



— GREAT LAKES —  
BOAT BUILDING SCHOOL

# Catalog

## 2019-20 Academic Year

## **MISSION**

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

## **VISION**

To be the leader in marine workforce development.

### **GLBBS Board of Directors, Administration, Faculty and Staff strive to:**

- Provide students 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.

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## ACCREDITATION

Accrediting Commission of Career Schools and Colleges:

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



Accrediting Commission of Career Schools and Colleges

Accrediting Commissions Contact Information:

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)

## NOTICE OF NON-DISCRIMINATION

GLBBS neither denies admission nor discriminates unlawfully 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 ACCOMODATIONS

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 the applicant with a disability to contact the Admissions and Career Services Advisor if the applicant would like to request an accommodation or academic adjustment to attend GLBBS. For this reason, all applicants are encouraged to visit and tour our campus as soon as possible so 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.

## CATALOG STATEMENT

GLBBS makes every effort to ensure the School catalog is current and accurate. The catalog, at the time of publication, portrays the School's most current Board approved programs, resources, facility, and policies and procedures. It exists for informational purposes and serves as a guide and ruler between the School and its students collectively and on an individual basis. The information contained within this catalog reflects the approved policies and procedures of the School's Board of Directors, dated as of June 19, 2019. A student handbook is provided to students and outlines additional policies and procedures for GLBBS programs.

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

# **GENERAL INFORMATION**

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

### **HISTORY OF GREAT LAKES BOAT BUILDING SCHOOL (GLBBS)**

Great Lakes Boat Building School began in 2005, when a group of enthusiasts for the Les Cheneaux Islands area, 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 became a reality as major fundraising began, and soon thereafter waterfront property was purchased. The following year, a 12,000 square foot facility stood complementing the unique local character of the historic boat workshops and boat houses that dot the islands. GLBBS enrolled its first students in the fall of 2006.

Flash forward through many years and individuals that paved the way for us 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 ACCSC. The standards driving accreditation ensure that the educational experience at GLBBS is well coordinated, competent, and delivered by a skilled and supported team.

Today, GLBBS, the only licensed proprietary school of its kind in Michigan, offers an intensive twelve-month program preparing our students to be industry ready craftsman and technicians. Graduates leave the school with a foundation in Traditional Boat Building, Wood Composite Boat Building, Finishing, Restoration, and Marine Systems for Boatbuilders, as well as Propulsion Systems for Boatbuilders. Students upon completing the program also have the option to test for an (ABYC) Advisory Certification.

### **GLBBS STUDENT BODY**

The size and mix of the school's student body enables students to successfully learn on many different levels from high school graduates, second career seekers and veterans. Students at GLBBS are generally very diverse in background, come from near and far, and range in age. The exposure to experienced woodworkers, not so experienced woodworkers, or people who have advanced degrees, or no degree, find a way to meld together and do great work under the guidance of our Instructors.

### **OWNERSHIP**

GLBBS is registered with the State of Michigan as a 501(c)3 charitable organization and, because of our educational mission, we are exempt from Federal income taxes as a non-profit corporation. Since its founding, the School has supported itself primarily through donations from school donors, fundraising events, tuition charged of students and income earned from its boatbuilding activity.

Because of our special tax-exempt status, we have public obligations, including:

- The obligation to not use the school for private gain outside of our contractual compensation.
- The obligation to serve the public (our students) in a non-discriminatory fashion.
- The obligation to be entirely forthright in our descriptions of what we offer.
- The obligation to deliver the services we promise.

It is governed by a Board of Directors and is managed by an Administrative Staff.

### **AMERICAN BOAT & YACHT COUNCIL MEMBERSHIP (ABYC)**

The School is a member of the American Boat & Yacht Council's "Marine League of Schools". Graduates are eligible to receive their ABYC Certification in Gas Engines, Diesel Engines, and Marine Systems.

[www.abyc.org](http://www.abyc.org)

# ADMISSION

## ADMISSIONS REQUIREMENTS AND PROCEDURE

GLBBS encourages prospective students to visit campus prior to application. Applicants can apply to the School year-round and are encouraged to submit their application for acceptance as soon as possible, along with their supporting documentation, as there are limited class spaces available for each enrollment session.

