



# **Student Catalog**

**2020-2022**

**Volume 1**

**Publication Date January 27, 2020**

1955 W. 9<sup>th</sup> Street  
San Bernardino, CA 92411  
Phone (909) 453 - 6550  
<https://heavyequipmentcollege.com/>

## Table of Contents

<b>Welcome Letter</b> .....	<b>4</b>
<b>1.0 Institution Overview</b> .....	<b>5</b>
<b>1.1 History and Overview</b> .....	<b>5</b>
<b>1.2 Mission Statement</b> .....	<b>5</b>
<b>1.3 Educational Philosophy</b> .....	<b>5</b>
<b>1.4 Licensure and Accreditation</b> .....	<b>5</b>
<b>1.5 Non-Discrimination Statement</b> .....	<b>5</b>
<b>2.0 Academic Programs</b> .....	<b>5</b>
<b>2.1 Program Descriptions</b> .....	<b>6</b>
Certificate of Heavy Equipment Operations – Level I.....	6
Certificate of Heavy Equipment Operations – Level I & II .....	6
Certificate of Heavy Equipment Operations – Mobile Crane.....	7
Certificate of Heavy Equipment Operations – Level I, II and Mobile Crane .....	8
<b>2.2 Clock Hour Definition</b> .....	<b>10</b>
<b>2.3 Training Material</b> .....	<b>11</b>
<b>2.4 Training Location and Description</b> .....	<b>11</b>
<b>2.5 Graduation Requirement</b> .....	<b>11</b>
<b>3.0 Courses</b> .....	<b>11</b>
<b>4.0 Admissions</b> .....	<b>18</b>
<b>4.1 Application Process</b> .....	<b>19</b>
<b>4.2 Veterans Benefit Act of 2018</b> .....	<b>19</b>
<b>4.3 Physical Requirements</b> .....	<b>20</b>
<b>4.4 Drug Testing Policy</b> .....	<b>20</b>
<b>4.5 NCCCO Requirements</b> .....	<b>20</b>
<b>5.0 Academic Policies</b> .....	<b>20</b>
<b>5.1 Attendance Policy</b> .....	<b>20</b>
<b>5.2 Grading Policy</b> .....	<b>21</b>
<b>5.3 Homework</b> .....	<b>21</b>

5.4 Academic Achievement .....	21
5.5 Satisfactory Academic Progress .....	22
5.6 Academic Probation and Dismissal Policies .....	23
5.7 Leaves of Absence.....	24
5.8 Transfer of Credits .....	24
5.9 Notice Concerning Transferability of Credits and Credentials .....	25
5.10 Proficiency Credit .....	25
<b>6.0 Non-Academic Policies.....</b>	<b>25</b>
6.1 Student’s Right to Cancel and Refund Policy .....	25
6.2 Family Education Rights and Privacy Act.....	27
6.3 Financial Assistance.....	30
6.4 Code of Conduct .....	31
6.5 Code of Ethics .....	31
6.6 Student Disciplinary Rules.....	31
6.7 Reinstatement .....	36
6.8 Termination Notification Procedure .....	36
6.9 Grievance Policy .....	36
6.10 Student Tuition Recovery Fund .....	37
6.11 Student Records .....	38
<b>7.0 Student Support .....</b>	<b>38</b>
7.1 Student Services .....	38
7.2 Career Services .....	38
7.3 Learning Resource.....	39
7.4 Student Housing .....	39
7.5 Emergency Response Plans .....	39
7.6 Consumer Disclosures .....	39
7.7 Reasonable Accommodations Policy - Individuals with Disabilities.....	40
<b>8.0 Certification of Statement.....</b>	<b>41</b>

## **Welcome Letter**

As the Campus Director it is my pleasure to welcome you to Heavy Equipment Colleges of America (HEC). We want you to know we will do everything within our power to make your training interesting and worthwhile. Our relationship will be based upon trust; that you will trust our dedicated instructors to work hard to help you become proficient in your field of study and we will trust you to give this period of training your best effort. If you use your initiative, dedication, positive attitude, honesty and effort, you will certainly have the opportunity to gain the training you need to become proficient for employment. We promise to reciprocate by giving you the best training that is within our power to give.

Sincerely,

Rosa Medina  
Campus Director

## **1.0 Institution Overview**

### **1.1 History and Overview**

Heavy Equipment Colleges of America (HEC) is owned by Heavy Equipment-USA, LLC. HEC was established in 2005 in Oklahoma City, Oklahoma. HEC operates schools in California, Georgia, North Carolina, Oklahoma, Tennessee and Washington.

### **1.2 Mission Statement**

Provide heavy equipment and construction training that will empower individuals to launch a life-changing career within the construction industry.

### **1.3 Educational Philosophy**

A hands-on, outcomes-based educational environment can describe the educational philosophy at HEC, which is focused on the adult vocational student. HEC employs an educational building block approach that allows the student to experience many small skills while eventually gaining the full knowledge and skills required to enter the work force.

### **1.4 Licensure and Accreditation**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the Institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. HEC is an approved Training Unit of the Adaptable Equipment Proficiency Testing (ADEPT), Veterans Administration (VA) and the National Commission for the Certification of Crane Operators (NCCCO).

---

This Institution is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

### **1.5 Non-Discrimination Statement**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race; religion; color; sex(including breast feeding and related medical conditions);national origin; citizenship status; uniform service member status; pregnancy; age; genetic information; disability; gender; gender identity or expression; sexual orientation; ethnicity; ancestry; veteran status; marital status; protected medical condition; or any other protected status in accordance with all applicable federal, state and local laws. Any such acts are unacceptable and strictly prohibited by Heavy Equipment Colleges of America.

## **2.0 Academic Programs**

The following programs are offered at HEC- San Bernardino. The programs listed are approved for use of Veteran benefits. Students are awarded a Certificate of Completion upon successfully completing a program.

<b>Program Name</b>	<b>Clock Hours</b>
* Certificate of Heavy Equipment Operations – Level I	120
* Certificate of Heavy Equipment Operations – Level II	120
* Certificate of Heavy Equipment Operations – Mobile Crane	120
* Certificate of Heavy Equipment Operations - Level I, II and Mobile Crane	360

Not all programs are available on all start dates.  
 \*Programs that are approved for use of Veteran benefits.

## 2.1 Program Descriptions

### Certificate of Heavy Equipment Operations – Level I

This program’s objectives are to provide the fundamental skills and knowledge applicable to skid steer, bulldozer, backhoe, excavator, and wheel loader operating and to prepare students for employment in the excavation industry as an entry-level operator.

