



ELECTRONICS TECHNICIAN

MAJOR APPLIANCES/  
BASIC ELECTRICITY

DOMESTIC REFRIGERATION AND  
AIR CONDITIONING

COMMERCIAL HVACR

Catalog  
2011 - 2012  
School Year

225 Turnpike Street  
(Route 138)  
Canton, Massachusetts 02021  
781-828-3434  
[www.baystatetech.org](http://www.baystatetech.org)

*Revised September 2011*

---

## TABLE OF CONTENTS

Institutional Philosophy .....	2
Approvals/Affiliations/Memberships .....	2
History of the Institution .....	3
Facilities .....	3
Educational Objectives .....	4
Admissions Requirements .....	4
Admissions Procedures .....	5
Late Registration .....	5
Advanced Standing .....	5
Course Outline .....	6
Course Description .....	8
Program Length and Hours .....	11
Satisfactory Academic Progress Policy .....	13
Leave of Absence Policy .....	15
Guidance and Counseling .....	15
Tardiness Policy .....	16
Attendance/Absence Policy .....	16
Make-Up Work Policy .....	16
School Rules and Regulations .....	16
Conduct Policy .....	17
Probation/Termination Policy .....	17
Student Procedures for Filing a Complaint or Grievance with the School Administration .....	18
Definition of Clock Hour/Credit Hour .....	19
Maximum Number of Students in a Class .....	20
Requirements for Graduation .....	20
Cancellation and Refund Policy .....	20
Placement Assistance .....	22
Library Policy .....	22
Student Housing .....	22
Drug Prevention .....	23
School Branches or Extensions .....	23
Tuition and Fees .....	24
School Calendar .....	25

## 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 Electronics Technician. 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)
- Accredited Member - Better Business Bureau

## 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 Electronics Technician, which was originally called Digital Age Technology.

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 Wonderlic ATB Program for ATB testing. The Wonderlic ATB Program 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 plus 90 Independent Study Hours - Full Time Days or Part Time Evenings); Domestic Air Conditioning and Refrigeration - (360 Clock Hours plus 90 Independent Study Hours - Full Time Days or Part Time Evenings); Commercial HVACR - (360 Clock Hours plus 90 Independent Study Hours - Full Time Days or Part Time Evenings); and Electronics Technician - (1,080 Clock Hours plus 270 Independent Study Hours - Full Time Days or 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.

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

**PROGRAM 1** (360 Clock Hours plus 90 Independent Study Hours - Days or 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 plus 90 Independent Study Hours - Days or 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 plus 90 Independent Study Hours - Days or 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 plus 180 Independent Study Hours / 36 Semester Credit Hours Days or 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 plus 180 Independent Study Hours / 36 Semester Credit Hours Days or 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 plus 180 Independent Study Hours / 36 Semester Credit Hours Days or 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 plus 270 Independent Study Hours / 54 Semester Credit Hours Days or 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 plus 270 Independent Study Hours / 54 Semester Credit Hours Days or 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 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.

This course consists of 180 hours of classroom time and 180 hours of shop or lab time. In addition, there are a minimum of 90 additional hours each semester of work outside the classroom which the student must complete.

**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' websites.

This course consists of 180 hours of classroom time and 180 hours of shop or lab time. In addition, there are a minimum of 90 additional hours each semester of work outside the classroom which the student must complete.

**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.

This course consists of 180 hours of classroom time and 180 hours of shop or lab time. In addition, there are a minimum of 90 additional hours each semester of work outside the classroom which the student must complete.

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

This course consists of 360 hours of classroom time and 360 hours of shop or lab time. In addition, there are a minimum of 180 additional hours each semester of work outside the classroom which the student must complete.

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

This course consists of 360 hours of classroom time and 360 hours of shop or lab time. In addition, there are a minimum of 180 additional hours each semester of work outside the classroom which the student must complete.

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

This course consists of 360 hours of classroom time and 360 hours of shop or lab time. In addition, there are a minimum of 180 additional hours each semester of work outside the classroom which the student must complete.

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

This course consists of 540 hours of classroom time and 540 hours of shop or lab time. In addition, there are a minimum of 270 additional hours each semester of work outside the classroom which the student must complete.

**Program 8 – Electronics Technician** – 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.

This course consists of 540 hours of classroom time and 540 hours of shop or lab time. In addition, there are a minimum of 270 additional hours each semester of work outside the classroom which the student must complete.

