



**GREAT LAKES**  
**BOAT BUILDING SCHOOL**

*A Marine Trades Institution*

# CATALOG

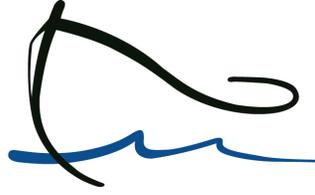
2021 – 2022 ACADEMIC YEAR

## **CATALOG STATEMENT**

Great Lakes Boat Building School (GLBBS) makes every effort to ensure the School Catalog is current and accurate. The information contained within this catalog reflects the approved policies and procedures of the School's Board of Directors, as of December 16, 2020. A Student Handbook, which is provided to students at the Orientation at the beginning of the academic year, outlines additional policies and procedures for GLBBS programs.

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**GREAT LAKES  
BOAT BUILDING SCHOOL**

## **ABOUT THE GREAT LAKES BOAT BUILDING SCHOOL**

### **Mission**

Great Lakes Boat Building School prepares students for rewarding careers in the marine industry.

### **Vision**

To be the leader in marine workforce development.

To accomplish the Mission and Vision, the GLBBS Board of Directors, Administration, Faculty and Staff strive to:

- Provide students with exceptional, hands-on instruction focused on the broad knowledge and skills required for careers in the maritime industry.
- Inspire students to seek mastery of craft and technical skill as future workforce leaders.
- Instill employer-identified soft skills to ensure graduate success in the workplace.
- Respect student time and financial resources by offering an intensive curriculum.
- Hire highly qualified faculty with notable industry experience.
- Deliver outstanding career and job placement services.
- Recognize and strengthen the school's foundational community and industry partnerships.

## **History**

Great Lakes Boat Building School (GLBBS) began in 2005, when a group of Les Cheneaux Islands area enthusiasts, with its impressive history of the building and restoration of wooden boats, learned that there was no wooden boat building school in the Great Lakes region. The thought of establishing such a school became a reality as major fundraising began and, soon thereafter, waterfront property was purchased. By the following year, a 12,000 square foot facility was constructed, complementing the unique local character of the historic boat workshops and boat houses that dot the islands. The first student enrolled in the fall of 2006.

Flash forward through the years and individuals that paved the way for today, and GLBBS stands as the only accredited boat building school in the state of Michigan. Status as an accredited institution means GLBBS has met nationally recognized standards for the provision of quality education as set by the Accrediting Council for Career Schools and Colleges (ACCSC). The standards that drive the accreditation process ensure that the educational experience at GLBBS is well coordinated, competent, and delivered by a skilled and supportive team.

As of 2021 – 2022 academic year, GLBBS offers two intensive twelve-month programs that prepare students to be industry-ready craftsmen and technicians. Graduates of the Comprehensive Wooden Boat Building program gain a foundation in traditional wooden boat construction, repair, and restoration. Graduates of the Marine Service Technology program are prepared to work in a wide-range of marine fabrication and maintenance settings. Upon completing the programs, students also have the option to test for an American Boat and Yacht Council Advisory Certifications, as well as other industry credentials.

## **Student Body**

The size and mix of the school's student body enables students to be successful at many different levels from high school graduates to second-career seekers and veterans. Students are diverse in background, coming from both near and far, and falling within a wide range of ages. In addition, the student body includes both experienced and not so experienced craftsmen or technicians, individuals who have advanced degrees and those with no degree, all of whom find a way to meld together and do great work under the guidance of the instructors and staff.

## **Governance**

GLBBS is registered with the State of Michigan as a 501(c)3 charitable organization and, because of the educational mission, is exempt from federal income taxes as a non-profit corporation. Since its founding, the School has supported itself primarily through donor's contributions, fundraising events, student tuition and boatbuilding activity revenue.

GLBBS is governed by the Board of Directors, and is managed by the Administrative Staff. In addition, an independent Program Advisory Board, comprised of representatives from the employment community, businesses of like trade, educators and regulators meet regularly to assess and review programming, and make recommendations for improvements and new curriculum.

## **Facilities**

The GLBBS facility includes traditional classrooms, workshop spaces dedicated to wooden boat building and to engine and marine systems, and administrative offices. Additional resources in the facility include:

### ***Learning Resource System***

The Learning Resource System offers students access to printers, scanners, and laptop computers, 24 hours a day, 7 days a week. Wi-Fi is available throughout campus, and the library is home to nearly 2,000 texts, books, and periodicals focused on boat building and other maritime subjects. Students also receive a library card for the local Les Cheneaux Community Library where they have access to the Inter-Library Loan program and additional Wi-Fi.

### ***The Galley***

The Galley, a kitchen for students, is always available. It provides students with coffee/tea pots, a toaster oven, stove, full-size refrigerator, microwave, silverware, cooking/eating utensils, cups, plates, pots, pans, and seating.

### ***Housing***

The school does not offer on-campus housing, nor does the school guarantee housing for its students. Most students choose to live in either Cedarville or Hessel, a community three miles west of the school. Students often find housing from the local resorts, cottages, motels, and hotels. Housing may also be available in residence halls on Lake Superior State University's campus in Sault Ste Marie, approximately 35 miles north of Cedarville.