Weeks to Complete: Full Time - 3 Weeks  
 Total Instructional Hours: 120  
 Credential Awarded: Certificate of Completion

### **United States Department of Labor’s Standard Occupational Classification codes:**

- 47-2073: operating engineers & other construction equipment operators
- 47-5022: excavating and loading machine & dragline operators, surface mining
- 53-7021: crane and tower operators

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>Lecture Hrs.</b>	<b>Lab Hrs.</b>	<b>Clock Hrs.</b>
22101	Orientation to the Trade	3.00	0.00	3.00
22102	Heavy Equipment Safety	4.00	0.00	4.00
22103	Identification of Heavy Equipment	3.00	0.00	3.00
22104	Basic Operational Techniques	4.00	0.00	4.00
22106	Grades Part I	6.00	0.00	6.00
22205	Loader	4.00	0.00	4.00
22212	Skid-Steer	4.00	0.00	4.00
22302	Bulldozer	4.00	0.00	4.00
22303	Backhoe	4.00	0.00	4.00
22304	Excavator	4.00	0.00	4.00
LAB00011	Equipment Operation and Maintenance / Project Site Layout	0.00	80.00	80.00
<b>TOTALS</b>		<b>40.00</b>	<b>80.00</b>	<b>120</b>

## Certificate of Heavy Equipment Operations – Level II

This program's objectives are to provide the advanced fundamental skills and knowledge applicable to skid-steer, bulldozer, excavator, wheel loader and backhoe operating and to prepare students for employment in the excavation industry as an entry level operator.

**[Prerequisite: Completion of HEO Level I]**

Weeks to Complete: Full Time - 3 Weeks

Total Instructional Hours: 120

Credential Awarded: Certificate of Completion

### **United States Department of Labor's Standard Occupational Classification codes:**

47-2073: operating engineers & other construction equipment operators

47-5022: excavating and loading machine & dragline operators, surface mining

53-7021: crane and tower operators

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>Lecture Hrs.</b>	<b>Lab Hrs.</b>	<b>Clock Hrs.</b>
22104L2	Equipment Preventative Maintenance	5.00	0.00	5.00
22201	Introduction to Earth Moving	4.00	0.00	4.00
22207	Excavation Math	4.00	0.00	4.00
22208	Grades Part II	6.00	2.00	8.00
22209	Civil Blueprint Reading	4.00	0.00	4.00
22306	Advanced Operational Technique	4.00	0.00	4.00
22307	Finishing and Grading	4.00	0.00	4.00
22308	Soils	4.00	0.00	4.00
LAB00021	Equipment Operation and Maintenance/Project Site Layout	0.00	83.00	83.00
<b>TOTALS</b>		<b>35.00</b>	<b>85.00</b>	<b>120</b>

\*Due to transferability policy, the credit hours are rounded to lowest whole number.

## Certificate of Heavy Equipment Operations – Mobile Crane

This program's objectives are to provide the fundamental skills and knowledge applicable to operating mobile hydraulic crane and rigging and to prepare students for employment in the construction industry as an entry-level operator.

Weeks to Complete: Full Time – 3 Weeks

Total Instructional Hours:120

Credential Awarded: Certificate of Completion

### **United States Department of Labor's Standard Occupational Classification codes:**

47-2073: operating engineers & other construction equipment operators

47-5022: excavating and loading machine & dragline operators, surface mining

53-7021: crane and tower operators

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>Lecture Hrs.</b>	<b>Lab Hrs.</b>	<b>Clock Hours</b>
21102	Basic Principles of Crane	4.00	0.00	4.00
21103	Rigging Practices	4.00	0.00	4.00
21104	Crane Safety	4.00	0.00	4.00
21105	Operating a Crane	2.00	0.00	2.00
21203	Preventative Maintenance	2.00	0.00	2.00
21204	Wire Rope	4.00	0.00	4.00
21206	Load Dynamics	4.00	0.00	4.00
21207	On Site Equipment Movement	2.00	0.00	2.00
21301	Load Charts	4.00	0.00	4.00
21303	Advanced Operational Techniques	2.00	0.00	2.00
21304	Lift Planning	2.00	0.00	2.00
21305	Hoisting Personnel	2.00	0.00	2.00
21306	Lattice Boom	2.00	0.00	2.00
21307	Emergency Procedures	2.00	0.00	2.00
LAB00041	Crane Operation and Maintenance	0.00	38.00	38.00
LAB00042	Communication and Rigging	0.00	42.00	42.00
<b>TOTALS</b>		<b>40.00</b>	<b>80.00</b>	<b>120</b>
*Due to transferability policy, the credit hours are rounded to lowest whole number.				

### **Certificate of Heavy Equipment Operations – Level I, II and Mobile Crane**

This program's objectives are to provide the fundamental skills and knowledge applicable to operating a skid-steer, backhoe, bulldozer, excavator, wheel loader, mobile hydraulic crane, and rigging and to prepare students for employment in the excavation and/or construction industry as an entry-level operator.

Weeks to Complete: Full Time – 9 Weeks

Total Instructional Hours: 360

Credential Awarded: Certificate of Completion

### **United States Department of Labor's Standard Occupational Classification codes:**

47-2073: operating engineers & other construction equipment operators

47-5022: excavating and loading machine & dragline operators, surface mining

53-7021: crane and tower operators

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>Lecture Hrs.</b>	<b>Lab Hrs.</b>	<b>Clock Hours</b>
22101	Orientation to the Trade	3.00	0.00	3.00
22102	Heavy Equipment Safety	4.00	0.00	4.00
22103	Identification of Heavy Equipment	3.00	0.00	3.00
22104	Basic Operational Techniques	4.00	0.00	4.00
22106	Grades Part I	6.00	0.00	6.00
22205	Loader	4.00	0.00	4.00
22212	Skid-Steer	4.00	0.00	4.00
22302	Bulldozer	4.00	0.00	4.00
22303	Backhoe	4.00	0.00	4.00



