



— GREAT LAKES —
BOAT BUILDING SCHOOL

A Marine Trades Institution

STUDENT HANDBOOK

2020 - 2021



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Welcome from the President

On behalf of the Board of Directors, Program Advisory Board, Administration, and Faculty, I welcome you to Great Lakes Boat Building School (GLBBS).

GLBBS is truly a gem of the Great Lakes Region. As a student, you are now part of the Great Lakes Boat Building School family and community. Just as your excitement (and nervousness) built in anticipation of your arrival on campus, know that the GLBBS community has also been busy preparing for the start of classes. The faculty and staff are committed to supporting you in meeting your career and life goals as you complete the required coursework in the program.

With that goal in mind, the Great Lakes Boat Building School Board of Directors, faculty and staff will:

- ✓ Provide students with exceptional, hands-on instruction focused on the broad knowledge and skills required for careers in the marine industry.
- ✓ Inspire students to seek mastery of craft and technical skill as future workforce leaders.
- ✓ Promote employer identified soft skills to ensure graduates' 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.

Our number one goal is to assist in your success as a student and, in turn, as alumni in your career. We look forward to providing you with a rewarding experience that leads to a lifelong career in the marine industry you can be proud of for many years.

Best wishes as a future marine industry leader!

Nikki Storey
President



GLBBS Mission & Vision

Mission

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

Vision

To be the leader in marine workforce development.

Consumer Information

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 Commissions Contact Information:

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



Academic Policies

Orientation

All students are required to attend orientation held on campus on the first day of the semester, as part of their registration process. The orientation session provides an opportunity for the student to meet other students, the faculty, and the staff. It is also a time for the student to ask questions, review documents, address any concerns, and view the facility and equipment provided for training. GLBBS staff will review all federal laws and policies regulating campus conduct. Students will meet with Operations Office staff to confirm all registration material required by the School has been received, and to clarify and review financial aid/payment status.

The formal Orientation session is scheduled for approximately two hours; the remainder of the day will be spent on preparation for the semester. The schedule for Orientation and the first day of the semester will be sent to students prior to their arrival on campus.

School Schedule

The daily schedule will vary from day to day to reflect specific instructional and/or project requirements. A typical day may include an hour or so in a classroom setting, up to four hours in the shop with an instructor or shop assistant, and individual time in the shop or Learning Resource System to complete assigned projects or prepare for future class meetings. A sample daily schedule is shown below:

Classroom – whole group instruction	8am – 9:15am
Morning Break	9:15 am – 9:30 am
Shop – instruction and project work	9:30 am – 12:00pm
Lunch Break	12pm – 1pm
Learning Resource System or Independent Shop Work	1pm – 2:45pm
Afternoon Break	2:45pm – 3pm
Shop – instruction and project work	3pm – 4:30pm

Instructor's Office Hours

Instructors are available throughout the week for additional guidance and consultation regarding boat projects and additional help for improving skills. Designated office hours can be found on each course syllabus. Students may also contact their instructor to request an appointment, if needed.



2020 - 2021 Academic Calendar *

Fall Semester

September 14, Monday	Semester Begins Orientation and First Day of Class
September 17, Thursday	Constitution Day
September 22, Tuesday	National Voter Registration Day
October 12, Monday	Columbus Day – no classes
November 25 noon - 27 Wednesday noon - Friday	Thanksgiving Recess – no classes
December 21 – January 1 Monday – Friday	Holiday Break – no classes
January 4, Monday	Classes Resume
January 8, Friday	Last day of the semester

Spring Semester

January 11, Monday	Semester Begins
February 15, Monday	President's Day – no classes
February 22 – 26 Monday – Friday	Spring Break – no classes
April 30, Friday	Last day of semester

Summer Semester

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

***Note:** *This is the proposed academic calendar. Adjustments may be made, if necessary, due to cancelled class sessions and/or make up class time.*



Academic Progress

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

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

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

Academic Probation

A student will be placed on academic probation if the student fails to earn a grade of C in any individual course, or does not maintain 90% attendance during a semester. A student who is placed on Academic Probation must submit a written appeal to be allowed to continue with the program in the next semester, detailing a plan for improvement in subsequent semesters. The appeal will be reviewed by the Executive Committee of the Board of Directors.