GLBBS requires:

- Completed application for Admission and returned to GLBBS via email, mail, or completed online at [www.glbbs.edu](http://www.glbbs.edu)
- Interview with Admissions Representative
- Final high school transcript or official GED
- Official transcripts from all colleges attended, whether or not college credit was earned
- VA Certificate of Eligibility, (if using Military VA Education Benefits to attend)
- English proficiency, (if International applicant)
- Application Fee

### Enrollment

Upon acceptance, the Admissions Advisor will send the admitted applicant a Letter of Acceptance, Enrollment Agreement and copy of the most recent approved Catalog. Given the limited number of students enrolled for each module, failure to return a signed Enrollment Agreement in a timely manner, may jeopardize the admitted applicant's request and/or preferred date of enrollment in the Program.

### Wait List

On occasion a semester or class may be full, accepted applicants are 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, the first student on the wait list will be notified immediately and each student thereafter.

### Orientation

All students are required to attend orientation held on campus prior to the start of class as part of their registration process. The orientation session provides for the student to meet other students, their instructors, faculty, and staff. This is an opportunity for the student to ask questions, review documents, address any concerns, and view the facility and equipment provided for training. Orientation is from 8:00 a.m. until 10:00 a.m. and includes a tour of the facility. School starts at 10:00 a.m. after Orientation for new students.

During this time, Operations staff is available to meet with students to confirm all registration material is completed, to clarify and review financial aid, tuition and fee costs and payment arrangements.

Students will receive a Student Handbook during Orientation which is a compilation of school rules and policies. Students are required to abide by all policies listed within the handbook in order to continue enrollment at GLBBS.

### Denied Applicant Notice

Applicant may receive notice they were denied for the following reasons (but not limited to):

- Documents submitted do not meet admissions requirements or are incomplete
- Applicant does not meet English speaking proficiency requirements
- Applicant does not meet the disclosed eligibility requirements
- Applicant denied, \$25 of the \$100 Application fee will be retained for processing

### Transfer Credits

Great Lakes Boat Building School does not guarantee the transferability of credit to another trade school, college, university, or any other institution. Any decision on the compatibility, appropriateness, applicability of credit, and whether they should be accepted, is the decision of the receiving entity.

GLBBS does not accept general education credits earned at accredited colleges and universities and/or military training to GLBBS for transfer evaluation nor any other similar trade school. Transfer credits would not be applicable due to the intensity of the courses taught at GLBBS, therefore no transfer credit would be awarded to the courses in the marine industry and appropriate to meet GLBBS's Comprehensive Career Boat Building Program's education requirements.

### Notice to International Applicants (GLBBS Destination Code: C207)

GLBBS is approved by the U.S. Immigration and Naturalization Service 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 with verification of recent financial information- 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 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. Documents from foreign countries may be sent to (WES) World Education Service, <http://www.wes.org>. WES will translate the diploma and/or transcript to determine if the foreign documents are considered equivalent to a U.S. high school diploma. Foreign applicants should allow enough time to complete this process.

The School then sends the applicant the appropriate SEVIS form on which the School certifies his or her acceptance. More information can be found at [www.ice.gov/sevis](http://www.ice.gov/sevis), the U.S. Immigration and Customs Enforcement "Student & Exchange Visitor Program." The student needs this form to apply for a non-immigrant student visa. An applicant must also have their passport.

In addition, proficiency in the use of the English language for reading, writing and speaking is an essential factor for success in the program and is a criterion for admission. International students may be asked to submit TOEFL scores if English is their second language. The following are acceptable tests/test scores:

Test of English as Foreign Language (TOEFL)\

- Score 500 for paper-based exam
- Score 79 for internet-based exam

International English Language Testing System (IELTS)

- Score of 6.0 or higher
- 2 Years at a college or university located in an English-speaking country.

### 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 may be requested by email at [nikki.storey@glbbs.org](mailto:nikki.storey@glbbs.org) or by calling the School at (906) 484-1081 to request a paper copy.