22304	Excavator	4.00	0.00	4.00
LAB00011	Equipment Operation and Maintenance/ Project Site Layout	0.00	80.00	80.00
22104L2	Equipment Preventative Maintenance	5.00	0.00	5.00
22201	Introduction to Earth Moving	4.00	0.00	4.00
22207	Excavation Math	4.00	0.00	4.00
22208	Grades Part II	6.00	2.00	8.00
22209	Civil Blueprint Reading	4.00	0.00	4.00
22306	Advanced Operational Technique	4.00	0.00	4.00
22307	Finishing and Grading	4.00	0.00	4.00
22308	Soils	4.00	0.00	4.00
LAB00021	Equipment Operation and Maintenance/ Project Site Layout	0.00	83.00	83.00
21102	Basic Principles of Crane	4.00	0.00	4.00
21103	Rigging Practices	4.00	0.00	4.00
21104	Crane Safety	4.00	0.00	4.00
21105	Operating a Crane	2.00	0.00	2.00
21203	Preventative Maintenance	2.00	0.00	2.00
21204	Wire Rope	4.00	0.00	4.00
21206	Load Dynamics	4.00	0.00	4.00
21207	On Site Equipment Movement	2.00	0.00	2.00
21301	Load Charts	4.00	0.00	4.00
21303	Advanced Operational Techniques	2.00	0.00	2.00
21304	Lift Planning	2.00	0.00	2.00
21305	Hoisting Personnel	2.00	0.00	2.00
21306	Lattice Boom	2.00	0.00	2.00
21307	Emergency Procedures	2.00	0.00	2.00
LAB00041	Crane Operation and Maintenance	0.00	38.00	38.00
LAB00042	Communication and Rigging	0.00	42.00	42.00
<b>TOTALS</b>		<b>115.00</b>	<b>245.00</b>	<b>360</b>
*Due to transferability policy, the credit hours are rounded to lowest whole number.				

### **Certificate of Heavy Equipment Operations – Level I**

<b>Books</b>
Training Binders contain the following materials: <i>A Training Binder containing the program curriculum is checked out to students upon enrollment, and students check in the Training Binder at program completion. There is an additional \$500 fee for any Training Binder that is lost or damaged at program completion.</i>
Heavy Equipment Operations Training Manual Level 1 – National Center for Construction Education and Research, 2012
<b>Supplies</b>
Work Gloves
Hard Hat
Safety Vest
Safety Glasses

### **Certificate of Heavy Equipment Operations – Level II**

<b>Books</b>
Training Binders contain the following materials: <i>A Training Binder containing the program curriculum is checked out to students upon enrollment, and students check in the Training Binder at program completion. There is an additional \$500 fee for any Training Binder that is lost or damaged at program completion.</i>
Heavy Equipment Operations Training Manual Level 2 – National Center for Construction Education and Research, 2012
<b>Supplies</b>
Work Gloves
Hard Hat
Safety Vest
Safety Glasses

**Certificate of Heavy Equipment Operations – Mobile Crane**

<b>Books</b>
Training Binders contain the following materials: A Training Binder containing the program curriculum is checked out to students upon enrollment, and students check in the Training Binder at program completion. There is an additional \$500 fee for any Training Binder that is lost or damaged at program completion.
Mobile Crane Operations Level 1 Trainee Guide – National Center for Construction Education and Research, 2004 0
NCCCO Candidate Handbook
Rigging Handbook The Complete Illustrated Field Reference 5th Edition, 2016
<b>Supplies</b>
Work Gloves
Hard Hat
Safety Vest
Safety Glasses

**Certificate of Heavy Equipment Operations – Level I, II and Mobile Crane**

<b>Books</b>
Training Binders contain the following materials: <i>A Training Binder containing the program curriculum is checked out to students upon enrollment, and students check in the Training Binder at program completion. There is an additional \$500 fee for any Training Binder that is lost or damaged at program completion.</i>
Heavy Equipment Operations Training Manual Level 1 – National Center for Construction Education and Research, 2012
Heavy Equipment Operations Training Manual Level 2 - National Center for Construction Education and Research, 2012
Mobile Crane Operations Level 1 Trainee Guide – National Center for Construction Education and Research, 2004
NCCCO Candidate Handbook
Rigging Handbook The Complete Illustrated Field Reference 5th Edition, 2016
<b>Supplies</b>
Work Gloves

Hard Hat
Safety Vest
Safety Glasses

### 2.2 Clock Hour Definition

The Heavy Equipment Colleges of America measures its programs in instructional clock hours. A clock hour is defined as 50 minutes of instruction in a 60-minute period. Generally, a clock hour begins at the top of the hour and ends at the fifty-minute mark. The School will adjust hours of instruction to accommodate local resources and conditions without sacrificing a student's ability to achieve course objectives.

HEC's course numbers are based on course codes established by the school. The course numbers are aligned with the modules students complete. Certificate programs are measured in clock hours.

### 2.3 Training Material

Required books and supplies are provided to students. A training book containing the program curriculum is checked-out to students upon enrollment and students return the training book at program completion.

### 2.4 Training Location and Description

Training and instruction take place at the Institution's campus and/or off-site, designated training facility. Classroom and field training may take place in separate locations, as deemed necessary to accommodate local resources and conditions. For example, classroom and/or lecture training may take place in a classroom/lecture environment and/or a field/lab environment. The number of students per class range from eight to thirty students. Generally, classes will receive orientation training as a single group; however, the Institution may deem it appropriate to divide the class size into smaller units. Training may take place in a variety of academic environments including but not limited to lecture, hands-on, field, site, and lab.

Faculty are experienced and qualified in each of their respective areas of study. Faculty are encouraged to utilize teaching techniques to meet course objectives. Teaching strategies may vary with each instructor. Field training is structured where students are organized in groups. Maximum student to instructor ratios is as follows: Classroom Instruction - 30:1, and field instruction - 12:1. The normal training day runs approximately ten hours with a lunch break. Variations in training schedules may occur due to major holidays, weather conditions, or other unforeseen circumstances.

### 2.5 Graduation Requirement

Students must successfully complete each course in their program of study to meet graduation requirements. A graduate review will be conducted, and each student's academic record will be reviewed to ensure the successful completion of each course. Graduates will be awarded a Certificate of Completion from HEC upon satisfactory completion of the program.

## 3.0 Courses

### Course # 21102: Basic Principles of Cranes

Lecture: 4 Clock Hours / Lab: 0 Clock Hours

Prerequisite: None

### Course Description

This course offers students an introduction to mobile crane equipment with an in-depth

discussion of terminology. It explains the basic scientific principles associated with mobile crane operations.

