



COURSE CATALOG

2027

**TECHNICAL EDUCATION
PROGRAM:**
Diesel Technician

Vol. 04/No. 02



Founded in 2023

Campus Location:

12802B Crosby Fwy | Houston | TX | 77049
(713) 672-4115

Webpage:

<http://selectechnical.institute/>

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Students receive this catalog prior to signing the Enrollment Agreement

*Approved and Regulated by the Texas Workforce Commission (TWC),
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I. PREFACE

WELCOME TO SELECTECHANICAL INSTITUTE

Message from the Director

Dear Students,

Congratulations on your decision to embark on your higher education journey at SelecTechnical Institute!

Your education and preparation here can provide you with the foundation for a fruitful career. Our advanced instructional design is designed to provide you with industry-aligned didactic and applied training, necessary for successful employment.

Here at SelecTechnical Institute, we want you to feel like part of the family. Our experienced academic faculty brings years of practical, instructional, and industry-specific experience. Our campus benefits from strong relationships within the diesel industry. SelecTechnical Institute is a wholly owned subsidiary of SelecTransportation Resources and acts as its continuing education arm. SelecTransportation Resources owns and operates full service commercial truck dealerships along the Texas Gulf Coast, exclusively representing Daimler Trucks North America and its brands: Freightliner, Western Star, and Thomas Built Buses.

Our faculty and administration are committed to providing you with the necessary resources, equipment, and support to ensure your success. As part of our mission and continuous-improvement efforts, curriculum, equipment, and instructional methods are regularly evaluated to ensure alignment with employer expectations and accreditation standards. We are proud to state that our community is built for and by our students. We appreciate your commitment to training, and we look forward to supporting your progress throughout the program.

I am proud of your choice to further your education, and I welcome you to the SelecTechnical Institute family!

I endorse the contents of this catalog to be true to the best of my knowledge.

Sincerely,

Marshall Caplan, School Director

Campus Administration & Faculty

Marshall Caplan – School Director

Zachary Doom – Lead Instructor

Staffed Accounting – Bookkeeping

Paul Workman – Instructor

Daryl Oakes – Facilities

Mission Statement

The mission of SelecTechnical Institute is to empower students with academic, personal, and professional success, as we provide commercial vehicle technical education for a demanding workplace in the 21st century. We maintain an environment where each student grows through specialized training and Daimler Certifications to meet the demand for diesel technicians.

STI partners with SelecTransportation Resources to support workforce needs in the diesel industry. Training is aligned to employer standards and emphasizes safety, professionalism, and readiness for entry-level technician roles.

Change of Content

This catalog provides a general description of SelecTechnical Institute and provides detailed information regarding the departments within the school and curricula offered by SelecTechnical Institute.

This catalog incorporates herein, by reference, the Enrollment Agreement and any addendums or supplements issued after the publication date and, thereby, are part of the catalog. The provisions of this and other school publications, documents, and forms are not to be regarded as an irrevocable contract between the student and SelecTechnical Institute. The school reserves the right to make any and or all changes to this and other publications, documents, and forms, including but not limited to, changes to program length, content, materials, or schedule at any time. However, any modification of student's tuition rate, fees and refund policies will remain unchanged provided the student maintains continuous attendance. Any modification of tuition, fees or refund policies shall be agreed to in writing by all parties.

Additional Disclosures

As a prospective student, you are advised to review this catalog prior to signing an Enrollment Agreement.

All information presented in the catalog can be requested from school personnel.

This program prepares graduates for entry-level employment as diesel technicians.

II. GENERAL INFORMATION

History

SelecTechnical Institute is a licensed private career school developed as a wholly owned subsidiary of SelecTransportation Resources. SelecTechnical Institute was conceived to address the nationally reported need for diesel technicians. The U.S. Bureau of Labor Statistics expects an annual average of 24,500 job openings for truck and bus mechanics and diesel engine specialists through 2029. The Diesel Technician program is designed to prepare students for entry-level employment in diesel service and repair environments. STR owns and operates commercial truck dealerships and service centers in the Texas Gulf Coast region, representing Daimler Trucks North America brands. STI's training is aligned with these employer expectations. SelecTechnical Institute looks to continue service towards SelecTransportation Resources' portfolio of products, including new trucks and buses, premium used trucks, all makes parts, service & body shops, rental & leasing, software products, as well as finance and insurance services. The company, with its 500 employees, is headquartered in Houston, Texas and has for the past twelve consecutive years been designated a top place to work by the Houston Chronicle.

Ownership

SelecTechnical Institute is owned by SelecTransportation Resources as the functional educational arm of the company.

Memberships & Affiliations

SelecTechnical Institute is affiliated with local ISD in around the greater Houston area. SelecTechnical Institute is associated with the Texas Trucking Association (TXTA) & the National Technical Honor Society (NTHS).

Program Advisory Committee

Our institution is constantly seeking to maintain the feedback and knowledge from industry leaders to ensure the education we offer meets the current market demand. SelecTechnical Institute maintains a Program Advisory Committee (PAC) composed of external representatives who review curriculum, equipment, facilities, student achievement outcomes, and program objectives at least twice annually.

Facilities & Equipment

The education we offer is enhanced by the hands-on experience our students receive as they progress through their academic journey. The lab environment includes basic to advanced equipment found in the diesel service industry. The real-time practical training that our students receive prepares them best for success as they transition to the working industry. The education provided includes heavy duty truck operation, powertrain troubleshooting & maintenance, engine overhaul, & basic principles of electricity & operation. We house engine models for pre/post operation to give students the understanding of effective overhaul. Students have access to electrical training kits & breadboards for students to practice building complete circuits. Brakeboards are utilized to demonstrate basic brake operation. Training equipment is maintained to support program objectives and align with current industry practice. Common service practice and procedure is reviewed, and students must practice fundamental standards of safety & professionalism.

Notice of Non-Discrimination

SelecTechnical Institute holds a strict policy where students, employees, and all other involved parties are NOT to be discriminated upon the basis of race, color, national origin, age, religion, marital status, sex or disability in their involvement with the school

(employment, vocation, or other school related activities/events as set forth in compliance with federal and state statute and regulations).