### STUDENT ACHIEVEMENT RATES

Population and Graduation Statistics					Employment Statistics		
Graduation Year	Students Enrolled	Students Graduated	Graduates %	Graduates Available Further Education Unavailable	Unrelated for Employment	Employed/ Unemployed	Employed % Unknown
*2014-2015	4	4	100%	1	3	3	100%
**2015-2016	5	4	80%		4	4	100%
***2016-2017	5	5	100%		5	5	100%
****2017-2018	8	7	87.5%		7	7	100%

Graduation and the graduate employment rate for the Comprehensive Career Boat Building Program including the program population base and time frame upon which each rate is based:

- \*The cohort class reporting period for this 9-month program is September 2014 to June 2015
- \*\*The cohort class reporting period for this 9-month program is September 2015 to June 2016
- \*\*\*The cohort class reporting periods for this 9-month program is September 2016 to May 2017
- \*\*\*\*The cohort class reporting periods for this 9-month program is September 2017 to May 2018

## **FAMILY EDUCATION 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 the student's education records within (45) forty-five days after the day GLBBS receives a request for access. A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The Registrar will arrange 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 the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

If GLBBS decides not to amend the record as requested, GLBBS will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before GLBBS discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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 (including law enforcement unit personnel and health staff); 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 of 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 REQUIREMENTS

## GRADING SYSTEM

Each course in the program is a balance of classroom lecture, demonstrations, quizzes, tests, Learning Resource projects, and hands-on shop project work. Assessment of a student's achievement and proficiency is conducted during and at the completion of each specific course through an evaluation process that incorporates observable and measurable outcomes.

The evaluation process assesses which skills are being acquired and how effectively the student applies the skills to his or her work. The evaluation process involves assessment and review of:

1. The student's attendance record;
2. Professionalism and Shop Etiquette Rubric;
3. Performance Levels;
4. Student Advisement Form- reviewed and discussed during the advising sessions between the student and instructor
5. Quizzes and tests

A rubrics tool used to measure and grade student's skill ability and craftsmanship. Rubrics can teach as well as evaluate. Students should be able to use rubrics in many of the same ways that Instructors use to clarify the standards for a quality performance, and to guide ongoing feedback about progress toward the standards.

<b>Grading Scale</b>		
<b>Grade Point Average (GPA)</b>	<b>Percentage Equivalent</b>	<b>Letter Grade Equivalent</b>
<b>Rubric</b>	<b>Tests/Quizzes</b>	
4.0	100% - 93%	A
3.9 – 3.7	92.9% - 90%	A-
3.6 – 3.4	89.9% -87%	B+
3.3 – 3.0	86.9% - 83%	B
2.9 – 2.7	82.9% - 80%	B-
2.6 – 2.4	79.9% - 77%	C+
2.3 - <b>2.0</b>	76.9% - <b>73%</b>	<b>C</b>
1.9 - 1.7	72.9% - 70%	C-
1.6 - 1.4	69.9% - 67%	D+
1.3 - 1.0	66.9% - 63%	D
< 1.0 =	62.9% - 60%	D-
0	< 50%	F



## **ATTENDANCE POLICY**

GLBBS instructors run a very intense classroom and shop schedule, and so require every student to be punctual and attend class daily. Instructors take an absence from their classroom and shop, even when appropriately scheduled in advance, very seriously. An absence from the program affects not just the absent student but also the entire class. An absence prevents the student from receiving full course benefits of hands-on demonstration and instruction, visual presentations, and lectures.

Any absence, regardless of the circumstance, is unexcused and counts against the total clock hours required to graduate. GLBBS requires students attend at least 90% of all classes to be eligible to graduate from the program.

## **LEAVE OF ABSENCE**

A student may request a leave of absence in writing to the Executive Committee of the Board of Directors and must be for legitimate, concrete, and verifiable circumstances. 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**

Students will be expected to make up all assignments, reading material, course material, quizzes, shop projects, and absent clock hours as required by their Instructor(s) at the earliest possible opportunity, but no later than the end of the semester. If, for reasons beyond a student's control, he/she is prevented from completing a course within the required time, the student may ask the instructor for an Incomplete grade. If the Instructor agrees to the action, the Instructor reports the grade as an Incomplete at the end of the semester to delay issuing a grade and to allow the student more time to complete course work.

The Instructors want all students to learn and succeed, however, when absent the student misses' important instruction prepared for the course. It is the student's responsibility to fulfill the requirements of requesting and completing missed class and shop assignments. The Instructor is responsible for determining whether clock hours can be made up and assigning make-up work.

## **STUDENT DISMISSAL**

A student may be dismissed for any of the following reasons:

- Failure to comply with standards of satisfactory academic progress for the program in which the student is enrolled.
- Failure to comply with School's attendance policy.
- Non-payment of tuition by the due date.
- Violation of the School's alcohol, drug and harassment policies.
- Violation of School's safety policies or repeated negligence in the use and care of shop tools and facilities.
- Failure to comply with any other School rules and policies as published in the School Handbook.

