



Tidewater Tech

School Catalog

Fall 2021



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Letter From The President

Introduction



Congratulations on your decision to pursue a higher education at Tidewater Tech. Founded in 1969, our institution is steeped in a tradition of career education and workforce development. Our programs are designed with an experienced group of industry leaders to make sure that we are preparing students for today's workplace, and our campuses are custom-built to support budding professionals within the industries we serve.

I am particularly proud of our faculty, who will be teaching you over the following semesters of your education. Our faculty members are hand-selected from the workforce, and are seasoned veterans from the industry for which you are preparing. In order to teach at our institution, faculty members must have years of professional work in business and industry. Your instructors throughout your program will bring wisdom, guidance, and practical scenarios directly from the workplace, assuring that you will be prepared both theoretically and practically to become a professional within your chosen career field.

Our campus benefits from relationships with local ship-building and repair corporations, apartment and hotel groups, heating and air conditioning businesses, automotive repair shops, and a wide variety of other companies who employ our graduates. As you near graduation, you will work one-on-one with a Career Services Coordinator, who will help you explore job opportunities that fit your interest. I also think you'll appreciate our campus facilities, which include a Veterans Center, a Student Lounge, an innovative Learning Resource Center, hands-on laboratories that simulate the working environment, a variety of technological resources, and several other features that are designed for your success.

I'm glad you have chosen to join our academic community, and I look forward to watching you develop your career within our institution.

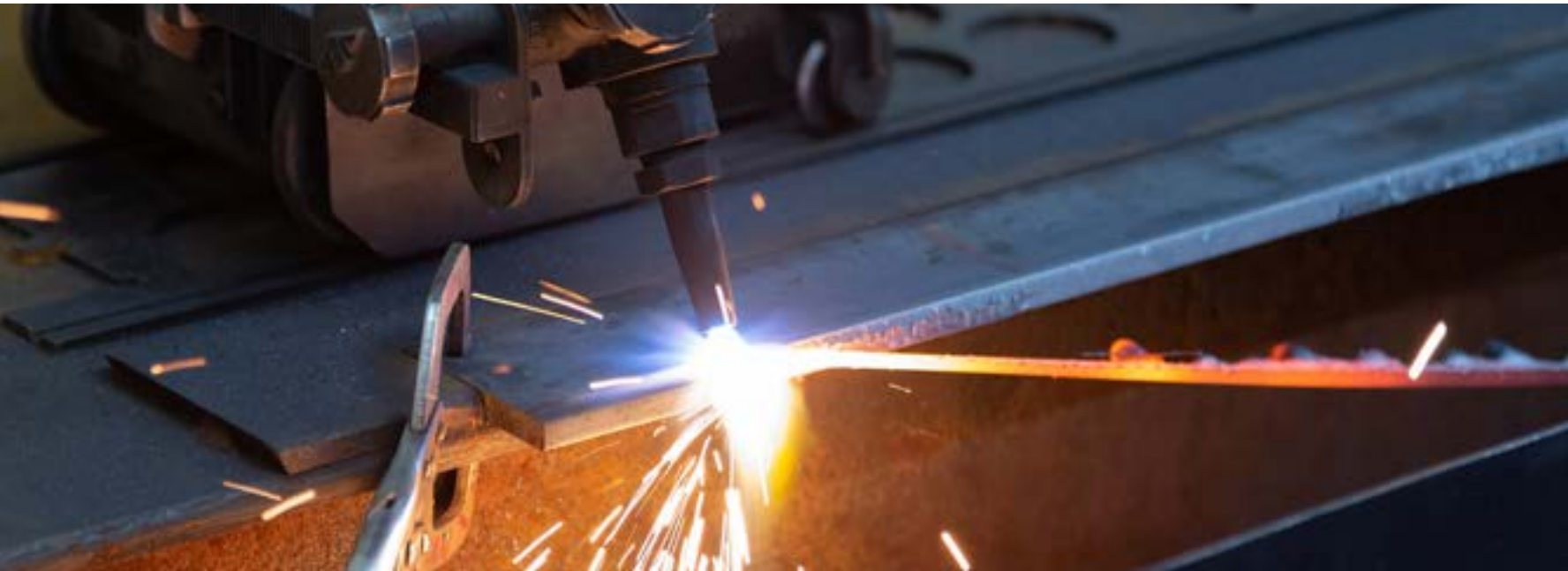
Welcome to Tidewater Tech.

I hereby certify that the contents of this catalog are true and correct to the best of my knowledge.

A handwritten signature in cursive script that reads "Gerald W. Yagen". The signature is written in dark ink and is positioned above the typed name.

Sincerely,
Gerald W. Yagen, President

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Training Tomorrow's Technicians

Mission Statement

Tidewater Tech helps adult students gain the skills and attitudes necessary for a meaningful entry-level career position. We strive to be responsive to the needs of our students, as well as businesses, industries, and government. We are committed to high academic standards in all curricular offerings, and we are dedicated to providing the services that support our students' efforts to succeed.

Core Educational Objectives

Tidewater Tech is dedicated to the success of our students from the moment they enroll, through the academic process, and into their professional lives after graduation. Our core educational objectives guide our support of student success throughout the process.

- 1 We provide quality academic programs and student support services through innovative delivery methods, in order to support students' successful educational achievement, graduation, professional certification where applicable, and employment within today's marketplace.
- 2 We support graduates' transition into entry-level professional positions within their fields of study, encouraging them to positively influence their employers, their professional industry, and their local communities.
- 3 We rely upon experienced and engaging faculty to provide an excellent educational experience to a wide array of students, benefitting from the faculty's direct experience within the professional workplace.
- 4 We teach students to develop sound financial literacy and strong fiscal decision-making as they complete their academic programs, enter the workforce, and take control of their financial futures.
- 5 We encourage personal development, interpersonal skills, commitment to community, and personal ethics, so students grow to become not only more skilled professionals but also better human beings.



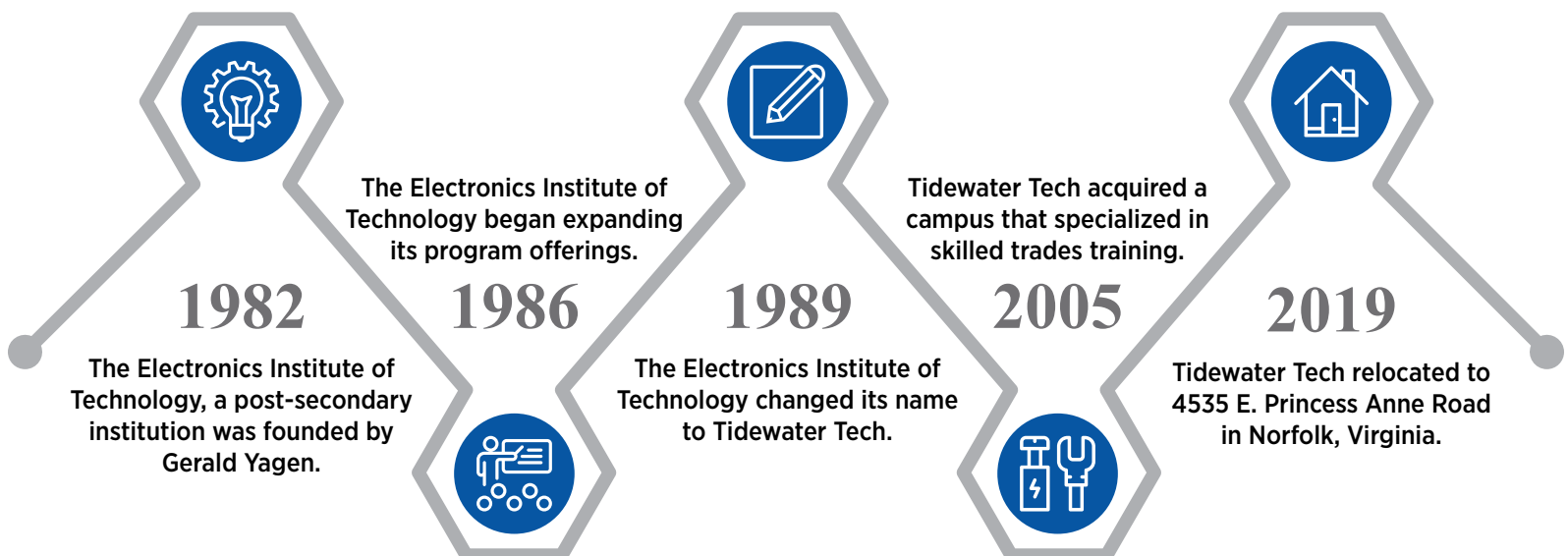
Introduction

Institutional History

Our organization was founded in 1969 as an agency dedicated to workforce development and career training. Founding President Gerald Yagen formed Employment Services, Inc. in Norfolk, Virginia to provide contemporary employment services to those in need of careers throughout Southeastern Virginia. His employment agency thrived through the 1970s, and in 1982, he founded The Electronics Institute of Technology, a post-secondary institution that provided electronics, computer, and office administration training to those seeking to enhance their career potential. In the mid-1980s, Inc. Magazine selected the organization as one of the 500 fastest growing privately held companies in America.

Though The Electronics Institute of Technology originally offered technological training for the contemporary office setting, the main campus moved to a larger facility in Virginia Beach in 1986 and began expanding its program offerings. The institution developed additional academic programs for educating students in health care, legal, business, computer networking, and other technical areas, and expanded to additional branch campuses in Norfolk and Newport News in 1987, as well as building a new Home Office location in Virginia Beach in 1988. Due to this expansion of technical program areas and locations throughout Southeastern Virginia, the school changed its name to Tidewater Tech in 1989, and added an additional branch location in Chesapeake in 1995.

In 2005, Tidewater Tech acquired a campus in Norfolk that specialized in training in the skilled trades areas, including auto technician, combination welding, HVAC, and Building and Construction Trades. In 2007, the campus relocated to 5301 E. Princess Anne Road in Norfolk to accommodate the expanding student body. By 2019, the student population had outgrown the space, calling for relocation to 4535 E. Princess Anne Road in Norfolk. Tidewater Tech provides the training that is needed to become a skilled tradesperson in the contemporary workforce.



Campus Facilities

The Tidewater Tech campus is custom-designed to serve the needs of students within the individual training programs offered at the campus. Each year, our Program Advisory Committees from all of the disciplines we serve survey our campus space, equipment, training aids, learning resource center, and all other aspects of the campus to provide input and guidance on the ways in which we can improve our learning space for students. Furthermore, our campuses are visited on an ongoing basis by the Council on Occupational Education (COE) to assure that we are serving our students by maintaining high standards for space, equipment, technology, and campus life.

Learning Spaces

The 41,006 square foot campus features laboratory space to support our hands-on educational process, as well as 14 contemporary classrooms to optimize the learning experience. The technical laboratories are equipped with modern training aids, similar to those used within the business-working environment. Lecture halls and laboratory spaces are designed to accommodate a maximum of 25 students. The building is air conditioned and carpeted where appropriate, and lighted by energy efficient LED lighting. Buildings are accessible to those with physical limitations as required by ADA guidelines, including parking spaces designated as disability parking. Technical labs within the campus include:

- **Combination Welding lab with over 90 welding bays for students including a separate controlled testing lab.**
- **HVAC lab equipped with heating and cooling systems for commercial and residential applications, gas and oil furnaces, and commercial refrigeration equipment**
- **Automotive lab equipped with vehicle lifts, a four-post alignment rack, automotive testing and service equipment comparable to what contemporary technicians use, and hands on trainers for each area of study**
- **Building maintenance simulation lab setting, allowing students to install household appliances and install, repair, and perform maintenance on existing plumbing, framing, and drywall.**
- **Mobile computer lab to deliver laptops to students classrooms (for testing, assignments, ect.)**

Learning Resource Center

The Learning Resource Center (LRC) and several student computers at Tidewater Tech are located in a central location. This affords the student body the ability to utilize computers and the library in one place. There are a variety of resources available to them in the LRC to include:

- **Training for and access to the Library and Information Resources Network (LIRN) database**
- **Resource material, utilizing the Library Information Resource Network (LIRN), and the internet**
- **All multimedia presentation material for each program**
- **Tutorial demonstration videos**
- **Practice assessments**
- **Online periodicals**
- **Sample testing for the refrigerant transition certification Environmental Protection Agency (EPA), the Industry Competency Exam (ICE), and the North American Technicians Excellence (NATE) as well as several other optional certifications that our students are able to utilize, such as the OSHA-10 certification, and the Automotive Service Excellence (ASE)**

Instructors utilize the LRC with their classes for online quizzes and tests, as well as to assist students with their online access to publisher resource materials. Instructors also encourage students to utilize the LRC for research that helps students to further understand concepts they are learning in the classrooms and labs.