SelecTechnical Institute provides equal access to training for all qualified applicants and students, including those with limited English proficiency or disabilities, consistent with applicable law. Any person seeking further information should contact the school directly.

SelecTechnical Institute is dedicated to maintaining safe learning and working environments for students, employees, and third parties. We do not tolerate sexual misconduct, which includes sex discrimination and sexual harassment, specifically dating violence, domestic violence, sexual assault, and stalking.

Personal Property

All student personal property, including, but not limited to clothing, electronic devices, books, tools, and vehicles is to be accounted for by the student. The school does make accommodations for the storage of such personal property but is not responsible for any property that is lost, stolen, damaged, or destroyed.

Campus Safety & Disclosures

We at SelecTechnical Institute pride ourselves on facilitating the most safe and welcoming campus possible. Keeping our campus safe means our students must be aware of the safety disclosures below.

Campus will be open to students, employees, and guests during operating business hours. Facilities are safeguarded and will be accessible with keyless electronic fobs. During non-operation hours, any person found on the facility property without authorization may be considered trespassing and may be subjected to security/law enforcement intervention. Any loitering or soliciting is prohibited.

SelecTechnical Institute prohibits an individual to possess, carry or otherwise transport any weapon; (including handguns and rifles) any explosive devices or other similar items onto any school premises, including the parking area, campus facilities, and in vehicles. All knives must be collapsible and primarily designed and used for work purposes. No other knives may be possessed, carried or transported onto school premises, including facilities, and are subject to the provisions of this section. Any person who violates this policy is subject to dismissal.

If you or any campus party is under any imminent threat (i.e., another student, employee, etc.), please inform campus faculty immediately. Any following legal action will be handled appropriately.

Accidents/Injuries that occur on campus must be reported immediately to the instructor or school's Director. An Accident/Injury Report must be completed and submitted to any school designated appointee.

SelecTechnical Institute reserves the right to require a medical release from a medical professional stating the student can begin or continue training. SelecTechnical Institute also reserves the right to require the student seek and complete counseling and provide evidence of such prior to beginning or continuing their program of study.

In the event of an emergency, evacuation may become necessary. STI's Emergency Operations Plan (EOP) outlines procedures for prevention, preparedness, response, and recovery.

In the case of an active shooter on campus, SelecTechnical Institute has adopted guidelines established by the United States Department of Homeland Security (see below).

https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

Use your own discretion during an active shooter event as to whether you decide to run, hide or fight. The guidelines provided by the Department of

Homeland Security are considered the best practices for surviving an active shooter event. Remember when law enforcement arrives, remain calm and follow instructions. Always keep your hands visible and avoid pointing or yelling. Know that help for the injured is on its way.

Emergency Preparedness, Crisis Support Resources, and Student Well-Being

STI maintains a comprehensive Emergency Operations Plan (EOP) that includes prevention, mitigation, preparedness, response, and recovery procedures consistent with NIMS standards. Students are trained during orientation on evacuation procedures, safety expectations, PPE requirements, and emergency communication protocols.

STI provides access to crisis intervention and mental-health support resources, including national and local hotlines for suicide prevention, domestic violence, sexual assault, substance abuse, and trauma support. Printed copies of these resources are available upon request. Students are encouraged to report safety concerns immediately to the Director, instructors, or STR/HFI supervisors.

Catalog Addenda & Policy

Addenda and policy are subject to be changed within the catalog at any time. Please note, the catalog is not considered complete unless the appropriate addenda or supplements (if applicable) are included. Addendum or supplementation to the catalog may include but is not limited to tuition, deposits, fees, books, supplies, tools, equipment, academic calendar and scheduled class/holiday time/campus closures/etc.

Questions, Concerns, or Complaints

All inquiries, complaints, and other unanswered information can be directed to our school contact information (see below). SelecTechnical Institute encourages all feedback as we seek to make an

educational experience that both students and faculty can benefit from. Unresolved matters will be handled by the school's Director. If a student believes that the school did not handle the complaint/question appropriately, the student can also contact the Texas Workforce Commission for review (see below).

SelecTechnical Institute

12802 Crosby Fwy | Houston | TX | 77049
(713) 672-4115
marshall.caplan@selecttechnical.institute

Texas Workforce Commission Career Schools and Colleges

101 East 15th Street, Room 226T Austin, TX 78778-0001
(512) 936-3100
<http://csc.twc.state.tx.us>

III. ADMISSIONS & ENROLLMENT

Entrance Requirements & Procedures

Prospective students receive and may review this catalog and applicable policies prior to signing the Enrollment Agreement.

To be eligible for enrollment, a prospective student must be at least 18 years of age. SelecTechnical Institute determines, with reasonable certainty and in advance of class start date, that the applicant has proper qualifications to complete training. Each Enrollment Agreement and other pertinent information submitted by the applicant will be reviewed prior to starting classes. Applicants must complete a campus tour and advisement session prior to signing the Enrollment Agreement. Admissions remains conditional until all required documentation is received and verified. Applicants must also complete a formal interview with employer-partners supervising the externship, as externship participation is paid employment.

To comply with the school's entrance requirements prior to starting or re-enrolling, students must supply, and SelecTechnical Institute must accept one of the following Proof of Graduation (POG) documents (NOTE: all documentation are to be evaluated for validity, and SelecTechnical Institute reserves the right to deem such invalid):

- Completed degree program at the post-secondary level preferably in diesel technology (associate degree and beyond proven with an attached official transcript from the college)
- High school diploma with official transcripts (an attached DD Form 14 showing verification of high school graduation for military applicants is an acceptable substitute for a transcript)
- State-issued GED
- Evidence of successful completion of at least forty (40) semester hours that does not result in the awarding of an associate degree

- Successful completion of an officially recognized home schooling program. The home-schooling documentation required by SelecTechnical Institute for review varies based on state requirements. If home schooling was completed in a state that issues a secondary school completion credential, a copy of the credential is required. If the state has not such requirements, additional documentation – including a transcript showing all courses, grades, and graduation date, and a signed statement – must be submitted for review. A designee will review home school documents and notify the applicant if further documentation is required.