Academic Advising

To help students be successful in meeting the student learning outcomes, instructors provide regular feedback on the assessments and projects completed during the course. In addition, instructors meet individually with students as part of the mid-term exam, and when the final exam is completed. Additional advising sessions are scheduled with any student whose performance warrants immediate attention. Students are also encouraged to track their own progress on the assessments and projects, and to request additional feedback and advising from instructors whenever they have questions about their performance.

Evaluation and Grading

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.

Assessment Tools

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

Learning Resource System Projects: These assignments are completed outside of classtime, utilizing the resources in the library and on the internet. They may require written reports, class presentations, diagrams, and other types of products.

Projects and Shop Rubrics: Projects may require individual or group work, and are assigned and worked on during supervised lab time in the shop. Some may also require out of class work in order meet due dates. Shop Rubrics are used by the instructor to assess and provide feedback to students on the development of their skills and application of their knowledge in the shop.

Quizzes and Exams: Each course will have two to four quizzes, a mid-term exam and a final exam to assess students' mastery of the concepts, vocabulary, and processes presented in the course.

Professionalism and Shop Etiquette Rubric: An important part of preparation for a career in the marine industry is developing and demonstrating appropriate behavior in the shop and in interactions with colleagues. These are often referred to as "soft skills" and reflect what employers expect on the job. Students will be individually scored on the 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.



Course Grades

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.

Incomplete Grades

A student may be given an incomplete grade if they fail to complete a course or class project for reasons that are beyond their control. An incomplete grade will be recorded as an "INC-" for any of the following reasons:

1. Make-up work not completed within the designated time frame;
2. Project not turned in on time; or
3. Incomplete shop assignments in daily work or specific project.

An incomplete grade will not be awarded for a student who has not leveraged instructional and shop time during regular school hours. The Instructors want all students to learn and succeed, however, it is the student's responsibility to fulfill the requirements of requesting and completing missed class and shop assignments. The Instructor will determine whether make-up work may be assigned.

Leave of Absence Policy

A student may request a leave of absence for legitimate, concrete, and verifiable circumstances, by submitting the request in writing to the President. The period of the leave of absence may not begin until the student has submitted, and the school has approved, a written and signed request for a leave of absence, except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance.

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.

A leave of absence is considered when unforeseen circumstances arise, such as but not limited to, medical issues affecting the student or a member of student's immediate family; military service requirements; or jury duty. All reasons and requests will be evaluated and considered on a case by case basis by the President.

A student who does not return from a leave of absence will be considered withdrawn as of the last day of attendance prior to the approved leave and will not be permitted back into the program to complete the program



requirements. If the student does not return following the leave of absence, the School must terminate the student and apply the School's Refund and Attendance policies in accordance with the applicable published requirements stated in this catalog.

If a student wishes to appeal a decision related to a requested leave of absence, that student should follow the appeal policy.

Make-up Work

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

Student Grade Appeal

A student who is not in agreement with a grade issued and wishes to appeal the grade must:

1. First discuss the grade with their instructor;
2. Schedule a meeting with their instructor within (7) seven days of the mid-course advising or end-course advising session to discuss the grade;
3. Describe all circumstances deserving further consideration and state why he/she feels the grade should be changed;
4. Instructor will review the appeal and will notify the student within (3) three days with a decision.
5. If the student disagrees with the instructor's decision, they may submit a written appeal to the Lead Instructor. The Lead Instructor will meet with the student and with the instructor, and will review the written appeal. The student and instructor will be notified of the Lead Instructor's decision within (7) days of the submission of the written appeal.
6. If the student disagrees with the Lead Instructor's decision, they may submit a final appeal to the Director of Education. The Director of Education will review all written documentation from the student, the instructor, and the Lead Instructor, and notify all parties of the final determination of the grade within (7) days of the submission of the appeal.



Tool Authorization

The School, like any shop, contains certain hazards, including power tools and equipment, fumes from paint, varnish, and solvent. This environment is unsafe only if the students working within it fail to comply with the rules and safety parameters set forth by the school and other entities. It is critical to the student's success in the industry to learn how to operate tools and equipment while practicing shop safety. All students at GLBBS begin their first days of school learning, demonstrating, and reviewing the school's safety procedures for equipment, the shop, mill, and finish room.

Students are required to be authorized to use certain power tools and equipment on projects assigned by the instructor. Not every student may earn authorization for the use of the same tool and equipment at the same time. A student who cannot demonstrate the expected skill set and knowledge necessary to progress in the program after having advising sessions with the instructor, may be placed on probation or terminated. A student who fails to demonstrate the expected safety requirements for the tools, shop, or mill may be placed on probation or dismissed.

