



— GREAT LAKES —
BOAT BUILDING SCHOOL

CATALOG

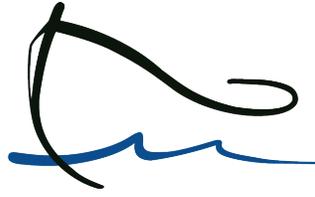
2020 – 2021 ACADEMIC YEAR

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 November 19, 2019. 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.

TABLE OF CONTENTS

	page
About the Great Lakes Boat Building School	4
Mission and Vision	
History	
Student Body	
Governance	
Facilities	
Industry Affiliations	
Consumer Information	7
Admissions	8
Enrollment	
Wait List	
Acceptance Denial	
Orientation	
Transfer Credits	
International Applicants	
Tuition and Financial Aid	10
Estimated Cost of Attendance	
Late Payment Fee	
Financial Aid	
Cancellation and Tuition Refund Policy	
Student Services	14
Advising	
Career Services	
Campus Safety and Security	
Family Educational Rights and Privacy Act	
Academic Policies	17
Assessment and Evaluation	
Attendance Policy	
Incomplete Grades	
Leave of Absence	
Satisfactory Progress and Graduation Eligibility	
Student Conduct and Behavioral Standards	
Disciplinary Action	
Student Complaint Policy	
Academic Programs	21
Comprehensive Wooden Boat Building Program	
Marine Service Technology Program	
Academic Calendar	31



**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 supported team.

As of 2020 – 2021 academic year, GLBBS offers two intensive twelve-month programs that prepare students to be industry-ready craftsman 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 craftsman 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, glbbs.edu/board-of-directors, and is managed by the Administrative Staff, glbbs.edu/our-team/. In addition, an independent Program Advisory Board, glbbs.edu/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.

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). Due to this affiliation, graduates are eligible to test for ABYC certifications in Marine Systems, Gasoline Engines, and Diesel Engines.

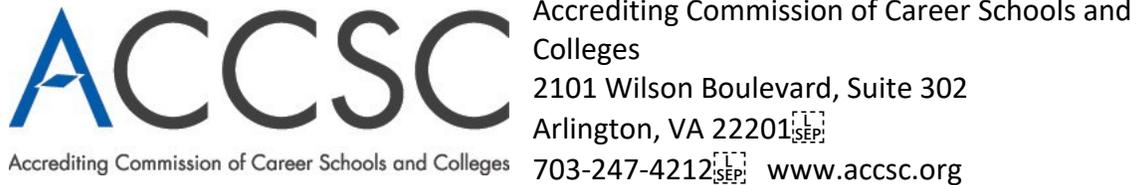
Mercury Marine

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.



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

Notice of Non-Discrimination

GLBBS does not deny admission nor discriminate 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
- 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)
- \$100 Application Fee

Enrollment

Upon acceptance, the Admissions Advisor 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 in a timely manner may jeopardize the admitted applicant's status in the program.

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, the first student on the wait list will be notified immediately and each student thereafter.

Acceptance Denial

Applicants may be denied acceptance for the following reasons: incomplete admissions documents; not meeting admissions requirements; or not meeting English speaking proficiency requirement. 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. ⁽¹⁾_(SEP) 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 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.

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.

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 ⁽¹⁾_(SEP)
- International English Language Testing System (IELTS): Score in 6.0 band or higher ⁽¹⁾_(SEP)
- 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 2020 – 2021 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).

Additional fees include:

- Application Fee \$100 (required and non-refundable) ^[1]_[SEP]
- ABYC Certification Exams \$150/exam (optional)

Estimated Cost of Attendance for Financial Aid

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

	Dependent Student*	Independent Student **
Annual Tuition (Full Year Program)	\$19,000	\$19,000
Annual Shop and 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*	\$2,400	.
Board**	.	\$4,900
Personal and Miscellaneous Living Expenses	\$1,100	\$1,200
Travel (mileage estimate)	\$400	\$400
Total Cost of Attendance	\$29,530	\$32,850

* Dependent Student: younger than 25 years old, single

** Independent Student: 25 years old or older, with family

Board = USDA Food Plan – Average Costs

Additional Cost of Attendance Consideration

Upon request, the student’s Cost of Attendance for financial aid purposes may be increased for additional mileage or travel expenses, dependent childcare cost, ABYC certification expenses, one-time purchase of a laptop, and/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 1.5% of the past due balance, 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, based on the per semester charge of \$6,500. Unpaid late fees will be added to 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 once the school is approved for participation in the U.S. Department of Education Student Financial Aid programs. The process for qualifying for financial aid for 2020 – 2021 academic year begins by filing the Free Application for Federal Student Aid (FAFSA) at 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) 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 Department of Veteran Affairs (VA) can help cover the cost of additional education

and skills through benefits for tuition, housing, training, and other expenses related to a veteran's education. 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.