Conditions for A Criminal Background

SelecTechnical Institute evaluates criminal background information to determine whether an applicant can safely participate in the program and the paid externship component. Certain convictions may preclude externship participation based on employer requirements or safety considerations. All decisions are made on a case-by-case basis and are applied consistently. Applicants will be notified in writing of admissions decisions.

Admission Acceptance or Denial

The Admissions Requirements listed above will determine acceptance or denial into SelecTechnical Institute defined as:

- **Accepted** – the applicant has met or exceeded all admissions requirements.
- **Denied** – the applicant has failed to provide required documentation and/or achieve admissions requirements as detailed above.

Applicants who have their admission denied will be provided formal notification as to the reason(s) why. All applicants are given an opportunity to appeal the denial decision. Appeals are to be reviewed and determined by the presiding school's Director or appropriate designated faculty. All appeals should be addressed to:

SelecTechnical Institute
 12802B Crosby Fwy | Houston | TX | 77049
 (713) 672-4115

Appeals can also be submitted to the school's Director via email:

marshall.caplan@selecttechnical.institute

Admission to SelecTechnical Institute is on a space-available basis. To be eligible for enrollment, the applicant must execute an Enrollment Agreement and have received acceptance indicated by the Enrollment Agreement being countersigned by a designated school official.

An applicant may receive conditional acceptance to SelecTechnical Institute pending receipt and verification of all required documentation. The Enrollment Agreement is not valid until the Agreement has been countersigned by a designated school representative after documentation has been verified that all admission requirements are met, which includes receipt of Proof of Graduation (POG) or a valid equivalent.

Language Proficiency

All instruction at SelecTechnical Institute is conducted in the English language. Proficiency is determined by an interview with a designated school official/school's Director. Successful completion of the interview marks proficiency appropriate for classroom learning. No standard English-language test is administered; proficiency is evaluated through an interview with school and STR staff. SelecTechnical Institute does not provide English language learning services.

Transfer Credit Policy

STI does not accept transfer credit from other institution because the program is delivered in an integrated, clock-hour format aligned to specific OEM objectives. Previously completed STI coursework may be evaluated for applicability using clock hour equivalencies only.

No assurance is made that credits or hours earned at SelecTechnical Institute will be accepted by any other institution; acceptance of transfer credit is solely at the discretion of the receiving institution.

Enrollment & Course Scheduling

After approval of a signed Enrollment Agreement, the applicant would be enrolled into school to start at the next available scheduled start date (see the attached academic calendar). The academic term consists of (23 weeks).

A student may change start dates after signing an Enrollment Agreement. If a change in start date is requested within 72 hours after signing the Enrollment Agreement and making an initial payment, no re-registration fee will be charged. If a change in start date is requested after the 72-hour period, the agreement will be canceled and a new agreement with its own separate terms must be signed.

IV. CAREER & STUDENT SERVICES

Standards, Policies, & Procedures

SelecTechnical Institute maintains an employment assistance service that is dedicated to developing the careers of its graduates. It also provides employment assistance for current students. While there is no guarantee of employment or a minimum starting salary and no one is authorized by the school to make such guarantees, SelecTechnical Institute provides resources for successful job search campaigns for graduates.

Employment Advising

Students have training incorporated in their curriculum to help them prepare for the job market after graduation. Students are encouraged to meet with faculty frequently and utilize their support. Designated faculty will have information on current job availability and field experience opportunities. SelecTechnical institute will help the student with resume and interview preparation.

Student & Graduate Employment Assistance

SelecTechnical Institute continually develops and maintains relationships with employers interested in hiring out students for a variety of full-time or part-time positions. While this is a cooperative, ultimately, it is the responsibility of the student to find and maintain employment, if desired, while attending school. Students may be considered for employment with industry partners; however, employment is not guaranteed.

V. FINANCIAL INFORMATION & SERVICES

Tuition, Books, Tools, & Supplies

SelecTechnical Institute provides guidance to students seeking private, non-federal financing options. STI does not participate in Title IV federal student aid programs and does not offer institutional loan programs. Limited private scholarships may be available; see “Scholarships” below.

Designated staff are available to assist students in understanding private financing options offered through third-party lenders or employer-sponsored programs.

A student’s tuition rate will remain unchanged provided the student maintains continuous attendance. Students who drop their program and re-enroll later or those who choose to postpone their scheduled start date, will be subject to the tuition in effect at the time a new enrollment agreement is executed.

Students may purchase books, tools, and training supplies from SelecTechnical Institute or any other vendor. It is the student’s responsibility to have all books, tools, and training supplies needed for training. Students who provide their own tools and/or training supplies must schedule an appointment with designated faculty prior to completion of their initial course to verify the tools and/or training supplies meet industry standards.

STI includes a required DTNA Aftermarket Resource Center (ARC) access fee within the published tuition and fee schedule. ARC access is necessary to complete OEM online training modules required for program completion.

Refund Policies

The following policy is required by the Texas Workforce Commission (TWC) Career Schools &

Colleges and is also included in the Enrollment Agreement:

Refund computations will be based on scheduled course time through the last date of attendance. School holidays will not be counted as part of the scheduled class attendance.

The effective date of termination for refund purposes will be the earliest of:

- The last day of attendance, if the student’s enrollment is terminated by the school;
- The date of the school receives written notice of termination from the student; or
- 10 school days following the student’s last date of attendance.

If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in total administrative fees shall be retained by the school as permitted by the TWC.

If a student enters the program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program.

The minimum refund of the remaining tuition and fees will be the portion of tuition, fees, and other charges that the number of hours remaining in the portion of the program for which the student has been charged after the effective date of termination bears to the total number of hours in that portion of the program. However, a student is not eligible for a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged.

Refunds for items of extra expense to the student – such as books, tools, or other supplies – are handled separately from tuition refunds. The student will not be required to purchase instructional supplies, books

and tools until they are needed. Once purchased, these items are non-refundable. For full refunds, the school may withhold the cost of these items if they were required for the portion of the program attended and were separately stated in the Enrollment Agreement. Any items not required for the portion of the program attended must be refunded.