---

**Course # 21103: Rigging Practices**

**Lecture: 4 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: None**

**Course Description**

This course offers the student an in-depth understanding of the fundamentals of rigging. It discusses a variety of rigging gear, components and configurations, and their applications within the mobile crane industry. Students get hands on practice rigging loads to be lifted.

---

**Course # 21104: Crane Safety**

**Lecture: 4 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: None**

**Course Description**

This course introduces the student to various safety aspects of mobile crane operation, including equipment inspection, site hazard identification, and required personal protective equipment. The course discusses how to work with site plans and specifications.

---

**Course # 21105: Operating a Crane**

**Lecture: 2 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: None**

**Course Description**

This course describes the basic functions of a crane as well as standard procedure for starting up and shutting down a crane. It provides the student with the opportunity to become familiar with the actual operation of a crane and the functions of its controls.

---

**Course # 21203: Preventative Maintenance**

**Lecture: 2 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: None**

**Course Description**

This course covers preventative maintenance and compliance inspections on a crane. The trainee will gain an understanding of the safety considerations, procedures, and the equipment/materials required for these inspections.

---

**Course # 21204: Wire Rope**

**Lecture: 4 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: None**

**Course Description**

This course covers the components of wire rope and inspection requirements and procedures for wire rope, load blocks, and sheaves. It explains proper installation of wire rope, maintenance guidelines, and end terminations and preparations.

**Course # 21206: Load Dynamics****Lecture: 4 Clock Hours / Lab: 0 Clock Hours****Prerequisite: None****Course Description**

This course covers leverage and stability, operational quadrants, submerged lifts, non-centered lifts, and other factors that affect stability.

---

**Course # 21207: On Site Equipment Movement****Lecture: 2 Clock Hours / Lab: 0 Clock Hours****Prerequisite: None****Course Description**

This course covers site hazards and restrictions that could hinder on-site crane movement, safety considerations involved in crane movement over unlevel ground, pick-and-carry operations; and power line contact. It addresses flotation capacity.

---

**Course # 21301: Load Charts****Lecture: 4 Clock Hours / Lab: 0 Clock Hours****Prerequisite: None****Course Description**

This course will discuss the importance of load charts and charts that apply to different configurations. It includes on-rubber, on-outrigger, jib, and deduction charts as well as range diagrams and operational notes. This course also covers parts of line and capacity calculations.

---

**Course # 21303: Advanced Operational Techniques****Lecture: 2 Clock Hours / Lab: 0 Clock Hours****Prerequisite: None****Course Description**

This course covers multi-crane lifts, critical lifts, blind lifts and demolition. It also includes sections on how to use magnet and vacuum lifting devices and how to operate a mobile crane in cold weather.

---

**Course # 21304: Lift Planning****Lecture: 2 Clock Hours / Lab: 0 Clock Hours****Prerequisite: None****Course Description**

This course gives an in-depth discussion of lift plan implementation. It includes reference information, calculations, single and multiple-crane lifting, critical lifts, and engineering considerations.

---

**Course # 21305: Hoisting Personnel****Lecture: 2 Clock Hours / Lab: 0 Clock Hours****Prerequisite: None**

**Course Description**

This course discusses ASME B30.23 and 29 CFR 1926.550(g) requirements while presenting advanced operation techniques for hoisting personnel.

---

**Course # 21306: Lattice Boom Assembly and Disassembly**

**Lecture: 2 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: None**

**Course Description**

In this course students are provided a step-by-step look at short- and long-lattice boom assembly and disassembly.

---

**Course # 21307: Emergency Procedures**

**Lecture: 2 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: None**

**Course Description**

This course includes information on accident prevention and investigation, the hazards of power line contact, and various failures that may occur during lifting operations.

---

**Course # 22101: Orientation to the Trade**

**Lecture: 3 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: None**

**Course Description**

This course provides an overview of heavy equipment operation, operator responsibilities, and career opportunities. It covers basic principles of safety and engine operations.

---

**Course # 22102: Heavy Equipment Safety**

**Lecture: 4 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: None**

**Course Description**

This course provides a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. It presents basic requirements for personal protections, safely driving equipment, and HAZCOM.

---

**Course # 22103: Identification of Heavy Equipment**

**Lecture: 3 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: None**

**Course Description**

This course introduces the ten most used pieces of heavy equipment such as dump trucks, backhoes, and bulldozers. It describes the functional operation and uses for each piece of equipment.

---

**Course # 22104: Basic Operational Techniques**

**Lecture: 4 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: None**

### **Course Description**

This course provides basic instruction for the safe operation and preventive maintenance of each type of equipment, including proper mounting, startup procedures, and basic movements of the machine and its attachments. The module is intended to provide the first hands-on experience with each type of machine.

---

### **Course # 22106: Grades Part I**

**Lecture: 6 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: None**

### **Course Description**

This course introduces the concept of preparing graded surfaces using heavy equipment. It covers identification of construction stakes and interpretation of marks on each type of stake and describes process for grading slopes.

---

### **Course # 22205: Loader**

**Lecture: 4 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: Courses 22101, 22102, 22103, 22104**

### **Course Description**

This course presents an introduction to the use and maintenance of the loader, periodic maintenances, and SAFE operations. The different types of loaders are described along with the various attachments that loaders may utilize.

---

### **Course # 22212: Skid Steer**

**Lecture: 4 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: Courses 22101, 22102, 22103, 22104**

### **Course Description**

This course presents an introduction to the use and maintenance of the skid steer, periodic maintenances, operation, and operator safety. The different types of skid-steers are described along with the various attachments they may utilize.

---

### **Course # 22302: Bulldozer**

**Lecture: 4 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: Courses 22101, 22102, 22103, 22104**

### **Course Description**

This course introduces the use and maintenance of the bulldozer, bulldozer operating techniques, and bulldozer attachments and their uses. Safer operation of the equipment is emphasized.

---

### **Course # 22303: Backhoe**

**Lecture: 4 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: Courses 22101, 22102, 22103, 22104**

### **Course Description**

This course presents types and designs of backhoe excavators, safer operating techniques of the backhoe and front bucket tractor and use of the backhoe for trenching and digging foundations. Setting up the backhoe safely is emphasized.

---

**Course # 22304: Excavator****Lecture: 4 Clock Hours / Lab: 0 Clock Hours****Prerequisite: Courses 22101, 22102, 22103, 22104****Course Description**

This course presents the use, safe operation, and maintenance of excavators; describes various operating techniques; explains and demonstrates the use of excavators in ditching, grading, and slope finishing operations.