## **Industry Affiliations**

### ***American Boat & Yacht Council (ABYC) Membership***

The School is a member of the American Boat & Yacht Council's Marine League of Schools ([www.abyc.org](http://www.abyc.org)). Due to this affiliation, graduates are eligible to test for ABYC certifications in Standards, Marine Systems, Electrical, Gasoline Engines, and Diesel Engines.

### ***Mercury Marine***

Through an exclusive partnership with Mercury Marine, students are eligible to earn a Mercury Marine technician number and have access to Mercury's online education system to test for maintenance certifications. Mercury and MerCruiser components and systems are used throughout the programs.

## CONSUMER INFORMATION

### Accreditation

The Great Lakes Boat Building School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), an accrediting agency recognized by the U.S. Department of Education.



Accrediting Commission of Career Schools and Colleges

Accrediting Commission of Career Schools and  
Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

703-247-4212 [www.accsc.org](http://www.accsc.org)

The School reserves the right, for educational or financial reasons, to modify, amend, or correct the provisions, policies, procedures, curriculum, tuition, and/or fees described herein as deemed necessary. All changes will be duly published, distributed, and disclosed in accordance to ACCSC's Standards of Accreditation.

### State Approval

The Great Lakes Boat Building School is approved by the Michigan Department of Licensing and Regulatory Affairs as a Post-Secondary Proprietary School, [www.lara.michigan.gov](http://www.lara.michigan.gov)

### Notice of Non-Discrimination

GLBBS neither denies admission nor discriminates based on race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy or marital status, or any other unlawful basis.

### Notice of Disability Accommodations

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, GLBBS is committed to providing equal access to educational opportunities to qualified applicants with disabilities.

Students with disability-related special needs are required to submit a statement from their medical provider or other medical professional to document their condition and provide recommendations for accommodation.

It is the responsibility of an applicant with a disability to contact the Admissions Advisor to request an accommodation or academic adjustment to attend GLBBS. For this reason, applicants are encouraged to visit the campus as soon as possible, so that an applicant can share with the School any disability, condition, or special need that may require accommodations to meet the physical demands or other requirements of the program.

## ADMISSIONS

GLBBS encourages prospective students to visit the campus prior to applying to the School. Applications are accepted year-round. Prospective students are encouraged to submit their applications as early as possible, along with the necessary supporting documentation, as there are limited spaces available in each enrollment class.

### Admission application requirements include:

- Completed Application for Admission submitted to GLBBS via email, mail, or online at [www.glbbs.edu](http://www.glbbs.edu)
- Interview with Admissions Advisor
- Final high school transcript or official GED
- VA Certificate of Eligibility (if using Military VA Education Benefits to attend)
- English proficiency (if international applicant)
- \$100 Application Fee

### **Enrollment**

Upon acceptance, the School will send the admitted applicant a Letter of Acceptance, Enrollment Agreement and copy of the current Catalog. Given the limited number of students accepted for each enrollment class, failure to return a signed Enrollment Agreement and submit a \$250 non-refundable tuition deposit in a timely manner may jeopardize the admitted applicant's status in the program. The tuition deposit is applied directly to the first semester's tuition.

### **Wait List**

If enrollment for a specific program is full, accepted applicants will be placed on a wait list. Accepted applicants who are initially placed on a wait list will be notified of the next available start date. Upon a cancellation, students on the waitlist will be notified in the order they were added to the list.

### **Acceptance Denial**

Applicants may be denied acceptance for the following reasons: incomplete admissions documents; not meeting admissions requirements; or not meeting English speaking proficiency requirements. Applicants who are denied acceptance are encouraged to address the deficiencies and to reapply.

### **Orientation**

All students are required to attend orientation, which is held prior to the first class meeting in the fall, as part of their registration process. The orientation session provides an opportunity for the student to meet other students, the instructors, and staff. In addition, this is the time for students to ask questions, review documents, address any concerns, and view the facility and equipment provided for training. Staff members will be available to meet with students to confirm that all registration materials are

complete, and to clarify and review financial aid, tuition and fee costs and payment arrangements. Students will receive a Student Handbook during Orientation, which includes all school policies and procedures. Students are required to abide by all policies listed within the Handbook in order to continue enrollment at GLBBS.

### **Transfer Credits**

GLBBS does not transfer in general education credits earned at accredited colleges and universities, or through military training, as the programs offered at GLBBS do not include a general education component, but rather focus on the specifics of the marine industry and the traditional wooden boat building fields.

GLBBS does not guarantee the transferability of credit to a trade school, college, university, or any other institution. Any decision on the compatibility, appropriateness, and/or applicability of credit is the decision of the receiving institution.

### **International Applicants (GLBBS Destination Code: C207)**

GLBBS is approved by the U.S. Citizenship and Immigration Services as an institution eligible for attendance by non-immigrant applicants. The U.S Student Exchange and Visitor Information System (SEVIS) requires the applicant to furnish the School, within no more than 90 days, with proof of ability to pay the full cost of attendance (tuition, books, tools, fees and living expenses) for one academic year in order to obtain student status (I-20).

All foreign credentials (high school, college transcripts, and academic records) must be translated to English and evaluated for U.S. equivalency by an authorized agency, such as World Education Service (WES), <http://www.wes.org>.