## **GLBBS STUDENT CONDUCT AND BEHAVIORAL STANDARDS POLICY**

### **Definition of Conduct:**

The way a person behaves, especially on an occasion or in a manner.

### **Definition of Behavior:**

The way in which one acts or conducts oneself, especially toward others.

### **Changes/Modifications/Enforcement:**

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.

### **Expectations:**

Admission to GLBBS carries with it the expectation that a student will conduct themselves as a responsible member of the GLBBS family that will:

- Maintain high standards of integrity and honesty.
- Respect the rights, privileges, and property of others.
- Refrain from any interference of GLBBS decisions, actions, or affairs.
- Dress professionally and/or in accordance with all school safety rules.
- Conduct themselves in a manner consistent with good citizenship
- Refrain from any actions or verbal outbursts that violate or infringe upon the rights of others.
- Treat staff, instructors, board members, other students, and guests with respect.

### **Violations:**

The following violations of the Conduct and Behavior Standards include (but are not limited to):

#### **Student Conduct or Behavior Affecting Others:**

- Threatening remarks, threatening behavior, or causing harm to any person.
- Behaving in a manner that would offend or frighten any person.
- Intentionally endangering the health or safety of others.
- Harassing, discriminating against, showing bias, or hatred to an individual based on their 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.
- Provision of alcohol and/or other drugs to an individual for committing or facilitating sexual misconduct; (The sexual misconduct does not have to occur for the individual to be found responsible for the provision of alcohol and/or other drugs).
- Provision of alcohol to a minor.
- Derogatory or defamatory remarks (slander)
- Hazing or bullying
- Disruptive use of profanity
- Retaliation against any individual who reports a complaint

#### **Student Conduct or Behavior Affecting GLBBS Staff/Faculty/Board Members:**

- Disruptive behavior in classroom or shop. A pattern of interruptions & actions towards the instructor, outbursts, eating in class, cell phone usage, falling asleep, defiance, rudeness, laziness, ignoring, mocking, undermining, belittling, degrading, or slander, etc.
- Willful damage to or improper use of School computers for immoral, illegal, or unethical purposes; or using third-party software without permission or proper license. Failing to adhere to GLBBS rules regarding technology use.
- Failing to comply with the directions and policies of GLBBS Board of Directors or Program Advisory Board acting in the performance of their official duties.
- Failing to comply with the directions and policies of GLBBS Board of Directors or Program Advisory Board acting in the performance of their official duties.

- Intentionally initiating or causing a false report to be made.
- Unauthorized use of GLBBS's name, logo or seal.
- Academic dishonesty.
- Conduct or behavior that interferes with student learning or school's mission.
- Unexcused Absences. (Tardiness for class, meetings or early departure).

**Student Conduct or Behavior Affecting School Property:**

- Intentionally or negligently damaging/vandalizing school property or the property of others.
- Tampering with fire safety or emergency equipment.
- Possessing the property of others without consent from the owner.
- Smoking in prohibited areas.
- Stealing or breaking into unauthorized areas.
- Weapons on campus (e.g., guns, large knives, or martial arts weapons).

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:**

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

**Loss or Restrictions of Privileges:**

- Limitation or removal of specific privileges, (i.e. use of shop/mill after regular school hours)
- Loss of 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.

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

Students must meet minimum academic standards to continue enrollment in the program and maintain financial aid. Satisfactory Academic Progress is reviewed at the midpoint and the end of each semester, and students are given notice of their progress.

There are three measurements for Satisfactory Academic Progress:

1. Earn a cumulative minimum GPA of 2.0
2. Complete a minimum of 90% of the hours attempted (Pace)
3. Complete the program within 150% of the allowable timeframe

Students who fail to meet SAP are given one warning semester to return to good standing and may appeal if additional time is needed. See your Student Handbook for a full description of SAP and the appeal process.

**STANDARDS FOR GRADUATION**

To be eligible for graduation a student must

1. Satisfactorily complete all (3) three semesters;
2. Satisfactorily meet the minimum grading criteria of 2.0;
3. Satisfactorily maintain the required Behavioral Standards;
4. Satisfactorily demonstrate the required Professionalism and Shop Etiquette criteria;
5. Satisfactorily meet the attendance requirements of the program; and
6. Satisfactorily meet all financial obligations to the School.

