



DIGITAL AGE TECHNOLOGY

MAJOR APPLIANCES/
BASIC ELECTRICITY

DOMESTIC REFRIGERATION AND
AIR CONDITIONING

COMMERCIAL HVACR

Catalog
2010 - 2011
School Year

225 Turnpike Street
(Route 138)
Canton, Massachusetts 02021
781-828-3434
www.baystatetech.org

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INSTITUTIONAL PHILOSOPHY

Bay State School of Technology, Inc. (*BSST*) is a proprietary (for-profit), co-educational, technical school committed to providing students with an accelerated and thoroughly comprehensive training program in the servicing of Major Appliances, Domestic and Commercial HVACR and Digital Age Technology. The School's blend of "hands-on, learn by doing" approach to training, and classroom theory under the guidance of its highly trained professional instructors, has proven to be successful in preparing its graduates for the demands of industry. *BSST* graduates are equipped with the background and training required to make a smooth transition from learning in the classroom to working in the field as entry-level technicians, and to qualify for advancement in a growing industry. *BSST* is dedicated to providing up-to-date training which keeps pace with a changing industry.

APPROVALS/AFFILIATIONS/MEMBERSHIPS

Approvals:

BSST is approved for the training of eligible veterans.

BSST is authorized under Federal and State law to participate in the following federal and state financial aid programs:

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant Program
- Federal Direct Student Loan
- Federal Direct PLUS
(Parental Loan for Undergraduate Students) Program
- Massachusetts State Scholarship Program

BSST participates in programs providing retraining through the Massachusetts Rehabilitation Commission, the Department of Workforce Development, and the Work Force Investment Act in Massachusetts and Rhode Island.

Affiliations and Memberships:

- Accredited - Accrediting Commission of Career Schools and Colleges
- Member - Massachusetts Association of Financial Aid Administrators
- Member - Massachusetts Association of Private Career Schools
- Member - Professional Service Association (PSA)
- Member - Canton Association of Industries (CAI)

HISTORY OF THE INSTITUTION

BSST was founded in 1982 in response to the Major Appliance and Refrigeration/Air Conditioning Industry's demand for qualified service technicians. The three founders of the School had over twenty years individual practical field experience in appliance and air conditioning/refrigeration servicing, extending from field service to business management, and teaching in a private vocational school setting.

The School was licensed by the Massachusetts Department of Education as a private vocational school on March 16, 1983.

The first full-time students were enrolled in August of 1983, and the first full-time programs started on September 12, 1983.

BSST was accredited by the Accrediting Commission of the National Association of Trade and Technical Schools, (now the Accrediting Commission of Career Schools and Colleges) on April 23, 1986 and began offering Federal Financial Aid in the Fall of 1986.

In March 1989, *BSST* began offering its Commercial HVACR section thereby further enhancing the course offerings of the School in response to increased industry need and student interest.

In September of 1991, *BSST* moved into new and larger facilities in Canton, MA., at 225 Turnpike Street. The new 14,354 square foot facility has enabled the School to better serve students and graduates alike.

In September of 1995 *BSST* introduced its Digital Age Technology program.

In May of 1997 the school name was changed from Bay State School of Appliances to Bay State School of Technology.

In September of 2003, the school converted to Semester Credit Hours for most courses.

FACILITIES

BSST is conveniently located in Canton, Massachusetts on Route 138, 1.6 miles south of exit 2A, Route 93 (formerly Route 128). All classes are held at the Canton facility. Ample parking is available in the school parking lot.

Occupying 14,354 square feet of newly renovated facilities, there are six full sized classrooms and four well-equipped shop areas. The front of the building houses the Administrative Offices, while the classrooms and shop make up the remainder of the building (classrooms, shop areas, tool room, and equipment storage areas). Each shop area is designed to provide working space for the entire class. This area includes both floor and bench space with the necessary electrical outlets. The design of the classroom, with Smart Boards, digital projectors, Wi-Fi access, dry erase

boards, film screen, TV and VCR, and portable lab equipment enables the use of modern and effective educational tools for the learning process. Equipment provided to students includes various brands of all Major Appliances, Refrigerators, Air Conditioners, Food Service Equipment, Multi Meters, Compressors, Electronic Lab Trainers, Oscilloscopes, Computers, Soldering Kits, and Hand Tools. In addition, each student will receive a new laptop computer, included with the program.

The building is in full compliance with the American Disabilities Act.

EDUCATIONAL OBJECTIVES

The training at **BSST** is intended for men and women who are mechanically inclined, physically capable, motivated, and have a sincere desire to be employed in the Major Appliance, Domestic and Commercial HVACR field, and the Digital Electronics field.

It is the School's first and foremost objective to provide a training program that will enable students to graduate into the industry as entry-level technicians and to qualify for advancement in a growing industry.

The faculty and staff of **BSST** are constantly striving to provide thoroughly up-to-date training programs, and to maintain an atmosphere conducive to developing the skills necessary for success in the field.