Veterans Center and Student Lounge

The campus offers a variety of spaces for students to use for recreation, relaxation, studying, and enjoying student life. The Veterans Center is designed to promote a healthy learning experience for military veterans from all branches, offering comfortable furniture and veteran services to those who served our country. The student lounge is open to all students for relaxation between and after classes. Vending machines are available for student use. Smoking, vaping, and other tobacco products are not permitted in these areas or elsewhere in the school buildings, but smoking is permitted in designated areas outside the school building.

Beyond The Books



Diploma Programs

Automotive Technician

48 Weeks / 12 Months

The Automotive Technician diploma program teaches the fundamentals of automotive maintenance and repair. This program provides students with the knowledge and skills necessary for entry-level employment in an automotive industry career. The Auto Technician program is accredited by the National Institute for Automotive Service Excellence (ASE) and provides students with industry standard competencies in line with current industry technology.

Students obtain knowledge and practical experience in the inspection, diagnosis, and repair of automotive systems, such as brakes, suspension and steering, engines, and automatic and manual transmissions. Students also learn skills associated with career success, such as the development of organizational skills, effective communication, professionalism, desirable work habits and attitudes, and time management.

Students meet the following educational and training objectives upon completion of the program:

Students meet the following educational and training objectives upon completion of the program:

- Inspect, diagnose and calibrate the Tire Pressure Monitoring System (TPMS)
- Flush a power steering system
- Perform a pre-alignment system check
- Identify and practice shop safety
- Describe how principles of levers and fulcrums apply to the brake system
- Describe the various noises and vibrations that a running engine creates
- Explain the operation of the starting system and components
- Explain the operation of the charging system and components

- Identify safety precautions when working with gasoline
- Explain the principles of the heating, ventilation, and air-conditioning system
- Describe the principles of operation of the automatic transmission
- Describe the operation of the electronic controlled transmission
- Describe the purpose of the power train, its operation and components
- Discuss and compare the hybrid and hybrid electrical models

Students have the opportunity to obtain the Automotive Technician certifications below:

- Occupational Safety and Health Administration (OSHA) 10-Hour Safety Certification
- Section 609 Refrigerant Recycling and Recovery Certification
- Student Automotive Service Excellence (ASE) Certification*

**after completion of specific course(s)*



COURSE NAME	CREDIT HOURS
AUTS 120 Steering and Suspension Systems	4.0
AUTS 140 Brakes and Anti-Lock Brake Systems (ABS)	4.0
AUTS 160 Engine Repair	4.0
AUTS 180 Electrical and Electronic Systems I	4.0
AUTS 200 Electrical and Electronics Systems II	4.0
AUTS 220 Engine Performance I	4.0
AUTS 240 Engine Performance II	4.0
AUTS 260 Heating and Air Conditioning Systems	4.0
AUTS 280 Drive Trains and Hybrid Vehicles	4.0
36 TOTAL	



Diploma Programs

Building and Construction Trades

33 Weeks / 8 Months

The Building and Construction Trades diploma program teaches the fundamentals of servicing, repairing, and maintaining the appropriate condition of buildings. This program provides students with the knowledge and skills necessary for entry-level employment in a maintenance technician career in a variety of settings, such as new construction, the hospitality industry, apartment complexes, and commercial and residential buildings.

Students learn the skills required for the installation of flooring, tiling, roofing, bathroom fixtures, and kitchen appliances. Additionally, students obtain knowledge of air-conditioning systems, heating systems, and plumbing components for water and drainage. Students also learn skills associated with career success, such as effective communication, listening skills, time management, problem solving, and organizational skills.

Students meet the following educational and training objectives upon completion of the program:

Students meet the following educational and training objectives upon completion of the program:

- Install electrical wiring, boxes, switches, and receptacles in walls
- Understand electrical symbols and electrical prints for load distribution systems and appliances
- Install telephone and networking wiring, test lines using system testers
- Install sheet rock, joint compound and molding for residential buildings
- Prepare interior and exterior wall surfaces for priming and applying paint
- Inspect roofing materials for commercial flat roof buildings
- Install kitchen cabinetry in a residential building

- Troubleshoot common electrical motors using a multimeter
- Install kitchen faucets, water dispensers, and water drainage
- Install toilet plumbing, including efficiency toilets and shower supply
- Perform environmentally safe drain cleaning of sinks and toilets
- Perform installation and testing procedure of electric hot water heaters
- Install new or replacement tiles using adhesives and colored grout
- Perform basic troubleshooting on refrigerators and freezers
- Perform preventive maintenance on room air conditioners and heaters

Students will have the opportunity to obtain the Building and Construction Trades certifications below:

- Occupational Safety and Health Administration (OSHA) 10-Hour Safety Certification
- Environmental Protection Agency (EPA) Section 608 Refrigerant Transition Certification



COURSE NAME	CREDIT HOURS
RHVS 100 Air Conditioning and Refrigeration I	4.0
RHVS 115 Air Conditioning and Refrigeration Controls I	4.0
BMS 120 Commercial Equipment and Repair	4.0
BMS 140 Structural Building Repair	4.0
BMS 160 Plumbing Applications	4.0
BMS 180 Tiling, Flooring, and General Repairs	4.0
24 TOTAL	



Diploma Programs

Combination Maritime Welding

45 Weeks / 12 Months

The Combination Maritime Welding diploma program teaches the fundamentals of welding, which includes the preparation and joining of pieces of metal into machine parts and other equipment. This program provides the student with the knowledge and skills necessary for entry-level employment in a career that utilizes metal fabrication and repair. The program focuses on specialized processes primarily utilized in the shipbuilding and repair industry such as one-inch thick carbon steel, GTAW training on aluminum which is commonly used in the maritime industry and GTAW on carbon steel pipe which focuses on the necessary skills needed to successfully perform pipe welding applications commonly found in maritime applications.

Students obtain industry competencies in Shielded Metal Arc Welding (SMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW). Students become proficient at blueprint reading, plasma and oxy-fuel cutting, measurement, and cylinder safety. Students also learn skills associated with career success, such as effective communication, listening skills, time management, problem solving, and organizational skills. In addition to interactive welder training, this program takes a deep dive into trade theory instruction covering topics such as non-destructive testing of welds, welding metallurgy, print reading, and many more.

Objectives:

- Recognize possible safety hazards in the welding shop or other work environments
- Describe the operation of each welding and cutting process
- List and identify the components of a SMAW station
- Select the proper welding power source, polarity, shielding gas, flow rate, tungsten electrode type, diameter, nozzle size, and filler metal required to produce an acceptable weld using the GTAW process
- Setup, adjust, and operate various types of SMAW welding machines
- Identify the various types of shielding gases used for FCAW and understand how they affect the shape and penetration of the completed welds
- Properly assemble and adjust the equipment required to produce an acceptable weld using the FCAW processes
- Name the various types of shielding gases used in GTAW, describe their characteristics, and evaluate their effectiveness
- Identify and specify the type of electrode used for GTAW, referring to the tables provided in the book and using the AWS electrode classification system

Students have the opportunity to obtain the Combination Maritime Welding certifications below:

- Occupational Safety and Health Administration (OSHA) 10-Hour Maritime Shipyard Employment Safety Certification
- American Welding Society (AWS) Welding Certifications in accordance with AWS D1.1 Structural Welding Code-Steel.
- SMAW 3G and 4G positions using 3/8 inch thick ASTM A36 carbon steel plate
- FCAW 3G and 4G positions using 3/8 inch thick ASTM A36 carbon steel plate
- American Welding Society (AWS) Welding Certifications in accordance with AWS D1.5 Bridge Welding Code.
- SMAW 3G and 4G positions using 1 inch thick AASHTO M 270 steel plate
- American Welding Society (AWS) Welding Certification in accordance with AWS B2.1 Specification for Welder Procedure and Performance Qualification.
- GTAW 6G position using 6" diameter ASTM A36 carbon steel pipe



COURSE NAME	CREDIT HOURS
WES 161 Fundamentals of Modern Welding	4.0
WES 181 Shielded Metal Arc Welding (Flat & Horizontal)	4.0
WES 201 Shielded Metal Arc Welding (Vertical)	4.0
WES 221 Shielded Metal Arc Welding (Overhead)	4.0
WES 241 Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding Processes	4.0
WES 261 Special Cutting and Gas Tungsten Arc Welding Processes (GTAW)	4.0
WES 281 Advanced Shielded Metal Arc Welding (SMAW)	4.0
WES 301 Advanced Structural GTAW	4.0
WES 311 Carbon Steel Pipe Welding using GTAW	4.0

36 TOTAL



Diploma Programs

Combination Welding

33 Weeks / 8 Months

The Combination Welding diploma program teaches the fundamentals of welding, which includes the preparation and joining of pieces of metal into machine parts and other equipment. This program provides students with the knowledge and skills necessary for entry-level employment in a career that utilizes metal fabrication and repair.

Students obtain industry competencies in shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux core arc welding (FCAW), and gas tungsten arc welding (GTAW). Students become proficient at blueprint reading, plasma and oxy-fuel cutting, measurement, and cylinder safety. Students also learn skills associated with career success, such as effective communication, listening skills, time management, problem solving, and organizational skills.

Students meet the following educational and training objectives upon completion of the program:

Objectives:

- Recognize possible safety hazards in the welding shop or other work environments
- Describe the operation of each welding and cutting process
- List and identify the components of a shielded metal arc welding station
- Select the proper welding power source, polarity, shielding gas, flow rate, tungsten electrode type, diameter, nozzle size, and filler metal required to produce an acceptable weld using the GTAW process
- Setup, adjust, and operate various types of SMAW welding machines

- Identify the various types of shielding gases used for GMAW and understand how they affect the shape and penetration of the completed welds
- Properly assemble and adjust the equipment required to produce an acceptable weld using the GMAW and FCAW processes
- Name the various types of shielding gases used in GTAW, describe their characteristics, and evaluate their effectiveness
- Identify and specify the type of electrode used for GTAW, referring to the tables provided in the book and using the AWS electrode classification system

Students have the opportunity to obtain the Combination Welding certifications below:

- Occupational Safety and Health Administration (OSHA) 10-Hour Safety Certification
- American Welding Society (AWS) Vertical (3G) and Overhead (4G) Certification



COURSE NAME	CREDIT HOURS
WES 161 Fundamentals of Modern Welding	4.0
WES 181 Shielded Metal Arc Welding Flat and Horizontal	4.0
WES 201 Shielded Metal Arc Welding Vertical	4.0
WES 221 Shielded Metal Arc Welding Overhead	4.0
WES 241 Gas Metal Arc Welding & Flux Core Arc Welding Processes	4.0
WES 261 Special Cutting and Gas Tungsten Arc Welding	4.0
24 TOTAL	



Diploma Programs

Heating, Ventilation, and Air Conditioning

48 Weeks / 12 Months

The Heating, Ventilation, and Air Conditioning diploma program teaches the contrasting systems used for the movement of air between indoor and outdoor areas. This industry-led program explains common heating, ventilation, and air conditioning (HVAC) systems and incorporates hands-on, practical competencies in the three areas of HVAC: mechanical, electrical, and airflow systems. This program provides students with the knowledge and skills necessary for entry-level employment in a career focused on commercial or residential heating, cooling, and refrigeration services.

Students obtain training in areas of study, which include air-conditioning fundamentals, electrical theory, refrigerants, heat pumps, heating systems, refrigeration equipment, specialty tools, commercial water-cooled air-conditioning systems, brazing and soldering techniques, and psychometrics. Students also learn skills associated with career success, such as effective communication, listening skills, professionalism, customer service, and time management.

