. Classes will begin at either 7:30 am or 2:30 pm.

Throughout this time, students receive numerical grades each week on homework, shop work, and written tests. The following grades represent student progress:

| Letter Grade | Numerical Grade | Points | Description |
|--------------|-----------------|--------|-------------|
| A | 95-100 | 4.0 | Superior |
| B | 90-94 | 3.0 | Good |
| C | 80-89 | 2.0 | Average |
| D | 70-79 | 1.0 | Poor |
| F | 0-69 | 0.0 | Failing |

Academic progress of all students will be evaluated on a quarterly basis for all training programs offered by Ohio Technical College and the PowerSport Institute branch campus. A quarter is twelve weeks in length and is a standard term at the college. As the student progresses through the selected training program of their choice, the quarterly grades will be averaged on a cumulative basis. A minimum of 70% combined test/performance grades will be considered maintaining satisfactory academic progress. Any student failing to achieve the minimum standard of 70% will be considered to be progressing unsatisfactorily and will be unable to continue their training program beyond that particular quarter. All students must achieve an overall average for all terms and their final test of 70% or a 2.0 grade point average to successfully complete the program and qualify them for graduation.

Alert Status

Students who's overall cumulative average drops to 75% or below at the end of any first six-week module in a quarter will be placed on Academic Alert status. Students on Alert status will be counseled and offered the opportunity for additional help.

If a student's cumulative grade point drops below a 70% at the end of a quarter, the student may be terminated. This is the final determining factor in the standard of academic progress. A student must maintain an overall average of 70% at the end of the quarter to progress to the next quarter. It should be pointed out that the college does not seek compensation for the tutoring, or probation status efforts, but merely is endeavoring to guide and motivate students experiencing difficulties.

Report Cards

Report cards are issued at the conclusion of each twelve-(12) week period. A copy is given to the student and a copy is mailed to the student's home address when requested. The college believes it is highly beneficial for students to have input from parents or guardians and encourages their participation whenever possible. The report cards are a summary of performance and test grades, as well as a cumulative attendance record. Students maintaining an average of 90% or above for the 12-week period are placed on the Honor Roll and such distinction is included in the student's permanent record.

We choose to offer this thought of caution - **YOUR TUITION DOES NOT BUY YOUR DIPLOMA - YOU MUST EARN IT!**

Students who miss any scheduled coursework will receive an incomplete and must make up the missed coursework. The maximum length of time permitted is 1.5 times the normal course length. Students must make up the missed time by following procedures governing "recycle." If missed time is not made up within the prescribed time frame, a numerical grade of 0 will be assigned for each week that is classified as incomplete. All assigned coursework must be completed. Therefore, no partial withdrawals or withdrawals from any course or phase of training will be permitted. Students wishing to withdraw must do so from the entire program by following the established procedure governing withdrawals.

Family Educational Rights and Privacy Act Policy

In the course of a student's application, enrollment, and attendance, this college has compiled a number of important records, which include the following:

- Grades
- Financial Records
- Attendance Records
- Disciplinary Records
- Placement Records

Students may inspect and review their educational records upon request to the School Director. A student desiring to review his/her records should submit to the Director a written request that identifies as precisely as possible the record or records he/she wishes to inspect. If a student wants to know more about the procedures governing the review, they may obtain a copy of the complete Policies and Procedures by contacting the School Director. If after reviewing the records it is found that they contain errors or are inaccurate or misleading, an amendment may be requested. If the college does not agree with the student's position, a hearing may be requested. If the student feels that the college has not followed the Federal rules under the Family Educational Rights and Privacy Act, they may write to the United States Department of Education.

OTC and PSI will not release any information about a student to outside individuals unless we have first received the student's permission or were required to give the information under state or federal laws to auditors, researchers, etc. It is considered that certain information does not violate your right of privacy. The college is permitted to routinely release this information unless the students specifically ask us not to. General information is considered to be your name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, certificates or degrees obtained, and the last institute attended.