It is also the School's objective to prepare students in the Commercial HVACR section with the necessary training and instructional hours to advance in the field.

ADMISSIONS REQUIREMENTS

The School's admissions requirements are the same for full-time and part-time programs offered by the School.

All applicants must be interviewed at the School by an Admissions Counselor. The applicant must be able to read and write the English language, be physically capable of performing the duties that would be required of a major appliance, refrigeration/air conditioning or computer/electronics service technician, and must pass the entrance examination (consisting of basic mathematics, mechanical aptitude, and reading comprehension). Applicants for Program II, Domestic Refrigeration/Air Conditioning, must pass an additional test demonstrating ability in basic electricity. Applicants for Program III, Commercial HVACR, must pass an additional test, demonstrating ability in basic electricity and the fundamentals of refrigeration/air conditioning.

In addition, all applicants to **BSST** must:

- 1) possess either a High School Diploma or a General Equivalency Diploma (GED) or
- 2) pass an approved Ability to Benefit test

(**BSST** utilizes the ACT CPAt system for ATB testing. The ACT CPAt Ability to Benefit test is a nationally recognized testing instrument).

Bay State School of Technology does not discriminate as to race, color, sex, religion, creed, age, or national origin in the admission and recruitment of students.

ADMISSIONS PROCEDURES

An applicant seeking admission to the School must meet the criteria as published in the School's Admissions Requirements. He or she should then make arrangements for an informational interview with the Admissions Department. The Admissions Counselor will explain in detail all areas of training offered, as well as the level of effort and input that the School expects of its students. Prospective students may also be encouraged to sit in on a class and talk to current students and faculty members about the school. The applicant must then take the entrance examination. Upon successful completion of the exam, the Admissions Counselor will enroll the applicant for his or her desired program.

LATE REGISTRATION

Application for late registration may be made within the first thirty (30) hours of the Program. However, the applicant must make swift and consistent effort to make up his or her missed time in an approved make up session within two weeks of the date of enrollment. All applications for late registration are subject to the approval of the Director of Education, and such approval will take previous background and experience into consideration.

ADVANCED STANDING

Applicants who have completed course work at other accredited institutions may request to be admitted in an advanced academic standing. Credit for related course work earned at other institutions will be evaluated on a case by case basis. Applicants for advanced standing will be required to successfully complete the necessary written examination to "test out" and therefore receive advanced standing. Approval of advanced standing is at the discretion of the Director of Education.

COURSE OUTLINE

The school offers training in four areas of study: Major Appliances/Basic Electricity (360 Clock hours - Full Time Days or 330 Clock hours - Part Time Evenings); Domestic Air Conditioning and Refrigeration - (360 Clock hours - Full Time Days or 330 Clock hours - Part Time Evenings); Commercial HVACR - (360 Clock hours - Full Time Days or 330 Clock hours - Part Time Evenings); and Digital Age Technology (1,080 Clock hours Days - 36 Semester Credit Hours - Full Time Days or 990 Clock hours - 33 Semester Credit Hours - Part Time Evenings).The following programs are offered to students by the school:

Areas of Study:

Major Appliances and Basic Electricity: Program includes: Basic Electricity, DC Voltage, DC Motors, Basic Electronics, Washing Machines, Gas and Electric Clothes Dryers, Dishwashers, Gas and Electric Ranges, Microwave Ovens, Disposers and Compactors.

Domestic Air Conditioning and Refrigeration: Program includes: Electrical and Refrigeration Code, Room Air Conditioners, Refrigerators, Freezers, Personal Computer Usage, Solid State Controls and EPA Licensing for FREON Reclaiming and Recycling.

Commercial HVACR: Program includes: Electrical and Refrigeration Code, Air Cooled Systems, Water Cooled Systems, Heat Pumps, Two Temperature Systems, EPR Valves, Furnaces, Ice Makers, Reach-In and Walk-In Refrigerators and FREON Reclaiming and Recycling.

Digital Age Technology: Program includes: Basic Electricity and Analog Electronics, Digital Electronics and Smart Technologies, Computer Repair and Networking.

PROGRAM 1 (360 Clock Hours Days, or 330 Clock Hours Evenings / 18 Semester Credit Hours) Consists of Major Appliances and Basic Electricity.

Program 1 Objectives –To provide the student with the necessary skills and education required to enter the work force in the field of Major Appliances as an entry level service technician.

PROGRAM 2 (360 Clock Hours Days, or 330 Clock Hours Evenings / 18 Semester Credit Hours) Consists of Domestic Air Conditioning and Refrigeration.

Program 2 Objectives –To provide the student with the necessary skills and education to enter the work force in the field of Domestic Air Conditioning and Refrigeration as an entry level service technician.