Students meet the following educational and training objectives upon completion of the program:

Objectives:

- Describe the basic refrigeration cycle
- Describe a standing pressure test
- State the difference between alternating current and direct current
- Describe the various types of motor applications
- Describe the different types of open single-phase motors used for drive fans, compressors, and pumps
- Perform basic troubleshooting of electrical problems in an electric-forced air furnace

- Define high- and low- temperature refrigeration
- Identify types of duct system installations
- Describe the installation of metal ducts
- Discuss health and safety issues as they relate to indoor air quality for energy audits
- Troubleshoot mechanical problems on comfort systems
- Troubleshoot electrical problems on comfort systems
- Troubleshoot air flow problems on an air-to-air heat pump

Students have the opportunity to obtain the Heating, Ventilation, and Air Conditioning certifications below:

- Occupational Safety and Health Administration (OSHA) 10-Hour Safety Certification
- Environmental Protection Agency (EPA) Section 608 Refrigerant Transition Certification
- Industrial Competency Exam (ICE)
- Department of Professional and Occupational Regulations (DPOR) in preparation for future Journeyman's HVAC Certification



COURSE NAME	CREDIT HOURS
RHVS 100 Air Conditioning and Refrigeration I	4.0
RHVS 115 Air Conditioning and Refrigeration Controls I	4.0
RHVS 117 Air Conditioning and Refrigeration Controls II	4.0
RHVS 124 Heating Systems	4.0
RHVS 132 Commercial Air Conditioning and Refrigeration	4.0
RHVS 141 Comfort and Psychometrics	4.0
RHVS 156 Heat Pumps	4.0
RHVS 186 Advanced Troubleshooting and Service	4.0
RHVS 192 Air Conditioning and Refrigeration II	4.0
36 TOTAL	



Admissions

General Requirements

Applicants must submit the following to be considered for admission:

- Application for Admission
- New Student Essay
- \$25 Application Fee

The following requirements must also be met:

- Applicants must be beyond the age of compulsory high school attendance and have an approved cosigner if under the age of 18.
- Applicants must provide proof of graduation from high school, a General Education Diploma, or equivalent. If the applicant provides an international/foreign transcript, it must be translated into English and evaluated by a third party and determined to be equivalent to a US high school diploma.
- Applicants must submit a government issued photo ID, such as:
 - Copy of a state issued driver's license
 - Copy of a state issued identification card
 - Copy of a passport

Additional Requirements by Program

In addition to the aforementioned general requirements, applicants must meet program specific requirements as outlined in the Technical Standards.

International Admissions Requirements

International applicants must meet all of the general admissions requirements listed above. In addition, they must meet the following requirements:

- Applicants must complete the International Student Application for Admission online via <http://global.aviationmaintenance.edu/apply>
- Applicants must provide a copy of their passport with an expiration date valid 6+ months beyond their start date.
- Applicants must pay the \$100.00 Application Fee as well as the \$500.00 Orientation Fee.

- Applicants must provide verification of English Language Proficiency by submitting one of the following minimum test scores, taken within 2 years of their application date (excluding Canadian and UK Citizens only):
 - Minimum TOEFL Paper and Pencil Test score of 475
 - Minimum TOEFL iBT score of 55
 - Minimum IELTS score of 5.5
- Applicants must demonstrate the ability to meet tuition and other financial obligations or the ability to qualify for financial aid as an eligible non-citizen.
- Applicants must sign the applicable International Student Enrollment Agreement for the campus, program, start date, and shift that they are applying for.
- Applicants must pay the SEVIS I-901 Fee of \$350.00 via <https://www.fmjfee.com/i901fee/> if/once acceptance is issued via the Form I-20.
- Applicants must obtain the proper Student Visa for the applicable program.

Admissions Application Process

The Admissions Department will assist with completing the application process. To apply:

- Complete an interview with an Admissions Representative. If the applicant is under the age of 18, a parent or guardian should be present.
- Complete and submit a New Student Essay.
- Complete and submit the Application for Admission along with \$25 Application Fee.

Once the application, essay, and application fee have been submitted, the Admissions Representative will schedule a preliminary appointment with a Financial Aid Advisor. The applicant will be notified of the admission decision in writing. If the application is rejected, any fees paid will be fully refunded. Applicants who have met all admissions criteria will be recommended for acceptance by the Director of Admissions or designee. An applicant's signed Student Enrollment Agreement does not constitute a contract until it has been approved by the Campus Executive Director.

Igniting Careers

Student Orientation

Before each class start, a mandatory Student Orientation is held to acclimate incoming students to the campus. During this time, students are introduced to key administrative staff and faculty, informed of the school's policies and procedures, and presented with the resources available to ensure their personal, academic, and professional success.

Transfer of Credit Policy

Applicants, including online learners, who wish to have either prior coursework from postsecondary institutions or military experience evaluated for credit may submit an Application for Transfer Credit. Applicants planning to use VA Benefits to fund their education are required to submit an application for transfer credit. Applicants may obtain this form from their Admissions Representative and must return it to the Registrar by the end of the first week of attendance. The applicant is responsible for providing transcripts and course descriptions, which must be received by the school before the end of the second week of classes.

The school reserves the right to accept or reject credit earned at other institutions. Approval of transfer credit is only granted with successful completion of similar coursework with a grade of C or better. No more than 70% of a program can be satisfied by transfer credits from a different institution. Once a decision has been made regarding the transfer of credits, the applicant will receive the results of their transcript evaluation form during a mandatory academic advising session.

In some instances, the institution may accept transfer credits for courses, even if the exact amount of credit hours from the previously taken course differs in credit hours from the course being replaced. For example, if a 5-credit course was previously taken and the course being accepted for transfer is a 6-credit course, then the institution may, at its discretion, award 6 transfer credit hours for the transferred course and consider the 6-credit hour requirement to have been met. Conversely, if the student is transferring a course that originally awarded 6 credit hours in for a course that is only 5 credits in the new program, the institution reserves the right to award credit for only that 5-credit course.

Transferability of Credit

Tidewater Tech does not guarantee the transferability of credits to any other educational institutions.

Application for Re-Enrollment

A student applying for re-enrollment will need to go through Admissions. The student's academic records, conduct, and financial aid records will first be reviewed to determine eligibility. The student will then be notified and, if found eligible to re-enroll, guided through the admissions process.

Cancellation

If an applicant is rejected for admission, all monies previously paid will be refunded. All monies paid by an applicant must be refunded if requested within three (3) business days, or five (5) calendar days, of signing a Student Enrollment Agreement and making an initial payment. An applicant requesting cancellation more than three business days or five calendar days after signing the Student Enrollment Agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the Application Fee of \$25, but in no event may the school retain more than \$100. If the student has not previously visited the school, then these days commence from the time of the student's first visit or the student's regularly scheduled orientation, whichever occurs first.

Postponement

In the event a scheduled new class start date is postponed by the school for longer than 45 calendar days, applicants may cancel this contract and are entitled to a full refund of all monies paid.

Financial Aid

Financial aid is financial assistance to students whose resources may not fully cover the cost of their education. It consists of a combination of grants, loans, reimbursements, and other arrangements. Tidewater Tech is recognized by the U.S. Department of Education as a proprietary institution of higher education for the purpose of student participation in federal grant and loan programs.

Eligibility for Financial Aid Programs requires that a student be a U.S. citizen, eligible non-citizen, or permanent resident, and maintain Satisfactory Academic Progress.

Students are not eligible for financial aid if they are currently in default on a previous student loan or owe a repayment for a federal grant. In either case, a student may restore their eligibility by repaying in full or making satisfactory repayment arrangements.

For more information, please refer to the booklet Guide to Our Financial Aid Programs and Consumer Information, which can be obtained from your Admissions Representative or by accessing the Student Portal. Prospective students and their parents are encouraged to meet with a Financial Aid Advisor for assistance in filling out applications for the various types of financial aid available.

Grants and Scholarships

Grants and scholarships are considered gift aid and do not need to be repaid. Tidewater Tech can assist you in determining your eligibility for available programs.

Federal Pell Grant

The Federal Pell Grant Program is designed to assist undergraduates with education expenses. To qualify for this program, a student must not have previously earned a four-year degree or a professional degree. Eligibility for this award is primarily based upon parent/student income and assets, family size, and number in school. The amount actually awarded will also depend upon the expected family contribution, full- or part-time status, how long the student will be enrolled during the academic year, and the cost of the program.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is awarded to those students who demonstrate exceptional need, as defined by the U.S. Department of Education. The funding for this grant is very limited, so it may not be possible to meet the demand of all students within a given award year. To qualify for this program, a student must not have previously earned a four-year degree or a professional degree. Eligibility for this award is based upon expected family contribution, Pell eligibility, and the availability of federal funds.

Federal Loans

Loans are funds that are lent to a student in order to help defray educational expenses and must be repaid. Current interest rates and additional information are available from a Financial Aid Officer.

William D. Ford Federal Direct Subsidized Loan Program

The William D. Ford Direct Subsidized Loan program provides low-interest, long-term loans. The federal government pays interest on the loan while the student is in school, as well as during the six-month grace period following their last date of attendance. Repayment generally begins six months after the student leaves the school. The interest rate varies annually, up to a maximum of 8.25%.

William D. Ford Federal Direct Unsubsidized Loan Program

The William D. Ford Direct Unsubsidized Loan program provides low-interest, long-term loans. This loan program allows full-time student borrowers to defer repayment of the principle and/or interest until after graduation. Repayment generally begins six months after the student leaves the school. The interest rate varies annually, up to a maximum of 8.25%.

Parent PLUS Loans

Through the William D. Ford Direct Loan Program, parents of students determined to be dependent for financial aid purposes may apply for a Parent Loan for Undergraduate Students (PLUS Loan). The maximum loan amount varies depending upon the student's cost of attendance and any other aid the student may receive. Repayment usually begins on the date the last disbursement of the loan is made, though deferments may be available to the parent. The interest rate varies annually, up to a maximum of 9%.

Financial Aid / Tuition and Fees

Military Veterans Yellow Ribbon Program

Our institution is committed to providing a pathway for military veterans to transition from military life to the civilian workplace. Veterans from any branch of the US military who are eligible for Post-9/11 (Chapter 33) benefits at the 100% coverage level are eligible and encouraged to participate in our Yellow Ribbon program, which assures that no student loans or college debt follows the student after graduation. Each academic year, the institution will consider Chapter 33 benefits as payment in full, up to the full tuition and fee cost for the program. The institution will cover any shortfall in funding, so that the veteran will not need any student loans to support their cost of attendance. This commitment to our Veterans assures that service men and women transition from the military with financial freedom and the skills and certifications needed to attain employment in their chosen field and thrive as professionals in the civilian workplace.

Rehabilitative Services

Tidewater Tech is approved to train qualified clients of the Department of Vocational Rehabilitative Services. The amount of financial assistance is dependent upon the counselor's recommendations. If the student has a disability, which may limit the normal pursuance of any position, the student may be eligible under this program. Contact your local Vocational Rehabilitation Office for more information.

Tuition

The school reserves the right to modify tuition and other charges upon sufficient notice. The tuition obligation for each program or course begins on the first day of class. The student will be charged an additional pro-rata amount for courses repeated or courses taken that cause the student to attempt more credits than listed on the student's Student Enrollment Agreement. The school may assign the agreement to a bank or other third party. No such transactions will alter the refund policy contained in this agreement. Any unpaid tuition becomes due and payable in full, less any applicable refund, upon the student's last day of class attendance. A Financial Aid Estimate Worksheet indicating how the prospective student will be able to meet their financial obligation to the school will be completed. If a promissory note is indicated, the promissory note will become a part of the Student Enrollment Agreement.

Students who do not pay in accordance with the foregoing terms or by a payment plan agreed upon by the student and the school are subject to dismissal at the discretion of the Campus Executive Director. Failure to pay in accordance includes returned checks and declined credit or debit card payments. The school reserves the right to withhold graduation services, career services assistance, and other services for failure to meet financial commitments. Unless other arrangements have been satisfactorily made, all outstanding unpaid tuition is due, in full, no later than the last day of classroom instruction. Tuition costs include the use of equipment needed for class. Textbooks and tool kits are not included in the tuition, but can be purchased through the school. Estimated textbook cost does not include sales tax or shipping charges. Textbooks and tool kits are non-returnable.

ACCREDITED PROGRAMS			
PROGRAM	COST PER CREDIT	TOTAL CREDITS	TUITION
Auto Technician	\$675	36	\$24,300
Heating, Ventilation & Air Conditioning	\$675	36	\$24,300
Combination Maritime Welding	\$725	36	\$26,100
Combination Welding	\$725	24	\$17,400
Building and Construction Trades	\$675	24	\$16,200

Fees

A \$25 Application Fee is required to apply for all programs and courses. This fee is not covered by financial aid and is separate from the tuition.