Dress Code and Appearance

The OTC and PSI Uniform and Dress Code Policy is designed to promote professionalism and safety.

The appearance of a student at OTC and PSI is in accordance with industry standards and is designed to meet the requirements establishing professionalism. Appearance is a very important part of becoming a professional technician.

Many people who visit OTC or PSI on a daily basis may play a significant role in your future. Therefore, it is imperative that you create a favorable impression.

All OTC and PSI students are issued uniforms. A uniform must be worn at all times when the student is on campus grounds. Once a uniform is issued, no student is permitted to enter any OTC or PSI facility without wearing his or her uniform. Students are issued caps, work shirts, and coats. **The following professionalism standards will be enforced:**

1. Students are required to maintain a professional appearance at all times, which is determined by the discretion of OTC or PSI and its management and staff.
2. Students are required to keep all uniforms in a clean and well maintained manner. No holes or tears are permitted. (Replacement uniforms are available through the Campus Store.)
3. Caps need not be worn, but if a student wears a cap, **it must be the school issued or approved** (ex: Matco, Edlebrock, etc.) with **the bill facing forward**, or the OTC or PSI stocking cap.
4. No shorts, sweat pants, headbands, tank tops, skullcaps, bandanas, do-rags, or wave caps are permitted at anytime. Pant length touching the floor is prohibited for obvious safety reasons.
5. The following are prohibited at all times: facial jewelry, necklaces, oversized rings, bracelets, wallet chains, key chains, hoop or dangling earrings, and gauges. Only one post type earring per ear is permitted and it must be in the earlobe. Students will be asked to remove other types of excessive or non-jewelry items that pose a safety related concern or cause a disruption in class as determined by the discretion of management or staff.
6. Proper footwear must be worn at all times while in the OTC or PSI facilities. Leather shoes or boots are required. No thongs, high heeled shoes or boots, sandals, sneakers, tennis shoes, or open toed shoes are permitted. Shoes or boots with laces must be tied and laced at all times. It is strongly recommended that students obtain and wear industry approved steel toe shoes or boots.
7. OTC and PSI do not permit hair styles that, in the opinion of management, are radical in nature. No hairstyles that disregard standards for professionalism are permitted. These include shaved designs, hairstyles that rise more than 2 inches from the scalp, mohawks, dreadlocks, and bright or unnatural colors. Hairstyles that fall over the eyes and restrict vision are not allowed. Hair that falls on or over the shoulders must be tied back or contained in caps or tucked into the uniform shirt for safety reasons.
8. All hair, including facial hair, must be properly groomed at all times. "Groomed" is defined as clean and combed. Facial hair may not extend more than 4 inches from the face and must be neatly trimmed.
9. Cool weather uniforms are school issued work shirts and a school issued jacket. The optional OTC or PSI ski cap may be worn in lieu of the cap. In any instance the OTC or PSI uniform must be the outermost garment layer.
10. Only OTC or PSI issued patches may be worn on the uniforms. The only exceptions are professional patches earned in the industry and additional patches given by OTC or PSI for achievement.
11. Students may not deface, mark, color, or write upon uniforms, caps, or patches.
12. When working in the shop, safety glasses must be worn. Sunglasses or shaded safety glasses may not be worn at anytime unless a doctor's request is presented to the instructor. Students with

prescription glasses must wear protective side shields.

