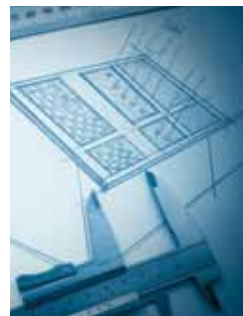




  
**ecotech**  
INSTITUTE



Catalog  
March 2011





# 2011 CATALOG

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Effective March 2011  
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**[www.ecotechinstitute.com](http://www.ecotechinstitute.com)**

*The catalog is the official announcement of the programs, requirements, and regulations of Ecotech Institute. Students enrolling in the College are subject to the provisions stated herein. Statements regarding courses, fees, and conditions are subject to change without advance notice. The contents of this catalog are for informational purposes and are not to be considered a contract between a student and Ecotech Institute.*

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### ***A Message from the Campus President***

Welcome to Ecotech Institute. I join the staff and faculty in assuring you how eager we are to provide you with practical learning experiences that will prepare you for success in your chosen career.

Ecotech Institute is part of the Education Corporation of America family of schools. That includes Virginia College, which has over thirty years of history preparing graduates for success in rapidly-growing career fields. Campuses are located throughout the Southeastern United States. ECA also operates Golf Academy of America, which prepares students for careers in the golf business, with campuses in San Diego, California; Phoenix, Arizona; Myrtle Beach, South Carolina; and Orlando, Florida.

As an independent institution of higher education and learning, Ecotech Institute is dedicated to providing our students with practical, intensive career education opportunities that meet both student and employer needs.

We believe you will quickly notice the "team approach" throughout our campuses. The student experience at Ecotech Institute is further strengthened by our staff and instructors, who make major contributions to the success of our graduates and the employers who hire them. This concentrated day-to-day interest and interaction among the faculty, staff, and students contribute to a competitive advantage once graduates enter the workforce.

We are pleased to have you as a member of our outstanding student body. As a student—or someone who is interested in becoming a student—be assured that we work every day to prepare you for success in your career.

Welcome!

Campus President

# General Information

## MISSION

Ecotech Institute is a private, proprietary institution of higher education committed to offering certificates and associate's degrees. The student's learning experience and placement opportunities are enhanced through studies that provide a balance of general academics, technical skills, and personal growth. The goal of Ecotech Institute lies in its responsibility to the students, the technical and business communities, and the general citizenry. The College provides educational opportunities through curricula in unique technical and other types of professional programs that are designed to prepare students for direct entry into the job market or to enhance their opportunities for advancement within an organization.

## PHILOSOPHY AND VALUES

Ecotech Institute maintains vigilance in the ever-changing job market requirements with expansion of its program offerings. The College supports a progressive policy to prepare students to be competitive employees in the local, regional, and multi-state job markets.

We continue in our mission to provide educational opportunity for our students at Ecotech Institute.

- We believe our value in the community is measured by the students' success.
- We believe that each instructor, administrator, and staff member is dedicated to customer service.
- We believe in accountability, integrity, and caring by instructors, administrators, staff, and students.
- We believe our purpose for existing is to serve our student and employer customers.
- We believe planning, goal setting, and assessing important outcomes are cornerstones to our future and the future of our students.
- We believe in the Mission's purpose, which supports and maintains the College's policies and standards.
- We believe all undertakings of the College must be done with the highest of ethical standards.

## PURPOSE AND OBJECTIVES

In keeping with the needs and background of the College's students and the changing communities the College serves, the faculty and administration are dedicated to accomplishing the following objectives:

- Provide specialized educational services on the post-secondary level for the areas served by each of our campuses. This objective is reached by offering programs that incorporate quality and intensified degree programs preparing graduates with competitive and specific technical and professional skills.
- Provide in-depth educational programs that give primary emphasis to business, technical, creative, and professional education for direct entry into the job market.
- Provide its graduates with the type of education that will enable them to make changes and advancements in their jobs as time and circumstances require.
- Assist employers by providing qualified workers who are educated in the professional and technical skills needed.
- Assist the graduate in securing gainful employment in the graduate's initial position and in future positions according to the graduate's prior education, abilities, interests, and skills.

- Provide career education at the college level, thus preparing students for technical and professional careers.

## HISTORY

Ecotech Institute was established in 2010 as a branch campus of Virginia College which was founded in 1983. The first Virginia College branch campus was opened in Birmingham, Alabama, in February 1992, and this became the main campus in 1995. The College system has grown to include campuses in the following locations: Huntsville, Mobile, and Montgomery, Alabama; Pensacola and Jacksonville, Florida; Jackson and Biloxi, Mississippi; Austin, Texas; Chattanooga, Tennessee; Greenville, Charleston, Columbia, and Spartanburg, South Carolina; Augusta, Macon, and Savannah, Georgia; Baton Rouge, Louisiana; and Richmond, Virginia.

## FACILITIES AND EQUIPMENT

The Ecotech Institute campuses are structured to provide air-conditioned classrooms, a student lounge area, faculty and staff work areas, full administrative facilities, and a library. The campus maintains computer and technology labs that simulate the job markets for which students are being trained. The College's facility is custom designed to enhance the educational experience and to serve the current and future needs of the Ecotech Institute student. The facility provides barrier-free entrances to the College to permit easy access for physically-challenged students. Reserved parking spaces are also well defined and conveniently located for physically-challenged students.

## MAIN CAMPUS

The main campus of Ecotech Institute is Virginia College, 488 Palisades Boulevard in Birmingham, Alabama, and may be reached by telephone at (205) 802-1200.

## CURRICULUM

Ecotech Institute designs its curricula to meet the needs of students who are job and career oriented. The students who make up the student body at Ecotech Institute are seeking a non-traditional, structured education that can launch them into a diversity of careers. Each of the program offerings includes training that will supply the students with qualifications for more competitive standing and achievement of employment opportunities. The Virginia College Intercampus Consortium Agreement allows students to take applicable courses at Ecotech Institute, any Virginia College campus, or online and to treat these courses as if taken at their home campus.

The certificate and degree programs offered by Ecotech Institute campuses are comprised of courses designed to meet the specific needs of the local business community. Ecotech Institute's certificate and degree programs are intended to be "terminal" in nature, which means the students should complete their programs with the knowledge and skills necessary to be successful in their chosen career. It also means the program's credits will probably NOT transfer into other curricula or to other institutions.

## NON-DISCRIMINATION POLICY

Ecotech Institute is committed to equal employment and educational opportunities. No person will be subject to discrimination on the basis of age, race, color, national origin, sex, or disability in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities. The following person has been designated





to handle all inquiries regarding the College's non-discrimination policies: General Counsel, Virginia College, LLC, 3660 Grandview Parkway, Suite 300, Birmingham, AL 35243, (205) 329-7900.

### **STUDENT RECORDS/RELEASE OF INFORMATION**

In compliance with Public Law 93-083, "The Family Educational Rights and Privacy Act" (FERPA), which is Section 438 of the General Education Provision Act, the College has adopted policies and procedures which permit the student the opportunity to view his/her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The College will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons: 1) Records are required by Ecotech Institute officials in the proper performance of duties, 2) Organizations conducting studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380, 4) Accrediting agencies, 5) Parents of dependent children as defined in the Internal Revenue Code of 1954, 6) Appropriate persons in connection with an emergency, 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution, 8) In connection with the award of financial aid, and 9) In response to legal court orders. The College's FERPA policies and procedures can be located at [www.ecotechinstitute.com](http://www.ecotechinstitute.com) under the Students menu.

### **DRUG- AND ALCOHOL-FREE CAMPUS**

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Ecotech Institute prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and any other parties on its property or at any College activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. Drug and Alcohol Prevention information can be located at [www.ecotechinstitute.com](http://www.ecotechinstitute.com) under the Students menu.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS**

Ecotech Institute supports the tenets and spirit of the Americans with Disabilities Act (ADA). The College has made appropriate accommodations such as special parking facilities, ramped entrances, and accessible water fountains and restrooms. The College will make additional reasonable accommodations to meet the needs of any student with disabilities.

It is the responsibility of the student to inform the College of any disability, whether physical or mental, that might in any way affect the student's academic progress or for which the student seeks accommodation. All requests for accommodation must be made in writing to the Academic Dean using the Accommodation Request Form that is included in the Policy Regarding Accommodations for Disabled Students. The Policy Regarding Accommodations for Disabled Students can be found online at the College's Students Site ([students.vc.edu](http://students.vc.edu)) or can be obtained from the Office of the Academic Dean.

### **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990**

The Student Right-To-Know and Campus Security Act of 1990 requires all postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. Each year the respective campuses publish statistics relating to campus crimes during the previous year. The College's Crime Awareness and Campus Security policy statement can be located at [www.ecotechinstitute.com](http://www.ecotechinstitute.com) under the Students menu.

### **ACCREDITATIONS AND APPROVALS**

#### **Accreditation**

Ecotech Institute is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates and associate's degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS may be contacted at 750 First Street NE, Suite 980, Washington, DC 20002-4241.

#### **Licenses and Authorizations**

U.S. Department of Education

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

Accreditation and licensure documents may be reviewed in the office of the Campus President.

### **ADDENDA AND SUPPLEMENTS**

Addenda and supplements are placed in this catalog covering specific areas such as tuition, faculty, and items that are likely to change during the period of time the catalog is effective.

### **STUDENT SERVICES**

Advising services at Ecotech Institute are considered a vital part of the total college program and are available in several forms to help students

- make choices and adjustments in conjunction with their educational objective;
- understand themselves and the environment surrounding them; and
- develop a sense of responsibility for actions taken personally and professionally.

### **ADMISSIONS SERVICE**

This service is important to help guide a student into the educational program in which he/she may be interested or best suited. The Admissions Office has career information available to students in order to make this choice a purposeful one.

### **FINANCIAL PLANNING SERVICES**

The Student Financial Planning Office provides financial aid advisement to all incoming students as part of their acceptance at Ecotech Institute. This office also provides advisement to continuing students on an as-needed basis.

## ACADEMIC ADVISING

The Academic Dean and Program Directors provide academic advisement concerning class schedules, curriculum progress, and program changes. They are also available for accommodating the student's general counseling needs when problems are not satisfactorily solved at other levels. The Academic Dean and Program Directors are available for private sessions with all students. In these sessions, the student is given an opportunity to be frank and discuss problems of a personal nature or those that reflect the student's opinion of the campus. It is pertinent to discover the attitude of the student toward the campus—whether it is up to, exceeds, or falls short of his/her expectations.

## CAREER ADVISING

Course work in all academic programs is designed to provide career advising and preparation. Instruction includes student success strategies, career planning, resume development, and interview preparation.

While the campuses do not guarantee employment following graduation, reasonable effort will be made to assist the student in securing suitable employment. Ecotech Institute's Career Services Directors stand ready to address the following steps in preparation for the job search:

1. Reviewing a graduate's resume
2. Assisting in interviewing techniques
3. Counseling for career choice
4. Providing assistance in career job market research
5. Marketing the graduate's skills
6. Generating job leads

The success or failure of the employment efforts of the campus will be influenced to a great extent by the attendance and academic records of the student.

Prospective employers may require drug testing and background checks, including criminal background checks. A criminal conviction may prevent the student from gaining employment. Additionally, some states have laws that prohibit persons with certain criminal convictions (including misdemeanors that are relevant to the program) from working in certain career fields.

## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

### Statement of Intent

To afford full consideration to student complaints and concerning any aspect of the programs, facilities, or other services offered by or associated with Ecotech Institute. This grievance procedure is intended to provide a framework within which complaints may be resolved. This procedure is not, however, a substitute for other informal means of resolving complaints or other problems.

Students are encouraged to communicate their concerns fully and frankly to members of the College faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation.

### Procedure

All student complaints will be handled in the following manner:

**Step One:** The student must try to resolve the issue with the campus staff member or instructor/supervisor involved. If the matter is not resolved, the student should schedule a meeting with the Program Director of the involved department.

**Step Two:** If the Program Director/supervisor is unable to resolve the issue, the student should arrange to meet with the Academic Dean.

**Step Three:** If the matter is not resolved to the student's satisfaction, the student must present a written complaint to the Campus President (or designee). The Campus President (or designee) will promptly acknowledge receipt of the complaint and respond to the student in writing. The response will address the specific complaints and indicate what, if any, corrective action has been proposed or accomplished. The Campus President (or designee) will schedule/attempt to schedule a meeting with the student to discuss the written response within seven (7) school days after the student receives the response. The Campus President (or designee) will take the necessary steps to ensure that any agreed-upon solution or other appropriate action is taken.

**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 Senior Vice President of Academic Operations and Training, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243, or call toll free at 1-866-677-9050. The Senior Vice President of Academic Operations and Training will respond to the student's complaint within ten (10) school days specifying what action, if any, Ecotech Institute will undertake.

**Step Five:** If the complaint has not been resolved by Ecotech Institute to the satisfaction of the student, the complaint may be referred to the Accrediting Council for Independent Colleges and Schools, 750 First Street NE, Suite 980, Washington, DC 20002-4241.

In addition, complaints may be filed online with the Division of Private Occupational Schools at <http://higher.ed.colorado.gov/dpos> or by calling (303) 866-2723. There is a two-year limitation on Division action from the student's last date of attendance.

## Undergraduate Admissions

### ADMISSIONS APPLICATION

Applicants should request an appointment for a personal interview with an Admissions Associate in order to gain a better understanding of the College and view its facilities and equipment. Upon completion of the admissions interview and an assessment examination, the applicant will complete an application for enrollment to be reviewed by the Director of Admissions. The assessment examination is designed to further ensure that the applicant has the skills necessary to pursue the chosen program.