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 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 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 5th day after the start of semester: A student who officially cancels, withdraws, or is terminated from the program after the 5th 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 Withdrawal Policy for financial aid and R2T4).
- 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 Executive Director of Operations 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 to 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, ^[I]_{SEP} 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

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, has concerns, or a complaint. Well-established lines of communication are imperative and allow for students to seek help when needed.

Advising

GLBBS administration and faculty are always available to advise students in their educational programs. The Executive Director of Operations 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 each point, instructors meet individually with students to review their academic progress and shop performance. 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 networks 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 a career within the marine trades in a location of their choosing. 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.

Campus Safety and Security

11
SEP 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.org or by calling the School at (906) 484-1081 for a paper copy. 11
SEP

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 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; 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 POLICIES

Assessment and Evaluation

Student grades for each course 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 five components, which are applied and adapted to meet the needs of each course in the program.

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

In addition to the assignments noted above, each course 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.

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 affects not just the absent student, but also the entire class. An absence prevents the student from receiving full benefit of hands-on demonstration and direct

instruction. Any absence, regardless of the circumstance, is unexcused. GLBBS requires students attend at least 90% of all classes to be eligible to graduate from the program.

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 Executive Committee of the Board of Directors. 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.

Satisfactory Academic Progress

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

In order to make Satisfactory Academic Progress, a student must:^[L:SEP]

- Earn a cumulative minimum GPA of 2.0,
- Complete a minimum of 90% of the hours attempted, and
- Complete the program with 150% of the allowable timeframe

Students who fail to make Satisfactory Academic Progress are given one warning semester to return to good standing and may appeal if additional time is needed. The full description of the Satisfactory Academic Progress standards and appeal process is found in the Student Handbook.

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 progress requirement of a minimum grade of C in each course. [L] [SEP]
- Failure to comply with School's attendance policy. [L] [SEP]
- Non-payment of tuition by the due date. [L] [SEP]

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 the instructor was 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 Executive Director of Operations.

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 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 [L] [SEP]
P.O. Box 30018 [L] [SEP]
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. 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^[1]_{SEP}

Arlington, VA 22201^[1]_{SEP}

(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 course 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 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. Students complete a total of 1432 clock hours in instructional settings and outside preparation for instruction and projects over the course of the program. At the completion of the program, students will receive a diploma. The maximum number of students in typical classroom or laboratory/shop settings of instruction is 12.

Course Calendar

First Semester – *Basic 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

COURSE DESCRIPTIONS

First Semester – *Introduction to Boat Building*

Introduction to Comprehensive Boat Building

This course 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 course include customer service skills and career exploration.

Learning Outcomes

Customer Service Skills

- Exhibit professionalism in interactions with customers and colleagues
- Maintain clean work environment
- Perform accurate time and materials estimates
- Communicate with customers to determine purpose and use of boat

Career Exploration

- Establish professional networking relationships with individuals in a range of industry settings
- Develop career and continued professional development plans

Shop and Boatyard Practices and Safety

This course 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 course include general shop safety and practices, and an introduction to boatyard operations.

Learning Outcomes

General Shop Safety and Practices

- Apply safe work practices
- Respond to workplace emergencies
- Use and maintain hand tools, portable and stationary power tools, and other equipment

Boatyard Operation

- Block and lift boats safely
- Identify and use boatyard safety standards and equipment
- Handle tools safely and appropriately
- Use Materials Safety Data sheets

Introduction to Woodworking

The course 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 course for the program, assuring that all students are competent as woodworkers.

Learning Outcomes

General Wood and Building Knowledge

- Use and maintain traditional hand woodworking tools
- Select wood appropriately for specific projects
- Describe how the lofting process is used in the building process
- Introduction to Finishing
- Select the best product for finishing wood for specific purposes
- Clean and prepare wood for finish
- List steps in maintaining a finish
- Use wet sanding and caulking techniques

Traditional Boat Building

This course 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.

