



**SelecTechnical**  
I n s t i t u t e

***COURSE  
CATALOG***  
*2023 – 2024*

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**TECHNICAL EDUCATION  
PROGRAM:**  
Diesel Technician

*Vol. 02/No. 01*



*Founded in 2023*

**Campus Location:**

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

**Webpage:**

<http://selectechnical.institute/>

**Student Catalog:**

Volume 2  
May 9, 2024

Approved and Regulated by the Texas Workforce Commission  
(TWC), Career Schools and Colleges, Austin, Texas

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## I. PREFACE

# WELCOME TO SELECTECHNICAL 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 will provide you with the foundation for a fruitful career. Our advanced instructional design will provide you with unique 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 consists of a diverse workforce that have acquired years of service and leadership. 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. A part of our mission is to constantly observe and improve the academic environment so that all students can have the best experience possible. We are proud to state that our community is built for and by our students. We recognize your contribution, we reward your commitment, and we look forward to your hard-earned success.

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

Daryl Oaks – Facilities

Briana Gee, Andrea Hernandez – Reception

Chuck Doom – Diesel Program Coordinator

Staffed Accounting – Bookkeeping

Zachary Doom – Instructor

## 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.

Our students gain trust and value for an alliance with SelecTransportation, whom receives value from our students. This is accomplished when SelecTechnical and SelecTransportation recognize our students for their contribution. Together, we strive for the common goal of customer satisfaction without exception.

## Change of Content

This catalog gives a general description of SelecTechnical Institute and provides detailed information regarding the departments within the college 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 the appropriate faculty upon request.

## II. GENERAL INFORMATION

### History

SelecTechnical Institute is a large vocational school developed as a wholly owned subsidiary of SelecTransportation Resources. SelecTechnical Institute was conceived to supplement 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. Our school's goal is to provide quality education making formidable careers in the diesel service industry possible. STR owns and operates full service commercial truck dealerships along the Texas Gulf Coast, exclusively representing Daimler Trucks North America, a subsidiary of the German Daimler Truck Holding AG, and its brands: Freightliner, Western Star, and Thomas Built Buses. 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 450 employees, is headquartered in Houston, Texas and has for the past ten 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 utilizes Program Advisory Committees (PACs) to gain knowledge from qualified industry representatives to analyze all facets of our institution (i.e.: curriculum, facilities/equipment, graduation rates, employment rates, and current industry trends). Involved representatives include the employment community, industry practitioners, and other related academic counsel. These PAC meetings are scheduled biannually (Fall & Spring) with school faculty/administration to review & provide feedback on the current state of our academic/operational efficacy.

### 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 electrical training kits & bread boards for students to practice building complete circuits. Brake boards are utilized to demonstrate basic brake operation. 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 offers education in diesel truck maintenance for all students regardless of race, color, national origin, including those with limited language proficiency, sex or disability. 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, the following are basic guidelines if an evacuation order is given:

- Leave the facility immediately using the nearest exit route and proceed to outdoor assembly areas.
- Instructors and management will secure their areas of responsibility.
- Assist disabled students and employees if necessary.
- Take your personal belongings with you but only if they are easily accessible.

In the event of a medical emergency, injury, or illness:

- First aid kits are available to treat non-serious/not life-threatening injuries.
- Do not panic – if the injury is serious, call 911.
- Inform campus faculty of the name, location, the injury/emergency/illness of the party involved.
- Do not move the victim of a serious injury/illness from the area unless advised by faculty/emergency services to do so.
- SelecTechnical Institute does reserve the right to contact emergency medical services in the event a serious injury is apparent.

In the case of campus violence (perceived or actual), all threats should be assumed with the intent to carry them out. Students and faculty should recognize and report any sign they deem significant.

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](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.

## 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@selectechnical.institute](mailto:marshall.caplan@selectechnical.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

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. After a proof of tour of our campus facilities is complete, the prospective student will complete their Enrollment Agreement for submission. All students, upon acceptance of an Enrollment Agreement, are conditionally admitted to SelecTechnical Institute. The conditional status remains until the student's documentation is judged acceptable. Allowing adequate time (ideally 30 days minimum) for both evaluation of the documents submitted and an alert regarding any deficiency prior to the first day of class.

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 is committed to providing a safe learning environment for all students and faculty.