## **STUDENT COMPLAINT POLICY**

The school takes all complaints seriously and seeks resolution. For the student, it provides a line of communication with the school when it may be hard to have a voice. For the school, the Complaint Policy may be used as a tool to assist the management team and faculty each year for Institutional Assessment and Improvement Planning. Student complaints are a way to measure whether the school is keeping a pulse on how well information is appropriately communicated and disclosed in the Catalog and Enrollment Agreement.

Students are required to fully discuss their complaints, grievances or questions with their instructor(s). Second, the student is encouraged to try to resolve the problem by talking with the individual(s) involved or responsible face-to-face.

If the face-to-face conversations do not satisfy the student's grievance and the instructor was not able to resolve the grievance, a formal written complaint may be filed. A formal written complaint form may be acquired in the Operations office and submit the complaint to the Executive Director of Operations.

If a student feels they have experienced harassment or have otherwise been negatively affected by the behavior of some student or school personnel, the student must notify the Executive Director of Operations immediately in writing.

If requested or deemed necessary, the Executive Director of Operations 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, students 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. 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. 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:

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

A copy of the ACCSC Complaint form may be obtained by visiting ACCSC online at [www.accsc.org](http://www.accsc.org).

## **TUITION AND FINANCIAL AID**

Total Program Tuition for 2019-20 is \$19,000 and Material Shop Fee is \$500.

Tuition and fees are due each semester @ \$6500 per semester (\$6,333 for tuition and \$167 shop fee).

Required/Optional Fees for the Program

- Application Fee \$100 (Required & Non-Refundable)
- ABYC Certification Exams \$150/exam (Optional)

Tuition and Shop Fee due 30 days PRIOR to each semester start date.

Enrollment Start Date	First Semester	Second Semester	Third Semester
Sept. 9, 2019	August 12, 2019	Dec. 9, 2019	April 6, 2020
Jan. 6, 2020	Dec. 9, 2019	April 6, 2020	Aug. 11, 2020
May 4, 2020	April 6, 2020	Aug. 11, 2020	Dec. 7, 2020

**Cost Estimate of Attendance for Financial Aid**

This is the estimated Cost of Attendance, based on federal requirement for students using Federal Financial Aid.

<b>DEPENDENT STUDENT*</b>	<b>INDEPENDENT STUDENT**</b>
< 25 YEARS OLD – SINGLE	25 YEARS OLD + OR WITH FAMILY
BOARD = USDA FOOD PLAN – AVERAGE COSTS	

	<b>DEPENDENT STUDENT*</b>	<b>INDEPENDENT STUDENT**</b>
ANNUAL TUITION (FULL YEAR PROGRAM)	\$19,000	\$19,000
ANNUAL SHOP & MATERIAL FEE (FULL YEAR PROGRAM)	\$500	\$500
TOOL ALLOWANCE	\$1,225	\$1,225
BOOKS AND SUPPLIES	\$225	\$225
OFF CAMPUS HOUSING (AVERAGE RENT)	\$4,680	\$5,400
BOARD* (DEPENDENT STUDENT)	\$2,400	
BOARD** (INDEPENDENT STUDENT)		\$4,900
PERSONAL & MISC. LIVING EXPENSES	\$1,100	\$1,200
TRAVEL (MILEAGE ESTIMATE)	\$400	\$400
<b>TOTAL COST OF ATTENDANCE</b>	<b>\$29,530</b>	<b>\$32,850</b>

**Additional Cost of Attendance Consideration**

Upon request, the student’s Cost of Attendance for financial aid purposes may be increase for additional mileage or travel expenses, childcare dependent cost, ABYC certification expenses, one-time purchase of a laptop or 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 a (1.5%) late fee on the unpaid payment past due – less pending financial aid. If 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 and no less than (\$.50); (fee is based on \$6,500). Unpaid late fee will be added to next installment amount due, and additional late fees will occur if unpaid balance remains outstanding.

**FEDERAL FINANCIAL AID PROGRAMS**

*Federal Financial Aid will be available for those who qualify and complete the required forms once the school is approved for participation in the U.S. Department of Education (DOE) Student Financial Aid programs – currently under review by the U.S. DOE.*

**Applying for Federal Financial Aid**

Filing for financial aid for 2019-20 begins by filing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Filing for federal aid is free. Programs include the Federal Pell Grant, Federal Direct Loans, both subsidized and unsubsidized, and Federal Parent Plus Loans. Contact the 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 financial aid.

