

**EFFECTIVE APRIL 2011**

- On pages 6-7, Item 1 of the **ADMISSIONS PROCEDURES** has been revised as follows:
  1. Applicants will be admitted to the College only after completion of an assessment examination. This nationally normed test is designed to assess whether the applicant has the skills necessary to pursue a college-level program. An applicant whose mathematics score on the test falls below the College's standard will be required to complete a foundational mathematics course. Students who have achieved a satisfactory score on either the ACT or SAT examination or who hold a bachelor's degree or an associate's degree will not be required to take the assessment examination.

**EFFECTIVE MAY 2011**

- Beginning on page 30 of the **COURSE DESCRIPTIONS** section, the following revisions to prerequisites and/or course descriptions have been made:

EEF 2520 – Fundamentals of Lighting  
Prerequisite: EEN 1440

EEN 2100 – Power Generation and Transmission  
Prerequisite: EEN 1460

EEF 2540 – Energy Auditing, Cost, and Investment Analysis  
Prerequisite: None

ELE 2100 – Analog Electronics  
Prerequisite: EEN 1200, EEN 1320, EEN 1460, ELE 2000

EEF 2600 – Air Conditioning Systems Analysis  
Prerequisite: EEF 2500, EEN 1440

MTH 1190 – Technical Mathematics for Energy Technology  
Prerequisite: MTH 1010

EEN 1200 – Fundamentals of Electricity  
Prerequisite: MTH 1190

SET 2000 – Introduction to Photovoltaics  
This course provides students with an overview of photovoltaic electricity systems and a detailed description of PV system components, including PV modules, batteries, controllers, inverters, interconnects, and system protection devices. This course also covers solar insolation (INcoming SOLar radiATION) and site analysis, as well as PV system sizing, designing, installation planning, maintenance, troubleshooting, and safety.

EEN 1300 – Health and Safety in the Field  
This course provides an introduction to health and safety for engineers. Safety equipment, procedures, and methods are presented. Students will also gain an understanding of electrical hazards, regulations, legal safety requirements, and accident prevention. Personal choices for living a healthy life are also discussed.

EEN 1320 – AC and DC Circuitry  
Prerequisite: EEN 1200, MTH 1190

SET 2100 – Solar Energy Technologies  
Prerequisite: MTH 1190  
This course provides students with an overview of solar energy technologies, their potential, applications, and integration into the energy infrastructure.

EEN 1420 – Energy Management  
This course provides an introduction to energy management. Students will gain an understanding of energy, energy conservation, and heat transfer. Home energy conservation principles are discussed. Various forms of renewable energy generation are also covered. Students will also investigate principles of Statistical Process Control.

WET 2100 – Turbine Fundamentals  
Prerequisite: None

EEN 1440 – Wiring, Schematics, and Blueprints  
This course provides an introduction to residential electrical wiring, schematics, drawings common to electrical applications, and blueprint reading. Students are given opportunities to read and interpret electrical diagrams, schematics, and blueprints. Particular attention will be given to applications in renewable and sustainable energy and energy efficiency management.

WET 2200 – Wind Turbine Systems  
Prerequisite: WET 2100

WET 2300 – Turbine Troubleshooting and Repair  
Prerequisite: WET 2100

WET 2400 – Wind Turbine Safety  
Prerequisite: None

**EFFECTIVE JUNE 2011**

- On page 7, the following section has been added:

**ASSESSMENT EXAMINATION**

The Wonderlic test will be administered to all individuals applying for admission to Ecotech Institute.

- Students must meet the minimum score of 19 to be admitted to the College.
- All students will take the Accuplacer algebra assessment. This assessment will determine the math course in which the student will be scheduled. If the student's Accuplacer score is 56 or less, he/she will be enrolled in MTH 1010. If the student scores 57 or better, he/she will be exempt from MTH 1010.