PROGRAM 3 (360 Clock Hours Days, or 330 Clock Hours Evenings / 18 Semester Credit Hours) Consists of Commercial HVACR. **Note: Program 2 or equivalent experience is a prerequisite for acceptance to program 3.**

Program 3 Objectives –To provide the student with the necessary skills and education to enter the work force in the field of Commercial HVACR as an entry level service technician.

PROGRAM 4 (720 Clock Hours / 36 Semester Credit Hours Days, or 660 Clock Hours / 33 Semester Credit Hours Evenings) Consists of Major Appliances/ Basic Electricity and Domestic Air Conditioning and Refrigeration.

Program 4 Objectives –To provide the student with the necessary skills and education to enter the work force in the field of Major Appliances and Domestic Air Conditioning and Refrigeration as an entry level service technician.

PROGRAM 5 (720 Clock Hours / 36 Semester Credit Hours Days, or 660 Clock Hours / 33 Semester Credit Hours Evenings) Consists of Domestic Air Conditioning and Refrigeration and Commercial HVACR.

Program 5 Objectives –To provide the student with the necessary skills and education to enter the work force in the field of Domestic Air Conditioning and Refrigeration and Commercial HVACR as an entry level service technician.

PROGRAM 6 (720 Clock Hours / 36 Semester Credit Hours Days, or 660 Clock Hours / 33 Semester Credit Hours Evenings) Consists of Major Appliances/Basic Electricity and Commercial HVACR.

Program 6 Objectives –To provide the student with the necessary skills and education to enter the work force in the field of Major Appliances and Commercial HVACR as an entry level service technician.

PROGRAM 7 (1,080 Clock Hours / 54 Semester Credit Hours Days, or 990 Clock Hours / 49.5 Semester Credit Hours Evenings) Consists of Major Appliances/Basic Electricity, Domestic Air Conditioning and Refrigeration, and Commercial HVACR.

Program 7 Objectives –To provide the student with the necessary skills and education to enter the work force in the field of Major Appliances, Domestic Air Conditioning and Refrigeration, and Commercial HVACR as an entry level service technician.

PROGRAM 8 (1,080 Clock Hours / 54 Semester Credit Hours Days, or 990 Clock Hours / 49.5 Semester Credit Hours Evenings) Consists of three modules of instruction covering Basic Electricity, Basic Electronics, Micro Processors, Personal Computer Construction, and Networking, High Definition TV and Introduction to Renewable Energy Resources.

Program 8 Objectives - To provide the student with the necessary skills and education to enter the work force in the field of Computer Installation, Computer Repair, Networking, Digital Age Electronics and High Definition TV and Renewable Energy Resources as an entry level technician.

COURSE DESCRIPTION

Program 1 – Major Appliances and Basic Electricity: Includes Basic Electricity - Washing Machines - Gas and Electric Clothes Dryers - Dishwashers - Gas and Electric Ranges - Microwave Ovens - Basic Electronics - DC Voltage and DC Motors.

Basic Electricity – Covers safety, principles of electricity, use of meters, wiring symbols, schematic diagram reading, principles of voltage-ampere relationships, basic electronics, DC Voltage and DC Motors with an emphasis on hands-on training.

Washing Machines – Covers the history, theory of operation, safety, installation, wiring, repair and troubleshooting with an emphasis on hands-on training.

Clothes Dryers – Gas and Electric - Covers the history, theory of operation, safety, installation, wiring, venting, leak checking, repair and troubleshooting with an emphasis on hands-on training.

Dishwashers - Covers the history, theory of operation, safety, installation, wiring, repair and troubleshooting with an emphasis on hands-on training.

Ranges – Gas and Electric - Covers the history, theory of operation, safety, installation, wiring, venting, leak checking, temperature controls, repair and troubleshooting with an emphasis on hands-on training.

Microwave ovens - Covers the history, theory of operation, safety checks and procedures, installation, wiring, repair and troubleshooting with an emphasis on hands-on training.

Program 2 – Domestic Refrigeration & Air Conditioning – Includes Electrical and Refrigeration Code- Room Air Conditioners – Refrigerators – Freezers – Personal Computer Usage – Solid State Controls.

Domestic Refrigeration - Covers the history, theory of operation, safety, installation, soldering, brazing, epoxying, evacuation, charging, wiring, leak checking, repair and troubleshooting with an emphasis on hands-on training. Also covers FREON recovery and reclaiming. Includes Preparation and Testing for PSA Certification.

Domestic Air Conditioning - Covers the history, theory of operation, safety, installation, soldering, evacuation, charging, wiring, leak checking, repair and troubleshooting with an emphasis on hands-on training.

Personal Computer Usage – Introduction to the use of computers used in the service industry, how to use the Internet to access manufacturers' WEB sites.