Applications from prospective students who have: (I) been convicted of, pleaded guilty or no contest to, any felony or other violent crime; or (II) is required to register as a sex offender, will be subject to further review by the school before being accepted. This policy extends to those students who have already enrolled or are active students. Conviction of a felony while attending or while awaiting a class starting is grounds for discipline including and up to dismissal or denied acceptance. Certain felony convictions and charges or convictions for drug offenses will also limit an applicant's eligibility to apply for and receive federal student loans and grants. About admissions decisions, SelecTechnical Institute, after its review, will notify students in writing of its decision to accept or deny the application for enrollment. SelecTechnical Institute will not accept applicants who:

- Have been convicted or pleaded guilty or no contest to a violent crime involving a weapon.
- Have been convicted of, or pleaded guilty or no contest to sexual assault, attempted sexual assault or other sexually related crime, or any other crime or offense for which registration as a sex offender is required, including but not limited to child pornography or any non-consensual, involuntary sexual act.

- Have been convicted or pleaded guilty or no contest to any felony within one year of expected enrollment date.
- Have been convicted or pleaded guilty or no contest to a felony and released from prison/jail within one year of expected enrollment date.
- Have been convicted of, or pleaded guilty or no contest to murder, attempted murder, vehicular manslaughter, or involuntary or voluntary manslaughter.
- Have been convicted of, or pleaded guilty or no contest to selling, transporting, delivering, cultivating, and manufacturing, or intending to sell illegal drugs or controlled substances, resulting in a felony unless such conviction or plea is more than 5 years old.
- Have been convicted or pleaded guilty or no contest to human trafficking.

The above restrictions apply to convictions received as an adult, as well as those received as a juvenile if the applicant was convicted as an adult. An applicant's entire criminal background, including but not limited to misdemeanor convictions or status as a registered sex offender, is considered when reviewing his or her application for enrollment. Applicants convicted of a misdemeanor after their most recent felony conviction and within the past year are ineligible for enrollment until at least one year after their most recent conviction. Applicants from states that do not use felony and misdemeanor language have the same requirements for equivalent offenses. Applicants who have a pending felony charge must resolve the situation to final disposition before consideration for appeal. Also, applicants who have a disposition of adjudication withheld and have not completed the requirements of their disposition will be required to complete all aspects of their adjudication and receive final disposition before being reviewed for appeal. Finally, applicants who have a disposition of adjudication withheld and have proof of final disposition will be required to go through the criminal background process and be reviewed by the school's Director. For the safety and security of the campus and depending upon the

circumstances, it may be advisable to deny application based on the applicant's past criminal background even if the applicant does not fall into the above categories. Applicants with a criminal background will be reviewed on a case-by-case basis. Actively enrolled students are expected to notify Financial Aid and designated school representatives if they are charged or convicted, or there are changes in charge/conviction status related to a violent crime, felony or drug offense while attending SelecTechnical Institute. Students who incur a qualifying offense will be subject to the same process and evaluation as new applicants, which may lead to dismissal. Applicants who are denied admission will be notified promptly. In support of a drug-free environment students must agree, as a condition of acceptance, to the school's substance abuse prevention policy. Specific details are published in the catalog and are available upon request. A designated school official may request a criminal background check on any applicant. Adverse reports will be taken into consideration regarding acceptance.

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

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

[marshall.caplan@selecttechnical.institute](mailto: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. SelecTechnical Institute does not provide English language learning services.

## Transfer Credit Policy

SelecTechnical Institute will not accept any credits as being transferable from any outside educational institution. Under circumstances of reenrollment, students with successfully completed (credit awarded) course work at SelecTechnical Institute may be granted credit as to be determined on a case-by-case basis by a designated school representative/school's Director.

## 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 length of an academic term is one quarter (9 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 will be considered for a position to work directly with our parent company, Houston Freightliner and its affiliates, upon successful completion of their training.

Graduate employment assistance begins prior to program completion. We provide one-on-one advising, resume development, and interviewing techniques. At no additional cost, employment assistance is available to all our graduates throughout their careers. It is possible that some employment opportunities are not near the campus

and surrounding metropolitan areas. Therefore, graduates should be willing and able to relocate to maximize their employment potential.

## V. FINANCIAL INFORMATION & SERVICES

### Tuition, Books, Tools, & Supplies.

SelecTechnical Institute has trained staff who assist interested applicants in the completion of private sources of student financial aid. SelecTechnical Institute uses LIMITED financial aid/scholarship programs available to those who qualify in order to help students finance their education. Currently, there are no explicit federal aid programs that SelecTechnical Institute can utilize to aid students' education. Students should feel free to meet with designated staff to help find the best option to help fund school expenses.