## **PROGRAM LENGTH & HOURS**

### **Full Time Days**

**PROGRAM 1:** 15 Weeks – 45 School Days  
24 Hours per week (3 days @ 8 hrs)  
Total 450 Clock and Outside Work Hours  
Semester Credit Hours: 18

**PROGRAM 2:** 15 Weeks – 45 School Days  
24 Hours per week (3 days @ 8 hrs)  
Total 450 Clock and Outside Work Hours  
Semester Credit Hours: 18

**PROGRAM 3:** 15 Weeks – 45 School Days  
24 Hours per week (3 days @ 8 hrs)  
Total 450 Clock and Outside Work Hours  
Semester Credit Hours: 18

**PROGRAM 4:** 30 Weeks - 90 School Days  
24 Hours per week (3 days @ 8 hrs)  
Total 900 Clock and Outside Work Hours  
Semester Credit Hours: 36

**PROGRAM 5:** 30 Weeks - 90 School Days  
24 Hours per week (3 days @ 8 hrs)  
Total 900 Clock and Outside Work Hours  
Semester Credit Hours: 36

**PROGRAM 6:** 30 Weeks - 90 School Days  
24 Hours per week (3 days @ 8 hrs)  
Total 900 Clock and Outside Work Hours  
Semester Credit Hours: 36

**PROGRAM 7:** 45 Weeks - 135 School Days  
24 Hours per week (3 days @ 8 hrs)  
Total 1,350 Clock and Outside Work Hours  
Semester Credit Hours: 54

**PROGRAM 8:** 45 Weeks - 135 School Days  
24 Hours per week (3 days @ 8 hrs)  
Total 1,350 Clock and Outside Work Hours  
Semester Credit Hours: 54

### **Part Time Evenings**

**PROGRAM 1:** 24 Weeks - 72 School Nights  
15 Hours per week (3 nights @ 5 hours each)  
Total 450 Clock and Outside Work Hours  
Semester Credit Hours: 18

**PROGRAM 2:** 24 Weeks - 72 School Nights  
15 Hours per week (3 nights @ 5 hours each)  
Total 450 Clock and Outside Work Hours  
Semester Credit Hours: 18

**PROGRAM 3:** 24 Weeks - 72 School Nights  
15 Hours per week (3 nights @ 5 hours each)  
Total 450 Clock and Outside Work Hours  
Semester Credit Hours: 18

**PROGRAM 4:** 48 Weeks - 144 School Nights  
15 Hours per week (3 nights @ 5 hours each)  
Total 900 Clock and Outside Work Hours  
Semester Credit Hours: 36

**PROGRAM 5:** 48 Weeks - 144 School Nights  
15 Hours per week (3 nights @ 5 hours each)  
Total 900 Clock and Outside Work Hours  
Semester Credit Hours: 36

**PROGRAM 6:** 48 Weeks - 144 School Nights  
15 Hours per week (3 nights @ 5 hours each)  
Total 900 Clock and Outside Work Hours  
Semester Credit Hours: 36

**PROGRAM 7:** 72 Weeks - 216 School Nights  
15 Hours per week (3 nights @ 5 hours each)  
Total 1,350 Clock and Outside Work Hours  
Semester Credit Hours: 54

**PROGRAM 8:** 72 Weeks - 216 School Nights  
15 Hours per week (3 nights @ 5 hours each)  
Total 1,350 Clock and Outside Work Hours  
Semester Credit Hours: 54

## **SATISFACTORY ACADEMIC PROGRESS POLICY** ■

*Effective July 1, 2011*

In accordance with federal regulations, financial aid recipients are required to complete a minimum percentage of credits attempted, (defined as the Quantitative Component of Satisfactory Academic Progress) as well as maintain a cumulative grade point average (CGPA) (known as the Qualitative Component of Satisfactory Academic Progress) that would lead to the attainment of a certificate. 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 life.

### **Quantitative**

The maximum timeframe to complete a program is within 150% of the published length of the certificate program. To determine the published length of a program, please refer to the Bay State School of Technology Academic Catalog.

1. Students will be monitored at the end of the each academic term.
2. Students not meeting the minimum percentage after a given academic term will be placed on financial aid warning for their next term of attendance.

3. While on financial aid warning, the student is still eligible for financial aid but the student must meet the required minimum percentage.
  - a. If the student completes enough credits to meet the minimum percentage, the financial aid warning will be lifted.
  - b. If the student does not complete enough credits to meet the minimum percentage during the financial aid warning term, the student will be placed on financial aid suspension and will not qualify for financial aid for their next term of attendance.

### Qualitative

In accordance with federal regulations, a student's CGPA must be reviewed at the end of each term of attendance including summer.

1. Students who have not maintained a 2.0 CGPA at the time of review will receive a financial aid warning for their next term of attendance.
2. While on financial aid warning, the student is still eligible for financial aid, but the student must reestablish a 2.0 CGPA.
  - a. If the student reestablishes a 2.0 CGPA or higher, the financial aid warning will be lifted.
  - b. If the student does not reestablish the 2.0 CGPA during the financial aid warning term, the student will be placed on financial aid suspension and will not qualify for financial aid for their next term of attendance.