✓ **Safety Review**

Instructors have a formal safety review and demonstration with the students.

✓ **Testing/Demonstrations**

Students will be tested on and required to demonstrate skill and safety knowledge on specific machines prior to operating without the instructor's assistance. Once a student has demonstrated their ability and knowledge for the tools outlined on the Tool Authorization Form, the student may use those power tools in the shop and mill areas during and after regular school hours.

✓ **After regular school hours**

Another qualified individual always must be in the building. Never is a power tool to be used nor the equipment in the mill room, when a student is alone in the school.

✓ **Continued Monitoring**

Students will be monitored closely to make sure they are always demonstrating the best safety procedures possible.

✓ **Loss of Privileges**

A student may lose the use of the shop and mill if safety procedures are not adhered to.

✓ **Skill Ability**

Depending on a student's skill set, they may need to demonstrate their ability to properly use or operate a specific power tool or saw several times. An instructor will assign practice/work for the student and/or schedule additional advising sessions for the student to receive one-on-one assistance.



Learning Resource System

The Learning Resource System (LRS) consists of reference materials that support the student's educational experience and enhance the School's educational program. The reference material includes textbooks, reference books, professional magazines and journals, DVD's, and internet access as sources of the latest information available. The materials within the LRS are in proportion with the level of education provided, appropriate to the courses of study, and in adequate quantity and scope to meet the educational objectives of the program.

Students have access 24 hours a day, 7 days a week, to the campus 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.

Instructors require students to utilize the LRS throughout the program year. Each course requires the student to further research and study the course content to prepare for quizzes, research boat terminology, boat parts, and construction methods. Students are required to integrate and apply the LRS into their lab time and projects assigned.

Les Cheneaux Community Library

The Les Cheneaux Community Librarian assists GLBBS in ensuring that the items in the School's LRS are timely, in sound condition, and organized. The Les Cheneaux Community Librarian works with the Instructors and Program Advisory Board to ensure that the School's LRS materials remain appropriate for the education provided and assist students and faculty in the use of the LRS that supports the learning objectives.

The School has an agreement with the Les Cheneaux Community Library, which is a branch of the Bayliss Public Library/Superior District Library that spans three counties of Michigan's Eastern Upper Peninsula. GLBBS students receive a library card and a tour of the LCCL is provided at the beginning of the program. Resources available to students from Les Cheneaux Community Library include, but are not limited to, the following:

- Access to local collection of over 12,000 titles;
- Inter-Library Loan of print books, audio books, magazines, videos from libraries across the USA;
- Use of library computers;
- Wi-Fi Access;
- Access to special collections: Michigan History, Nautical Books, Charts, Art History and Reference; and
- Access to a photocopy machine and printer.



Student Records

The purpose of this policy is to make sure the student's personal and financial information is maintained properly, safely, and confidentially. Accurate record retention for all students is imperative. Permanent educational and financial records for all currently enrolled students consist of:

1. Educational:
 - a. Admissions
 - b. Academic
 - c. Personal records
 - d. Information upon which a student's enrollment is based

2. Financial:
 - a. Financial documents and information
 - b. Financial aid
 - c. Tuition and fees
 - d. Payments
 - e. Tuition and fee refunds

These records (physical or electronic) are securely maintained and protected against damage or loss (e.g., fire, water, theft, tampering, etc.) in a fireproof filing cabinet and on a web-based electronic database that is backed up offsite using cloud technology. All documentation is kept for a minimum of five years.



Tuition and Fees

Tuition, Fees and Other Costs

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)
- ABYC Certification Exams \$150/exam (optional)

2020 – 2021 Academic Year Tuition and Fee Payment Schedule

	Fall Semester September 14, 2020 – January 8, 2021	Spring Semester January 11, 2021 – April 30, 2021	Summer Semester May 10, 2021 – August 20, 2021
Semester Bills Sent	Friday, July 17, 2020	Friday, November 13, 2020	Monday, March 22, 2021
Semester Payment Due	Friday, August 14, 2020	Friday, December 11, 2020	Friday, April 9, 2021
First Day of Semester	Monday, September 14, 2020	Monday, January 11, 2021	Monday, May 10, 2021
100% Refund Ends	Wednesday, September 16, 2020	Wednesday, January 13, 2021	Wednesday, May 12, 2021

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 in the Financial Aid Policy Handbook).
- Students who have paid for future semesters are eligible for a full refund of future payments made.