### ADMISSION OF FIRST-TIME COLLEGE STUDENTS

Applicants who have not previously attended any accredited postsecondary institution will be considered first-time college students.

### ADMISSIONS PROCEDURES

Applicants who plan to enter a degree or certificate program must meet the following admission requirements:

1. Applicants will be admitted to the College only after completion of the assessment examination. The nationally normed test is administered by the College and is designed to further ensure that the applicant has the skills necessary to successfully pursue a college-level



- program. An applicant whose mathematics score falls below the satisfactory score on the assessment examination may be enrolled as a probationary student for thirty (30) days. During the 30-day probation period the student may re-take the mathematics portion of the assessment evaluation. However, the student must achieve a satisfactory score or his/her enrollment will be cancelled. 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.
2. Applicants who hold the Colorado High School Diploma, the high school diploma of another state equivalent to the Colorado High School Diploma, or an equivalent diploma issued by a non-public high school are eligible for admission. Applicants who hold a certificate of attendance or any other award issued in lieu of a High School Diploma are ineligible for admission.
  3. Applicants who hold a Certificate of High School Equivalency (GED Certificate) issued by Colorado or other state departments of education are eligible for admission.
  4. Candidates for the Sustainable Interior Design certificate program must have earned a bachelor's degree in interior design. Alternatively, an equivalent degree with interior design experience or an associate's degree in interior design with a minimum of five years' experience in interior design will be considered. Preference is given to graduates of CIDA (Council for Interior Design Accreditation) accredited programs.
  5. Applicants must complete a criminal background check as part of the admission process. Each applicant is advised that a criminal background check that indicates a felony conviction may adversely impact the applicant's eligibility for admission and/or continued enrollment and placement opportunities upon program completion.

#### **ORIENTATION**

Orientation is provided for all students prior to the commencement of classes. Specific information regarding the time of the orientation session will be forwarded to each student approximately one week before classes begin. During the orientation process, students will be notified of pertinent rules and regulations of Ecotech Institute, familiarized with facilities, introduced to various faculty and staff members, and issued schedules. Any student who is unable to attend the scheduled orientation session must make special arrangements with his or her Admissions Associate. Exceptions to being present at the prescribed orientation require prior approval.

#### **INTERNATIONAL STUDENTS**

International students are considered as "special students" until they have established themselves in the United States for a minimum of ninety days. Evidence of competence in the English language, as exemplified through the assessment examination, is required as a condition of admission. For further information, interested students should contact the Admissions Office.

#### **TRANSFER ACCEPTANCE POLICY**

Ecotech Institute may grant academic credit to students who have successfully completed the same or substantially the same course work (as required in the curriculum) at other institutions of postsecondary education. The granting of such transfer credit is totally at the discretion of the campus. Students' transfer credit evaluations will be conducted using the following guidelines:

1. An official transcript of the student's course work must be furnished directly by the institution where the course work was completed before any application for transfer credits can be evaluated.
2. The credits must have been earned in courses offered at an accredited institution acceptable to Ecotech Institute.
3. A grade of "C" or "2.0" or higher must be designated to each course completed to be eligible for transfer. Only courses in which credit has been designated with grades assigned will be considered for transfer. No credits earned as a result of a "pass/fail" option (grade of "P") are eligible for transfer.
4. No more than 40 percent of the credits necessary to earn a degree from Ecotech Institute will be accepted in transfer. This requirement may be waived for Ecotech Institute students.
5. Course work completed more than five years ago may only be transferred with approval of the Academic Dean. Computer and other technology-related courses will generally not be accepted if taken more than three years ago.
6. Transfer of credits must be completed during the first two terms of enrollment. Securing official transcripts in a timely manner is the sole responsibility of the student.
7. The Academic Dean shall make final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer credits; however, the campus reserves the right to accept or reject any or all transfer credits at its discretion.
8. Ecotech Institute courses are highly specialized, and the student will find that comparable, specialized courses found in the curriculum of Ecotech Institute are not generally offered at other colleges.

#### **TRANSFER OF ECOTECH INSTITUTE CREDITS TO OTHER COLLEGES**

Since programs offered at Ecotech Institute are intended to be career-oriented, specialized, terminal degree and certificate programs, the transferability of Ecotech Institute credits to another school, in general, do not apply to other college's programs. Ultimately, the decision to accept transfer credits is solely at the discretion of each receiving institution. The College does not imply, promise, or guarantee transferability of credits earned to any other institution.

The degree and certificate programs of the College are terminal in nature and are designed for the graduate's employment opportunities upon graduation. These programs and their credits generally are NOT applicable to other programs at other institutions. Any questions about transfer of credits should be settled prior to enrollment.

#### **STUDENT CLASSIFICATION**

##### **Full-Time Students**

A student who is enrolled for 12 or more credit hours per academic session is considered a full-time student and is considered to be carrying a normal academic load.

##### **Part-Time Students**

Students enrolled for fewer than 12 credit hours per academic session are considered part-time students.

### Special Students

Special students may be classified as international students during their first 90 days of enrollment; students taking courses only for personal enrichment or advancement; students undecided about which curriculum they desire to pursue; or students taking only a few courses in fields of special interest. Special students who are United States citizens do not have to complete the assessment examination. Special students are not eligible for financial assistance and must pay for classes prior to the start of the term of enrollment.

### Student Classification Schedule

Students are classified according to the following minimum schedule:

#### Credit Hours Scheduled

Minimum Full Time Schedule (12 Credit Hours)

Financial Aid and Veterans Benefits –  
Full Allowance (12 Credit Hours)

Financial Aid and Veterans Benefits –  
3/4 Allowance (9 Credit Hours)

Financial Aid and Veterans Benefits –  
1/2 Allowance (6 Credit Hours)

Social Security Benefits (12 Credit Hours)

## Undergraduate Academic Information

### DEFINITION OF ACADEMIC YEAR

Students may begin a program at the start of any of the academic sessions listed in the academic calendar. Ecotech Institute's standard academic year is 36 credit hours and completion of at least 33 weeks. Full-time, regular students typically complete a minimum of 36 credit hours and at least 33 weeks per academic year. This definition is used in advancing grade levels for students.

### DEFINITION OF UNIT OF QUARTER HOUR CREDIT

One quarter-hour credit is awarded for a minimum of 10 hours lecture/theory instruction, 20 hours of laboratory instruction, or 30 hours of externship experience. Certain courses may be considered to be comprised of both lecture and laboratory components and will be awarded credits reflecting that combined composition. Course syllabi will reflect the combination of laboratory, lecture, and externship that produces the credit hours awarded for the course.

### ACADEMIC LOAD

All students at Ecotech Institute must be in full-time attendance unless they have approval from their Program Director to take less than a full load. A full-time student at Ecotech Institute is one who is enrolled in courses totaling at least 12 credit hours per quarter. Students who have permission to take less than a full load must understand that any financial aid previously awarded may be reduced.

### CLASSES

Classes are scheduled by each campus to accommodate a full-time student's orderly completion of programs in the planned time frame. The student is advised to confirm class schedules with the Academic Dean or Program Director of the respective campus. Students not accepting the schedule recommended may be required to sign a waiver and acknowledge that graduation could be delayed and financial aid disbursements affected.

### ACADEMIC SCHEDULING

All class scheduling is administered by the Academic Dean and/or Program Directors prior to the beginning of each quarter. Scheduled classes (day or night) may change from quarter to quarter as required by the Academic Dean. Ecotech Institute reserves the right to cancel a class or classes in the event there is insufficient enrollment. In such instances, the student will be entitled to a 100 percent refund of all tuition and fees for the cancelled classes.

### DROP/ADD PROCEDURE

Adding or changing a course or transferring to another class or section requires the signature of the designated College official and will be permitted only on a space-available basis. The drop/add period begins on the first class day of a new term and ends after the first week of classes. Classes added after this time period must have approval of the Academic Dean. Students who find it impossible to complete a course after the official drop period expires should inform their Program Director and apply for withdrawal on an official form. When dropping a class, it is not sufficient to simply notify the instructor. Students who are attending classes may drop a course and receive a "WP" (Withdrawn Without Grade Penalty). The option of withdrawing with a grade of "WP" is not available after the ninth week of a quarter.

### IMPORTANT NOTE: MERELY CEASING TO ATTEND CLASS DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL.

### COURSE REPEAT POLICY

Any course may be repeated at Ecotech Institute for the purpose of establishing institutional grade point average 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 grade point average. Official records maintained by Ecotech Institute will list each course in which a student has enrolled and earned a grade; however, the original and repeated grades remain on the transcript bearing a symbol to show that a particular course has been repeated. Students may not take a failed course for a third time unless a written intervention plan is presented and approved in writing by the Academic Dean prior to the third attempt. Any additional attempts will require a written override by the Campus President. In accordance with the Tuition Addendum, the student must pay for any repeated course.


### SUBSTITUTION POLICY

Each program of study has been specifically designed to prepare the student for his or her chosen field; therefore, substitution of courses is not recommended unless the substitution can be shown to advance the individual student's career preparation or academic achievement. The Academic Dean must approve any substitution of courses not included in the published curriculum of a program of study. Substitution may be allowed in order to assist a student in meeting credit hour requirements for graduation only if, in the determination of the Academic Dean, it would enhance or not diminish in any way the student's career preparation.

### ATTENDANCE/MAKE-UP POLICY

Regular attendance in classes is essential. All students are expected to be present and on time at all scheduled class and laboratory meetings. The Ecotech Institute attendance policy is focused on being positive rather than negative. Because most employers will check attendance, sometimes before grades, it is important to have good attendance in every class.





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. Students who are enrolled in a certificate program of study at Ecotech Institute and are receiving veterans 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 class syllabus for details of instructor policy.

When an instructor determines that absences constitute unsatisfactory attendance, a Student Action Form may be completed and submitted to the Registrar for inclusion in the student's academic file. Instructors have the responsibility of ensuring their students are aware of the Campus attendance policy regarding tardiness.

## ACTIVE/VETERAN MILITARY STUDENT POLICIES

### Definitions

**Academic Year:** Consists of three terms based on a quarter system.

**Application Fees:** All application and re-application fees are waived for active duty or honorably discharged veterans, spouses, or qualified dependents 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.

### 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 coursework 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-application 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/SCHOLARSHIPS

### Tuition and Fees

**Application Fee Waiver:** All application and re-application fees are waived for active duty or honorably discharged veterans or spouses with proof of military status.

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

Waivers will only cover up to the cost of tuition and fees and cannot create a credit balance on a student's account. Waivers are applied after all other funding sources are applied. Eligibility for military waivers may be affected by the use of other forms of financial assistance. Students interested in using military benefits or applying for waivers should contact the Military Student Center at 1-877-VC GIBill (1-877-824-4245) to determine eligibility.

### Active Duty Personnel and Spouses

**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 or 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 15 percent of tuition and fees.

### Veterans, Spouses, and Dependents

#### Post 9/11 GI Bill Yellow Ribbon Matching

**Scholarship Program:** Veterans may receive an institutional matching scholarship equal to the difference between the current maximum state tuition rate published by the Department of Veterans Affairs and the current published tuition for their enrolled program at Ecotech Institute in states where Ecotech Institute participates in the Yellow Ribbon program. Eligibility is determined by the Department of Veterans Affairs. Post 9/11 veterans not eligible for the Yellow Ribbon Matching Scholarship program may be eligible for the Armed Forces Recognition Waiver.

In the event a veteran transfers benefits to a spouse or dependent, the recipient will be eligible for the same waivers or scholarships as the servicemember. All required transfer of eligibility paperwork must be submitted.

**Armed Forces Recognition Waiver:** All honorably discharged servicemembers serving before September 11, 2001, including inactive or retired servicemembers as well as military spouses, may be eligible for up to a 15 percent waiver of tuition per term with proof of military service. Also, Post 9/11 veterans not eligible for the Yellow Ribbon Matching Scholarship program may be eligible for up to a 15 percent tuition waiver per term with proof of military service and ineligibility of Post 9/11 benefits.

**GRADE REPORTING**

The scholastic progress of the student is reported in grade reports issued to students at the end of each 11-week quarter. Mid-term progress reports are usually issued by instructors during the sixth week of each term. Instructors and program directors inform students of academic performance information and provide advising as needed. Following each quarter, students determined to be making less than satisfactory academic progress are notified of status based on criteria described in the section on Standards of Satisfactory Academic Progress (SAP).

**GRADE APPEAL POLICY**

Final grades will be issued at the end of each term. In the absence of mistake, unfair treatment, or other extenuating circumstances, the determination of the student's grade by the instructor shall be final once filed. A student may appeal a final grade by following the established procedure:

1. The student must arrange a meeting with the instructor and Program Director to address any questions or concerns regarding grades.
2. If the student is not satisfied after meeting with the instructor and Program Director, the student may file a written grade appeal with the Academic Dean. A grade appeal must be submitted by the student within 30 days of the end of the last relevant term.
3. A grade appeal must state the specific grounds for challenging the grade based on an assertion of mistake, unfair treatment, or other extenuating circumstances. Appropriate documentation must be provided.
4. The decision of the Academic Dean is final.
5. Any other grade change request that does not comply with the above process will be denied.

**GRADING SYSTEM AND QUALITY GRADE POINTS**

The number of quality points awarded for each course is determined by multiplying the grade points listed for each letter grade by the number of credits of the course. For example, a grade of "A" in a four-credit course earns 4 credits x 4.0 quality points for a total of 16.0 quality points, and a grade of "C" in a three-credit course earns 3 credits x 2.0 quality points for a total of 6.0 quality points.