13. Students must wear ID badges in plain view at all times.

Code of Student Conduct

No college can endure nor properly educate without reasonable rules and regulations. **Respect for the rights of others mandates strict adherence to certain guidelines and, therefore, the following guidelines have been established and are in effect at both campuses:**

1. **Students must abide by their class schedules and stay on assigned shop tasks as directed by their instructor.**
2. **No student is to bring a backpack, book bag, or lunch box into the shop areas. These items must remain in the classroom.**
3. **Students are required to remain quiet, orderly, and attentive in class and shop.**
4. **Parking at the college is only permitted in designated areas. Student cars must be registered and properly identified.**
5. **Students may only eat, drink, and smoke in designated areas. Cigarettes, candy, gum and tobacco are not permitted in the shop or classrooms.**
6. **School issued safety goggles with side panels and protective equipment must be worn in the school.**
7. **Once class has started, no student may leave the building without permission.**
8. **No student may operate school equipment without permission, including: hoists, lifts, engines, or specialized equipment.**
9. **ALL injuries, no matter how minor, must be reported to the student's instructor. An incident/ accident report must be completed.**
10. **For repeated minor rules infractions a student may be assigned "community service" work. This is minor work performed around the college.**

Student Expectations

Students are expected to abide by all the policies, procedures, professionalism standards and rules, whether written or implied. Students are expected to study, be on time, actively participate in the classroom and shop, listen attentively, respect visitors, instructors, and administrative staff, clean classroom, shop and eating areas, maintain the training aids in the school, and be a solid citizen.

Students that fail to comply with these expectations may be placed on probation (written), suspended, or expelled.

Hazing/ Harassment

College policy prohibits hazing/ Harassment of any sort. "Hazing or harassment" is defined as any action taken or situation created which regardless of location, intent, or consent of the participants:

1. Produces or is reasonably likely to produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation, or ridicule;
2. Compels an individual to participate in any activity which is unlawful, perverse, publicly indecent, or contrary to the rules, policies, or regulations of the

college, or which is known by the compelling person to be contrary to the individual's genuine moral or religious beliefs; or

3. Will unreasonably or unusually impair an individual's academic efforts.

Any student or organization accused of violating this policy will be subject to disciplinary action up to and including termination

Hazing also violates Ohio law. The maximum penalty for this fourth-degree misdemeanor is 30 days in jail, a fine of up to \$250 or both. Civil actions for injuries and damages may also be taken.

Sexual Harassment

It is the policy of Ohio Technical College and PowerSport Institute that no member of the faculty, administration, support staff, or student body may sexually harass another. Sexual harassment is a violation of both college policy and federal laws and will not be tolerated or condoned (See the policy on sexual harassment on page 47).

Weapons Policy

In accordance with O.R.C. SEC. 2723.1212 (A), no firearms are permitted on the premises. Any student caught with a firearm on campus, will be subject to immediate termination.

The carrying of a firearm, deadly weapon, or dangerous ordinance on these premises is strictly prohibited in accordance with O.R.C. SEC 2923.126. Violators will be charged with criminal trespass.

Rules Violations

At the College's discretion, a student in violation of the college rules may be placed on probation (written), suspended, or expelled. The Director may assign a problem student to minor work details in order to obtain compliance. The decision to take any disciplinary action is made only after serious consideration of the special situation as well as the student's general attitude.

Immediate dismissal from campus may result from the following acts:

1. **Consumption, storage, or sale of alcoholic beverages, illegal drugs, controlled substances, or drug paraphernalia, hallucinogens, weapons, or dangerous objects on campus or dormitory property (See the Drug Policy form on page 48).**
2. **Unauthorized engine or equipment operation.**
3. **Insubordination or other conduct unbecoming of a student.**
4. **Refusal to adhere to prescribed dress code (see Dress and Appearance).**
5. **Creating a disturbance in class or inattentiveness (sleeping).**
6. **Destruction or theft of property.**
7. **Physical violence of any kind.**
8. **Excessive absenteeism or tardiness.**
9. **Continued academic failure (see Academic Standards).**
10. **Failure to follow industry procedures.**
11. **Failure to attend work or study details.**

12. Driving under the influence of alcohol or illegal/ controlled substances.
13. Hazing/ harassing of any kind.
14. Possession of deadly weapon or firearm
15. Threats against the college, its staff or students of any nature.
16. Improper use of the internet or social media including, but not limited to harassment, defamation or threats directed at the college, its staff or students.