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

Students who are receiving federal financial aid should review the Financial Aid Policy Handbook.



School Life

Class Cancellation and Inclement Weather Policy

The intent of this policy is to ensure the safety and health of Great Lakes Boat Building School's students, staff and faculty, and to ensure efficient operation of the school during severe or hazardous weather and unforeseen circumstances such as occurrence of the COVID-19 pandemic.

Cancellation of School

Every effort will be made to keep the School open and operating as scheduled. There are times when the School may need to be closed due to inclement weather or other unforeseen circumstances, such as but not limited to low attendance of faculty, staff, and students due to illness; building issues such as frozen pipes, broken boiler, etc.; or other event requiring absences of faculty and staff.

School Delay

To avoid the closing of the School, especially pertaining to inclement weather, the School may need to delay the regular scheduled start time to allow for the Mackinac County Road Commission to clear the back roads and main highways. School may also need to be delayed for unforeseen circumstances.

Inclement Weather

GLBBS will accept personal judgment concerning the safety of travel pertaining to inclement weather. Students are encouraged to monitor weather conditions and travel recommendations as reported by television and radio stations, and the State Police Post in making their decision as to whether to travel to campus in inclement weather.

Notification of Closing or Delay:

Decisions regarding cancellation or delay of school will be announced at the earliest time possible. Students will be notified of the School's status by the President through area television station, www.9and10news.com; or by text messages from staff or faculty.

Facility/Equipment

The School is available for student use twenty-four hours a day, seven days a week. Due to concern for safety students may use the shop until 8 pm. Power tools may only be used if there is another person present in the shop, and the student meets all provisions of the Tool Authorization.

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.

Parking

Student parking is limited to the North (facing town) and East (water) sides of the building. The West entrance door has parking that is designated for guests and visitors. Handicap parking is available along the water side entrance along the building.

Security

The student and school security are of utmost importance. The school has an obligation to ensure that students, employees, and guests are safe; and that the facility is secure. Passcodes are given to students during orientation and should not be shared with non-school related personnel. These passcodes will be changed throughout the year as deemed necessary by GLBBS. Students who are aware of a security issue or incident that may affect the safety or security of a fellow student, GLBBS employee, or the School should inform a school employee immediately.



The school's front entrance will be used for guests and staff. The back entrance will be used for students and faculty. During regular school hours, the back entrance will be the only entrance access into the school.

Smoking on Campus Policy

Michigan residents and visitors are protected from exposure to secondhand tobacco smoke under Public Act 188 of 2009, Michigan's Smoke-Free Air Law. Smoking, including the use of electronic cigarettes or similar items, is prohibited in all interior areas of the School.

Permitted Time/Locations

Smoking is permitted during the designated (15) fifteen-minute breaks and the (1) one-hour lunch period. No additional smoke breaks are permitted.

Students must stand well away (minimum of 25 feet) from all buildings, entrances, exits, windows that open, and ventilation intakes while smoking outside to ensure that smoke is not bothering building occupants. Those individuals who choose to smoke outside of these prohibited areas must dispose of cigarette butts properly, never in the waters of the bay or on the School grounds.

Smoking is also prohibited near dust-collection equipment, lumber rags, scrap piles, and propane installations or flammable substance storage areas such as paint lockers, etc.

No Weapons Policy

The goal of GLBBS is to provide the safest campus to everyone who attends, works, and visits the School. Weapons are prohibited on campus. The possession, use, or threatened use of the following are strictly prohibited while on school property and while engaging in school-related work or activities on or off campus:

martial arts weapons	paint guns	ammunition
dangerous chemicals	explosives of any kind	firearms
BB guns	air guns	airsoft guns
Crossbows	brass knuckles	fireworks
incendiary devices	swords	

In addition, fixed blades are not allowed. Folding knives with a blade of three inches or less are allowed only as a tool in keeping with the industry standards of the training being pursued. Blades longer than three inches are not allowed under any circumstances. Misuse of personal defense devices (such as pepper spray) is prohibited. The owner is responsible and will be held accountable for any misuse of these devices.