The class syllabus for each course will contain an explanation of the grading scale that is used in a particular course. While certain courses may have higher standards, the minimum grading scale in use at the College is as follows:

100 - 90	A	4 Grade Points
89 - 80	B	3 Grade Points
79 - 70	C	2 Grade Points
69 - 60	D	1 Grade Point
59 or below	F	0 Grade Points

The following grades may also be used and have no effect on a student's grade point average (GPA):

- I..... Incomplete
- W..... Withdrawn During Drop/Add Period
- WP..... Withdrawn Without Grade Penalty
- AU..... Audit

- TC..... Transfer Credit
- TO..... Test Out
- E..... Exemption
- \*\*..... Indicates Repeated Course

"I" (Incomplete) grades are assigned to those students who, having made prior arrangements with the instructor, fail to complete any required course work by the end of the quarter. An Incomplete must be pre-approved by the Academic Dean. This grade is not included in the calculation of the cumulative grade point average (CGPA) but will count as hours attempted for the purpose of calculating the successful course completion percentage. If the Incomplete is not made up within 15 days after the beginning of the next quarter, a final grade will be determined and will replace the Incomplete. Students failing to complete and submit any course work will receive whatever grade they earned without the uncompleted work.

"W" (Withdrawn During Drop/Add Period) – A student who withdraws from a course during the drop/add period receives no grade penalty, and the course is not considered as credit hours attempted.

"WP" (Withdrawn Without Grade Penalty) – Student receives no grade point penalty, but credit hours will be considered hours attempted for the purpose of determining successful course completion percentages. The option of withdrawing with a grade of "WP" is not available after the ninth week of a quarter.

"AU" (Audit) designates a student is auditing a course. The student must obtain permission to audit a course from the Academic Dean during the first week of class. Audited courses carry no credit, are not considered as hours attempted in determining successful course completion percentage, and have no effect on the student's grade point average. Audited courses cost the same as courses taken for credit. Audited courses are not eligible for Title IV funding.


"TC" (Transfer Credit) – Transfer credit will be given for all courses that the campus accepts in transfer according to the Transfer Acceptance Policy. Transfer of credits must be completed within the first two terms of enrollment. Transfer credits count as hours toward graduation but are not included when calculating the grade point average or in determining successful course completion percentages.

"TO" (Test Out) will be given for approved courses that a student successfully completes through credit by examination. Test out examinations must be completed within the first two terms of enrollment. Examinations must be completed prior to enrollment in the course to be exempted. Test out grades have no effect on the student's grade point average but are considered as hours attempted in determining successful course completion percentages.

"E" (Exemption) – Grade awarded for courses with an EDU prefix which the student is not required to complete because of entrance testing scores and/or degree held prior to acceptance at Ecotech Institute.

"\*\*" (Repeated Course) – Any course may be repeated at Ecotech Institute for the purpose of establishing institutional grade point average 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 grade point average. Official records maintained by Ecotech Institute will list each course in which a student has





enrolled and earned a grade. However, the original and repeated grades remain on the transcript bearing a symbol to show that a particular course has been repeated. In accordance with the Tuition Addendum, the student must pay for any repeated course.

#### **CALCULATION OF GRADE POINT AVERAGE**

The grade point average (GPA) for each quarter and cumulative grade point average (CGPA) are calculated on courses taken at Ecotech Institute. The GPA for each quarter is calculated by dividing the quality points earned that quarter by the credits attempted that quarter. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted.

#### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

##### **Degree and Certificate Programs**

Students must maintain satisfactory academic progress (SAP) in order to remain eligible to continue as regular students of Ecotech Institute. A regular student is one who is enrolled for the purpose of receiving a degree or certificate. Additionally, SAP must be maintained in order to remain eligible to continue receiving financial assistance. SAP is determined by calculating the student's grade point average and the student's rate of progression toward completion of the academic program. These standards apply to all students, not just those receiving financial aid. All periods of a student's enrollment at Ecotech Institute 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 CGPA of 2.0 in order to graduate from any program.

##### **Definitions**

Ecotech Institute's standard academic year is defined as 36 quarter credit hours. The maximum time frame is defined as 150 percent of the normal program length in quarter credit hours in which the educational objective must be successfully completed. Program length is defined as the number of credit hours required to complete a program. When transfer credits are applied toward graduation, the program length is reduced by that number of credits. An increment is defined as follows: For programs less than 72 credit hours, an increment is 50 percent of the program length. For programs greater than or equal to 72 credit hours, an increment is defined as an academic year.

##### **End of Each Quarter**

Academic progress may be monitored at the end of each quarter or term, as a matter of institutional discretion. If at the end of any quarter an undergraduate student does not have a minimum cumulative grade point average of 2.0, the student may be placed on academic warning status. The student will remain on academic warning status until the standard is achieved or until a mandatory evaluation point is reached. Students who are in academic warning status are eligible to continue receiving federal financial aid.

##### **Mandatory Progress Evaluation Checkpoints**

If any evaluation point falls during the middle of a quarter, the evaluation is conducted at the end of the previous quarter. For example, the first mandatory evaluation checkpoint is at 36 quarter credit hours attempted, and the student has attempted. If at the end of a quarter the student has attempted 32 quarter credit hours and the student will attempt more than 4 quarter credit hours during the following quarter, then the evaluation will be conducted as of 32 quarter credit hours attempted.

#### **A Note About Appeals**

An appeal on the basis of mitigating circumstances is always possible when a student runs into academic difficulty. In reading the following information, please keep in mind that at any point where it says "the student must be suspended," there is an opportunity for the student to appeal. More information on mitigating circumstances and appeals can be found toward the end of this section.

The qualitative and quantitative standards for each mandatory evaluation checkpoint are based on the following criteria:

**Programs Less Than 72 Credit Hours:** The evaluation checkpoints for programs less than 72 credit hours will be at 50 percent, 100 percent, and 150 percent of the length of the program. At the 50 percent checkpoint, the student must have a CGPA of 1.5 and have completed at least 60 percent of the credit hours attempted. If the student does not meet these requirements at the 50 percent checkpoint, he or she will be placed on academic probation for the next increment but will remain eligible for financial aid for that increment. At the 100 percent checkpoint, the student must have a CGPA of 2.0 and have completed at least 67 percent of the credit hours attempted. If not, the student will be placed on academic probation, unless the student is already on probation, in which case, the student will be suspended. At the 150 percent checkpoint, if the student has not satisfactorily completed the program, the student is terminated as a regular student and has lost financial aid eligibility for that program. If the student chooses to finish the program, he or she will receive a certificate of completion rather than a program certificate and will not be considered to have graduated from the College.

##### **Programs Two or More Academic Years in Length (72 or More Quarter Credit Hours):**

##### **Associate's Degree Programs**

**End of First Academic Year:** To remain in good academic standing, students must have a CGPA of 1.5 and have completed at least 60 percent of credit hours attempted.

The end of the first academic year is the quarter in which the student has attempted 36 quarter credit hours at Ecotech Institute. If a student is not meeting the minimum requirements at this mandatory evaluation checkpoint, the student will be placed on academic probation. Students placed on this status will be notified and given one increment to correct the deficiency. In order to re-establish SAP, the student must increase his/her CGPA and/or credit hour completion percentage to the minimum standard. At the end of the quarter in which the student corrects the deficiency, the student will be deemed to be making SAP and removed from probation. Students who fail to meet the minimum standards will continue on probation status until the next mandatory evaluation checkpoint. If a student who is on academic probation fails to meet the minimum standards at the next mandatory evaluation checkpoint, the student will be suspended. Students who are in academic probation status are eligible to continue to receive federal financial aid.

**End of Second Academic Year:** To remain in good academic standing, students must have a CGPA of 2.0 and have completed at least 67 percent of credit hours attempted. Students graduating from an associate's degree program must have a minimum CGPA of 2.0, completed at least 67 percent of credit hours attempted, and have earned credits in all prescribed program courses.

For a student who was placed on academic probation at the end of the first academic year, at this progress checkpoint he or she must have attained the standards listed in the paragraph above. If not, the student will be suspended.

If a student who was not placed on probation at the end of the first academic year is not meeting the minimum requirements at this mandatory evaluation checkpoint, the student will be placed on academic probation. Students placed on this status will be notified and given one increment to correct the deficiency. In order to re-establish SAP, the student must increase his/her CGPA and/or credit hour completion percentage to the minimum standard. At the end of the quarter in which the student corrects the deficiency, the student will be deemed to be making SAP and removed from probation. Students who fail to meet the minimum standards will continue on probation status until the next mandatory evaluation checkpoint. If a student who is on academic probation fails to meet the minimum standards at the next mandatory evaluation checkpoint, the student will be suspended. Students who are in academic probation status are eligible to continue to receive federal financial aid.

*End of Third Academic Year and Each Subsequent Academic Year:* To remain in good academic standing, students must have a CGPA of 2.0 and have completed at least 67 percent of credit hours attempted.

For a student who was placed on academic probation at the end of the second academic year, at this progress checkpoint he or she must have attained the standards listed in the paragraph above. If not, the student will be suspended.

If a student who was not placed on probation at the end of the second academic year is not meeting the minimum requirements at this mandatory evaluation checkpoint, the student will be placed on academic probation. Students placed on this status will be notified and given one increment to correct the deficiency. In order to re-establish SAP, the student must increase his/her CGPA and/or credit hour completion percentage to the minimum standard. At the end of the quarter in which the student corrects the deficiency, the student will be deemed to be making SAP and removed from probation. Students who fail to meet the minimum standards will continue on probation status until the next mandatory evaluation checkpoint. If a student who is on academic probation fails to meet the minimum standards at the next mandatory evaluation checkpoint, the student will be suspended. Students who are in academic probation status are eligible to continue to receive federal financial aid.

Notwithstanding the above, if an associate's degree student fails to graduate within 150% of the normal time frame (e.g., for a 96-credit hour program, the student does not graduate by the time 144 credit hours have been attempted), the student will be terminated. If a student in such situation petitions to be allowed to continue in the same program, he or she cannot receive further financial aid, and upon completion of the program will receive a certificate of completion, not an associate's degree.

**Associate's Degree Satisfactory Progress Table**  
 Note: If at any mandatory evaluation checkpoint a student's CGPA and/or rate of completion are so low that it is not mathematically possible for the student to meet graduation requirements within the Maximum Time Frame, the student will be dismissed.

Evaluation Checkpoint	Minimum CGPA	Minimum Completion of Credits Attempted
End of First Academic Year	1.50	60%
End of Second Academic Year	2.00	67%
End of Third and Subsequent Academic Years	2.00	67%
150% Evaluation Checkpoint	2.00	67%

**Suspension**

A suspended student may continue in the program without being eligible for financial aid (Extended Enrollment Status) or may file an appeal for mitigating circumstances. Financial aid will not be disbursed to any student on Extended Enrollment Status. A student must either have a successful mitigating circumstances appeal or must bring progress up to required standards at his/her own expense to regain financial aid eligibility. The student can return to regular student status by improving his/her CGPA and course completion percentage to the minimum required while on Extended Enrollment Status. At the 150 percent checkpoint, if the student has not satisfactorily completed the program, the student is terminated as a regular student and has lost financial aid eligibility for that program. If the student chooses to finish the program, he or she will receive a certificate of completion rather than a program certificate and will not be considered to have graduated from the College.

**Appeals**

A student subject to suspension for failure to maintain satisfactory progress may remain as an enrolled student who is eligible for federal financial aid if there is approved documented mitigating circumstances (e.g., death in family, sickness of the student, etc.). If a student is granted an appeal for mitigating circumstances, the student will be placed on probation for one increment. Failure to meet CGPA and course completion percentage requirements at the end of that period will result in suspension from the program as a regular student (unless the student again files and wins approval of a mitigating circumstances appeal). Ecotech Institute reserves the right to review at any time the progress of a student who has been granted a mitigating circumstance appeal and to suspend the student in the event that it appears unlikely that successful completion of the program will occur.

Students who have exceeded the maximum time allowed for completion by having attempted more than 150 percent the number of credit hours in their program will not be eligible for further financial aid. They may continue their studies at their own expense, but, upon finishing the program, they will receive a certificate of completion rather than a program certificate or degree.

**REINSTATEMENT AS A TITLE IV ELIGIBLE STUDENT**

Students who have been suspended 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 federal financial aid or loans and must attempt to improve the deficient areas that led to the suspension. The student will be responsible for all costs incurred during this term. At the completion of





this term, students who have established satisfactory progress according to the satisfactory academic progress policy may apply to the College to return to a regular student status and reinstate their eligibility for financial aid. A meeting will be scheduled between the Academic Dean and a 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 probation for a period of one term and will regain eligibility for financial aid.

#### **PROGRAM CHANGES/ADDITIONAL DEGREES**

Any student who desires to change his/her enrollment in a program of study at the College to a different program of study at the College must make the request in keeping with each campus's policy. More than two changes from one program to another will require permission from the Academic Dean. The College will transfer all relevant courses (whether or not successfully completed) into the new program. Any courses transferred from one program to another will be counted toward program completion and in CGPA calculations.

If a student is graduated from one program and desires to earn an additional degree in another program, the College will transfer all relevant courses (whether or not successfully completed) from the program from which the student was graduated and into the new program. Any courses transferred from one program to another will be counted toward program completion and in CGPA calculations.

#### **MITIGATING CIRCUMSTANCES APPEAL**

A student who has been determined not to be making satisfactory academic progress and who feels that there are mitigating or extenuating circumstances (e.g., death in family, sickness of the student, etc.) that led to the failure to maintain satisfactory progress may appeal by written request to the Academic Dean for a review of the situation. The written appeal must be accompanied by supporting documentation. 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 satisfactory progress. If at the end of that period the student is still not making satisfactory academic progress, 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.

