2026

Diesel & Heavy Vehicle Technology

Automotive Technology

Maritime Welding Technology

Heating, AC & Refrigeration

Advanced Technology Institute Catalog

ADVANCED TECHNOLOGY INSTITUTE | 5700 Southern Blvd, Virginia Beach, VA 23462 757.490.1241
(09A)

Catalog Purpose

The *Catalog* contains policies, procedures, and requirements that all members of the college community are to follow. When required changes to the *Catalog* occur, they will be communicated through catalog inserts and other means until a revised edition of the *Catalog* is published.

Students who interrupt continuous enrollment will be subject to changes that have occurred prior to their re-admission.

The electronic *Catalog* is the official version as it is updated on a regular basis. A printed *Catalog* is available for individuals who do not have access to the electronic *Official Catalog*. (Up-to-date Catalog Inserts are available upon request.)

Equal Employment/Educational Opportunity

Advanced Technology Institute is committed to maintaining an educational environment which welcomes and supports a diverse student body and staff. ATI is an equal employment opportunity employer and educational provider and does not discriminate against any person because of race or color, religion or creed, sex or sexual orientation, gender identity or expression, national origin or ethnicity, age, disability, military service or veteran status, political affiliation or belief, marital status or pregnancy status.

This non-discrimination policy extends to all terms, conditions, and privileges of admission to the School, enrollment in classes, student services, financial aid, and employment as well as all School facilities and participation in all School programs and activities. Advanced Technology Institute conducts its educational activities in accordance with provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Harassment/discrimination will not be tolerated at ATI and is considered a violation of institutional policy.

Inquiries regarding, or reports of alleged, violations of this policy should be addressed to: Ms. Shanna Campise, Title IX Coordinator/Section 504 Coordinator, Advanced Technology Institute, 5555 Greenwich Road Virginia Beach, Virginia 23462 757.994.1054, TitleIX_Coordinator@auto.edu.

Regulations Subject to Change

Advanced Technology Institute reserves the right to change its regulations, requirements, or financial charges, and to cancel or change the course offerings published in this *Catalog*. Students are to familiarize themselves with current regulations, requirements, and changes.

MAIN CAMPUS
Advanced Technology Institute
5700 Southern Boulevard
Virginia Beach, VA 23462
757.490.1241

Effective August 31, 2026
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Welcome to Advanced Technology Institute (ATI),

Training for a career in the skilled trades is an investment. Today's skilled tradespeople and technicians play an essential role in keeping our communities, businesses, and industries moving forward.

As technology continues to evolve, employers need individuals who can combine practical skills with technical knowledge, problem-solving abilities, professionalism, and a strong work ethic. At ATI, our goal is to help students develop those qualities and prepare for the expectations of today's workplace.

Our experienced faculty and staff are committed to providing career-focused education in a supportive, hands-on learning environment. We take pride in helping our students build confidence in their abilities, develop valuable skills, and prepare to pursue meaningful careers in the skilled trades and technical professions.

Your education is an important step toward your future, and we are pleased that you have chosen ATI to be part of that journey.

Sincerely,
Andrew Gladstein
Vice President
Advanced Technology Institute

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ABOUT ADVANCED TECHNOLOGY INSTITUTE

Mission Statement

Advanced Technology Institute is committed to offering associate degree and diploma programs that promote the student's ability to enter or strengthen a chosen career. The Institute is committed to being a premier institution of higher education with an innovative, student-centered learning environment. The student's learning experience and placement opportunities are enhanced through studies that provide a balance of general academics and technical skills. The Institute responds to the educational needs of the communities it serves through cooperative efforts with students, faculty, alumni, businesses, organizations, professional associations, and government. Advanced Technology Institute provides educational opportunities through curricula in practical technical programs that are designed to prepare a student for direct entry into the workplace.

History of Advanced Technology Institute

Technical training began at this location in 1975. In 1993 Advanced Technology Institute, L.C. purchased the school. Major investments in equipment, curriculum, and faculty were made. Advanced Technology Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). In 1998 the National Automotive Training Education Foundation (NATEF) granted the initial Master Certification to Advanced Technology Institute as a Master Training school for its automotive program. In March 2004 Advanced Technology Institute was approved as a two-year degree-granting institute by the State Council of Higher Education for Virginia (SCHEV) and ACCSC.

Powers, Duties, and Responsibilities

Advanced Technology Institute, L.C. owns Advanced Technology Institute. Advanced Technology Institute, L.C. is owned by the Dreyfus family and family trusts. The ownership has a well-established reputation for managing high quality postsecondary educational institutions and the owners are well-equipped to serve students effectively. The organizational structure of the Institute involves a close relationship with the ownership and includes extensive support services in areas such as computer services, facilities management, admissions, financial aid, accounting, accreditation, assessment, curriculum development, and the training of personnel.

Advanced Technology Institute is supervised by the Vice President and an administrative team who possess the appropriate combination of education, experience, and demonstrated ability to lead and manage a post-secondary educational institution.

The Vice President is the campus administrator and provides oversight to the campus management, operation, and strategy. In addition, the Vice President is a liaison to the ownership. The administrative office is located at the Main campus (5700 Southern Blvd, Virginia Beach, VA).

The Vice President has a full-time team, with appropriate credentials and experience, that assists in the management and operations of the Institute. The team consists of a Director of Education, Director of Training, Director of Financial Aid, Director of Student/Career Services, and Director of Admissions, all at the same location.

Accreditation, Approvals, Authorizations

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency of post-secondary institutions of higher education. Accrediting Commission of Career Schools and Colleges. 2101 Wilson Blvd. #302, Arlington, VA 22201, (703) 247-4212, www.accsc.org.
- Certificate to Operate as an Institution of Higher Education issued by the State Council of Higher Education for Virginia. This Certificate is issued to Advanced Technology Institute to offer degrees, courses for degree credit, or programs of study leading to a degree.

- Approved for the training of veterans and active-duty military personnel.
- Eligible institution to train students under the sponsorship of the Department of Vocational Rehabilitation and Employment.
- Associate in Occupational Science in Trades Leadership with a specialization in Automotive Technology and the Automotive Technology Diploma program is Master Certified by the ASE Education Foundation.
- ESCO Institute Testing Site, EPA Testing Site
- American Welding Society Certified Test Facility
- HVAC programs qualify to meet educational requirements of DPOR HVAC journeymen licensure

Memberships

Air Conditioning Contractors of America
American Welding Society (AWS)
Associated General Contractors of Virginia Inc. (AGCVA)
Association of Diesel Specialists
Automotive Engine Rebuilders Association
Future Farmers of America (FFA)
Hampton Roads Auto Dealers Association (HRADA)
Hampton Roads Chamber of Commerce
Hampton Roads Utility and Heavy Contractors Association (HRUCA)
Skills USA
Virginia Ship Repair Association (VSRA)
Virginia Trucking Association

Facilities & Equipment

Advanced Technology Institute facilities are comprised of over 58,000 square feet of modern and spacious shops, laboratories, and classrooms. Each department is equipped to meet its specific training requirements. The laboratories and shops are similar to many of the environments in which students will be working following graduation. Operational vehicles and equipment are provided to give students opportunities for hands-on training. Training aids and simulators are provided to enhance understanding of theory. Classrooms are equipped with a variety of training aids as well as projectors that are connected to the internet and the school's library of multi-media resources.

Class Size

Lecture classes are limited to 40 students. A student/teacher ratio of 20/1 is the maximum for all labs. If a class size exceeds 20, then two instructors will be assigned during laboratory exercise. Both lecture and lab classes will have a maximum of 40 students in a class.

The class sizes and are designed to ensure interaction between students and teachers, and among students. The hands-on activities in labs also provide opportunities for meaningful interaction between and among students and faculty.

Hours of Operation

Office Hours	
Monday thru Thursday	8:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 2:00 p.m.

Class Schedules

Automotive / Heavy Vehicle / HVAC / Maritime Welding

Students attend class five (5) hours per day, four (4) days per week on various schedules. Students cannot be guaranteed a specific schedule.

PROGRAM INFORMATION

AUTOMOTIVE TECHNOLOGY

Program Description

The Automotive Technology diploma program offers ASE Education Foundation based training in the practical aspects of automotive maintenance and repair with emphasis on logical diagnostic procedures and effective repair methods. Students receive classroom and laboratory training using modern test equipment and specialized tools. Students gain hands-on experience in a realistic shop environment where they must demonstrate specific proficiencies. The program prepares graduates for entry-level employment as an automotive repair technician in an automotive service center.

Course Number	Course Requirements	Clock Hours	Credit Hours
ORN120	Fundamentals of Technology	100	4
AUT121	Basic Engine Repair	100	4
AUT122	Vehicle Electrical and Electronics I	100	4
AUT123	Steering and Alignment	100	4
AUT124	Brakes	100	4
AUT125	Manual Drivetrain and Axles	100	4
AUT126	Automatic Transmissions and Transaxles	100	4
AUT227	Vehicle Electrical and Electronics II	100	4
AUT228	Vehicle Heating, Cooling, and Environmental Control	100	4
AUT229	Engine Performance	100	4
AUT230	Advanced Vehicle Systems	100	4
AUT231	Light Duty Diesel	100	4
	TOTAL	**1200**	**48**

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 15 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive a Diploma in Automotive Technology

AIR CONDITIONING and HEATING TECHNOLOGY

Program Description

The Air Conditioning and Heating Technology diploma program is an excellent choice for students desiring to work in residential and light commercial heating, ventilation, and air conditioning (HVAC). Students gain practical knowledge and experience in the classroom and shop using modern test equipment and tools used in the HVAC industry. Students are trained by seasoned HVAC technicians that bring with them years of experience and a variety of industry-related certifications. This program prepares graduates for entry-level employment in the HVAC industry and is an excellent preparation tool for taking the HVAC Excellence or other industry-related certification exams. Students will have the opportunity to obtain certification in Section 608 EPA and R410A Refrigerant Safety and Handling.

Course Number	Course Requirements	Clock Hours	Credit Hours
ORN120	Fundamentals of Technology	100	4
HVA121	Fundamentals of HVAC and Refrigeration	100	4
ELC122	Basic Electricity and Circuits	100	4
ELC123	Intermediate Electricity & Schematics	100	4
IMT124	Metal Repair and Fabrication	100	4
HVA125	Heating Systems	100	4
HVA139	HVAC System Design and Installation	100	4
HVA227	Air Conditioners	100	4
HVA228	Heat Pumps/All Weather Systems	100	4
HVA236	Commercial Refrigeration	100	4
HVA241	Commercial HVAC Systems	100	4
IMT260	Industrial Control Systems	100	4
	TOTAL	**1200**	**48**

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 15 months (including breaks and holidays) – all schedules.
- At the sucessful completion of this program, the student will receive a Diploma in Air Conditioning and Heating Technology

HEAVY VEHICLE TECHNOLOGY

Program Description

The Heavy Vehicle Technology diploma program offers training in the practical aspects of diesel engine maintenance and major heavy vehicle subsystems. Students receive classroom and laboratory training using modern test equipment and specialized tools. Students gain hands-on experience in a realistic shop setting where they must demonstrate specific proficiencies. Emphasis is placed on logical diagnostic methods and repair procedures. This program prepares graduates for entry-level employment in the modern heavy vehicle service center in positions such as bus, truck, heavy construction technicians and diesel engine specialists.

Course Number	Course Requirements	Clock Hours	Credit Hours
ORN120	Fundamentals of Technology	100	4
AUT122	Vehicle Electrical and Electronics I	100	4
HVT125	Diesel Fuel Systems	100	4
HVT134	Four Stroke Diesel Engines	100	4
HVT137	Drivelines	100	4
HVT138	Brakes	100	4
HVT139	Steering and Alignment	100	4
HVT223	Environmental Control Systems	100	4
HVT230	Hydraulic Systems	100	4
HVT231	Preventive Maintenance	100	4
HVT244	Heavy Vehicle Electrical and Electronics II	100	4
HVT266	Advanced Heavy Vehicle Systems	100	4
	TOTAL	**1200**	**48**

- Students attend class four (4) days per week on various schedules
- Program length is approximately 15 months (including breaks and holidays) – all schedules
- At the successful completion of the program, the student will receive a Diploma in Heavy Vehicle Technology

INDUSTRIAL MAINTENANCE TECHNOLOGY

Program Description

This program provides students with the fundamental concepts of electrical and mechanical equipment and components that comprise various industrial systems. Students will learn how to identify machinery, understand the theory of operation, and conduct maintenance on equipment and components contained in various electrical, mechanical, hydraulic, and pneumatic systems. Students will use their attained knowledge of troubleshooting techniques, schematics, blueprints, and technical manual interpretation to conduct preventive and corrective maintenance on industrial equipment. Soft-skill applications will be included to prepare students for employment.

Course Number	Course Requirements	Clock Hours	Credit Hours
ORN120	Fundamentals of Technology	100	4
ELC122	Basic Electricity and Circuits	100	4
ELC123	Intermediate Electricity and Schematics	100	4
ELC127	Structural Wiring	100	4
ELC235	Electrical Motors and Drive Controls	100	4
ELC250	Advanced Energy Systems	100	4
HVA121	Fundamentals of HVAC and Refrigeration	100	4
IMT124	Metal Repair and Fabrication	100	4
IMT138	Pumps and Fluid Control	100	4
IMT231	Hydraulics and Pneumatics	100	4
IMT245	Material Handling and Conveyance	100	4
IMT260	Industrial Control Systems	100	4
	TOTAL	**1200**	**48**

- Students attend class four (4) days per week on various schedules
- Program length is approximately 15 months (including breaks and holidays) – all schedules
- At the successful completion of the program, the student will receive a Diploma in Industrial Maintenance Technology

MARITIME WELDING TECHNOLOGY

Program Description

The Maritime Welding Technology diploma program offers training in the practical aspects of construction and repair of equipment and structures built with steel. In addition to structural skills, students will learn to weld pipe in multiple positions. Instruction is presented in both classroom and laboratory using modern welding equipment and tools. Students gain hands-on experience in a realistic shop setting where they must demonstrate specific proficiencies. Emphasis is placed on safety and standard procedures followed in shipyards and repair facilities. This program prepares students for entry-level employment as a combination structural and pipe welder.

Course Number	Course Requirements	Clock Hours	Credit Hours
ORN120	Fundamentals of Technology	100	4
MWT116	Symbols and Blueprint Reading	100	4
MWT117	Shielded Metal Arc Welding	100	4
MWT118	Gas Metal Arc Welding	100	4
MWT119	Gas Tungsten Arc Welding	100	4
MWT120	Flux Core Arc Welding	100	4
MWT217	Shielded Metal Arc Welding, Structural	100	4
MWT218	Gas Metal Arc/Gas Tungsten Arc Welding, Aluminum	100	4
MWT219	Gas Tungsten Arc/Shielded Metal Arc Welding, 2G & 5G Pipe	100	4
MWT220	Shielded Metal Arc Welding, 2G and 5G Pipe	100	4
MWT221	Shielded Metal Arc Welding, 6G Pipe	100	4
MWT222	Advanced Process Projects & Certification	100	4
	TOTAL	**1200**	**48**

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 15 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive a Diploma in Maritime Welding Technology

ASSOCIATE IN OCCUPATIONAL SCIENCE
TRADES LEADERSHIP WITH SPECIALIZATION IN AUTOMOTIVE TECHNOLOGY

Program Description

The Associate in Occupational Science (A.O.S.) degree program in Automotive Technology offers ASE Education Foundation based training in the practical aspects of automotive maintenance and repair with emphasis on logical diagnostics procedures and effective repair methods. Students receive classroom and laboratory training using modern test equipment and specialized tools. Students gain hands-on experience in a realistic shop environment where they must demonstrate specific proficiencies. Course content provides students with the knowledge and skills required for entry-level employment as an automotive repair technician in an automotive service center.

The Trades Leadership course work provides students with a strong foundation in customer service, communications skills, employee relations, inventory management as well as critical thinking skills.

Course Number	Course Requirements	Clock Hours	Credit Hours
ORN120	Fundamentals of Technology	100	4
AUT121	Basic Engine Repair	100	4
AUT122	Vehicle Electrical and Electronics I	100	4
AUT123	Steering and Alignment	100	4
AUT124	Brakes	100	4
AUT125	Manual Drivetrain and Axles	100	4
AUT126	Automatic Transmissions and Transaxles	100	4
AUT227	Vehicle Electrical and Electronics II	100	4
AUT228	Vehicle Heating, Cooling, and Environmental	100	4
AUT229	Engine Performance	100	4
AUT230	Advanced Vehicle Systems	100	4
AUT231	Light Duty Diesel	100	4
	Trades Leadership Courses		
CIS124 ***OR***	Applied Computer Applications / Algebra in Action	100	4
ENG270 ***OR*** PSY115	Technical Writing and Applied Communications / Human Performance and Well-Being	100	4
HUM250	Critical Thinking and Leadership Skills	100	4
	TOTAL	**1500**	**60**

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 18 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive an Associate of Occupational Science in Trades Leadership with Specialization in Automotive Technology

ASSOCIATE IN OCCUPATIONAL SCIENCE
TRADES LEADERSHIP WITH SPECIALIZATION IN HEAVY VEHICLE TECHNOLOGY

Program Description

The Associate in Occupational Science (A.O.S.) degree program in Heavy Vehicle Technology offers training in the practical aspects of diesel engine maintenance and major heavy vehicle subsystems. Students receive classroom and laboratory training using modern test equipment and specialized tools. Students gain hands-on experience in a realistic shop setting where they must demonstrate specific proficiencies. Emphasis is placed on logical diagnostic methods and repair procedures. This program provides graduates with a foundation that prepares them for an entry-level position as a heavy vehicle repair technician.

The Trades Leadership course work provides students with a strong foundation in customer service, communications skills, employee relations, inventory management as well as critical thinking skills.

Course Number	Course Requirements	Clock Hours	Credit Hours
ORN120	Fundamentals of Technology	100	4
AUT122	Vehicle Electrical and Electronics I	100	4
HVT125	Diesel Fuel Systems	100	4
HVT134	Four Stroke Diesel Engines	100	4
HVT137	Drivelines	100	4
HVT138	Brakes	100	4
HVT139	Steering and Alignment	100	4
HVT223	Environmental Control Systems	100	4
HVT230	Hydraulic Systems	100	4
HVT231	Preventive Maintenance	100	4
HVT244	Heavy Vehicle Electrical and Electronics II	100	4
HVT266	Advanced Heavy Vehicle Systems	100	4
	Trades Leadership Courses		
CIS124	Applied Computer Applications	100	4
OR MTH113	Algebra in Action		
ENG270	Technical Writing and Applied Communications	100	4
OR PSY115	Human Performance and Well-Being		
HUM250	Critical Thinking and Leadership Skills	100	4
	TOTAL	**1500**	**60**

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 18 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive an Associate of Occupational Science in Trades Leadership with Specialization in Heavy Vehicle Technology

ASSOCIATE IN OCCUPATIONAL SCIENCE
TRADES LEADERSHIP WITH SPECIALIZATION IN HVAC TECHNOLOGY

Program Description

Students enrolled in the Associate in Occupational Science (A.O.S.) degree program in Heating, Ventilation, and Air Conditioning (HVAC) Technology gain practical knowledge and experience in the classroom and shop using modern test equipment and tools used in the HVAC industry. Students are trained by seasoned HVAC technicians that bring with them years of experience and a variety of industry-related certifications. This program prepares graduates for entry-level employment in the HVAC industry and is an excellent preparation tool for taking the HVAC Excellence or other industry-related certification exams. Students will have the opportunity to certify in Section 608 EPA and R410A Refrigerant Safety and Handling Certification.

The Trades Leadership course work provides students with a strong foundation in customer service, communications skills, employee relations, inventory management as well as critical thinking skills.

Course Number	Course Requirements	Clock Hours	Credit Hours
ORN120	Fundamentals of Technology	100	4
HVA121	Fundamentals of HVAC and Refrigeration	100	4
ELC122	Basic Electricity and Circuits	100	4
ELC123	Intermediate Electricity & Schematics	100	4
IMT124	Metal Repair and Fabrication	100	4
HVA125	Heating Systems	100	4
HVA139	HVAC System Design and Installation	100	4
HVA227	Air Conditioners	100	4
HVA228	Heat Pumps/All Weather Systems	100	4
HVA236	Commercial Refrigeration	100	4
HVA241	Commercial HVAC Systems	100	4
IMT260	Industrial Control Systems	100	4
	Trades Leadership Courses		
CIS124 ***OR*** MTH113	Applied Computer Applications Algebra in Action	100	4
ENG270 ***OR*** PSY115	Technical Writing and Applied Communications Human Performance and Well-Being	100	4
HUM250	Critical Thinking and Leadership Skills	100	4
	TOTAL	**1500**	**60**

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 18 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive an Associate of Occupational Science in Trades Leadership with Specialization in HVAC Technology

ASSOCIATE IN OCCUPATIONAL SCIENCE TRADES LEADERSHIP WITH SPECIALIZATION IN INDUSTRIAL MAINTENANCE TECHNOLOGY

Program Description

The Associate in Occupational Science (AOS) degree program in Trades Leadership with a specialization in Industrial Maintenance Technology offers training in the fundamental concepts of electrical and mechanical equipment and components that comprise various industrial systems. Students will learn how to identify machinery, understand the theory of operation, and conduct maintenance on equipment and components contained in various electrical, mechanical, hydraulic, and pneumatic systems. Students will use their attained knowledge of troubleshooting techniques, schematics, blueprints, and technical manual interpretation to conduct preventive and corrective maintenance on industrial equipment. Soft-skill applications will be included to prepare students for employment.

The Trades Leadership course work provides students with a strong foundation in customer service, communications skills, employee relations, inventory management, as well as critical thinking skills.