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

A full refund of all tuition and fees is due when:

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

Refunds for students called to active military service will be issued in accordance with TWC rules. The student may elect one of the following options:

- A proportional refund of tuition, fees, and other charges paid for the portion of the program not completed, and cancellation of any unpaid tuition or fees for that portion; or
- Assignment of an appropriate final grade or credit if the instructor determines that the student has satisfactorily completed at least 90% of the required coursework and demonstrated mastery of the program material.

All refunds will be processed within 60 days of the effective date of termination.

Scholarship Programs

SelecTechnical Institute may offer limited institutional scholarships and tuition assistance programs. Students seeking institutional scholarships, tuition assistance, or sponsored training opportunities must first apply for all external funding sources identified by the institution, including the Mike Rowe Work Ethic Scholarship and applicable Texas Trucking Association (TTA) Foundation scholarship programs. Students are expected to cooperate in completing all required applications and providing supporting documentation. Award decisions are made solely by the sponsoring organization, and approval or denial of external funding does not affect admission to the Institute.

Please contact the School Director for additional information regarding scholarship opportunities and application requirements.

Withdrawals

A student may request to be withdrawn from a class at any time. Students are encouraged to meet with the Director to discuss the implications of withdrawal on academic progress, tuition charges, and program completion. Upon presentation of a reasonable request, a withdrawal may be granted. The student's withdrawal date will be the date the request is received. Additionally, if a student does not attend class for 5 consecutive school days, the student will be withdrawn. The student's withdrawal date will be five consecutive school days after the last day of attendance. A student who withdraws during a course must retake that course if accepted for re-enrollment. Additional tuition and all attendance policies apply. All students returning from withdrawal will be subject to the re-enrollment process and class availability.

Students using third-party financing are responsible for any repayment obligations that may result from withdrawal.

Cost of Education

The Cost of Education includes direct expenses such as tuition, fees, books, and supplies. Indirect expenses may include room and board, transportation, and personal expenses.

Program Costs:

- Tuition: \$39,000
- ARC Fee: \$450
- Administrative Fee: \$100
- Required Books: \$0 paid to STI
- Required Tools/PPE: \$0 paid to STI

VI. ACADEMIC POLICY

Grading Policy & Procedure

The final grade for any course is determined by theory grades and lab grades. Theory grades consist of tests and quizzes. Lab grades consist of labs, competency-based projects, homework, and any other criteria indicated in the course syllabus. The academic standing of all students is based on the following scale with 4.0 being the maximum grade point possible and 1.7 the minimum passing grade point.

Letter Grade	Numerical Value	Grade Value	Point
A	93 - 100		4.0
A-	90 – 92		3.7
B	83 - 89		3.0
B-	80 – 82		2.7
C	73 - 79		2.0
C-	70 - 72		1.7
F	0 - 69		0.0

A student receiving the grade of F will be assigned a numerical grade of 69% and must retake the failed course and receive a passing grade in theory and lab. The course must be repeated when next available. Additional tuition and fees will apply.

- **F** – Failed; the course must be retaken in a timely manner determined by designated faculty.
- **W** – Withdrawn (includes individuals who are called to military duty)
- **D** – Dismissed
- **CR** – Credit for Prior STI Training (if applicable)

Under Texas Education Code, §132.061(f), a student who is obligated for the full tuition may request a grade of “Incomplete” if the student withdraws for an appropriate reason unrelated to academic status. In this case, the student will be allowed to re-enroll in the program or course during the 12-month period following the date the student withdraws and complete those subject(s) without payment of

additional tuition. (Title 40, Texas Administrative Code, §807.241-245).

GPA & CGPA Calculations

STI is a clock-hour institution and does not award credit hours. GPA and CGPA are calculated only from graded coursework completed at STI. Courses with grades of W, D, or CR do not factor into GPA/CGPA calculations.

Satisfactory Academic Progress Policy

Minimum CGPA	Minimum Pace	Maximum Timeframe
2.0	66.67%	150.00%

All students attending SelecTechnical Institute must maintain Satisfactory Academic Progress (SAP). All periods of enrollment count toward SAP, including periods when the student does not receive funding. Note: SelecTechnical Institute does not offer non-credit remedial coursework. SAP is evaluated at specific intervals for the 23-week (115 day) clock-hour program. Any student who has not met the minimum CGPA, minimum pace of completion, and/or completion of their program within the maximum timeframe will be placed on academic warning.

1. Qualitative Standard – GPA

A minimum CGPA is required. Grades of W, D, and CR do not enter into GPA calculations.

2. Quantitative Standard – PACE

A minimum pace of 66.67% is required. Pace is measured by dividing cumulative clock hours completed by cumulative clock hours attempted. Grades of W count as attempted clock hours but not earned.

Example: a student who attempts 600 clock hours must complete at least 400 hours (600 x 66.67%).

3. Maximum Timeframe

Attempted clock hours may not exceed 150% of the 920-hour Diesel Technician Program (maximum of 1,380 clock hours). Grades of W and CR count as attempted clock hours. Clock hours from previous STI coursework, if applied, count as both attempted and completed.

Transfer or Prior Training

STI does not accept transfer credit from other institutions. Only hours applicable to the current program count toward SAP calculations.

Academic Warning & Probation

Academic warning is assigned to a student who fails to meet SAP. A student on academic warning may continue to attending but must meet SAP at the next evaluation point. Failure to meet these standards may result in dismissal unless an appeal is approved. Students may appeal SAP non-compliance due to extenuating circumstances by petitioning the school's Director.

Extenuating circumstances include but are not limited:

- Illness or death in the student's immediate family
- Employment-related conditions (transfer, shift changes)
- Immediate family or financial obligations
- Verified legal or military obligations

All extenuating circumstances must be documented.

The student must provide all the following:

1. A written explanation of why standards were not met
2. A written explanation of what has changed to support success
3. A written request for academic probation

If the submitted appeal is denied, the student will be dismissed. If a student does not understand the appeal decision, they can contact the school's

Director. Students with successful appeals are placed back on academic probation.