Additional fees for books, tool kits, and exams may be levied on the student's account ledger. These fees are separate from the tuition.

The specific additional costs associated with each program, or course, are listed on the coinciding Student Enrollment Agreement.

The student will also be charged an additional fee or fees if he or she transfers in courses (\$100 per evaluation of transfer credits), re-enrolls (\$25), or requests an official transcript (\$5 each).

ACCREDITED PROGRAMS			
PROGRAM	APPLICATION FEE	ADMINISTRATIVE FEE	LIBRARY FEE
All	\$25	\$100	\$12

Start and Graduation Dates

2021 START DATES AND ESTIMATED GRADUATION DATE BY PROGRAM LENGTH		
START DATE	33 WEEKS	48 WEEKS
January 19, 2021 February 22, 2021 April 5, 2021 May 10, 2021 June 14, 2021 July 19, 2021 August 23, 2021 September 27, 2021 November 1, 2021 December 6, 2021	August 22, 2021 September 26, 2021 October 31, 2021 December 5, 2021 January 16, 2022 February 20, 2022 March 27, 2022 May 7, 2022 June 12, 2022 July 17, 2022	December 5, 2021 January 16, 2022 February 20, 2022 March 27, 2022 May 8, 2022 June 12, 2022 July 17, 2022 August 21, 2022 September 25, 2022 October 30, 2022

2022 START DATES AND ESTIMATED GRADUATION DATE BY PROGRAM LENGTH		
START DATE	33 WEEKS	48 WEEKS
January 18, 2022 February 22, 2022 March 28, 2022 May 9, 2022 June 13, 2022 July 18, 2022 August 22, 2022 September 26, 2022 October 31, 2022 December 5, 2022	August 21, 2022 September 25, 2022 October 30, 2022 December 4, 2022 January 15, 2023 February 19, 2023 March 26, 2023 May 7, 2023 June 11, 2023 July 16, 2023	December 4, 2022 January 15, 2023 February 19, 2023 March 26, 2023 May 7, 2023 June 11, 2023 July 16, 2023 August 20, 2023 September 24, 2023 October 29, 2023

Holiday Schedules

2021 Holiday Schedule

2021 HOLIDAY SCHEDULE	
HOLIDAY	DATE
New Year's Break	1/1/21
Martin Luther King, Jr. Day	1/18/21
Presidents' Day	2/15/21
Spring Break	3/27/21 - 4/4/21*
Memorial Day	5/31/21
Independence Day Break	7/5/21
Labor Day Break	9/6/21
Thanksgiving Break	11/25/21 - 11/26/21
Winter Break	12/25/21 - 12/31/21*

*Recommended Break. School may specify different dates within the same block.

2021 Block/Modular Calendar

2021 BLOCK/MODULAR CALENDAR		
MONTH	START DATE	END DATE
January	1/19/21	2/18/21
February	2/22/21	3/28/21
April	4/5/21	5/09/21
May	5/10/21	6/13/21
June	6/14/21	7/18/21
July	7/19/21	8/22/21
August	8/23/21	9/26/21
September	9/27/21	10/31/21
November	11/1/21	12/5/21
December	12/6/21	1/16/22

2022 Holiday Schedule

2022 HOLIDAY SCHEDULE	
HOLIDAY	DATE
New Year's Break	1/1/22 - 1/2/22
Martin Luther King, Jr. Day	1/17/22
Presidents' Day	2/21/22
Spring Break	4/9/22 - 4/17/22
Memorial Day	5/30/22
Independence Day Break	7/4/22
Labor Day Break	9/5/22
Thanksgiving Break	11/24/22 - 11/25/22
Winter Break	12/24/22 - 12/31/22

*Recommended Break. School may specify different dates within the same block.



Career Services / Student Services

Career Services

The Career Services Department offers job placement assistance to all eligible students, graduates, and alumni in good standing. Career services offered by the institution are not an obligation or guarantee of employment and no employer can guarantee that a graduate will earn any specific salary. Each graduate's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect salary levels and career prospects. Students, graduates, and alumni are provided self-directed career search strategies as well as assistance with resume writing, interviewing, job search activities, and job openings. Graduates who require additional assistance after their initial employment are encouraged to contact the campus to use the resources available in the Career Services Department.

Student Services

Student support services are offered by the school to cultivate a well-rounded educational experience both inside, and outside, the classroom. Support services provide the basis for student success in academic endeavors and in the workplace. Comprehensive student support assistance and guidance are offered from the first day of class through graduation by Admissions, Financial Aid, Bursar, Registrar, Education, and Student Affairs staff at no additional cost to the student. Student Support Services provides a wide variety of services to maximize student satisfaction, personal, and academic success. It links students to a wide range of community services including, but not limited to: academic tutoring, housing, transportation, and child care resources.

Academic Success

Advising and Tutoring

Various types of student advising are offered to students on a continuing basis. Academic, vocational, and personal guidance is available to all students throughout their tenure at the school. This process begins with the Admissions Representative advising prospective students about available programs of study. The Admissions Representative also introduces prospective students to the Student Services Coordinator, Career Services Coordinator, and Program Coordinator or Director of Education if available during the campus tour. Tutoring assistance is continuously available to all students. Regular class attendance is a prerequisite for such tutoring, which will be scheduled outside of normal class time.

Community Resources

Every campus's Student Services Office maintains a range of community and emergency resource information on childcare, transportation, housing, sexual assault, alcohol and drug abuse prevention, mental health counseling, and a variety of other topics. This information is available in the Student Services Office, the Student Portal, and in other public areas within the campus.

Services for Students with Disabilities

The school provides opportunity for student academic adjustment and accommodation. Any student who voluntarily discloses a disability will be afforded all rights, protections, and/or accommodations. The school maintains a campus-based Office of Disability Services. Students desiring more information about services may schedule an Information Session with the Campus Section 504 Liaison. Students seeking academic adjustment, auxiliary aid, or accommodation must submit their request to the Campus Section 504 Liaison by using the school's Office of Disability Services Request for Academic Adjustment/Accommodation Form. Students who have disability services related concerns may contact the campus-based Section 504 Liaison for information or the Corporate Section 504 Coordinator by mail at 4455 South Boulevard, Suite 200, Virginia Beach, Virginia 23452; toll free at (877) 604-2121; or, by email at dirsafcorp@centura.edu. For more information regarding services to students with disabilities, students may request a copy of the school's Student Guide to the Office of Disability Services brochure.

General Policies and Procedures

Administrative Decisions

The school reserves the right to make any necessary changes in the policies, tuition, or fees upon proper notification to the appropriate regulatory agencies, when required. Any course is subject to cancellation if registrations do not justify continuation of the class. Normally, a minimum of five students is required for a class to be scheduled. The school reserves the right to make changes in the equipment, textbooks, and curriculum in the best interest of the student, and to reset class schedules and hours, consolidate classes, and change locations.

Attendance Policy

The school records attendance for all scheduled classes. Students are expected to participate during every day of the module. The school holds a census during each module where it is determined if a student should be withdrawn for attendance, academic progress, or other reasons. If it is determined the student should be withdrawn, the date of determination will be the date of census or 14 calendar days from the last date of academic activity, whichever is sooner.

Consumer Information

Postsecondary higher education institutions participating in Title IV are required by The Higher Education Act of 1965 (HEA) to distribute or make available disclosures and reporting requirements of the institution to the students, as well as the general public. You may contact the campus during normal business to request a paper copy of the information. For important information about the educational debt, earnings, and completion rates of students who attended the program, Notice of Non-Discrimination and other information, please visit our website at www.TidewaterTechTrades.edu.

Dismissal

The school reserves the right to terminate a student's enrollment for excessive absenteeism, destruction or theft of school property, failure to maintain required academic progress, consumption or possession of alcoholic beverages, illegal drugs, or any weapon (firearms, explosives, or knives) while on school grounds, or the failure to follow school rules and policies. Furthermore, a student may be terminated for inability to meet required financial obligations or behavior inconsistent with professional business standards, which may prove to be disruptive to academic progress. In the case of dismissal for disciplinary reasons, the refund policy will be the same as for withdrawals. Such a termination does not relieve the student of the financial obligation to repay all tuition due, per the school refund policy.

Explanation of a Credit Unit

One "hour" is defined as a class period of a minimum of 50 minutes during which instruction occurs, either by lecture, demonstration, or laboratory activities. The conversion of clock "hours" to credits is calculated on a semester credit basis, where each credit is expressed as follows:

- 15 clock hours in a didactic learning environment
- 30 clock hours in a supervised lab setting
- 45 clock hours of work based activities

In the school's diploma programs, each 30-clock hours of instruction is accompanied by 7.5 hours of out-of-class preparation, which may include reading, studying, or completing assignments.

General Policies and Procedures

Grading System

Students are graded based upon classroom participation, laboratory and project assignments, and written and/or skills examinations. The final grade for a course reflects a measurement of performance in achieving the necessary objectives of that course. Students are expected to complete all assignments and take each examination to obtain a passing grade.

A student should understand that final grades for each module, as well as final grades for graduation, represent a weighted average of the student's overall lecture, lab, externship, and clinical grades. All grades reported by the instructor are included in a student's permanent record and are available at any time upon request. Students contesting a final grade should follow the Academic Grievance policy. Grievances for amending grades must be initiated by the student within five weeks of the end of the module.

Final grades are issued based upon the following system:

FINAL GRADES			
SCALE	GRADE	GRADE POINTS	DESCRIPTION
90-100	A	4	Excellent
80-89	B	3	Good
70-79	C	2	Average
60-69	D	1	Poor
0-59	F	0	Failing
I	I	0	Incomplete
T	T	0	Transfer
U	U	0	Unattempted
W	W	0	Withdrawal

Incompletes

Any student receiving a grade of incomplete for not completing course work must arrange to make up the required work within one week of the last scheduled day of class. Failure to do so by this date will result in a failing grade for the course.



General Policies and Procedures

Graduation Requirements

To maintain satisfactory status leading to graduation, all students must:

- Complete the required number of credit hours in the appropriate courses with a passing grade.
- Achieve a minimum cumulative grade point average of 2.0.
- Make-up all academic deficiencies (incompletes, failures, withdrawals, etc.).
- Meet all financial obligations to the school.

Students are considered graduated upon successful completion of their program of study and having satisfactorily met all obligations to the school, including financial obligations. Upon successful completion of these requirements, each graduate will receive a certificate or diploma. Participation in graduation exercises is strongly encouraged.

Honors and Awards

To graduate with honors, a student must attain a CGPA of 3.5 or above and be recommended by the Campus Executive Director. Those graduating with a 3.5-3.699 would graduate cum laude; those graduating 3.7-3.849 would graduate magna cum laude; and those who graduate with a 3.85-4.0 will graduate summa cum laude. Such scholastic achievement is so indicated upon their graduation credential.

The following awards are also recognized during graduation:

- The Richard E. McLeod Memorial Award is presented to the honor student in each program with both a high overall grade average and an excellent attitude toward work and school. The award recipients are chosen by a panel of instructors at each campus.
- The Award of Excellence is given at each graduation ceremony to the most outstanding student at each campus. Many factors are considered, including grade point average, overall attitude, and successful personal growth.
- Perfect Attendance Certificates are awarded to those students who have not been tardy or missed any instruction since the first day of their program.

Students who are honored at these graduation ceremonies are encouraged to note those honors and awards on their resumes. Employers look for positive behavioral patterns when they make hiring decisions.

Indemnification

The student releases and holds harmless the institution, its employees, its agents, and its representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them, by reason of bodily injury, property damage or loss, which may be suffered by the student from any cause while enrolled in the school.