International students will be asked to submit verification of English language proficiency, if English is not their first language. The following are acceptable as evidence of proficiency:

- Test of English as Foreign Language (TOEFL): Score of 60 or higher on internet-based exam
- International English Language Testing System (IELTS): Score in 6.0 band or higher
- Completion of at least two years at a college or university located in an English-speaking country.

International applicants are encouraged to contact the Admissions Advisor as soon as possible to initiate the paperwork required for full acceptance and visa award.

## TUITION AND FINANCIAL AID

Total Program Tuition for the 2021 – 2022 academic year is \$19,000 and the Material Shop Fee is \$500. Tuition and fees are due 30 days prior to each semester start date, at the rate of \$6500 per semester (\$6,333 for tuition and \$167 shop fee).

**Tuition Deposit:** To secure enrollment for fall 2021, accepted students must pay a non-refundable tuition deposit of \$250 at the time they submit their Enrollment Agreement. The Tuition Deposit is credited to the first semester tuition bill, and is non-refundable if the student cancels for any reason.

### Additional fees include:

- Application Fee \$100 (required and non-refundable)
- ABYC Certification Exams \$150/exam (optional)

### **Estimated Cost of Attendance for Financial Aid**

The “Cost of Attendance” is reviewed annually, and includes tuition, fees, tools, books, and projected living/personal expenses. This is the best cost estimate for a student to participate in the Comprehensive Career Boat Building Program or the Marine Service Technology Program. Students are responsible for securing housing, meals, transportation, and other personal expenses.

### **Cost of Attendance 2021-22**

	<b>CCBB STUDENT</b>	<b>MST STUDENT</b>
<b>ANNUAL TUITION</b>	\$19,000	\$19,000
<b>SHOP &amp; MATERIAL FEE</b>	\$500	\$500
<b>TOOL ALLOWANCE</b>	\$1,290	\$1,050
<b>BOOKS &amp; SUPPLIES</b>	\$225	\$105
<b>OFF CAMPUS HOUSING</b>	\$4,785	\$4,785
<b>BOARD – ONE PERSON</b>	\$3,000	\$3,000
<b>PERSONAL &amp; MISC.</b>	\$1,370	\$1,370
<b>TOTAL COA</b>	<b>\$30,170</b>	<b>\$29,810</b>

### ***Additional Cost of Attendance Consideration (Professional Judgment Approval Required)***

1. Additional mileage or travel expense, if daily travel exceeds 10 miles per day.
2. Child care dependent costs, with proof of expenses.
3. ABYC certification expenses, with proof of cost.
4. One time purchase of a laptop, with proof of cost, if required by program.
5. Unusual housing costs, if lower cost housing is not available.

### **Late Payment Fee**

A late payment fee will be applied if a payment is received after tuition invoice due date. The amount assessed will be 1.5% of the past due balance, less pending financial aid. If a student fails to complete requirements for pending financial aid or financial aid is canceled for any reason, the late fee will be based on the total tuition and fee amount remaining. Late payment fees may be no more than \$97.50 per semester, based on the per semester charge of \$6,500. Unpaid late fees will be added to the next installment amount due, and additional late fees will occur if unpaid balance remains outstanding.

### **Financial Aid**

#### ***Federal Financial Aid***

Federal Financial Aid is available for those who qualify and complete the required forms. The process for qualifying for financial aid for 2021 – 2022 academic year begins by filing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Programs include the Federal Pell Grant; Federal Direct Loans, both subsidized and unsubsidized; and Federal Parent Plus Loans. Contact the GLBBS Operations Office or the Financial Aid Office for assistance, or the Federal Student Aid Information Center at (800) 433-3243.

Students must maintain satisfactory academic progress to remain eligible for federal financial aid. The full description of the Satisfactory Academic Progress standards and appeal process is found in the Student Handbook.

#### ***Scholarships***

GLBBS Scholarship and Tuition Assistance opportunities are available for qualified students based on financial need and merit. To receive more information about scholarships, students are encouraged to contact the Admissions Advisor at (906) 484-1081.

#### ***Michigan Works***

Under the provision of Michigan Works, the E.U.P Employment and Training Consortium receives federal and state funding to provide financial assistance for classroom training to eligible residents of Chippewa, Luce, and Mackinac Counties. The purpose of Michigan Works is to prepare the student for immediate employment upon completion of training. The Admissions Advisor can provide additional information, as eligibility requirements vary.

### ***Veteran Benefits***

GI Bill® educational benefits may be used by an eligible veteran or other eligible person during their attendance at the school. VA education and training benefits are provided through several programs. Students may qualify for more than one education benefit program, and are encouraged to contact the local VA representative for more information. In addition, eligible students are encouraged to review the Department of Veteran Affairs website for answers and comparisons of the benefit options, [www.va.gov](http://www.va.gov).