Course Number	Course Requirements	Clock Hours	Credit Hours
ORN120	Fundamentals of Technology	100	4
ELC122	Basic Electricity and Circuits	100	4
ELC123	Intermediate Electricity and Schematics	100	4
ELC127	Structural Wiring	100	4
ELC235	Electrical Motors and Drive Controls	100	4
ELC250	Advanced Energy Systems	100	4
HVA121	Fundamentals of HVAC and Refrigeration	100	4
IMT124	Metal Repair and Fabrication	100	4
IMT138	Pumps and Fluid Control	100	4
IMT231	Hydraulics and Pneumatics	100	4
IMT245	Material Handling and Conveyance	100	4
IMT260	Industrial Control Systems	100	4
	Trades Leadership Courses		
CIS124	Applied Computer Applications	100	4
OR MTH113	Algebra in Action		
ENG270	Technical Writing and Applied Communications	100	4
OR PSY115	Human Performance and Well-Being		
HUM250	Critical Thinking and Leadership Skills	100	4
	TOTAL	**1500**	**60**

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 18 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive an Associate of Occupational Science in Trades Leadership with Specialization in Industrial Maintenance Technology

ASSOCIATE IN OCCUPATIONAL SCIENCE TRADES LEADERSHIP WITH SPECIALIZATION IN MARITIME WELDING TECHNOLOGY

Program Description

The Associate in Occupational Science (A.O.S.) degree program offers core training in the practical aspects of construction and repair of equipment and structures built with steel. In addition to structural skills, students will learn to weld pipe in multiple positions. Instruction is presented in both classroom and laboratory using modern welding equipment and tools. Students gain hands-on experience in a realistic shop setting where they must demonstrate specific proficiencies. Program content provides students with the knowledge and skills necessary for entry-level employment as a combination structural and pipe welder.

The Trades Leadership course work provides students with a strong foundation in customer service, communications skills, employee relations, inventory management, as well as critical thinking skills.

Course Number	Course Requirements	Clock Hours	Credit Hours
ORN120	Fundamentals of Technology	100	4
MWT116	Symbols and Blueprint Reading	100	4
MWT117	Shielded Metal Arc Welding	100	4
MWT118	Gas Metal Arc Welding	100	4
MWT119	Gas Tungsten Arc Welding	100	4
MWT120	Flux Core Arc Welding	100	4
MWT217	Shielded Metal Arc Welding, Structural	100	4
MWT218	Gas Metal Arc/Gas Tungsten Arc Welding, Aluminum	100	4
MWT219	Gas Tungsten Arc/Shielded Metal Arc Welding, 2G and 5G	100	4
MWT220	Shielded Metal Arc Welding, 2G and 5G Pipe	100	4
MWT221	Shielded Metal Arc Welding, 6G Pipe	100	4
MWT222	Advanced Process Projects & Certification	100	4
	Trades Leadership Courses		
CIS124	Applied Computer Applications	100	4
OR MTH113	Algebra in Action		
ENG270	Technical Writing and Applied Communications	100	4
OR PSY115	Human Performance and Well-Being		
HUM250	Critical Thinking and Leadership Skills	100	4
	TOTAL	**1500**	**60**

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 18 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive an Associate of Occupational Science in Trades Leadership with Specialization in Maritime Welding Technology

ELECTRICAL SYSTEMS TECHNOLOGY

Program Description

The Electrical Systems Technology certificate program offers training in the fundamental concepts of electrical equipment and components that comprise industrial, commercial, and residential systems. Students will learn how to identify electrical equipment, understand the theory of operation, and conduct maintenance on equipment and components within electrical systems. Students will use their attained knowledge of troubleshooting techniques, electrical schematics, and technical manual interpretation to conduct preventive and corrective maintenance on electrical systems equipment. Soft-skill applications will be included to prepare students for employment.

Course Number	Course Requirements	Clock Hours	Credit Hours
ORN120	Fundamentals of Technology	100	4
ELC122	Basic Electricity and Circuits	100	4
ELC123	Intermediate Electricity and Schematics	100	4
ELC127	Structural Wiring	100	4
ELC235	Electrical Motors and Drive Controls	100	4
ELC250	Advanced Energy Systems	100	4
	TOTAL	**600**	**24**

- Students attend class four (4) days per week on various schedules.
- Program length is 7 months (includes breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive a Certificate in Electrical Systems.

ACADEMIC POLICIES AND PROCEDURES

Academic Advising and Tutoring

Instructors are accessible to students for academic and course advising at stated times outside regularly scheduled class hours when a course is offered and throughout the period during which the course is offered.

Students typically receive academic advising from their Program Coordinator, a credentialed and course-qualified instructor and administrator who is familiar with the requirements of the program. Students are introduced to their Program Coordinators during orientation and are provided with contact information. Program Coordinators are available on campus and by email to answer student questions promptly. Students may also request assistance with advising from their Program Coordinator outside of normally scheduled class time on any regularly scheduled class day, by advance arrangement, or by appointment.

Students experiencing academic difficulties may request tutorial assistance from an instructor outside of normally scheduled class time, on any regularly scheduled class day, by advance arrangement with their current instructor, or by appointment on an individual basis. If exceptions to this schedule are required, the Director of Training will attempt to provide an alternative schedule.

Academic Course Load / Overload

At Advanced Technology Institute, instruction is offered in five-week modules and three consecutive modules are equal to a student's semester. To complete the program requirements in a timely manner, students must carry a minimum load of 12 credit hours per semester which is considered full time.

The following minimum course loads apply to students:

- Full-time students: at least 12 credit hours per semester
- Three-quarter time students: at least 9 credit hours per semester
- Half-time students: at least 6 credit hours per semester
- The maximum course load recommended for students is 4 credit hours per module

Taking an academic overload is highly discouraged; however, a student can request additional course load on a limited, case-by-case basis. To be considered for an academic overload, the student must meet the following criteria:

- Must have completed at least 12 credit hours
- Must have at least a 3.2 GPA
- Must submit a written request to the Director of Training

Students who take an academic overload consisting of more than 4 credits in a module may reduce their eligibility for financial aid assistance in future semesters, which may result in greater out-of-pocket expenses to the student. Therefore, each student is responsible for contacting the Financial Aid office to determine the impact of schedule changes.

Add/Drop Period

The add/drop period refers to the period of time during which a student may add, drop or reenroll late in a given module without academic penalty. Add/drops may occur only during the first four business days of the modules. Students who wish to add/drop classes must consult with their Program Director prior to making any schedule changes. Depending on the class size and/or schedule, changes to an individual student's schedule may not be possible.

Students who drop a course and do not replace it with another may have financial aid eligibility, veterans' benefits, or other financial aid negatively impacted. Therefore, the student is responsible for consulting with Financial Aid to determine any implications of the course load changes to the financial aid package. In addition, changes may affect the student's satisfactory academic progress.

Attendance Policy

ATI believes students should follow a policy of regular attendance and punctuality to receive the maximum benefit from an ATI education and to develop the work habits and personal qualities highly valued by employers. Therefore, students are expected to attend all regularly scheduled class meetings. The student should attempt to notify their course instructor in advance of any anticipated absence. Instructors and staff may likewise contact the student if the student is absent.

Documentation is required for all excused/approved absences. An excused/approved absence does not remove an absence from attendance records but allows makeup work to be completed and/or grade excusal. Unexcused/ unapproved absences, including late arrivals and early departures, will result in a grade of "Zero" for all missed assignments, quizzes, and exams.

Missing more than 15% of class time for any reason may result in the student being withdrawn from that course. Specific courses may have more stringent attendance policies in order to meet programmatic accreditation requirements.

On the first day of class for each course, the instructor will make the course syllabus available which includes the specific attendance policy and opportunities, if any, to make up missed assignments for that course.

Instructors may request an Academic Review Board for a student whose absences from class interfere with the student's ability to meet course objectives. An Academic Review Board may also be conducted if a pattern of excessive absences is identified. Action may result in the student being removed from the course, probation, or suspension.

Students are encouraged to contact the instructor for the course if the student anticipates being late for class. Being tardy is defined as student arrival after the scheduled course start time. Leaving prior to class dismissal is considered early departure. Students are not allowed to disrupt academic processes and, at the instructor's discretion, admission to a class may be denied to tardy students until the next class break. Late arrivals and early departures, including to and from scheduled breaks, are subject to attendance percentage totals and will affect a student's record of attendance and course participation grade.

A student who has not attended a course for 14 consecutive calendar days will be withdrawn from the course. A student who has not attended any courses for which s/he is enrolled for 14 consecutive calendar days will be administratively withdrawn from the Institute.

If a student believes their attendance record is in error, a written request challenging the error may be submitted to the Director of Training within two weeks of the dates/times in question.

PERFECT ATTENDANCE – Students who do not miss any class time will be recognized at graduation and will receive a Perfect Attendance Certificate and Pin.

Change of Program

Students desiring a change in the program on their original enrollment agreement must complete a request for program or schedule change with the Director of Training. Program changes affect tuition, payment schedules, and benefits from outside agencies. It is important that these issues be addressed prior to making a program change. There will be a fee for approved program changes and shift changes. Please see Tuition and Fees for specific costs.

Students will be allowed one change of program. A student may change his or her program before the start of a new semester. The following changes are NOT considered a change of program:

- Change from a day program to an evening program of the same program (shift change)
- Change from a diploma program to an associate's program in the same specialization

Courses that apply to the second program will be recorded and will affect the student's CGPA, Incremental Completion Rate and Maximum Time Frame. Students who change programs must sign a new program enrollment agreement.

Contact / Credit Hours

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; and out-of-class work/preparation.

Programs at Advanced Technology Institute are structured so that hours of training convert to units, and units convert to credits. One hour of didactic training equals two units; one hour of supervised lab training equals one and a half units; and one hour of preparation work equals one half-unit. Forty-five units equal one semester credit hour.

Crime Awareness

Advanced Technology Institute faculty and staff are concerned that all students and employees experience a safe and secure environment while at our school. It is the responsibility of every student and employee to be aware of safety and security matters and to promptly report any crime to school officials and to the local police.

In compliance with the Crime Awareness and Campus Security Act of 1990, the Campus Security Policy and Report is available to prospective students upon request to the Vice President. The report discusses safety and security issues such as the importance of prompt reporting of crimes, campus security procedures, and statistics for the prior three calendar years, as well as other pertinent information.

No later than October 1 of each year, current students and employees receive the annual Crime Awareness and Campus Security Report. A Safety Report is available on the School web site: https://www.auto.edu/resources/safety-report/crime-statistics/.

Conduct. All members of the ATI community and visitors are required to obey ATI regulations. They reflect the policies set by the President as well as local, state, and federal laws. Observed, they help to provide a safe environment for all of our staff and students engaged in a wide range of activities.

Advanced Technology Institute respects and protects the individual dignity, integrity and reputation of its students. Students must comply with the conventions and regulations that are necessary to maintain order, protect individuals and property, and fulfill the purposes and responsibilities of our schools. Advanced Technology Institute is responsible under state law for maintaining order and is empowered to exclude those who are disruptive.

Reporting a Crime or Emergency. Criminal activities and emergencies occurring on Advanced Technology Institute facilities should be reported immediately to the Vice President or Director of Training either in person or via telephone.

An Advanced Technology Institute representative and local authorities will investigate the incident, document the information, and take appropriate action.

Crimes that occur at student housing should be reported to the police department having legal jurisdiction for that area, and to Vice President's office.

The Vice President will ensure that all reports of criminal activities or other emergencies occurring on campus will be reported and recorded at each ATI location. Monthly/quarterly reports will be forwarded to the School Administration at the Virginia Beach main campus. School Administration will maintain a record of the following criminal offenses reported to campus security authorities or local police agencies: Criminal Homicide, Sex Offenses, Domestic Violence, Dating Violence, Stalking, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Liquor Law Violations, Drug Law Violations, and/or Illegal Weapons Possession.

Any questions regarding the Campus Security or Crime Awareness Policies should be directed to the Vice President.

Grading

Course grades are derived from weekly tests, daily professionalism evaluations, completion of shop objectives, homework assignments, and final examinations. The instructor averages each academic area and assigns a course score as follows:

Numeric Grading Scale (effective 07.01.2023)

Letter Grade	*Numerical Grade*	*Quality Points*
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D	65-69	1.0
F	64 or below	0.0

Non-numeric Grading Scale

Letter Grade	*Other Designations*	*Quality Points*
AS	Advanced standing credit	Not Computed
I	Incomplete	Not Computed
ME	Military Experience credit	Not Computed
NP	Not Passed	Not Computed
P	Passed	Not Computed
T	Transfer credit	Not Computed
TO	Tested Out	Not Computed
W	Attempted/ Withdrawal during add/drop	Not Computed
WF	Attempted/ Withdrawal failed	0
WP	Attempted/ Withdrawal passed	Not Computed

In order to pass a course, the student must complete the final examination for that class and achieve an overall class grade of 1.0 "D." In order to graduate from a program and receive a diploma or certificate, the student must have a cumulative grade point average (GPA) for the program of at least 2.0 at the time of graduation.

For students desiring to move into an AOS program, completing their core program with a minimum GPA of 2.75, or permission from the Director of Training, is required.

Withdrawal Grades. A student may withdraw without academic penalty from any course during the add/drop period of each module. The assigned grade of "W" is not included in the calculation of any grade point average. A student may withdraw after the add/drop period. The grade of "WP" or "WF" will be assigned and is determined by the grade earned at the time of the student's last date of attendance.

Incomplete grades. Incomplete ("I") grade may be assigned at the faculty member's discretion to permit the student time to complete required coursework which s/he was prevented from completing in a timely manner due to

mitigating circumstances. The faculty member may require the student to document the request to assist in the decision. The "I" grade should be considered only when the student has the potential to earn a passing grade if the missing work is made up.

To be eligible for an "I" grade, the student must have a passing grade in the course at the time of the request based upon the required coursework up to that point and must have completed at least 75 percent of the course work. All incomplete work must be completed within the first week of the following module; exceptions must be approved by the Director of Training or his/her designee. When the work is completed, the faculty member will submit a grade change form with the final grade earned. If the work is not completed within the prescribed time frame, the "I" will automatically change to a permanent "F" grade. The student will be informed of the final grade assigned.

Final grades. Once the grades are posted, they will become final on the last day of the following module's add/drop period, unless a student appeals the grade. See the Grade Report Appeals and Grade Report sections of this Catalog for information on appealing a final grade.

Graduation Requirements

To meet graduation requirements, students must:

- comply with satisfactory progress and academic standards with a grade point average (GPA) of at least 2.0 or greater and have passed each subject
- meet program attendance and residency requirements
- earn required hours
- achieve all applicable skill proficiencies
- comply with financial terms of enrollment
- have no outstanding obligations

It is recommended that each student meet with his/her program coordinator throughout their program of study to ensure that all requirements for graduation are being met and that the student is progressing satisfactorily. Degrees, diplomas, and certificates will be awarded after graduation. Transcripts, degrees, diplomas, and certificates are processed approximately six-eight weeks after completion of all graduation requirements.

Independent Study

Independent study is defined as a non-traditional format for learning. It is an option designed to meet the needs of a student who must complete a course that would not otherwise be offered during a specific module. An independent study course meets the same learning objectives as the traditional version of the course. A student may be scheduled for an independent study for a particular course if the student has no prior failures or withdraws for that particular course. Independent study is utilized only when no other course offerings are available or extenuating circumstances exist that would prohibit regular course completion.

Enrollment in an independent study course is subject to the approval of the Director of Training. Not all of the Institute's courses are available for independent study. It is recommended that the student have a CGPA of 3.0 or above to be eligible for an independent study.

Meetings with the faculty member are at the faculty member's discretion. Grading is outlined in the course syllabus. Examination dates are on a schedule agreeable to both the faculty member and student. Independent study must be completed during the module in which it is scheduled. Independent study courses will meet the same learning objectives as traditional courses. A student may not receive an "I" grade for a course scheduled as an independent study.

Prerequisites for each course, as listed in this Catalog, must be successfully completed prior to enrollment in an independent study course. Textbooks and other support materials for a course scheduled as independent study are the same as described in the course syllabus.

Leave of Absence

Students should make every attempt to avoid any disruption to their training. If a student must interrupt attendance for any reasons beyond the student's control (illness, family emergency, military duty, etc.) the student may request a leave of absence. A leave of absence will not be allowed during the course of a module.

A student must submit a request for a leave of absence in writing to the Registrar prior to the leave of absence, and all requests must be approved. A leave of absence may extend until the next scheduled module or a longer period if approved by the Institute.

A student is normally allowed only one leave of absence in any 12-month period. The Institute may grant an additional leave of absence for unforeseen circumstances. A leave of absence may not exceed 180 days in one academic year.

Students who need to take a leave of absence must see their financial aid officer first to avoid jeopardizing their financial aid eligibility. Students returning from a leave of absence must also see their financial aid officer to reinstate their financial aid eligibility.

*No monetary charges or accumulated absences will be assessed to the student during a leave of absence. Upon the student's return from the leave of absence, the student is permitted to complete the coursework he began prior to the leave of absence.*Students not returning from a leave of absence in the module following the expiration of the leave will be dropped at the end of the add/drop period of that module. A student may receive an extension if a request in writing is submitted and approved.

Make-Up Examinations

A make-up test is an examination of equal or greater difficulty given in a subject area following, or in lieu of, an original examination. Only one make-up will be allowed per course. A student or faculty member may request an Academic Review Board if special circumstances indicate that an exception to the policy warrants consideration.

Students who miss an original (first administered) examination, for sufficient and documented reasons, may arrange with their instructor for a make-up examination and receive full credit upon approval of the Director of Training. Make-up tests will normally be given the day the student returns to school.

Written documentation of illness, medical or dental emergencies, work schedule conflicts, military duty assignments, court appearances, funerals, and family emergencies will be evaluated by the Director of Training. Reasons for absence should be beyond the Student's control. Make-up work will be accepted at full credit after an absence is approved for sufficient and documented reasons. Make-up exams will be taken outside of student's normal school hours.

Plagiarism Policy

Purpose and Scope. The purpose of the Advanced Technology Institute Plagiarism Policy is to promote awareness and adherence to copyright and intellectual property law. Refer to http://www.copyright.gov/laws/ for information on U.S. copyright law.

This policy applies to all students, faculty, and staff of ATI and all intellectual property including but not limited to all written and electronic publications, ideas and inventions, verbiage, and phrasing.

Definitions. The following definitions apply to this policy.

The Writer. The Writer is defined as any student, faculty, or staff member to whom this policy applies. However, plagiarism is not limited to writers, per the definition of plagiarism and the scope of this policy. Examples of plagiarism other than through writing include but are not limited to software programs, hardware designs, schematics, multimedia, charts, graphs, tools, and other inventions.

Plagiarism. Plagiarism is defined as (n) *the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work, as by not crediting the author* (www.dictionary.com, 2012). Plagiarism can be intentional or unintentional.

Intentional Plagiarism —Plagiarism is intentional when one or more of the following conditions apply:

- the writer uses exact words from a source but neglects to include quotation marks
- the writer paraphrases ideas from a source but neglects to cite the source using an acceptable documentation style such as APA
- the writer copies someone else's work and presents it as his/her own
- the writer purchases documents, ideas, and/or verbiage and presents it as his/her own
- the writer fails to give credit to co-authors, team members, and/or editors of the writer's original work
- the writer uses previously published work protected under copyright and presents the work as original and not copyrighted elsewhere
- writer repeatedly commits unintentional plagiarism

Unintentional Plagiarism —Plagiarism is unintentional when one or more of the following conditions apply:

- the writer demonstrates ignorance of copyright law and plagiarism policy
- the writer fails to quote or paraphrase accurately but attributes the words and/or ideas to a source
- the writer attempts to document the source but does so incorrectly
- the writer attempts to give credit to an original source but does not use acceptable documentation methods
- the writer uses ideas, text and/or verbiage without giving credit to the original source because the writer incorrectly believes the information is common knowledge
- the writer inadvertently fails to give credit to co-authors, team members, and/or editors of the writer's original work
- the writer inadvertently breaks copyright agreement of his/her own copyrighted work

Consequences of Violating Policies. Violation of the School's plagiarism policy, whether the plagiarism is intentional or unintentional, may result in disciplinary action up to and including suspension from the School.

Disciplinary action may include initiation of a Judicial Review Board. For more information on ATI's general disciplinary actions, see the sections entitled, *Termination Policy*, *Academic Review Board*, and *Judicial Review Board* in this Catalog.

Resources and Prevention. The School offers several resources, for students, faculty, and staff who require information on plagiarism and documentation. These resources include:

- Seminars and training on citation style methods
- Writing Assistance Center handouts and workshops on avoidance of plagiarism
- Classroom instruction on documentation of sources
- Library recommended websites and sources on how to define and avoid plagiarism

Remote Synchronous and Hybrid Delivery of Courses/Programs

ATI offers some courses through remote synchronous or hybrid delivery formats (distance education). The tuition rate for distance education and residential courses is the same.

Remote Synchronous Courses. Courses (or portions of courses) offered through a remote synchronous delivery method are conducted live using video conferencing software. Students are expected to attend and participate in class on the assigned days and hours. Attendance will be taken by the instructor and/or a teaching assistant.

Hybrid Courses. Courses offered in a hybrid delivery format may combine on-campus (face-to-face) instruction with synchronous (live) or asynchronous (online) instruction or learning activities. The asynchronous portion of the courses follows the format and requirements of online delivery.

Courses have the same learning outcomes, whether they are offered on-campus, online, or through remote synchronous or hybrid delivery. For each course, students are expected to complete all work and submit assignments

within the time period required by the faculty member and as provided on the course syllabus. The course textbook requirements are listed for each class in the learning management system.

Student Identification Verification Process. During the application and admission process, students receive a unique and secure ATI username and password which allows students to authenticate to most school systems. Network user account credentials are managed by authorized personnel who assist students with password resets and unlocking of accounts, upon verifying identity. The features for the secure accounts include lockout after multiple incorrect log in attempts and answering security questions specific to the user. Visual identification of the student occurs in the live remote synchronous environment

Orientation. All students registering for any programs required to successfully complete an orientation prior to beginning class. This orientation ensures each student has an adequate internet connection, the required computer equipment, sufficient computer proficiency, and the knowledge to navigate an online course. During orientation, students are shown how to log in and access Canvas, the Student Portal, and Microsoft Teams.