General Policies and Procedures

Leave of Absence

In the rare occasion that a student needs to take a temporary break in their education, a leave of absence (LOA) may be issued under certain circumstances. There must be a reasonable expectation that the student will return in order to qualify for an LOA. An LOA may be granted only for one of these five reasons, and the student must provide documentation of the reason to the institution:

- Medical necessity
- Active military duty
- Legal obligations
- Employment reasons
- Extenuating circumstances
(as approved by the Campus Executive Director)

The following policies must be followed for any student placed on LOA:

- A student must formally request an LOA in writing by completing an LOA Request Form, and it must accompany documentation of one of the reasons listed above, unless approved by the Campus Executive Director.
- The effective begin date of an LOA may not be earlier than the date the school approves the written request. All decisions must occur within one business day of receiving the request.
- If unforeseen circumstances prevent the student from submitting a written request, the request may be secured at a later date, but must be accompanied by documentation demonstrating the student was unable to make the written request in advance. In these cases, the effective begin date of the LOA may not be earlier than the date the circumstances occurred that prevented the student from attending school.
- A return date must be agreed upon by the student and the school, and must be indicated on the LOA Request Form. The return date for the LOA will always be on the first day of a new block.
- An LOA may not be longer than 180 days. A student may be granted more than one LOA in the event unforeseen circumstances arise, but a student may not exceed 180 cumulative days on LOA in a 12-month period. The 12-month period begins on the first day of the student's initial LOA.

- If an LOA occurs prior to the student completing all courses within a block, the student may be required to retake those courses in their entirety. Students will receive the appropriate withdrawal grade based on attendance for such courses.
- Prior to granting the LOA, the school must explain to the student the start and end dates of the LOA, the effects of the LOA on the student's academic progress (GPA, ROP, etc.), and all other academic and financial aid implications of the leave.
- Prior to granting the LOA, the school must explain to the student the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period. The student must also be informed that they will be using the "grace period" for return to Title IV during the LOA, and that, when they return from LOA, the grace period will start over.
- In the case that a student fails to return from LOA on the date scheduled to return, they will be withdrawn from the institution. The scheduled return date will be used as the date of determination (DOD), and the last recorded date of class attendance will be used as the LDA and NSLDS withdrawal date.

Make-up Work

It is the responsibility of the student to contact each instructor and make appropriate arrangements to complete any missed work. Normally, instructors will make arrangements on the student's time, outside of class, to make up tests or other missed work. If an exam is not taken within three school days after returning to class, a grade of zero may be recorded. Quizzes that are missed may be scheduled for make-up at the discretion of the instructor.

Military and Veteran Students

Attendance Policy for Veterans

In an effort to provide our Veteran Students with a supportive environment and the reinforcement needed to maintain a healthy attendance standard, the school furthers the set Attendance Policy to allow for additional clarification and elaboration.

- The school's policy if a student misses 7 consecutive days is to make daily attempts to contact the student up until the 14th day. This is handled utilizing texting, phone, email, and is documented through our College Information Software System

General Policies and Procedures

- The school defines unsatisfactory attendance as any time a student does not attend scheduled class time. This definition is communicated to the student by reinforcing the impacts of unsatisfactory attendance as well as the consequences of exceeding the allowable number of calendar days before being dropped as a student

- The school considers a violation of attendance to be time missed from schedule class time and time exceeding the 14 day drop time. A student violating the attendance policy of 14 consecutive calendar days will be dropped from the active student roster

- A student will be allowed to miss no more than 14 consecutive calendar days before being dropped as an active student. Once a student has exceeded this maximum number of absences and is dropped, they must go through the re-entry process and be considered for starting an upcoming class start

- The SCO is communicated with daily through email of any consecutive days missed by students. The SCO receives a daily attendance report by email from the Campus Registrar and is able to monitor student's attendance

- Students are notified if they have a violation of attendance (missed time from a scheduled class) by utilizing texting, phone, and email. The Student Services Coordinator, Program Coordinator, and Registrar each make attempts to contact the student using information obtained in the student file(s). Each attempt is documented by the employee making the effort through our College Information Software System

Leave of Absence for Veterans

The school will notify the Department of Veterans Affairs of the last day of class attendance of a student going on LOA. The student may be re-enrolled for educational benefits upon return from their leave of absence.

VA Payment of Tuition and Fees

In order to best serve the veteran with information on costs, VA eligibility and potential out of pocket costs, we strongly recommend that veterans provide eligibility documentation such as a certificate of eligibility, or a statement of benefits. However, we will not withhold certification or impose any penalty for failure to submit such documentation. Further, in compliance with Section 103 of the Veterans Benefits and Transition Act of 2018, for VA Chapter 31 and

33 recipients, the school will not impose any late fee, deny access to facilities, or impose any other penalty on a veteran due solely to delay in receipt of tuition or fees payment from the VA. This policy applies to VA tuition and fee payment only and does not apply to any amount owed by the student above and beyond what the VA covers.

Military Tuition Assistance

Title IV eligible programs may also be approved for military tuition assistance for active duty military personnel. The level of tuition assistance varies depending upon the branch of service and any additional financial aid the student receives. Students must maintain at least a C average to remain eligible for tuition assistance benefits. For additional information, students may contact a Financial Aid Advisor and their Base Education Officer. Servicemembers must obtain ESO authorization before start of classes.

Refunds

VA refunds will be paid within 45 days of the date of determination that the student has dropped, or within 14 days of the receipt of the VA debt letter, whichever comes first.

Satisfactory Academic Progress for Active Duty Military

A student called to immediate active military duty will not have the semester from which he or she withdrew counted as an attempt for the purposes of calculating rate of progress.

Transfer of Credit

All post-secondary education, training, and military experience completed must be evaluated in accordance with the institution's Transfer of Credit Policy. The institution will waive transfer of credit fees for all military education benefit recipients.

Veterans Benefits

Tidewater Tech's programs have been approved by the State Approving Agency for Veterans Education and Training to train veterans and disabled veterans. The Veterans Administration (VA) will provide the veteran money to pay for educational expenses. Student attendance will be certified based on the dates listed on the Block/Modular calendar. See the campus VA Certifying Official for details.

Veterans Survivors

The spouses and children of deceased or disabled veterans may be eligible for VA benefits. For more information, contact the Veterans Administration or the Campus VA Certifying Official.

General Policies and Procedures

Readmission Policy for Returning Military Service Members

A school must promptly readmit a service member with the same academic status as he had when last attending the school or accepted for admission to the school. This requirement applies to any student who cannot attend school due to military service.

- The student must notify the school of his military service and intention to return to school as follows:
 - Notification of military service. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the school and may not be subject to any rule of timeliness. (Timeliness must be determined by the facts in each case.) Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated the student's absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.
 - Notification of intent to return to school. The student must also give oral or written notice of her intent to return to the school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the school's established leave of absence policy and general practices.
- A school must designate one or more offices that a student may contact to provide notification of service and notification of intent to return. The school may not require that these notices follow any particular format.
- The school must promptly readmit the student into the next class or classes in the program beginning after he provides notice of intent to reenroll, unless he requests a later date or unusual circumstances require the school to admit him at a later date. This requirement supersedes state law—for example, a school must readmit a qualifying service member to the next class even if that class is at the maximum enrollment level set by the state.
- The school must admit the student with the same academic status, which means to the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless she chooses a different program; at the same enrollment status, unless the student wants to enroll at a different enrollment status; with the same number of credit hours or clock hours previously completed, unless the student is readmitted to a different program to which the completed credit hours or clock hours are not transferable, and with the same academic standing (e.g., with the same satisfactory academic progress status) the student previously had.

General Policies and Procedures

Refund Policies

Failure to Enter

If an accepted student does not enter at least one class to begin the program, the full amount of prepaid tuition and fees will be refunded. If a student fails to enter at least one class at the beginning of a new semester, any prepaid tuition and fees for that semester will be refunded.

Return to Title IV

Title IV program funds are awarded under the assumption that a student will remain in classroom attendance for the entire period (semester) for which the funds were awarded. If a student withdraws or is determined by the school to be withdrawn, their last day of attendance (LDA) will be used as their withdrawal date. The date of determination (DOD) will be the date the student requested to withdraw or the date school has determined the student to be a withdrawal, but in no case will the DOD exceed 14 calendar days from the student's LDA.* Eligibility for Title IV aid must first be revised based on any changes to enrollment status caused by the student's withdrawal. This revised status reflects a reduced number of attempted credits, as the student did not begin attendance in all the courses for which they enrolled during the payment period (semester) in question.

The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time in which they remain enrolled. A pro-rated schedule, specified by federal regulation, determines the amount of Title IV program funds they will have earned at the time of withdrawal. For example, if the student completed 30% of the payment period, the student earned 30% of the assistance they were originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student has earned all the assistance they were scheduled to receive for that period.

The Title IV programs that are covered by this law include Federal Pell Grants, Iraq Afghanistan Service Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. In accordance with federal regulations, unearned aid will be returned to Title IV programs in the following order:

- **Unsubsidized Federal Direct Loan**
- **Subsidized Federal Direct Loan**
- **Federal Direct Parent (PLUS) Loan**
- **Federal Pell Grant**
- **Federal Supplemental Educational Opportunity Grant**
- **Other Title IV assistance**

**The school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination.*

If the student received (or the school or a parent received on student's behalf) less assistance than the amount earned, the student may be able to receive those additional funds as a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before the school can disburse them. The student may choose to decline some or all of the loan funds. The school is permitted to automatically use all or a portion of a post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school will need permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission, the student will be offered the funds. Grant post-withdrawal funds must be paid within 45 days of the DOD and loan post-withdrawal funds must be paid within 180 days of the DOD.

There are some Title IV funds that the student may have been scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, if a first-time, first-year undergraduate student has not completed the first 30 days of the program before withdrawing, the student will not receive any FFEL or Direct Loan funds that they would have received had they remained enrolled past the 30th day.

If the student received more assistance than earned, the excess funds must be returned by the school and/or the student. If the student receives (or the school or a parent receives) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of the institutional charges multiplied by the unearned percentage of funds, or the entire amount of excess funds. The school must return this amount even if the school didn't keep this amount of the student's Title IV program funds.

Should there be any additional refund over the total amount of Title IV assistance, a refund will be made to the student and/or other sponsoring agencies. Amounts refunded to each program shall not exceed the award from that program. If the school is not required to return all of the excess funds, the student must return the remaining amount. The student (or parent for a PLUS Loan) repays any loan funds that must be returned, in accordance with the terms of the promissory note.

General Policies and Procedures

Any amount of unearned grant funds that must be returned is an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds received or scheduled to be received. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds. An outstanding overpayment makes the student ineligible for Title IV. To regain eligibility, they must either repay the amount in full or make satisfactory repayment arrangements with the Department of Education and provide documentation of good standing.

The requirements for Title IV program funds when a student withdraws are separate from the state/institutional refund policy. Therefore, the student may still owe funds to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school is required to return. The state/institutional refund policy determines how much in tuition and fees are owed; the Return to Title IV policy determines how much aid the student earned. These two amounts may be very different.

Students should contact the Campus Bursar if they have questions about either calculation. The school is required to provide the student with an estimate of what may be earned and what may have to be returned, should the student withdraw.

Institutional/State Refund Policy

After the Return to Title IV calculation has been made, the institutional refund policy is applied. State regulations determine the amount of tuition due to the institution at the point of withdrawal/termination on a pro-rata basis. The calculation is based upon the number of weeks completed. Neither Spring Break nor Winter Break is included in the calculation. In any event, the last date of attendance (LDA) will be the date used for calculating the amount of refund due and the date of determination (DOD) will be the date used for calculating the time frame allowed to actually refund any monies due.

After the return calculation and refunds are paid, the student is notified via Bursar Exit Letter, which details costs incurred and payments applied. It also contains the FA Summary Report of loans disbursed.

In special cases of prolonged illness or accident, death in the family, or circumstances that make it impractical to complete the program, the school will follow its refund policy in making a decision regarding repayment arrangements that is reasonable and fair to both parties. Please see state specific refund policy below for more detail.

Refunds will be paid within 45 days of the cancellation date, within 45 days of the written request for withdrawal, 45 days from the date a student has been determined to be a drop (date of determination), or within 45 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance, unless federal or state requirements specify otherwise. All refunds are paid within 45 days of the DOD by electronic funds transfer.

STATE FORMULA	
IF A STUDENT WITHDRAWS WITHIN:	THE SCHOOL REFUNDS:
1 – 10%	90%
11 – 25%	50%
26 – 50%	25%
51 – 100%	0%

Repeat Policy

Students failing to achieve a passing grade in a class must repeat it. The failing grade will be averaged into their CGPA until the class is repeated. The new grade earned will replace the original grade, and will be used to recalculate the CGPA. Repeated classes are charged to the student at the cost-per-credit rate as documented in their Student Enrollment Agreement.