When the College grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding one or more grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, GPA, 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 Title IV funds even though he or she falls below the SAP standard.

#### **WITHDRAWAL PROCEDURES**

A student who wishes to withdraw from a course or from all work during a quarter should do so officially through the Academic Dean and Student Financial Planning Office. Only in cases of serious illness may the student withdraw by phone, email, or regular mail. Failure to withdraw properly may result in delays in settling accounts. Further, failure to officially withdraw may result in the assignment of failing grades that become part of the student's permanent record.

All students receiving financial assistance should complete an exit interview through the Student Financial Planning Office. In all cases of withdrawal from classes, the last date of attendance will be used to calculate refund amounts. If the College determines that a student did not begin the withdrawal process or otherwise notify the College of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the College may determine the appropriate withdrawal date. The College may use as the student's withdrawal date a student's last date of attendance at an academically-related activity provided the College documents that the activity is academically related and documents the student's attendance at the activity. An example of an academically-related activity includes, but is not limited to, class attendance, an exam, a tutorial, computer-assisted instruction, academic advising, turning in a class assignment, etc. Withdrawal may place the student out of cycle with his/her cohort and create complications in scheduling required classes when they are needed. A re-entry fee may be assessed in accordance with the Campus Tuition Addendum.

#### **POLICY FOR RE-ENTRY OF WITHDRAWN STUDENTS**

In order to re-enter Ecotech Institute, the student must petition the Re-Entry Committee. The petition may be initiated by a phone call or visit to the College. Upon receipt of the petition, the student's academic status will be reviewed to determine his/her eligibility to re-enter based upon the campus' standards of progress. The Student Financial Planning Office must verify that the student is in good standing and that the student is not in default or collection. Failure to withdraw properly may be grounds for denial of re-entry. The members of the Re-Entry Committee will review the student's petition and determine if the student qualifies academically and financially to re-enter. Students will be allowed to re-enter a second time with the Campus President's approval. A third re-entry attempt must have approval of the Chief Executive Officer. Students will only be allowed to re-enter three times after withdrawal prior to graduation from a program.

#### **GRADUATION REQUIREMENTS**

In order to graduate, a student must have accomplished the following:

- Earned a minimum of 2.0 cumulative grade point average (CGPA) with an undergraduate degree
- Earned the minimum credit hours as required by the program of study
- Satisfied all financial obligations to the College
- Completed an application for graduation and all exit interview requirements with the College's Student Financial Planning Office and Career Services Department

Students who do not complete ALL graduation requirements by the end of the following quarter's drop/add period will not be certified as a graduate of a particular quarter. Those students must re-apply for graduation during the quarter in which all requirements are met. Students who graduate with a CGPA of 3.5 or higher are recognized with the distinction of "Graduated with Honors," and students who graduate with a CGPA of 4.0 are recognized with the distinction of "Graduated with Highest Honors."

## HONORS

### Quarterly

- **The President's List:** The President's List is compiled at the end of each term. To qualify for this honor, a student must remain at a minimum of half-time status with a grade point average of 4.00 during the term.
- **The Dean's List:** The Dean's List is compiled at the end of each term. To qualify for this honor, a student must remain at a minimum of half-time status with a grade point average of 3.50 to 3.99 during the term.

### Graduation

Students attaining a CGPA of 3.5 or higher upon completion of all graduation requirements will be recognized at graduation.

### COMMENCEMENT EXERCISES

Formal graduation ceremonies will be held in accordance with the campus policy. Graduation is a time for Ecotech Institute to recognize the accomplishments of its students. Participation in the formal graduation exercise by students and their families is strongly encouraged.

### TRANSCRIPTS

A complete set of each student's records, including a transcript of grades, is maintained in a permanent file. Copies of the student's transcript may be requested from the Registrar's Office. The College will not send out transcripts unless requested in writing by the individual student. Transcripts will be withheld until all financial obligations to the College are satisfied.

## Financial Aid Information

It is the goal of Ecotech Institute to assist every eligible student in procuring financial aid that enables the student to attend college. The College participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the federal government and is called federal Student Financial Aid (SFA). This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and Federal Direct Loan. The College also utilizes alternate source funding provided by the institution or private agencies. Alternate source loans enable the student to contribute to his/her education while in college.

The primary responsibility for meeting the cost of education rests with individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

### CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must

1. be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell and FSEOG);
2. have a high school diploma or the equivalent;
3. be a U.S. citizen or national or an eligible non-citizen; verification of eligible non-citizen status may be required;
4. have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
5. maintain satisfactory academic progress;
6. provide required documentation for the verification process and determination of dependency status;
7. have a valid Social Security Number;
8. have borrowed less than the annual aggregate loan limits for the Title IV financial aid programs;
9. be registered for the Selective Service, if required; and
10. sign an updated Statement of Educational Purpose/Certification Statement on refunds and default.

### APPLICATION

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Financial Planning Office is available to assist students in the completion of this form and to answer any questions. FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must re-apply every year. Also, if students change colleges, their financial aid does not automatically go with them. Students should check with their new colleges to determine the appropriate procedures for re-applying for financial aid.

### NEED AND COST OF ATTENDANCE

Once the application is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

### SATISFACTORY ACADEMIC PROGRESS

Students must meet the standards for satisfactory academic progress in order to remain eligible to continue receiving financial assistance, as well as to remain eligible to continue as a student of Ecotech Institute. Please refer to "Standards of Satisfactory Academic Progress" in the Academic Information section of the catalog.

### BORROWER RIGHTS AND RESPONSIBILITIES

When a student takes on a student loan, he/she has certain rights and responsibilities.

The borrower has the right to receive the following information before the first loan disbursement:

1. The full amount of the loan;
2. The interest rate;
3. When the student must start repaying the loan;
4. The effect borrowing will have on the student's eligibility for other types of financial aid;
5. A complete list of any charges the student must pay (loan fees) and information on how those charges are collected;



6. The yearly and total amounts the student can borrow;
7. The maximum repayment periods and the minimum repayment amount;
8. An explanation of default and its consequences;
9. An explanation of available options for consolidating or refinancing the student loan; and
10. A statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving college:

1. The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
2. A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
3. If the student has FFELP loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
4. The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
5. An explanation of available options for consolidating or refinancing the student's loan; and
6. A statement that the student can repay his/her loan without penalty at any time.

The borrower has the following responsibilities:

1. Understand that by signing the promissory note the student is agreeing to repay the loan according to the terms of the note.
2. Make payments on the student loan even if the student does not receive a bill or repayment notice.
3. If the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted.
4. Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from college, or drops below half-time status; changes his/her name, address, or Social Security Number; or transfers to another institution.
5. Receive entrance advising before being given the first loan disbursement and to receive exit advising before leaving college.

#### **POLICIES AND PROCEDURES FOR VERIFICATION**

- All selected applicants will be verified.
- Selected applicants must submit required verification documents within ten (10) days of notification.
- 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.
- Students will be notified if the results of verification change the student's scheduled award.
- The College will assist the student in correcting erroneous 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.

#### **FINANCIAL AID HISTORY (NSLDS)**

Federal regulations require that Federal Family Educational Loan Programs (subsidized and unsubsidized Stafford) cannot be released nor can a Federal PLUS loan application be certified until financial aid information has been received from all colleges an applicant attended. Financial aid information is necessary even if the student did not receive any aid. The College may obtain this information by using the financial aid information they receive from the NSLDS page of the student's SAR/ISIR.

#### **FINANCIAL AID PROGRAMS**

##### **General**

All Title IV financial aid funds received by the College will be credited to the student's account (excluding Federal Work-Study) with the exception of requirements set forth in Section 682.604 of current Federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

##### **Selection of Eligible Applicants**

In accordance with Federal Regulation 688.43(b)(3), the following paragraphs describe funding program procedures and how aid recipients are selected from the pool of eligible applicants.

##### **Federal Pell Grant**

This grant is designed to assist needy undergraduate students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Financial Planning Office of the College or from a high school counselor. The application will be transmitted electronically through a federally approved need-analysis system which will determine the applicant's EFC.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

This grant is available to undergraduate students with exceptional financial need, students with the lowest Expected Family Contribution (EFC), and gives priority to Federal Pell Grant recipients. In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest EFC who will also receive a Federal Pell Grant in that year. The amount of the grant and the number of students who may receive this grant depend on the availability of funds from the U.S. Department of Education.

**Federal Work-Study Program**

The Federal Work-Study Program (FWS) provides part time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private, or community service organization. Application for the FWS program may be made through the Student Financial Planning Office and eligibility is based on financial need and availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules. The amount of the grant and the number of students who may receive this grant depend on the availability of funds from the U.S. Department of Education.

**Veterans Benefits**

The College is approved to offer designated degree programs for veterans training. Applications for veterans benefits may be picked up at the College or by contacting the Department of Veterans Affairs. Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs. All students applying for veterans benefits through Ecotech Institute must supply verification of high school graduation or GED certificate. All postsecondary education from an accredited institution must be verified with an official college transcript.

**FEDERAL DIRECT STUDENT LOAN PROGRAM**

**Federal Subsidized Stafford Loans**

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made to the student by the U.S. Department of Education. The Subsidized Stafford Loan is awarded based on financial need.

Interest Rate Reductions

Over a four-year period beginning July 1, 2008, the interest rate on subsidized Stafford Loans made to undergraduate students will be reduced. The applicable interest rates for loans made during this period are as follows:

FIRST DISBURSEMENT OF A LOAN		
Made On or After	And Made Before	Interest Rate on the Unpaid Balance
July 1, 2009	July 1, 2010	5.6 Percent
July 1, 2010	July 1, 2011	4.5 Percent
July 1, 2011	July 1, 2012	3.4 Percent

These changes apply to subsidized Stafford loans first disbursed on or after July 1 of each year through June 30 of the next year. This change does not affect any prior loans made to borrowers, and the terms and interest rates of those loans remain the same. These reduced interest rates apply only to subsidized loans. Any unsubsidized Stafford Loan for the same undergraduate borrower would continue to be made at the current fixed interest rate of 6.8 percent.

For loans first disbursed on or after July 1, 2008, if the student is a dependent undergraduate student, he/she may borrow up to the following:

- \$5,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)
- \$6,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)
- \$7,500 a year if the student has completed two years of study and the remainder of his/her program is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask the Student Financial Planning Office for specific details. Total indebtedness for a dependent undergraduate student is \$31,000 (no more than \$23,000 of this amount may be subsidized loans).

If the student is an independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan, he/she may borrow up to the following:

- \$9,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least \$6,000 of this amount must be in unsubsidized loans)
- \$10,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least \$6,000 of this amount must be in unsubsidized loans)
- \$12,500 a year if the student has completed two years of study and the remainder of his/her program is at least a full academic year (at least \$7,000 of this amount must be in unsubsidized loans)
- \$20,500 a year for students enrolled in a master's degree program (amounts over \$8,500 must be unsubsidized)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. See the Student Financial Planning Office for specific details. Total indebtedness for an independent undergraduate student is \$57,500. (No more than \$23,000 of this amount may be subsidized loans.)





For Stafford Loans that are first disbursed between July 1, 2010, and June 30, 2011, there is a fee of up to 1.0 percent of the loan, deducted proportionately from each loan disbursement. This must be repaid.

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period, the Federal government pays the interest as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his/her loan. Applications can be obtained from the College's Student Financial Planning Office or from the lender. For additional deferment information, contact the Student Financial Planning Office.

**\* New Interest Rate Cap for Military Members**

Interest rate on a borrower's loan may be changed to 6 percent during the borrower's active duty military service. This applies to both FFEL and Direct loans. Additionally, this law applies to borrowers in military service as of August 14, 2008. Borrower must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower's military orders.

**Federal Unsubsidized Stafford Loans**

The Federal Unsubsidized Stafford Loan program is available to eligible students regardless of family income for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part for Federal Subsidized Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "Unsubsidized" means that interest is not paid for the student. The student would be charged interest from the time the loan is disbursed until it is paid in full.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the following exception: The Government does not pay interest on the student's behalf on a Federal Unsubsidized Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest. The student may make monthly or quarterly payments to the lender or the student and the lender may agree to capitalization of the accrued interest.

**Federal PLUS Loans**

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need; however, when combined with other resources, the loan cannot exceed the student's cost of education. Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. The interest rate is variable and is set on July 1 of each year. Your parents will pay a fee of up to 4 percent of the loan, deducted proportionately each time a loan disbursement is made.

Re-payment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period on these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is \$50 per month with at least five years but no more than ten years of re-payment, the actual payment and schedule is determined by the amount borrowed. Applications can be obtained from the College's

Student Financial Planning Office or from the lender. For deferment information, contact the Student Financial Planning Office.

**ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that any student receiving a Federal Family Educational Loan or Direct Student Loan be notified concerning his/her loan. The College advises each student regarding loan indebtedness and gives each student an entrance test and an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Financial Planning Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the College, refunds that may be made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Student Financial Planning Office, an exit interview will be delivered via email address on file. In the event the information is not able to be delivered via email, the exit interview will be mailed to the address on file. The exit interview packet will provide detailed information regarding any refunds that have been made and an estimated payment schedule.

**ORDER OF RETURN OF SFA PROGRAM FUNDS**

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

1. Unsubsidized Stafford Loan Program
2. Subsidized Stafford Loan Program
3. Unsubsidized Direct Stafford loans (other than PLUS loans)
4. Subsidized Direct Stafford loans
5. Federal Perkins Loan Program
6. Federal PLUS loans
7. Federal Direct PLUS loans

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

1. Federal Pell Grants for the payment period for which a return of funds is required
2. Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required
3. Other assistance under this Title for which a return is required

Students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material. Refunds to any of the Title IV or State programs will be paid within 30 days from the date of determination.