**Accrediting Commission of Career Schools
and Colleges**
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the college and may be obtained by contacting the main office. Programs that are similar in length, content, and cost may be available throughout the United States. For a

Student Complaint and Grievance Procedure

All student complaints should first be directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the college. Whether or not the problem or complaint has been resolved to his/her satisfaction by the college, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219

- PENNSYLVANIA DEPARTMENT OF EDUCATION, 333 MARKET STREET, HARRISBURG, PA 17126-0333 or
- THE INDIANA COMMISSION ON PROPRIETARY EDUCATION, 402 WEST WASHINGTON STREET, ROOM W462, INDIANAPOLIS, IN 46204-2767, phone 317-232-1320 or Toll Free 800-227-5695
- Maryland students are encouraged to contact MARYLAND HIGHER EDUCATION COMMISSION at Associate Director for Private Career Schools, Planning and Academic Affairs, Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor Baltimore, MD 21201.
- Tennessee students realize that any grievances not resolved on the institutional level may be forwarded to TENNESSEE HIGHER EDUCATION COMMISSION, Nashville, TN 37243-0830. Telephone: 615-741-5293.
- All inquiries should be addressed to: Education Associate, Private Business & Trade Schools Delaware Department of Education 401 Federal Street, Suite #2 Dover, DE 19901-3639. All complaints considered by the Associate must be in written form, with permission for a copy of the complaint to be forwarded to the school for its response. The complainant(s) will be kept informed as to the status of the complaint as well as to the final resolution.

Schools 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 college 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 college 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:

listing of these schools, which are accredited, please contact the Accrediting Commission of Career Schools and Colleges at the address above.

South Carolina Commission on Higher Education

"Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737-2260. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education."

Clock Hour to Credit Hour Conversion

The non-degree programs at Ohio Technical College and at the PowerSport Institute Branch campus are measured in clock hours. The Associate Degree Programs are measured in credit hours. A clock hour is based on an actual hour of attendance, though each hour may include a 10-minute break. If conversion becomes necessary, the College uses the following clock hour to credit hour conversion formula:

For technical classes, a quarter hour is 30 units.

An in-class, didactic learning scenario earns 2 units for each hour of instruction. The formula is the contact hours times 2, divided by 30. Thus 1 hour equals 0.0500 quarter hours

A supervised in-shop learning situation earns 1.5 units per hour. The formula is the contact hours times 1.5, divided by 30. Thus 1 hour equals 0.0500 quarter hours.

General education courses are comprised of at least 10 hours of didactic learning and 20 hours of out-of-class work/ preparation per quarter credit hour. Thus 10 hours of class and 20 hours of homework will earn 1 quarter hour.

ADDITIONAL POLICIES

Internet Usage

PowerSport Institute provides students with access to the Internet. PowerSport Institute Branch campus will not be responsible for any damages incurred by the user stemming from their use of the Internet and will not be liable for any damages by one of its users to someone via the Internet. Student access to the Internet will be available in the Resource Center or Computer Labs located on campus.

Use of the Internet is a service provided by the college. PSI reserves the right to regulate its use and, if necessary, revoke the privileges of any user who refuses to abide by the following guidelines for Internet use:

1. Users of the Internet are forbidden to use profanity of any kind on the Internet. This includes accessing web sites containing profanity from college and remote locations.
2. Abusive or profane e-mail cannot be sent from or received by PSI.
3. Any illegal activities conducted via the Internet will be subject to disciplinary action.
4. Any person willfully damaging or causing harm to the OTC or PSI servers, software, or related equipment will have his/her privileges revoked, and will be held personally responsible for the cost of any repairs to the system and/or related equipment.
5. Posting of slanderous or other video/postings.