- On pages 21-29, the General Education section has been revised for the following programs: **ELECTRICAL ENGINEERING TECHNOLOGY, RENEWABLE ENERGY TECHNOLOGY, SOLAR ENERGY TECHNOLOGY, and WIND ENERGY TECHNOLOGY.** The revisions are as follows:

**GENERAL EDUCATION:**

A minimum of 20 quarter credit hours are required:

ENG 1010	English Composition I .....	4
GEO 2500	Physical Geography .....	4
MTH 1190	Technical Mathematics For Energy Technology .....	4
SCI 1010	Physical Science.....	4

In addition to the courses listed above, one of the following courses is required::

ENG 1020	English Composition II .....	4
MTH 1010 *	College Mathematics.....	4

\* In accordance with Admissions Procedures, a student may be exempted from MTH 1010 if the student's algebra entrance assessment score is satisfactory. MTH 1010 is the prerequisite for MTH 1190.

**Total Minimum Required General Education Credits ..... 20**

- On page 23, the **ENERGY EFFICIENCY** program's General Education section has been revised as follows:

**GENERAL EDUCATION:**

A minimum of 20 quarter credit hours are required:

CHM 1010	Chemistry.....	4
ENG 1010	English Composition I .....	4
MTH 1190	Technical Mathematics For Energy Technology .....	4
SCI 1010	Physical Science.....	4

In addition to the courses listed above, one of the following courses is required::

ENG 1020	English Composition II .....	4
MTH 1010 *	College Mathematics.....	4

\* In accordance with Admissions Procedures, a student may be exempted from MTH 1010 if the student's algebra entrance assessment score is satisfactory. MTH 1010 is the prerequisite for MTH 1190.

**Total Minimum Required General Education Credits ..... 20**

- On page 24, the **ENVIRONMENTAL TECHNOLOGY** program's General Education section has been revised as follows:

**GENERAL EDUCATION:**

A minimum of 24 quarter credit hours are required:

CHM 1010	Chemistry.....	4
ENG 1010	English Composition I .....	4
GEO 2500	Physical Geography .....	4
MTH 1190	Technical Mathematics For Energy Technology .....	4
SCI 1010	Physical Science.....	4

In addition to the courses listed above, one of the following courses is required::

ENG 1020	English Composition II .....	4
MTH 1010 *	College Mathematics.....	4

\* In accordance with Admissions Procedures, a student may be exempted from MTH 1010 if the student's algebra entrance assessment score is satisfactory. MTH 1010 is the prerequisite for MTH 1190.

**Total Minimum Required General Education Credits ..... 24**

**EFFECTIVE JULY 2011**

- On page 5 under **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS**, the last sentence of the second paragraph has been revised as follows:

The Policy Regarding Accommodations for Disabled Students can be found online at [www.vc.edu/disclosures](http://www.vc.edu/disclosures) or can be obtained from the Office of the Academic Dean.

- On page 5 under **Licenses and Authorizations**, the following paragraph has been added:

Ecotech Institute is currently authorized to operate in Colorado and is a Registered School in Wyoming. Ecotech Institute will continue to monitor developments in state law in each state in which it enrolls students. If authorization or licensure is or becomes necessary, Ecotech Institute will obtain such additional approvals.

- On pages 8-9, the second paragraph of the **ATTENDANCE/MAKE-UP POLICY** now reads as follows:

When a student's absences exceed 25 percent of the class time, his/her attendance may be defined as unsatisfactory, and the student may be withdrawn from the class or classes. All students who do not attend or interact with any scheduled classes for 14 consecutive calendar days within the term will be administratively dropped from their program of study. Attendance or interaction in a class includes such academically related activities as sitting in class, participating in an online discussion forum, taking an examination, participating in interactive tutoring, and turning in an assignment. Student advising does not qualify as active attendance in an academically related activity. Appeals for a one-day extension may be granted by the Chief Academic Officer. All appeals must be in writing prior to the 14-day deadline. Students who are enrolled in a certificate program of study at Ecotech Institute and are receiving veteran's benefits must have their Department of Veterans Affairs enrollment certification adjusted or terminated when they exceed 15 percent absences from their course(s). Absences will count from the first official day of classes and not from the first day the student attends. Excused absences, such as military, illness, work, personal, and family emergency, do not eliminate the absence from the student's record. Approved excuses for absence allow the student to make up missed work. At the discretion of the instructor, students may not be allowed to make up work for unexcused absences. Refer to the course syllabus for details of the instructor's attendance policy.