Academic probation is a status assigned to a student who fails to make satisfactory academic progress and who has successfully appealed and has been reinstated. While on probation, a student must meet SAP at the next evaluation point or comply with all conditions of an academic plan developed by the school and the student. Failure to meet these standards will result in dismissal from school. A student who successfully meets the requirements at the next evaluation point will be removed from probation status.

A student who has been dismissed due to lack of satisfactory academic progress may appeal to be reconsidered for readmission to the school in the same program. At the sole discretion of the school, a student may be readmitted only if the school determines that there is a reasonable expectation that the student will satisfactorily complete their program based upon the student's written appeal. The basis for appeal shall include any extenuating circumstances that resulted in the student failing to meet satisfactory academic progress.

If approved, the student will be enrolled for a probationary period not to exceed the next evaluation point. Before applying for readmission, all financial obligations to the school must be satisfied. Students who retake a portion of the program will be charged current tuition and fees. The student will be dismissed if they fail to meet all satisfactory academic progress standards after the probationary period.

Externship Evaluation Method

Externship performance is evaluated by STR/HFI supervisors using STI assessment criteria and documented evaluations. Externship hours are documented and approved by the employer-partner, Houston Freightliner, Inc.

Academic Integrity

SelecTechnical Institute is founded on the principle of trust among students and faculty. Students are expected to complete all assignments, assessments, and OEM modules honestly and independently, and to uphold the school's academic standards.

Student behavior is as important as what students learn. Our goal is to produce graduates who can become quality employees who have sound practical, technical, and theoretical backgrounds and who are committed to their professional responsibilities. Academic dishonesty will not be tolerated at SelecTechnical Institute, and violations may result in penalties up to and including dismissal from the school.

Violations apply equally to electronic media and print and involve tests, images, and ideas. Examples include, but are not limited to cheating, dishonest conduct, plagiarism, copyright infringement and peer-to-peer file sharing violations. Acquiring and/or sharing copies of tests (physical copies, electronic copies or pictures of tests) is also considered an act of academic dishonesty. Acts of academic dishonesty are not limited to a student's personal benefit. Knowingly assisting another student in an act of academic dishonesty is also prohibited.

Attendance & Related Policy

SelecTechnical Institute believes that regular and punctual attendance is important to achieve a high standard of work, and students are expected to notify the school if they must be absent. Any student who accumulates more than 5% unexcused hours in an evaluation period will be placed on attendance probation.

Furthermore, a 95% attendance expectation applies to certain OEM/DTNA certification activities. If a student misses more than 5% of scheduled class time (excused/unexcused), that student will be reviewed for dismissal by the school's Director.

Students must attend each scheduled course in their program of study. If a student does not attend the first day of class for each course, they will be reviewed for dismissal by the school's Director.

Student attendance is recorded daily. A student who is not present within the first fifteen (15) minutes of the scheduled class start time will be marked absent. Repeated tardiness is considered unprofessional conduct. Two (2) tardies are equal to one (1) absence for attendance purposes. Students who accumulate six (6) absences may be placed on attendance probation, reviewed for dismissal, or dismissed at the discretion of the School Director.

There are limited circumstances where individuals will be marked as excused for time off from school. The following list defines excused time and the process for appropriately documenting excused time away from school:

- All excused absences must be granted at the discretion of the instructor and/or reviewed by the school's Director.
- All excused absences must be accompanied by the appropriate written documentation to detail the reason for absence, i.e., a doctor's note, a letter for jury duty, a court order requiring legal obligation, a letter from a funeral home showing attendance (immediate family member/friend's death), or a copy of military orders (call to duty).
- Providing ANY false information regarding excused absence documentation will require immediate dismissal of the student and any involved parties.
- In the case of any other extenuating circumstances, the school's Director will review situations on a case-by-case basis.

SelecTechnical Institute does not offer formal Leaves of Absence (LOA). Students who must stop attending should follow the Withdrawal process.

Class Size, Schedule, & Availability

Class size is limited to provide adequate personal instruction in both the classroom and lab settings and to allow adequate access to special tools and equipment. Class size is intentionally limited to provide adequate hands-on instruction and meet industry-mandated training requirements. STI maintains a maximum 12-student class, supported by two DTNA-certified instructors, ensuring a 6:1 student-to-instructor ratio in all learning environments.

On occasion, when the maximum is exceeded, additional instructors will be provided to maintain the appropriate student-to-instructor ratio.

There are many factors that affect the scheduling of classes. SelecTechnical Institute strives to accommodate the scheduling needs of all students. However, SelecTechnical Institute cannot promise or guarantee the availability of any class and specifically reserves the right at its discretion to cancel any class, change room or location, dates, times or otherwise change availability.

SelecTechnical Institute allows students to change shifts for the purpose of scheduled attendance on a particular calendar day. This procedure should be pre-arranged and approved at least one week in advance. Students should be aware there are limitations to this policy and it may not always be allowed. Students with questions should see the school's Director.

Tutoring Assistance

Students in need of tutoring may contact their instructor to schedule individual tutoring sessions. Tutoring is also available on a case-by-case basis. Tutoring is free of charge and encouraged for all students. Never hesitate to ask for help.

Transcripts

SelecTechnical Institute maintains a full record of all course attempts for each student. All attempted and

completed courses will appear on the official transcript. All failed courses remain on the transcript unless repeated.

In instances of a course being completed successfully more than once, the attempt with the highest course grade will be included in the calculation of the cumulative grade point average (CGPA).

Within 45 days of graduation, each student will receive a certification of completion for the 920-clock-hour Diesel Technician Program.

Official transcripts may be obtained anytime for a nominal charge by contacting the school. Unofficial transcripts are available free of charge. The school reserves the right to withhold graduation documents until all financial obligations to the school have been satisfied.

Hours of Operation

Class is offered weekly during business hours (5 days a week – Monday through Friday). Scheduled class days are listed in the official academic calendar. Classes meet between 8:00 am and 12:00 noon for the morning classes and between 1:00 pm and 5:00 pm for afternoon classes. All students attend the entire day, switching between the classroom, lab and shop settings throughout the day. The schedule for students' externships will be determined by the company affiliates in coordination with students' instructional schedules.