Cell Phone Usage Policy

During regular school hours, to maximize the training provided, cell phone usage is limited to the Galley and Learning Resource Center during breaks and lunch, except in the case of an emergency. Phones should be set to silent or vibrate while in the classroom and shop. Personal calls must be kept to a minimum.

Internet Access and Usage

Internet and Wi-Fi network access is provided for all students and is intended for educational purposes only.

Receiving Mail

Students may choose to receive mail and packages at the school's address. All mail must be addressed as follows:

Student Name
C/O GLBBS
485 S. Meridian St.
Cedarville, MI 49719



Each student is given an internal mail/inbox. Mail received and all communication from the school will be placed in the student's mail/inbox.

Childcare

GLBBS does not provide childcare services for students. Information regarding licensed daycare services can be found at childcaresearch.apps.lara.state.mi.us.

Pets on Campus

For student and pet safety, outside of social events and after regular school hours, pets are not allowed on campus or in the School. Students with pets should plan for suitable accommodations.

Career Services

GLBBS has a network of potential employers throughout the United States and around the world. Students work directly with the Student 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.

Students who graduate from the Comprehensive Career Boat Building program and the Marine Service Technology 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.

Healthcare Services

The Cedarville area is serviced by the following facilities:

War Memorial Hospital

500 Osborn Blvd
Sault Ste. Marie, MI 49783
906-635-4460
www.warmemorialhospital.org

Mackinac Straits Health System

1140 N. State Street
Saint Ignace, MI 49781
906-643-8585

Hiawatha Behavioral Health

114 Elliot Street
St. Ignace, MI 49781
906-643-8616
24- Hour Crisis Hotline
800-839-9443



Student Standards of Conduct

GLBBS Student Conduct and Behavior Standards

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.

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.

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.

Student Disciplinary Policy

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.



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 President.

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 President of Operations immediately in writing.

If requested or deemed necessary, the President will assist a student in connecting with an off-campus counseling service. The School will make every reasonable attempt to assist, correct, aid, and resolve the student's situation.

UNSATISFACTORY RESOLUTION OF COMPLAINTS

If the complaint has not been adequately addressed by the GLBBS Board of Directors, 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.



Laws Regulating Campus Conduct

Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics Act and Campus Crime Report

Great Lakes Boat Building School (GLBBS) policy is to promote a safe campus environment. GLBBS is committed to maintaining a campus free from violence, threats of violence, harassment, intimidation, and other disruptive behaviors.

GLBBS complies with federal law in compiling an annual security report, which contains policy statements and crime statistics. The policy statements address the institution's policies, procedures and programs concerning safety and security, such as policies for responding to emergency situations and sexual offenses. In accordance with the Jeanne Clery Act, three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus. This report is available on the GLBBS website, www.glbbs.edu/disclosures. Students may also request a paper copy from the School administration.

Harassment Policy

Great Lakes Boat Building School will not tolerate harassment or any conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions for any discriminatory reason, such as sex, gender identity, sexual orientation, race, color, national origin, disability, age, religion, marital status, height, weight, protected genetic information or any other protected category. Likewise, Great Lakes Boat Building School will not tolerate such conduct toward a student, supervisor, vendor, customer or any other third party.

Procedure:

1. Bringing a Complaint
 - a. Any member of the GLBBS community who believes that he or she has been the victim of harassment as defined above (the complainant) may bring the matter to the attention of the President (if the complaint involves the President the complaint should be presented to the Board Chair and all steps following President would be replaced by Board Chair).
 - b. The complainant should present the complaint as promptly as possible after the alleged harassment occurs. One consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date. Another possible consequence is greater difficulty in conducting an investigation.
 - c. If the complainant decides to proceed, the complainant should submit a written statement to the Board Chairman. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible.
 - d. The President should inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint should be given to both parties. Every effort should be made to protect the complainant from retaliatory action by those named in the complaint.
2. Resolution of a Complaint
 - a. Within 3 days after a complaint is submitted, the President will initiate whatever steps he or she deems appropriate to provide for an informal resolution of the complaint acceptable to both parties.
 - b. The complainant should have access to the grievance procedures at GLBBS upon prompt submission of a written request to the President.
 - c. The complainant, if unsatisfied with the resolution proposed by the President, may request within 7 days an Executive Committee review of the complaint.
 - d. Within 3 days members of the Executive Committee will meet to discuss the complaint. Unless the committee concludes that the complaint is without merit, the parties to the dispute should be



invited to appear before the committee and to confront any adverse witnesses. The committee may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegations. Once such a determination has been reached, it should be communicated in writing to both parties and to the grievance officer. A summary of the basis for the determination should be provided to either party upon request.