**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 encourage to contact the Admissions and Career Services Advisor at (906) 398-2088.

**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**

The Office of Veteran Affairs can help cover the cost of furthering your education and skills through benefits for tuition, housing, training, and other expenses related to a veteran's education. VA's education and training benefits are provided through several programs. While you are the only person who can choose which program meets your needs, keep these tips in mind:

- You may qualify for more than one education benefit program, including those listed below
- Depending on your individual circumstances, one of these programs may give you better benefits than the others
- Explore the [Department of Veteran Affairs GI Bill](#) website for answers and comparisons of each of the benefits

## **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 where 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:

- **Student who has not visited school prior to the semester start date and/or has not signed an enrollment agreement:** Student is entitled to a full refund of tuition and shop material fee paid, without penalty, if the student requests to cancel or withdraw from the program **within** (3) three business days.
- **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, minus the \$100 application fee, if the student requests to cancel or withdraw from the program **within** (5) business days from the start of the semester.
- **No Refunds after (5<sup>th</sup>) day of 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 start of the semester, excluding Saturday, Sunday, or a Federal Holiday, is financially obligated for the full tuition and associated fees for the semester.
  - If the student has already paid the School more than the current semester charges, he or she is eligible for a full refund of future payments made.
- Students with financial aid will be refunded based on the federal regulations for Title IV aid (see Withdrawal Policy for financial aid and R2T4).
- Any monies owed a student will be refunded within (45) forty-five days from the date of cancellation, withdrawal, or termination by the School.
- Written notification is not a requirement from the student to cancel or withdraw, however a student that requests a refund due to cancellation or voluntarily withdraws must inform the Executive Director of Operations directly to initiate the approval for the refund and processing.

## **WITHDRAWALS and the RETURN TO TITLE IV**

If you receive federal Title IV financial aid (programs authorized under Title IV of the Higher Education Act of 1965 including the PELL Grant, Direct Stafford Loans, and Direct PLUS Loans) and 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 you did not "earn" and return these funds to the federal government. This is called the Return of Title IV Funds (R2T4) calculation. You are deemed to have "earned" the aid for the period you 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. The calculation uses the total number of clock hours a student has attended divided by the total number of clock hours in the payment period (not including scheduled breaks of five or more days) to determine the percent of the period the student has attended. For example, if it is determined that the student has attended 30% of the period, the student has then earned 30% of his/her federal aid that was disbursed. Any unearned aid will be returned to the federal government. 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, ADVISING & CAREER SERVICES**

### **Student Services**

GLBBS strives to be attentive to all student's needs, educational or otherwise. Many students come from all over the United States, and even other countries, to attend GLBBS. In most cases, this is the first time a student has been away from family, lives far enough from home that it takes at least a day's travel to visit, or has no ability to see family for months unless their family members come to visit. GLBBS recognizes the importance of developing friendly relationships and getting to know each student on a one-on-one basis. This allows for a quick problem resolution when a student is struggling, has concerns, or a complaint. A well-established communication line is imperative and allows for the student to seek help when needed.

GLBBS takes a team approach to provide a student services program that is appropriate to the size and diversity of the student body and is responsive to individual student needs. These services cover relevant coping skills by incorporating a series of presentations that are delivered to the student population during their training. These presentations cover (but are not limited to) the following topics:

1. Soft skills for the workplace;
2. Goal setting;
3. Career services
4. Job/conflict resolution; and
5. All topics are relevant to the general development of higher education students.

### **Advising and Counseling**

GLBBS's administration and faculty are always available to advise students in their educational programs. Most personnel employed at GLBBS are available upon request. The Executive Director of Operations is able to meet during or after school hours by appointment to assist students with vocational guidance and aid students in guiding them in finding outside resources for solving or aiding with their specific need issue(s).

Advising (tutoring) may be available at no additional cost for a student having difficulty with quizzes, shop instruction, or power tool operation at their request. In some cases, when a student's performance is marginal, the instructor may already recommend additional tutoring.

Students are advised of their academic training progress mid- semester and at the end of each semester. Grade records are updated regularly. A student, at any time, can request their current grades from the instructor. All academic assessments are coordinated and monitored by the instructor.

### **Career Services**

GLBBS has a network of potential employers throughout the United States and around the world. Students work directly with the Admissions and Career Services Advisor to search for, apply, and secure a career within the marine trades in a location of their choosing. The school uses several techniques (email, private social media, etc.) to notify students and alumni of current employment opportunities.