Morning	Class Time	Break Time
	8:00 am – 10:00 am	10:00 am - 10:15 am
	10:15 am – 12:00 pm	
Total	3.75 instructional hours	15 minutes for break
Afternoon	Class Time	Break Time
	1:00 pm - 3:00 pm	3:00 pm – 3:15 pm
	3:15 pm – 5:00 pm	
Total	3.75 instructional hours	15 minutes for break

Emergency School Closures

SelecTechnical Institute recognizes the importance of avoiding interruptions in training. However, ensuring the safety of our students and employees is of primary importance. When cancelling classes due to inclement weather and/or unforeseen building issues, management evaluates the current and forecasted weather conditions and road conditions. If the decision is made to close the school, STI will communicate the closure via text, email, and other available communication channels.

Professional Conduct & Appearance

All students are expected to maintain the high standard of professional conduct and appearance that is required by the industry and is a tradition at SelecTechnical Institute. Students are expected to demonstrate professionalism at all times, consistent with industry expectations and safety requirements. The dress code regulations reflect industry standards for professionalism and safety. STI reserves the right to place students on academic or professional warning, probation, or dismissal from school for failure to conduct themselves in a professional manner.

Violations include, but are not limited to:

- Failure to maintain acceptable academic achievements
- Acts of violence
- Excessive absences from scheduled training
- Possession and/or conviction under the influence of alcohol or controlled substances
- Unprofessional conduct found to be offensive or detrimental
- Dress, grooming, or personal habits inconsistent with professional expectations
- Disrespectful or insubordinate behavior
- Failure to adhere to policies in the student handbook

Student Grievance Procedure

SelecTechnical Institute encourages students to resolve concerns informally by speaking with their instructor or the School Director. If a concern cannot be resolved informally, students may submit a written grievance to the School Director, who will review the matter and provide a written response within a reasonable period of time.

If a student is not satisfied with the school's final decision, the student may forward the grievance to the Texas workforce Commission, as required by state regulation.

Texas Workforce Commission
 Career Schools and Colleges, Room 226T
 101 East 15th Street
 Austin, Texas 78778-0001
 Phone: 512-936-3100
texasworkforce.org/careerschools

Nothing in this Catalog or in school policy requires a student to waive any right to file a complaint with any state agency or to pursue any remedies available under applicable law.

Diesel Technician – Program Description

The Diesel Technician Program is a 23-week, 920 clock-hour program consisting of 460 instructional hours and 460 externship hours.

Through classroom instruction, hands-on training, OEM web-based learning, and a structured externship, students develop the skills necessary for entry-level employment as diesel technicians. Delivered by DTNA-certified instructors in partnership with SelecTransportation Resources, the program focuses on the maintenance, diagnosis, and repair of Freightliner, Western Star, Thomas Built Bus, and Detroit Diesel products.

This is a clock-hour program that awards no academic credit.

COURSE NAME	CLOCK HOURS
VS101 Introduction to Vehicle Information	24
VS102 Heavy Duty Truck Systems	40
VS103 Electrical and Electronics Theory & System Troubleshooting	144
VS104 HVAC Diagnostics	44
VS105 Basic Safety KPA Training	24
VS106 Service Professionalism and Personal Finance Workshop	24
VS107 Hands-on Tools Training	24
ES202 Basic Engine Diagnostics & Repair	68
ES203 Advanced Engine Diagnostics & Repair	68
SUBTOTAL – INSTRUCTIONAL	460 HOURS
PE301 Professional Experience Externship I	180
PE302 Professional Experience Externship II	140
PE303 Professional Experience Externship III	140
SUBTOTAL – EXTERNSHIP	460 HOURS
TOTAL	920 clock hours

ACADEMIC SESSION	LENGTH	INSTRUCTIONAL HOURS (reflect daily breaks)
Vehicle Systems	63 days	252 hours
Safety, Service, Finance and Tools	18 days	72 hours
Engine Systems	34 days	136 hours
SUBTOTAL – INSTRUCTIONAL	115 DAYS	460 HOURS
Externship I	45 days	180 hours
Externship II	35 days	140 hours
Externship III	35 days	140 hours
SUBTOTAL – EXTERNSHIP	115 DAYS	460 HOURS
TOTAL PROGRAM HOURS		920 HOURS

VS101 Introduction to Vehicle Information (total time – 24 instructional hours)

Students receive initial guidance on Daimler course materials, including instruction on navigating technical literature, using DTNAConnect, and accessing and completing the Learning Management System (LMS). Students will be introduced to the essential expectations for academic success within the Diesel Technician Program.

VS102 Truck Systems (total time – 40 instructional hours)

Throughout this course, students learn foundational concepts about the operation, diagnosis, and repair of mechanical systems in heavy-duty vehicles. The curriculum includes both lecture-based and lab-based instruction covering basic technician orientation, suspension systems, clutch and linkage operations, power steering systems, air brake systems, fundamental troubleshooting, drivetrain systems, steering systems, and industry compliance requirements.

VS103 Diagnostic Resources, and Electrical and Electronics Theory & System Troubleshooting (total time – 112 instructional hours, 32 lab hours)

Students receive instruction and hands-on practice in electrical sciences and their application in diesel vehicle systems. This includes troubleshooting, wiring, multimeter use, service-based wiring, and instrumentation. Additionally, students will gain hands-on experience in constructing DC circuits, both in series and parallel. They will also learn how Electronic Control Units (ECUs) monitor various sensors such as speed, temperature, position, and pressure to control system outputs.

VS104 HVAC Diagnostics (total time – 44 instructional hours)

Students receive instruction and assessment on the fundamentals of HVAC (Heating, Ventilation, and Air

Conditioning) applications in the context of diesel vehicle operation and maintenance. This course will cover the core principles of heat energy and heat transfer as they relate to A/C (Air Conditioning) systems. The curriculum encompasses both lecture-based and laboratory-based materials, including HVAC scientific fundamentals, diagnostics and repair of refrigerant systems, and the operation of auxiliary HVAC systems as well as battery-powered systems for regulating cabin temperature in vehicles.