Student Services. Comparable student support services are available for remote synchronous or hybrid students, including access to learning resources, financial assistance, career advising, and academic advising.

Requirements for Hardware and Software. Students may be required to upgrade hardware and/or software if completing courses in a distance learning modality. The PC requirements link in the online classroom learning management system provides details on hardware and software requirements.

Hybrid students should anticipate extensive online communication with both faculty members and other students. Faculty may be contacted via email, telephone, text, in the classroom on lab days, or through Microsoft Teams. Students needing additional help may also contact their faculty member to request a tutor. Students are required to be proficient in using the internet and to have the ability to manage information on the computer.

Hybrid students may also visit www.learning.auto.edu and click on the Canvas icon to access essential information, including academic advising and student support coordinators; computer requirements; technical support; key contacts; and library resources.

Repeating a Module

Generally, repeated modules will incur a course repeat charge. Please see Catalog Insert A Tuition and Fees for cost.

Satisfactory Academic Progress

Advanced Technology Institute's Satisfactory Academic Progress (SAP) Policy for Programs measures whether eligible students are progressing at a responsible rate towards the completion of their educational objectives. Students must be in compliance with this policy in order to maintain their federal financial aid program eligibility. However, this policy applies to all students, regardless of participation in federal financial aid programs.

The evaluation points contained in the policy are designed to help identify students who would benefit from an early intervention and/or remediation. Most critical is a student's ability to enroll in and complete courses successfully and consistently. **Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could also result in the loss of financial aid and academic dismissal**. It is very important that students attend all registered courses and complete them successfully.

Advanced Technology Institute calculates Satisfactory Academic Progress using cumulative grade point average and measurements that include incremental completion rate and maximum time frame at specified evaluation periods.

Cumulative Grade Point Average (CGPA)

Grade Point Average (GPA) is a measure of scholastic performance. Student transcripts will include a module GPA and a cumulative GPA, which includes all coursework within the program of study. To calculate GPA:

- Multiply the total semester credits assigned for each course by total quality points associated with the grade earned;

- Total the grade points earned for all the courses (see the Grading Policy for grade points assigned to each letter grade) ; and
- Divide the total grade points earned by the total number of quality credits

The CGPA is rounded up to the nearest hundredth if the last digit is 5 or greater. It is rounded down to the nearest hundredth if the last digit is less than 5. (For example: 1.947 = 1.95, 1.944 = 1.94)

Example: Cumulative Grade Point Average calculation

Course	Grade	Credits assigned to the course	Grade Points	Total quality points for the course
ORN120	B	4	3	4 x 3 = 12.0
AUT121	A-	4	3.7	4 x 3.7 = 14.8
AUT122	B	4	3	4 x 3 = 12.0
AUT123	B+	4	3.3	4 x 3.3 = 13.2
COM220	C	2	2	2 x 2 = 4.0
SM210	A	2	4	2 x 4 = 8.0
Total		20	19	Total quality points = 64.0

CGPA = 64.0 (total quality points) divided by 20 credits = 3.2 or 3.0 (rounded)

Incremental Completion Rate (ICR)

A student's ICR is calculated by:

- Totaling the number of credit hours attempted;
- Totaling the number of credit hours successfully completed; and
- Dividing the total number of credit hours successfully completed by the total number of credit hours attempted and expressing that as a percentage.

Courses for which a student receive a letter grade of "A" through "F," a passing grade of "P" for non-foundational courses, an incomplete grade of "I," and withdrawal grade of "WF" are included in ICR. Withdrawal grades of "W," and "WP," are not included in ICR. In addition, all credit hours transferred to ATI for the current enrollment are included and counted as credits attempted.

For the calculation of the ICR, there is no rounding of the percentage; therefore, if a student receives a 66.665%, and the requirement is 66.67% the student would not satisfy this evaluation point.

Example 1: After four semesters, a student has attempted 66 credits and successfully completes 40. The ICR is calculated by dividing 40 by 66, which equals 60.60%. The ICR requirement at the end of four semesters is 66.67% and Student, therefore, would not meet the ICR requirement at this evaluation point.

Example 2: After two semesters, a student has attempted 30 credits and successfully completes 15. The ICR is calculated by dividing 15 by 30, which equals 50.00%. The ICR requirement at the end of two semesters is 50%, therefore, the student meets the ICR requirement at this evaluation point.

Students must successfully achieve and maintain a 66.67 % incremental completion rate of courses attempted credits by the end of the fourth semester and thereafter.

Maximum Time Frame

A student may not attempt more than 150% of the credits in his/her program. The requirements for Incremental Completion Rate are to assure that students are progressing at a rate to complete their program within the Maximum Time Frame.

The minimum number of credit hours required for a degree at Advanced Technology Institute varies; therefore, the maximum number of credit hours that a student may attempt will vary.

Example 1: In a diploma program consisting of 50 semester credit hours, the student must complete the program within 75 attempted semester credit hours.

Example 2: In an associate degree program of 70 semester credit hours, the student must complete the program within a maximum of 105 semester credit hours.

The maximum time frame always applies to the program of study in which the student is enrolled.

Students who exceed 150% of the program credits will be dismissed from the Institute.

Academic Progress Table

The Satisfactory Academic Progress Policy evaluation points, required quantitative and qualitative measurements, and the corresponding actions required for failure to achieve and maintain the required academic achievements are summarized in the following Academic Progress Table:

Evaluation Period Semester	Required Minimum CGPA	Required Incremental Completion Rate Completion % of Credits Attempted	Required action Academic Status These statuses apply to both academics and financial aid
1	1.50	40% of credits attempted	Warning
2	1.50	50% of credits attempted	Warning or Probation (if on Warning)
3	1.75	60% of credits attempted	Warning or Probation (if on Warming) or Dismissal (if on Probation)
4 and each semester thereafter	2.0	66.67% of credits attempted	Warning or Probation (if on Warning) or Dismissal (if on Probation)

Change of Program

For students who initiate a change of program, all course that apply to the new program will affect the student's CGPA, Incremental Completion Rate, and maximum Time Frame. Students who change programs must sign a new Enrollment Agreement.

Course Withdrawals

A Student may withdraw from an individual course or group of courses. A grade of W is awarded for all course withdrawals that are requested during the add/drop period if attendance is posted. Students withdrawing from a course after the first week of the term through the end of week four will receive a grade of WP or WF, which is determined by the grade earned on their last date of attendance. A grade of F will be awarded for all courses dropped during week five. A student's last date of attendance is used to determine the grade awarded.

Students who drop a course and do not replace it with another may have financial aid eligibility, veterans' benefits, or other financial aid impacted. In addition, changes may affect the student's satisfactory academic progress (SAP). Therefore, the student is responsible for consulting with Financial Aid and Academic Administration to determine any implications of course load changes to their financial aid package or SAP.

Evaluation Period

An evaluation period is used to determine academic progress. Advanced Technology Institute uniquely defines the evaluation period for each student as the Institute employs a student-based semester system. At Advanced Technology Institute, each student's semester is uniquely defined as three consecutive modules, which is 15 weeks.

All modules and semesters of a student's continuous enrollment, whether or not the student received financial aid, are also included in the SAP review. In addition, all credit hours transferred to Advanced Technology Institute for the current enrollment for program changes are included and counted towards a student's maximum time frame.

Minimum Academic Requirements to Graduate

The minimum academic requirements for a student to graduate are: CGPA of 2.0, 66.67% ICR, and completion of the program in no more than 150% of total program credits. Please see Graduation Requirements in this catalog for the complete list of graduation requirements.

Repeated Courses

A student enrolled in all coursework toward a certificate, degree, or diploma must be able to pass the course after three attempts or the student will be academically dismissed.

Repeated courses due to course withdraw or failure. A course may not be repeated more than once without approval of the Director of Training or designated academic official. Grades achieved in courses that are repeated due to course withdrawal (W, WP) or failure (F, WF) will replace previous withdrawal or failing grades in the CGPA calculation. A pattern of course repetitions could cause a student to fall below the minimum standard for satisfactory academic progress. A student who is approved to repeat a course due to a failing grade (F, WF) must successfully pass the course by the third attempt. After three failed attempts the student will be academically dismissed. When a course is repeated due to a failure, credits accrue only when the student attains a passing grade for that course. Additional tuition charges apply when a student repeats courses. Students who withdraw or earn a failing grade in a course should register for the same course in the subsequent module to improve his/her academic performance.

Repeated course to improve a grade. A student may repeat a course to improve the grade and subsequently, his/her CGPA. In the case of repeated courses to improve a grade, only the highest grade earned will be calculated in the CGPA while all the credits attempted will be calculated in the ICR and Maximum Time Frame. Students are eligible for Financial Aid for only one repetition of a previously passed course. Students may be charged a tuition fee to repeat a course to improve a grade. Please see Tuition and Fees in the Financial Policies section.

Warning, Probation or Dismissal

The Academic Progress Table demonstrates the evaluation points for CGPA and ICR; failure to achieve these milestones will result in a status change that provides the student with an additional semester to improve his/her academic standing. A student who completes his/her first semester and fails to meet the minimum requirements will be placed on warning; a student on warning remains eligible for financial aid. If a student who is on warning fails to achieve the required progress at the end of any subsequent evaluation point of a warning period, s/he will be placed on probation or dismissed from the Institute. Probation may only be granted with a student's successful appeal with an Academic Review Board (ARB). A student who is on probation remains eligible for financial aid, however, a student may remain on probation for only one semester. If a student on probation fails to achieve satisfactory academic progress at the next evaluation point, the student will be dismissed from the Institute.

A student who fails to meet the required SAP benchmarks will receive a notification in writing within 14 days from the end of the evaluation period.

A student will be removed from academic warning or probation when s/he meets the requirements for satisfactory academic progress.

Please note that a student may be dismissed for academic reasons without previous academic action. In addition, at any given evaluation point, if it is determined to be mathematically impossible for the student to meet the academic requirements for graduation, the student will be dismissed.

Appealing an Academic Dismissal

In order to re-establish eligibility for Financial Aid, a student must appeal the academic dismissal by requesting an Academic Review Board (ARB). The written appeal must state the mitigating circumstances that contributed to the academic determination or dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed. Mitigating circumstances are events that are outside the Student's control and are unavoidable.

Examples of events that may be considered a mitigating circumstance and which has negatively impacted academic progress include but are not limited to: death of an immediate family member, student illness requiring hospitalization, divorce proceedings, previously undocumented disability, work-related transfer or change in work schedule during the modules, natural disaster, financial hardship such as foreclosure or eviction, and others.

The student may be asked to appear in person during the review process when deemed necessary by the Director of Training or request an ARB. The appeal process ends with the Vice President. Appeals may result in any one of the following actions:

- Reinstatement on probation with an academic plan where the student will be held to specific requirements which must be met by the end of the next semester. Reinstatement after dismissal will be granted only if mitigating circumstances exist.
- Denial of reinstatement.
- A student may appeal an academic determination or dismissal one time.
- A student who is granted an appeal may be reinstated and, if otherwise eligible, receive financial aid. The student must meet with the Financial Aid Advisor on campus to determine any changes to the student's financial aid. The above minimum standards for satisfactory academic progress will continue to be applied to assess the student's academic performance.

Reentry/Readmission after Academic Dismissal

A student who is denied an appeal is not eligible for reentry to the Institute for a period of one year. A student dismissed for violating satisfactory academic progress must appeal in writing to the Director of Training or the ARB for reentry (if within one year) or readmission (if one year or longer). If applying for readmission, the student must meet with the Director of Training at least two weeks prior to the start of the module in which the student wishes to return. Also, any student who ceased attendance and whose grades in the last module of attendance caused him or her to not meet the standards for satisfactory academic progress must go through the same appeal process. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances.

A reentry/readmission student who is granted an appeal may be reinstated and, if otherwise eligible, may receive financial aid. The student will be placed on probation at the start of the next academic module or upon reentry and may be required to meet certain additional academic conditions as specified by the Director of Training or the Academic Review Board in their decision to grant the appeal. The above minimum standards for satisfactory academic progress will continue to be applied to assess the student's academic performance.

A student is allowed one readmission appeal after being academically dismissed.

Transcripts, Degrees, Diplomas and Certificates

Students wishing to order transcript may do so through Parchment Exchange (https://exchange.parchment.com). This service will allow secure and convenient ordering, processing, and tracking of transcript requests. Due to t federal privacy laws, a signed request is required to release a transcript.

All requests must include the required processing fees. The following non-refundable fees apply to official transcript requests:

- Parchment electronic transcripts: $9.00 per transcript, 1 business day processing
- Parchment mailed transcripts: $9.00 per transcript plus shipping, 1 business day processing

Transferability of Credits

In the U.S. higher education system, transferability of credit is always determined by the receiving institution, taking into account such factors as course content, grades, and the school's accreditation and licensing.

Advanced Technology Institute is accredited by the Accrediting Commission of Career Schools and Colleges to award the Associate of Occupational Science (AOS) degree. However, the fact that a school is accredited is not necessarily an indication that credits earned at that school will be accepted by another school and the AOS is considered a terminal degree and not designed for transfer.

Credits earned at Advanced Technology Institute should be considered non-transferable.

Students considering continuing their education at or transferring to other institutions must not assume that credits earned at Advanced Technology Institute will be accepted by the receiving institution. An institution's accreditation

does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. A student who is considering a future transfer is encouraged to make contact with the receiving institution, as early as possible, to determine which Advanced Technology Institute credits, if any, the institution will accept.

Advanced Technology Institute does not imply, promise, or guarantee transferability of its credits to any other institution.

Withdrawals – from Advanced Technology Institute

The following definitions apply to the various types of withdrawals that ATI uses in its policies:

Academic Withdrawals. See *Satisfactory Academic Progress Policy* in this catalog for information on academic withdrawals.

Administrative Withdrawals. A student who has not attended classes for more than 14 consecutive calendar days will be administratively withdrawn.

Student-Initiated Withdrawals. To officially withdraw from the School, the student must contact the Registrar to provide notification of his/her intent to withdraw. New students who withdraw from the School prior to the end of the first week of class will have no attempted courses shown on their academic records.

Students officially withdrawing from the School during week one of a term will receive a grade of W for all current courses if attendance is posted. Student officially withdrawing after the first week of the module will receive a grade of WP or WF, which is determined by the grade earned at the time of the withdrawal. A grade of F will be awarded for all courses dropped during week five.

Withdrawals and Veterans Benefits. The Veterans Administration will pay through the last day of attendance for a course that the student withdraws from. Veterans should consult with the Veterans Administration for more information.

Tuition. Students withdrawing from the School, who have completed the semester or payment period (per U.S. Department of Education regulations, are charged tuition and fees based on their enrollment status for the number of credits attempted in the semester they withdraw.

ADMISSIONS POLICIES

Training programs are open to individuals who have satisfied the admissions requirements. To apply for admission, applicants should contact Advanced Technology Institute to arrange a personal interview and tour of the school.

Admissions Requirements

To attend Advanced Technology Institute's programs, all new applicants must:

1. Complete a Personal Admissions Interview.
2. Complete and submit an Application for Admission and an Enrollment Agreement.
3. Provide a U.S. high school diploma, a recognized equivalent of a high school diploma such as a General Education Development (GED) certificate, or completion of homeschool education (see "Homeschooled Students" Admissions Policies).
4. Achieve acceptable scores on the Admissions Assessment(s). Advanced Technology Institute uses the Wonderlic Scholastic Level Exam (SLE). The minimum acceptable score on the exam is 11.

Before beginning classes, each student must complete the required Financial Aid applications and/or complete all timely obligations of a Tuition Payment Plan.

All programs of instruction are open to qualified applicants who have earned at least a high school diploma or GED. Admissions testing is required of all applicants. All Applicants must undergo a preliminary background check.

Applicants are advised to discuss their intentions with their family and to encourage them to visit the school. In addition to meeting the academic requirements, the financial terms as specified on enrollment agreements must also be accepted. Applicants may be granted provisional acceptance until a determination is made regarding the acceptance of financial terms and credit worthiness. Applicants agree to submit all information required by Advanced Technology Institute to determine the financial acceptance of enrollment terms in a timely manner.

Applicants may be required to provide medical documentation of disability or physical limitations they have prior to beginning class.

As a condition of acceptance, Advanced Technology Institute students may be required to provide evidence of passing a current drug/alcohol screening test.

Admissions Procedures

To apply, applicants should schedule an admissions interview, achieve a passing score on the Admissions Assessment, tour the facility, and complete an enrollment agreement.

Applicants are under no obligation until they complete the admissions interview, enrollment agreement, and pay their enrollment deposit. Upon completion of the application process, applicants have three business days to request a full refund of monies paid less the non-refundable Application Fee.

High School Diploma – Proof of High School Completion

Applicants for all programs are required to provide independent documentation such as a copy of their high school transcript, a copy of their high school diploma or other documentation of equivalency. The high school diploma or transcript must meet state standards as recognized by the issuing state. Certificates of attendance, modified or special diplomas are not acceptable. Applicants are responsible for the fees related to securing documentation.

The student must provide all required documentation prior to starting classes. If the documentation is not received, the student will not be allowed to start classes.

All applicants who have attended secondary school outside of the United States must provide a credential evaluation for all secondary (and if applicable, post-secondary) transcripts submitted to the School as part of the application process. Advanced Technology Institute will only accept credential evaluations completed by a credential evaluation organization which is a member of the National Association of Credential Evaluation Services (NACES). For more information concerning NACES member organizations, refer to their website at https://www.naces.org/.

If any applicable official academic records have not been prepared in English, a complete and official translation of the transcript is also required. Students who have obtained their secondary school (or postsecondary) education in any language other than English must provide evidence of English proficiency which can be demonstrated by an intermediate rating on the EFSET EXPRESS test.

Students who have attended a postsecondary education institution that is accredited by an agency recognized by the U.S. Department of Education, and who have completed an associate's degree or higher, may use their official postsecondary school transcript to establish proof of high school graduation/GED.

Other forms of high school proof will be considered on a case-by-case basis but should be approved in advance by contacting the Registrar at registrar@auto.edu.

Homeschooled Students

Advanced Technology Institute welcomes students from all types of educational backgrounds and encourages homeschooled students to apply. Due to the diverse nature of homeschool requirements from state to state, Advanced Technology Institute requires the following materials in order to evaluate a student's academic history for acceptance:

Transcripts from a nationally recognized and accredited home school program - OR -

Detailed homeschool transcripts (course titles, brief description of each course content, a grade or performance assessment for each course, details on duration of study, and expected graduation date) and a second academic indicator such as the SAT, ACT, GED, or college GPA (where 12 or more credits were completed at a single institution).

Please keep in mind that in order to attend Advanced Technology Institute, each applicant must demonstrate completion of high school or the equivalent of high school. Homeschooled students need to submit documents indicating that they've followed the regulations determined by their state.

Background Check

Any applicant with a prior criminal conviction may experience denial of admission, as any applicant or graduate who has prior criminal conviction may experience limitations for employment opportunities. Please speak to Admissions for requirements.

Catalog Inserts

Catalog inserts are available upon request.

Insert A: Tuition and Fees

Insert B: Academic Calendar & Class starts

Insert C: Faculty Listing

Insert D: Discontinued Programs

Insert E: Continuing Education Programs

Insert F: Program Directors

Comparable Program Information

Information about tuition charges for comparable programs may be obtained from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd. #302, Arlington, VA 22201, (703) 247-4212.

Credit for Training or Experience

Transfer of Credit into Advanced Technology Institute from Accredited Institutions

Credit may be granted on a course-by-course basis when completed at an institution accredited by an accrediting body recognized by the Council on Higher Education Accreditation (CHEA).

Transfer Credit Guidelines. Transfer credit is granted for coursework in which a grade of C or higher was earned (2.0 on a 4.0 scale); that is applicable to the student's degree or diploma program; determined to be substantially equivalent in content to the ATI course; equivalent in credits to the ATI course; and completed within the past ten years. General education or arts and sciences coursework may be eligible to transfer without a time limitation. Exceptions to specific course time limitations may be granted by the Director of Education based on subject area. Specific course time limitations may vary based on programmatic requirements. Courses graded on an alternate grading scale can be considered for transfer credit if there is documentation that the passing grade is equivalent to a 2.0 on a 4.0 scale. Developmental or remedial coursework is not accepted for transfer credit. Applicants who have completed coursework at an institution that uses quarter credits or units other than semester credits, will have their quarter credits/units converted to semester credits and credit will be evaluated accordingly.

Advanced Standing. Advanced Standing is awarded for students who have demonstrated learning outcomes through prior coursework, certain professional training or passed eligible industry-standard certification exams that are determined substantially equivalent in content and scope to courses offered at the School. The Director of Training reviews and approves all transfer credit.

Students desiring a transcript evaluation must request the 'sending' institute mail an Official Transcript to the Registrar's Office at Advanced Technology Institute. Transcripts brought in by students or faxed are not accepted.

Advanced Technology Institute may accept AP; CLEP and DANTES credits toward a degree or certificate for satisfactory performance on the Advanced Placement of the College Board (AP), College-Level Examination Program (CLEP), and Defense Activity for Non-Traditional Support (DANTES) exams. Students should request advanced placement credit by the end of their first semester of enrollment. Courses, credit hours awarded, and minimum score requirements are as follows:

Applicants seeking to transfer technical credits may be required to successfully complete a challenge examination.

Challenge Examinations

Students seeking advanced academic standing in technical courses may do so by passing a challenge examination with a grade of 80 percent or better.

Students must complete challenge requests by the end of their first semester (15 weeks) of enrollment. Challenge tests must be completed prior to the first class day of the subject being challenged. The Director of Training may make exceptions when warranted, based upon individual evaluation. Certain courses are not eligible for challenge examinations. Students seeking to challenge a subject must do so through the Director of Training. Academic and financial credit will be posted after completion of the Student's program at Advanced Technology Institute.