- On pages 11-13, the **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS** and the **REINSTATEMENT AS A TITLE IV ELIGIBLE STUDENT** sections have been removed and replaced with the following:

Students must maintain satisfactory academic progress (SAP) in order to remain eligible to continue as regular students of the College and to retain eligibility for Federal Student Aid (FSA). A regular student is one who is enrolled for the purpose of receiving a degree or certificate. SAP is determined by calculating the student's grade point average (GPA) and the student's rate of progression toward completion of the academic program. Please see the appropriate table below to determine specified GPA and rate of progression requirements for each evaluation point. These standards apply to all students, not just those receiving FSA. All periods of a student's enrollment at the College are used in determining SAP (although only courses that count or would count toward the new program are used when a student changes programs). All undergraduate students must have a minimum cumulative GPA (CGPA) of 2.0 in order to graduate from any program.

Students who are not achieving satisfactory academic progress will receive written notification. Notifications may consist of a warning, academic probation, or dismissal, and the notification will also include requirements and instructions to appeal (see Appeal Process below).

#### **MTF – Maximum Time Frame**

The College's standard academic year is defined as 36 quarter credit hours or 900 clock hours. The maximum time frame (MTF) is defined as 150 percent of the normal program length in credit/clock hours in which the educational objective must be successfully completed. Program length is defined as the number of credit/clock hours required to complete a program. To calculate the course completion percentage, divide the number of cumulative hours successfully completed by the number of cumulative hours attempted/attended.

#### **Evaluation Schedule**

SAP will be monitored at the end of each payment period/term. At the end of each payment period/term, students will be evaluated for the minimum CGPA and the rate of progression according to the standard as defined in the charts below.

#### **Academic Plan**

An academic plan will serve as a road map to guide a student toward meeting their SAP goal within a specified time and method. The plan will be designed by either the Program Director or Student Advisor, approved by the Dean, and communicated to the student in writing. The plan that is implemented will be regularly evaluated and refined as internal and external developments warrant.

#### **Warning**

This is the status assigned to a student who fails to make SAP at the end of any given payment period. The student will be notified of warning status in writing. The College encourages the student to seek academic advisement to regain regular status prior to the end of the next payment period. A student on warning status may receive FSA for one payment period despite the determination the student is not maintaining SAP. No appeal is necessary.

A student who does not achieve SAP requirements by the end of the warning period will be dismissed unless he or she files an appeal and the appeal is granted (see Appeal Process below). Students whose appeals are granted are placed in probation status.

#### **Probation**

This is the status assigned to a student who fails to make SAP in the payment period following the payment period in which the student was placed on warning status and who has successfully requested an appeal. If a student is granted an appeal, the student will be placed on probation status for one additional payment period or until a student is able to meet SAP standards by a specific point as outlined in the student's academic plan. A student on probation status is eligible to receive FSA. Failure to make SAP by the next payment period or to comply with the academic plan designed by the College will result in the student's dismissal from the College as a regular student.

**Extended Enrollment Status**

A student who has been dismissed from the College may make a request to remain enrolled in Extended Enrollment Status. Students in Extended Enrollment Status are seeking to address and improve the academic deficiencies that caused them not to be making SAP. Students in Extended Enrollment Status are charged tuition, but they are not eligible for FSA. A student who re-establishes SAP by improving his/her CGPA and course completion percentage to the minimum required while on Extended Enrollment Status may apply for reinstatement as a regular student and to regain eligibility for FSA.