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gibill>.*

### **Cancellation and Tuition Refund Policy**

The School's cancellation and refund procedures assure that each student is provided a fair and equitable refund of tuition and fees in situations in which a student enrolls in the program and subsequently elects to cancel or withdraw, is dismissed by the School, or otherwise fails to complete the program. To determine the amount of refund due, the following variables are considered:

- Students who have not visited school prior to the semester start date and/or have not signed an enrollment agreement: Student is entitled to a full refund of tuition, minus the \$250 non refundable deposit, and shop material fee paid, without penalty, if the student requests to cancel or withdraw from the program within three business days of the start of the semester.
- Students who have visited campus, been accepted, and signed enrollment agreement: Student is entitled to a 50% refund of tuition and shop fees, without penalty, if the student requests to cancel or withdraw from the program within five business days from the start of the semester.
- No Refunds after the 5<sup>th</sup> day after the start of semester: A student who officially cancels, withdraws, or is terminated from the program after the 5<sup>th</sup> business day of the semester is financially obligated for the full tuition and shop fees for the semester.
- Students with federal financial aid will be refunded based on the federal regulations for Title IV aid (see Federal Financial Aid Withdrawals and the Return of Title IV (R2T4) below).
- Students who have paid for future semesters are eligible for a full refund of future payments made.

Written notification from the student is not required for cancellation or withdrawal, however, a student who requests a refund due to cancellation or voluntary withdrawal must inform the President directly to initiate the approval for the processing and refund. Any monies owed a student will be refunded within forty-five (45) days from

the date of cancellation, withdrawal, or termination by the School.

***Federal Financial Aid Withdrawals and the Return of Title IV (R2T4)***

When students who receive federal Title IV financial aid totally withdraw from all classes before 60% of the payment period is complete, federal regulations require GLBBS to calculate the amount of federal financial aid that they did not "earn" and return these funds to the federal government. This is called the Return of Title IV Funds (R2T4) calculation. Students are deemed to have "earned" the aid for the period they have attended. Federal Title IV aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Iraq & Afghanistan Service Grants, Federal Direct Loans (subsidized or unsubsidized), and Federal Direct PLUS Loans. In most cases of complete withdrawal from classes, the student will owe a balance of financial aid funds to GLBBS, the federal government, or both.

The amount of funds that is "unearned" and to be returned to the federal government is determined by a federal calculation. The calculation must be done within 30 days of the determination of the withdrawal, and GLBBS must return the unearned funds to the federal government within 45 days. When the school returns the aid, this creates a deficit on the student's account at GLBBS. If the student does not have any credit balance on his/her account, this will become a balance owing to GLBBS. Any balance owing will prohibit a student from registering for future periods and from requesting copies of transcripts.

## STUDENT SERVICES

GLBBS takes a team approach to providing student services that are appropriate to the size and diversity of the student body, and responsive to individual student needs. The faculty and administration at GLBBS recognize the importance of developing positive, professional relationships with each student, getting to know them on a one-on-one basis. This allows for a quick problem resolution when a student is struggling, or has a concern or complaint. Well-established lines of communication help students who seek assistance when needed.

### **Advising**

GLBBS administration and faculty are always available to advise students in their educational programs. The Student and Career Services Advisor is able to meet during or after school hours by appointment to assist students with vocational guidance and to guide students to find outside resources for addressing their specific need(s).

Tutoring or specific individual help is available for students who may be having difficulty with quizzes, shop instruction, or power tool operation. This assistance may be requested by the student, or an instructor may recommend and arrange for the tutoring.

There is intentional academic advising at mid-semester and at the end of each semester. At these points, instructors meet individually with students to review their academic progress and shop performance. Grade records are updated regularly. A student may request a review of their current grades from the instructor at any time. All academic assessments are coordinated and monitored by the instructor.

### **Career Services**

GLBBS networks with potential employers throughout the United States and around the world. Students work directly with the staff and faculty to search for, apply to, and secure careers within the marine trades in locations of their choosing. Students and alumni have access to the Student and Career Services Advisor for assistance in searching for a job, writing a resume, completing employment applications and providing references. GLBBS tracks graduates and their employment status. It should be noted that GLBBS does not and cannot guarantee employment.

### **Campus Safety and Security**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires schools to disclose three years of statistics regarding campus crime. The School's report includes policies for campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, and other related matters. A copy of the current report may be requested by email at [nikki.storey@glbbs.edu](mailto:nikki.storey@glbbs.edu) or by calling the School at (906) 484-1081 for a paper copy.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution at any age. These rights include:

- The right to inspect and review their education records. Students should contact the Operations Manager to determine the location of appropriate records and the procedure for reviewing such records. A student should submit to the President a written request that identifies the record(s) the student wishes to inspect. The President will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request that records believed to be inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA, be amended. The request should be submitted in writing to the Great Lakes Boat Building School official/office responsible for maintaining the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the request for change is denied, the student has a right to a hearing on the issue.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, Great Lakes Boat Building School must have written permission from the student before releasing any information from the student's record.

GLBBS discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the GLBBS in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the GLBBS who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an educational record to fulfill his or her professional responsibilities for GLBBS.