Grades and Quality Points for Transfer and Challenge Examination Credits

Transferred courses and credits for advanced academic standing do not earn quality points. Transferred course grades appear as TRANSFER on transcripts. Courses for challenge examinations receive a grade of "TO" (Test Out). Approved transfer/challenge credits will be applied to students' academic transcript and tuition credit will be applied to the student's account.

Financial Aid Implications

Prior to requesting credit transfer to challenge courses, students should discuss the possible financial aid implications of advanced academic standing with a financial aid representative.

Transfer/Challenge Credit Limitations

Transfer/challenge credits may not exceed 50 percent of the credit hours required in a program of study. Residency is 25% of the credit hours required in a program of study.

Readmission of Service Members

Advanced Technology Institute complies with readmission requirements for service members set forth in the Higher Education Opportunity Act (HEOA) section 487 and its implementing regulations (34 CFR § 668.18).

Advanced Technology Institute will promptly readmit service members to the same program with the same academic status they had after an interruption in their program due to a call to active duty. The cumulative length of all absences for military service may not exceed five years.

Students who are service members who are called to active duty must provide Advanced Technology Institute with oral or written notification of: (1) the military service and (2) the intent to return to school following the active-duty service.

Students who are called to active duty must return to school under one of the following:

- within three years after the completion of the period of service
- within two years of the needed recovery period if hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service

Students must provide documentation such as, but not limited to the following: DD214, duty orders indicating completion of service, a letter from commanding officer or other authority, certificate of completion from military training school, discharge certificate with character of service, payroll documents showing periods of service, or letter from National Disaster Medical System Team Leader/Administrative Officer verifying dates and time of NDMS training or Federal activation. Other documents may be considered on a case-by-case basis.

Service members readmitted to Advanced Technology Institute under this procedure will be assessed tuition and fees at the rate of their last attendance or prior offer of admission for one calendar year if they are pursing the same degree. After the one calendar year, they are assessed the tuition and fee rates in effect at that time.

Scholarships

Advanced Technology Institute offers a variety of scholarships. Requests for specific information can be obtained in the Admissions or Financial Aid offices or the Financial Aid section of the catalog.

Statement of Non-discrimination

Advanced Technology Institute is committed to providing an environment for its students, faculty and staff that is free from discrimination and ensuring that all enrollment, education, and employment decisions are based solely on an individual's abilities and qualifications. Consistent with this principle and applicable laws, it is therefore the School's policy not to discriminate in recruitment, admission or access to its educational programs and activities, or employment in its educational programs and activities, on the basis of race or color, religion or creed, sex or sexual orientation, gender identity or expression, national origin or ethnicity, age, disability, military service or veteran status, political affiliation or belief, marital status or pregnancy status.

Inquiries concerning the School's Non-Discrimination policies, compliance with applicable laws, statutes, and regulations (including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973) should be directed to:

Ms. Shanna Campise
Title IX Coordinator/Section 504 Coordinator
Advanced Technology Institute
5555 Greenwich Rd., Virginia Beach, VA 23462

757.994.1054
TitleIX_Coordinator@auto.edu

Tools

All ATI students have access to tools required for their program. Students in the HVAC and Maritime Welding Programs are issued individual tool kits for use during the duration of their program. Students are responsible for the security of their own tools. Advanced Technology Institute does not provide storage for Students' personal tool sets. Ownership of the individual tool kits will transfer to the student upon successful completion of the program.

Transportation

It is highly recommended that students have their own transportation while attending Advanced Technology Institute. Students desiring transportation assistance should contact the Student Services office immediately.

While the Student Services office will make their best effort to coordinate arrangements for ridesharing, it is not possible to guarantee arrangements can be made or that arrangements made will be available from one mod to the next.

Vehicles left on campus without an Advanced Technology Institute parking permit or without an Advanced Technology Institute work order will be subject to towing at owner's expense.

FINANCIAL AID POLICIES

Financial aid is available to help qualified students pay for their education. Advanced Technology Institute offers many financial aid options to help students and their families determine the best way to pay for an education. Advanced Technology Institute is committed to helping each student find the best solution to meet his/her needs and pursue this educational investment.

Student aid is awarded based on the applicant's need and factors such as income, assets, and benefits. Financial aid applications and a guide to financial aid are available from the Financial Aid Department. The guide provides general information regarding eligibility, application processes, and Federal financial aid programs.

Financial aid application forms are to be completed and submitted to a Campus Financial Aid Administrator. Students receive a University Finance Plan when their application for financial aid has been processed that states the type, amount, and conditions of financial aid offered. The number of credits a student attempts each module also affects financial aid eligibility.

Students are required to apply for financial aid each academic year (two semesters). Students can see the Financial Aid Office for assistance or apply online at www.studentaid.gov.

Students receiving financial aid must maintain satisfactory academic progress as indicated in this Catalog in order to retain eligibility for both Federal and Advanced Technology Institute financial assistance.

Advanced Technology Institute students may make monthly in-school payments to the Institute. The in-school payments may reduce the amount of money students borrow and must repay after they graduate or withdraw. The student should contact their financial aid advisor if they would like more information about payment options and plans.

Definition of Financial Need

Definition of Financial Need is defined as the difference between the cost of attending school and the student's (and/or the family's) Student Aid Index (SAI). A Central Processor to whom the student's Free Application for Federal Student Aid (FAFSA) is submitted conducts determination of the SAI, based on federal guidelines. The School's Financial Aid Director or staff then determines the student's Cost of Attendance, which generally consists of tuition and fees and average living expenses based on nationally published data. The federal need formula can be stated as follows: Cost of Attendance –SAI – estimated financial assistance not received under Title IV = Financial Need. Financial need determines eligibility for different sources of student aid.

Eligibility Requirements

In general, an applicant to Advanced Technology Institute is eligible to apply for Federal Title IV financial assistance if the following criteria are met:

- Be a United States citizen or national; U.S permanent resident or other eligible noncitizen; or a citizen of the Freely Associated States.
- Have a valid Social Security Number or, for citizens of the Freely Associated States, a pseudo SSN assigned during the FAFSA application process.
- Have financial need, for some sources of student aid.
- Have a high school diploma; a recognized equivalent of a high school diploma, such as a General Education Development (GED) or certificate; or have completed secondary education in a homeschool settings.
- Be enrolled or accepted for enrollment as a regular student at ATI for the purpose of obtaining a degree, or certificate offered by Advanced Technology Institute.
- Make satisfactory academic progress as outlined in the school policies herein.
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you 1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education,

2) are not in default on any Federal Student Aid loan and do not owe an overpayment on any Federal Student Aid grant, or have made satisfactory arrangements to repay them, 3) will notify your college if you default on a federal student loan and 4) will not receive a Federal Pell Grant from more than one college for the same period of time.

- Have not exceeded annual or aggregate loan limits.
-
- For the Pell Grant program eligibility, the student may not have previously earned a bachelor's, master's, or first professional degree.
- For Direct Subsidized/Unsubsidized and Direct PLUS Loan programs, the student must be enrolled at least half-time

HEOA Sec. 489 amended HEA Sec. 485B(d)(4) (20 U.S.C. 1092b) Institutions that enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System(NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Applicants under the age of 24 are considered to be dependent by federal definition and are required to have parental participation in completing the financial aid forms and the financial aid process.

An applicant has the right to appeal all financial aid decisions. Such appeals must be in writing, made to the Director of Financial Aid within 10 calendar days of the date of the decision. The Financial Aid Director and the Vice President will review all appeals and inform the applicant of the Institute's decision within 30 calendar days of the receipt of the appeal.

Financial Aid Received Prior to Attending Advanced Technology Institute

Federal regulations require an institution to determine all previous Federal Title IV aid received by the student prior to disbursement of funds. When a FAFSA is processed, Central Process System matches students against the National Student Loan Data System (NSLDS). ATI will review all NSLDS data reported by each school at which a student was previously enrolled. Financial aid awarded at other schools could limit the amount of financial aid available at ATI.

Loan Default Prevention

Students are responsible to repay, in full, all loans used to pay for their education. Repayment of student loans helps ensure the availability of loan funds for the future. Borrowers are encouraged to take the responsibility of loan repayment seriously.

Some helpful hints on avoiding delinquency are as follows:

- Send in the required payment each month even if a bill was not received.
- Send in larger or additional payments to reduce the amount of interest paid on the loan. Be sure to indicate that the extra amount should be applied to the principal or used as a future payment.
- Remember that overpaying one month does not mean that the next month's payment can be skipped or that it will be reduced.
- Call your lender/servicer immediately if the payment will not be made on time or in cases of financial hardship. The lender/servicer may be able to work out an alternative plan.
- Know the deferment rights. After sending in the necessary forms, follow up with the lender/servicer to confirm that the appropriate loan(s) has been deferred.
- Understand the borrower's rights and responsibilities under each loan program. Keep all paper work such as promissory notes, lender correspondence, cancelled checks, etc.
- Always call to resolve a discrepancy.
- Never ignore correspondence or requests for payment from the lender/servicer.

If a default does occur on the loan(s), in spite of all the arrangements available to prevent this from happening, one or more of the following repercussions may occur:

- The default status may be reported to a national credit bureau and have a negative effect on credit ratings for seven years.
- Deferment possibilities may be lost.
- Wages may be garnished.
- Federal and state income tax refunds may be withheld.
- Ineligibility status for any further federal or state financial aid funds.
- The entire unpaid amount of the loan, including interest and cost of collection, may become due and payable immediately.
- Students may obtain additional information about loan repayment and default prevention guidance from the Financial Aid Office.

Cancellation Policy and Refund Policy

Students considering withdrawing from a course/program should read the following policies: *Satisfactory Academic Progress, Course Withdrawals*, *Leave of Absence, Readmission Procedure,* and *Add/Drop Period*.

If ATI Postpones the Program Start Date: If ATI postpones the Program start date, the student is entitled to a full refund of all monies paid to ATI if the request is made within fifteen days of receiving notice of the Program's postponement.

If ATI discontinues the Program: If ATI discontinues the Program and the student has not yet begun classes, they may transfer to another program and all monies paid will be applied to the new program. If the student has completed coursework in the discontinued Program, they will be provided an opportunity to complete all outstanding coursework at ATI and earn the appropriate credential for the Program.

If the Student Cancels Within 3 Business Days: The student may cancel the Agreement, without any penalty or obligation, within three business days from the date they sign the Agreement, in which event the student will be returned any payment within 30 days following receipt by ATI of the cancellation notice, excluding the non-refundable application fee, and any security interest arising out of this Agreement will be voided. The student will have the right to apply for reinstatement within twelve months from the date they signed the Agreement, at which time a credit will be given for the non-refundable application fee. To cancel this Agreement, the student must mail or deliver a signed and dated copy of their written cancellation notice to ATI at the campus location noted on page one of their Agreement no later than midnight on the third business day.

Students who have not visited ATI prior to enrollment may withdraw without penalty within three days following either their scheduled class orientation or following a tour of ATI and its facilities, whichever is earlier.

If the Student Withdraws During the Trial Period: New students attending their first course at ATI are in a "trial period," which is typically five weeks. For courses that are longer than five weeks, the trial period ends with the 5th week. If the student withdraws during the trial period, ATI will refund all money paid except for the non-refundable application fee. Title IV federal student assistance is not disbursed during the trial period. After the trial period has expired, Title IV federal student assistance is disbursed for the period including the trial period. Students who utilize the trial period, but re-apply and attend in a later semester, will be assessed $250 per previously earned credit.

If the Student Withdraws After the Trial Period: A "semester" is the period for which students are charged. Each semester consists of three 5-week modules. Two semesters constitute an academic year.

If the student withdraws after the trial period, the non-refundable application fee will be retained and the refund for each semester will be the larger of (a) the refund required by state law, if any, or (b) the refund required by federal law, if any, or (c) the refund provided in the chart below.

For students that received military educational benefits, eligible amounts paid by the Veteran's Administration and other military assistance programs may not align with Advanced Technology Institute's tuition refund policy, which could result in amounts due to the military assistance program and/or Advanced Technology Institute.

Class Cancellation/Refunds for Continuing Education

A student's registration may be cancelled up to 3 business days prior to the class start without financial obligation. If a student cancels the registration less than 3 business days prior to the class start date, he/she is eligible for a 50% refund. If a student gives no notice and does not show up for the course, he/she is not eligible for a refund. Student substitutions are allowed up to the first day of class. All substitutions must hold the proper pre-requisites for attendance.

Refunds will be processed once the written request is received. Refunds will be issued in the form of a check from Advanced Technology Institute, regardless of the method of payment.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

"Unearned" Title IV Funds: Any "unearned" Title IV funds must be returned to the applicable Federal aid program. In general, "Unearned" Title IV funds is the amount of disbursed funds that exceeds the amount that is earned based on my attendance in the semester. If the student withdraws after completing 60% of a semester, then all Title IV funds for that semester are considered earned; however, if the student withdraws before completing 60% of a semester, "unearned" Title IV funds must be returned to the applicable Federal aid program.

Calculating the Amount of "Unearned" Title IV Funds: The percentage of "unearned" Title IV funds is found by dividing the number of days remaining to be completed after the student withdraws by the total number of days in the semester. The calculation of "unearned" Title IV funds is delayed if the student notifies ATI of an expected re-entry date before the end of the current semester.

Pell Grant awards will be recalculated to the eligible amount based on any changes to the enrollment status before being pro-rated as required by the U.S. Department of Education, which often results in a significant reduction in Pell Grant eligibility.

Post-Withdrawal Disbursements: The institution notifies the student of a post-withdrawal disbursement within 30 days of the Date of Determination. The institution will disburse a post-withdrawal disbursement of a grant directly to the student within 45 days from the Date of Determination. The institution will disburse a post withdrawal disbursement of a grant or a direct loan direct to the student's account within 180 days from the Date of Determination.

How Much "Unearned" Title IV Funds ATI Must Return: ATI multiplies the cost of tuition, fees, room and board (if the student contracts with the institution for the room and board) and other educationally related expenses for the entire semester by the percentage of "unearned" Title IV funds to determine the amount that ATI must return to the applicable Federal aid program. The amount ATI is responsible to return is compared to the total amount of unearned aid; the lesser amount is then returned to the applicable Federal aid program, in the order of programs listed below*

*Unsubsidized Direct Loans (other than Direct PLUS Loans)
*Subsidized Direct Loans
*Direct PLUS Loans
*Federal Pell Grants for which a return is require
*Iraq and Afghanistan Service Grant, for which a return is required
*Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

Unearned Title IV aid funds are returned no later than 45 days from the Date of Determination.

Title IV Credit Balances: Title IV credit balances will be refunded to the student by the 14th day of when the credit balance was created on the student's account.

The institution may hold a Title IV credit balance with a valid Authorization to Hold Title IV Credit Balance form. Direct Loan Title IV credit balances cannot be held beyond the end of the Academic year and/or loan period. Any

other FSA funds cannot be held beyond the end of the last payment period in the award year for which they were awarded.

Withdrawal Exemption. A student may be considered Withdrawal Exempt for Title IV aid purposes only if they successfully complete over 49% of the Payment Period/Semester or successfully completes coursework equal to or greater than the coursework required for Half-time enrollment for the Payment period/semester that the student withdrew from school due to new Federal student aid regulations starting 7/1/2021. A student who meets the criteria above is now considered to have completed the payment period and is not a withdrawn student. Therefore, students who meet the withdrawal exemption will be charged as a student who completed the current payment period and will be able to keep all earned Title IV aid with the exception of recalculation of Pell grant based on enrollment status.

Students who qualify for the Withdrawal Exemption will be charged the same as students who complete the payment period in which they withdrew. Institutional charges for students who qualify for a withdrawal exemption are based on the enrollment status for credits attempted in the completed Payment Period/semester, with the exception of Withdrawn courses during the add/drop period.

ATI will bill the student account the full amount of Title IV funds that ATI has returned. **After application of ATI's Refund Policy, it is possible that the student will owe ATI for tuition, books, fees, and other costs.**

How Much "Unearned" Title IV Funds the Student Must Return: The student is responsible for returning any portion of the "unearned" aid that is not part of the required return from ATI. The student will be responsible for repaying any "unearned" Title IV aid according to the terms of the promissory note or other agreement, whether or not they graduate or get a job.

If an overpayment occurs, the school will repay the overpayment for the student to the department and consider the overpayment as a student debt to the institution.

Payment of Refunds: ATI will pay refunds due under the Refund Policy within 60 days of the last date of attendance or, if applicable, within 60 days of the date the student failed to return from an approved leave of absence.

Refunds due per the U.S. Department of Education will be made within 59 days of the student's last date of attendance or 45 days from the date of official withdrawal, whichever is earlier. The student will pay all refunds when due according to the appropriate policy (ATI, U.S. Department of Education, etc.), but never more than 60 days after the last date of attendance.

Renewal Applications

Students must reapply for financial aid in each new academic year. In some cases, this may require the completion of a Renewal FAFSA. Renewal-eligible students automatically receive a renewal reminder by email if they provided an email address in the previous application year. Students must complete all required applications and submit additional paperwork as necessary five weeks before the start a new academic year. Failure to do so could result in the student being required to make cash payments to the School or being dismissed from ATI.

Note: The entire financial aid application process and verification process, if applicable, must be completed for each academic year.

Sources of Financial Aid

Federal Aid Programs

Advanced Technology Institute is approved by the U.S. Department of Education to participate in each of the following sources of Federal Student Aid. For information about these programs, eligibility requirements, and the application processes, please contact ATI's Financial Aid Office.

This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.

GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill

Federal Pell Grant: A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or professional degree. The maximum award is based on award years that run July 1 through June 30 each year. For the current year maximum award, visit https://studentaid.gov/understand-aid/types/grants/pell. Effective July 1, 2012 students can receive the Federal Pell Grant for no more than 12 semesters. Students can apply at https://auto.edu/financial-assistance/. The resulting Institutional Student Information Report, with an official SAI, must be received by ATI while the student is enrolled and eligible, but not later than applicable deadlines established and published by the Department of Education.

Federal Supplemental Educational Opportunity Grant (FSEOG): Award amounts depend upon the applicant's financial need and funding availability. Priority is given to Federal Pell Grant recipients.

Federal Work-Study: The Federal Work-Study Program provides on- and off-campus part-time employment, while enrolled in school to undergraduate, graduate, and professional students. Students earn at least current federal minimum wages and this employment is awarded based on financial need and funding availability.

Federal Direct Subsidized Loan: The Federal Direct Subsidized Loan is a financial need-based, low-interest, fixed rate loan available to undergraduate students directly from the Department of Education.

To apply for Federal Direct Loans, you must first complete the FAFSA application, be enrolled at least half time, and your school determines the actual loan amount you may be eligible to receive each academic year. The maximum that can be borrowed in the first year is $3,500. Annual loan limits depend on what year the student is in school and whether you are a dependent or independent student. There are also limits to the total amounts that you may borrow for undergraduate studies and the program length.

The U.S. Department of Education pays the interest while you're in school at least half-time, for the first six months after you leave school (grace period), and during a period deferment. Loan repayment begins six months after graduation, withdrawal, or dropping below half-time enrollment status.

Federal Direct Unsubsidized Loan: Federal Direct Unsubsidized Loans are available to undergraduate and graduate students. The annual loan limit is $2.000 for dependent undergrad students, $6,000 for independent undergrad students, and $20,500 for graduate/professional students. If you are a dependent student whose parents are ineligible for a Direct PLUS Loan, you may be able to receive additional Direct Unsubsidized Loan funds. Other limits also apply to the annual and total amounts you may receive. Your school determines the actual loan amount you may be eligible to receive each academic year.

You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay interest while you are in school and during grace, deferment, or forbearance periods, interest accrues and is capitalized (added to the principal amount of your loan). Loan repayment begins six months after graduation, withdrawal, or dropping below half-time enrollment status.

Federal Direct PLUS Loan: for Parents of Dependent Undergraduate Students (PLUS) – PLUS loans provide funds to help meet educational expenses. They are low-interest, fixed rate loans made directly from the U.S. Department of Education. Borrowers must not have an adverse credit history. The maximum loan amount is the student's cost of attendance determined by the school minus any other financial aid received. Repayment begins once your loan is fully disbursed.

Gaining Early Awareness and Readiness for Undergrad Programs (GEAR UP): The GEAR UP program is a federal grant program funded by the U.S. Department of Education and administered by the state. Applicants must be eligible for Pell Grants and demonstrate financial need in addition to other eligibility requirements. Maximum award amounts are determined each year by the state and are contingent upon available funding.

Supplemental Loan Programs: ATI has arranged for other student loan programs to be made available. The lenders and terms on these loan programs vary, and your financial aid officer can help you find the one that best fits your needs**.**

Sources of Financial Aid - Advanced Technology Institute Scholarships

Advanced Technology Institute offers scholarships to qualified students. These are funds to help students pay for their education that they do not have to pay back and reward them for their commitment to earn their degree. Information on eligibility and the application process may be obtained by speaking with a financial aid advisor.

- Applicants must have applied and been accepted for admissions to Advanced Technology Institute
- Applicants must meet the Advanced Technology Institute entrance requirements.
- Military Scholarships – available to spouses and children of active duty military, active reservists, active National Guard, honorably discharged retired or formerly active duty military.

Each scholarship has its own unique qualifying criteria. ATI awards a number of scholarships for incoming and active students. General policies related to scholarship awarded by ATI include:

- Scholarships, unless otherwise indicated, will be applied only to lower tuition debt.
- To qualify for scholarships, students must maintain continuous enrollment on a semester basis.
- ATI reserves the right to revoke or suspend scholarships based on a student's attendance or compliance with school policies.
- Students eligible for multiple special tuition rates, pricing programs or scholarships receive the one most beneficial, with the exception of unique circumstances, primarily on a case-by-case basis.