VS105 Basic Safety & OSHA Training (total time – 24 instructional hours)

Students receive instruction and assessment on the fundamental safety principles essential for professional compliance within the diesel service industry. They will go through various safety modules offered by KPA, which cover topics such as OSHA-aligned safety modules, basic safety and first aid, workplace safety, Environmental Health and Safety (EHS) training, driver safety, Personal Protective Equipment (PPE) training, forklift operation, fire extinguisher training and fire prevention, and general shop operations for safe practices.

VS 106 Personal Finance Workshop & Service Professionalism (total time – 24 instructional hours)

The Personal Finance Workshop develops essential financial literacy and responsible workplace professionalism. Students learn foundational personal finance concepts through guided discussion of *Personal Finance 101: Everything You Need to Know* (Udemy). Students create an individualized monthly budget using their current income and expenses, analyze long-term savings strategies including 401(k) contributions and compound-growth projections, and examine the impact of credit-card misuse and debt accumulation. Emphasis is placed on developing responsible financial habits that support long-term stability and

readiness for employment in the diesel-service industry.

In Service Professionalism, students review professionalism and service standards and receive instruction on using DTNA Express Write-Up for documenting service requests.

VS107 Hands-on-Tool Training (total time – 24 instructional hours)

Students receive practical, instructor-led training on the safe and effective use of tools commonly used in diesel diagnostics and repair. Topics include proper identification and operation of hand tools, power tools, and diagnostic equipment, along with hands-on practice in basic engine and system maintenance tasks. Emphasis is placed on accuracy, technique, and adherence to safety protocols.

ES202 Basic Engine Diagnostics & Repair (total time – 68 instructional hours)

This course provides students with instruction in engine diagnostics and repair. It covers fundamental concepts and practical skills related to heavy-duty and medium-duty engines. Students will also learn how to access and utilize important service information stored on DTNAConnect, with a specific focus on DD platform operation and repair. The course will delve into major repair procedures, emphasizing specific engine systems such as air, coolant, lubrication, electronics, and fuel.

ES203 Advanced Engine Diagnostics & Repair (total time – 68 instructional hours)

Students receive intermediate-level training on the operation and maintenance of DTNA-based engines, with a primary focus on fuel systems diagnostics and troubleshooting. The course will offer an in-depth exploration of how all components of the fuel system, from the fuel tank to the injector, function together in a properly running engine. Building upon this knowledge, students will learn to utilize

electronic service routines and troubleshooting materials to diagnose fault codes or symptom-based issues within the fuel system. Additionally, the course will emphasize the operation and diagnostics of the DD engine's air and aftertreatment system.

PE301 Professional Experience Externship I (total time – 180 externship hours)

Students participate in a structured, paid externship as part-time employees of SelecTransportation Resources/Houston Freightliner. Each student is assigned a workplace mentor who provides supervision, skill development, and performance feedback. Externship hours follow employer scheduling and are completed in accordance with program requirements.

This externship phase aligns with the Vehicle/Chassis Systems portion of the program. Students apply skills learned in VS101–VS107 and VS102–VS103 while working under mentor supervision in the shop environment.

Externship participation is paid, part-time employment with SelecTransportation Resources/Houston Freightliner. Employment beyond the externship is not guaranteed.

PE302 Professional Experience Externship II (total time – 140 externship hours)

Students participate in a structured, paid externship as part-time employees of SelecTransportation Resources/Houston Freightliner. Each student is assigned a workplace mentor who provides supervision, skill development, and performance feedback. Externship hours follow employer scheduling and are completed in accordance with program requirements.

This externship phase aligns with the Engine Systems portion of the program. Students apply knowledge from ES202 and ES203 to real engine diagnostics, repairs, and major component service under shop-mentor supervision.

Externship participation is paid, part-time employment with SelecTransportation Resources/Houston Freightliner. Employment beyond the externship is not guaranteed.

PE303 Professional Experience Externship III (total time – 140 externship hours)

Students participate in a structured, paid externship as part-time employees of SelecTransportation Resources/Houston Freightliner. Each student is assigned a workplace mentor who provides supervision, skill development, and performance feedback. Externship hours follow employer scheduling and are completed in accordance with program requirements.

This externship phase serves as a capstone experience, allowing students to integrate chassis, electrical, HVAC, and engine competencies across full vehicle operations. Students perform increasingly complex tasks under mentor supervision, demonstrating industry-ready proficiency.

Externship participation is paid, part-time employment with SelecTransportation Resources/Houston Freightliner. Employment beyond the externship is not guaranteed.

DTNA OEM Certification Requirements (ARC Platform)

As part of the Diesel Technician Program, students are required to complete nine (9) Daimler Trucks North America (DTNA) Aftermarket Resource Center (ARC) online certification modules. These modules deliver manufacturer specific training in vehicle systems, diagnostics, electronics, and component operation.

DTNA uses its own OEM grading rubric for certification eligibility, separate from STI's academic grading scale:

DTNA ARC Grading Rubric

Letter Grade	Score Range	Description
A	90–100	Exceeds expectations; outstanding mastery of objectives
B	85–89	Above average; strong understanding with minor errors
C	80–84	Satisfactory; meets minimum proficiency
F	79 and below	Failing; does not meet required standards

A minimum score of 80% is required to earn each DTNA OEM certification.

Certification results are recorded within the DTNA ARC Learning Management System (LMS) and follow the student throughout their continued training at any DTNA affiliated facility.

Relationship to STI Academic Grading

DTNA module results are used solely to determine OEM certification eligibility and do not replace STI course grades, do not affect GPA or CGPA calculations, and are not used directly for Satisfactory Academic Progress (SAP) determinations. However, successful completion of OEM modules may be required to demonstrate competency within specific courses or to progress into later segments of the program, as outlined in course syllabi.

SelecTechnical Institute has a responsibility to protect the health, safety, welfare, property, and human rights of all members of the Institute, and the property of the Institute itself.

All alleged violations of the Student Code of Conduct may result in referral to the Institute for disciplinary action. Students are expected to adhere to, and will be held accountable for adhering to, all federal, state, and local laws in addition to all Institute policies and regulations not mentioned herein.

Students are subject to applicable federal, state, and local laws. Students may be disciplined by the Institute for violating the Student Code of Conduct even if the student is or may be penalized by civil or criminal authorities for the same act.