**RETURN OF TITLE IV FUNDS**

All institutions participating in the SFA Programs are required to use a statutory schedule to determine the amount of SFA Program funds a student has earned when he or she ceases attendance based on the period the student was in attendance.

The Higher Education Amendments of 1998, in general, require that if a recipient of SFA Program assistance withdraws from a school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned. Up through the 60 percent point in each

payment period or period of enrollment, a pro rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student has earned 100 percent of the SFA Program funds.

The percentage of the payment period or period of enrollment completed is the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew.

$$\frac{\text{Number of Days/Hours Completed}}{\text{Number of Days/Hours in Period}} = \text{Percentage Completed}$$

(rounding the third decimal place up if the fourth decimal place is 5 or above)

NOTE: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period of enrollment (denominator) and the number of calendar days completed in that period (numerator). The day the student withdrew is counted as a completed day.

**RETURN OF UNEARNED SFA PROGRAM FUNDS**

The College must return the lesser of

- the amount of SFA Program funds that the student does not earn or
- the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate,

- any SFA loan funds in accordance with the terms of the loan and
- the remaining unearned SFA Program grant (not to exceed 50 percent of the grant) as an overpayment.

**TUITION REFUND POLICY**

The College will bill the Student's account according to the term registration charges on the addendum (which may be revised and amended from time to time as determined by the College in its sole and absolute discretion). The policy for granting credit for previous training shall not impact the refund policy. The student will receive a full refund of tuition and fees paid if the College discontinues a program within a period of time in which a student reasonably could have completed it, except that this provision shall not apply in the event the College ceases operation.

**Cancellation Prior to Commencement of Classes by the Student**

If the student is not accepted for admission, the College will refund all monies paid. If the student does not begin classes, the application fee will be retained. Appropriate refunds are made within 30 days of receipt by the College of written notice from the student, sent to the appropriate College address indicated on the front of this contract, indicating that the student will not enter or enroll in classes at the College. All money paid by (or on behalf of) the student will be refunded if a refund is requested in writing by the student (or his/her parent or legal guardian, if applicable) within 5 business days after the date of execution of this contract (assuming payment has, in fact, been made to the College at such time).

**Withdrawal after Commencement of Classes by the Student**

In computing refunds, the student will be considered to have been in attendance from the actual beginning of the term until the College's date of determination of withdrawal. If the student notifies the College in writing that the student is withdrawing, the date of receipt of such notice will be the date of determination of withdrawal. If the student does not notify the College of the student's decision to withdraw, the College will determine that the student has withdrawn in accordance with its attendance policy. All refunds will be calculated from the last day of recorded attendance and will be paid within 30 days of the date of determination that the student has withdrawn.

COLORADO REFUND POLICY		
Student Is Entitled To Upon Withdrawal/Termination	Tuition Refunded	Tuition Retained
Within First 10% of the Quarter	90%	10%
After Completion of 10% of the Quarter but Prior to Completion of 25%	75%	25%
After Completion of 25% of the Quarter but Prior to Completion of 50%	50%	50%
After Completion of 50% of the Quarter but Prior to Completion of 75%	25%	75%
After Completion of 75% of the Quarter	0%	0%

The percentage of the payment period or period of enrollment completed is the total number of calendar weeks in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar weeks completed in that period as of the day the student withdrew.

$$\frac{\text{Number of Weeks Completed}}{\text{Number of Weeks in Period}} = \text{Percentage Completed}$$

(rounding the third decimal place up if the fourth decimal place is 5 or above)

**Cancellation Prior to Entrance**

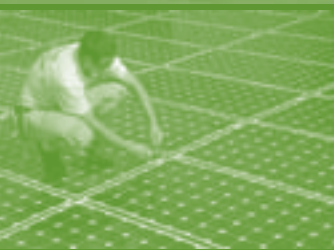
Refunds provided for cancellation prior to entering the College are calculated in accordance with the published refund policy contained herein.

This contract becomes a legally binding instrument upon the College's written acceptance delivered to the student, unless it is cancelled pursuant to the student's right to cancel. The student has the right to cancel the initial contract until 11:59 p.m. local time in Aurora, Colorado, on the third business day following the day that the College accepts the student's enrollment and, if so cancelled by the student, the student will be entitled to receive a refund of the registration fee and all advance monies paid within five business days of the student's giving of such notification.

**Re-Entry Fees**

The College charges a fee to re-enter students who have withdrawn from prior enrollment. Students who have graduated from the College are not charged a fee to re-enter in their subsequent enrollment.





### **Withdrawal or Termination**

When a student withdraws or is terminated from the campus after beginning classes, tuition refunds may be made for a student leaving prior to completion of his/her course of study and are based on the tuition amount for the academic period in which the student withdraws and any prior period completed. When a student withdraws, refunds are based on the total charge incurred, not the amount paid. The date from which refunds will be determined is the last date of recorded attendance. Deposits are not refundable. Refunds will be calculated within 30 days of the withdrawal date if verifiable **written notification** of the decision to withdraw was given to the College by the student. If the student failed to provide any notification of the decision to withdraw, the refund will be calculated within 30 days of the date that the College determines the student has withdrawn.

**NOTE: Dissatisfaction with, or non-receipt of, the educational services being offered by the College does not excuse the borrower from repayment of any loans made to the borrower for enrollment at the College.**



*Undergraduate  
Courses  
and  
Curricula*

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# ELECTRICAL ENGINEERING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

Quarter Credit Hours Required = 96



This program prepares students for careers in the field of renewable energy and focuses on electrical engineering. The program is designed to give graduates a solid grounding in fundamentals while specializing in electrical engineering. State-of-the-art laboratories and facilities give students the opportunity to apply theory. Graduates will be prepared to become electrical engineering technicians.

Upon successful completion of this program, students should be able to

- apply electrical and electronic theory and related knowledge to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery;
- perform diagnostic electrical analysis;
- meet industry standards within the electrical engineering field;
- apply safety principles; and
- coordinate a successful job search.

## FOUNDATION:

## Quarter Credit Hours

EDU 1010	Learning Framework.....	4
EDU 1020	Career Exploration/Planning .....	4
<b>Total Minimum Required Foundation Credits .....</b>		<b>8</b>

## AREA OF CONCENTRATION:

EEN 1100	Introduction to Sustainability.....	4
EEN 1200	Fundamentals of Electricity.....	4
EEN 1300	Health and Safety in the Field.....	4
EEN 1320	AC and DC Circuitry .....	4
EEN 1400	Computer Fundamentals (CIS).....	4
EEN 1420	Energy Management .....	4
EEN 1440	Wiring, Schematics, and Blueprints .....	4
EEN 1460	Industrial Wiring.....	4
EEN 2100	Power Generation and Transmission.....	4
EEN 2110	Programmable Logic Controls .....	4
EEN 2200	Electric Motors and Control Systems .....	4
EEN 2300	Business Concepts for Renewable Energy .....	4
ELE 2000	Digital Electronics .....	4
ELE 2100	Analog Electronics .....	4
ELE 2200	Fluid Power and Control .....	4
ELE 2350	Instrumentation and Measurement .....	4
<b>Total Minimum Required Area of Concentration Credits.....</b>		<b>64</b>

## AREA OF CONCENTRATION ELECTIVES:

A minimum of 4 credit hours are to be selected in consultation with the Program Director from approved courses offered at Ecotech Institute.

<b>Total Minimum Area of Concentration Elective Credits.....</b>	<b>4</b>
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## GENERAL EDUCATION:

ENG 1010	English Composition I.....	4
ENG 1020	English Composition II.....	4
GEO 2500	Physical Geography .....	4
MTH 1190	Technical Mathematics for Energy Technology.....	4
SCI 1010	Physical Science .....	4
<b>Total Minimum Required General Education Credits .....</b>		<b>20</b>

<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED .....</b>	<b>96</b>
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# ENERGY AND ENVIRONMENTAL PARALEGAL

ASSOCIATE OF APPLIED SCIENCE

Quarter Credit Hours Required = 96



This program prepares the student for a career utilizing knowledge of legal procedures, delivery of legal services, and legal research and writing. The program provides training in professional skills, general education, technical competencies, and research experience needed by students entering the environmental paralegal field.

Upon successful completion of this program, students should be able to

- perform highly complex environmental legal research, utilizing own judgment and initiative to resolve problems or recommend solutions;
- draft, analyze, and manage complex legal documents and correspondence in the environmental area;
- prepare environmental filings and reports;
- prepare real estate documents for environmental projects;
- provide initial assessments/reviews of budgets and outside counsel billings;
- assist attorneys with complex legal matters and client issue resolution;
- manage complex projects, coordinating with both internal clients and outside counsel;
- organize and maintain documents;
- assist with fact gathering and preparation of applications for regulatory permits for property and facility operations;
- assist attorney(s) in reviewing environmental impact statements, compliance audits and assessments, tracking environmental deadlines, and agency and legislative hearings;
- use computer technology in a legal environment;
- develop skills in selected general education curricula, including communication and problem solving; and
- coordinate a successful job search.

**FOUNDATION:**

	<b>Quarter Credit Hours</b>
EDU 1010 Learning Framework .....	4
EDU 1020 Career Exploration/Planning .....	4
<b>Total Minimum Required Foundation Credits .....</b>	<b>8</b>

**AREA OF CONCENTRATION:**

AOM 1010 Keyboarding .....	4
AOM 1100 Word Processing .....	4
AOM 1200 Spreadsheets.....	4
EEN 1100 Introduction to Sustainability .....	4
LGA 1010 Legal Terminology .....	4
LGA 1020 The American Legal System .....	4
LGA 1110 Legal Research and Writing I .....	4
LGA 2160 Legal Research and Writing II .....	4
LGA 2210 Business Organizations .....	4
LGA 2520 Real Estate Law .....	4
LGA 2620 Environmental Law .....	4
LGA 2720 Real Estate Law II .....	4
LGA 2950 Capstone: Paralegal Studies.....	4
LGA 3300 Contract Law .....	4
<b>Total Minimum Area of Concentration Credits .....</b>	<b>56</b>

**AREA OF CONCENTRATION ELECTIVES:**

A minimum of 12 credit hours are to be selected from the list below in consultation with the Program Director or transferred from another accredited institution.

LGA 1600 Technology Application in the Law Office.....	4
LGA 2800 Administrative Law .....	4
LGA 2930 Project Development and Finance .....	4
LGA 3100 Computer-Aided Legal Research (CALR) .....	4
LGA 3250 Paralegal Ethics.....	4
<b>Total Minimum Area of Concentration Elective Credits .....</b>	<b>12</b>

**GENERAL EDUCATION:**

ENG 1010 English Composition I .....	4
ENG 1020 English Composition II .....	4
GEO 2500 Physical Geography.....	4
MTH 1010 College Mathematics .....	4
SCI 1010 Physical Science.....	4
<b>Total Minimum Required General Education Credits .....</b>	<b>20</b>

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED..... 96**

# ENERGY EFFICIENCY

## ASSOCIATE OF APPLIED SCIENCE

Quarter Credit Hours Required = 96



This program prepares students for careers in the field of energy efficiency which focuses on providing sustainable energy solutions. Students will be prepared to analyze, operate, and control systems and equipment necessary to create a suitable thermal environment. Graduates will be able to analyze energy systems and recommend suitable renewable energy systems.

Upon successful completion of this program, students should be able to

- make inferences and predictions based upon data to analyze energy utilization patterns for residential and commercial buildings;
- analyze need and recommend sustainable energy solutions for high consumption buildings;
- recognize and correct inefficient building energy system interaction;
- recommend situation- and size-appropriate renewable energy systems;
- understand and employ installation protocol for sustainable hot water systems;
- understand and employ installation protocol for photovoltaic and solar energy systems;
- prepare and present technical and project reports;
- utilize appropriate software and other resources to obtain information and data necessary to conduct an audit, recommend sustainable solutions, and compile and present a report;
- analyze insulation, windows, doors, and weather stripping and recommend solutions;
- apply safety principles to energy efficiency;
- work cooperatively with others in a professional manner; and
- coordinate a successful job search.

<b>FOUNDATION:</b>	<b>Quarter Credit Hours</b>
EDU 1010 Learning Framework.....	4
EDU 1020 Career Exploration/Planning .....	4
<b>Total Minimum Required Foundation Credits .....</b>	<b>8</b>

<b>AREA OF CONCENTRATION:</b>	
EEF 2500 Commercial and Residential Energy Analysis.....	4
EEF 2520 Fundamentals Of Lighting.....	4
EEF 2540 Energy Auditing, Cost, and Investment Analysis.....	4
EEF 2600 Air Conditioning Systems Analysis.....	4
EEF 2700 Water Resources.....	4
EEF 2800 Capstone: Energy Efficiency.....	4
EEN 1100 Introduction to Sustainability.....	4
EEN 1200 Fundamentals of Electricity.....	4
EEN 1300 Health and Safety in the Field.....	4
EEN 1320 AC and DC Circuitry .....	4
EEN 1400 Computer Fundamentals (CIS).....	4
EEN 1420 Energy Management .....	4
EEN 1440 Wiring, Schematics, and Blueprints .....	4
EEN 2300 Business Concepts for Renewable Energy .....	4
ELE 2350 Instrumentation and Measurement .....	4
SET 2000 Introduction to Photovoltaics.....	4
SET 2500 Introduction to Solar Thermal .....	4
<b>Total Minimum Required Area Of Concentration Credits .....</b>	<b>68</b>

<b>GENERAL EDUCATION:</b>	
CHM 1010 Chemistry.....	4
ENG 1010 English Composition I.....	4
ENG 1020 English Composition II.....	4
MTH 1190 Technical Mathematics For Energy Technology .....	4
SCI 1010 Physical Science .....	4
<b>Total Minimum Required General Education Credits .....</b>	<b>20</b>

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED ..... 96**

# ENVIRONMENTAL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

Quarter Credit Hours Required = 96



This program prepares students for careers in the field of renewable energy and focuses on environmental technology. The program is designed to give graduates a solid grounding in fundamentals while specializing in environmental technology. State-of-the-art laboratories and facilities give students the opportunity to apply theory. Graduates will be prepared to become environmental technicians.