ATI offers performance-based scholarships for students who participate in designated state, regional, and national competitions. General policies related to scholarships awarded by ATI in these cases include:

- The highest scholarship amount won per competition per year will be honored.
- Scholarships must be redeemed no later than the fall following the year in which a student will graduate from high school.

Students should review the different types of scholarships they can qualify for. Financial aid advisors can assist in identifying and applying for these scholarship opportunities.

ATI Scholarships for Active-Duty Military

Active Duty Scholarship. *Helping Military Active Duty overcome financial hurdles*. Advanced Technology Institute has provided educational opportunities to service members and their families since 1975. We believe that every active-duty service member should have the opportunity to pursue the college of their choice. In honor of the men and women who serve in every branch of the United States Armed Forces, Advanced Technology Institute offers the following scholarship for eligible programs of study with our thanks and gratitude.

To help relieve the financial challenges associated with pursuing education, Advanced Technology Institute offers an Active-Duty Military Scholarship Program. This scholarship for service members is open to active duty, reservists, National Guardsmen, other service members.

If the student is eligible for Tuition Assistance, they may be eligible for Advanced Technology Institute's Active-Duty Military Scholarship. Reservists eligible for TA may also be eligible for the scholarship. The Active-Duty Military Scholarships will cover the costs of tuition remaining after eligible TA has been applied.

Through the program, qualifying service members are provided a scholarship which will effectively reduce tuition to $250.00 per semester credit for undergraduate diploma or degree .

To Learn More about Active-Duty Tuition Assistance see:

Air Force: http://www.afpc.af.mil/Benefits-and-Entitlements/Military-Tuition-Assistance-Program/

Army: https://www.goarmyed.com/

Navy: http://www.navycollege.navy.mil/tuition-assistance/index.htm

Marines: http://www.quantico.usmc-mccs.org/index.cfm/marine-family/personal-professional-development/voluntary-education-center-vec/tuition-assistance/#First-Time%20TA%20Applicants

USCG: http://www.navycollege.navy.mil/tuition-assistance/index.htm

Spouses: https://mycaa.militaryonesource.mil/mycaa

ATI Armed Services Scholarship for Active-Duty Service Members and Spouses

The Armed Services Scholarship was designed to help lessen the financial challenges associated with pursuing an undergraduate education. Advanced Technology Institute's scholarship for armed service members is open to Active Duty, Reservists, National Guardsmen, and other service members, as well as their spouses, who may not be eligible for the Active-Duty Scholarship. Qualifying service members or spouses pursuing their undergraduate degree receive a scholarship for $500.00 per semester/$1000.00 per academic year. Available at the Campus (Active-Duty Members and their spouses, undergraduate programs only), ask your admissions advisor for more information.

Sources of Financial Aid - Other

Students who have been approved for assistance under any of the following programs must provide the documentation of eligibility to the Financial Aid Administrator.

Employer Assistance: Many employers provide tuition assistance programs to their employees to assist with education goals. Check with the human resources department or benefits manager to see if an educational assistance program is available at your place of employment.

Hampton Roads Workforce Council: A student who may qualify for benefits funded through the U.S. Department of Labor should contact the local Hampton Roads Workforce Council.

Job Location and Development Program: This program is administered through the Career Services Center to assist students, with and without financial need, in securing part-time employment. Information and program requirements are available from the Career Services Center.

Military Tuition Assistance: Students that will be using TA must request a TA cost sheet from the Financial Aid Office and/or VA Coordinator for each module and are responsible for submitting all TA cost sheets to their TA Education office before the module begins for TA approval.

Private Aid: Advanced Technology Institute students may also seek private education loans from any lender of their choice. Eligibility and application processes for private education loans are provided by the private lenders.

Advanced Technology Institute also provides a private loan program serviced by Tuition Options to assist students in meeting their educational goals. Additional information and the application process may be obtained from the Campus Financial Aid Administrator.

State Aid: Qualified applicants may also receive educational benefits administered under the state's Employment Commission or Vocational Rehabilitation. Student must visit the local state agency branches to determine eligibility for these programs.

Sources of Financial Aid - Veterans Benefits

Some ATI students have Veterans Education benefits available to them while they are attending school. The Department of Veteran Affairs is now taking online applications. To apply for veteran's educational benefits online, log onto www.gibill.va.gov, click on "Electronic Application Form" and start "VONAPP" to complete VA Form 22-1990 or 22-1995. Each student must forward a copy to the application to the Campus Veterans Certifying Official.

Students who are discharged veterans should forward a copy of the DD214, copy 4, along with the Application for Admission. It is the student's responsibility to submit the application for benefits to the Veterans Administration

and to keep their educational information up to date with the Veterans Administration. ATI will provide assistance to those students who need help and will answer questions that students may have with regard to the VA benefits.

Students seeking advanced academic standing via credit transfer or challenge examinations must do so by the end of their first semester of enrollment. VA students are expected to report all enrollment changes to the VA coordinator (for example: changing concentrations, falling below a full-time status, and leaving school).

ATI must have an academic transcript from each post-secondary school previously attended by a veteran. Consent to Release School Records forms must be completed in full (complete address) for each school attended.

Chapter 33 Post 9/11 GI Bill® Benefits. This benefit program is available to individuals who served in active duty after September 10, 2001, and is payable for education pursued after August 1, 2009. If a veteran qualifies for assistance under the Montgomery GI Bill® on or after August 1, 2009, and the veteran also qualifies for assistance under the Post 9/11 GI Bill®, the veteran may make an irrevocable decision to receive benefits solely under the Post 9/11 GI Bill®. Please see your Campus Veterans Certifying Official on campus or visit www.gibill.va.gov for more information.

Tuition and fee rates for private schools are currently capped by the Veterans Administration annually. Please check with your campus V.A. representative for the current year's cap.

Eligibility tiers based on length of service still apply. Only the VA can determine eligibility. Advanced Technology Institute is a Yellow Ribbon school for those students who are 100% eligible for this program.

Active-duty students are limited to the net cost for tuition and fees that are prorated based on eligibility tiers (40% - 100%) previously established for veterans.

Those attending classes at the greater than ½ time rate will receive a monthly housing allowance (MHA). The MHA rate equals the Basic Housing Allowance for an E-5 with dependents based on the location of the school. (Active-duty students and their spouses cannot receive the MHA.)

Any person entitled to educational assistance under chapter 33, Post- 9/11 GI Bill® or chapter 31, Vocational Rehabilitation and Employment benefits and experiences delayed payment of benefits, will not be subject to any penalties, late fees, denial of access to classes, libraries, or other school facilities as a result of such delay. Nor will such person be required to borrow additional funds to satisfy financial obligations to the school due to the delayed disbursement of funding from the Veteran's Administration, under chapter 31 or 33. To be a person covered under this policy, documentation of eligibility must be determined by providing a certificate of eligibility which can include a "Statement of Benefits" from the VA website – eBenefits, or a VAF 28-1905 for chapter 31 authorization.

Further clarification can be found by contacting the Campus Veterans Certifying Official.

Student Cost of Attendance

An average cost of attendance for a student attending Advanced Technology Institute consists of tuition and fees, room and board allowance, transportation allowance, personal and miscellaneous allowance, and books/supplies allowance. Tuition and direct academic costs are assessed for one academic year. Living expenses are estimated using nationally approved living expense guidelines. These components of the cost of attendance are estimates and will vary from student to student depending on the program, course load, and the student's living arrangements (students living with parents or living on their own).

For specific details on calculating cost of attendance, contact the Financial Aid Department.

Verification

Requirements for Verification: Federal regulations require that application data be matched against several databases: those of National Student Loan Data Services (NSLDS), FAFSA Processing System (FPS), The Department of Defense, the Department of Justice, the Social Security Administration, Department of Veterans Affairs, and the Department of Homeland Security (DHS). An unsuccessful match to any of these databases will

require students and/or parents provide documentation to validate their current status. For any failed database match, your Financial Aid Administrator will advise you of the documentation required and which must be provided to be eligible for financial aid.

Some student aid applications are also subject to a process called verification. This process involves documenting the information submitted on the student's Free Application for Federal Student Aid (FAFSA) and verifying that the information is correct.

The procedures governing verification are as follows:

School Policy for Timeline in Completing Verification-

The School will complete the "Notification of Verification Document Required Form" and email or meet with students in person to explain what is required.

Verification is required to be completed before start of program or within 30 days of notification.

Under extenuating circumstances, the Institution may, at their option, accept completed verification documentation after the above deadline. Other Federal deadlines may apply.

Students who do not complete verification in the above time frame may have a delay or loss of subsidized financial aid and may be prevented from registering for subsequent classes.

Acceptable Documentation. The Department of Education publishes an annual notice announcing the FAFSA information that an institution and an applicant may be required to verify for an applicant selected for verification by the Department, and the acceptable documentation for that information. If an application is selected for verification by the FAFSA Processing System (FPS), the resulting Student Aid Report (SAR) will indicate that verification is required. In addition to this, Advanced Technology Institute may choose to select an application for verification. In either case, students will be notified of the documentation required to complete the verification process by their Financial Aid Administrator.

Applicant's Rights and Responsibilities in Regard to Verification. Each applicant has the right to be informed that s/he has been selected for verification and the responsibilities associated with verification selection. Consequences for not meeting those responsibilities, are explained in detail orally, and when deemed necessary by Advanced Technology Institute or if requested by the applicant, presented in writing.

Correction to Information. All conflicting data must be resolved and if, as the result of verification or another documentation process, it becomes necessary to correct any of the information on an ISIR, the student may be required to make a correction or the Financial Aid Department, with acceptable documentation will submit the corrections electronically to the U.S. Department of Education. A new ISIR, showing the corrected information is then generated. Applicants may be required to verify correctness and sign the revised ISIR.

If corrections result in a change in eligibility, students will be advised, and a revised award letter will be reviewed for approval.

If ATI has reason to believe that any application has been intentionally submitted under false or fraudulent pretenses, such application will be referred to the Federal Office of the Inspector General.

Note: Failure to provide required information could result in a new student being denied admission to ATI, and a student already attending classes could be dismissed for failure to meet financial obligations to the school.

STUDENT SERVICES

Student Services /Career Services

The position of Student Services / Career Services Advisor at Advanced Technology Institute is multi-faceted. The end goal is to ensure student academic success and excellent graduate placement. The education received at Advanced Technology Institute prepares graduates for entry level positions in their chosen field. Student Services / Career Services staff will assist students with many areas of student success. Assisting students with part–time jobs, ride share, student conflict resolutions, and any area which will lead to student success and graduate employment all fall under the responsibility of the Student Services / Career Services Department. The department also has information for students who may be struggling with challenges and need professional assistance. Student Service representatives maintain resource materials that can be used to refer students to professional organizations or counselors that can better assist students with personal issues.

Bus / Ride Share

Getting to and from school can be a problem for students without personal transportation. Students living in student housing are encouraged to ride share. If students need assistance finding a ride share, they can ask for assistance in the Student Services Office.

Hampton Roads Transit (HRT) buses operate throughout the Hampton Roads area. Information and schedules can be found online at https://gohrt.com/.

While the Student Services office will make their best effort to coordinate arrangements for ride-sharing, it is not possible to guarantee arrangements can be made or that arrangements made will be available from one mod to the next.

Career Services

Students choose to attend Advanced Technology Institute because they want to gain the required skills necessary for entry into fast-growing job fields. Among those necessary skills is the ability to prepare for and conduct a job search. Advanced Technology Institute works with each student every step of the way as graduation nears and students begin an employment search. Advanced Technology Institute's dedicated Career Services Advisors are ready to work one-on-one with students to:

- Review résumé
- Assist with interviewing techniques
- Discuss career choice
- Provide help in career/job-market research
- Assist with marketing the student's skills to potential employers
- Generate job leads and offer networking opportunities for employers and students

Advanced Technology Institute encourages each student to visit the Campus Career Services Department prior to enrolling and throughout their education at Advanced Technology Institute.

Career Services develops and maintains relationships with employers to determine hiring needs and to facilitate employment of students and employment of graduates in positions related to their fields of study. Career Services assists students by developing interview skills, résumé preparation, and guidance on how to conduct a successful job search.

Although Career Services Advisors maintain contact with several employers to identify employment opportunities, students are also expected to participate actively in their employment search campaign and to assume ultimate responsibility for their employment.

Although graduates cannot be guaranteed employment or starting salary, Advanced Technology Institute has long been a source of qualified applicants for employers. Advanced Technology Institute graduates are often scheduled or referred for job interviews as employment openings occur. When out-of-state opportunities are presented, graduates are encouraged to consider relocation in order to maximize their earning potential and advancement opportunities.

Students approaching graduation meet with their assigned Career Services Advisors to begin the career search process. Career Services Advisors conduct an individual Career Planning Orientation and following this meeting and receipt of a final résumé from the student, Career Services Advisors begin circulating the résumé to employers.

Individuals seeking work are expected to assist in the placement process by meeting the following criteria:

- Show dependability by maintaining a good school attendance record
- Talk with a Career Services Advisor at least 60 days prior to graduation about career placement assistance
- Arrive early, dressed neatly and professionally, for scheduled interviews with prospective employers.

Employment during Enrollment

Temporary, part-time, and seasonal positions are posted for those students who seek employment while attending Advanced Technology Institute. Some positions are not related to the student's field of study; however, they do accommodate student schedules. This service is available to students after they begin their first module.

Federal Work-Study

Federal work-study (FWS) positions may be available for financial aid recipients with FWS awards only. The positions are located on and off campus and are filled competitively.

Housing

Advanced Technology Institute arranges student housing for those students residing outside the greater Hampton Roads area. Contact the Student Housing Coordinator for information concerning the availability of housing and submit an application at least ten weeks prior to starting class. Application documentation is here https://www.auto.edu/student-services/student-housing/.

The Student Services office maintains a list of area apartments and can provide catalogs that indicate the type, price range, deposit requirements, and location of local area housing for those students who do not wish to utilize ATI Housing.

Students relocating to the Virginia Beach area should have $1,200-1,500 available prior to the start of classes to cover living expenses and the necessary housing-related deposits.

Orientation

Each new student is required to attend an Orientation session prior to the first day of class. The orientation program is designed to facilitate the students' transition to the Institute and to help familiarize new students with the organization and operation of the Institute. Students have the opportunity to meet faculty, staff, and/or classmates while attending Orientation. Policies and procedures are reviewed, and students will be required to complete any outstanding documents, including financial aid forms. Additionally, students are made aware of available student services and community resources.

Resource Center and Library

The Advanced Technology Institute offers diploma and occupational associate degrees and the majority of the coursework includes hands-on instruction. The Resource Center is furnished with computer workstations, a display of current trade magazines, and a small selection of career related books. Other learning resource materials unique to each program are maintained by each department.

ATI also partners with ECPI University through a formal library services agreement. The ECPI University Virginia Beach Campus Library is located within close proximity to ATI. Students have full access to the library in support of

their general education requirements. The library is open six days a week with a librarian on duty during all hours of operation. The ATI ID card serves as a library card to check out books for a three-week loan period.

The library is home to a collection of 8,000 items including reference, books, multimedia, and periodicals. The 6,000 square foot space caters to individual and group study areas with a computer lab, Conference Room, and reading room with comfortable seating and free wireless service. Students may use the computer lab or the library MacBooks.

New students receive a required library orientation in their first module. The orientation includes a tour and presentation on information literacy skills introduction for a better understanding of the resources available in the library and online.

The online library provides access to a wide variety of e-resources available from 80 databases. Library video tutorials and how-to resource guides highlight the use of the library and its resources. The library catalog includes holdings from 13 ECPI University library locations and the library's growing collection of 200,000 eBooks. Multimedia is also available in the library and online for instructional support and student use. ECPI University faculty maintain dedicated hours in the library's student tutoring rooms, the Writing Assistance Center, and Math Assistance Center.

WellConnect by Student Resource Services

From time to time, Advanced Technology Institute students face challenges that could interfere with their abilities to focus fully on their academic work. At no cost to the student, Advanced Technology Institute offers 24/7 counseling services for currently enrolled students and their family (defined as a "modern family"). Students access the services either through the Student Resource Services portal (www.wellconnectbysrs.com) or by calling 1-866-640-4777. Trained, master's prepared, licensed counselors with five or more years of counseling experience are available to provide support in emotional areas, addiction issues, domestic violence, legal matters, financial guidance, or research potential resources that might be available related to childcare, transportation, housing, or medical needs. The service also provides consultations for all faculty and staff on student issues.

SCHOOL POLICIES

Anti-Hazing Policy

Per Code of Virginia § 18.2-56, "hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity."

The practice of hazing, to any degree or in any form, is strictly prohibited at ATI. Students or employees are not permitted to organize, participate in, or in any way involve themselves with any hazing activity or conduct.

Non-observance of this policy is grounds for dismissal from school or termination of employment. In addition, violations will be reported to appropriate law enforcement agencies. Hazing conduct which willfully or recklessly endangers the physical or mental health of any student or other person is punishable by fine, imprisonment or both. *The verbiage/definition of each offense comes directly from the VAWA amended version of the Higher Education Act (revision made in 2014).*

Directions to Report a Crime or Emergency appear in this catalog in Academic Policies and Procedures, Crime Awareness.

Campus Safety, Security, and Hazards Policy

Advanced Technology Institute is committed to providing a safe, secure environment. Crime awareness and campus security are matters for which everyone must take personal responsibility. Student conduct policies strictly prohibit the possession of weapons and the use of alcohol, controlled substances, and drugs on school property, at a school-sponsored activity or in school housing. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action, including dismissal.

Substantial leather work shoes are required to avoid foot injury. Safety glasses are required for all activities in shop and classroom areas where danger of eye injury exists. Refusal to comply with safety rules is reason for dismissal from school. Steel-toed boots are required for Maritime Welding.

This policy is to inform students of the potential hazardous chemicals and the location of Material Safety Data Sheets (MSDS) in some programs in an effort to comply with the regulations of the Occupational Safety and Health Administration (OSHA).

There is a written Hazardous Communication Plan available upon request.

Computer Usage, Electronic Device, and Software Policy

Cell phones and other portable electronic devices must be turned off during class time to minimize classroom disruptions and protect the integrity of test-taking situations.

Exceptions to this policy will be made for faculty-initiated technology and for emergency personnel who are on call, such as police, fire, EMS. These emergency personnel must notify their faculty member of their need for such devices at the beginning of the term and provide documentation verifying their occupation. In the event that a student is emergency personnel and is on-call during the test leaves the classroom and returns to the classroom, the student may not complete the examination. In these cases, the faculty member will make arrangements for re-testing.

The use of personal laptop computers, tablets, and other note-taking devices are acceptable during class. The instructor may, however, require laptop computers or tablets to be turned off at certain times.

Computer users are expected to maintain standards of academic ethics. Users are not to access the private files of others. Using another student's user ID, password, program, or application constitutes invasion of privacy and may be considered grounds for enrollment termination.

Advanced Technology Institute computers and equipment are to be used only for ATI applications related to education. Access to computers and equipment must be approved by appropriate academic personnel. Only ATI personnel are authorized to install programs on the computers. Students are prohibited from installing or using an unauthorized program on ATI computers. No personal software is permitted on any ATI computer. In addition, personal laptop computers and other personal communication devices may not be connected to the ATI wired network unless authorized by the Information Technology Department.

Software Protection. ATI generally obtains the right to use computer programs written or distributed by third parties pursuant to license agreements with the vendors, who retain ownership of the programs. These agreements usually prohibit copying of the licensed material, with very limited exception. Software programs are usually restricted to use on only one machine at a time. If the University wishes to use a program on more than one piece of equipment concurrently, it typically must pay additional fees to obtain additional licenses. The same requirements generally apply to manuals and other printed materials that accompany such software.

Computer programs and related printed materials also are afforded copyright protection under Federal law. The Federal Copyright Act specifically prohibits copying or distributing software without the owners' prior consent (except copying for archival purposes).

Individual Responsibility. Unauthorized duplication, distribution, or disclosure of software or its accompanying printed materials can be both a violation of the applicable license agreement and a violation of Federal law. Individual employees and students, as well as the University, can be held liable for violations and be required to pay substantial damages. It is the responsibility of each employee and student to respect the intellectual property rights of the owners of the software programs used by the University and to ensure that no breaches or violations of the University's software control procedures occur.

Compliance Policies. It is the policy of the University that only properly acquired and licensed software be used on the University's computer equipment. No employee or student shall install or load software on any computer at the University without the express authorization of the Campus President. When a software package has been installed on a hard drive or other memory device of the University's computer hardware, the original CD or any copy may not be used on any other hardware equipment unless specifically authorized by the Campus President.

Copying of software is not allowed unless such copying is authorized by the software license agreement and permission to make the copies is received from the Campus President.

Employees and students are to use software and documentation only as authorized by the applicable license agreement. Unauthorized use, copying, or removal of computers, software, or documentation is prohibited and violations of these policies may result in disciplinary action, including dismissal.

Drug-Free Workplace and Campus

In accordance with Public Law 101-226 (Drug-Free Schools and Communities Act Amendments of 1989), Advanced Technology Institute pursues and promotes a comprehensive program to prevent and correct the illegal use of drugs and the abuse of alcohol by students.

The use of illicit drugs and alcohol can lead to physical and psychological dependence and damage, behavioral changes, and possible death. Even low doses may significantly impair judgment and coordination.

Advanced Technology Institute does not tolerate illegal drugs or alcohol on campus, and the use or possession of such substances on ATI grounds is sufficient cause for termination of a student's enrollment as well as referral of the case to appropriate legal authorities.

Students are informed at orientation that the standards of conduct clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol; a clear statement of the specific sanctions to be imposed on student (consistent

with local, state, and Federal law); and a description of these sanctions, up to and including dismissal and referral for prosecution for violations of the standards.

Directions to Report a Crime or Emergency appear in this catalog in Academic Policies and Procedures, Crime Awareness.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

As noted above, the rights under FERPA transfer from the parents to the student once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a school may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision.