Program 3 – Commercial HVACR – Includes Electrical and Refrigeration Code – Air Cooled Systems – Water Cooled Systems – Heat Pumps – Ice Makers – Two Temperature Systems – EPR Valves

Commercial Refrigeration - Covers the history, theory of operation, safety, installation, soldering, brazing, epoxying, evacuation, charging, wiring, leak checking, repair and troubleshooting with an emphasis on hands-on training. Also covers FREON recovery and reclaiming and Refrigeration & Electrical Code.

Commercial Air Conditioning - Covers the history, theory of operation, safety, installation, soldering, evacuation, charging, wiring, leak checking, repair and troubleshooting with an emphasis on hands-on training. Also covers FREON recovery and reclaiming and Refrigeration & Electrical Code.

Program 4 – Major Appliances and Domestic Refrigeration & Air Conditioning – Program 4 is a combination of programs 1 and 2.

Program 5 – Domestic and Commercial HVACR – Program 5 is a combination of programs 2 and 3.

Program 6 – Major Appliances and Commercial HVACR – Program 6 is a combination of programs 1 and 3.

Program 7 – Major Appliances, Domestic and Commercial HVACR – Program 7 is a combination of programs 1, 2, and 3.

Program 8 – Digital Age Technology – Program 8 consists of three modules covering instruction on the subjects of basic electricity, basic electronics, basic digital, micro processors, personal computers and networking, wireless communications, High Definition TV, and Introduction to Renewable Energy Resources.

Basic Electricity & Analog Electronics – Electrical Safety, basic mathematics, Ohms Law, DC theory, Series Circuits, Parallel Circuits, DC Capacitance and DC Inductance, AC theory, Basic Wiring, Waveforms, Oscilloscopes, AC Capacitance and Inductance, Magnetism, AC Generation and Control Devices, Semi-conductors, Diodes, DC Semi-conductor theory, AC Semi-conductor theory, Transistors and Operational amplifiers. Prep for ISCET Certification.

Digital Electronics and Smart Technologies – Digital Technology, Binary Codes, Inclusive Gates, Exclusive Gates, Flip Flops, Counters, Shift Registers, Encoders and Decoders, Multiplexers and De-Multiplexers, Memory, Code Converters, High Definition TV and Video Calibration, Black and White Level Adjustments, LCD, Plasma and LED Televisions, Introduction to Renewable Energy: Solar Energy, passive and active solar systems, Wind Energy, Geothermal energy, Introduction to Smart Technologies: Residential and Commercial Smart Systems, Alarm Systems, Prep for ISCET Certification.

Computer Repair and Networking – PC Hardware, Motherboard, DOS commands, Supporting Windows, Storage, Boot Discs, Drivers, Expansion Card Installation and Upgrade, Windows 2K, Hard Disc Drive, File Protection and Computer Management, Windows XP, Windows 7 Migration and System Recovery, Installing Hardware Applications, Prep for A+ Certification, Introduction to Windows Office Products (Word, Excel, Access), Networking, types of Networks, Network Standards, OSI Model Network Cards, Fiber Data Communications, 2K Server, Computer and Server Management, User and Group Management, Resource Sharing, Network Protocols, Other Network Hardware, Topologies, Connectivity Devices, Remote Devices, Network Operating Systems, Mail Services, Network Media, WiFi, Network Backup, Recovery, Network Security, Wireless Protocols, Network Project management.

PROGRAM LENGTH & HOURS

Full Time Days

PROGRAM 1: 18 Weeks – 54 school days
20 Hours per week (2 days @ 8 hrs, and 1 day @ 4 hrs)
total clock hours 360
semester credit hours 18

PROGRAM 2: 18 Weeks - 54 school days
20 Hours per week (2 days @ 8 hrs, and 1 day @ 4 hrs)
total clock hours 360
semester credit hours 18

PROGRAM 3: 18 Weeks - 54 school days
20 Hours per week (2 days @ 8 hrs, and 1 day @ 4 hrs)
total clock hours 360
semester credit hours 18

PROGRAM 4: 36 Weeks - 108 school days
20 Hours per week (2 days @ 8 hrs, and 1 day @ 4 hrs)
total clock hours 720
semester credit hours 36

PROGRAM 5: 36 Weeks - 108 school days
20 Hours per week (2 days @ 8 hrs, and 1 day @ 4 hrs)
total clock hours 720
semester credit hours 36

PROGRAM 6: 36 Weeks - 108 school days
20 Hours per week (2 days @ 8 hrs, and 1 day @ 4 hrs)
total clock hours 720
semester credit hours 36

PROGRAM 7: 54 Weeks - 162 school days
20 Hours per week (2 days @ 8 hrs, and 1 day @ 4 hrs)
total clock hours 1,080
semester credit hours 54

PROGRAM 8: 54 Weeks - 162 school days
20 Hours per week (2 days @ 8 hrs, and 1 day @ 4 hrs)
total clock hours 1,080
semester credit hours 54

Part Time Evenings

PROGRAM 1: 22 weeks - 66 school nights
15 Hours per week (3 nights @ 5 hours each)
total clock hours 330
semester credit hours 16.5