A student admitted to SelecTechnical Institute accepts the responsibility to conform to all Institute rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary action including, but not limited to, expulsion, suspension, disciplinary probation, reprimand or warning. Although the Institute makes every reasonable effort to make the rules and regulations available, students are responsible for becoming familiar with them.

Prohibited Conducts

Destruction of Property - Intentionally or recklessly damaging, destroying, defacing, or tampering with Institute property or the property of any person or business on campus.

Discrimination - Intentional discrimination against a person or group of people on the basis of age, race, color, disability, religion, national origin, veteran status, genetic information, or sex (including pregnancy) except where such distinction is allowed by law.

Disruption/Obstruction - Obstructing or interfering with Institute functions or any Institute activity. Disturbing the peace or orderly operation of the Institute by, among other things; fighting, quarreling, excessive noise, or any behavior that causes or threatens to cause a disruption.

Disruptive Classroom Conduct - Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward program completion or satisfaction of program-based requirements or related activities.

Failure to Comply or Identify - Failure to comply with directives of Institute officials, police, or any other law enforcement officers acting in the performance of their duties or failing to identify

oneself to these persons when requested to do so.

Failure to Report or Respond - Failure to report or respond as directed by the Director or designee on any matter including, but not limited to, a request to meet concerning an issue or a notice alleging a violation of the Student Code of Conduct.

False Conduct Allegation - Making a prohibited conduct allegation against a member of the Institute community that is knowingly false.

False Report of Emergency - Causing, making, or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.

False Statements - Being party to falsification; giving or providing false statements, written or oral; and/or providing false information during any Institute proceeding, any Institute affiliated or sponsored event, or to any Institute official.

Falsification of Records - Altering, tampering, forging, or knowingly using falsified documents or records of the Institute, including, but not limited to Institute parking permits and student IDs. Falsifying, attempting to falsify, conspiring to falsify or knowingly using falsified academic records including, but not limited to, altering or assisting in the alteration of any official record of the Institute and/or submitting false information or omitting information that is required for or related to any academic record.

Forcible/Unauthorized Entry or Trespass - Forcible or unauthorized entry to any Institute

building, structure, or facility and/or unauthorized entry to or use of Institute grounds.

Gambling, Wagering, and/or Bookmaking - Gambling, wagering, and/or bookmaking as defined by federal, state, and /or local laws on Institute grounds or by using Institute equipment or services.

Mental or Bodily Harm - Causing or attempting to cause mental or bodily harm upon any person including oneself.

Misuse of Identification - Transferring, lending, or borrowing Institute identification.

Misuse of Safety Equipment - Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency equipment.

Misuse or Abuse of Computers - Unauthorized use or misuse of any Institute computer, computer system, service, program, data, network, or communication network. The inappropriate or disproportionate use of an information technology resource owned or controlled by the Institute or use of an information technology resource for an illegal, threatening, harassing, abusive, or intentionally destructive purpose. Failure to comply with laws, license agreements, and contracts governing network, software and hardware use. Use of computing resources for unauthorized commercial purposes or personal gain. Breach of computer security, harmful access or invasion of privacy.

Photographing or Videotaping - Photographing, videotaping, filming, digitally recording, or by any other means, secretly viewing with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy.

Possession of Firearms, Weapons, and Explosives - Use or possession of any items used as weapons, including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, BB guns, knives, or explosive or noxious materials on Institute premises except in accordance with federal,

state, local law, and/or SelecTechnical Institute policy.

Possession, Use, Manufacture, Distribution, Sale, or Offer for Sale of Controlled Substances or Drug Paraphernalia - The use, manufacture, distribution, sale, offer for sale, or possession of any controlled substances, including but not limited to, barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana. Controlled Substances and Drug Paraphernalia are defined by Texas law.

Possession of Stolen Property - Possessing property known to the possessor to be stolen and that may be identified as property of the Institute or any other person or business.

Public Intoxication - Being under the influence of alcoholic beverages or other drugs.

Sexual Misconduct - Violation of the Sexual Misconduct Policy including, but not limited to, engaging in or attempting to engage in sexual assault, sexual exploitation, sexual intimidation, sexual harassment, nonconsensual sexual contact, intimate partner violence (domestic violence and dating violence), and/or stalking.

Theft - Theft, or attempted theft, of property or services from any person or any business on Institute grounds.

Unauthorized Personal Transportation Devices - Possession, operation, storage, or charging of skateboards, hoverboards, roller skates, rollerblades, electric scooters, electric bicycles, or similar personal transportation devices on STI or STR property without authorization. Violations may result in disciplinary action, up to and including dismissal.

Unauthorized Use of Alcoholic Beverages - Possession, distribution, or consumption of alcoholic beverages except during events or in circumstances authorized by Institute officials and/or failure to comply with state or Institute regulations regarding the use or sale of alcoholic beverages.

Unauthorized Use of Property or Service - Unauthorized use of property or services or unauthorized possession of Institute property or the property of any other person or business.

Unauthorized Use of Institute Keys -

Unauthorized use, distribution, duplication, or possession of any key(s), access card(s), or access code(s) issued for any building, laboratory, facility, room, or other Institute property.

Violation of SelecTechnical Institute and SelecTechnical Institute System Policies and Procedures -

The prohibited conduct listed herein is not intended to be all-inclusive. Students are expected to comply with all school policies, procedures, safety requirements, and directive communicated by STI. The School Director reserves the right to impose disciplinary action, up to and including dismissal, for conduct determined to be inconsistent with the educational, safety, professional, or operational standards of the institution.

Any other violation of the Penal Code not specifically stated herein.

The Director's Office may place a disciplinary hold on the records and future enrollment of any student who withdraws from the Institute prior to the resolution of pending disciplinary action. The Director may also place a notation on the student's official transcript indicating, "Disciplinary proceedings are pending at SelecTechnical Institute." Students remain subject to the jurisdiction of the Student Disciplinary Procedures even if they withdraw from the Institute while disciplinary proceedings are pending.



SelecTechnical
Institute

2027

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SCHOOL START

HOLIDAY

SCHOOL END