Also, at the 150 percent checkpoint, if the student has not satisfactorily completed the program, the student may be terminated and will lose any further FSA eligibility for that program. The student must request in writing to remain enrolled in order to finish the program. The student will not be charged tuition and may receive the original academic credential for which he or she enrolled.

**SAP Table for Less than 72-Credit-Hour Programs**

Credit Hours Attempted at Evaluation	Minimum CGPA	Minimum Completion of Credits Attempted
1 to 12 Credit Hours Attempted	1.00	50%
13 to 24 Credit Hours Attempted	1.50	60%
25 to 36 Credit Hours Attempted	1.75	67%
37 Credit Hours Attempted to 150% of the Program	2.00	67%

**SAP Table for Associate’s Degree Programs**

Credit Hours Attempted at Evaluation	Minimum CGPA	Minimum Completion of Credits Attempted
1 to 24 Credit Hours Attempted	1.00	50%
25 to 48 Credit Hours Attempted	1.50	60%
49 Credit Hours Attempted to 150% of the Program	2.00	67%

**Appeal Process**

A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the Academic Dean for a review of the situation. Mitigating circumstances may include injury or illness, the death of a relative, or other special circumstances. The written appeal should be submitted to the Academic Dean and/or the Campus President within five business days after notification. The appeal should be accompanied by supporting documentation regarding why the student failed and what changed in the student’s situation that will allow him/her to make SAP at the next evaluation. The appeal process will also consider if the student will meet SAP standards after the subsequent payment period or the academic plan with the student will ensure that the student meets SAP standards by a specific point in time. The Academic Dean and/or the Campus President or an appeal committee appointed by the Campus President shall conduct the review. Should the appeal be granted, the student will receive one additional quarter in which to regain SAP or meet the requirements as specified in the student’s academic plan. If at the end of that period the student is still not making SAP, the student will be dismissed unless another successful mitigating circumstances appeal is made. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing and cataloged in the Student Information System.

When the College grants a student’s appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student’s SAP standing. The student’s credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging that, because of the specified unusual circumstances, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status.

**Treatment of Transfer Credits**

Students may request to transfer in credits from another accredited college in accordance with the Transfer Acceptance Policy. Any such courses which are accepted in transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA.

**Treatment of Repeat Courses**

Courses may be repeated for the purpose of establishing a GPA or CGPA and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of the GPA and CGPA.

**Treatment of Incomplete Courses**

Incomplete grades are assigned to those students who fail to complete any required course work by the end of the quarter and who obtain prior approval of their instructor. This grade is not included in the calculation of the CGPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

**Treatment of Withdrawals**

Students who withdraw from a course during the drop/add period receive no grade penalty, and the course is not considered as credit hours attempted. Students who officially or unofficially withdraw from a course after the drop/add period and are eligible to receive the WP grade will receive no grade penalty, but credit/hours will be considered attempted for the purpose of determining successful course completion percentage.

**Reinstatement as a Title IV Student**

Students who have been dismissed due to failure to maintain the qualitative or quantitative minimums outlined above may apply to continue their studies at the College in an Extended Enrollment Status. During this time, the student is not eligible to receive FSA and must attempt to improve the deficient areas that led to the dismissal. The student will be responsible for all costs incurred while in Extended Enrollment Status. At the completion of this payment period(s), a student who has established satisfactory progress according to the SAP may apply to the College to return to a regular student status and reinstate their eligibility for FSA. A meeting will be scheduled between the Academic Dean and the student applying for re-establishment to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on Warning for one payment period and will regain eligibility for FSA.

- On page 15 under **POLICIES AND PROCEDURES FOR VERIFICATION**, bullets two and ten have been revised as follows:
  - Selected applicants must submit required verification documents within fifteen (15) days of notification.
  - The College will assist the student in correcting erroneous information and resolve all conflicting information.

- On page 17 under the **FEDERAL DIRECT STUDENT LOAN PROGRAM** section, the following paragraph has been revised:

For Stafford Loans that are first disbursed between July 1, 2011, and June 30, 2012, there is a fee of up to 1.0 percent of the loan, deducted proportionately from each loan disbursement. This must be repaid.