PROGRAM 2: 22 weeks - 66 school nights
15 Hours per week (3 nights @ 5 hours each)
total clock hours 330
semester credit hours 16.5

PROGRAM 3: 22 weeks – 66 school nights
15 Hours per week (3 nights @ 5 hours each)
total clock hours 330
semester credit hours 16.5

PROGRAM 4: 44 weeks – 132 school nights
15 Hours per week (3 nights @ 5 hours each)
total clock hours 660
semester credit hours 33

PROGRAM 5: 44 weeks – 132 school nights
15 Hours per week (3 nights @ 5 hours each)
total clock hours 660
semester credit hours 33

PROGRAM 6: 44 weeks – 132 school nights
15 Hours per week (3 nights @ 5 hours each)
total clock hours 660
semester credit hours 33

PROGRAM 7: 66 weeks – 198 school nights
15 Hours per week (3 nights @ 5 hours each)
total clock hours 990
semester credit hours 49.5

PROGRAM 8: 66 weeks – 198 school nights
15 Hours per week (3 nights @ 5 hours each)
total clock hours 990
semester credit hours 49.5

SATISFACTORY PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. NOTE: Students receiving funds under any Federal/Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. Every student will receive a written academic progress report at least once during the span of a class and this will be maintained by the school in the student's file.

Attendance Progress

DAYS	MAXIMUM TIME FRAME: The maximum time a student has to complete his/her respective day program is:
	22.5 weeks for Program 1
	22.5 weeks for Program 2
	22.5 weeks for Program 3

45.0 weeks for Program 4
 45.0 weeks for Program 5
 45.0 weeks for Program 6
 67.5 weeks for Program 7
 67.5 weeks for Program 8

EVENINGS **MAXIMUM TIME FRAME:**The maximum time a student has to complete his/her respective evening program is:

36.0 weeks for Program 1
 36.0 weeks for Program 2
 36.0 weeks for Program 3
 69.0 weeks for Program 4
 69.0 weeks for Program 5
 69.0 weeks for Program 6
 105.0 weeks for Program 7
 105.0 weeks for Program 8

Students are required to attend a minimum of 90% of their scheduled hours to graduate.

Academic Progress

Academic progress (test grades, laboratory work) will be graded according to the following scale:

Numeric Grade	Alpha Grade	GPA	
90 - 100%	A	4.0	Excellent
80 - 89%	B	3.0	Good
70 - 79%	C	2.0	Satisfactory
60 - 69%	D	1.0	Unsatisfactory
Below 60%	F	0.0	Failing

Students must maintain a minimum academic progress of 70% or a 2.0 GPA.

Incomplete Grades

If at the scheduled graduation date for any program, a student’s grades are incomplete, or below the required 70% minimum average for graduation, the student’s record will reflect a grade of “Incomplete”

If the student resolves the incomplete grade through achieving satisfactory progress with a passing grade within the 150% time frame allowed for completing a program, the students record will be adjusted accordingly. If the student fails to do so within the prescribed time frame, the student’s record will revert to a permanent failing grade immediately.

Determination of Progress

Evaluations of progress will be conducted at the following attendance increments for each program as follows:

PROGRAMS I, II, III, VII and VIII - DAYS/EVES:

Measuring Increment, Percentage of Total Hours Offered in Program	Minimum Attendance Required to Remain in Satisfactory Academic Progress
25%	75%
33%	80%
66%	85%
Graduation	90%

PROGRAM IV, V, and VI DAYS/EVES:

Measuring Increment, Percentage of Total Hours Offered in Program	Minimum Attendance Required to Remain in Satisfactory Academic Progress
25%	75%
50%	80%
75%	85%
Graduation	90%

Note: Program clock hours are used to measure satisfactory attendance progress.

Students meeting minimum requirements at the evaluation points will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of program midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the program.

Students failing to meet minimum progress requirements will be placed on probation until the next scheduled evaluation point with the opportunity to meet requirements for the next evaluation period. During probation, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students.

At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student will be terminated from the school.

Appeal Process

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the Director of Education, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. This appeal must be received by the Director of Education within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand.

An appeal hearing will take place within two (2) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be made within two (2) business days of the hearing, and will be communicated to the student in writing.

Should a student prevail in his/her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the program and financial aid funds will be reinstated to eligible students.

Interruption of Training

A student returning from a withdrawal or other official interruption of training must return to school in the same satisfactory progress status as prior to his/her leave.

Leaves of absence may be granted by the school to students who have special circumstances which prevent them from attending school for a specified period of time. These circumstances may include medical reasons, financial hardship, or military service etc.

Leaves may be granted for up to 180 days. The student must complete a Leave of Absence request form, sign it and date it and submit it to the Director of Student Services. The Student Review Board will approve or deny the request. Students failing to return from an approved leave of absence will be terminated and the refund policy will be applied.