In addition, FERPA allows GLBBS to disclose educational records without student

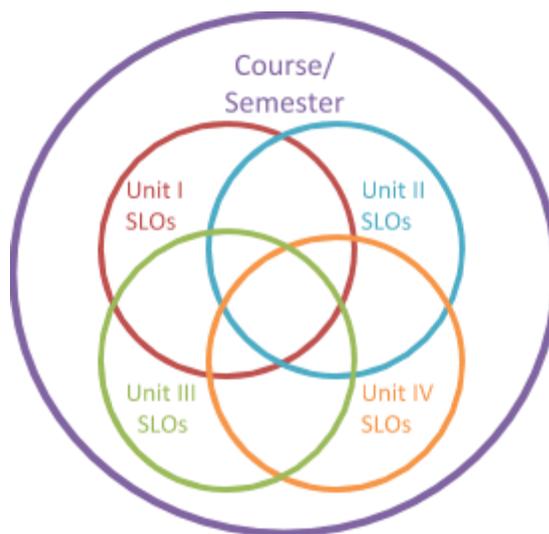
consent to officials of another school in which a student seeks or intends to enroll due to GLBBS stating it intends to forward records on request and as initiated by the student.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the GLBBS 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

## ACADEMIC POLICIES

### Curriculum Design

GLBBS programs are designed to provide students with the opportunity to develop the knowledge and skills required for success in their chosen field. For this reason, the learning environment and design of GLBBS programs reflects a typical boat yard or boat shop operation. Because the knowledge and skills used for specific tasks and results are difficult to isolate into separate topics, or what would be labeled as “courses” in a more traditional, less hands-on, post-secondary learning setting, the GLBBS faculty and staff have adopted a holistic, integrated approach to curriculum design and implementation. Rather than isolated, distinct courses held in each semester, GLBBS programs require three semesters of coursework within which students complete a number of units or topics, demonstrating mastery of the student learning outcomes (SLOs) that have been identified for that unit.



Instructors monitor the map of student learning outcomes to assure the alignment of assessments with learning outcomes. Students earn a grade for their work in each unit, as detailed in the grading framework provided in the course syllabus for the semester. Given the overlapping, integrated nature of the student learning outcomes across units, there may be one or more assessments that are attributed to more than one unit.

#### Terminology

Program – defined three-semester sequence leading to a diploma or certificate

Course – one-semester sequence of instruction and assessment

Course Syllabus – document for one semester of work which includes unit-level student learning outcomes, assessments, and grading framework

Unit – component within a course on a specific topic with defined student learning outcomes

## Assessment and Evaluation

Student grades for each unit are determined by the following grading scale.

Grading Scale		
Percentage	Letter Grade*	Grade Points**
93-100%	A	4.0
90-92.9%	A-	3.7
87-89.9%	B+	3.3
83-86.9%	B	3
80-82.9%	B-	2.7
77-79.9%	C+	2.3
73-76.9%	C	2
70-72.9%	C-	1.7
67-69.9%	D+	1.3
63-66.9%	D	1
60-62.9%	D-	.7
Less than 59.9%	F	0

- Letter grade that will appear on transcript
- \*\* Points that are used in calculating cumulative Grade Point Average for financial aid and other purposes.

### Assessment Tools

The standard GLBBS assessment process has the following four components, which are applied and adapted to meet the needs of each unit in the program.

- Learning Resource System Projects
- Projects and Shop Rubrics
- Quizzes and Exams
- Professionalism and Shop Etiquette Rubric

In addition to the assignments noted above, each unit has one or more required textbooks, and students will complete assigned readings prior to coming to each class meeting. The specific assignments and criteria for the evaluation framework will be included on each course syllabus and will be discussed in class.

### Academic Progress

There are two criteria that students must meet to maintain Academic Progress, to be in good academic standing in their program, and to be eligible for graduation.

Course Completion: Students must earn a grade of at least a C in each unit within the program.

Attendance: Students must maintain at least 90% across all units in each semester.

## **Graduation Eligibility**

To be eligible for graduation, a student must:

- Complete all units in each of the three semesters with a minimum grade of C (2.0) in each course;
- Demonstrate the required Professionalism and Shop Etiquette criteria;
- Meet the attendance requirements of the program; and
- Meet all financial obligations to the School.

## **Incomplete Grades**

Students are expected to complete all assignments, reading material, course material, quizzes, and shop projects in keeping with the course calendar as assigned by the instructor. If a student, for reasons beyond their control, is unable to complete the assigned coursework within the required time, the student may ask the instructor for an Incomplete grade. If the instructor agrees to the action, the student must develop a calendar for completion of the work, which is then signed by the student and the instructor. The instructor will also note the grade for the work completed, calculated based on the total amount of work that is required for the course. The instructor will submit an Incomplete for the student at the end of the semester. When the work has been completed and evaluated, the instructor will submit a change of grade for the student to reflect the grade earned. Should the student not complete the remaining work in keeping with the agreed upon calendar, the Incomplete will be changed to reflect the grade earned on the work completed.

## **Leave of Absence**

A student may submit a written request for a leave of absence to the President. The request must document legitimate, concrete, and verifiable circumstances justifying the leave of absence, and must specify the dates of the absence. All reasons and requests will be evaluated and considered on a case-by-case basis by the Executive Committee. A leave of absence period may not exceed 180 days within any 12-month period. The school may grant more than one leave of absence if the combined leaves of absence do not exceed 180 days within the 12-month period.