A student's tuition rate will remain unchanged provided the student maintains continuous attendance. Students that drop their program and re-enroll later or those students that 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.

### Refund Policy

*The following policy below is also detailed in the Enrollment Agreement established by SelecTechnical Institute.*

Refund computations will be based on scheduled course time of class attendance 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 following:

- The last day of attendance, if the student's enrollment is terminated by the school;
- The date of receipt of 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 any administrative fees charged shall be retained by the school for the entire program.

If a student enters a residence or synchronous distance education 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 course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect 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 on the effective date of termination.

Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of the program attended and separately stated in the enrollment agreement.

Any such items not required for the portion of the program attended must be included in the refund.

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 course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

A full refund of all tuition and fees is due and refundable in each of the following cases:

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

Refund for students called to active military service will be given if the student withdraws from the school as a result of the student being called to active duty in a military service of the United States, in which event the student may elect one of the following options:

- If tuition and fees are collected in advance of the withdrawal, a proportional refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- Satisfactorily completed at least 90% of the required coursework for the program; and
- Demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

## Scholarships

Currently SelecTechnical Institute offers scholarships that are available upon request. Please contact the following email address for further information:

[marshall.caplan@selectechnical.institute](mailto:marshall.caplan@selectechnical.institute)

## Withdrawals

A student may request to be withdrawn from a class at any time. The staff and administration at SelecTechnical Institute strongly recommend against students disrupting their training scheduled for any reason. However, upon presentation of any reasonable request to the school's Director, a withdrawal may be granted. The student's withdrawal date will be the date the request for withdrawal is made. Additionally, if a student does not attend class for 5 consecutive school days from their last day of attendance, they will be withdrawn. The student's withdrawal date will be the date **five consecutive school days** following their 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 a withdrawal will be subject to a re-enrollment process. The return of any student to SelecTechnical Institute after a withdrawal will be subject to class availability.

## Cost of Education

The Cost of Education will include direct expenses such as tuition, fees, books, and supplies. There are also indirect costs such as room and board, transportation, and personal expenses. The following national standardized budgets below reflect the estimated indirect costs associated with the courses offered at SelecTechnical Institute. You may find your expenses differ, but these standard budgets should assist you with planning.

<https://nces.ed.gov/fastfacts/display.asp?id=76#:~:text=At%20public%204-year%20institutions%2C%20average%20tuition%20and%20fees,percent%20higher%20than%20they%20were%20in%202010%E2%80%9311%20%28%2431%2C700%29.>



## 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. This is considering the course is 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** – Transfer Credit or Comparable Credit

Under Texas Education code, Section 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 the student’s 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, Section 807.241-245).

### GPA & CGPA Calculations

A Grade Point Average (GPA) is calculated for all students. The GPA for each quarter and Cumulative Grade Point Average (CGPA) are calculated on courses taken at SelecTechnical Institute. The GPA for each quarter is calculated by the total quality points earned that quarter by the total cumulative credit hours for that quarter. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA. The number of quality points earned for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.

### Satisfactory Academic Progress

All students attending SelecTechnical Institute must maintain satisfactory academic progress (SAP). Generally, the quantitative and qualitative standards used to judge academic progress include all quarters of the student’s enrollment. Note: SelecTechnical Institute does not offer noncredit remedial coursework (in the case of withdrawn students). A student’s academic progress is measured at the end of every quarter. Any student who has not **met the minimum CGPA, minimum pace of completion, and/or completion of their program within the 150% of the planned program length**, will be placed on academic warning (please see below for more information). To maintain satisfactory academic progress, a student must comply with all requirements of this policy following a succeeding academic quarter. The following standards determine a student’s satisfactory academic progress:

Minimum CGPA	Minimum Pace of Completion	Maximum Timeframe
2.0	66.67%	150.00%

1. Qualitative standard – A minimum cumulative grade point average (CGPA) is required for all



coursework attempted. Grades of W, D, and CR do not enter into GPA calculations. Please see the chart below for details.

2. Quantitative standard – A minimum pace of completion is required of all courses attempted. This is measured by dividing the cumulative credits earned by the cumulative credits attempted. Grades of W count as attempted credits but not as earned. For example, a student who has taken 36 credits must have completed at least 66.67% of those credits, which are 24 credits ( $36 \times 66.67\% = 24$ ). Please see the chart below for details.