Parents and eligible student's rights include the right to inspect and review the student's education records within 45 days of the day ATI receives a request for access.

A parent or eligible student should submit to the Vice President a written request that identifies the record(s) the parent or eligible student wishes to inspect. The ATI official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the parent or eligible student's privacy rights under FERPA.

A parent or eligible student who wishes to ask ATI to amend a record should write the ATI official responsible for the record, clearly identify the part of the record the parent or eligible student wants changed and specify why it should be changed.

If ATI decides not to amend the record as requested, ATI will notify the parent or eligible student in writing of the decision and the parent or eligible student's right to a hearing, conducted within the procedures established for Academic Review Boards in ATI's catalog, regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

- State and local authorities, within a juvenile justice system, pursuant to specific State law

A school official is a person employed by ATI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom ATI has contracted as its agent to provide a service instead of using ATI employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; and in order to comply with a lawfully issued subpoena or court order.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for ATI.

Upon request of another school, ATI also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

ATI has designated the following types of information as directory information: the student's name, address, telephone number; date and place of birth; honors, awards and certifications; and dates of attendance. Parents and eligible students may request that the school not disclose directory information about them by contacting the Vice President of the ATI location that the student is currently attending or has previously attended.

Written consent must state the purpose of disclosure, specify records to be disclosed, identify those to whom the disclosure may be made, and must be signed and dated.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by ATI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520
Phone 1.800.USA.LEARN (1.800.872.5327)
Individuals who use TDD may use the Federal Relay Service
https://www2.ed.gov/about/contacts/gen/index.html

Grievance Policy

Academic concerns should be discussed with the student's instructor first. If the matter is not satisfactorily resolved, the student may bring the matter to the attention of the Program Director. Further resolution may be sought by discussing the matter with the Director of Training, but only after exhausting the matter with the instructor and/or Program Director.

Non-academic concerns should be taken to the Director of Student Services who is able to draw upon a variety of resources, addressing a wide range of issues.

Student Complaint / Grievance Procedures

The Vice President is the final source of assistance on campus for issues unable to be resolved by the Vice President. Students desiring to file a complaint concerning sexual harassment, discrimination, policies and procedures, or any item of concern, may direct written correspondence to the Office of the President.

Advanced Technology Institute
5700 Southern Blvd.
Virginia Beach, Virginia 23462
(757) 490-1241 or (800) 468-1093
Or email to: president@auto.edu

Complaints must be in writing, including signature and date of submission. Advanced Technology Institute will strive to keep all complaints confidential but cannot guarantee confidentiality. Under some circumstances, a release

may be needed for a complaint to be properly investigated and resolved in a timely manner. Students will not be subject to unfair treatment or adverse actions by the school because of initiating complaint proceedings.

Anonymous complaints will not be acted upon. If an issue cannot be resolved within Advanced Technology Institute, the following complaint/grievance procedure is available.

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 Advanced Technology Institute 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 Advanced Technology Institute for a response. This can be accomplished by filing the ACCSC Complaint Form. 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:

Executive Director
Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. #302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org at https://www.accsc.org/StudentCorner/Complaints.aspx.

The State Council of Higher Education for Virginia (SCHEV) may be contacted regarding issues that are not addressed to the student's satisfaction by the management or the school's accrediting body, ACCSC.

SCHEV
101 N. 14th St., James Monroe Bldg.
Richmond, VA 23219
Tel: (804) 225-2600 Fax: (804) 225-2604

Student complaint files will be maintained for five years.

The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov.

Holidays

Advanced Technology Institute observes the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (including Friday) and Christmas Day. On these days, Advanced Technology Institute will be closed for academic purposes. If the holiday falls on Saturday, the holiday will be observed on Friday. If the holiday falls on Sunday, the holiday will be observed on Monday. Specific dates are listed on Catalog Insert B – Academic Calendar.

Intellectual Property

Subject to the following conditions, a student will retain ownership rights to works created by the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity. Students may receive nominal consideration provided by the person or group that commission such a work.

For purpose of clarification, the School agrees that all rights of intellectual property and other ownership rights in a work created by a student will belong as between Advanced Technology Institute and the student, to the student only if all of the following conditions respecting such work are met:

- The work is not derivative of or otherwise infringe upon any other School-owned intellectual property right.

- The work is created by the student entirely on his/her personal time.

Each student shall always remain responsible and liable for his/her own actions in the creation, use and distribution of intellectual property created by the student.

Non-Discrimination

In accordance with the provisions of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Advanced Technology Institute is committed to providing an environment for its students, faculty and staff that is free from discrimination and to ensuring that all enrollment, education and employment decisions are based solely on an individual's abilities and qualifications and not on unrelated personal factors, including (without limitation) race or color, religion or creed, sex or sexual orientation, gender identity or expression, national origin or ethnicity, age, disability, military service or veteran status, political affiliation or belief, marital status or pregnancy status.

It is important that students, faculty, staff and all others associated with the School understand the importance of reporting possible violations of this policy. The School's commitment demands a full investigation of any possible violation of this Non-Discrimination policy. Retaliation for good faith reporting of an alleged violation of this policy will not be tolerated.

To report alleged violations of this policy, or retaliation, contact:

Ms. Shanna Campise
Title IX Coordinator/Section 504 Coordinator
Advanced Technology Institute
5555 Greenwich Rd., Virginia Beach, VA 23462
757.994.1054
TitleIX_Coordinator@auto.edu

Refresher Training

Graduates of Advanced Technology Institute programs may return to the campus to repeat any course previously taken. Admittance is on a space available basis. Refresher students must be in good financial standing with Advanced Technology Institute and its Student Loan programs. Specific classes are not offered at every start date. Please see Tuition and Fees for specific costs.

Graduates attending refresher training are responsible for paying the Technology Fee for each module.

An additional fee will be charged to students retaking a course within the Welding program to offset material costs. Please see Tuition and Fees for specific costs.

Review Boards

Two types of review boards, comprised of faculty and administrative personnel, meet as needed to review the academic and enrollment status of students.

Academic Review Boards address concerns that affect student academic progress. Judicial Review Boards address non-academic and non-financial concerns.

Students, faculty, or administrative personnel may initiate review boards. The boards have the authority to review appropriate issues and serve as the official student appeals process. Actions recommended to the Vice President by these boards include probation, suspension, and termination. The student under review is required to attend and participate in the review board hearing.

Student may appeal a decision to the Vice President of the campus.

Sexual Harassment and Sexual Misconduct Policy

Advanced Technology Institute is committed to providing a teaching, learning, and working environment that is free from sexual harassment and sexual misconduct.

This policy prohibits sexual harassment and sexual misconduct ("Prohibited Conduct") on School property and in all School programs and activities. Individuals who engage in Prohibited Conduct are in violation of this policy and are subject to disciplinary action. This policy also prohibits retaliation against individuals who report Prohibited Conduct, who assist others in reporting, or who participate in School proceedings related to such a report.

The School will provide appropriate training about Prohibited Conduct and this policy. All participants in School programs and activities are responsible for helping to ensure our School community is kept free of Prohibited Contact by refraining from engaging in such conduct, completing required training and complying with reporting requirements when they become aware of Prohibited Conduct.

Individuals who are subjected to Prohibited Conduct in violation of this policy are encouraged to report these incidents. All reports will be treated seriously. Individuals who experience Prohibited Conduct will have access to appropriate resources regardless of their decision to report.

This policy applies to all members of the School community including, but not limited to, students, employees, interns, contractors and vendors (including their employees), guests and visitors while they are on School property or participating in School programs and activities.

Prohibited Conduct

A. *Sex Discrimination.* Conduct that adversely affects any aspect of an individual's employment, education, or participation in an institution's activities or programs or has the effect of denying equal access or treatment to an individual on the basis of that individual's sex or gender. Sexual harassment and sexual misconduct are forms of sex discrimination.

B. *Sexual Harassment.* Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience or their participation in a School program or activity, (2) submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or program-related decisions affecting such an individual, or (3) creates a hostile environment.

C. *Sexual Assault.* Sexual contact or sexual intercourse with another person without the consent of that person.

D. *Dating Violence.* Violence committed in a "dating relationship," which is defined as a romantic or intimate social relationship between two adult individuals; "dating relationship" does not include a casual relationship or ordinary fraternization between two individuals in a business or social context. The School shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship.

E. *Domestic Violence.* Any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver's care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common.
   1. Intentional infliction of physical pain, physical injury, or illness.
   2. Intentional impairment of physical condition.
   3. A violation of state statutes regarding sexual assault
   4. A violation of state statutes regarding stalking.
   5. A violation of state statutes regarding damage to property, involving property that belongs to the individual.
   6. A threat to engage in any of the conduct under 1 through 5 listed above.

F. *Stalking.* Intentionally engaging in a course of conduct that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury to or the death of himself or herself or a member of his or her family or household.

G. *Retaliation*. An adverse action taken against an individual in response to, motivated by, or in connection with the individual's complaint of Prohibited Conduct, participation in an investigation of such complaint, and/or opposition of Prohibited Conduct in the School's workplace or educational programs and activities. An adverse action is an action that a reasonable person would find materially adverse such that it would dissuade the person from making or supporting a charge of discrimination.

H. *Providing false information*. Any person who makes intentionally false statements or provides intentionally false information when reporting a violation of this policy or during the course of any disciplinary proceeding pursuant to this policy is subject to disciplinary action. The fact that a complaint of Prohibited Conduct did not result in a finding of wrongdoing in a law enforcement or School disciplinary proceeding will not, by itself, be a basis for determining that this provision has been violated.

Reporting

Violations of this Policy should be reported to the Title IX Coordinator.

Title IX Coordinator's responsibilities include:

- promoting the creation of policies, procedures and notifications designed to ensure School compliance with Title IX;
- being trained annually regarding sexual harassment, including sexual violence, and is familiar with the School's grievance procedures;
- overseeing implementation of grievance procedures, including investigation and disposition of complaints, and identifying and addressing any problems throughout an investigation;
- answering questions and providing guidance about Title IX compliance and the School's related policies and procedures;
- serving as a liaison to the U.S. Department of Education's Office of Civil Rights and other state and federal agencies that enforce Title IX;
- ensuring the campus community and School employees are adequately trained and educated on their Title IX compliance responsibilities; and
- monitoring all other aspects of the School's Title IX compliance.

Ms. Shanna Campise,
Title IX/Section 504 Coordinator
5555 Greenwich Rd.
Virginia Beach, VA 23462
757.994.1054
TitleIX_coordinator@auto.edu

Violations of Title IX may also be reported directly to the US Department of Education, Office for Civil Rights (OCR)

US Department of Education, Office for Civil Rights
In addition to constituting a violation of this policy, Prohibited Conduct might also constitute criminal conduct that violates state and local statutes. Regardless of whether these acts are reported to the School, anyone who has been subjected to sexual harassment or sexual violence has the option of reporting to law enforcement.

Confidential Resources

Well Connect 1-866-640-4777

Investigatory and Disciplinary Procedures

For purposes of this policy, a Complainant is any individual who is reported to have been subjected to Prohibited Conduct and a Respondent is a person who is accused of violating this policy. Complainants and respondents will be treated equitably.

Upon receipt of a formal complaint, the Title IX Coordinator will assess for a possible Title IX violation. If a possible violation is found, written notification will be provided to both the complainant and respondent which contains the allegations and facts, details on the formal grievance process (investigation and live hearing), details on the informal resolution process (if an option), a statement that the parties can request to inspect and review certain evidence, and information regarding the code of conduct, presumption of innocence and false statements.

Efforts will be made to ensure confidentiality to the extent practical consistent with the goals of preventing further instances of the alleged Prohibited Conduct and conducting a fair and thorough investigation.

If a possible violation of Title IX is not found, if the Complainant notifies the Title IX Coordinator in writing that he/she wishes to withdraw the complaint or if the respondent is no longer employed by the School, both parties will be sent written notice which includes the reason for the dismissal and the right to appeal.

Please note that this policy sets forth our goals of promoting a teaching, learning and work environment that is free of Prohibited Conduct. The policy is not designed or intended to limit the School's authority to discipline or take remedial action for conduct the School deems unacceptable, regardless of whether that conduct meets the definition of Prohibited Conduct.

Applicable Statutes

Title IX. Title IX of the Education Amendments of 1972 (20 U.S.C. sec. 1681 et seq. (as amended) and its implementing regulation, 34 C.F.R. Part 106. A federal law that states, "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." 20 U.S.C. § 1681(a).

Violence Against Women Act (VAWA). Federal law enacted in 1994, which promotes the investigation and prosecution of violent crimes against women, among other objectives. Recently, it amended the Clery Act [42 U.S.C. §§ 13701-14040], through the Campus Sexual Violence Elimination Act (SaVE) provision, Section 304.

Student Conduct Policy

Students are expected to conduct themselves in a mature and socially acceptable manner. The staff and faculty are to be treated with respect. The staff and faculty will observe the same standards. Abusive behavior or derogatory comments directed to the staff or faculty may result in suspension or expulsion from school.

A student is subject to disciplinary action up to and including withdrawal/ termination for:

- Acts of dishonesty, including but not limited to cheating on quizzes, tests, papers, hands-on homework documentation, or other assignments, or plagiarism.
- Furnishing false information to/for or against any student, faculty member, or ATI employee
- Fraudulent activities including but not limited to willful misrepresentation by a student concerning qualification for admission, continuing eligibility as a student, eligibility for financial aid, current enrollment information, status or position at ATI.
- Forgery, alteration or misuse of school documents, records or identification.
- The unlawful possession, use, or distribution of illicit or prescription drugs on campus, at a school-sponsored activity, or in school housing.
- Possession, use, intoxication, or being under the influence of alcohol while on campus, at a school-sponsored activity, or in school housing.
- Use of indecent, illegal, disruptive language and/or actions
- Insubordination in carrying out instructions of faculty or staff.
- Any act or threat of physical assault or intimidation directed toward any member of the school community or any other individual on campus, at a school-sponsored activity, or in school housing.
- Possession of firearms or other weapons on campus, at a school-sponsored activity, or in school housing.
- The defacing or destruction of ATI property.

- Theft or attempted theft of ATI property, or any theft on campus.
- Sexual harassment or hazing as described in the Harassment Policy and Anti-Hazing Policy.
- Continued violation of the ATI dress code.
- Any refusal to abide with or violation of federal, state, or local regulations.
- Smoking in unauthorized areas. Smoking is not permitted in any school vehicle.
- Gambling on campus.

Advanced Technology Institute believes in the use of progressive discipline (verbal warning, written warning and dismissal). However, depending upon the circumstances (i.e., collective student history, seriousness of conduct, issues of safety, facts surrounding the conduct, etc.), Advanced Technology Institute reserves the right to use or not use progressive discipline.

Student Consumer Information

The Student Consumer Information regulations of the United States Department of Education require colleges to provide students with access to information they are entitled to as a consumer. The goal is to provide each student with complete and easy access to this information and to inform them annually of the availability of this information.

Institutional information can be found at the following link on the website: https://www.auto.edu/resources/student-consumer-information/.

Graduation and employment rate information for each program may be found on the ATI website by clicking on the Student Consumer Information tab for each program. Students may also send a request for this information to info@auto.edu .

IPEDS reports 47% of students received federal financial aid for the 2021-22 academic year. Students receiving a diploma or an AOS degree have an average of $14,873 of indebtedness.

Student Electronic Communications Policy

Introduction. Advanced Technology Institute (the "Institute") is a user of many communications and information technologies. These technologies, when properly used, support educational activities and enable closer and timelier communications within the Institute and with employers. There is a continuing evolution of associated laws and conventions governing acceptable use of electronic communication tools and careless use can have dramatic consequences, harming the Institute, our students, employers, and employees. The policies outlined below are intended to minimize the likelihood of such harm by educating our students.

These policies address the appropriate use of electronic "communications tools" at the Institute. These tools include the following:

Institute-supplied software

- Email accounts
- Institute-supplied fax machines, modems, and servers
- Institute-supplied computers
- Institute-supplied network tools (like browsers and Internet access facilities)

Use and Misuse of Communications Tools

Access. Access to Institute communications tools is provided in conjunction with the Institute's academics and the student's responsibilities. Use of these tools is subject to this policy and to other Institute policies and procedures. Institute communication tools also may be made available to individuals who are not Institute students (e.g., visitors). Use of these tools by such persons is subject to this policy and to applicable agreement(s). Communication

tools and all messages produced, stored, or carried by such tools are Institute properties, and are subject to reasonable Institute inspection.

Acceptable Use. In the course of the student's academic study, each student may use communications tools to communicate internally with Institute faculty, staff, or students or externally with students, employers, and other business acquaintances. The Institute provides these electronic communications tools to facilitate educational communications and to enhance the learning experience. While these resources are primarily used in academics, there may be occasion to use these facilities for personal purposes. Personal use is permitted so long as it does not interfere with the academic process, consume significant resources, interfere with the activities of other students or faculty, or violate these policies. Under no circumstances shall such facilities be used for personal financial gain, or to solicit others for activities unrelated to the Institute's academics, or in connection with political campaigns or lobbying. The Vice President may make available or otherwise authorize special-purpose bulletin boards and web pages in connection with Institute-approved social events, sporting events, and other sanctioned activities. When making use of these Institute-provided facilities for personal use, always remember that there is a very limited expectation of privacy (see discussion in 3 below).

In addition to other restrictions and conditions discussed here, ATI communications tools may not be used for any of the following:

- To carry any defamatory, discriminatory, or obscene material;
- In connection with any infringement of another person's intellectual property rights (e.g., copyrights and trademarks);
- In a manner that violates the terms of any applicable telecommunications license or any laws governing trans-border data flow (e.g., laws dealing with data collection, protection, privacy, confidentiality, and security);
- In connection with any attempt to penetrate computer or network security of any Institute, company, or other system, or to gain unauthorized access (or attempted access) to any other person's computer, email or voicemail accounts or equipment; or
- In connection with the violation or attempted violation of any other law.

The Institute understands that web "surfing" may be academic-related and serve a legitimate academic function, but the potential for abuse exists. The Internet provides access to a huge amount of information and resources that can greatly enhance our ability to deliver services efficiently to our students. Today there is no single, comprehensive directory of resources available for the Internet and users sometimes must "navigate" through much unneeded information to reach useful material.

The Institute encourages exploration of the Internet for legitimate academic-related or professional activities, but students may not "browse the web" during class (unless authorized), create personal "Home Pages," or otherwise use Institute facilities to access Internet sites for reasons unrelated to the Institute's academic requirements.

Representing the Institute in Personal Postings. The information you publish electronically) sometimes called a "posting") reflects on the Institute in general. Despite all disclaimers that a student may make (e.g., that the views are personal and do not reflect those of the Institute) readers elsewhere will make the association between these personal posting and the Institute. The student should know that true anonymity is very difficult to obtain when using these tools. While internet relay chat ("IRC"), newsgroup visits, and net "surfing" sometimes appears to be done anonymously (e.g. by employing pseudonyms), accessing such services/servers through the Institute's network facilities normally leaves an audit trail indicating at least the identity of the Institute proxy server (and may leave a trail pointing directly to the student). Inappropriate use of Institute facilities may damage the Institute's reputation and could give rise to Institute and individual student liabilities. Accordingly, each student should make every effort to be professional in all usage of Institute communications tools.

Because readers may interpret personal postings to newsgroups as an official statement of the Institute, posting any article in a newsgroup related to the Institute's academics is strictly prohibited unless approved in advance by the Vice President.

Unacceptable Content. Although the Institute does not regularly monitor email or electronic messages, please be aware that even personal email messages may be viewed publicly or by Institute administration without further notice. Under no circumstances may any posting, voicemail or email originating at the Institute be in violation of the letter or the spirit of the Institute's Equal Employment Opportunity or Student Non-Harassment policies.

Examples of unacceptable content include:

- Sexually explicit messages, images, cartoons, or jokes;
- Propositions, requests for dates, or love letters;
- Profanity, obscenity, slander, or libel;
- Ethnic, religious, or racial slurs;
- Political beliefs or commentary; or
- Any other message that could be construed as harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability, or religious or political beliefs.

Everyone should be aware that sexual harassment includes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome conduct (including comments) of a sexual nature. The standard for sexual harassment is whether the recipient could reasonably consider the message to be offensive – the sender's intentions are irrelevant.

In addition to prohibitions on sending or uploading offensive materials, Institute communications tools (e mail, browsers, newsreaders, etc.) also shall not be used to access or download obscene materials or other content that may be illegal under local law.

Electronic Forgery. Electronic forgery is defined as misrepresenting the student's identity in any way while using electronic communications systems (e.g., by using another's email account without permission, by so-called IP spoofing, or by modifying another's messages without permission). For example, messages written by others should be forwarded "as-is" and with no changes, except to the extent that the student clearly indicate where they have edited the original message (for example, by using brackets [ ] or by using other characters * * * to flag edited text).

Electronic forgery is not allowed for any purpose. For email messages, the student may not take any action to misrepresent the identity of the person responsible for the message. A student may send email messages using another person's account, but only with prior express approval from the account owner, and only when the text of the message indicates that you are the author.

For newsgroup postings, a student may not misrepresent the identity of the sender, but may (as may sometimes be appropriate) make postings on an anonymous basis. Keep in mind that true anonymity may be quite hard to obtain, and that most such attempts at least leave an audit trail that identifies the Institute as the source of the posting.

Intellectual Property. The internet offers a universe of information useful in conducting and furthering business operations. The student must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information, and inventions. Do not copy, use, or transfer others' materials without appropriate authorization. Be aware that downloaded software and other copyrighted material may be subject to licensing obligations or restrictions. In cases where it is possible that the software might be used by Institute administration or faculty in curriculum or service development or might be incorporated into final curriculum or services, it is critical that these licensing obligations be understood and strictly observed. Even when software is labeled freeware or shareware there may be licensing restrictions that prohibit or limit the usage or commercialization of such items. If you have any questions in this regard, contact the Vice President.