## **Make-up Work**

If approved for either an incomplete grade or a leave of absence, or for other unit-level reasons approved by the instructor, a student will be expected to make up all assignments, reading material, quizzes, and shop projects at the earliest possible opportunity, but no later than the end of the semester.

## **Student Conduct and Behavioral Standards**

GLBBS maintains the right to make, change, and enforce rules for conduct and behavior (both on and off campus) during the time a student is enrolled at GLBBS. Admission to

GLBBS carries with it the expectation that students will conduct themselves as responsible members of the GLBBS family maintaining high standards of integrity and honesty, and respecting the rights, privileges, and property of others.

Violations of the Student Conduct and Behavior Standards may include actions or behavior that affect other students, such as threatening remarks or behavior, disruptive use of profanity, misuse of alcohol or other drugs, and other similar actions. In addition, violations may include behavior that affects GLBBS staff, faculty, and board members, such as disruptive behavior in class, academic dishonesty, improper use of technology and shop tools, and failure to comply with directives in keeping with school policies. Finally, violations may include actions that affect school property, including intentionally or negligently damaging school property or property of others, smoking in prohibited areas, or having weapons on campus.

### **Disciplinary Action**

One or more of the following disciplinary actions may be taken if a student is found responsible for violating a conduct or behavior standard:

#### ***Warning:***

- Verbal or written notice that a violation of the Student Conduct and Behavioral Standards has occurred.
- A written letter of the warning will be documented in the student's personal file
- Future violations may result in more severe sanctions

#### ***Loss or Restriction of Privileges:***

- Limitation or removal of specific privileges, e.g. use of shop/mill after regular school hours
- Loss or restriction of privileges will be outlined in writing for the student
- Failure to abide by the loss or restriction of privileges may result in dismissal

#### ***Dismissal***

- Dependent on the severity of the violation, a student may be dismissed for a violation at the discretion of the Executive Committee of the Board of Directors.

In addition, a student may also be dismissed for one of the following reasons:

- Failure to meet satisfactory academic progress requirement of a minimum grade of C in each unit.
- Failure to comply with School's attendance policy.
- Non-payment of tuition by the due date.

### **Student Complaint Policy**

The school takes all complaints seriously and actively seeks resolution of those that are reported. For the student, the Complaint Policy provides a line of communication with

the school when it may be hard to have a voice. For the school, the Complaint Policy is a tool that assists the management team and faculty in Institutional Assessment and Improvement Planning. Student complaints are an indication as to how well information is communicated and disclosed in the Catalog and Enrollment Agreement.

Students are expected to fully discuss their complaints, grievances or questions with their instructor(s), and are encouraged to try to resolve the problem by talking directly with the individual(s) involved or responsible. If these conversations do not satisfy the student's grievance or if the instructor is not able to resolve the situation, a formal written complaint may be filed. A formal complaint form can be found in the Operations Office and, when completed, is to be submitted to the President.

If a student feels they have experienced harassment or have otherwise been negatively affected by the behavior of another student or school personnel, the student must notify the President immediately in writing. If requested or deemed necessary, the President will assist a student in connecting with an off-campus counseling service. The School will make every reasonable attempt to assist, correct, aid, and resolve the student's situation.

### **Unsatisfactory Resolution of Complaints**

If the complaint has not been adequately addressed by the GLBBS Board of Directors, a student may mail their complaint to:

Michigan Department of Licensing and Regulatory Affairs  
CSCL/Enforcement Division  
P.O. Box 30018  
Lansing MI 48909

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the School for a response. The ACCSC Complaint form is found at [www.accsc.org](http://www.accsc.org). 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 inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703)247-4212

## ACADEMIC PROGRAMS

Program options at GLBBS include the Comprehensive Wooden Boat Building Program and the Marine Services Technology Program. Both prepare graduates for employment in the marine industry, while offering options for the specific settings and careers in which they may work. Prospective students are encouraged to review the program and unit descriptions found in this section of the catalog when considering which program to pursue.

### **A Day in the Life of a GLBBS Student**

Fundamental to all programs at GLBBS is a strong focus on hands-on, applied learning which is reflected through the daily schedule during the semester. A typical day begins with the students meeting with the instructor in a classroom to discuss the assigned reading which introduced the concepts and terminology that will be used during the day. The instructor also provides an overview of the tasks for the remainder of the day. After 45 minutes to an hour in the classroom, the students and instructor move to the shop to begin their work. Direct instruction by the instructor does continue in the shop, as students make the connection between the classroom discussion and the tools and materials found in the shop. As students begin the assigned tasks, the instructor monitors their progress, providing feedback and suggestions on an individual and small group basis. As individual students demonstrate their competence on specific tasks, they move to more independent work on additional tasks. A typical day may include up to four hours in the shop with an instructor or shop assistant present, with an hour lunch break, as well as individual time in the shop or library to complete assigned projects and to prepare for future class meetings.

## COMPREHENSIVE CAREER BOAT BUILDING PROGRAM

### Program Description and Outcomes

The Comprehensive Career Boat Building Program (CCBB) prepares individuals for employment in wooden boat building, restoration, and service settings. Graduates develop well-rounded and adaptable knowledge and skills required in the wooden boat industry. They find employment with boat and yacht manufacturers and maintenance facilities, as well as in high-end woodworking shops.