Internet Code of Conduct

Access to the Internet has been provided to faculty, staff, and students for the benefit of the organization, its customers, and contacts. It allows employees and students connection to information resources around the world. Every employee and student has a responsibility to maintain and enhance the College's public image in a positive manner and to use the Internet in a productive manner. To ensure that all employees and students are responsible, productive Internet users and are protecting the College's public image, the following guidelines have been established for using the Internet.

Acceptable Uses of the Internet

Employees and students accessing the Internet are representing the college. All communications should be for professional reasons. Employees and students are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Internet Relay Chat channels may be used to conduct official college business and education, or to gain educational, technical, or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business or educational contacts.

Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement. Solicitation of non-college business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the college network or the networks of other users. It must not interfere with productivity of employees or students.

Messages Transmitted via Internet

All messages created, sent, or retrieved over the Internet are the property of Ohio Technical College and the PowerSport Institute and should be considered public information. Ohio Technical College and the PowerSport Institute reserve the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Copyright Issues

Copyrighted materials belonging to entities other than Ohio Technical College and the PowerSport Institute may not be transmitted over the Internet or be copied on a college copy machine. One copy of copyrighted material may be downloaded from the Internet or copied for your own personal use in research. College users are not permitted to copy, transfer, rename, add or delete information to file or modify programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the college or legal action by the copyright owner.

Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading or installation of software of any kind. All software downloads will be done with the authorization of the Computer Services Department. Furthermore, the unauthorized copying of software, including, but not limited to, programs and user files, is prohibited. Copying disks and software will result in disciplinary action and may be a violation of copyright laws.



CLEVELAND – AMERICA’S NORTH COAST

Cleveland – The New All-American City

Leading education and cultural centers, internationally acclaimed health institutions, world class sports and entertainment facilities combine with the rich tradition and unique ethnic flavor that has people all over the world noticing what Clevelanders have always said-Cleveland Rocks!



Rock and Roll Hall of Fame

The Greater Cleveland area boasts such attractions as the Rock and Roll Hall of Fame, Great Lakes Science Center, Playhouse Square Theater District, Gateway Sports Entertainment complex (includes Progressive Field and Quicken Loans Arena), Pro Football Hall of Fame, Cedar Point Amusement Park, Mid-Ohio Race Track, and the Flats Entertainment District as well as the Warehouse district for fine restaurants and night life. Cleveland is also the home of the Cleveland Indians, Cavaliers, Cleveland Browns, Cleveland Gladiators, and the nation’s third largest New Car Auto Show.

Cleveland is located on Lake Erie’s north coast. This “Great Lake” offers numerous attractions, aquatic sports, and leisure activities, including power boating, fishing, the Lake Erie Islands, and jet skiing, among others. A small city with big city amenities, there is always something to do and places to be seen. At OTC and PSI you are 20 minutes away from the country and just minutes from downtown. When you choose OTC or PSI you get a quality education in a city that truly lives up to its image.



The First Energy Stadium,
Home of the Cleveland Browns



Great City, Great Lake



Cleveland at its finest



Cedar Point Amusement Park

PSI CLASS & HOLIDAY SCHEDULE

The OTC and PSI class and holiday schedule is designed to provide students and families with a number of 4-day weekends and longer breaks to ensure a smooth transition and adjustment period as they enter college.