General Policies and Procedures

Retention of Student Records

Permanent electronic records, to include the official transcript, are accessible at the school, but are stored on a secured network that is routinely backed up. This procedure ensures that copies of all records are kept at more than one location and are retrievable should any storage location be destroyed by fire, vandalism, or other peril.

Satisfactory Academic Progress

In order to demonstrate Satisfactory Academic Progress (SAP) toward completion of a program, a student must maintain a specific overall grade point average and must progress through the program at a specific minimum pace. Attendance in any portion of a semester will be counted as a semester attempted. Satisfactory progress is evaluated at the end of each semester. The qualitative and quantitative evaluations measured at the end of each semester are described below. If the student completes a program and decides to enroll in a new program, satisfactory progress measurement will begin with the new program.

Qualitative Measurement

The minimum cumulative grade point average (CGPA) is measured using a progressive standard outlined in the charts below. The minimum CGPA required for graduation is a 2.0 with a passing grade in every required course. If a student receives a failing grade for a required class, the course must be retaken. When a student repeats a class, the second grade will be substituted for the first for CGPA calculation purposes.

For programs less than one year in length, the minimum acceptable CGPA at the end of each semester is:

SEMESTER	MINIMUM CGPA
1	1.75
2+	2.0

For programs one year or longer in length, the minimum acceptable CGPA at the end of each semester is:

SEMESTER	MINIMUM CGPA
1	1.25
2	1.5
3	1.75
4+	2.0

Quantitative Measurement

The quantitative measure is summarized as the total number of credit hours successfully passed divided by the total number of credit hours attempted. For example, if a student passed 20 credits out of 24 credits attempted, their rate of progress (ROP) would be 83%, since $(20 \div 24 = 83.33\%)$. All students must meet the minimum standards indicated below by the end of each semester of classes. Attempted credits include all credits attempted: transfer credits, repeat courses, withdrawals (official or unofficial), and credits earned without benefit of financial aid. Any courses transferred in will count toward the academic progress as credits attempted. Developmental coursework is excluded from the calculation. See charts below for the progressive pace requirements.

For programs less than one year in length, the minimum acceptable ROP at the end of each semester is:

SEMESTER	MINIMUM ROP
1	50%
2+	67%

For programs one year or longer in length, the minimum acceptable ROP at the end of each semester is:

SEMESTER	MINIMUM ROP
1	50%
2	62.5%
3	65%
4+	67%

General Policies and Procedures

The maximum time frame that a student can work toward a program is 150% of the time scheduled for that program. If, at any time, the school determines that a student is unable to graduate from their program without exceeding the maximum time frame of 150%, the student will be dismissed from the program. For example, the maximum timeframe of a 60-credit program is 90 attempted credits. If a student in a 60-credit program has attempted 70 credits, but has passed only 20, then they could not possibly pass all 60 credits within 90 credits attempted, and they would be dismissed from the program.

Any semester with incomplete grades will be re-evaluated once the incomplete has been resolved into either a passing or failing grade. If not resolved within a week from the end of the course, an incomplete automatically becomes a failing grade.

Financial Aid Warning & Academic Probation Policy

If the student fails to achieve the minimum qualitative or quantitative requirements, the student will be placed on financial aid warning and academic probation for one semester of instruction. During this probationary period, the student must maintain satisfactory progress in order to meet the minimum qualitative and quantitative requirements for that semester.

Students on financial aid warning will remain eligible for financial aid, and, if satisfactory progress is met at the end of the semester, the financial aid warning and academic probationary status will be lifted. Failure to achieve satisfactory progress by the end of the semester will result in financial aid suspension and the loss of Title IV eligibility. Probation requires that students be advised of the terms and conditions, including any necessary academic plans, of the probation in writing and in person.

Appeals

A student on financial aid suspension may appeal a determination that they are not achieving satisfactory academic progress. The student must submit the appeal in writing to the Campus Executive Director. The Campus Executive Director may grant an appeal of the satisfactory academic progress standards for the following mitigating circumstances: death of a family member, injury or

illness, or other special circumstances. The decision of the Campus Executive Director is final and the student will be notified in writing. SAP may only be appealed once.

Students who successfully appeal will be placed on financial aid probation for one semester of instruction. If the student fails to maintain satisfactory progress while on financial aid probation, the student will be dismissed from school.

Students dismissed for unsatisfactory progress may apply for re-admission through the Office of Admissions. If accepted, the student will be placed on an academic plan and will be required to regain satisfactory academic progress to reestablish Title IV eligibility and VA benefits.

Student Portal

The student portal is a self-service resource that acts as the primary method of communication between the school and the student. Access to academic and financial information—including grades, attendance, class schedules, advisor appointments, important school-related messages and announcements, and loan disbursement notifications—is facilitated via the student portal. Students can access the portal from any internet-enabled computer or device. Information available to view and print includes annual campus security reporting and consumer information.

Access to the student portal will be demonstrated at Student Orientation, with ongoing technical assistance provided by the campus's portal administrator.

Transcript Requests

An official transcript bearing the seal of the college and the signature of the Registrar is a document required by colleges and prospective employers. An official transcript is sent only with the student's written request. A transcript issued to the student will be marked "Unofficial." A student may request academic transcripts be forwarded to other institutions or places of employment by notifying the Registrar's Office in writing. The Transcript Request Form is available in the Registrar's Office.

Student Rights and Responsibilities

A transcript request must include:

- **Student Name**
- **Date of Birth**
- **Approximate dates of attendance**
- **Address to which transcript is to be forwarded**
- **Student Signature**

Each student will receive one complimentary official transcript upon request. All others will be provided upon receipt of a \$5.00 fee for each transcript. There is no charge for unofficial transcripts.

Emergency Weather Policy

The institution may occasionally cancel classes because of a weather emergency. Students will make up any material missed to ensure completion of the entire course. Notice of such weather-related closings will be relayed via the method determined by the individual school at Student Orientation.

Withdrawal

If a student finds it necessary to withdraw from school before completing their courses, the student is requested to submit written notice of withdrawal to the Campus Executive Director or Registrar. Submission of notification to withdraw to any other department may result in a delay of processing, but will not invalidate the notification. The effective date of determination of the withdrawal will be the date of the written notification or 14 calendar days from the last day of documented academic activity, whichever is sooner. If the student does not submit written notification to the school, it is considered an unofficial withdrawal. In either case, the last date of class attendance will be used as the last day of documented academic activity. Any possible tuition refund and final grade determination are based upon the last day of documented academic activity.

Students must attend an exit interview to resolve all academic and financial matters. Students will receive an invoice of the amounts owed to the school and other lenders with payment options after withdrawal. Payment will be due 30 days from the date of the

invoice. A 1.5% rate of interest per month will be incurred for balances not paid to the institution when due. In the event third party financing is found at a lower interest rate than the established 1.5% per month, the student agrees to apply and accept such new terms from the third party lender.

Students must attend an exit interview to resolve all academic and financial matters. Students will receive an invoice of the amounts owed to the school and other lenders with payment options after withdrawal. Payment will be due 30 days from the date of the invoice. A 1.5% rate of interest per month will be incurred for balances not paid to the institution when due. In the event third party financing is found at a lower interest rate than the established 1.5% per month, the student agrees to apply and accept such new terms from the third party lender.

General Grievance Process

A general grievance procedure is an essential part of an effective educational system. At the school, every safeguard is taken to protect this right of the student. The Campus Executive Director ensures that no retaliatory action be allowed against any student who has lodged a complaint. All files pertaining to a student's complaint will be maintained by the school for five (5) years. Access to the student portal will be demonstrated at Student Orientation, with ongoing technical assistance provided by the campus's portal administrator.

Academic Grievances

For complaints pertaining to academic matters (grades, tests, academic protocols), the student should:

- **Contact the instructor(s) privately, either orally or in writing, to rectify the situation or concern;**
- **If the outcome is not satisfactorily resolved within three (3) business days of this contact, the student should contact the Lead Instructor, Program Coordinator, or Director of Education (as defined by the campus);**
- **If this outcome is not satisfactorily resolved within five (5) business days of this contact, then the student should contact the Campus Executive Director to detail the complaint on a Student Complaint Form, noting academic concern.**

Student Rights and Responsibilities

Administrative Grievances

For complaints pertaining to administrative matters (FA, scheduling, supplies), the student should contact the Campus Executive Director by either making an appointment with the Campus Executive Director, or submitting the complaint in writing on the Student Complaint Form, noting reason for administrative complaint. The Campus Executive Director will meet with each party involved separately to seek a fair and unbiased resolution to the student complaint.

Unresolved Academic and Administrative Grievances

Should an academic or administrative complaint not be satisfactorily resolved within fifteen (15) business days, and after the established process at the campus level has been followed, a student may submit their complaint to the Regional Director. Contact of the Regional Director should be made by sending the complaint in writing to: Tidewater Tech Corporate, Attention: Regional Director, 4455 South Boulevard, Suite 250, Virginia Beach, VA 23452.

Schools accredited by the Council on Occupational Education (COE) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Phone (770) 396-3898 or (800) 917-2081

Students may also contact the applicable state agency listed below:

State Council of Higher Education for Virginia
101 North 14th Street
Richmond, VA 23219

The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. This office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact this office via email: saa@dvs.virginia.gov.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Disability Grievance Process

The school works to ensure a learning environment that is accessible as well as free from discrimination and retaliation and does not tolerate discrimination based on disability. The Student Code of Conduct specifically addresses student-on-student violations of this nature. In addition, a disability grievance process is available to students who have voluntarily disclosed a disability and who seek academic accommodation, auxiliary aid, or other accommodations. Such complaints are often related to the type, level, or timeliness of services provided to students with disabilities, but may also be the result of complaints by students regarding staff, not otherwise addressed under the General Grievance Process section. A student who believes they have been discriminated against based on accommodation, provision of services, or other related factors impacting prompt and reasonable accommodation based on disability may follow the following grievance process:

- **To make a formal complaint, complete the school's Student Complaint Form.**
- **Turn the complaint form into the Campus Section 504 Liaison, who will immediately notify the Campus Executive Director and the Corporate Director of Student Affairs.**
- **Be prepared to meet with the Corporate Section 504 Coordinator to discuss the complaint and possible solutions.**

Should the initial remedy of a complaint not resolve the complaint, the student may then file a Student Request for an Appeal Form. To learn more about the school's Office of Disability Services, please contact the Campus Section 504 Liaison located in the Student Services Office or call the Corporate Office of Disability Services, located in the Corporate Department of Student Affairs, toll free at (877) 604-2121.

Student Rights and Responsibilities

Student Code of Conduct

Introduction

Tidewater Tech provides educational opportunities to a diverse student population. As with any institution of higher learning, students are expected to maintain order and to adhere to standards of conduct that promote mature interactions, open dialogue, communication, and a positive overall campus culture. The Student Code of Conduct provides a set of guidelines under which students may enjoy their active educational environment while also respecting the rights of others and the campus itself. Additional institutional policies, such as non-discrimination policies, further define expectations for conduct in unique circumstances and will be used in conjunction with this policy in applicable situations. Substantiated violations of the Student Code of Conduct are addressed promptly through the institution's defined disciplinary process.

Overview of the Standards of Conduct

By enrolling in the Institution, students agree to adhere to certain standards of conduct that reflect professional behavior and that support safety on campus. These standards are in place to help ensure that each campus remains a positive environment for education and professional growth, and that the welfare of the Institution's students, faculty, and staff is maintained at all times.

The Institution provides all students with opportunities at the campus level to address concerns related to this policy. Students seeking information should first consult the Institution's policy and make their concerns known to the appropriate administrator on campus (Assistant Director/Director of Compliance and Administration, Director of Education, or Campus Executive Director). Policies are available to students from several sources: they are provided in paper form at Student Orientation; they can be requested in paper form at any time; and they are permanently available for download from the Institution's website.