Withdrawals/Program Incomplete

Any student who withdraws from his/her contracted program or fails to complete his/her training will have a notice placed in his/her student file as to progress at point of withdrawal.

Repetition

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment.

Non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

GUIDANCE AND COUNSELING

BSST offers no guidance or counseling services.

TARDINESS POLICY

Students arriving to class after the scheduled start time will be marked as tardy. All time missed as a result of tardiness will be counted as absence, and as such will be subject to make-up. When tardy, a student is required to check in with the School Office before he or she will be allowed in class. Should a student expect to be tardy, he or she must call the School Office. The Office is open at 7:00 AM.

Please refer to *BSST's* Satisfactory Progress Policy for a detailed description of minimum attendance standards.

ATTENDANCE/ABSENCE POLICY

All absences will be counted, and therefore subject to make-up. In the event of student absence, a student must make every effort to call the School office prior to the start of class for that day or evening. Failure to call the School office may result in a phone call to the student.

Please refer to *BSST's* Satisfactory Progress Policy for a detailed description of minimum attendance standards.

If, after missing five (5) consecutive days of class, *BSST* is not able to contact a student and the student does not contact the School regarding his/her absence, he/she will be subject to automatic termination from the program.

MAKE - UP WORK POLICY

All make up work required by absence or tardiness must be completed before scheduled Satisfactory Progress evaluation checkpoints. In addition, all make up must be done on scheduled make up days and hours which are posted in the classrooms and throughout the school. Fifty (50) percent of all make up time should be performed in class, while the remaining fifty (50) percent may be completed with homework or special assignments. Any student who does not perform his or her make up work on a timely basis may be placed on probation and/or subject to termination, and may not graduate.

SCHOOL RULES AND REGULATIONS

1. Smoking is not permitted in the school building.
2. Profanity will not be permitted. Students will be required to conduct themselves in an orderly manner in and around the School, and to show respect towards the instructional and administrative staffs, as well as towards their fellow students.
3. The use of ALCOHOL and DRUGS in or around the School is prohibited.
4. During breaks, at lunch, and while entering and leaving the building, students are not allowed to congregate in such a way as to obstruct hallways and or doorways.
5. Students may not remove tools, test instruments, manuals, or library materials from the building without the permission of an instructor.
6. Horseplay of any type is forbidden. Such activity could lead to injury.
7. Any injury incurred by a student while attending class must be reported immediately to the instructor in charge.
8. Safety goggles and protective gloves must be worn by students when directed by the instructor.
9. Students are required to report for class with clean work clothes, and to be conscious of his/her personal hygiene.
10. Students may not receive or place phone calls during class hours unless the call is of an emergency nature.
11. Students may not leave the building during class hours without notifying an instructor.
12. The student is responsible for maintaining a current financial account with the School.
13. The theft of any tools, equipment or School property will result in immediate termination.
14. No cigarette smoking breaks are allowed during class hours.
15. Hazing or harassment of student(s) is strictly prohibited. Students participating in such activity will be subject to termination.
16. Tank tops, short pants or open toed footwear are not allowed.

CONDUCT POLICY

Should a student be in violation of the established School Rules and Regulations, he or she may be subject to immediate suspension or termination.

PROBATION/TERMINATION POLICY

A student may be placed on probation for any of the following reasons:

- A) Failure to maintain satisfactory academic progress (as detailed in *BSST's* Satisfactory Progress Policy).
- B) Violation of the School's Rules and Regulations.

In addition, a student may be terminated for any of the following reasons:

- A) Failure to maintain satisfactory academic progress (as detailed in *BSST's* Satisfactory Progress Policy).
- B) Violation of the School's Rules and Regulations.
- C) Failure to keep current with scheduled tuition payments.

Should a student be terminated under any School policy, the student will be responsible only for his/her tuition up to the last date of attendance. Should any refunds be due to the student, they will be made within sixty (60) days of the termination.

Any student subject to termination for failure to maintain satisfactory academic progress is allowed an appeal of that termination. Please refer to *BSST's* Satisfactory Progress Policy for a detailed description of that appeals process.

Any student subject to termination for violation of the School's published Rules and Regulations is allowed an appeal of that termination. Please refer to *BSST's* Student Orientation Packet for a detailed description of that appeals process.

Any student subject to termination may apply for readmission to a future program.

STUDENT PROCEDURES FOR FILING A COMPLAINT OR GRIEVANCE

WITH THE SCHOOL ADMINISTRATION

1. The student must submit, in writing, all details concerning the grievance being filed to the School Director. The grievance must be both signed and dated.
2. The student must submit a copy of the signed and dated grievance to a member of the Student Advisory Committee or the Director of Student Services.
3. The director shall make every effort to schedule a hearing with the student within five days of receipt of the signed and dated grievance.
4. The student will be accompanied at the hearing by a member of the Student Advisory Committee. In addition the student may, if he/she chooses, be accompanied by legal counsel or a spokesperson of his/her choice.