2013-2014 STUDENT HOLIDAY SCHEDULE

| | | | |
|--|--|--|--|
| August 30 th –31 st | Labor Day Holiday Friday and Saturday College Closed | September 1 st | Labor Day College Closed. |
| September 2 nd | Labor Day College Closed. | November 26 th – 29 th | Thanksgiving Holiday Students off College Closed Nov 27 th , 28 th |
| November 27 th –30 th | Thanksgiving Holiday Students off College Closed Nov 28 th 29 th and 30 th | Dec 19 th – Jan 4 th | Winter Break Students Off, College Open. |
| Dec 20 th – Jan 5 th | Winter Break Students Off, College Open. | | |
| December 24 th – 25 th | College Closed | | |
| December 31 st | College Closed | | |
| January 1 st | College Closed | | |
| January 20 th | Martin Luther King Day College Closed | | |
| February 17 th | President's Day Students Off, College Open | | |
| April 18 th | Good Friday College Closed | | |
| April 21 st – 27 th | Spring Break Students Off, College Open. Students return April 28 th | | |
| May 23 rd – 24 th | Memorial Holiday Friday and Saturday, College Closed | | |
| May 26 th | Memorial Day College Closed | | |
| July 4 th | Fourth of July College Closed | | |
| July 4 th – 13 th | Summer Break. Students Off, College Open. Students return to class July 14 th | | |
| July 8 th – 11 th | Instructor Summer Seminar | | |
| August 29 th – 30 th | Labor Day Holiday Friday and Saturday College Closed | | |

TUITION AND FEE LISTING

| Course | Length | Cost |
|--|---|--------------------|
| PowerSport Institute Branch Campus Programs | | |
| American V-Twin Specialist | 12 Months, 1200 Clock Hrs, 48 Weeks | \$20,900.00 |
| American V-Twin Technician | 18 Months, 1800 Clock Hrs, 72 Weeks | \$28,920.00 |
| Powersport Specialist | 12 Months, 1200 Clock Hrs, 48 Weeks | \$19,480.00 |
| Powersport Technician | 18 Months, 1800 Clock Hrs, 72 Weeks | \$27,900.00 |
| Associate of Applied Science in Powersport Technology | 18 Months, 2100 Clock Hrs, 72 Weeks 134.5 Credit Hrs | \$31,620.00 |
| Associate of Applied Science in American V-Twin Technology | 18 Months, 2100 Clock Hrs, 72 Weeks 134.5 Credit Hrs | \$32,640.00 |
| PowerSport Custom Paint and Graphics Certificate | 225 Clock Hours, 9 weeks | \$2,500.00 |

- Tuition includes use of all books and supplies.
- Prices as of 8-1-2012.

NOTES

Roadmap To Your Career

Start your path to a successful career today. PSI will help you along the way to ensure that you are well prepared for a successful career in an industry you love.

First Admissions Steps

1. Apply to PSI
2. Visit Campus
3. Apply for Housing & Pay Security Deposit

Next Financial Aid Steps

1. Work for local scholarships (Check for deadlines)
2. Complete FAFSA Online
3. Receive Award Package from PSI
4. Apply for Loans
5. Have High School send transcripts

Final Start Steps

1. Attend New Student Registration (The week before the start)
2. Kick Off Your Career



POLICY ON SEXUAL HARASSMENT

It is the policy of Ohio Technical College/Powers Sport Institute that no member of the faculty, administration, support staff, or student body may sexually harass another. Sexual harassment is a violation of both college policy and the Federal Law and will not be tolerated or condoned.

Definition of Sexual Harassment

Sexual harassment may be broadly defined as unwelcome requests for sexual favors, sexual advances, or verbal or physical conduct of a sexual nature.

Specifically, sexual harassment exists when submission to such unwelcome conduct is explicitly or implicitly made a term or condition of an individual's employment or student status. It can also exist when submission to or rejection of the unwelcome conduct is used as a basis for conditions relating to employment or student status such as raises, promotions, grades or student references. Additionally, sexual harassment exists when the unwelcome conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the opposite or same gender. Sexual harassment can take many forms ranging from jokes with sexual connotations to physical assault.

Sexual harassment is a form of sex discrimination covered under Title VII of the Civil Rights Act of 1974, which prohibits sex discrimination in employment, and Title IX of the Education Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving federal funds.

Reporting Procedure

If you are sexually harassed, you should report it immediately to a representative of the Human Resources Dept. or a member of the Counseling staff.

Every member of the college faculty, staff administration or student body has a duty and responsibility to report acts of sexual harassment.