Upon successful completion of this program, students should be able to

- apply theory and principles of environmental engineering to modify, test, and operate equipment and devices used in the prevention, control, and remediation of environmental pollution, including waste treatment and site remediation;
- meet industry standards within the environmental technology field;
- apply safety principles; and
- coordinate a successful job search.

## FOUNDATION:

	Quarter Credit Hours
EDU 1010 Learning Framework .....	4
EDU 1020 Career Exploration/Planning .....	4
<b>Total Minimum Required Foundation Credits.....</b>	<b>8</b>

## AREA OF CONCENTRATION:

EEN 1100 Introduction to Sustainability .....	4
EEN 1200 Fundamentals of Electricity .....	4
EEN 1300 Health and Safety in the Field .....	4
EEN 1320 AC and DC Circuitry.....	4
EEN 1400 Computer Fundamentals (CIS) .....	4
EEN 1420 Energy Management.....	4
EEN 1440 Wiring, Schematics, and Blueprints.....	4
EEN 1460 Industrial Wiring.....	4
EEN 2100 Power Generation and Transmission .....	4
EEN 2110 Programmable Logic Controls.....	4
EEN 2300 Business Concepts for Renewable Energy .....	4
ENE 2000 Environmental Site Assessment.....	4
ENE 2100 Air Pollution Control .....	4
ENE 2200 Environmental Microbiology .....	4
ENE 2300 Environmental Field Sampling.....	4
ENE 2400 Waste Management.....	4
<b>Total Minimum Required Area of Concentration Credits.....</b>	<b>64</b>

## GENERAL EDUCATION:

CHM 1010 Chemistry .....	4
ENG 1010 English Composition I .....	4
ENG 1020 English Composition II .....	4
GEO 2500 Physical Geography.....	4
MTH 1190 Technical Mathematics For Energy Technology.....	4
SCI 1010 Physical Science.....	4
<b>Total Minimum Required General Education Credits.....</b>	<b>24</b>

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED..... 96**

# RENEWABLE ENERGY TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

Quarter Credit Hours Required = 96



This program prepares students for careers in the field of renewable energy with a focus on engineering technology. The program is designed to give graduates a solid grounding in fundamentals while giving them a broad background in engineering technology. State-of-the-art laboratories and facilities give students the opportunity to apply theory. Graduates will be prepared to become engineering technicians.

Upon successful completion of this program, students should be able to

- apply theory and principles of engineering technology;
- apply electrical and electronic theory;
- perform diagnostic analysis;
- meet industry standards within the engineering technology field;
- apply safety principles; and
- coordinate a successful job search.

## FOUNDATION:

Quarter Credit Hours

EDU 1010	Learning Framework.....	4
EDU 1020	Career Exploration/Planning.....	4
<b>Total Minimum Required Foundation Credits .....</b>		<b>8</b>

## AREA OF CONCENTRATION:

EEN 1100	Introduction to Sustainability.....	4
EEN 1200	Fundamentals of Electricity.....	4
EEN 1300	Health and Safety in the Field.....	4
EEN 1320	AC and DC Circuitry.....	4
EEN 1400	Computer Fundamentals (CIS).....	4
EEN 1420	Energy Management.....	4
EEN 1440	Wiring, Schematics, and Blueprints.....	4
EEN 1460	Industrial Wiring.....	4
EEN 2100	Power Generation and Transmission.....	4
EEN 2200	Electric Motors and Control Systems.....	4
EEN 2300	Business Concepts for Renewable Energy.....	4
EEN 2800	Capstone: Renewable Energy.....	4
<b>Total Minimum Required Area of Concentration Credits.....</b>		<b>48</b>

## AREA OF CONCENTRATION ELECTIVES:

Choose a minimum of 20 credit hours to be selected from the list below in consultation with the Program Director or transferred from another accredited institution.

EEF 2500	Commercial And Residential Energy Analysis.....	4
EEF 2520	Fundamentals Of Lighting.....	4
EEF 2540	Energy Auditing, Cost, and Investment Analysis.....	4
EEF 2600	Air Conditioning Systems Analysis.....	4
EEF 2700	Water Resources.....	4
EEF 2800	Capstone: Energy Efficiency.....	4
EEN 2110	Programmable Logic Controls.....	4
ELE 2000	Digital Electronics.....	4
ELE 2100	Analog Electronics.....	4
ELE 2200	Fluid Power And Control.....	4
ELE 2350	Instrumentation And Measurement.....	4
ENE 2000	Environmental Site Assessment.....	4
ENE 2100	Air Pollution Control.....	4
ENE 2200	Environmental Microbiology.....	4
ENE 2300	Environmental Field Sampling.....	4
ENE 2400	Waste Management.....	4
SET 2000	Introduction to Photovoltaics.....	4
SET 2050	Photovoltaic Installation and Repair.....	4
SET 2100	Solar Energy Technologies.....	4
SET 2500	Introduction to Solar Thermal.....	4
SET 2550	Solar Thermal Installation and Repair.....	4
WET 2000	Introduction to Wind Energy.....	4
WET 2100	Turbine Fundamentals.....	4
WET 2200	Wind Turbine Systems.....	4
WET 2300	Turbine Troubleshooting and Repair.....	4
WET 2400	Wind Turbine Safety.....	4
<b>Total Minimum Area of Concentration Elective Credits.....</b>		<b>20</b>

# RENEWABLE ENERGY TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

Page 2

## GENERAL EDUCATION:

ENG 1010	English Composition I.....	4
ENG 1020	English Composition II.....	4
GEO 2500	Physical Geography.....	4
MTH 1190	Technical Mathematics For Energy Technology.....	4
SCI 1010	Physical Science.....	4
<b>Total Minimum Required General Education Credits.....</b>		<b>20</b>

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED..... 96**

# SOLAR ENERGY TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

Quarter Credit Hours Required = 96



This program prepares students for careers in the field of renewable energy and focuses on solar energy technology. The program is designed to give graduates a solid grounding in fundamentals while specializing in solar energy technology. State-of-the-art laboratories and facilities give students the opportunity to apply theory. Graduates will be prepared to become solar energy technicians.

Upon successful completion of this program, students should be able to

- operate, troubleshoot, maintain, and repair photovoltaic equipment;
- perform maintenance, repair, or replace parts to correct malfunctions;
- perform diagnostic analysis;
- meet industry standards within the solar energy field;
- apply safety principles; and
- coordinate a successful job search.

## FOUNDATION:

## Quarter Credit Hours

EDU 1010	Learning Framework.....	4
EDU 1020	Career Exploration/Planning.....	4
<b>Total Minimum Required Foundation Credits .....</b>		<b>8</b>

## AREA OF CONCENTRATION:

EEN 1100	Introduction to Sustainability.....	4
EEN 1200	Fundamentals of Electricity.....	4
EEN 1300	Health and Safety in the Field.....	4
EEN 1320	AC and DC Circuitry.....	4
EEN 1400	Computer Fundamentals (CIS).....	4
EEN 1420	Energy Management.....	4
EEN 1440	Wiring, Schematics, and Blueprints.....	4
EEN 1460	Industrial Wiring.....	4
EEN 2100	Power Generation and Transmission.....	4
EEN 2110	Programmable Logic Controls.....	4
EEN 2200	Electric Motors and Control Systems.....	4
EEN 2300	Business Concepts for Renewable Energy.....	4
SET 2000	Introduction to Photovoltaics.....	4
SET 2050	Photovoltaic Installation and Repair.....	4
SET 2100	Solar Energy Technologies.....	4
SET 2500	Introduction to Solar Thermal.....	4
SET 2550	Solar Thermal Installation and Repair.....	4
<b>Total Minimum Required Area of Concentration Credits.....</b>		<b>68</b>

## GENERAL EDUCATION:

ENG 1010	English Composition I.....	4
ENG 1020	English Composition II.....	4
GEO 2500	Physical Geography.....	4
MTH 1190	Technical Mathematics for Energy Technology.....	4
SCI 1010	Physical Science.....	4
<b>Total Minimum Required General Education Credits .....</b>		<b>20</b>

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED .....** 96

# SUSTAINABLE INTERIOR DESIGN

## CERTIFICATE PROGRAM

Quarter Credit Hours Required = 48



The Sustainable Interior Design certificate program is designed to serve those who have already mastered the fundamental skills and technologies of interior design and wish to further their education exploring the issues, challenges, and opportunities associated with green design and sustainable living. The program is designed for professionals who have already earned a four-year degree in interior design. Upon completion of this certificate, students will gain an in-depth understanding of the processes and practices of incorporating environmental and sustainable issues into the planning, design, and construction of commercial and residential interior environments.

Upon successful completion of this program, students should be able to

- recognize a broad overview of environmental issues impacting the world;
- employ LEED standards;
- gather and assimilate information necessary to assist in the shaping of the built environment to satisfy human needs in traditional and alternative ways;
- analyze client’s sustainable needs, goals, and life safety requirements;
- understand the processes of incorporating environmental, economical, and social issues into the planning, design, and construction of commercial and residential interior spaces;
- design spaces that achieve optimal year-round comfort, reduce energy consumption, improve indoor air quality, and limit environmental impact;
- evaluate what makes products and practices green;
- adapt to the ever-changing world of interior design with a focus on sustainable design;
- identify practical solutions that will result in sustainable, healthy, and comfortable environments;
- employ strategies within the building envelope that focus on the control of light, heat, sound, moisture, and air circulation;
- develop and present final design solutions that implement sustainable practices;
- function effectively within a team-focused work environment;
- demonstrate an ethical, responsible, and dependable attitude;
- develop a design portfolio that may be useful in pursuing a career in sustainable design; and
- coordinate a successful job search.

		<b>Quarter Credit Hours</b>
EEN 1100	Introduction to Sustainability .....	4
SID 1020	Sustainable Technical Design .....	4
SID 1030	Emerging Materials and Resources for Interior Design .....	4
SID 1040	Human Response to the Built Environment .....	4
SID 1050	Contemporary Environmental Issues .....	4
SID 1060	Green Building Materials and Construction Methods .....	4
SID 1070	Interior Environmental Systems I .....	4
SID 1080	Interior Environmental Systems II .....	4
SID 1090	Green Architecture and Interiors .....	4
SID 2000	Green Building Programs and Standards .....	4
SID 2020	Green Building Design Project I .....	4
SID 2030	Green Building Design Project II .....	4
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED .....</b>		<b>48</b>

**Note:** To qualify for admission, candidates must have earned a bachelor’s degree in interior design. Alternatively, an equivalent degree with interior design experience or an associate’s degree in interior design with a minimum of five years’ experience in interior design will be considered. Preference is given to graduates of CIDA (Council for Interior Design Accreditation) accredited programs.

# WIND ENERGY TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

Quarter Credit Hours Required = 96



This program prepares students for careers in the field of renewable energy and focuses on wind energy technology. The program is designed to give graduates a solid grounding in fundamentals while specializing in wind energy technology. State-of-the-art laboratories and facilities give students the opportunity to apply theory. Graduates will be prepared to become wind energy technicians.

Upon successful completion of this program, students should be able to

- evaluate new turbines and their readiness for operation and resolve early stage electrical and mechanical faults;
- operate, troubleshoot, maintain, and repair a wind turbine operation;
- troubleshoot complicated mechanical and electrical problems on variable pitch, variable speed turbines;
- perform mechanical, hydraulic, and electrical component maintenance, repair, or replacement of parts to correct malfunctions;
- perform diagnostic electrical analysis;
- meet industry standards within the wind energy field;
- apply safety principles; and
- coordinate a successful job search.

## FOUNDATION:

## Quarter Credit Hours

EDU 1010	Learning Framework.....	4
EDU 1020	Career Exploration/Planning.....	4
<b>Total Minimum Required Foundation Credits .....</b>		<b>8</b>

## AREA OF CONCENTRATION:

EEN 1100	Introduction to Sustainability.....	4
EEN 1200	Fundamentals of Electricity.....	4
EEN 1300	Health and Safety in the Field.....	4
EEN 1320	AC and DC Circuitry.....	4
EEN 1400	Computer Fundamentals (CIS).....	4
EEN 1420	Energy Management.....	4
EEN 1440	Wiring, Schematics, and Blueprints.....	4
EEN 1460	Industrial Wiring.....	4
EEN 2100	Power Generation and Transmission.....	4
EEN 2110	Programmable Logic Controls.....	4
EEN 2200	Electric Motors and Control Systems.....	4
EEN 2300	Business Concepts for Renewable Energy.....	4
WET 2000	Introduction to Wind Energy.....	4
WET 2100	Turbine Fundamentals.....	4
WET 2200	Wind Turbine Systems.....	4
WET 2300	Turbine Troubleshooting and Repair.....	4
WET 2400	Wind Turbine Safety.....	4
<b>Total Minimum Required Area of Concentration Credits.....</b>		<b>68</b>

## GENERAL EDUCATION:

ENG 1010	English Composition I.....	4
ENG 1020	English Composition II.....	4
GEO 2500	Physical Geography.....	4
MTH 1190	Technical Mathematics For Energy Technology.....	4
SCI 1010	Physical Science.....	4
<b>Total Minimum Required General Education Credits .....</b>		<b>20</b>

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED .....** 96

## Course Numbering System

Ecotech Institute uses the following course numbering system:

1000-1999	Generally First-Year Courses
2000-2999	Generally Second-Year Courses
3000-3999	Generally Third-Year or Advanced Specialized Courses/Upper Division Courses

Ecotech Institute's standard academic year is defined as 36 quarter credit hours.