- e. If the Executive Committee's findings do not lead to a mutually acceptable resolution, and if the committee believes that reasonable cause exists for seeking sanctions against an offender, the Executive Committee will forward the recommendation immediately to the full board for review and determination.
- f. If a resolution is not found acceptable by the complainant at the Board level, the complainant may contact Michigan's Department of Civil Rights or the Equal Employment Opportunity Commission to file a formal complaint. See below:

Michigan Department of Civil Rights (MDCR)

Toll-free 1/800.482-3604

www.michigan.gov/mdcr

MDCR investigates discriminatory harassment in the areas of employment, housing, education, public accommodation and public service. Under Michigan law, you have 180 days from the date of the harassment to file a complaint with MDCR.

Equal Employment Opportunity Commission (EEOC)

Toll-free 1/800.669.4000

www.eeoc.gov

If the harassment is occurring at work, and your employer has more than 15 employees, you may also file a complaint with the EEOC. The EEOC investigates complaints that are filed within 300 days of the date of the harassment.



The Family Educational Rights and Privacy Act of 1974 (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 Operations Office, a written request that identifies the record(s) the student wishes to inspect. The Operations Office 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:

FERPA Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC 20202



Drug-Free and Alcohol-Free Campus and Workplace Policy

As a GLBBS Employee and/or Student: All employees and students must be aware of (and comply with) the following standards of conduct regarding drugs and alcohol. GLBBS does not tolerate:

- The unlawful manufacture, distribution, dispensing, possession, or use of any federally banned drug;
- Prescribed medical drugs that were unlawfully obtained or are being unlawfully or abusively used;
- Drug-related paraphernalia;
- Being under-the-influence of controlled substances in the workplace, on campus, while engaging in school business, or at any activities sponsored by GLBBS.

Prescription Medications

Any student who is taking a drug or medication prescribed by the student's physician, which may adversely affect that student's ability to perform work in a safe or productive manner, is required to report such use of medication to his/her instructor and the Admissions Advisor. This includes all medications which may possibly affect judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. A doctor or dentist will determine whether the student can remain at school, and whether any work restrictions are necessary. The instructor may request such assistance as he/she desires in making the determination.

Health Risks

Short-term and long-term effects of drug use vary based on the specific drug type used. Therefore, the following acknowledgment of health risks associated with the illicit use of drugs and alcohol is a general list and not an extensive list of health risks:

- Drugs that are injected into veins may be damaging to heart valves and can cause gangrene. There is also a serious risk for the transmission of AIDS and hepatitis.
- Amphetamines (speed) can cause brain hemorrhages and lead to cardiac irregularities and seizures.
- Cocaine (via snorting) leads to deterioration of nasal passages and dental decay. Furthermore, free-basing cocaine or smoking crack can cause epileptic seizures, paralysis and cardiac arrest.
- Although many believe that marijuana has no harmful physical effects, it can, in fact, cause bronchitis and chronic lung disease. There is more cancer-causing agents in marijuana than in tobacco cigarettes. Marijuana use decreases sperm count and testosterone production. Chronic use can cause brain damage.
- Studies have shown that women who smoke marijuana during pregnancy may give birth to babies with defects like those seen in infants born with Fetal Alcohol Syndrome. A loss of motivation is often observed in marijuana Users.
- Hallucinogens such as PCP (angel dust) and LSD alter brain chemistry and may lead to permanent changes in thinking ability, memory and fine motor function.
- Alcohol is a depressant and affects every system in the body. Alcohol abuse can lead to serious physical problems such as:
 - a. Damage to the brain, pancreas, and kidneys;
 - b. High blood pressure, heart attacks, and strokes;
 - c. Alcoholic hepatitis and cirrhosis of the liver;
 - d. Stomach and duodenal ulcers, colitis and irritable colon;
 - e. Impotence and infertility;
 - f. Birth defects and Fetal Alcohol Syndrome; and
 - g. Premature aging.

School Sanctions and Penalties- Violations

A student found guilty of being under the influence of drugs, or possessing, or selling drugs or narcotics will be subject to immediate dismissal from the school. Any student who disregards the laws of the state regarding drinking as a minor is subject to disciplinary action including fines, or dismissal for repeated offenses.