**EFFECTIVE AUGUST 2011**

- On page 6 under **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**, Step Four has been revised as follows:

Step Four: If the complaint is not resolved by the local Campus President (or designee), the student may submit the complaint in writing to the College's Student Ombudsman, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243, or call toll free at 1-866-677-9050. The role of the Student Ombudsman is to address student complaints and to identify satisfactory resolutions to student issues and concerns. The Student Ombudsman will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, the College will undertake.

- On page 7 under **ADMISSIONS PROCEDURES**, Item 5 has been revised as follows:

5. Every applicant is enrolled on a conditional basis pending the College's receipt and review of a background check. The College reserves the right to cancel the enrollment of any applicant for whom it has not received a satisfactory background check within 14 days after the start of the quarter. Applicants are advised that a felony conviction may adversely impact the applicant's eligibility for admission or continued enrollment and job placement opportunities upon completion of the program.

- On page 35, the following course descriptions have been revised:

**WET 2000 – Introduction to Wind Energy**

This course is an introduction to the wind industry that focuses on wind turbine technology. Topics include energy in the wind, history and evolution of wind turbines, terminology, types of turbines, the economics of wind turbines, and the environmental impact of wind power. Students will gain an understanding of what is involved in working in the wind industry including project development, wind farm site analysis, component transportation, erection and installation, commissioning, operations, and life cycle maintenance.

**WET 2100 – Turbine Fundamentals**

This course focuses on the mechanical components and systems for utility scale wind turbines. The course provides analysis of the drive train, gear box, generator shaft alignment, as well as the yaw, brake, hydraulic, cooling, pitch, and wind measurement systems. Additional topics include wind turbine control, troubleshooting, and repair, as well as generator, pitch, lubrication, wind loading, and torque.

**WET 2200 – Wind Turbine Systems**

This course provides an introduction to the major electrical components and systems of wind turbines and how they work. Various types of generators, transformers, variable frequency drives, power converters, electric pitch systems, sensors, protection devices, and control systems are discussed. Troubleshooting, safety equipment, procedures, and methods are presented.

## **EFFECTIVE SEPTEMBER 2011**

- On page 35, the following course description has been revised:

### **WET 2300 – Turbine Troubleshooting and Repair**

This course discusses advanced troubleshooting concepts and techniques. Students will gain experience with Doubly Fed Induction Generator (DFIG)/frequency converter theory, pitch systems, Supervisory Control and Data Acquisition (SCADA) systems, Programmable Logic Controller (PLC) communication protocols, and operational states of the turbine PLC.

## **EFFECTIVE OCTOBER 2011**

- On page 7, the following section has been added:

### **PROVISIONAL ENROLLMENT**

All new students entering the College for the first time will be enrolled on a provisional basis for the first 28 calendar days of their first term.

Those provisional students who are earning satisfactory grades and posting satisfactory attendance as determined by the College will be transitioned to regular student status on their first day of attendance on or after the 29th day of enrollment. At this point, regular students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term.

The College may cancel the enrollment of provisional students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the College as of end of the provisional enrollment period. Students who fail to post attendance in accordance with the College's attendance policy for the next scheduled class(es) on or after the 29th day will be considered to have cancelled while in provisional status. Provisional students whose enrollments are cancelled will not incur any tuition or fee obligation to the College.

- On pages 9-10, the **ACTIVE/VETERAN MILITARY STUDENT POLICIES** and **MILITARY STUDENT WAIVERS/SCHOLARSHIPS** has been revised as follows:

### **MILITARY STUDENT POLICIES**

VA Academic Year: The Department of Veterans Affairs defines an academic year as the period from August 1 to July 31.

Application Fees: All application and re-entry fees are waived for active duty or honorably discharged veterans, spouses, or qualified dependents (those using Chapter 33 or 35 benefits) with proof of military status.