3. Maximum Time Frame – Attempted credits may not exceed 150% of the number of credits required for a student’s program of study. Please refer to required program length. For example, the Diesel Technician Program requires a total of **34** credits to graduate; therefore, a student enrolled in this program cannot exceed **51** credits attempted (**34 credits X 150% = 51 credits**). Grades of W and CR count as attempted credits towards completion. Credit for previous SelecTechnical Institute training (as applied from repeated coursework) that are applied to a student’s program at SelecTechnical Institute will be counted as both credits attempted and completed.

Generally, the quantitative and qualitative standards used to judge academic progress include all terms of the student’s enrollment. Grades of “W” and “CR” count as attempted credit attributed to the calculation for minimum pace of completion. For credit for previous training, “CR”, the calculation of a student’s satisfactory academic progress standing will include only those credits that apply toward the current program. If credit hours from another institution are accepted toward the student’s educational program, the credits must count as both attempted and completed hours. However, for a student who changes programs as they become available, the credits attempted, and grades earned that do not count toward the student’s new program will not be included in the calculation of a student’s satisfactory academic progress standing.

## Academic Warning & Probation

Academic warning means a status assigned to a student who fails to make satisfactory academic progress. A student on academic warning may continue to attend school. While on academic warning a student must be able to meet standards for the next evaluation point. Failure to meet these standards will mean dismissal from school unless an appeal is granted to be placed on academic probation. A student who successfully meets the next evaluation point standards will be removed from academic warning status.

Students may appeal the determination that they are not meeting satisfactory academic progress standards while on academic warning by petitioning to the school’s director for evaluation on a case-by-case basis due to extenuating circumstances.

Extenuating circumstances INCLUDE but are not limited to (*ALL EXTENUATING CIRCUMSTANCES NEED TO BE DOCUMENTED TO THE SCHOOL’S SATISFACTION*):

- Illness of the student or death in the student's immediate family
- Unavoidable conditions arising in connection to the student's employment, such as geographical transfer or change in hours or conditions of employment
- Immediate family or financial obligation beyond the control of the student
- Unanticipated legal or military obligations of the student beyond the control of the student.

The process of submitting an appeal requires the student must provide ALL the following to the school’s director:

1. A written explanation of why the student failed to meet the standards
2. A written explanation of what has changed in the student’s situation that will allow the student to successfully pass the course
3. A written request to be placed on 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 can mean 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 be able to make the standards for the next evaluation point or meet the requirements of the academic plan developed by the school and the student. Failure to meet these standards will mean 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.

## **Academic Integrity**

SelecTechnical Institute is founded on the principle of trust amongst students and faculty. Our students and faculty must respect and be responsible for the actions we take. How you learn at SelecTechnical

Institute is dependent upon everyone's ability to be accountable for the actions they take.

Student behavior is as important as what students learn. Our goal is to produce graduates that 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. Also included is knowingly or intentionally helping another student in an act of academic dishonesty.

## **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 enrolled who accumulates more than 5% unexcused hours or more than of the total required hours in any academic quarter will be placed on attendance probation. A succeeding semester of 5% or more of unexcused absences will require the student to be dismissed from school. A grading scale for attendance will be incorporated into a student's CGPA which is determined by the instructor for the course work being taken that academic quarter. If a student misses more than 15% of scheduled class time (excused/unexcused) during ANY academic quarter, 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 to be taken every day of scheduled class time within the first 15 mins of class. A student is to be marked absent if the student is not present after that time. It is the student's sole responsibility to obtain any missed instructional material as all information covered in class is testable.

There are limited circumstances where individuals will be marked as excused for time off from school. The following list below 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 for the student/student parties involved.**
- In the case of ANY OTHER extenuating circumstances, the school's Director will review situations on a case-by-case basis.

## Class Size, Schedule, & Availability

Class size is limited to provide adequate personal instruction in both the classroom and lab setting and allows adequate access to special tools and equipment. Maximum classroom or lab enrollment is 36 students. 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 in its sole 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 within a week in advance. Students should be aware there are limitations to this policy and may not always be allowed. Students with questions or to arrange for a day/afternoon shift change 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 be mailed a copy of their unofficial transcript. 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 not issue or award graduation documents to a student 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). To reference scheduled class days, please see the attached 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 is to be determined by the company affiliates that works with our students' instructional schedules.