In order to remain in good standing as alumni and to receive associated benefits such as career advising assistance, graduates are expected to continue to comply with the standards of conduct in all dealings with the Institution. Therefore, it is the expectation of the Institution that students and alumni will exemplify

professional, courteous, and mature behavior. Such behavior includes, but is not limited to, these standards of conduct:

- **Respecting the rights of others without regard to race, color, national origin, gender, sex, age, and disability;**
- **Using language that is relevant to the operation of the Institution and free from profanity;**
- **Appearing on campus in appropriate, professional attire or uniforms ("appropriate" means ready to meet with a potential employer given a few minutes notice);**
- **Contributing to order in all institutionally sanctioned activities, whether on or off campus, to include the classroom, hallway, facilities, labs, intern/externship sites, and housing;**
- **Respecting the property both of the Institution and of the community by doing no harm or damage to the facility, its contents, the property of others while on or off campus, or to vehicles on or off campus;**
- **Contributing to the health and safety of others while on the private property of the campus as well as during institutionally sponsored events on or off campus;**
- **Adhering to all local, state, and federal laws.**

The standards of conduct represent the behaviors that administrators hope to see from all members of the learning community. Violations of these standards are subject to the disciplinary actions in the Conduct Level and Range Summary Chart and to the grievance processes in the General Conduct Violation Grievance and Investigation Process. The Institution has distinct student grievance policies and processes for academic concerns vs. administrative concerns vs. discrimination concerns.

Overview of the Process

The institution views its Student Code of Conduct as the basis for a productive learning community. The Student Code of Conduct provides specific levels of violation and detailed ranges of discipline for first and second violations within each Level. Allegations of a level I or II violation of the Student Code of Conduct (i.e. those deemed most serious) require formal investigations and may warrant immediate removal from campus. In level I situations (which includes all "direct threat" matters) this removal may persist pending the outcome of a Formal Investigation, while level II cases may call only for removal from campus for a day to stabilize

Student Rights and Responsibilities

a situation. Applicable sanctions for a substantiated level I or II violation include suspension and expulsion.

Allegations of level III and IV violations lead to an informal resolution process and, if substantiated, are subject to defined disciplinary ranges that include written warnings, sanctions, and suspension for defined periods of time from campus (see Conduct Level and Range Summary Chart).

The institution encourages students with complaints to refer to the policies and procedures for formally expressing them. These allow for an airing of grievances while still respecting the rights of other classmates. Students may also seek guidance from administrators regarding their rights, responsibilities, and applicable policies and processes.

Complaints or reports of alleged violations of the Student Code of Conduct shall first be submitted to a campus administrator. If the Campus Executive Director is part of the complaint or report, it can be submitted to the campus's Regional Director at the corporate office. Upon receipt of a complaint or report, i.e. upon being formally notified, a campus administrator will conduct a brief informal inquiry to determine the appropriate next steps. This inquiry will include identifying the applicable levels and ranges for the allegations and determining whether the situation requires immediate mitigating action such as in direct threat or discriminatory situations.

Disciplinary Process

The school has established clear guidelines for addressing Student Code of Conduct violations. Such violations fall into four levels, each having ranges of possible discipline. The school has established the General Conduct Violation Grievance and Investigation Process, which offers students an unbiased, defined protocol for addressing any conduct matter. Students should review the policy and be familiar with the process. A full copy of the policies and procedures are available upon request from a campus administrator, may be downloaded from the school website, or may be obtained with a written request to DSAF—Policy Request, 4455 South Blvd, Suite 200, Virginia Beach, VA 23452.

The Campus Executive Director is responsible for maintaining good order on the campus and for administering the school's established conduct related policy and procedures. Should a complaint be received from a student against another student using the Student Complaint Form, or should a violation of the Student Code of Conduct occur as observed or reported by school officials, a student will be informed of the alleged violation in conference with a campus administrator and in writing through receipt of a Record of Student Advising Form. The student may be removed from school during a Formal Investigation. Documentation of all findings, to include the type of violation and subsequent discipline, will be noted in the student's official school record and maintained by the school for a period of five (5) years.

Conduct Related Grievance Process

The student has the right to participate in the Formal Investigation, and if appropriate, request an appeal of the investigative findings. An Appeal Committee will be convened by the Department of Student Affairs off campus. The school provides appeals on matters of adherence to policy and procedures, and not as an additional forum for dispute of the conduct violation or administered discipline.

A student who is expelled as a result of a Student Code of Conduct violation may apply for re-admission. Applications for re-admission will be considered on an individual basis with the Review Board making a final determination. If a student leaving school as a result of a Student Code of Conduct violation is accepted for re-admission, the student will be placed on conduct probation for the remainder of the program in which they are enrolled. The Campus Executive Director ensures that no retaliatory action will occur based on a student complaint or a student's pursuit of remedy under the Conduct Related Grievance Process.

Student Rights and Responsibilities

Notice of Non-Discrimination

The institution does not discriminate on the basis of race, color, national origin, gender, sex, age, or disability in any of its programs or activities. The institution provides policies and procedures that are compliant with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. Any individual who believes that she or he has been discriminated against has the right to seek relief and to be free from retaliation by members of the learning community. The following person has been designated by the institution to handle all inquiries regarding its non-discrimination policies: Corporate Director of Student Affairs, 4455 South Blvd., Suite 250, Virginia Beach, VA 23452, toll free (877) 604-2121. A person may also contact the Federal Department of Education, Office for Civil Rights at: <https://www2.ed.gov/about/offices/list/ocr/index.html>.



Discrimination Grievance Process

The school does not discriminate in its admissions processes, programs, activities, or offerings and does not tolerate discrimination. The Student Code of Conduct specifically addresses violations related to student-on-student or student-on-staff discrimination (See General Conduct Violation Grievance and Investigation Process in a full copy of the policies and procedures). The Campus Executive Director is responsible for maintaining a campus free from discrimination and retaliation and is the first point of contact for complaints of discrimination based on color, race, national origin, sex, gender, and age. A specialized process has been established to address complaints related to discrimination, which takes precedent over any other policy. This process is detailed in the Civil Rights Non-Discrimination Grievance and Investigation Process available to all students upon request.

In cases where a student believes they have been discriminated against by another student based on race, color, national origin, gender, sex, or age, and who wishes to make a formal complaint, they may complete the Student Complaint Form noting the circumstances surrounding their complaint and may immediately seek an appointment with the Campus Executive Director.

A fair and unbiased grievance process allows student complaints to be addressed at the campus level in conjunction with the Department of Student Affairs, and provides for an off campus appeal process. In cases where the complaint is against the Campus Executive Director, the Regional Director will administer all campus level complaints in concert with the Corporate Director of Student Affairs. Complaints sent to the Regional Director will be investigated to ensure that all school policies and procedures have been followed. All files pertaining to a student's complaint will be maintained by the school for five (5) years.

Unresolved Discrimination Grievances

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, DC 20202-1100 Telephone: 800-421-3481 FAX: 202-453-6012; TDD: 877-521-2172 or email: OCR@ed.gov

Student Rights and Responsibilities

Title IX Anti Discrimination Sexual Harassment Policy

I. Policy

It is the policy of Tidewater Tech ("the School") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The School has enacted the Campus Sexual Harassment Policies & Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the School's website at www.tidewatertechtrades.edu.com or obtained in person from the Campus Executive Director or the Title IX Coordinator (see below).

The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the School's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the School's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The School also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Tidewater Tech Trades

Paula Massey, Title IX Coordinator

5301 E Princess Anne Road

Norfolk, VA 23502

Phone: (757) 858-8324

Email: directorttt@tidewatertechtrades.edu

In addition to the campus Title IX Coordinators listed above, the Corporate Director of Student Affairs has been designated to handle inquiries regarding the non-discrimination policies, including Title IX. You may contact the Corporate Director of Student Affairs at 4455 South Blvd, Suite 200, Virginia Beach, VA 23452, E-mail: sscorp@centura.edu Toll Free: (877) 604-2121 Fax: (757) 497-6503.

Inquiries or complaints concerning the School's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

Office for Civil Rights, District of Columbia Office

400 Maryland Avenue, S.W.

Washington, DC 20202-1475

Telephone: (202) 453-6020

Facsimile: (202) 453-6021

Email: OCR.DC@ed.gov

Tidewater Tech desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The School will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in School.

II. Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to the School's Title IX Coordinators or Corporate Director of Student Affairs. The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures,

Student Rights and Responsibilities

Title IX Anti Discrimination Sexual Harassment Policy cont.

inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The School will investigate all formal complaints of sexual harassment. A formal complaint must be in writing filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School's Title IX Coordinator oversees the School's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the School determines that the particular formal complaint is appropriate for such a process, the School will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The School retains the discretion to determine which cases are appropriate for voluntary resolution.

The School will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions the School imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

For more information, please see our website at: http://www.tidewatertechtrades.edu/Your_Rights/title_IX.html.

Licenses and Accreditation

Accreditation

The Commission of the Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Telephone: (770) 396-3898/Fax: (770) 396-3790
www.council.org

COE is recognized as a national accrediting agency by the United States Department of Education.

Memberships, Approvals, and Affiliations

- Certified by the U.S. Department of Education to participate in Federal Title IV programs
- Military Tuition Assistance
- State Approving Agency for Veterans Education and Training
- Vocational Rehabilitation
- Virginia Career Works Hampton Roads Region – Workforce Investment Opportunity Act (WIOA)
- Student Exchange Visitor Program (SEVP)
- National Automotive Technician Education Foundation (NATEF)
- Virginia State Department of Police
- Mobile Air Conditioning Society (MACS)
- ESCO Institute
- Air Conditioning Contractors of America (ACCA)
- Educational Institution Member of The American Welding Society (AWS)
- Department of Professional and Occupational Regulation

Licensure

Certified to Operate by the State Council of Higher Education for Virginia (SCHEV)



Administration and Faculty

Paula Massey**Campus Executive Director**

Associate in Business Administration-Centura College

Damika Howard-Wayne**Campus Assistant Director****Roger Damron****Director of Education**

Environmental Protection Agency (EPA) Certified
OSHA-10 Certified

**Welding Program****Kristi Miller****Welding Program Coordinator**

American Welding Society (AWS) Certified

Arthur Dwyer**Certified Welding Inspector**

American Welding Society (AWS) Certified

Kyle Kenreigh**Assistant Welding Coordinator**

Certified Welding Inspector

Kevin Sellers**Lead**

American Welding Society (AWS) Certified

Calvin Bush

American Welding Society (AWS) Certified

Kevin Compton

American Welding Society (AWS) Certified

Joe Crosby

American Welding Society (AWS) Certified

Lauretta Dailey

American Welding Society (AWS) Certified

Gregory Daves

American Welding Society (AWS) Certified

Clyde Davis

American Welding Society (AWS) Certified

Larry Darden

American Welding Society (AWS) Certified

James Jones

American Welding Society (AWS) Certified

AAS Social Sciences-TCC

AAS Business Administration-Thomas Nelson Community College

Administration and Faculty

Carla Justice

American Welding Society (AWS) Certified
Welding Certificate-Cheyney State College
Welding Certificate-Chesapeake Technical

Harrison Lassiter

American Welding Society (AWS) Certified

John McCarthy

OSHA-10 Certified
American Welding Society (AWS) Certified
Industry Competency Examination (ICE) Certified
Environmental Protection Agency (EPA) Certified

Scott McNeel

American Welding Society (AWS) Certified

Willie Mearise

American Welding Society (AWS) Certified

Gene Morris

OSHA-10 Certified
American Welding Society (AWS) Certified

Nathan Niccum

American Welding Society (AWS) Certified

Tyler Smith

American Welding Society (AWS) Certified

Brenda Spillman

American Welding Society (AWS) Certified

Theodore Tague

American Welding Society (AWS) Certified

Christopher Williams

American Welding Society (AWS) Certified

Alvin Westleigh

American Welding Society (AWS) Certified



Automotive Program

Archie Clark

ASE Certified G-1

Bobby Spivey

ASE Certified

Brandon Newsham

ASE Certified A1, A2, A3, A4, A5, A6, A7, A8, G-1
Diesel Mechanic and Apprenticeship Certificate

Jared Keller

ASE Certified A1, A2, A3, A4, G-1
ASE Certified

Matthew Lambert

ASE Certified A4, G-1

Administration and Faculty



HVAC Program

Jake Thomas

Program Coordinator

HVAC Diploma-Tidewater Tech

Environmental Protection Agency (EPA) Certified

Gragg Harkins

Environmental Protection Agency (EPA) Certified

Air Conditioning, Heating and Refrigeration Institute (AHRI)

Industry Competency Examination (ICE) Certified

R-410 Refrigerant Certified

Gregory Thomas

Environmental Protection Agency (EPA) Certified

FHA - Fair Housing Certification

Kenneth Hudgins

Environmental Protection Agency (EPA) Certified

William O'Regan

Environmental Protection Agency (EPA) Certified -

Type 1 & 2 Certified

Anthony Hardy

Environmental Protection Agency (EPA) Certified



BMR Program

Modis Chandler

OSHA-10 Certified

Environmental Protection Agency (EPA) Certified

CJ Hill

OSHA-10 Certified

Jim Reedy

OSHA-10 Certified

Environmental Protection Agency (EPA) Certified



Course Descriptions

AUTS 120

Steering and Suspension Systems

This course provides the fundamentals of vehicle components and shop safety in the work place. Topics of study include vehicle customer and service information, tools and equipment, wheels and tires, steering systems, suspension system and components. Upon completion of the course, students have the opportunity to become certified in the Automotive Service Excellence's (ASE) Entry-Level Certification Program (A4 - Suspension & Steering).