5. During the hearing, the student may present witnesses and/or documentation pertinent to the grievance.

6. To fully explore the grievance, the Director may present testimony relating to the complaint filed.

7. Within five days of the hearing, the student shall be advised of the administrative action to be taken regarding the grievance.

8. The filing of a grievance shall in no way be a cause of ill-will or discrimination toward any student by the School Administration or Faculty.

9. STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

*Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212*

Students may also contact the Massachusetts Department of Elementary & Secondary Education at:

*Massachusetts Department of Elementary & Secondary Education
Email: proprietaryschools@doe.mass.edu
Phone: (617) 338-6048*

DEFINITION OF CLOCK HOUR

All clock hours are based upon a 50 minute period of instruction in the classroom and/or shop.

Definition Of Clock Hour To Semester Credit Hour Conversion - There are two conversion formulas for converting clock hours to semester credit hours. One for the United States Department of Education and another for the Accrediting Commission for Career Schools and Colleges of Technology, (The Accrediting Agency for Bay State School of Technology).

The United States Department of Education formula is as follows: 30 Clock Hours of classroom instruction or 30 Clock Hours of Lab/Shop equals one (1) Semester Credit Hour.

NOTE: The U. S. Department of Education formula is used to calculate Federal Financial Aid levels

The Accrediting Commission for Career Schools and Colleges of Technology formula is as follows: 15 Clock Hours of classroom instruction equals one (1) Semester Credit Hour. 30 Clock hours of Lab/Shop equals one (1) Semester Credit Hour.

NOTE: The Accrediting Commission's formula may be used to identify transferable semester credit hours.

Bay State School of Technology is on a Semester Credit Hour basis.

MAXIMUM NUMBER OF STUDENTS IN A CLASS ■

The maximum class size is 36 students in the shop and classroom.

REQUIREMENTS FOR GRADUATION ■

As conditions of graduation, a student must fulfill the requirements below:

As per **BSSST's** Satisfactory Progress Policy a student must:

Achieve a minimum grade average of seventy (70) percent in each section of training

Attend a minimum of 90% of total scheduled hours

As per the student's Enrollment Agreement a student must:

Meet all financial obligations to the school

Upon fulfillment of the above conditions, Bay State School of Technology will issue a certificate certifying completion of the student's Program.

CANCELLATION AND REFUND POLICY ■

When a student withdraws or terminates from our institution, a refund calculation is performed to determine the appropriate refund amount, if any, and to whom the refund is due.

BSSST utilizes federal and state guidelines to perform the refund calculation. There are two (2) refund calculations which may be performed when a student withdraws. All students are subject to these provisions. The entire state and federal statute is available for student review. Refunds due to students will be made within 60 days of termination.

Return of Title IV Funds-Section 484B of the HEA

The return of Title IV funds as prescribed in Section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is proportional calculation based on the date of withdrawal through sixty percent (60%) of the payment period.

The formula in brief is as follows:

1. The institution will determine the date of withdrawal and then determine the percentage of the payment period attended by the student.
2. The institution will determine the amount of Title IV aid for which the student was eligible by the percentage of the time enrolled.
3. The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned.
4. The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
5. The institution and/or the student must then distribute the unearned Title IV aid back to the Title IV programs.

After this process has been completed, the institution will then perform the calculation of a student refund. The refund policy is as follows:

(2) Massachusetts State Refund Policy

(AS PER M.G.L. CHAPTER 255, Section 13K):

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy- five percent of the tuition, less the actual reasonable costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty- five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.

8. If you wish to terminate this agreement, you must inform the school in writing of you termination, which will become effective on the day such writing is mailed.

9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

When it is determined that a withdrawing student is entitled to a refund under Massachusetts State Refund Policy, the refund will be calculated using the student's last date of attendance and the check will be mailed to the student within 60 days of that date. In the instance when a student fails to return from a school approved "Leave of Absence," the refund will be calculated based on the student's last date of attendance and the check will be mailed to the student within 60 days of that date.

PLACEMENT ASSISTANCE

The Director of Student Services is available to assist students seeking employment upon graduation. Services include access to the School's computerized job bank listing of currently available positions, development of a resume for use in the job search process, and individual advising to help with employment decisions. These services are available to both current and past graduates throughout their careers.

Bay State School of Technology does not guarantee or infer that a graduate will find employment as a result of the training offered (in accordance with the Laws of the Commonwealth of Massachusetts), however the School does offer placement assistance and will make a sincere effort to assist the graduate toward that goal.

LIBRARY POLICY

Students have ready and open access to the library and its resources, subject to the proper use of the materials contained therein. The library is open during School hours. Students must sign materials out through their individual instructor. Any misuse of the **BSST** library property will prohibit a student's future use of the library.