Morning	Class Time	Break Time
	8:00 am - 9:50 am	9:50 am - 10:10 am
	10:10 am – 12:00 pm	
<b>Total</b>	<b>220 minutes of instruction</b>	<b>20 minutes for break</b>
Afternoon	Class Time	Break Time
	1:00 pm - 2:50 pm	2:50 pm – 3:10 pm
	3:10 pm – 5:00 pm	
<b>Total</b>	<b>220 minutes of instruction</b>	<b>20 minutes for break</b>

## 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 considering cancelling classes due to inclement weather and/or unforeseen building issues, management evaluates the current and forecasted weather conditions as well as the current and possible future road conditions. If the decision is made to close the school, the school will make every attempt to communicate this information to students via text messaging, email, and other media outlets.

## 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. Both in and out of school, students are expected to conduct themselves in a professional manner with pride in themselves, their

community, and their school. The dress code regulations reflect industry standards for promoting professionalism and safety. Through professional conduct and appearance observed on campus, our students and graduates establish an outstanding reputation among industry employers and the public. It is expected that the student will observe the code of conduct of SelecTechnical Institute. Students will be given school apparel to be worn as a uniform while attending class. SelecTechnical Institute 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, the following:

- Failure to maintain acceptable academic achievements. Please refer to Academic Policies criteria detailed in this catalog.
- 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 to the individual, community, school, or to other students
- Dress, grooming and personal habits that are not proper for a professional person
- Disrespectful or insubordinate behavior toward any employee, guest, or visitor
- Failure to adhere to policies and regulations stated in the student handbook.

## Student Grievance Procedure

As a condition of enrollment, SelecTechnical Institute requires each student to sign an agreement containing a binding arbitration provision (**as detailed in the Enrollment Agreement**). Under the arbitration provision, both parties agree to resolve legal disputes through binding and mandatory arbitration between the student and SelecTechnical Institute or any current or former employee(s) of SelecTechnical Institute. Arbitration is the referral of a dispute to an impartial person (an arbitrator) for a

final and binding determination of the dispute. In agreeing to binding and mandatory arbitration, the parties voluntarily give up certain rights, including the right to pursue a dispute in court, the right to a trial by a judge or jury, rights to appeal, and other rights that may be available in a court, such as broader discovery rights. As provided by the arbitration provision, the parties also give up the right to bring or participate in any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. If you have any questions about this arbitration provision or the arbitration process, please contact the school's Director or the Texas Workforce Commission for unresolved grievances (see below).

**Texas Workforce Commission**

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

## VII. PROGRAMS OF STUDY

### Diesel Technician – Program Description

The Diesel Technician Program is 16 weeks (624 hours = 312 instructional hours + 312 externship hours) of combined didactic instruction, hands-on instruction, and outside work. Graduates will find themselves earning an education that will prepare them to inspect, repair, and overhaul diesel vehicles. The coursework includes both instructor-led training (ILT), web-based training (WBT), and an externship to give students an understanding of the working environment. This program is led by DTNA-certified program instructors who bring their real-world industry experience to prepare students appropriately. Students will become skilled technicians in medium and heavy-duty trucks specific to the Daimler Trucks North America Brand. The program, exclusive to SelecTechnical Institute, trains students to maintain, diagnose and repair DTNA's industry-leading brands, including Freightliner, Western Star, Thomas Built Buses, and Detroit Diesel.

COURSE NAME	CREDIT HOURS
VS101 Introduction to Vehicle Information	1
VS102 Truck Systems	3
VS103 Electrical and Electronics Theory & System Troubleshooting	6
VS104 HVAC Diagnostics	3
VS105 Basic Safety & OSHA Training	1
VS106 Principles of Business & Service Professionalism	1
VS108 Drivetrain Systems Troubleshooting & Repair	3
ES201 Introduction to Medium Duty Engine Systems	2
ES202 Basic Engine Diagnostics & Repair	6
ES203 Advanced Engine Diagnostics & Repair	6
PE301 Professional Experience Externship I	3
PE302 Professional Experience Externship II	2
PE303 Professional Experience Externship III	2
<b>TOTAL</b>	<b>39</b>

ACADEMIC SESSION	TOTAL TIME
Vehicle Systems (8 weeks) = 17 credit hours	154 + 172 hrs
Safety and Business (1 week) = 2 credit hours	18 + 0 hrs
Engine (7 weeks) = 15 credit hours	140 + 140 hrs

#### VS101 Introduction to Vehicle Information (total time – 10 instructional hours)

Students will receive initial guidance on Daimler course materials, including instruction on navigating our existing technical literature, using DTNAConnect, and comprehending the current Learning Management System (LMS). Additionally, students will go over the essential expectations for achieving academic success in the field of diesel technician.