Courses requiring no prerequisite are open to all students. Prerequisite requirements are listed with the course description in the catalog. It is the responsibility of the student to know these requirements and follow them when registering. The student's Program Director or the Academic Dean must approve any waiver of prerequisites.

## Abbreviations

The following are the official catalog course abbreviations used by Ecotech Institute:

AOM	Office Administration
CHM	Chemistry
EDU	Foundation
EEF	Energy Efficiency
EEN	General Engineering
ELE	Electrical Engineering Technology
ENE	Environmental Technology
ENG	English
GEO	Geography
LGA	Paralegal
MTH	Mathematics
SCI	Physical Science
SET	Solar Energy Technology
SID	Sustainable Interior Design
WET	Wind Energy Technology

## Identification of General Education Courses

CHM 1010	Chemistry
ENG 1010	English Composition I
ENG 1020	English Composition II
GEO 2500	Physical Geography
MTH 1010	College Mathematics
MTH 1190	Technical Mathematics for Energy Technology
SCI 1010	Physical Science

## Course Descriptions

### AOM 1010 – Keyboarding

4 Credit Hours

Prerequisite: None

Keyboarding presents the skills to help the student reach optimal keyboarding operation and data entry to meet entry-level employment opportunities requiring the skill.

### AOM 1100 – Word Processing

4 Credit Hours

Prerequisite: AOM 1010

This course concentrates on the development of word processing skills and procedures. Emphasis is on basic formatting and printing of documents.

### AOM 1200 – Spreadsheets

4 Credit Hours

Prerequisite: AOM 1010

This course introduces the basics of spreadsheet manipulation for various business applications. Specific areas include spreadsheet labels, numeric operations, building formulas, graphs, and charts.

### CHM 1010 – Chemistry

4 Credit Hours

Prerequisite: MTH 1190

This course introduces students to matter and the changes which it undergoes. The basic principles, laws, and theories of chemistry will be covered.

### EDU 1010 – Learning Framework

4 Credit Hours

Prerequisite: None

Students are introduced to practical models for adult learning. Experimentation with various learning models and application of study strategies based upon the models will result in students developing a personal learning approach matched to their preferences and strengths. Topics also include life skills applicable to support student and career success. This course also introduces the student to Ecotech Institute and its learning resources.

### EDU 1020 – Career Exploration/Planning

4 Credit Hours

Prerequisite: None

This course prepares the student for a successful career search. Topics include practicing the decision-making process, market research, job search skills such as completing applications, writing letters of application, developing and using resumes, interviewing skills, and networking.

### EEF 2500 – Commercial and Residential Energy Analysis

4 Credit Hours

Prerequisite: EEN 1420

This course offers students an introduction to commercial and residential energy analysis. The basics of energy auditing, accounting, and analysis are covered.

### EEF 2520 – Fundamentals of Lighting

4 Credit Hours

Prerequisite: EEF 2400

This course provides an overview of sustainable lighting. Interior and exterior lighting are discussed. Topics include function, control, design tools, drawing plans, and lighting specifications.

**EEF 2540 – Energy Auditing, Cost, and Investment Analysis**

4 Credit Hours

Prerequisite: EEF 2530

This course provides a general energy audit procedure. The identification and recommendation of cost effective energy conservation measures are also presented.

**EEF 2600 – Air Conditioning Systems Analysis**

4 Credit Hours

Prerequisite: EEF 2400, EEF 2500

This course prepares students to conduct an analysis of air conditioning systems. Topics include air conditioning operation, function, maintenance, troubleshooting, and analysis.

**EEF 2700 – Water Resources**

4 Credit Hours

Prerequisite: EEN 1420

This course provides students with a complete history of water availability. Government development, management, and policy of water usage are presented. Additional topics include international water issues, water measurement, and telemetry, as well as global warming and its impact on water resources.

**EEF 2800 – Capstone: Energy Efficiency**

4 Credit Hours

Prerequisite: Program Director Approval

This capstone course is the culmination of the course work in Energy Efficiency. Students are given opportunities to research significant issues in energy efficiency. Topics are focused on issues that graduates might expect to face.

**EEN 1100 – Introduction to Sustainability**

4 Credit Hours

Prerequisite: None

This course provides an introduction to the environmental aspects of sustainability including renewable energy techniques, the impact of non-renewable sources, air quality, stormwater management, land use, and the built environment. Topics include climate change and greenhouse gases; wind, solar, water, and geothermal energy; biofuels; conservation techniques; global demand; legal and regulatory aspects; and job creation. Students will be given opportunities to experience the physics and implementation of theories discussed in class via field trips, in-class examples, and class discussion.

**EEN 1200 – Fundamentals of Electricity**

4 Credit Hours

Prerequisite: MTH 1150 or MTH 1190

This course is an introduction to the theory and practice of using electricity as it applies to engineering. Particular attention will be given to the use of electricity in renewable and sustainable energy and energy efficiency management.

**EEN 1300 – Health and Safety in the Field**

4 Credit Hours

Prerequisite: None

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 and legal safety requirements, accident prevention, defensive driving strategies, and crane safety. Personal choices for living a healthy life are also discussed.

**EEN 1320 – AC and DC Circuitry**

4 Credit Hours

Prerequisite: EEN 1200 and MTH 1150 or MTH 1190

This course introduces the student to the fundamentals of DC/AC circuitry. Voltage, current, capacitance, inductance, reactance, and resonance are discussed. Particular attention will be given to applications in renewable and sustainable energy and energy efficiency management.

**EEN 1400 – Computer Fundamentals (CIS)**

4 Credit Hours

Prerequisite: None

This course is designed to help students develop the basic computer skills needed by renewable and sustainable engineers. Computer hardware and field-base computer equipment will be examined. Students will create, deliver, and present an engineering report. Topics include an introduction to keyboarding, Microsoft Word, Excel, PowerPoint, and Project.

**EEN 1420 – Energy Management**

4 Credit Hours

Prerequisite: EEN 1100

This course provides an introduction to energy management. Students will gain an understanding of mechanical control including parts management, inventory tracking and control systems, planning, and scheduling. Students will also investigate engineering project management, profit and loss, leadership, teamwork, and recruitment.

**EEN 1440 – Wiring, Schematics, and Blueprints**

4 Credit Hours

Prerequisite: EEN 1200

This course provides an introduction to residential electrical wiring, schematics, and drawings common to electrical applications. Fundamentals of blueprint reading are also covered. Students are given opportunities to read and interpret electrical diagrams, schematics, and blueprints. Labs utilizing these skills are employed. Particular attention will be given to applications in renewable and sustainable energy and energy efficiency management.

**EEN 1460 – Industrial Wiring**

4 Credit Hours

Prerequisite: EEN 1200, EEN 1320, MTH 1190

This course introduces the student to various electrical devices and their use. The fundamentals of electrical system wiring and operation for devices such as heaters, motors, transformers, generators, and so on are presented. Installation, maintenance, and troubleshooting are also covered.

**EEN 2100 – Power Generation and Transmission**

4 Credit Hours

Prerequisite: EEN 1450

This course introduces students to the electric power industry. Generation, transmission, consumption, power systems delivery operation, and maintenance are discussed.

**EEN 2110 – Programmable Logic Controls**

4 Credit Hours

Prerequisite: EEN 1400, MTH 1190

Students are introduced to the basic theory, operation, and programming of programmable logic controllers. PLC timing, operation, components, arithmetic and logic, and sequencers are also discussed.

**EEN 2200 – Electric Motors and Control Systems**

4 Credit Hours

Prerequisite: EEN 2100

This course introduces the student to a broad range of motor types and control systems. It provides an overview of electric motor operation, selection, installation, control, and maintenance.

**EEN 2300 – Business Concepts for Renewable Energy**

4 Credit Hours

Prerequisite: EEN 1100

This course acquaints students with business concepts in renewable energy including management, leadership, business operations, and policy. Contracts, leases, and finance as related to renewable energy development projects will be examined. Warranties, rebates, incentives, project development details, and relevant government policies are also discussed.

**EEN 2800 – Capstone: Renewable Energy**

4 Credit Hours

Prerequisite: Program Director Approval

This capstone course is the culmination of the course work in Renewable Energy Technology. Students are given opportunities to research significant issues in renewable energy. Topics are focused on issues that graduates might expect to face.

**ELE 2000 – Digital Electronics**

4 Credit Hours

Prerequisite: EEN 1400, MTH 1190

This course focuses on digital electronics with an emphasis on analysis and troubleshooting. Students will analyze, test, design, and construct digital circuitry.

**ELE 2100 – Analog Electronics**

4 Credit Hours

Prerequisite: EEN 1200, EEN 1320, EEN 1450, ELE 2000

This course introduces students to the theory and application of analog electronics and semiconductors. The most common uses for these devices, as well as common troubleshooting concepts, are presented. The theory of photovoltaics is also presented.

**ELE 2200 – Fluid Power and Control**

4 Credit Hours

Prerequisite: EEN 1400, MTH 1190

This course is an introduction to hydraulics and the practical application of fluids. Students will learn about the fundamentals, components, schematics of fluid circuits, and the terms used in hydraulics technology.

**ELE 2350 – Instrumentation and Measurement**

4 Credit Hours

Prerequisite: None

This course covers the essentials of control processes and systems that need to be controlled. Students learn the fundamentals of control and applications, with industrial examples and emphasis on electrical networks.

**ENE 2000 – Environmental Site Assessment**

4 Credit Hours

Prerequisite: None

This course focuses on environmental site assessments and the need to conduct assessments as part of property transactions. Topics include the history and types of the environmental site assessment process, risk assessment as it relates to site contamination exposures, and the identification of hazardous and toxic materials in various media including soil, water, and groundwater. Analytical characterization and regulatory limits will also be discussed to allow for quantification of risk.

**ENE 2100 – Air Pollution Control**

4 Credit Hours

Prerequisite: EEN 2200

This course provides students with an introduction to community and global air pollution. Topics include history, impact, chemistry, engineering, meteorology, biology, law and regulatory administration, dynamics of air pollution meteorology, chemistry of air pollution, air monitoring, biological and social effects of air pollution, elimination or control of air pollution, and the regulatory, administrative, and legal aspects of air pollution.

**ENE 2200 – Environmental Microbiology**

4 Credit Hours

Prerequisite: None

This course provides students with an overview of topics relating to environmental microbiology. The student will learn about the different forms of microorganisms and the importance in environmental microbiology. Additionally, the student will learn about population dynamics of wastewater treatment and different wastewater treatment processes. The course will cover microbiology as it relates to water, industrial wastes, solid wastes, stream pollution, and milk/food.

**ENE 2300 – Environmental Field Sampling**

4 Credit Hours

Prerequisite: None

In this course, students prepare and implement a sampling plan as part of the site characterization process. Specific sampling methods will be covered for different sampling media in accordance with the designed sampling plan. The technician will learn how to obtain accurate and precise laboratory results which will enable the data users to make decisions about the site concerning cleanup.

**ENE 2400 – Waste Management**

4 Credit Hours

Prerequisite: EEN 2200, ENE 2200

This course focuses on the knowledge and skills needed to develop and implement successful, cost-effective industrial pollution control programs. Waste stream management tools and regulations and the four EPA-approved treatment methods (physical, chemical, thermal, and biological) are discussed. Additional topics include major industrial processes, waste stream generation, wastewater treatment, and stormwater management.

**ENG 1010 – English Composition I**

4 Credit Hours

Prerequisite: None

This course is an introduction to the writing process, covering composition and style with emphasis on grammar, punctuation, and mechanics of structure for clear and logical communication.

**ENG 1020 – English Composition II**

4 Credit Hours

Prerequisite: ENG 1010

This course focuses on advanced grammar and syntax with practice in essay and expository writing and the composition, editing, and documentation of longer papers.

**GEO 2500 – Physical Geography**

4 Credit Hours

Prerequisite: None

This introductory course examines physical features of the geographic regions of the world.

**LGA 1010 – Legal Terminology**

4 Credit Hours

Prerequisite: None

This course provides an introduction to basic legal terminology necessary to support the paralegal's potential professional tasks in a variety of legal practice areas. Emphasis is on demonstration of the ability to use terminology correctly.

**LGA 1020 – The American Legal System**

4 Credit Hours

Prerequisite: None

This course provides an overview of essential knowledge of the courts and legal systems of the United States. Students will learn to read and use legal materials such as statutes and case reports and will complete projects involving legal analysis. Interviewing, investigation, and office skills are included.

**LGA 1110 – Legal Research and Writing I**

4 Credit Hours

Prerequisite: LGA 1020

Students study research skills and use of legal resources, including print and computer-based research, with emphasis on citation and the production of a memorandum of law.

**LGA 1600 – Technology Application in the Law Office**

4 Credit Hours

Prerequisite: LGA 1020

This course focuses on acquainting the student with the preparation, processing, and integration of technology found in the law office environment, including law office administration and presentations.

**LGA 2160 – Legal Research and Writing II**

4 Credit Hours

Prerequisite: LGA 1110

Students receive instruction in advanced legal research techniques. Emphasis is on researching and producing an advanced legal memorandum.