Depending on the severity of the violation, the student may be subject to the following sanctions for violation of school regulations:

Being reprimanded;

1. Pay restitution;
2. Mandated counseling or participation in an alcohol/drug education program;
3. Pay monetary fines or work penalties;
4. Loss of school privileges;
5. Loss of financial aid or school scholarship;
6. Probation; or
7. Dismissal.

Minors

A student of 21 years of age who purchases alcoholic beverages for minors, or who participates in any way, faces not only legal action from the state, but additional penalty from the school. The laws of the State of Michigan prohibit the sale of alcoholic beverages on any unlicensed premise. No alcohol may be offered for sale on any unlicensed portion of the campus, and no hidden fee (such as admissions charges, charges for food, etc.) may be used to hide or conceal a charge for alcoholic beverages.

Employee

An employee violating school rules will be subject to disciplinary action. Depending on the severity or frequency of violations, disciplinary action may include any one or more of the followings:

1. Verbal warning documented in supervisor's notes;
2. Written warning;
3. Written warning with disciplinary layoff;
4. Written notification and suspension; or
5. Written notification and discharge.

Criminal Conviction

Any student or employee convicted of any criminal drug statute violation occurring while enrolled at GLBBS, during or after school hours, during or after work, or while engaged in the school's business, must notify the President no later than (5) five days after such conviction.

Legal Sanctions

In addition to sanctions imposed by the school, drug and/or alcohol violations may be referred to the appropriate external authorities. This may result in arrest and conviction under applicable criminal laws of the United States, the State of Michigan, or local municipalities. Violations as those specified above may result in penalties ranging from fines through imprisonment.

Exceptions

GLBBS special events for annual fund raising or donor dinner/luncheons are exempt from the alcohol-free policy:

1. Events require guests to be at least 21 years of age to attend; and
2. Require Board approval.

Available assistance treatment programs- Alcoholism and Drug Dependency

Alcoholism and Drug dependency are defined as illnesses that may interfere with a student's ability to perform assigned work satisfactorily, or that may adversely affect classroom behavior.



Drug and Alcohol Abuse Prevention

- Be firm about saying no. You do not have to explain your reasons. People who care about you will respect and support your decision. You never know when your decision will persuade someone else to change his/her behavior.
- Surround yourself with people who think like you do. Give yourself the opportunity to find common interests with people who live healthy, active lifestyles.
- Avoid temptation. Remove substances from your home. Stay away from places where they are used or sold. Find recreational activities that allow you to maintain your commitment to living a drug-free life. Take up a new hobby or sport, volunteer, spend more time with your children, do those projects you have been meaning to do around the house.
- Take seriously the responsibility all adults have to set a good example for children.
- Take the money you spend on unhealthy activities and save toward something special you and/or your family has been anticipating.
- Find productive ways to manage the stress in your life.

Students are encouraged to voluntarily seek expert assistance for alcoholism, alcohol abuse, or drug dependency. Assistance is available through a variety of professional resources in the community such as:

Drug Abuse Prevention Information

Abuse Counseling & Treatment Center (ACT)
National Institute on Drug Abuse
National Family Partnership – Lock Up Your Meds
Substance Abuse and Mental Health Services Administration
Coalition Against Drug Abuse

Help is only a phone call away:

State of Michigan, Mackinac County: 1-800-305-6564
Suicide Prevention Hotline: 1-800-273-TALK (8255)
Alcoholics Anonymous (AA): 1-800-839-1686
Substance Abuse Outpatient Program, 1-906-635-2110
War Memorial Hospital, 1-906-635-4450
Alcohol Abuse Crisis Line, 1-800-562-9753

Annual Notification

The school will annually provide a copy of this policy to all students and employees associated with the school.

Copyright Infringement and Peer-To-Peer Network Sharing Policy

Great Lakes Boat Building School recognizes the need for compliance with U.S. copyright laws, including the provisions of fair use, while conducting business as a nonprofit educational institution. Compliance extends to printed, recorded, and digital information, including Internet resources. All GLBBS employees and students are expected to comply with US copyright laws.

Copyright is legal protection of intellectual property provided by the laws of the United States. Copyright applies to works in all media, not just print, and it covers all forms of a work, including its digital transmission and subsequent use.