### GRADING SCALE

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

<u>Numeric Grade</u>	<u>Alpha Grade</u>	<u>GPA</u>	
90 - 100%	A	4.0	Excellent
80 - 90%	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.

## **Appeals**

Students may appeal the suspension of their financial aid eligibility. Appeals should be submitted in writing to the Financial Aid Office, addressed to the director. The director, in consultation with Financial Aid Office staff members, will review the appeal and notify the student in writing regarding the appeal. Students will be able to file an appeal on the following basis: The death of a relative, injury or illness of the student, or other documented extenuating circumstances. Students must also indicate why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress. Students are limited to two suspension appeal requests while attending BSST.

## **Financial Aid Probation**

Students whose appeals have been approved will be placed on financial aid probation for their next term of attendance. While on financial aid probation, the student must reestablish a 2.0 CGPA. If it is determined prior to the probation term that the student will not meet the requirements of the financial aid probation during the probation term, an academic plan will be developed for the student.

## **Academic Plan**

BSST's Academic Plan will be developed on individual basis which may include academic performance requirements, meetings with an academic advisor, special tutoring sessions, etc. Failure to meet the requirements of BSST's Academic Plan will result in suspension of financial aid the next term of attendance.

## **LEAVE OF ABSENCE POLICY**

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

## **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 **BSSST'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 **BSSST'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](mailto: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, (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 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**

The school maintains a Resource Room with computers and internet access for students who may have forgotten their laptops, for students to use for study or research purposes, or for job searches.<sup>o</sup> the Resource Room is open to students before and after classes and during breaks.<sup>o</sup> Access to the Resource Room while classes are in session is allowed at the discretion of the Director of Education of 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 - 15 weeks, Evenings - 24 weeks  
Total Cost: \$6,595.00 plus a registration fee of \$100.00

### PROGRAM 2:

Length of Program: Days - 15 weeks, Evenings - 24 weeks  
Total Cost: \$6,595.00 plus a registration fee of \$100.00

### PROGRAM 3:

Length of Program: Days - 15 weeks, Evenings - 24 weeks  
Total Cost: \$6,595.00 plus a registration fee of \$100.00

### PROGRAM 4:

Length of Program: Days - 30 weeks, Evenings - 48 weeks  
Total Cost: \$12,195.00 plus a registration fee of \$100.00

### PROGRAM 5:

Length of Program: Days - 30 weeks, Evenings - 48 weeks  
Total Cost: \$12,195.00 plus a registration fee of \$100.00

### PROGRAM 6:

Length of Program: Days - 30 weeks, Evenings - 48 weeks  
Total Cost: \$12,195.00 plus a registration fee of \$100.00

### PROGRAM 7:

Length of Program: Days - 45 weeks, Evenings - 72 weeks  
Total Cost: \$16,895.00 plus a registration fee of \$100.00

### PROGRAM 8:

Length of Program: Days - 45 weeks, Evenings - 72 weeks  
Total Cost: \$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 total 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*

## SCHOLASTIC CALENDAR 2011/2012

DATE	DAY OF WEEK	EVENT
July 13, 2011	Wednesday	Day Class Starts
August 29, 2011	Monday	Day Class Graduates
September 1, 2011	Thursday	Evening Class Starts
September 5, 2011	Monday	Labor Day Holiday
September 6, 2011	Tuesday	Day Class Starts
October 10, 2011	Monday	Columbus Day Holiday
October 21, 2011	Friday	Day Class Graduates
October 26, 2011	Wednesday	Day Class Starts
November 11, 2011	Thursday	Veterans Day Holiday
November 24, 2011	Thursday	Thanksgiving Day Holiday
November 25, 2011	Friday	Thanksgiving Day Holiday
December 20, 2011	Tuesday	Day Class Graduates
December 26, 2011	Monday	Christmas Holiday Celebrated
January 2, 2012	Monday	New Year's Day Holiday Celebrated
January 9, 2012	Monday	Day Class Starts
January 16, 2012	Monday	Martin Luther King Day Holiday
January 31, 2012	Tuesday	Evening Class Starts
February 20, 2012	Monday	Presidents' Day Holiday
February 24, 2012	Friday	Day Class Graduates
March 7, 2012	Wednesday	Day Class Starts
April 6, 2012	Friday	Good Friday Observance
April 16, 2012	Monday	Patriots' Day Holiday
April 25, 2012	Wednesday	Day Class Graduates
May 28, 2012	Monday	Memorial Day Holiday
June 21, 2012	Thursday	Day Class Starts
July 2-6, 2012	Monday-Friday	Independence Day Break
July 12, 2012	Thursday	Day Class Graduates
August 14, 2012	Tuesday	Evening Class Graduates
September 4, 2012	Tuesday	Evening Class Starts