Learning Outcomes

- Apply skills in boat joinery and fastening types
- Explain the structure of wooden boats
- Produce wooden boat parts from a print
- Discuss planking methods of traditional wooden boats
- Discuss epoxy wood encapsulation and its benefits
- Apply epoxy/wood composite boat building techniques and materials

Second Semester – *Wood Composite*

Wood Composite

This course 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. In addition, students will use existing CAD drawings and prints as they might find in a modern shop to build a boat using plywood, veneers, reinforcing fabrics, and vacuum bagging.

Wood as Structural Material

Learning Outcomes

- Use epoxy as both a coating and as a structural material
- Use laminating forms to mold parts
- Build and finish small crafts using wood epoxy techniques

Reinforcing Fabrics

- Use reinforcing fabrics as a building materials

Laminating Planking Techniques

Learning Outcomes

- Describe plywood, veneers, and the vacuum bagging process

Wood Composite Repair

Learning Outcomes

- Identify extent of damage and make recommendations regarding repair
- Remove damaged material minimizing impact of repair on the boat

Hardware and Composite Parts

Learning Outcomes

- Apply fastening and bonding techniques in installing hardware

Third Semester - Restoration

Restoration

This course is focused 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. Structural repair, replanking, and finishing methods will be practiced in both class and lab. Researching a boat, its history, and sourcing parts and supplies will be gone over in depth. Mechanical restoration prepares students to put things back as they were, without sacrificing modern safety requirements.

Hull Shape and Construction

Learning Outcomes

- Analyze the critical fixes necessary to restore a boat to original condition, incorporating aspects of traditional construction of a boat
- Analyze hull shape and construction method of a specific boat
- Utilize appropriate tools to disassemble a boat, preserving the wood in the process

Reconstruction

Learning Outcomes

- Identify appropriate materials needed to repair and replace during restoration
- Apply problem solving skills to address challenges that arise in the restoration process
- Mix stains
- Apply stains utilizing proper tools and proper wiping techniques
- Repair or remove a finish

Mechanical Installation

Learning Outcomes

- Install wiring
- Install gauges
- Install engine and running gear

Interior and Hardware

Learning Outcomes

- Complete cockpit replacement including floors, interior paneling, and dash
- Replace 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. Students complete a total of 1470 clock hours in instructional settings and outside preparation for instruction and projects over the course of the program. 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 of instruction is 15.

COURSE DESCRIPTIONS

First Semester – Introduction to Marine Service Technology

Coursework in the first semester provides students with an introduction to the Marine Services Technology field, and basic skills and knowledge necessary for working with boats and in marine-related settings. Specific courses are:

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

In the second semester, students apply and further develop their knowledge and skills related to boatyard operations, and focus on the fundamentals of the wide range of propulsion and drive systems that are used in boats. Coursework includes:

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

The third semester coursework extends consideration of marine systems to non-engine systems including electrical, plumbing and climate control. Boatyard operations are also emphasized, as students apply knowledge and skills to the processes of winterizing and commissioning boats. Courses are:

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

COURSE DESCRIPTIONS

Introduction to Marine Service Technology

This course 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 course include customer service skills, and career exploration.

Shop Practices and Safety

In this course, 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 course 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 course 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 course expands students' knowledge and skills related to all aspects of boatyard operations. The course 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 course 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 course focuses on the systems most closely related to the engines that 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 course focuses on the steering and control systems found on boats. Students will develop knowledge and skills related to these systems, and will have opportunity to apply those in installation and maintenance situations.

Seasonal Maintenance

This course 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 course.

Electrical and Electronic Marine Systems

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

Marine Climate Control Systems

This course 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.

2020 – 2021 Academic Year

Fall Semester

September 8, Tuesday	First day of semester
October 12, Monday	Columbus Day – no classes
November 25 noon – 27, Wednesday noon - Friday	Thanksgiving Recess – no classes
December 18, Friday	Last day of semester

Spring Semester

January 4, Monday	First day of semester
February 15, Monday	Presidents Day – no classes
February 22 – 26, Monday – Friday	Spring Break – no classes
April 23, Friday	Last day of semester

Summer Semester

May 10, Monday	First day of semester
May 31, Monday	Memorial Day – no classes
July 5, Monday	Fourth of July – no classes
August 20, Friday	Last day of semester

ACADEMIC CALENDAR

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

2021 – 2022 Academic Year (Projected)

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

Great Lakes Boat Building School

485 S. Meridian

Cedarville, MI 49719

(906) 484-1081

www.glbbs.edu