---

**Course # 22104L2: Equipment Preventative Maintenance****Lecture: 5 Clock Hours / Lab: 0 Clock Hours****Prerequisite: None****Course Description**

This course covers preventive maintenance responsibilities of the operator including specifying basic equipment subsystems and major mechanical systems; knowing how and when to service equipment, and how and when to complete routine maintenance.

---

**Course # 22201: Introduction to Earth Moving****Lecture: 4 Clock Hours / Lab: 0 Clock Hours****Prerequisite: Courses 22101, 22102, 22103, 22104****Course Description**

This course provides a broad introduction to the process of planning and executing earth moving activities on various types of construction projects. The uses of heavy equipment such as bulldozers, scrapers, excavators, and loaders are explained.

---

**Course # 22207: Excavation Math****Lecture: 4 Clock Hours / Lab: 0 Clock Hours****Prerequisite: None****Course Description**

This course covers formulas and methods used to compute cut and fill requirement on a job and illustrates techniques used to quickly estimate excavations. It also provides a brief overview of software used to compute excavation requirements.

---

**Course # 22208: Grades Part II****Lecture: 6 Clock Hours / Lab: 2 Clock Hours****Prerequisite: Course 22106****Course Description**

This course presents proper practices for setting grades of benchmarks and describes methods for setting grades using various types of levels. The trainee is taught how to read and interpret construction plans to determine grading requirements and a review of grading operations

---

**Course # 22209: Civil Blueprint Reading****Lecture: 4 Clock Hours / Lab: 0 Clock Hours****Prerequisite: None****Course Description**

This course explains how to read site plans to obtain cut and fill information. It also identifies safety and legal issues, such as underground utilities and property lines that are of concern



for heavy equipment operators.

---

**Course # 22306: Advanced Operational Techniques**

**Lecture: 4 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: Course 22104**

**Course Description**

This course describes the elements of a safety program and the safety inspection process, focusing on the safety issues associated with trenching work. It includes coverage of equipment transporting and the procedures associated with working in or near water. The course describes machine cycles and their relationship to project cost and productivity.

---

**Course # 22307: Finishing and Grading**

**Lecture: 4 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: Courses 22101, 22102, 22103, 22104**

**Course Description**

This course describes the use of various types of heavy equipment to finish and trim grades and slopes of roads, pads, ditches, and other structures; and specifications used for grading, and procedures for checking the final grade.

---

**Course # 22308: Soils**

**Lecture: 4 Clock Hours / Lab: 0 Clock Hours**

**Prerequisite: Course 22207**

**Course Description**

This course addresses problems associated with bridged areas and breakthroughs, as well as soil stabilization, presents the proper use of geotextile materials, reviews soil compaction requirements, and specific procedures for running moisture-density tests, and describes methods of fixing compaction problems.

---

**Course # LAB00011: Equipment Operation and Maintenance/Project Site Layout**

**Lecture: 0 Clock Hours / Lab: 80 Clock Hours**

**Prerequisite: None**

**Course Description**

This lab is designed for trainees to put into action what they have learned in the classroom. Trainees will rotate between various pieces of equipment including the skid-steer, wheel loader, backhoe, bulldozer and excavator. Trainees will perform tasks with each of these machines, enhancing their skills and better preparing them for employment as an entry level operator. Trainees also will perform the necessary preventive maintenance required by these machines to keep them functioning properly. Trainees will be introduced to simple site work layouts. Trainees will model safe heavy equipment operating practices.

---

**Course # LAB00021: Equipment Operation and Maintenance/Project Site Layout**

**Lecture: 0 Clock Hours / Lab: 83 Clock Hours**

**Prerequisite: None**

**Course Description**

This lab is designed for trainees to put into action what they have learned in the classroom. Trainees will rotate between various pieces of equipment including the skid-steer, bulldozer, backhoe, excavator, and wheel loader. Trainees will perform tasks with each of these

machines, enhancing their skills and better preparing them for employment as entry level equipment operators. Trainees will also perform the necessary preventive maintenance required by these machines to keep them functioning properly. Trainees will be introduced to more complex layouts with additional field time. Trainees will interpret simple civil drawings, figure areas and volumes, and then lay out the project using grade stakes. After laying out the project, trainees will calculate existing grade and then compute cuts and fills. Trainees will then use this information to estimate the amount of material needed for that project. Building on what they have learned, trainees will, in their 2nd week, lay out a class project and then build the project with the machines available. Trainees will also check grade for their machine to gauge the progress of the project.

---

**Course # LAB00041: Crane Operation and Maintenance****Lecture: 0 Clock Hours / Lab 38 Clock Hours****Prerequisite: None****Course Description**

This lab is designed for trainees to put into action what they have learned in the classroom. Trainees will perform several basic lifts with the rough terrain crane. They will move and set up the unit in a stable area. Trainees will also perform the necessary preventive maintenance required by this machine to keep it functioning properly. Upon completion of this lab, students will be able to: 1) correctly perform pre-operational checks and preventive maintenance on the rough terrain crane; 2) properly start and warm up the rough terrain crane; 3) perform basic operations with the rough terrain crane; 4) properly cool down and shut down the rough terrain crane; 5) perform proper post-operation preventive maintenance on the rough terrain crane.

---

**Course # LAB00042: Communication & Rigging****Lecture: 0 Clock Hours / Lab 42 Clock Hours****Prerequisite: None****Course Description**

This course offers students an introduction to mobile crane equipment with an in-depth discussion of terminology. It explains the basic scientific principles associated with mobile crane operations.

---

**4.0 Admissions**

HEC may reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

To qualify for enrollment, applicants must be able to read and write the English language and be at least 18 years of age. Applicants must possess a high school diploma or equivalent. Heavy Equipment Colleges of America will accept as a recognized equivalent of secondary education, including, but not limited to a GED; DD214 that indicates high school equivalency; or a college degree transcript issued to the student that indicates the high school graduation, or a copy of a high school diploma.

Most employers require a drug test; therefore, it is recommended that students are able to pass a drug screening test.

The following criteria may disqualify an applicant:

- Any history of epileptic seizures
- Use of medication that may interfere with one's ability to operate equipment
- Invalid driver's license
- Felony conviction

The criteria noted above may prevent a graduate from obtaining employment, and, therefore, may be deemed as barriers to admission to the Institution. Admission may still be granted to applicants who do not meet the above criteria, if the Institution determines the applicant is capable of obtaining employment upon graduation. The Institution will make this determination on a case-by-case basis.