#### Graduates are able to:

- Work with wood and composite materials to build, repair and restore a variety of boat types and styles
- Utilize critical thinking to analyze problems and develop solutions
- Perform as an effective employee in service-related settings
- Demonstrate professionalism, oral and written communication skills, and time management skills

The Comprehensive Career Boat Building program requires 44 semester credits of coursework, including instruction in the classroom and in the shop, hands-on application in supervised lab time in the shop, and team and individual projects in the shop. The program is completed in three 15-week semesters in a 12-month period. At the completion of the program, students will receive a diploma. The maximum number of students in typical classroom or laboratory/shop settings is 12.

### Program Outline

#### First Semester – *Introduction to Boat Building*

Introduction to Comprehensive Boat Building	4 credits
Shop and Boatyard Practices and Safety	4 credits
Basic Woodworking	4 credits
Traditional Boat Building	4 credits

#### Second Semester - *Wood Composite*

Wood as Structural Material	4 credits
Laminating Planking Techniques	4 credits
Wood Composite Repair	3 credits
Hardware and Composite Parts	3 credits

#### Third Semester - *Restoration*

Hull Shape and Construction	4 credits
Reconstruction	4 credits
Mechanical Installation	3 credits
Interior and Hardware	3 credits

## UNIT DESCRIPTIONS

### **Introduction to Comprehensive Boat Building**

This unit provides students with the basic knowledge and skills necessary for working in the wooden boat industry, across each of the specializations that they might choose to pursue as they continue in the program. Key components of the unit include customer service skills and career exploration.

### **Shop and Boatyard Practices and Safety**

This unit focuses on the best practices and safety standards related to the range of shop and boatyard settings in which students, and in turn graduates, will work. Key components of the unit include general shop safety and practices, and an introduction to boatyard operations.

### **Basic Woodworking**

The unit provides an introduction to woodworking knowledge and skills that are used in wooden boat building, as well as in construction of other wood projects. This is a foundational unit for the program, assuring that all students are competent as woodworkers.

### **Traditional Boat Building**

This unit focuses on the classic woodworking skills required to build vessels in the traditional methods, namely carvel and lapstrake planking. Students will be introduced to the modern techniques and materials specific to the construction of traditional boats.

### **Wood as Structural Material**

This unit addresses modern wooden boat building techniques utilizing epoxy and reinforcing fabric to make wood composite structures and hulls. Emphasis includes lamination, working with epoxies and construction of wood/epoxy composite boats.

### **Laminating Planking Techniques**

This unit focuses on the use of plywood, veneers and the vacuum bagging process, and further techniques for working with laminates.

### **Wood Composite Repair**

This unit introduces the steps involved in basic repair of wooden boats, including identifying the extent of damage and developing recommendations regarding repair. Initial work on removing damaged material to minimize the impact of repair on the boat is undertaken.

### **Hardware and Composite Parts**

This unit introduces basic fastening and bonding techniques used in installing hardware on wooden and composite boats. Students apply techniques in installation practice.

**Hull Shape and Construction**

This unit introduces the steps in analyzing the critical fixes necessary to restore a boat to original condition, incorporating aspects of traditional construction of a boat. Included is practice in analyzing hull shape and construction method of a specific boat. In addition, students will utilize appropriate tools to disassemble a boat, preserving the wood in the process

**Reconstruction**

This unit focuses on broadening the scope of wooden boat restoration. Students will be exposed to methods and viewpoints that encourage a higher level of thought required to restore a boat to its original condition. Advance work with finishes and stains is included.

**Mechanical Installation**

This unit explores the processes in mechanical restoration so that students are prepared to put things back as they were in traditional wooden boats, without sacrificing modern safety requirements. Work includes wiring, gauges, and engine and running gear.

**Interior and Hardware**

This unit focuses on restoration of the interior and hardware of traditional boats. This includes complete cockpit replacement including floors, interior paneling, and dash, and the replacement of sheer clamps and deck frames.

## MARINE SERVICE TECHNOLOGY PROGRAM

### Program Description and Outcomes

The Marine Service Technology (MST) Program is designed to prepare individuals who are well-rounded, entry-level marine technicians. Marine technicians work in settings such as marinas, marine dealerships, boat repair yards, marine manufacturing facilities, and yacht clubs. They perform installation and maintenance services on recreational and light commercial boats.

### Program Outcomes

Graduates are able to:

- Apply industry standards to the full-range of installation and maintenance tasks of marine propulsion and non-engine systems
- Utilize critical thinking to analyze problems and develop solutions
- Perform as an effective employee in service-related settings
- Demonstrate professionalism, oral and written communication skills, and time management skills

The Marine Service Technology program requires 42 credits of coursework, including instruction in the classroom and in the shop, hands-on application in supervised lab time in the shop, and team and individual projects in the shop. The program is completed in three 15-week semesters in a 12-month period. At the completion of the program, students will receive a certificate and will be eligible to test for ABYC certifications. The maximum number of students in typical classroom or laboratory/shop settings is 15.