Rules to Follow

Outlined below are several rules to follow while you are a student or employed at Ohio Technical College/Power Sport Institute:

- Never sexually harass anyone at Ohio Technical College/Power Sport Institute.
- If you feel you are being harassed, confront the harasser and advise him/her that you are offended and that the offensive behavior must cease.
- Keep detailed confidential records of the harassing behavior including the date, time, place and circumstances. Be sure to make note of any substantiating evidence or witnesses.
- Be sure to file a complaint with one of those mentioned in the preceding section.

It is against the law for anyone to retaliate against you for filing a complaint of sexual harassment.



OHIO TECHNICAL COLLEGE/POWER SPORT INSTITUTE

I understand that Ohio Technical College/Power Sport Institute supports a drug free learning environment and, as a student or employee, I agree to support that policy. I further understand that OTC/PSI provides a brief educational program on the effects of alcohol and illicit drugs and the use of either in the workplace.

DRUG FREE POLICY

All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs is prohibited in the Ohio Technical College/Power Sport Institute workplace or as part of its activities.

For Conditions of this statement, the Ohio Technical College/Power Sport Institute workplace includes:

- 1374 East 51st St., Cleveland, Ohio, and surrounding parking lots
- 21210 Emery Road, North Randall, Ohio, and surrounding parking lots

For Conditions of this statement, Illegal Drugs include the following non-prescription substances:

- Narcotics Opium, Heroin, Morphine and synthetic substitutes.
- Depressants Chloralhydrate, Barbiturates, and Methaqualone.
- Stimulants Cocaine (and derivatives such as crack) and Amphetamines.
- Hallucinogens LSD, Mescaline, PCP, Peyote, Psilocybin, an MDMA
- Cannabis Marijuana and Hashish

A. INSTITUTIONAL SANCTIONS

- 1) For any violation of the codes of conduct, Ohio Technical College will require appropriate sanctions on students or employees, including:
 - a) Expulsion or Termination and referral to the proper authorities for prosecution, when appropriate, or
 - b) Require such employee or student to participate satisfactorily in an alcohol and/or drug abuse rehabilitation program approved for such purpose by Federal, State or Health, Law Enforcement or other appropriate agency.
- 2) For any second violation of the codes of conduct, the employee or student will be immediately terminated and referred to the proper authorities.
- 3) Extreme cases may be treated differently and will be judged strictly on an individual basis, solely up to the discretion of the President.

Refusal to abide by institutional sanctions will result in termination of student or employee and referral to the proper authorities.

B. EFFECT OF ALCOHOL AND ILLICIT DRUGS

- 1) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol must be read through from the enclosed Controlled Substances Chart.
 - a. DOSES:
 - Low** Impaired judgment, which significantly decreases the ability to drive a car, Making a greater likelihood to get into an accident.
 - Low to Moderate** Increased aggressiveness, including spouse and child abuse.
 - Moderate to High** Impairment in higher functions affecting memory and learning abilities.
 - Very High** Death
 - b. EFFECTS OF REPEATED USE
 - (1) Suddenly Stop Drinking – May cause withdrawal symptoms, which could consist of severe anxiety, tremors, hallucinations, and convulsions.
 - (2) Long Term Consumption – Could lead to permanent damage of vital organs, such as the brain and liver.

C. LEGAL SANCTIONS

Legal sanctions for unlawful possession, use, or distribution of alcohol and/or drugs can range from fines to imprisonment or both, depending on the seriousness of the offense. Any individual found violating an offense on Ohio Technical College/Power Sport Institute grounds will be prosecuted to the fullest extent of the law.

D. TREATMENT

When deemed necessary for a student or employee to seek treatment for their particular alcohol or drug disease, Ohio Technical College will assist, when possible, in recommending options for counseling, treatment or rehabilitation programs. Employees or students can seek help from the Human Resources Dept., President, or pick up brochures readily available in local program centers.

I hereby acknowledge and agree to all statements listed on this Drug-Free Policy.