#### Foreign Transcripts

Applicants indicating that they graduated from a foreign high school and believe that they have the equivalent of a U.S. secondary education must present original credentials (e.g. diploma, transcript). In addition, documentation from foreign countries must be translated and validated to be at least the equivalent of a U.S. high school diploma by a reputable evaluation entity.

#### Document Integrity

Any forged/altered academic document, foreign or domestic, submitted by an applicant will be retained as property of the Institution and will not be returned. The applicant will not be considered for admission.

If a student is currently attending, and the Institution becomes aware of a forged credential, the following applies:

- If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the Institution with no earned credits awarded; or
- If the forged document was used to gain transfer credit or proficiency credit, the student will be dismissed from the Institution and any transfer credit already awarded from the forged credential will be removed.

HEC does not offer visa services to prospective student from other countries or English language services. HEC does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admissions policy

#### **4.1 Application Process**

Applicants must submit a completed Enrollment Application to the Institution in order to apply for enrollment. Proof of identification in the form of a valid driver's license, social security card, birth certificate, or other form of identification is required prior to admission.

As a prospective student, you are strongly encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review any School Performance Fact Sheet, where required by any regulator, which must be provided to you prior to signing an enrollment

agreement.

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

#### **4.2 Veterans Benefit Act of 2018**

In accordance with Title 38 US Code 3679 subsection (e), beginning August 1, 2019, Heavy Equipment Colleges of America (HEC) adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. HEC will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding due to delayed payments from the VA;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE), valid VAF 28-1905, or VR&E by the first day of class with the understanding that additional information may be necessary to properly certify enrollment or;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

#### **4.3 Physical Requirements**

The School does not discriminate based on mental or physical handicaps. However, students must be mentally and physically capable of safely operating equipment daily to successfully complete the program. The School encourages all students who may have a concern regarding a physical or mental issue to visit the School and allow the Institution to evaluate individual circumstances. Students may be required to provide medical clearance from their healthcare professional.

#### **4.4 Drug Testing Policy**

HEC operates in accordance with the Drug-Free Workplace Act of 1988. Students are not permitted to use any substance that impairs their ability to operate equipment while enrolled as a student; and any use of such substance or substances may be grounds for expulsion at the discretion of the Institution. The student agrees that the Institution may, at the Institution's decision, require a drug test(s) of any student to be completed by a testing lab to be chosen by the Institution. The cost of any test will be paid for by the Institution.

#### **4.5 NCCCO Requirements**

National Commission for the Certification of Crane Operations (NCCCO) Requirements  
ELIGIBILITY: Requirements for NCCCO Mobile Crane Operator certification include the following:

- Be at least 18 years of age
- Comply with NCCCO's Substance Abuse Policy

- Pass Written Examinations -Core and at least one Specialty
- Pass Practical Examination(s) Candidates must pass the Practical exam within twelve months of passing the written examination
- Comply with the NCCCO Code of Ethics

## **5.0 Academic Policies**

### **5.1 Attendance Policy**

Students are expected to attend all classes. If circumstances prevent attendance at a particular class, prior notification is expected to arrange make up sessions. If attendance falls below 85%, VA education benefits will be terminated due to unsatisfactory attendance. Students whose absences result from authorized mitigating circumstances, as determined by the school Director, will not be terminated. Readmittance after dismissal for violating attendance standards requires approval of the school Director.

Students anticipating an absence or tardy should contact the instructor in advance or provide notification as soon as possible. It is the responsibility of the student to account for instructional time missed and to seek permission for make-up work at the discretion of the instructor.

If the student does not attend classes, submit assignments, or when applicable contact instructors in a timely manner (either in person, phone, or e-mail) a failing grade or grades may be earned. Students are advised of the attendance policy for each class by the instructor and through the course syllabus.

A student's attendance while in training is extremely important. Missing classes may be detrimental to a student's progress. In addition, job opportunity potential will be seriously hampered by a student's poor attendance record. Many employers evaluate a student's attendance while in training prior to making their decision to hire.

1. Absenteeism: Excessive absence will affect the student's standing negatively. A student may be terminated for excessive absenteeism. If a student misses more than one class during any week of training, disciplinary action may occur, or the student may have to make up his/her training in a future class.
2. Tardiness: Tardiness is defined as any student arriving to class more than ten minutes late, and/or leaving training more than ten minutes prior to the end of training. Three tardies will equal one absence.
3. Make-Up Work: Students will be allowed to make up course work if approved of by their instructor. Make-up work must be completed within a reasonable time, as determined by the School, from the last day of the course work that was missed. Grades given for make-up work will be the same as grades given for regular work. Tests may be retaken a maximum of two times. Make-up work will not excuse an absence.

### **5.2 Grading Policy**

Student progress is monitored through attendance, written examinations, skill tests, and visual evaluations. Students must achieve a passing grade in each course attempted as a pre-requisite to maintain satisfactory progress. Written exams, skills tests, and periodic progress reports are all graded using the following grading scale:

### ACCURACY

70% - 100%

0% - 69%

### GRADE

Pass

Fail

### **5.3 Homework**

Students should consider homework as an integral part of their training program. Students are expected to be prepared for upcoming course material and review previously learned information on a regular basis. Homework may be assigned by individual instructors on an as-needed basis. Students should be prepared for homework assignments and allow time each day for homework.

### **5.4 Academic Achievement**

HEC elects to award academic achievement based upon credits as a unit of measurement. The School utilizes a performance-based learning model; whereby performance objectives reflect minimum competencies for individual courses and those skills that must be performed by the student before moving on to the next level of instruction.

### **5.5 Satisfactory Academic Progress**

A student must maintain satisfactory academic progress (SAP) to remain in training. SAP is cumulative in that it includes all periods of attendance; and all periods of attendance are counted toward the maximum time frame allotted. SAP is applied to all students equally and measured weekly. To comply with the school's SAP, the student must:

1. Be enrolled in a program of study with a valid enrollment agreement
2. Complete his/her program within the maximum time allowed. Maximum time allowed is 150% of the published course length.
3. Maintain satisfactory attendance.

For a clock hour program, the maximum time frame shall not exceed 1.5 times the normal duration of the program. The school is not required to terminate the enrollment of a student who is unable to complete the program within the maximum timeframe unless the school has determined that the student has failed to meet school policies that would otherwise warrant termination (e.g., academic progress or attendance policies). For the purposes of reporting student achievement, the school may not classify students who do not complete the program within the maximum timeframe as graduates. Students who do not achieve a passing score will be offered a re-examination opportunity.