Transmitting Confidential Information. Confidential information (whether owned by the Institute, its students, its vendors, or other persons) is not to be disclosed to unauthorized persons without prior authorization. The question of authorization will be a function of the type and ownership of the confidential information (e.g., different authority may be required for disclosure of Institute-owned information than for student-owned information). Also, authorization for disclosure may be limited to certain specific individuals within the Institute (e.g., on a need-to-know basis).

In some cases, posting or emailing confidential information that relates to new curriculum, teaching methods, research, or Institute services can constitute a "publication" and prevent the Institute from applying for approvals or later treating the information as "proprietary." These consequences can follow even from postings or distributions that are not to the general public.

Generally, absent encryption or other security measures, confidential information should not be contained in email sent to outsiders or posted to newsgroups and should not be placed on Institute communications tools that are available to third-parties.

Encryption. Only authorized encryption tools (software and hardware) may be used in connection with any Institute communications tools. Except with the prior written consent of the appropriate IT manager, all such tools must implement key-recovery or key-escrow techniques to permit the Institute to access and recover all encrypted information.

Please remember that possession and use of encryption tools may be subject to complex laws or outright prohibitions in certain localities. Also, the export and import of computers carrying such tools may be subject to local regulation.

Limits of Privacy

Retention and Security of Messages. Email and voicemail messages and computer-stored items all are Institute property and business records and may have legal and operational effect identical to that of traditional, hardcopy documents. Accordingly, all email messages should be treated as though they may later be viewed by others while confidential information may be contained in such messages, these messages should be created with the same care you would use in creating hardcopy documents.

Remember that no electronic communications facility is completely secure. This means that information stored on or carried over Institute communications tools may be the subject of accidental or intentional interception, mis-delivery, attack, or authorized Institute review.

When stored on computers, email messages and other files typically are subject to routine backup procedures. This means that copies of these files may be retained for long periods, in accordance with backup recycling and document retention procedures. Also, keep in mind that many site-wide backup systems do not guarantee privacy of backup copies (e.g., system administrators may have access).

A Limited Expectation of Privacy. The Institute respects the personal privacy of its students. However, because communications tools are provided for the Institute's academic purposes, student rights of privacy in this content are quite limited. **Students and others should have no expectation that any information transmitted over Institute facilities or stored on Institute-owned computers is or will remain private.** These systems are owned and/or controlled by the Institute and are accessible at all times by the Institute for maintenance, upgrades, or any other business or legal purposes. Students who use Institute communications tools should be aware that the firewall (and other security tools) creates an audit log detailing every request for access in either direction by each user. Also, in the course of their duties, system operators and managers may monitor student use of the internet or review the contents of stored or transmitted data.

The Institute permits personal use of all these communication tools on the express understanding that it reserves the right (for its business purposes or as may be required by law) to review student use of, and to inspect all material created by or stored on, these communications tools. Use of these tools constitutes each student's permission for the Institute to monitor communications and to access files that are made on or with these communications tools.

Institute Access to Computers, Voicemail, and Email Systems. Institute administration may routinely examine students' communications or files. Such examination generally may be expected to occur in the following circumstances, which are not intended to be all-inclusive:

- Ensuring that Institute systems are not being used to transmit discriminatory or offensive messages, or in connection with the infringement or violation of any other person's rights;
- Determining the presence of illegal material or unlicensed software;

- Counteracting theft or espionage;
- Ensuring that communications tools are not being used for inappropriate purposes;
- Responding to legal proceedings that call for producing electronically stored evidence;
- Locating, accessing, and retrieving information in a student's absence; and
- Investigating indications of impropriety.

Consequences of Violating Policies. Misuse of any Institute communications tool or violation of these policies may result in disciplinary action up to and including suspension and expulsion from the Institute.

Questions/Changes to Policies. Questions about these policies may be directed to the Vice President. The Institute intends generally to observe these policies but also reserves the right to change them at any time without prior notice. The Institute will make reasonable efforts to provide notice of such changes.

Student Responsibilities

ATI Students are considered to be responsible adults and are expected to maintain the standards of conduct appropriate to an academic and business environment. It is the student's responsibility to:

- Conform with ATI policy, procedures, and regulations;
- Maintain security and academic integrity;
- Maintain academic progress and satisfactory attendance;
- Submit course work on time; and
- Pay tuition as scheduled.

Student Rights

- Students in good academic standing have access to all instructional facilities and services, including classes, laboratories, library, tutoring, advising, etc.
- Students have the right to inquire about, and to propose improvements in policies, regulations and procedures affecting the welfare of students through student surveys, or they may email the Vice President.
- The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of, and access to, student records, and this will be adhered to by the School. See the heading *Family Education and Privacy Act (FERPA)* for more detailed information.
- Students may appeal results of tests, examinations, or other grades by the end of the add/drop period of the subsequent module.
- ATI decisions affecting a student may be appealed by requesting a review board hearing.
- Students may record class lectures only with the approval of the faculty member assigned to the course.

Students with Disabilities Policies and Procedures

Advanced Technology Institute does not discriminate against qualified individuals with disabilities in admission or in access to our programs, services and activities, in accordance with our obligations under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008.

Admission of Students with Disabilities. The School will make admission decisions using criteria which do not consider an individual's disability, but rather, the student's individual qualifications, to meet the essential elements of the program, service or activity being offered, assuming the incorporation or use of the appropriate academic adjustments/ auxiliary aids and services, if necessary. Students with disabilities desiring to enroll in any program, service or activity of Advanced Technology Institute must be able to meet the minimal standards of the School and of the particular program, service or activity to which admission is sought.

Definitions. A person with a disability is someone who has a physical or mental impairment that substantially limits one or more major life activities, including, but not limited to, caring for one's self, performing manual tasks, learning, walking, seeing, hearing, breathing, and working; has a record of such an impairment; or is regarded as

having such an impairment. Although disclosure of a disability may not be necessary or appropriate for some persons, those who seek academic adjustments/auxiliary aids and services from Advanced Technology Institute must follow the procedure outlined below.

Procedure for Requesting Academic Adjustments/ Auxiliary Aids and Services. Students requesting academic adjustments/auxiliary aids and services must take the initiative to seek assistance, comply with deadlines and agreements, and participate in the following procedure:

1. ***Contact the Vice President or Director of Training ("DOT").*** Advanced Technology Institute students requesting academic adjustments/auxiliary aids and services should contact their Vice President or DOT. The Vice President or DOT will meet with the student to discuss the student's disability, the impact and functional limitations of the disability in the academic setting, and the proposed academic adjustments/auxiliary aids and services.

2. ***Provide Medical or Other Diagnostic Documentation.*** The student will provide acceptable medical or other diagnostic documentation that supports the request for academic adjustments/auxiliary aids and services. Acceptable documentation includes a report from a qualified professional explaining the disability, the impact or functional limitations in an academic setting, suggested academic adjustments/auxiliary aids and services, and the expected duration of the disability and requested academic adjustments/auxiliary aids and services. The documentation provided should be current (e.g., within 3 years of the student's enrollment in the School.) Individual Education Plans (IEPs) and 504Plans generally do not contain sufficient information.

In all cases, the School may request additional diagnostic information and assessment when, in its opinion, such additional information is needed to document the existence of a disability or the need for academic adjustments/ auxiliary aids and services in the educational or clinical settings of Advanced Technology Institute.

Review of the Academic Adjustments/Auxiliary Aids and Services Request. All requests for academic adjustments/auxiliary aids and services (e.g. extra time and/or separate room for exams, etc.) are evaluated on a case-by-case basis, using an interactive process. This evaluation includes the review of medical or other diagnostic documentation and a determination of the reasonableness of the academic adjustments/auxiliary aids and services. Medical or other diagnostic documentation provided by the student is kept confidential and is released to a third party only with the student's written permission or as required by law. General information about a student's disability and, academic adjustments/auxiliary aids and services may, however, be shared with other Advanced Technology Institute administrators or third parties with a legitimate need to know (e.g. clinical sites, externship sites, etc.) The student's disabilities file is maintained by the Vice President and is held separately from the student's official academic record.

Students with disabilities may request academic adjustments/auxiliary aids and services at any time, however, the Vice President or DOT must have time to review and approve the request (generally 2-3 weeks) although some requests for academic adjustments/auxiliary aids and services take more time to review than others. Therefore, students requesting academic adjustments/auxiliary aids and services requests are encouraged to contact their Vice President or DOT as soon as possible after they have enrolled with the School. Academic adjustments/auxiliary aids and services will not be made on a retroactive basis.

Because practical training in many of our programs may take place in a variety of settings – classroom to clinical – academic adjustments/auxiliary aids and services granted on admission may not be appropriate for all settings; the Vice President or DOT, in collaboration with other School administrators with a legitimate need to know, may review with the student, as needed, academic adjustments/auxiliary aids and services for each class or setting as the student progresses through the curriculum, to avoid compromising or fundamentally altering the essential components of a particular course or program.

Although a student's academic adjustments/auxiliary aids and services histories are important, other factors are considered as well in determining what, if any, academic adjustments/auxiliary aids and services are appropriate now at Advanced Technology Institute. The receipt of particular academic adjustments/auxiliary aids and services

in a previous setting does not automatically mean that identical academic adjustments/auxiliary aids and services will be provided here.

The Vice President or DOT has the responsibility to review each student's documentation conscientiously and diligently in carefully considering the student's request for academic adjustments/auxiliary aids and services. When the Vice President or DOT has completed the evaluation and has determined that the student's disability has a current functional impact on his or her academic work or ability to participate in Advanced Technology Institute's programs, the Vice President or DOT will work the student to determine what academic adjustments/auxiliary aids and services are reasonable and appropriate.

Academic adjustments/auxiliary aids and services initially recommended for a student may be modified as directed by a change in the student's needs or the nature of course requirements. It is the student's responsibility to request the modification and to provide support for said change.

Implementation of Academic Adjustments/Auxiliary Aids and Services Request. The student will be provided with a Faculty Notification Form from the Vice President or DOT at the conclusion of the review/verification process. The student, DOT and Vice President will sign the Faculty Notification Form, acknowledging the academic adjustments/auxiliary aids and services that have been approved. The student must provide the Faculty Notification Form to faculty members at the beginning of each module to receive academic adjustments/auxiliary aids and services. A copy of the Faculty Notification Form will be retained in the student's disabilities file.

Appeal. In the event that there is a disagreement between the student and the School regarding the outcome of the Vice President's or DOT's evaluation (including whether the student is a qualified individual with a disability, the adequacy of the student's documentation regarding the student's disability and decisions regarding academic adjustments/auxiliary aids and services), the student can file an appeal with the School's Equal Opportunity Officer and Title IX/504 Coordinator:

Ms. Shanna Campise
Director of Student Support Services
757.994.1054
TitleIX_Coordinator@auto.edu

Uniform and Appearance Policy

ATI maintains a dress code that encourages both safety and professionalism. Students are expected to meet uniform and appearance standards whenever on campus in order to demonstrate pride in themselves and preparedness for workplace success.

Appearance Code:

- If a student prefers to wear headgear it must feature an official ATI logo (i.e., ATI ball cap or ATI beanie). ATI ball caps must be worn with the bill facing forward while on campus.
- Hair length can be a safety issue. Hair worn long enough to present a safety hazard must be worn inside the shirt collar, tied up, or put under approved ATI head gear.
- Safety Glasses must be worn at all times while in shop areas and when operating power equipment or engaging in activities that pose an eye hazard risk. Safety glasses must meet the OSHA requirements of ANSI Z87.1 or better.
- The outermost top layer of clothing must be ATI approved apparel (i.e., ATI uniform shirt or ATI shop jacket).
    - Students are required to wear ATI uniform shirts (with ATI emblem).
        - Shirts must be kept clean and mended.

        - Shirts must be buttoned with the exception of the top button.
    - Students may wear additional layers under their ATI uniform shirts.
        - These garments must be solid white, blue, black, or gray color.
    - All "hoodies" (i.e., hooded jackets/garments) are prohibited. Student will be issued ATI uniform jacket with ATI emblem for outerwear.
- Pants should be work style or jeans, solid blue or black.
    - Trousers should be clean, presentable, and in good repair (i.e., without holes or frayed cuffs).
    - Trousers should be worn at the waistline. Sagging pants are not allowed on campus.
    - Multicolored pants, cutoffs, shorts, jogging clothes, camouflage clothes, bib overalls, baggy clothing or clothing with large, extended pockets are not permitted.
- Footwear must be industrial grade, substantial, leather shoes in black, brown or natural color.
    - Steel toes are required for welding students.
    - Work shoes or boots must be tightly laced and tongue in to prevent trip hazard.
    - Pants must be worn on the outside of the boots.
    - Any shoes resembling athletic shoes / sneakers are unacceptable.

Refusal to comply with the Uniform and Appearance Policy is reason for dismissal from class. Any time missed will be recorded on the class roster.

COURSE DESCRIPTIONS

AUT121 Basic Engine Repair
4 semester credit hours

This course covers the theory and operation of gasoline engines. Students will tear down and reassemble an automotive engine. They will learn to inspect components and measure machine tolerances.

AUT122 Vehicle Electrical and Electronics I
4 semester credit hours

This course covers the basics of electricity including Ohm's Law, the principles of magnetism and current flow, schematics, testing of the battery and its operation, testing and repair of the charging & starting circuits and other automotive electrical systems. Students practice troubleshooting and diagnosing a variety of vehicle electrical faults.

AUT123 Steering and Alignment
4 Semester credit hours

This course covers the function and service of vehicle chassis and suspension components. Emphasis is placed on diagnostics and troubleshooting. Tire safety and wear, mounting, dismounting, balancing, and repair will be covered. Additionally, this course covers the function and service of vehicle steering systems. Component removal, inspection, replacement, and adjustment will be taught. Students are taught to perform two- and four-wheel vehicle alignments and wheel balancing. Focus is placed on the theory and measurement of alignment angles.

AUT124 Brakes
4 Semester credit hours

This course covers the theory and operation of hydraulic braking systems. Also taught are the service, inspection, and repair of drum and disk-braking systems as well as power assist units and anti-lock brake systems. Course includes diagnosis, repair, and replacement of various components.

AUT125 Manual Drivetrain and Axles
4 Semester credit hours

This course covers the basics of manual drivelines including a variety of manual transmissions, clutches, four-wheel drive transfer cases, universal joints, drive shafts, and differentials.

AUT126 Automatic Transmissions and Transaxles
4 Semester credit hours

This course covers the basics of automatic transmissions including computer-controlled transmissions and front wheel drive transaxles. Students will disassemble, inspect, reassemble, and adjust a variety of driveline systems.

AUT227 Vehicle Electrical and Electronics II
4 Semester credit hours

Students will learn how to properly diagnose and repair advanced automotive electrical and electronic systems, including lighting, instruments, accessories, sensors, actuators, ignition, and engine controls.

AUT228 Vehicle Heating, Cooling, and Environmental Control
4 Semester credit hours

This class focuses on the design characteristics and principles of automotive heating and air conditioning with emphasis on theory, operation, maintenance and repair. R-134A and R-12 systems are studied. Students are taught proper refrigerant handling. EPA certification will be available through special testing.

AUT229 Engine Performance
4 Semester credit hours

Tune-up and diagnostic procedures using a variety of analyzers and scopes are taught. Configuration theory and application will be traced through the development of feedback and throttle body systems. Emphasis is placed on the computer controlled electronic fuel injection systems found in most cars in service today. Students are taught fuel system troubleshooting and basic engine tune-up procedures. Students develop skills in testing, diagnosing, and repairing conventional and electronic ignition systems.

AUT230 Advanced Vehicle Systems
4 Semester credit hours

During this course, students study automotive computer and general troubleshooting. Customer service skills and the use computerized parts and service systems are taught. Students are also taught to estimate repair times, parts required, and total cost.

AUT231 Light Duty Diesels
4 semester credit hours

This course is a thorough and detailed study of automotive and light truck diesel engines. It gives the student a conceptual grounding in diesel engine technology and major engine subsystems. Students will learn line pump systems and have a detailed look into the operation and diagnostics of electronic common rail diesel injection systems. A significant amount of lab time will involve shop exercises on engine testing and maintenance practices.

CIS124 Applied Computer Applications
4 semester credit hours

This course provides a comprehensive coverage of contemporary operating systems and application software typically found in today's service and business environment. Students will demonstrate basic knowledge of computer applications to include word processing, spreadsheets, and inventory asset control applications. Students will learn best practices in inventory management controls.

ELC122 Basic Electricity and Circuits
4 Semester credit hours

This course presents students with AC and DC electricity including electrical fundamentals, Ohms Law, magnetism, current flow, low voltage, and power systems. Students are taught the various components of an electrical circuit, and how they interrelate and integrate into basic series and parallel circuits. Students will also use the basic test and measurement tools used in the industry to include analog and digital multimeters, megohmmeters, voltage testers, and analog and digital amp probes. Students will construct and test basic circuits in a laboratory setting while observing electrical safety precautions and guidelines.

ELC123 Intermediate Electricity and Schematics
4 Semester credit hours

This course presents the study of air conditioning and heating schematics used with HVAC systems. The course will reinforce electrical AC and DC principles and introduce complex circuit design. Students will study and work with various motors used as prime movers. Course study will emphasize the controls and safeties used in typical HVAC and refrigeration systems and associate these devices to other systems used in industry. Students will practice diagnostic and repair skills on equipment using test and measurement tools, which include analog and digital multimeters, megohmmeters, voltage testers, and analog and digital amp probes.

ELC127 Structural Wiring
4 Semester credit hours

This course introduces students to low voltage wiring and conduit installation. Students will learn the fundamentals of wiring in accordance with the National Electric Code (NEC) and power distribution, while integrating these principles with building structures. The curriculum will include Lock-out/Tag-out procedures and electrical safety fundamentals. Students will use this acquired knowledge and apply these skills in a laboratory environment using measuring, cutting, installation, and testing tools.

ELC235 Electrical Motors and Drive Controls
4 Semester credit hours

This course presents students with the purpose, fundamentals, and theory of operation of motors. Course study will include various motors used as prime movers and educate students in the performance of motor shaft alignment, bearing replacement while revealing various equipment motors are used to drive. Students will practice electrical and mechanical diagnostics using test and measurement tools, which include digital multimeters, megohmmeters, and dial indicators. Students will also be presented with the use of belt and chain drives, reduction gears, and couplings. Additionally, students will learn the types of electrical control equipment such a Programmable Logic Controllers (PLCs), Human Machine Interfaces (HMIs), and Direct Digital Controls (DDCs).

ELC250 Advanced Energy Systems
4 Semester credit hours

This course introduces students to power production, storage, and distribution systems used in industry. Power production will cover several types of prime movers, the theory of power generation, frequency conversion, and apply these principles in a laboratory environment. Students will be presented with the theory of operation of renewable energy systems and energy storage. Also, students will practice using technical documents, measuring devices, and test equipment to perform preventive and corrective maintenance on energy systems. Lock-out/Tag-out, arc flash, and electrical safety will be reinforced throughout the course.

ENG270 Technical Writing & Applied Communications
4 semester credit hours

This course will develop the student's ability in technical writing through practice in composing technical reports, service tickets, and other documents. Accuracy and

attention to detail will be emphasized and practiced. Students will also learn key points to improve internal and external communications and excel at customer service.

HUM250 Critical Thinking and Leadership Skills
4 semester credit hours

This course is designed to develop critical thinking skills to support effective decision making of those in a leadership role. The student will analyze case studies to understand how decisions are made and how ethics are applied in the workplace. At the successful completion of this course, the student will have learned the basic tools and skills for value-based leadership, personal integrity, and social responsibility.

HVA121 Fundamentals of HVAC and Refrigeration
4 Semester credit hours

This course introduces the principles and scientific theory of air conditioning and heat transfer. Students are introduced to general construction and shop safety including EPA and OSHA standards and principles of air conditioning. Basic mathematics, problem solving, and familiarization with tools, gauges, blueprint reading, and construction materials used in the industry are also covered.

HVA125 Heating Systems
4 Semester credit hours

During this course, students are introduced to the various types of heating systems in use including boilers, gas, oil, and electric furnaces. Wood and solar heating is also discussed. Students are taught the principles of combustion theory and water treatment for closed loop liquid systems. Both O2 and CO2 testing will be covered. The shop component covers heater disassembly, inspection, and reassembly, along with the operational characteristics of the various heater types using both computer simulations and actual equipment.

HVA139 HVAC System Design and Installation
4 Semester credit hours

This course covers HVAC system applications, sizing, and air flow requirements. Students will practice heat load calculations in a variety of structures and environments. Students will study fans and ducting types including sizing and design, and airflow management principles. Ventilation, humidity control, and unit installation will be covered. Software programs are available to simulate various systems and problems.

HVA227 Air Conditioners
4 Semester credit hours

Residential and commercial air conditioning systems are covered. Students study power supplies, controls, and system failures involving air, gas, or water flow. Troubleshooting and repair in realistic settings help prepare students for work in industry and prepare for the R410A Refrigerant Safety and Handling Certification.

HVA228 Heat Pumps/All Weather Systems
4 Semester credit hours

During this course, students are taught the principles of operation of all-weather comfort systems and will operate and troubleshoot heat pump systems in a customer service environment. Students are required to work with a variety of equipment, diagnose malfunctions, make recommendations, repair systems,.

HVA236 Commercial Refrigeration
4 Semester credit hours

During this course, students are introduced to the basic principles of refrigeration including the principles of heat transfer and vapor compression cycles, refrigerant properties, refrigeration components, refrigeration systems, and refrigeration troubleshooting. Students will diagnose and repair a variety of commercial refrigeration equipment and prepare for EPA 608 Certification

HVA241 Commercial HVAC Systems
4 Semester credit hours

This course explores the operation, maintenance, diagnosis, and repair of Commercial Heating, Ventilation, and Air Conditioning systems. Commercial chiller and water tower cooling systems will be covered, as well as commercial boilers and heating systems. High voltage electrical safety is emphasized. Fresh air circulation and maximizers will be included, as well as heat load and air movement requirements for special commercial applications.