### Program Outline

#### First Semester – *Introduction to Marine Service Technology*

Introduction to Marine Service Technology	3 credits
Shop Practices and Safety	4 credits
General Boat Construction	4 credits
Introduction to Boatyard Operations	3 credits

#### Second Semester – *Marine Propulsion*

Advanced Boatyard Operations	3 credits
Marine Engine Fundamentals	4 credits
Marine Drive and Exhaust Systems	4 credits
Marine Steering Systems	3 credits

#### Third Semester – *Marine Systems*

Seasonal Maintenance	4 credits
Electrical and Electronic Marine Systems	4 credits
Marine Plumbing Systems	3 credits
Marine Climate Control Systems	3 credits

## UNIT DESCRIPTIONS

### **Introduction to Marine Service Technology**

This unit provides students with the basic knowledge and skills necessary for a Marine Services Technician, across each of the specializations that they might choose to pursue as they continue in the program. Key components of the unit include customer service skills, and career exploration.

### **Shop Practices and Safety**

In this unit, students will develop their skills in using standard tools and equipment found in marine manufacturing and maintenance settings, in keeping with industry and governmental safety standards.

### **General Boat Construction**

This unit provides students with the opportunity to develop knowledge and skills related to boat terminology, and marine construction materials and techniques. Marine services technicians must have a broad understanding of these topics as they have application in all settings in which technicians will work.

### **Introduction to Boatyard Operations**

This unit introduces students to basic knowledge and skills required for working in a boatyard setting, both in the yard and in the office. Skills include written and oral communication and a knowledge of typical boatyard workflow and expectations.

### **Advanced Boatyard Operations - Storage Procedures: Moving Boats, Blocking**

This unit expands students' knowledge and skills related to all aspects of boatyard operations. The unit builds on the basic shop and customer service skills, as well as on the general boat knowledge and skills from the first semester.

### **Marine Engine Fundamentals**

This unit focuses on inboard and outboard marine engines. Students will develop knowledge and skills related to the operating principles of internal combustion engines and the identification of specific parts and systems. Students will know the different types of installation and maintenance considerations of both gasoline and diesel engines.

### **Marine Drive and Exhaust Systems**

This unit focuses on the systems most closely related to the engines that are required to make boats operate. Students will develop knowledge and skills related to the operating principles of marine gears and exhaust systems, as well as installation and maintenance considerations.

### **Marine Steering Systems**

This unit focuses on the steering and control systems found on boats. Students will

develop knowledge and skills related to these systems, and will have the opportunity to apply those in installation and maintenance situations.

### **Seasonal Maintenance**

This unit provides students with the knowledge and skills related to winterizing and commissioning boats. The content builds on and is related to aspects of boatyard operations that were introduced in the earlier unit.

### **Electrical and Electronic Marine Systems**

This unit is centered on the electrical and electronic systems found on boats. Students develop knowledge and skills related to the installation, operation, and maintenance of electrical and electronic equipment. Emphasis is on proper safety and troubleshooting techniques, as well as on documentation and knowledge of interaction between systems.

### **Marine Plumbing Systems**

This unit provides students with the knowledge and skills required to install, operate and maintain plumbing systems found on various types of boats. Fluid flow, materials, parts, and standards compliance are paramount. Ergonomics and safety are widely considered.

### **Marine Climate Control Systems**

This unit focuses on the various types of climate control systems on boats, including heating, air conditioning and other ventilation systems. Students apply knowledge and skills in the installation, operation, and maintenance of systems on boats.

## ACADEMIC CALENDAR

The following is the current academic calendar.  
Adjustments may be made due to class cancellations or other events, such as incorporation of distance education to meet restrictions on in-person instruction or gatherings.

### 2021 – 2022 Academic Year

#### *Fall Semester*

September 7, Tuesday	First day of semester
October 11, Monday	Columbus Day – no classes
November 24 noon – 27, Wednesday noon - Friday	Thanksgiving Recess – no classes
December 17, Friday	Last day of semester

#### *Spring Semester*

January 3, Monday	First day of semester
February 21, Monday	Presidents Day – no classes
Feb 28 – March 4, Monday - Friday	Spring Break – no classes
April 22, Friday	Last day of semester

#### *Summer Semester*

May 9, Monday	First day of semester
May 30, Monday	Memorial Day – no classes
July 4, Monday	Fourth of July – no classes
August 19	Last day of semester

## ACADEMIC CALENDAR

The following is the current academic calendar.  
Adjustments may be made due to class cancellations or other events.

### 2022 – 2023 Academic Year (Projected)

#### *Fall Semester*

September 5, Tuesday	First day of semester
October 10, Monday	Columbus Day – no classes
November 23 noon – 25, Wednesday noon - Friday	Thanksgiving Recess – no classes
December 16, Friday	Last day of semester

#### *Spring Semester*

January 9, Monday	First day of semester
February 20, Monday	Presidents Day – no classes
Feb 27 – March 3, Monday - Friday	Spring Break – no classes
April 28, Friday	Last day of semester

#### *Summer Semester*

May 8, Monday	First day of semester
May 29, Monday	Memorial Day – no classes
July 4, Tuesday	Fourth of July – no classes
August 18, Friday	Last day of semester

**Great Lakes Boat Building School**

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[www.glbbs.edu](http://www.glbbs.edu)