- Grading Period: The grading period begins on the first day of each course and ends upon administration of the course exam. Students must successfully pass each course as a pre-requisite to continue.
- Incomplete Grades: The student has a maximum of one week to complete an incomplete grade or it will revert to a "fail".
- Course Withdrawals: A grade of W (withdrawn) will not be considered as course work successfully completed but will be counted as course work attempted. W grades are not calculated into the SAP.
- Repeat Subjects: Students are required to successfully complete each subject module prior to progressing to the next subject; therefore, a review of a current subject may be required but repeats are never necessary.

- Remedial Work: Remedial work is neither provided nor required.
- Re-Examination: Students failing a course may request additional training prior to re-taking the course examination. Students may be allowed a maximum of two examination attempts for each course; otherwise the student must retake the entire course.
- Failure to Meet SAP Standards: If a student fails to meet the SAP standards, the Director will place the student on academic probation. If a student remains on academic probation beyond two weeks without an improvement in his or her academic standing, the student will be subject to termination for lack of SAP. If a student receiving VA benefits fails to meet SAP standards, he/she will be placed on probation for a maximum of two weeks. If at the end of that period, the student is still not meeting SAP standards, his/her VA benefits will be discontinued.
- Appeals: Re-admission after termination for failing to meet SAP standards may be granted to an individual if a written appeal is made to the School and the individual substantiates that mitigating circumstances were involved and corrective measures have been taken to prevent a recurrence. Appeals must be made within ten days of the date of SAP notification.
- Reinstatement: Students who have been dismissed for lack of SAP may apply to be re-admitted after a waiting period, to be determined by the School. Such students may be re-admitted under a probation status. Such students can re-establish SAP good standing by successfully completing one week of course work while maintaining SAP.
- Transferred or Re-admitted Students' Maximum Time Frame: Transferred or re-admitted students will be allowed a maximum time frame of 150% of the portion of the program remaining at the point of re-entry.

As Academic Progress issues emerge, they are addressed immediately with students through advising with Instructors and / or the Campus Director. Written progress reports may be completed and sent to the third-party sponsors/counselors of students provided compliance with the Family Education Rights and Privacy Act (FERPA).

Students not meeting SAP standards will meet with the Director to establish a written plan for improvement. Frequency of Progress reports vary by program length.

### **Attention VA Students**

VA students must maintain a 70% or greater cumulative grade point average on tests and written and practical exams, and satisfactory and timely completion of all assignments, reports, projects, etc. Failure to meet these criteria will result in being placed on probation for one session. If the criteria are not met by the end of the probationary session, VA education benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to satisfactory academic status.

When a VA student who has been certified to VA in any HEC program reaches the transcribed cumulative total of hours equal to the program's approved total number of hours, the student can no longer be certified or recertified in that program.

### **5.6 Academic Probation and Dismissal Policies**

Students who fail to meet standards or attendance standards as set forth above will be placed on

probation. Students on probation must show sustained progress in the area that resulted in probation or face possible dismissal. Students on probation will be evaluated at the end of each week of probation, with the maximum probation period being two weeks. The student is considered to be making satisfactory progress while on probation if, at the end of each week of probation, the student's grades and attendance have improved to a satisfactory level. If satisfactory progress is achieved, the student will be removed from probation; if not, the student will be terminated.

If a veteran's or eligible person's attendance is below 85%, he/she will be placed on probation for a maximum of two weeks. If at the end of the probation period, the veteran or eligible person's attendance is still below 85%, his/her educational benefits will be terminated.

**Academic Probation.** Students are evaluated weekly. Students failing to meet SAP will be placed on Academic Probation. Students who fail to meet SAP or attendance standards as set forth above, will be placed on Academic Probation for 30 days in programs that are **longer than Three (3) weeks** in duration. At the end of the 30-day period, if satisfactory progress is achieved, the student will be removed from Academic Probation. If the student fails to show satisfactory progress, the student will be withdrawn from the program.

For students who are solely enrolled in programs that are **three weeks** in length, if a student fails to meet SAP or attendance standards after the first week, the student will be placed on Academic Probation. During the second week of being on Academic Probation, a student's progress is re-evaluated. If the student fails to show satisfactory progress in the area which resulted in probation, the student will be withdrawn from the program in the second week. If satisfactory progress is achieved at the end of the second week, the student will be removed from Academic Probation.

If a student is placed on Academic Probation and does not have 30 days remaining in the program, the student will be notified of their academic status immediately. Students will be re-evaluated for satisfactory progress the following week. If the student fails to show satisfactory progress after being re-evaluated, the student will be withdrawn from the program at the end of the second week. If satisfactory progress is achieved at the end of the second week, the student will be removed from Academic Probation.

### **5.7 Leaves of Absence**

A leave of absence is a temporary interruption of educational studies for a specified period of time. A leave of absence period may not exceed 180 days within any 12-month period. HEC may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period.

If a student does not return following his/her leave of absence, HEC will terminate the student and apply the refund policy in accordance with applicable and published requirements.

All leave of absence requests must be submitted in writing and then approved by the Campus Director. The period of the leave of absence may not begin until the student has submitted, and HEC has approved, a written and signed request for an approved leave of absence.

### **5.8 Transfer of Credits**

HEC may grant transfer credit for postsecondary coursework completed at another institution when it is comparable in scope and content to HEC's courses. Accreditation of the institution or program from which the student is seeking to transfer credits is a consideration for credit transfer decisions;



however, the source of accreditation of the institution or program from which the student is seeking to transfer credits is not the sole basis for accepting or denying credit for transfer. The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed coursework and whether the competencies reasonably align with the coursework and the program into which the credit is to be transferred.

The institution will consider for transfer credit only those courses that are no older than five (5) years at the time of request, reflect a grade of "C"/"70%" or better, and are accompanied by a transcript and full course description from the originating institution. The full course description may take the form of the originating institution's catalog or an official letter from the institution providing sufficient detail. Such documentation of awarded credit will be maintained in the student record. All such credit must be approved by the Regional President prior to the student's commencement of training. At a minimum, 25% of the credits required for completion of the program must be completed at HEC. Transfer credit will be reflected as "TC" on the HEC transcript. A proportionate adjustment will be made on the total tuition charge depending upon experience.