4.0 Credits

AUTS 140

Brakes and Anti-Lock Brake Systems (ABS)

This course describes the various braking systems associated with vehicles. Students will understand and repair braking components including master cylinders, brake lines and hoses, hydraulic and power brakes, drum and disk brake pads, parking brake system, and electronic brake control systems. Upon completion of the course, students have the opportunity to become certified in the Automotive Service Excellence's (ASE) Entry-Level Certification Program (A5 - Brakes).

4.0 Credits

AUTS 160

Engine Repair

This course prepares students to understand the components and the function of an internal combustion engine. Students will be able to properly diagnose power trains using electronic testing tools for power balance, crankcase compression, and cylinder leakage testing, and remove and install engines to include properly removing front and under-side components. Upon completion of the course, students have the opportunity to become certified in the Automotive Service Excellence's (ASE) Entry-Level Certification Program (A1 - Engine Repair).

4.0 Credits

AUTS 180

Electrical and Electronic Systems I

This course explains the electric and electronic A/C and D/C systems fundamentals and expands to the operation of the electrical system on vehicles. Students will understand and demonstrate typical electric and electronic troubleshooting using a digital electrical testing meter, use an oscilloscope for engine testing, test and troubleshoot electrical starting and charging systems. Upon completion of the course, students have the opportunity to become certified in the Automotive Service Excellence's (ASE) Entry-Level Certification Program (A6 - Electrical/Electronic Systems).

4.0 Credits

AUTS 200

Electrical and Electronic Systems II

This course expands upon the electrical systems on a vehicle. Students will operate and troubleshoot electrical/electronic systems to include horn, door locking, wiper, heated seat, cruise control, entertainment, and anti-theft systems. Upon completion of the course, students have the opportunity to become certified in the Automotive Service Excellence's (ASE) Entry-Level Certification Program (A6 - Electrical/Electronic Systems).

4.0 Credits

AUTS 220

Engine Performance I

This course discusses the various operation and servicing of fuel and emission systems. Students will service electronic fuel systems, fuel filters, and injection systems using diagnostic tools, which include scan tool equipment. Upon completion of the course, students have the opportunity to become certified in the Automotive Service Excellence's (ASE) Entry-Level Certification Program (A8 - Engine Performance).

4.0 Credits

AUTS 240

Engine Performance II

In this course, students learn to operate an On Board Diagnostic Instrument (OBDII) for engine and accessory systems. Students will understand the print outs of OBD results including emission test results, and inspect and repair controls modules for engine performance and exhaust systems. Upon completion of the course, students have the opportunity to become certified in the Automotive Service Excellence's (ASE) Entry-Level Certification Program (A8 - Engine Performance).

4.0 Credits

AUTS 260

Heating and Air Conditioning Systems

This course covers the basic components of comfort systems in vehicles, including chemical compositions of refrigerant and compressor oils used. Students will understand and demonstrate proper refrigerant reclamation, compressor repair/replacement, inspection of the metering device, pressure test, and evacuation of refrigerant and charge system to manufacture specifications, and conduct electrical and mechanical troubleshooting of A/C system. Upon completion of the course, students have the opportunity to become certified in the Automotive Service Excellence's (ASE) Entry-Level Certification Program (A7 - Heating & Air Conditioning, and the Section 609 Refrigerant Recycling and Recovery Certification.).

4.0 Credits

AUTS 280

Drive Trains and Hybrid Vehicles

This course explains the function and operation of a standard transmission, automatic transmissions, and hybrid drive systems. Students will disassemble, inspect and repair or replace components of an automatic transmission hydraulic system, planetary gear set, clutch plates, torque converters, and understand the operation of the Continuously Variable Transmission (CVT). Upon completion of the course, students have the opportunity to become certified in the Automotive Service Excellence's (ASE) Entry-Level Certification Program (A2 - Automatic Transmission/Transaxle and A3 - Manual Drive Trains & Axles).

4.0 Credits

BMS 120

Commercial Equipment and Repair

Students learn the tools and materials required to install and repair commercial equipment using the latest National Electric Code (NEC) requirements for residential and commercial electrical systems, including natural gas requirements.

4.0 Credits

BMS 140

Structural Building Repair

In this course, students learn building code requirements for building material, conduct hands-on remodeling, renovate and repair walls, install sheet rock, ceilings, and floors, and perform repairs, including interior and exterior surface preparation for priming and painting.

4.0 Credits

BMS 160

Plumbing Applications

The student will identify, install, and repair various residential and commercial plumbing systems including water supply, drainage, and hot water heaters using National Standard Plumbing Codes (NSPC) and Building Officials and Code Administrators International (BOCA) plumbing codes.

4.0 Credits

BMS 180

Tiling, Flooring, and General Repairs

The student will develop skills in tiling, flooring, general building repairs, and preventive maintenance. The course covers basic tile installation and repairs, floor coverings, and wallpaper installation. Topics of instruction include preventive and corrective maintenance for apartment and hotel complexes, as well as woodworking for general repairs of windows, doors, indoor/outdoor wood structures with minor furniture repair and wood finishes.

4.0 Credits

Course Descriptions

RHVS 100

Air Conditioning and Refrigeration I

This course explores thermodynamic principles, pressures, and mechanical applications in residential and light commercial applications. Students will perform heat content calculations for liquids and gasses for air conditioning and refrigeration systems, and practice copper tube bending, soldering, and brazing.

4.0 Credits

RHVS 115

Air Conditioning and Refrigeration Controls I

This course is the foundation for electric and electronic components. Students will explore electron theory, magnetism, Ohm's Law, resistance, current flow, measuring instruments for electrical measurement, power distribution controls, and their applications for HVAC systems. Course content incorporates the operation and applications of various safety controls used in the HVAC industry and how to troubleshoot them.

4.0 Credits

RHVS 117

Air Conditioning and Refrigeration Controls II

Students will safely operate various measuring instruments for electrical components of single and three phase motors used in the HVAC industry. Students will test and adjust various types of controls, including power distribution controls, control wiring, and electronic circuits using wiring schematics and diagrams.

4.0 Credits

RHVS 124

Heating Systems

This course covers the types of fuels and their combustion characteristics, types of heating fuels used, components, and characteristics of burners, burner efficiency, flue testing analyzers, and electric heating systems. Students will operate, test, and adjust fuel-heating systems to manufacture specifications.

4.0 Credits

RHVS 132

Commercial Air Conditioning & Refrigeration

In this course, students learn about air conditioning and refrigeration applications as applied to commercial systems. This course provides the student with refrigerant recovery, evacuation, and charging practices in compliance with current Environmental Protection Agency (EPA) laws and regulations. Students will practice refrigerant recovery procedures prior to taking the EPA certification.

4.0 Credits

RHVS 141

Comfort and Psychometrics

This course will examine air and its properties, characteristics, and measurements as they apply to human comfort. Additionally, students will investigate control of temperature, humidity, and distribution of air and air mixture.

4.0 Credits

RHVS 156

Heat Pumps

In this course, students learn the theory of a reverse-cycle heat pump including the components and operation of four-way valves, identify the various heat sources for heat pumps including geothermal applications, and perform preventive and corrective maintenance procedures on a residential heat pump.

4.0 Credits

RHVS 186

Advanced Troubleshooting and Service

In this course, students practice the proper techniques and tools required to properly troubleshoot mechanical, electrical, and refrigeration components on residential air-conditioning and commercial refrigeration units.

4.0 Credits

RHVS 192

Air Conditioning and Refrigeration II

The course focuses on the operation of commercial refrigeration systems, ice machines, restaurant refrigeration systems, and the installation and service of commercial air conditioning. Students will perform mechanical and electrical diagnostics and repairs for commercial equipment.

4.0 Credits

WES 161

Fundamentals of Modern Welding

This course provides the student with welding fundamentals, proper welding safety procedures, and fire prevention techniques. Students read shop prints, blueprints, and welding symbols. They calculate dimensions for manufacturing work orders, practice the procedures for metal grinding practices, setup, changing cylinders, cutting tips, and hoses, and operate portable and stationary oxyacetylene and propane. Students set up and operate oxyfuel gas cutting equipment and electrical fundamentals of welding equipment. This course also introduces students to Virtual Reality welding cells which provide real time computer-based feedback of their performance using the Shielded Metal Arc Welding (SMAW) process. Students discuss attitude, motivation, planning and memory, and how these items relate to their profession.

4.0 Credits

WES 181

Shielded Metal Arc Welding Flat & Horizontal

Students will understand and practice shielded metal arc welding (SMAW) in the flat and horizontal positions. The course includes selection of correct electrodes for material thickness, current and polarity. Students strike an arc and produce stringer and weaving beads, demonstrate the five basic welds in the flat and horizontal positions, and identify basic welding defects that occur during welding, differentiating between acceptable and unacceptable welds.

4.0 Credits

WES 201

Shielded Metal Arc Welding Vertical

In this course, students will learn the Shielded Metal Arc Welding (SMAW) process in the vertical position using E7018 1/8 inch and 3/32 inch diameter electrodes. Students will practice and complete test plate for vertical welding competencies according to the American Welding Society (AWS) certification with E7018 1/8 inch diameter electrodes in the 3G position.

4.0 Credits

WES 221

Shielded Metal Arc Welding Overhead

Students learn the shielded metal arc welding (SMAW) process in the overhead position and learn to tie-in beads using 7018 1/8 inch and 3/32 inch electrodes. Students will practice and complete test plates for overhead welding competencies according to the American Welding Society (AWS) certification using E7018 1/8 inch diameter electrodes in the 4G position.

4.0 Credits

WES 241

Gas Metal Arc Welding and Flux Core Arc Welding Processes

In this course, students will learn the Flux Core Arc Welding (FCAW) process in all positions using a variety of carbon steel filler materials. Students will practice welding plates in all positions, and test plates in the 3G and 4G positions along with completing competencies. Additionally, students will conduct American Welding Society (AWS) certifications using either .045 inch diameter E70T-1 or E71T-1 filler material in both the 3G and the 4G position.

4.0 Credits

WES 261

Special Cutting and Gas Tungsten Arc Welding

In this course, the student will learn the Gas Tungsten Arc Welding (GTAW) process using 70S-3 filler material to join together various welding joints. Students will complete welds in flat, horizontal, and vertical positions.

4.0 Credits

Course Descriptions

WES 281**Advanced Shielded Metal Arc Welding (SMAW)**

The student will utilize the Shielded Metal Arc Welding process to perform weldments on 1 inch thick material and will be given the opportunity to perform qualification testing using the American Welding Society (AWS) D1.1:2015 Structural Welding Code-Steel and American Association of State Highway and Transportation Officials AASHTO/AWS D1.5M/D1.5:2015-AMD1 Bridge Welding Code.

4.0 Credits**WES 301****Advanced Structural GTAW**

The student will utilize the Gas Tungsten Arc Welding process to perform satisfactory aluminum welding using the American Welding Society AWS D1.2:2014 Aluminum Welding Code.

4.0 Credits**WES 311****Carbon Steel Pipe Welding using GTAW**

The student will be given the opportunity to perform qualification testing utilizing the Gas Tungsten Arc Welding process to weld a 6 inch diameter, schedule 80 carbon steel pipe with backing ring in 6G position in accordance with the American Welding Society AWS B2.1/B2.1M:2014, Specification for Welder Procedure and Performance Qualification and the American Welding Society Standard Welding Procedure Specification (SWPS) ANSI/AWS B2.1-1-207-96.

4.0 Credits







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