### **Transfer Credit Award Policy**

As a member of the Servicemembers Opportunity Colleges Consortium (SOC), Ecotech Institute follows the American Council for Education (ACE) Guide for recommendations for the award of transfer credit for military training and/or experience. CLEP general examinations with a passing score of 50, CLEP subject examinations, DANTES subject standardized tests, College Board advanced placement exams, and professional certification exams may also be submitted for consideration of award of credit. All award of credit is determined by the military academic advisor in conjunction with the Program Director as appropriate to the student's degree program. Students may transfer up to 75 percent of the required credits for their program of study. Additional transfer acceptance policies may apply per the Ecotech Institute catalog.

### **Attendance Policy**

All students who do not attend or interact with any scheduled classes for 14 consecutive calendar days will be administratively dropped from their program of study. Military personnel who are called to active duty or Reserve training for a period of two weeks can apply for a waiver to the 14-day rule. Waivers must be in writing and provided to the Program Director prior to the date and include a copy of military orders. Upon approval, the Chief Academic Officer will grant an extension of two days of travel allowing for travel to and from military duty.

### **Student Deployment Policy**

Military students and their spouses called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term by providing a copy of military orders. Students who have completed 75 percent of the current term may earn a grade at the discretion of their instructors. Students without sufficient completion of course work shall receive a letter grade of "WP" and be placed into an inactive status with the ability to return to an active student status. Courses with a "WP" grade must be repeated in their entirety. All tuition charges/payments related to the term that is interrupted will be refunded. Re-entry fees will be waived for all returning students. Re-entering students should contact the Military Student Center and military academic advisor to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.



**MILITARY STUDENT WAIVERS**

Ecotech Institute is committed to military-friendly policies for our students. Subject to availability, active duty or veteran students and their spouses or qualified dependents enrolling at Ecotech Institute may be eligible for a tuition waiver. The awarding of a waiver requires submission of the appropriate military documents and waiver application paperwork by the scheduled deadline. A military waiver is awarded on a first-come, first-served basis and may not always be available.

A waiver will only cover up to the cost of tuition and fees. A waiver is applied after all other funding sources are applied unless the funding source has special requirements stating otherwise. Students who are eligible for 100 percent funding of Ecotech Institute tuition and fees through any non-loan program(s) are not eligible for a waiver.

Eligibility for a military waiver may be affected by the use of other forms of financial assistance. Students interested in using military benefits or applying for a waiver should contact the Military Student Center at 1-877-VC GIBill (1-877-824-4245) to determine eligibility.

Application Fee Waiver: All application and re-entry fees are waived for active duty or honorably discharged veterans, spouses, or dependents using Chapter 33 or Chapter 35 benefits and with proof of military status.

Patriot's Service Waiver: Active duty servicemembers (including Army, Navy, Air Force, Marines, Coast Guard, Reservist, and National Guard on Title 10 or Title 32 status) who receive tuition assistance may receive an institutional tuition waiver up to the difference between the maximum tuition assistance rate published by the Military Service and the current published tuition for their enrolled program at Ecotech Institute for up to 8 credit hours per term for undergraduate programs or 4 credit hours per term for graduate programs.

Servicemembers must provide proof of active duty status and can receive a military waiver only as long as they remain on active duty and receive tuition assistance. In the event that an active duty student attends more than 24 credit hours in an academic year, he/she may utilize additional GI Benefits (Top Up, Chapter 30 or 33) to cover the additional tuition and fees.

Active duty spouses may be eligible for a waiver of up to 10 percent of tuition and fees.

Post 9/11 GI Bill Waiver Program: Active duty servicemembers or veterans using the Post 9/11 GI Bill who are not eligible for the Yellow Ribbon program may be eligible for up to a 10 percent tuition waiver during their course of study at Ecotech Institute.

Post 9/11 Transfer of Entitlement to Spouses or Dependents: In the event an active servicemember or veteran transfers benefits to a spouse or dependent, the recipient will be eligible for the same waivers as the servicemember or veteran. All required transfer of eligibility paperwork must be submitted.