Students and Alumni have access to Career HELM, GLBBS's online resource for best practices to employ when searching for a job, writing a resume, completion of employment applications and provide references. GLBBS tracks graduates and their employment status. It should be noted that GLBBS does not and cannot guarantee employment.

## **PHYSICAL RESOURCES**

### **Facility**

GLBBS is housed in an impressive 12,000 square-foot waterfront facility, east of the Mackinac Bridge along the northern shore of Lake Huron in the Les Cheneaux Islands. The thirty-six islands provide sheltered channels and bays within the Straits of Mackinac – a historic harbor area for boaters and explorers.

Located in the “Great Waters” region of the Upper Peninsula – the Les Cheneaux Area is an authentic place, where the community shares a passion for adventure, independence, a love of small-town life, and of course boats. GLBBS is a short, 35-minute drive from Lake Michigan and Superior.

As a student you will live and learn in a place that inspires wonder each day. Satisfy any thirst for outdoor recreation within the endless acres of public forest, trails, campgrounds, rustic resorts, beaches, and miles of open water and protected channels.

### **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 (which is 3 miles west of the school). Students may find housing from the local resorts, cottages, motels, and hotels. Upon request, the Admissions and Career Services Advisor will provide a list of available rentals to students.

### **Learning Resource System**

Students have access 24 hours a day, 7 days a week, to the Learning Resource System that offers the students the use of printers, scanners, and laptop computers.

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.

## **FACULTY AND STAFF**

High standards of conduct and mastery of crafts and technical skill are expected of all employees of the School. Staff are expected to be self-disciplined, motivated and professional.

### **Faculty**

GLBBS hires highly qualified faculty with notable industry experience. Instructors are employed at the School to teach and inspire mastery of their craft and technical skills. The goal is to involve the students completely in all details of projects. Instructional staff draw from their industry connections to provide field trip opportunities and to instill employer identified soft skills to ensure graduate success in the workplace.

### **Administrative Staff**

Just as a knowledgeable and expert faculty and staff is vital to the education of the student, effective and efficient administrative support is fundamental to the School's operation and mission. Visit [www.glbbs.edu](http://www.glbbs.edu) for a list of current staff.

### **Program Advisory Board (PAB)**

GLBBS Career Programs, students, and future employers are all a part of a rapidly changing environment. The pace of change requires the School to review curriculum and educational objectives often to ensure relevancy and proactivity meeting future marine industry employer demand. To ensure GLBBS meets future employment needs, 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.

## **ACADEMIC INFORMATION**

### **Comprehensive Career Boat Building**

#### ***Program Objective***

The Comprehensive Career Boatbuilding Program teaches the necessary skills required to provide a well-rounded and adaptable knowledge of the wooden boat industry. Curriculum is focused on preparing students to have the confidence, knowledge, and skill to enter the workforce in the areas of wooden boat building, restoration, and service. The program is structured to provide a comfortable yet organized environment designed to prepare students for placement in the marine industry.

#### ***Program Description***

The Comprehensive Career Boat Building program consists of 1413 total clock hours of combined lecture and shop education over three equal semesters of 14 weeks each in a 12- month period. At the completion of the program students will receive a diploma and have the option to test for ABYC certifications.

In the first semester of the Comprehensive Career Boatbuilding Program, students learn the necessary skills and approaches to build in multiple construction styles and solve real world boat shop problems. Starting with the fundamentals of woodworking, shop safety, and traditional boatbuilding concepts, students quickly advance to more complex projects. Having the opportunity to work on lapstrake, carvel, and more modern techniques utilizing the wood and epoxy composite methods provide the base of knowledge required to move into the restoration phase of the program.

In the restoration semester, students learn how to survey a hull and determine which pieces need to be replaced, as well as methods of hull reconstruction, finishing, and reassembly. Through observation and historical records, students learn the process for ensuring that a restored boat is as close as possible to its original shape and is outfitted as originally intended. The process for mechanical, finish, and interior work is covered with a mix of class and lab time.

The final semester is focused on the mechanical and electrical aspects of boats, with an eye toward how these systems interact specifically with wooden hulls. Fundamentals of engine operation is covered in class and lab, where students learn the concepts of how engines function, and the differences between Diesel and gasoline powered boats. Students learn inboard engine drivetrain, shaft and bearing placement and installation, as well as routine engine maintenance and seasonal service. Other learning includes marine electrical systems and their installation, wiring techniques, shopping for and creating lists of required parts, and how to choose and install a boat systems in accordance with ABYC and USCG standards.