HVT125 Diesel Fuel Systems
4 Semester credit hours

This course covers the diagnosis and repair of diesel engine fuel systems. Subjects include modern diesel fuel subsystems as well as detailed study of the many distinct types of fuel systems with a primary focus on electronically controlled fueling. Students will test, repair, and replace fuel injection components and adjust injection control systems.

HVT134 Four Stroke Diesel Engines
4 Semester credit hours

The theory of diesel engine technology is introduced, and students are taught the operation and construction of the modern diesel engine. Engine block, internal components, cylinder head, lubrication, and engine breathing will be covered. Students learn service and troubleshooting procedures. Students will disassemble, inspect, reassemble, and service running four-cycle diesel engines. The use of precision measuring instruments will be emphasized.

HVT137 Drivelines
4 Semester credit hours

This course covers the removal, disassembly, inspection, reassembly, and service of heavy vehicle driveline components to include single- and multi-speed differentials, manual transmissions, transfer cases, universal joints, and drive shafts. Students will adjust, replace, and set-up manual and self-adjusting clutches of various designs. Operation and servicing of automated transmissions is also covered.

HVT138 Brakes
4 Semester credit hours

During this course the student will be instructed in the diagnosis and troubleshooting of heavy vehicle brake systems. The theory and operation of air and hydraulic braking systems are studied. Anti-lock braking and traction-control systems are also covered. Students will replace, adjust, and diagnose mechanical, pneumatic, and hydraulic system components on a modern heavy vehicle braking system.

HVT139 Steering and Alignment
4 Semester credit hours

Upon completion of this course the student will be able to diagnose and troubleshoot the components of the heavy vehicle steering and suspension system. Also covered are the air suspension and mechanical suspension systems. The student will learn the theory and principles of steering and alignment and perform extensive repair and alignment exercises. Vehicle frame, fifth wheel and wheel and tire maintenance will be covered.

HVT223 Environmental Control Systems
4 Semester credit hours

During this course, students learn to test and service heavy truck and other mobile heating and air conditioning systems. Diesel engine temperature control systems are studied, including cooling system circulation and air operated cooling fans. Students learn the operation, diagnosis, and repair of diesel-powered transport refrigeration units and auxiliary power units. Students are taught proper refrigerant handling; EPA certification SECTION 608 and 609 will be available through special testing.

HVT230 Hydraulic Systems
4 Semester credit hours

Students shall learn fundamental principles as well as operating, maintenance and troubleshooting techniques of hydraulic systems. The course explores hydraulic theory, servicing of cylinders, hose fabrication, and schematic reading. Electro-hydraulic system controls will also be covered, as well as torque converters and hydraulic transmissions. Students will use computer simulation software and Lab-Volt training units to build and diagnose hydraulic and electro-hydraulic circuits. Students will diagnose and repair a variety of hydraulic components on commercial on-highway, construction, and agriculture equipment types.

HVT231 Preventive Maintenance
4 Semester credit hours

During this course the student will be instructed in the procedures and learn the requirements for conducting a complete vehicle Preventive Maintenance Inspection (PMI). The student will also be introduced to Fleet Management software. Emphasis will be placed on Commercial Vehicle Safety Alliance and Federal Department of Transportation safety inspection requirements.

HVT244 Heavy Vehicle Electrical and Electronics II
4 semester credit hours

This course will provide information on the electronic systems on diesel powered heavy vehicles. Students will learn the fundamentals of electronic components and computer control. Students will troubleshoot and repair electronically controlled systems using a variety of diagnostic tools. Approximately 50 hours of this course will involve laboratory or shop exercises.

HVT266 Advanced Heavy Vehicle Systems
4 Semester credit hours

During this course, the student will work with electrical diagnosis and electronically controlled diesel fuel injection systems. The course will include an introduction to electronic and computerized engine management components, including sensors, actuators, and engine control units. Students will learn

troubleshooting techniques using schematics and service literature. Students will use OEM computer-based engine diagnostic software. Special emphasis is placed on modern diesel engine emission control systems, including operation, troubleshooting, diagnosis, and repair.

IMT124 Metal Repair and Fabrication
4 Semester credit hours

This course provides students with the fundamentals of layout, cutting, forming, and fabrication of sheet metal. Students will be provided classroom lectures blended with laboratory exercises, using contemporary tools and equipment to complete assigned projects by measuring and calculating the amounts of materials required to complete a project. Students will also perform extensive brazing of copper tubing,. Students are taught to cut, thread, and join iron pipe for gas systems.

IMT138 Pumps and Fluid Control
4 Semester credit hours

This course provides students with the design, selection, operation, and maintenance of pumps while differentiating the types of pumps used in industry. Students will gain familiarity with various fluid systems such as water, hydraulic, fuel, and oil. The course also offers students the knowledge of valve types used for fluid control, their construction, and the theory of operation for each valve type. Preventive and corrective maintenance procedures will be taught using technical documentation and associated tools in a laboratory environment.

IMT231 Hydraulics and Pneumatics
4 Semester credit hours

This course provides students with the fundamentals of hydraulics and pneumatics. Students learn basic hydraulic components, theory of operation, and their function in a hydraulic and pneumatic circuit. Also, students will learn to interpret hydraulic schematics, use test and measuring equipment, and use tools to perform preventive and corrective maintenance on these systems in a laboratory environment. General safety, Lock-out/Tag-out, and the precautions when working on pressurized systems will be emphasized.

IMT245 Material Handling and Conveyance
4 Semester credit hours

This course provides students with the purpose, fundamentals, and theory of operation of Material Handling Equipment (MHE), equipment sensors, and system safety devices. Students learn how belt-driven conveyors, chain-driven conveyors, and associated drive control systems are designed and operated. Motor fundamentals, theory of operation, and applications will be presented to students. Preventive and corrective maintenance on MHE using technical documents as well as test and measuring equipment. Students will perform bearing replacement and motor alignment in a laboratory setting.

IMT260 Industrial Control Systems
4 Semester credit hours

This course provides the student with the purpose, fundamentals, and theory of operation of industrial control systems including system sensors and safety devices. Students will be able to identify control system equipment and components as well as use technical documentation to analyze system performance and ascertain faulty components in the system. Also, students will learn the operating characteristics and capabilities of Programmable Logic Controllers (PLCs), Direct Digital Control (DDC), and Human Machine Interfaces (HMIs).

MTH113 Algebra in Action
4 Semester credit hours

Students will study functions and their behaviors, systems of inequalities, probability, and analysis of data. Data will be generated through practical applications, including real-world business and finance situations. Students will learn how technology can contribute to the calculation of algebraic functions. This will provide a strong foundation for students to incorporate algebraic skills in a climate where technology continues to advance, building critical thinking and problem-solving skills.

MWT116 Symbols and Blueprint Reading
4 Semester credit hours

This course is fundamental to the student in the construction and/or repair of welded structures or vessel. The course will provide an understanding of welding nomenclature, hot work requirements, confined space procedures and industrial safety. Students gain knowledge in welding processes and theory, quality assurance, and the ability to read blueprints and weld symbols.

MWT117 Shielded Metal Arc Welding
4 Semester credit hours

This course will provide the student with a thorough understanding of Shielded Metal Arc Welding, proper setup and basic shop level maintenance of equipment, electrode classifications and selection, safety and

procedures required to produce sound welds on mild steel. The skills necessary to produce quality groove and fillet welds in all positions will be developed through practical hands-on application of learned topics and destructive bend testing. Students will have the opportunity to earn their AWS D1.1 Structural Welding Code-Steel Tack Welder Qualification.

MWT118 Gas Metal Arc Welding
4 Semester credit hours

This course will provide the student with a thorough understanding of Gas Metal Arc Welding, proper setup and basic shop level maintenance of equipment, shielding gases, electrode classifications and selection, safety and procedures to produce sound welds on mild steel. The skills necessary to produce quality groove and fillet welds in all positions will be developed through practical hands-on application of learned topics and destructive bend testing.

MWT119 Gas Tungsten Arc Welding
4 Semester credit hours

This course will provide the student with a thorough understanding of Gas Tungsten Arc Welding, proper setup and basic shop level maintenance of equipment, shielding gases, electrode classifications and selection, safety and procedures to produce sound welds on mild steel. The skills necessary to produce quality groove and fillet welds in all positions will be developed through practical hands-on application of learned topics and destructive bend testing.

MWT120 Flux Core Arc Welding
4 Semester credit hours

This course will provide the student with a thorough understanding of Flux Core Arc Welding, proper setup and basic shop level maintenance of equipment, shielding gases, electrode classifications and selection, safety and procedures to produce sound welds on mild steel. The skills necessary to produce quality groove and fillet welds in all positions will be developed through practical hands-on application of learned topics and destructive bend testing.

MWT217 Shielded Metal Arc Welding Structural
4 Semester credit hours

This course develops the skills necessary to produce welds on plate up to 1" thickness. Welds will be performed in all positions to AWS D1.1 Structural Steel Code standards. Ability to diagnose and correct the causes of unacceptable welds will be learned through nondestructive and destructive test methods.

MWT218 Gas Metal Arc/Gas Tungsten Arc Welding, Aluminum
4 Semester credit hours

This course will introduce the student to the intricacies and special skill set required to weld aluminum. AC TIG welds and Spoolgun MIG welds will be performed in all positions on fillet and groove weld joint assemblies. Proper material prep and procedures will be reinforced through nondestructive and destructive test methods.

MWT219 Gas Tungsten Arc /Shielded Metal Arc Welding 2G & 5G Pipe
4 Semester credit hours

This course will provide the student with a thorough understanding of Gas Tungsten Arc and Shielded Metal Arc Welding on open root groove welds on pipe. Students will develop their pipe welding skill set in the 2G and 5G positions using 3" schedule 80 steel pipe. The skills necessary to produce quality GTAW root welds followed by SMAW fill and cover welds will be developed through practical hands-on application of learned topics and destructive bend testing.

MWT220 Shielded Metal Arc Welding, 2G & 5G Pipe
4 Semester credit hours

This course will provide the student with a thorough understanding of Shielded Metal Arc Welding on open root groove welds on pipe. Students will develop their pipe welding skill set in the 2G and 5G positions using 3" schedule 80 steel pipe. The skills necessary to produce quality root, fill and cover welds through proper electrode selection will be developed through practical hands-on application of learned topics and destructive bend testing.

MWT221 Shielded Metal Arc Welding, 6G Pipe
4 Semester credit hours

This course will provide the student with a thorough understanding of Shielded Metal Arc Welding on V-groove welds with backing on pipe. Students will develop their pipe welding skill set while learning to fit and utilize backing rings in the 6G position using 3" schedule 80 steel pipe. Students will have the opportunity to earn their AWS D1.1 Structural Welding Code – 6G Pipe Welder Certification.

MWT222 Advanced Process Projects & Certification

4 semester credit hours

This course will serve to exercise all previously learned skills through hands-on application of Blueprint Reading, Weld Symbol identification, Measurements, Thermal Cutting processes and multiple arc welding processes. Students will demonstrate their understanding and proficiency through multi-process fabrication and welding projects realized from engineered drawings. Students will have the opportunity to earn an AWS D1.1 Structural Welding Code – Steel Certification in FCAW and GTAW processes.

ORN120 Fundamentals of Technology
4 Semester credit hours

Orientation Course 120 provides new students practical information and skills needed as s/he progresses through the Advanced Technology Institute curriculum. Students will learn basic computer skills, study habits, hand and power tool recognition and use, industrial safety, basic electrical principles, shop math, precision measuring devices, fasteners, basic refrigeration cycle, job seeking and interviewing skills, résumé and cover letter writing. Students will also be introduced to soldering techniques. Students will interact with the Advanced Technology Institute management team, instructors, and other administrative personnel.

Prerequisite: Successful completion of this course is required for continuation in any program which it is listed in the curriculum.

PSYCH115 Human Performance and Well-Being

This course examines the biological, psychological, and social factors that influence human performance and well-being across the lifespan. Students explore how cognition, emotion, motivation, stress, habits, and interpersonal relationships shape behavior, decision-making, and overall quality of life. Drawing on principles from psychology and the behavioral sciences, the course emphasizes evidence-based approaches to understanding human functioning and promoting resilience, healthy behavior and sustained performance in personal, academic, and professional settings.

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Advanced Technology Institute

Catalog Insert A
Tuition and Fees

The following Tuition and Fee charges are per program. The Tuition, Fees, and Costs are estimates only and are subject to annual review and ADVANCED TECHNOLOGY INSTITUTE reserves the right to make changes in Tuition, Fees, Costs, and curriculum with a 90-day notice to students.

Description of Services and Materials Associate in Occupational Science (AOS) Programs (Day/Evening) Diploma Programs (Day/Evening)	Min. Mths. of Instruc.	Sem. Cr. Hr.	1st, 2nd, 3rd Semester Tuition	4th Semester Tuition	5th Semester Tuition	Technology Fee $450 per semester	Total Program Cost
AOS Trades Leadership with Specialization in Automotive Technology	18	60	$7,200/ea	$7,200	$7,200	$2,250	$38,250
AOS Trades Leadership with Specialization in Heavy Vehicle Technology	18	60	$7,200/ea	$7,200	$7,200	$2,250	$38,250
AOS Trades Leadership with Specialization in HVAC Technology	18	60	$7,200/ea	$7,200	$7,200	$2,250	$38,250
AOS Trades Leadership with Specialization in Industrial Maintenance Technology	18	60	$7,200/ea	$7,200	$7,200	$2,250	$38,250
AOS Trades Leadership with Specialization in Maritime Welding Technology	18	60	$7,200/ea	$7,200	$7,200	$2,250	$38,250
Automotive Technology (diploma)	15	48	$7,200/ea	$7,200	-----	$1,800	$30,600
Heavy Vehicle Technology (diploma)	15	48	$7,200/ea	$7,200	-----	$1,800	$30,600
Air Conditioning and Heating Technology (diploma)	15	48	$7,200/ea	$7,200	-----	$1,800	$30,600
Industrial Maintenance Technology (diploma)	15	48	$7,200/ea	$7,200	------	$1,800	$30,600
Maritime Welding Technology (diploma)	15	48	$7,200/ea	$7,200	-----	$1,800	$30,600
Electrical Systems Technology (certificate)	6	24	$7,200/ea	------	------	$900	$15,300

Two ATI school uniform shirts, one jacket, one hat, and one pair of safety glasses are provided to all students at no additional charge. In addition to the tuition and fees costs, the approximate cost of safety shoes and extra uniform shirts is approximately $180 for all programs.

Veterans and Active Duty

Students who are receiving benefits under the Veteran's Administration or Military Tuition Assistance programs are charged per credit hour. The credit hour charge is the total cost divided by the number of semester credit hours.

OTHER FEES (all students - required)

These Fees are not fully inclusive and may vary depending on the program. ATI has the discretion to make changes to the Fees.

Application Fee	$50	One-time, non-refundable fee (waived for vets and active duty)
High School GED or College Transcript Request		Fee varies
Textbooks and Tools[1]	$0	*When required, use of textbooks for the time needed to complete courses is provided at no cost. If Student wishes to permanently own their textbooks, they may purchase them from ATI's bookstore, or any other retailer they choose. Student should notify the financial assistance department if they wish to acquire their own textbooks at the start of each semester, and their account will be credited $50/semester. The Student will be responsible for obtaining all required textbooks in the requested semester.*
Technology Fee[2]	$450	per semester *Includes use of printed or electronic textbooks, learning platforms, technology support, and other technology equipment necessary to complete courses.*

OTHER FEES (all students - optional)

Change of Program Fee	$75	
Course Challenge Fee, per subject area	$275	*$200 refunded if credit is not awarded, except welding subject areas*
Course Repeat (AOS and Diploma programs)	$590	per credit
Graduation Fee	$45-$65	Estimated
Re-entry Fee	$100	
Refresher Training-Welding Program	$250	
Transcript Fee, per copy	$9	

[1] As a result of Advanced Technology Institute's GREEN commitment and to provide the best value in education resources, ATI has implemented textbook recycling and extensive use of electronic textbooks. Arrangements have been made with publishers to access their content at heavily discounted rates and make it available to you at the start of each term. Student will have extended access (2-4 years) to core course textbooks. A STUDENT MAY OPT OUT AND ACQUIRE TEXTBOOKS ON THEIR OWN. If student prefers to own their textbook, they are available for purchase from the ATI bookstore, or other retailers. Federal regulations require that a student be allowed to acquire books and supplies from other sources.
[2] Most courses have online resources available, and many courses utilize mobile computing devices such as tablets and notebook PCs. Students will be charged for any resources not returned or damaged.

Advanced Technology Institute

Catalog Insert B
Academic Calendar

DIPLOMA AND DEGREE PROGRAMS TERM DATES

TERM 1 01/26/2026 – 02/26/2026
TERM 2 03/02/2026 – 04/02/2026
TERM 3 04/06/2026 – 05/07/2026
TERM 4 05/11//2026 – 06/11/2026 Holiday 05/25
TERM 5 6/15/2026 – 07/23/2026 Break 06/26-07/05
TERM 6 07/27/2026 – 08/27/2026
TERM 7 08/31/2026 – 10/02/2026 Holiday 09/07
TERM 8 10/05/2026 – 11/05/2026
TERM 9 11/09/2026 – 12/10/2026 Holiday 11/26-27
TERM 10 12/14/2026 – 01/21/2027 Break 12/23-01/03, Holiday 01/18/2027

TERM 1 01/25/2027 – 02/25/2027
TERM 2 03/01/2027 – 04/01/2027
TERM 3 04/05/2027 – 05/06/2027
TERM 4 05/10//2027 – 06/10/2027 Holiday 05/31
TERM 5 06/14/2027 – 07/22/2027 Break 07/05-07/08
TERM 6 07/26/2027 – 08/26/2027
TERM 7 08/30/2027 – 09/30/2027 Holiday 09/06
TERM 8 10/04/2027 – 11/04/2027
TERM 9 11/08/2027 – 12/09/2027 Holiday 11/25-26
TERM 10 12/13/2027 – 01/20/2028 Break 12/24-01/02, Holiday 01/17/2028

GRADUATION DATES

ACADEMIC YEAR	# Mods Start Date	15 Grad date	12 Grad date
2026	01/26/26	07/22/27	04/01/27
	03/02/26	08/26/27	05/06/27
	04/06/26	09/30/27	06/10/27
	05/11/26	11/04/27	07/22/27
	06/15/26	12/09/27	08/26/27
	07/27/26	01/20/28	09/30/27
	08/31/26	02/24/28	11/04/27
	10/05/26	03/30/28	12/09/27
	11/09/26	05/04/28	01/20/28
	12/14/26	06/08/28	02/24/28
2027	01/25/27	07/20/28	03/30/28
	03/01/27	08/24/28	05/04/28
	04/05/27	09/28/28	06/08/28
	05/10/27	11/02/28	07/20/28
	06/14/27	12/07/28	08/24/28
	07/26/27	01/18/29	09/28/28
	08/30/27	02/22/29	11/02/28
	10/04/27	03/29/29	12/07/28
	11/08/27	05/03/29	01/18/29
	12/13/27	06/07/29	02/22/29

Alspaugh, David, (ATI 1994) , Coursework Advanced Technology Institute, Coursework Ohio Institute of Technology
Alspaugh, Eric, (ATI 2010) , Coursework Tidewater Community College, Coursework Virginia Wesleyan College
Beddingfield, Joshua, (ATI 2015) , Diploma Advanced Technology Institute
Boyd, Dale, (ATI 2015) , Diploma Advanced Technology Institute
Downey, Kevin, (ATI 2023) , Coursework Tidewater Community College
Erion, Wright, (ATI 2023) , Diploma Tidewater Tech
Fortin, Sean, (ATI 2023) , CERT C1 Welding School
Grubb, Larry, (ATI 2014) , UG Old Dominion University, AS Tidewater Community College
Hilton, Rashaun, (ATI 2022) , TC Advanced Technology Institute
Leiva, Roddy, (ATI 2019) , CERT Advanced Technology Institute
Lloyd, Benjamin, (ATI 2007) , High School Norfolk Technical Center
Lloyd, William, (ATI 2021) , MA Old Dominion University, BA University of Virginia, AS Tidewater Community College, High School Norview High School
Marrero, Patrick, (ATI 2023) , Coursework Nassau Community College, Coursework Tidewater Community College
Mathis, Danielle, (ATI 2010) *Business*, MBA Regis University, BS Metropolitan State College of Denver
Mead, Christopher, (ATI 2023) , Coursework Advanced Technology Institute
Negron, Richard, (ATI 2003) , High School Beach Channel High School
Roth, Joseph, (ATI 2010) , BA Thiel College
Sewell, Lamont, (ATI 2024) , BS Bellevue University, AAS Coastline Community College, Military Training (US Navy)
Simpkins, Christopher, (ATI 2023) , AAS Tidewater Community College, CERT Tidewater Community College, Coursework Norfolk State University
Trebaol, Laurence, (ATI 2024) , AAS Antelope Valley College, CERT Antelope Valley College, Coursework Virginia Wesleyan University
Webster, Robert, (ATI 2023) , CERT Advanced Technology Institute
Welch, Dale, (ATI 2021) , High School Santana High School
Willwerth, Leslie, (ATI 2018) , MSE Saint Leo University, BS Old Dominion University, AS Tidewater Community College

Eric Alspaugh, Program Coordinator, Heavy Vehicle and Automotive Technology

Brian Baxter, Director of Education, General Education classes in AOS programs

Roger Duke, Program Coordinator, Commercial Driving

Wright Erion, Program Coordinator, Maritime Welding Technology

David Heubel, Program Director, Industrial Maintenance

Robert Metzger, Director of Training; oversees Automotive Technology, Heavy Vehicle Technology, and Air Conditioning Heating

Christopher Simpkins, Program Coordinator, Automotive Technology