**LGA 2210 – Business Organizations**

4 Credit Hours

Prerequisite: LGA 1020

Students study the law of business organizations, including the characteristics of various forms of businesses, emphasizing execution of paralegal tasks in organizing a business and maintaining business records.

**LGA 2520 – Real Estate Law**

4 Credit Hours

Prerequisite: LGA 1020

An examination of the law of real property, emphasizing instruction in paralegal tasks encountered in real estate matters, working with property records, and support of litigation in property matters.

**LGA 2620 – Environmental Law**

4 Credit Hours

Prerequisite: LGA 1020

This course provides an introduction to basic environmental law and the relationship between the legal system and the regulation of air, water, hazardous waste, wetlands, and other activities that are regulated by federal, state, and local environmental laws and ordinances. Emphasis is placed on the legal processes relevant to this field of law, including the drafting of common documents required in the field.

**LGA 2720 – Real Estate Law II**

4 Credit Hours

Prerequisite: LGA 1020, LGA 2520

This course provides a further examination of the law of real property, emphasizing instruction in paralegal tasks encountered in real estate matters, working with property records, and support of litigation in property matters. Land development and Zoning are also covered.

**LGA 2800 – Administrative Law**

4 Credit Hours

Prerequisite: LGA 1020

Students study administrative agency law and the operation of regulatory bodies, with emphasis on tasks performed by paralegals.

**LGA 2930 – Project Development and Finance**

4 Credit Hours

Prerequisite: LGA 1020

This course acquaints students with paralegal project development and finance. Best practices in management, leadership, business operations and policy, and accounting are covered. Warranties, rebates, procurement, contracting, auditing, regulation, and customer satisfaction are also discussed. Projects allow students to apply concepts.

**LGA 2950 – Capstone: Paralegal Studies**

4 Credit Hours

Prerequisite: Program Director Approval

This capstone course is a culmination of the course work in Environmental Paralegal Studies. Students are given the opportunity to research and present an entire environmental paralegal transaction. Topics are focused on issues that graduates might expect to face.

**LGA 3100 – Computer-Aided Legal Research (CALR)**

4 Credit Hours

Prerequisite: LGA 1020

This course focuses on internet research skills and internet sites of particular interest to the paralegal in various areas of the law.

**LGA 3250 – Paralegal Ethics**

4 Credit Hours

Prerequisite: LGA 1020

This course focuses on the standards for professional responsibility that govern paralegals. Emphasis is on the most common ethical dilemmas paralegals encounter and various solutions to them.

**LGA 3300 – Contract Law**

4 Credit Hours

Prerequisite: LGA 1020

This course provides an introduction to the ethical, practical, and professional topics relating to contract law, with an emphasis on e-contracts and technology.

**MTH 1010 – College Mathematics**

4 Credit Hours

Prerequisite: None

This course includes a review of the arithmetic of integers, fractions, exponents, rational numbers, real numbers, and metric units. Students are also introduced to linear equations, radicals, roots, plane geometry, and verbal problems.

**MTH 1190 – Technical Mathematics for Energy Technology**

4 Credit Hours

Prerequisite: None

This course is designed to help students develop the basic technical math skills needed to solve engineering problems. Topics include basic mathematics, algebra, geometry, and trigonometry.

**SCI 1010 – Physical Science**

4 Credit Hours

Prerequisite: None

This course introduces students to the basic concepts of physical science. The course includes an introduction to the fundamental concepts of physics, chemistry, astronomy, and earth science.

**SET 2000 – Introduction to Photovoltaics**

4 Credit Hours

Prerequisite: EEN 1200, EEN 1320, MTH 1190

This course introduces the student to PV systems and components including PV cells and associated hardware needed to properly design, install, modify, optimize, troubleshoot, and service PV power systems for residential, custom build, and commercial markets.

**SET 2050 – Photovoltaic Installation and Repair**

4 Credit Hours

Prerequisite: SET 2000

This course focuses on solar photovoltaic system installation, maintenance, and repair. Topics include safety, site utilization, mechanical and electrical designs, subsystems and components, system checkout and inspection, maintenance, and troubleshooting.

**SET 2100 – Solar Energy Technologies**

4 Credit Hours

Prerequisite: SET 2000, MTH 1190

This course introduces students to solar energy technologies and their application. Key energy concepts and measures, the theory and application of power grid, and the National Electric Code (NEC) are presented.

**SET 2500 – Introduction to Solar Thermal**

4 Credit Hours

Prerequisite: EEN 1440, MTH 1190

This course provides students with an overview of planning and installing solar thermal systems. Topics include solar thermal system design, installation, operation, and maintenance for single households, large systems, swimming pool heaters, solar air, and solar cooling applications.

**SET 2550 – Solar Thermal Installation and Repair**

4 Credit Hours

Prerequisite: SET 2500

This course focuses on solar thermal system installation, maintenance, and repair. Topics include safety, site utilization, mechanical and electrical designs, subsystems and components, system checkout and inspection, maintenance, and troubleshooting.

**SID 1020 – Sustainable Technical Design**

4 Credit Hours

Prerequisite: None

This course fosters an understanding of sustainable technical design. The student will examine basic LEED principles, CAD techniques, indoor air quality, and advanced control systems. Additional topics include smart home design, energy efficiency techniques, sustainable materials, and ROI.

**SID 1030 – Emerging Materials and Resources for Interior Design**

4 Credit Hours

Prerequisite: None

This course explores natural materials and new environmentally-friendly products as to their impact on global sustainability. A study of emerging materials that have the potential for application/use in interior design will be investigated with special focus on sustainable finishes and furnishings. Vendor presentations and field trips promote the development of design ideas related to new materials.

**SID 1040 – Human Response to the Built Environment**

4 Credit Hours

Prerequisite: None

This course examines the social, behavioral, cultural, and technological dimensions of the built environment. The ethical implication of design as it relates to the individual and community well being is explored. Students study the built environment as they develop an increased environmental awareness.

**SID 1050 – Contemporary Environmental Issues**

4 Credit Hours

Prerequisite: None

Students gain an understanding of sustainable design throughout history. They also explore a variety of critical, aesthetic, and practical issues impacting the environment and their relevancy to the practice of interior design. They also acquire an understanding of the roles played by government, business, scientists, advocacy groups, and individual citizens in shaping solutions to environmental problems and managing resources.

**SID 1060 – Green Building Materials and Construction Methods**

4 Credit Hours

Prerequisite: None

Topics covered include defining characteristics of sustainable materials; life-cycle analysis; environmental, economic, cultural, and aesthetic benefits; selection and analysis techniques; design for material and building re-use; construction waste management; regional and renewable resources; certified wood; and an overview of LEED MR (materials and resources) credits.

**SID 1070 – Interior Environmental Systems I**

4 Credit Hours

Prerequisite: None

This course focuses on those systems that control the total quality of the interior environment. The control of thermal comfort, sound, moisture, light, air movement, and acceptable indoor air quality will be discussed. Increased attention to these environmental factors can boost quality of life in the workplace and at home by improving overall physiological and psychological well being. The students should learn that accountability for improving building interiors include reduced occupant complaints, lower rates of absenteeism, improved occupant health, avoidance of sick building syndrome, and potentially improved occupant performance.

**SID 1080 – Interior Environmental Systems II**

4 Credit Hours

Prerequisite: SID 1070

This course is a further study of those systems that control the total quality of the interior environment. Topics covered include energy performance, energy conservation, ways to conserve energy in existing and new buildings, renewable energy, behavior of water and moisture within the built environment, causes of moisture problems and solutions, ways to reduce the use of water, and ways to re-use certain water sources including: water conservation and recycling, water harvesting, and grey water.

**SID 1090 – Green Architecture and Interiors**

4 Credit Hours

Prerequisite: SID 1060

Students will explore the issues, challenges, and opportunities associated with designing sustainable interiors. This course will examine innovative residential and commercial green designs, while seeking better and more efficient ways to design sustainable interiors.

**SID 2000 – Green Building Programs and Standards**

4 Credit Hours

Prerequisite: None

This course discusses the need for ways to rate the sustainability of the built environment. Topics include the rating systems developed by the U.S. Green Building Council Leadership in Energy and Environmental Design (LEED), the indoor environment quality (IEQ) and the variables that regulate it, and performance testing and monitoring effects of green design.

**SID 2020 – Green Building Design Project I**

4 Credit Hours

Prerequisite: SID 1090

In the first part of this design studio, students will develop conceptual plans for a real-world project applying what they have learned in other classes. Students will work in small teams to explore the challenges in designing a sustainable interior project. Final project presentations will be made to an outside jury of experts.

**SID 2030 – Green Building Design Project II**

4 Credit Hours

Prerequisite: SID 2020

In the second part of this design studio, students will work individually to complete an in-depth, sustainable interior project including code analysis, user assessment, programming, conceptual plans, and visual presentation. Final project presentations will be made to an outside jury of experts.

**WET 2000 – Introduction to Wind Energy**

4 Credit Hours

Prerequisite: None

This course is an introduction to the wind industry. Topics include terminology, types of turbines, technology growth, the economics of wind turbines, and the environmental impact of wind turbines. Students will gain an understanding of what is involved in working in the wind industry.

**WET 2100 – Turbine Fundamentals**

4 Credit Hours

Prerequisite: EEN 1200, MTH 1190

This course focuses on wind turbine technology. Energy in the wind, wind variation, the various types of wind turbines, and airfoil basics are presented. Common commercial turbines are examined. Additional topics include wind turbine control, generator, pitch, wind loading, lubrication, and torque.

**WET 2200 – Wind Turbine Systems**

4 Credit Hours

Prerequisite: EEN 1200, MTH 1190

This course provides an introduction to the major components of wind turbines and how they work. Mechanical and electrical systems are presented. Mechanical components include blades, nacelle, tower, gearbox, and pitch and yea systems. Electrical components include various types of generators and the transformer. The anemometer, turbine brake, and lightning protection are also discussed. Safety equipment, procedures, and methods are presented.

**WET 2300 – Turbine Troubleshooting and Repair**

4 Credit Hours

Prerequisite: WET 2000

This course discusses troubleshooting, maintenance, and repair of the most common mechanical parts in a turbine. General devices and components, such as gearbox and fasteners, are also discussed with a particular emphasis given to turbine blades. Students will gain hands-on, practical experience and have opportunities to utilize mechanical instrumentation and demonstrate the ability to service equipment and diagnose problems. Warranty and insurance claim management is also covered.

**WET 2400 – Wind Turbine Safety**

4 Credit Hours

Prerequisite: EEN 1300

This course focuses on safety issues associated with the installation, operation, and repair of wind turbines. Topics include electrical hazards, working at heights, climbing, and lifting materials. Working safely near crane operations and proper signaling is also covered. Students will gain hands-on experience with climbing gears and rescue kits.



## Administration

### LEGAL STATUS

Ecotech Institute is a private institution of higher education owned by Virginia College, LLC, an Alabama limited liability company that is a wholly owned subsidiary of Education Corporation of America (ECA), a Delaware corporation. The officers of ECA are Thomas A. Moore, Jr., President, Chief Executive Officer, and Treasurer; Christopher Boehm, Executive Vice President and Chief Financial Officer; Ronald Maillette, Executive Vice President and Chief Information Officer; Roger Miller, Executive Vice President, Chief Operating Officer, and Assistant Secretary; Roger L. Swartzwelder, Executive Vice President, Chief Compliance Officer, General Counsel, and Secretary; Charles Trierweiler, Executive Vice President and Chief Marketing Officer; and Michael Williams, Executive Vice President of Human Resources and People Development. The directors of ECA are Avy Stein (Chairman), John Bakalar, Jeffrey Beyer, John P. Frazee, Jr., Daniel Gill, Gary Kerber, Michael Lavin, Thomas A. Moore, Jr., Michael Moskow, and John Willis.

### CAMPUS MANAGEMENT

Mike Seifert	Campus President
Michael Rushak	Director of Admissions
DeLache Jno-Baptiste	Director of Financial Planning
Alison Wise	Director of Career Services
Glenn Wilson	Academic Dean
Eric Partridge	Controller
Miranda Byers	Registrar
Stacy Naus	Librarian
Kimberly Stromire	Student Services Manager
Phil Myers	Program Director – Renewable Energy
Shawn Lamb	Program Director – Wind Systems



## 2011 Academic Calendar

### Spring Quarter 2011

April 4 .....	Term 2 Class Start
April 4-8 .....	Drop/Add
April 22 .....	Good Friday
May 30 .....	Memorial Day
June 3 .....	Last Date to Drop with "WP"
June 15-17 .....	Final Exams
June 20-28 .....	Term Break

### Summer Quarter 2011

June 29 .....	Term 3 Class Start
June 29 – July 6 .....	Drop/Add
July 4 .....	Independence Day
August 26 .....	Last Date to Drop with "WP"
September 5 .....	Labor Day
September 13-14 .....	Final Exams
September 15-30 .....	Term Break

### Fall Quarter 2011

October 3 .....	Term 4 Class Start
October 3-7 .....	Drop/Add
November 23-25 .....	Thanksgiving Holiday
December 2 .....	Last Date to Drop with "WP"
December 14-16 .....	Final Exams
December 19 – January 6 .....	Term Break Begins

# Notes

# Notes



Ecotech Institute prepares students for successful careers in the rapidly-growing renewable energy field. We provide an unparalleled student experience and the practical skills graduates need through:

- Flexible class scheduling
- Small class sizes with individualized instruction
- Real-world instructors, many who work in the fields in which they teach
- Specific class work that offers those skills most in demand by employers
- Accredited by ACICS
- Career placement assistance
- Financial aid available for those who qualify

303-586-5290  
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