All materials may be utilized while the student is in the School building. Only books, manuals and periodicals may be signed out at the discretion of the Director of Education. Access to the internet as well as video tapes and filmstrips are for use inside the school building only.

The Internet Library is open for students before and after classes and during breaks. Access to the Internet Library while classes are in session is not allowed without the express permission of the instructor.

STUDENT HOUSING

The School does not provide facilities for on or off campus living accommodations, but can provide referrals for available housing in the area for those wishing to relocate during their period of enrollment. For assistance and information concerning referral for housing, transportation, and/or child care, see the Director of Student Services.

DRUG PREVENTION

BSSST maintains a drug free workplace as mandated by the Federal Drug Free Workplace Act of 1988, having instituted the program in April of 1989.

The School Administration has given each of its instructors a copy of a recently published listing of drug/alcohol abuses. This listing allows an instructor to be aware of uses of drug language, noticeable changes in a student's attitude, appearance, and performance. When an instructor becomes concerned about an individual, that concern is brought to the attention of the Student Services Department.

BSSST has available, upon request, listings of resources throughout the state for dealing with alcohol and substance abuse issues. Also, referral to outside counseling agencies is available.

SCHOOL BRANCHES OR EXTENSIONS

The School does not have any branch or extension of its facilities. All classes are conducted at: Bay State School of Technology, 225 Turnpike Street (Route 138), Canton, MA 02021.

TUITION AND FEES

PROGRAM 1:

Length of Program: Days - 18 weeks, Evenings - 22 weeks
Tuition: \$6,595.00 plus a registration fee of \$100.00

PROGRAM 2:

Length of Program: Days - 18 weeks, Evenings - 22 weeks
Tuition: \$6,595.00 plus a registration fee of \$100.00

PROGRAM 3:

Length of Program: Days - 18 weeks, Evenings - 22 weeks
Tuition: \$6,595.00 plus a registration fee of \$100.00

PROGRAM 4:

Length of Program: Days - 36 weeks, Evenings - 44 weeks
Tuition: \$12,195.00 plus a registration fee of \$100.00

PROGRAM 5:

Length of Program: Days - 36 weeks, Evenings - 44 weeks
Tuition: \$12,195.00 plus a registration fee of \$100.00

PROGRAM 6:

Length of Program: Days - 36 weeks, Evenings - 44 weeks
Tuition: \$12,195.00 plus a registration fee of \$100.00

PROGRAM 7:

Length of Program: Days - 54 weeks, Evenings - 66 weeks
Tuition: \$16,895.00 plus a registration fee of \$100.00

PROGRAM 8:

Length of Program: Days - 54 weeks, Evenings - 66 weeks
Tuition: \$16,895.00 plus a registration fee of \$100.00

There are no additional fees or charges to attend any program offered by the school. The tuition cost of each program offered includes a laptop computer, all text books and usable supplies.

Please see page 20 for the school's Cancellation and Refund Policy.

Note: Comparable Tuition/Program Information - Students may receive comparable program information related to tuition, fees, and program length by contacting:

*Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22202
Tel. (703) 247-4212*

BAY STATE SCHOOL OF TECHNOLOGY
SCHOLASTIC CALENDAR
2010/2011

DATE	DAY OF WEEK	EVENT
August 24, 2010	Tuesday	Day Class Graduates
August 26, 2010	Thursday	Evening Class Graduates
September 1, 2010	Wednesday	Evening Class Starts
September 6, 2010	Monday	Labor Day Holiday
September 7, 2010	Tuesday	Day Class Starts
October 8, 2010	Friday	Day Class Graduates
October 11, 2010	Monday	Columbus Day Holiday
October 13, 2010	Wednesday	Day Class Starts
November 11, 2010	Thursday	Veterans Day Holiday
November 25, 2010	Thursday	Thanksgiving Day Holiday
November 26, 2010	Friday	Thanksgiving Day Holiday
December 24, 2010	Friday	Christmas Eve Holiday
January 11, 2011	Tuesday	Day Class Graduates
January 17, 2011	Monday	Martin Luther King Day Holiday
January 18, 2011	Tuesday	Day Class Starts
January 26, 2011	Wednesday	Evening Class Graduates
January 27, 2011	Thursday	Evening Class Starts
February 14, 2011	Monday	Presidents' Day Holiday
March 11, 2011	Friday	Day Class Graduates
March 16, 2011	Wednesday	Day Class Starts
March 29, 2011	Tuesday	Evening Class Starts
April 1, 2011	Friday	Good Friday Observance
April 18, 2011	Monday	Patriots' Day Holiday
May 25, 2011	Wednesday	Day Class Graduates
May 30, 2011	Monday	Memorial Day Holiday
June 6, 2011	Monday	Day Class Starts
June 23, 2011	Thursday	Evening Class Graduates
July 4 – July 8, 2011	Monday-Friday	Independence Day Break
July 22, 2011	Friday	Day Class Graduates