For more detailed information concerning U.S. copyright law, users may consult the following Web sites:

1. [U.S. Copyright Office](https://www.copyright.gov/) at <https://www.copyright.gov/>
2. Further information and assistance for obtaining permission to reproduce copyrighted material, is available at the [Copyright Clearance Center](http://www.copyright.com/) at <http://www.copyright.com/>.



Any sharing of copyrighted material without proper licensing or permission from the owner/author/software manufacturer is prohibited by law and is not condoned by Great Lakes Boat Building School. Any students accused of copyright violation or infringement will be required to resolve matters on their own without involvement from the school.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please visit the [U.S. Copyright Office](#) Web site, especially the [FAQs](#) section.



Financial Aid Addendum Rights and Responsibilities for Students

If you have been offered and accepted student loans and grants (if you are eligible),
You have three things you must do retain your funds:

Be Present – be in attendance. First time borrowers have a 30-day delay before the loan can disburse to pay toward your tuition. GLBBS will wait for payment, but you must be in attendance. You must attend 90% of your class time and earn a minimum of 90% of your credits to maintain eligibility for three semesters.

Be Committed to completing the program. Finish each semester with passing grades. Each semester GLBBS will check your Satisfactory Academic Progress and will report your status to the federal government. As long as you are a full-time student working on your program, you do not have to pay your loan back. Once you are finished with school, you have a six-month grace period before your first payment is required. You get to pick your repayment terms (from a “pay what you can” to pay it off early plans).

Be Responsible – you have rights and responsibilities when you have federal aid. Federal aid (grants and loans) is not free money. Taxpayers support these programs. Read your Rights and Responsibilities carefully. You have completed an Entrance Counseling Interview to help you understand the terms of the loans you are taking out, and you complete an Exit Counseling session before you leave GLBBS. You also have access to a wealth of information to help you make the best decisions while you are GLBBS.

1. Talk to us - visit the Operations Office if you have questions about your student account and record. Talk to the financial aid director about your aid and keep asking questions until you are satisfied. *Help is available.*
2. Read - educate yourself before you act. Check out the rules for withdrawing BEFORE you stop attending class. Look over the academic standards and Satisfactory Progress BEFORE you miss classes. When you are done with school, review your repayment options BEFORE you miss a payment. Things change and your options may change too. Check out your account on studentloans.gov frequently. It helps to get familiar with your debt. The more you know about your repayment options, the better decisions you will make about your future.
You have decisions to make AFTER graduating from your program. You may decide to enroll in another program, either here or somewhere else. How will that choice affect your loan? *Ask those questions early.*
3. Beware of scams. If it sounds too good to be true, it's probably not true. You may be flooded with offers to help you with your debt. You have the best loan available.



Other companies try to capitalize on student debt by offering you options that benefit them, not you. Don't give anyone permission to take advantage of you by moving your loan away from your federal servicer – that is where the real options exist. Once a federal student loan is sold or consolidated outside of the Federal Direct Student Loan program, your federal benefits no longer apply.

Rights & Responsibilities of Student Borrowers

For many students, borrowing a student loan is their first experience in lending. It is important to understand that when you take out student loans for school, you are signing a contract that you agree to repay the loans. The Master Promissory Note (MPN) is a legally binding document.

Before you agree to take out student loans, you should understand your rights and responsibility as a student loan borrower.

Borrower Rights

Federal student loan borrowers have a number of options to successfully manage student loan debt. These options include: the right to temporarily stop payments with a deferment or forbearance, the right to reduced payments by switching repayment plans, depending on your financial circumstances and other conditions, and the right to loan cancellation, discharge or forgiveness in certain situations.

Borrower Responsibilities

As a federal student loan borrower, you are responsible for the repayment of your loan. You remain responsible for repaying your loan regardless of whether you graduate from college or feel dissatisfied with the education you received.

You are responsible for knowing when your loan repayment begins, and your required payments. It is important to prepare for repayment as you get ready to graduate or withdraw from school.

You are responsible for notifying your loan servicer of any change to your address. If you move, and do not receive your student loan bills, you are still responsible for making your required payments.

You are also responsible for notifying your loan servicer and school if your name or contact information changes, if you transfer or withdraw from school, after a change in employment, or any change that could impact your loan.

You are responsible for notifying the school's financial aid office if you stop attending your classes, withdraw, or do not re-enroll as planned. You are also responsible for notifying your financial aid office if your expected graduation date changes.

For a full description of the federal requirements, review the glbbs.edu website, financial aid.



Great Lakes Boat Building School

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