#### VS102 Truck Systems (total time – 36 instructional hours)

Students will receive instruction and assessment on the fundamentals of heavy-duty truck systems in this foundational course within the vehicle training curriculum. Throughout this course, students will acquire knowledge about the operation, diagnosis, and repair of various key mechanical systems found in heavy-duty vehicles. The curriculum encompasses



both lecture-based and laboratory-based materials, covering aspects such as basic technician orientation, main and cab air suspension systems with adjustments, clutch and linkage operations with adjustments, power steering systems, air brake systems, fundamental heavy-duty troubleshooting, drive trains, steering systems, and industry compliance.

### **VS103 Electrical and Electronics Theory & System Troubleshooting (total time – 72 instructional hours)**

Students will receive instruction in the fundamental principles of basic electrical sciences and their direct application to the operation and repair of diesel trucks. This course will familiarize students with electrical troubleshooting, basic electrical wiring, the application of multimeters, service-based wiring, and instrumentation knowledge. 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, including speed, temperature, position, and pressure sensors, to make informed decisions and control outputs.

### **VS104 HVAC Diagnostics (total time – 36 instructional hours)**

Students will 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 essential 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 – 12 instructional hours)**

Students will 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 10-hour safety training and certification, 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 Principles of Business & Service Professionalism (total time – 6 instructional hours)**

In this course, students will revisit the core principles of professionalism and service standards essential for achieving maximum workplace efficiency. They will receive a tutorial on the use of DTNA Express Write-Up for entering and processing service requests.

### **VS108 Drivetrain Systems Troubleshooting & Repair (total time – 40 instructional hours):**

Students will receive both lecture-based and hands-on laboratory training on the basic principles of vehicle transmission operation and repair, focusing specifically on the DT12 model. They will delve into the engineering aspects of drivetrain components, including transmissions and axles, currently employed in DTNA manufacturing. Following the proper diagnosis of issues, technicians will perform necessary repairs using the specific DTNA tools mandated. Additionally, students will gain the skills to troubleshoot and address vehicle vibration-related problems.

### **ES201 Introduction to Medium Duty Engine Systems (total time – 8 instructional hours)**

In this course, students will take a closer look at the internal engine components of medium-duty platforms and learn how these components interact with one another. They will also develop the skills necessary to diagnose faults and failures in the medium-duty platform engines.

### **ES202 Basic Engine Diagnostics & Repair (total time – 74 instructional hours)**

This course provides students with a comprehensive education in engine diagnostics and major overhaul/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 – 66 instructional hours)**

In this course, students will 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 harmoniously in a properly running engine. Building upon this knowledge, students will learn to utilize the latest 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 – 104 externship hours)**

In this course, students will participate in a working externship to gain valuable real-time experience within the diesel industry. This externship will take place during the vehicle chassis classes. Students will collaborate with affiliated companies, which will be assigned upon enrollment, to apply their knowledge and skills in a professional work environment.

### **PE302 Professional Experience Externship II (total time – 104 externship hours)**

In this course, students will participate in a working externship to gain valuable real-time experience within the diesel industry. This externship will take place during the engine classes. Students will collaborate with affiliated companies, which will be assigned upon enrollment, to apply their knowledge and skills in a professional work environment.

### **PE303 Professional Experience Externship III (total time – 104 externship hours)**

In this course, students will participate in a working externship to gain valuable real-time experience within the diesel industry. This externship will take place during the engine classes. Students will collaborate with affiliated companies, which will be assigned upon enrollment, to apply their knowledge and skills in a professional work environment.



## VIII. STUDENT CODE OF CONDUCT

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 any of the 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 will make 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 and good order 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 academic credit 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** - Intentionally inflicting 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. This section does not apply to lawful security surveillance filming or recording that is authorized by law enforcement or authorized Institute officials.

**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** - Presenting as 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 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** - Violation of Institute and System policies and procedures including, but not limited to, those published in the Student Handbook.

**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 that, "Disciplinary proceedings are pending at the 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.

# IX. ACADEMIC CALENDAR

## SelecTechnical Institute Academic Calendar

2024

### January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16-week Session Begins
16-week Session Ends
School Closures/National Holidays