#### ***Course Descriptions***

The following courses are taught through a combination of lecture and lab work for the Comprehensive Career Boat Building Program.

#### **Semester I Introduction to Boat Building**

In the first semester, students learn the fundamental concepts of hull shapes and the structure required to bring those shapes to life. Focus is on building skill in the layout, woodworking, and fastening procedures required to shape and hold parts together properly. Methods of construction covered are traditional lapstrake, and carvel, before moving into wood and epoxy composite boats utilizing the lamination capabilities of epoxy and the reinforcing characteristics of fiberglass.

Prerequisites:           None  
Course Completion:   14 Weeks

Clock hours: 471

## **Semester II Restoration**

Restoration builds on the skills gained in the Introduction to Boat Building to correctly approach a restoration or repair to a wooden boat. Students will learn the process of researching the historical data of a boats' past to find clues as to its original form and fitting, and then applying those clues to the reconstruction of a classic boat. Hull survey, replacing structure, re-planking, decking, mechanical and interior are all covered. Students will learn finishing techniques for both old and new boats using paint, varnish, and stain, as well as detailing and maintenance tricks to get the most out of a boats finish.

Prerequisites: Introduction to Boat Building                      Clock hours: 471  
Course Completion: 14 Week

## **Semester III Marine Services**

Marine Services introduces a student to the mechanical and electrical systems required to make boats operate, as well as gain exposure to proper boatyard skills such as loading and moving boats, seasonal maintenance, and repair. Starting at the beginning, engine operation is covered in depth to gain an understanding of how the boats systems interact, and the differences between gasoline and Diesel boats. Engine and drivetrain installation, maintenance, and common repairs are covered. Students learn how to install a boats electrical and plumbing systems in accordance with ABYC, USCG and NFPA standards, and proper safety techniques for working around these systems and environments.

Prerequisites: Introduction to Boat Building                      Clock hours: 471  
Course Completion: 14 Weeks

### ***Maximum number of students in a class***

12

### ***Career Options for Graduates***

Students who graduate from the Comprehensive Career Boat Building program are prepared to find employment at entry level in the marine industry. Examples of job titles include but are not limited to: boat builder or repairer, carpenter, finisher, joiner, marine carpenter or finisher, marine systems technician, painter, restorer, ship wright, wood worker yacht joiner.

## 2019-20 ACADEMIC CALENDAR\*

### **Fall Semester**

<b>September 9</b>	<b>Orientation Fall 2019, 8 am – 10 am</b> <b>Fall Semester begins at 10 am</b>
September 26	Dismissed at noon
September 27	No School
October 11	No School
October 14	No School
November 8	No School
November 11	No School, Veteran's Day
November 25-29	No School, Thanksgiving Holiday
December 2	Classes Resume
<b>December 19</b>	<b>Dismissed at noon, End of Fall Semester</b>
December 20	No School, Graduation for 01/07/19 Enrollment
December 23-Jan 5	No School, Holiday Break

### **Spring Semester**

<b>January 6</b>	<b>School Resumes, Spring 2020 Orientation 8 am – 10 am</b> <b>Spring Semester begins at 10 am</b>
January 17	No School
January 20	No School, Martin Luther King Day
February 14	No School
February 17	No School, President's Day
March 13	No School
March 30-April 3	No School, Spring Break
April 6	School Resumes
April 10	No School, Easter Holiday
<b>April 16</b>	<b>Dismissed at noon, End of Semester</b>
April 17-May 1	No School

### **Summer Semester**

<b>May 4</b>	<b>Classes resume, Summer 2020 Orientation 8 am – 10 am</b> <b>Summer Semester begins at 10 am</b>
May 22 to 29	No School
June 1	School Resumes
June 12-15	No School
June 29-July 5	No School, Summer Break
July 6	Classes resume
<b>August 20</b>	<b>Dismissed at noon, End of Summer Semester</b>
August 21	No School, Graduation for 09/09/19 Enrollment
August 24-Sept 7	No School
September 8	School Resumes, Fall 2020 Orientation 8 am – 10 am
	Fall Semester

*\*This is the academic calendar and may be altered if necessary to cancel class and/or make up class time.*



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