Post 9/11 Yellow Ribbon Program: Students eligible for Yellow Ribbon program will receive this in lieu of a 10 percent waiver.

All Veterans, Spouses, and other Dependents : All honorably discharged servicemembers, including inactive or retired servicemembers as well as military spouses, may be eligible for the Armed Forces Recognition Waiver providing up to 10 percent waiver of tuition per term with proof of military service. Dependents other than spouses are eligible for up to 10 percent military waiver only when using Chapter 35, Dependents and Survivors Educational Assistance Program.

- On page 25 under **RENEWABLE ENERGY TECHNOLOGY**, the following course has been removed from the Area of Concentration Electives:

EEF 2800 – Capstone: Energy Efficiency

- On page 32, the prerequisite has been revised for the following course:

ELE 2100 – Analog Electronics  
 Prerequisite: EEN 1200, EEN 1320, EEN 1460

- The **2012 ACADEMIC CALENDAR** has been added:

**Winter Quarter 2012**

January 11..... Term 1 Class Start  
 January 11-19..... Drop/Add  
 January 16..... Martin Luther King, Jr., Day (Holiday)  
 March 14 ..... Last Date to Drop with "WP"  
 March 26-27 ..... Final Exams  
 March 28 – April 3..... Term Break

**Spring Quarter 2012**

April 4 ..... Term 2 Class Start  
 April 4-11 ..... Drop/Add  
 April 6 ..... Good Friday (Holiday)  
 May 28..... Memorial Day (Holiday)  
 June 6..... Last Date to Drop with "WP"  
 June 18-19 ..... Final Exams  
 June 20-26 ..... Term Break



**Summer Quarter 2012**

June 27.....	Term 3 Class Start
June 27 – July 3 .....	Drop/Add
July 4-5.....	Independence Day (Holiday)
August 29 .....	Last Date to Drop with “WP”
September 3.....	Labor Day (Holiday)
September 11-12.....	Final Exams
September 13 – October 2.....	Term Break

**Fall Quarter 2012**

October 3.....	Term 4 Class Start
October 3-9.....	Drop/Add
November 21-23.....	Thanksgiving (Holiday)
December 5.....	Last Date to Drop with “WP”
December 17-18.....	Final Exams
December 19 .....	Term Break Begins

**EFFECTIVE NOVEMBER 2011**

- On page 15, the **POLICIES AND PROCEDURES FOR VERIFICATION** section has been revised as follows:
  - All applicants selected by the Central Processing System (CPS) will be verified.
  - Selected applicants must submit required verification documents within fifteen (15) days of notification.
  - Verification notification will be communicated to the student electronically via the Student Portal upon receipt of Official ISIR.
  - If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash-paying student until the documents are provided.
  - If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
  - The Student Financial Planning Office reserves the right to make exceptions to the above-stated policies due to extenuating circumstances on a case-by-case basis.
  - Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
  - The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
  - Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required. This information will be communicated to the student electronically via the Student Portal.
  - Students will be notified by an electronic updated award letter via the Student Portal if the results of verification change the student's scheduled award.
  - The College will assist the student in correcting erroneous information and resolve all conflicting information.
  - Any suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to state or local agencies will be reported on an annual basis to the Inspector General.
  - No interim disbursements of Title IV aid will be made prior to the completion of verification.
  - Effective 2011-2012 Award Year, students with no documented income from any source will be required to complete a Clarification of Stated Support.
  - Effective September 1, 2011, Ecotech Institute will apply a zero (0) tolerance policy to data elements required for verification.
  
- On pages 17-18 under **RETURN OF TITLE IV FUNDS**, add the following sentence to the end of the second paragraph:

If the amount disbursed to the student is less than the amount the student earned and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.
  
- On page 19 under **WITHDRAWAL OR TERMINATION**, add the following sentence to the end of the sixth paragraph:

In either case, the refund will be made no later than 45 days after the date of determination to the appropriate SFA program.