HEC does not accept hours or credit earned through challenge examinations or achievement tests. HEC does not guarantee the transferability of its credits to any other institution unless there is a written agreement with that institution to accept HEC credits. HEC has not entered into any transfer or articulation agreements with any other college, institution or university.

Previous educational experiences are recognized by evaluation of transcripts. The acceptance of transfer hours may result in a change of program completion times. However, no more than fifty percent (50%) of the total clock hours may be credited by advanced standing. A proportionate adjustment will be made on total tuition charge. All such hours must be approved by the Campus Director prior to the student's commencement of training. No transfer hours will be allowed for courses designated as foundations. All veteran students are required to provide all education/training transcripts to include all military transcripts.

### **5.9 Notice Concerning Transferability of Credits and Credentials**

The transferability of credits you earn at Heavy Equipment Colleges of America is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Heavy Equipment Colleges of America to determine if your credits or certificate will transfer.

### **5.10 Proficiency Credit**

A student may be proficient in a subject but lack required academic credit. In these instances, the student may have the opportunity to petition for proficiency credit. A proficiency grade is awarded through prior learning assessment (e.g. an exam, portfolio review of work). Students may speak with the Campus Director to obtain information regarding proficiency credit. To receive credit the student must satisfy the specified objectives of the course.

**Prior Credit Policy:** Per Title 38, Code of Federal Regulations (CFR), Section 21.4254, previous training and experience will be considered, and granted if appropriate, for veterans and other eligible students. Veterans must submit a copy of their DD Form 214, and all students must request that

transcripts from all previous postsecondary schools attended be forwarded to HEC for review as outlined in the Transfer Credit and Proficiency Credit Policies above.

## **6.0 Non-Academic Policies**

### **6.1 Student's Right to Cancel and Refund Policy**

1. You have the right have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 1955 West 9<sup>th</sup> Street, San Bernardino, California 92411. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an enrollment fee not to exceed \$100.00, and less any deduction for books or supplies not returned in new condition, within 45 days after the notice of cancellation is received.

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund through 60 percent of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less an enrollment fee not to exceed \$100.00, and less any deduction for books or supplies not returned in new condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 2 days in a week.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund, in excess of the unpaid balance of the loan, shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **Collection of Tuition**

Upon execution of the Enrollment Agreement, payment is due on the first day of class. Payment is accepted by check, money order, wire transfer, funding letter approval from agencies or credit card.

Pro-Rata Refund Policy for VA Students: Per 38 CFR 21.4255, HEC has a pro-rata refund policy for the refund of the unused portion of tuition, fees and other charges in the event the VA student fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.

### **Registration Fee (Title 38 CFR 21.4255)**

An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

### **Books and Supplies (Title 38 CFR 21.4255)**

Veteran or eligible person may retain or dispose of books, supplies and equipment at his or her discretion when:

- He or she purchased them from a bookstore or other source
- Their cost is separate and independent from the charge made by the school for tuition and fees.
  - The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:
    - The school furnishes the books, supplies and equipment
    - The school includes their cost in the total charge payable to the school for the course.
    - The veteran or eligible person withdraws or is discontinued before completing the course.
  - The veteran or eligible person may dispose of the issued items at his or her discretion even if they were included in the total charge payable to the school for the course.

### **Prompt Refund (38 CFR 21.4255)**

In the event that the veteran, spouse, surviving spouse or child fails to enter the course or withdraws or is discontinued therefrom at any time prior to the completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund.

## **6.2 Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that was enacted in 1974. FERPA protects the privacy of student education records. All educational institutions that receive federal funding must comply with FERPA.

### **Student Rights under 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 an individual who attends a postsecondary institution and is 18 years of age or older: Once a student reaches 18 years of age OR attends a postsecondary institution, he or she becomes an “eligible student,” and all rights formerly given to parents under FERPA transfer to the student.

These rights include:

- The right to inspect and review the student’s education records within 45 days after the day HEC receives a request for access.
  - A student should submit to the Campus Director a written request that identifies the record(s) the student wishes to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If a request is submitted to a college official not responsible for maintaining records, 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 the Institution to amend a record should write the Campus Director, clearly identify the part of the record the student wants changed and specify why it should be changed.
- If the Institution decides not to amend the record as requested, the Institution 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 HEC discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by HEC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW  
Washington, DC 20202-8520

### **HEC Rights Under FERPA**

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- Parental access to a student's record will be allowed by HEC without prior consent if: 1) the student has violated a law or the Institution's rules or policies governing alcohol or substance abuse, and the student is under 21 years old; or 2) the information is needed to protect the health or safety of the student or other individuals in an emergency.

- The Institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to Institution officials with legitimate educational interests. An Institution official is a person employed by the Institution 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. An Institution official also may include a volunteer or contractor outside of HEC who performs an institutional service of function for which the Institution would otherwise use its own employees and who is under the direct control of the Institution with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another Institution official in performing his or her tasks. An Institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institution.

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the Institution's State-supported education programs. Disclosures under this provision may be made: 1) in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid; 2) in connection with an audit or evaluation of Federal-or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- To organizations conducting studies for, or on behalf of, the Institution in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.

- To accrediting organizations to carry out their accrediting functions. •To comply with a judicial order or lawfully issued subpoena.

- To appropriate officials in connection with a health or safety emergency.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

- To the general public, the final results of a disciplinary proceeding if the Institution determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the Institution's rules or policies with respect to the allegation made against him or her.

- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the Institution, governing the use or possession of alcohol or a controlled substance if the Institution determines the student committed a disciplinary violation and the student is under the age of twenty-one.

Except for disclosures to Institution officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the Institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

Additionally, FERPA allows HEC to disclose information it has designated as “Directory Information.” HEC defines directory information as the student’s name, address(es), telephone number(s), e-mail address, birth date and place, program of study, dates of attendance, honors and awards, photographs and credential awarded.

If a student does not want his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the Campus Director within 45 days of the student’s enrollment or by such later date as the Institution may specify as acceptable. Under no circumstance may the student use the right to opt out to prevent the Institution from disclosing that student’s name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

### **Release of Personally Identifiable Information (PII)**

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expanded the circumstances under which a student’s education records and personally identifiable information (PII) contained in such records, including his or her Social Security Number, grades, or other confidential information, may be accessed without his or her consent.

- The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local education authorities (“Federal and State Authorities”) may allow access to a student’s records and PII without his or her consent to any third party designated by a Federal or State Authority to evaluate a Federal-or State-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

- Federal and State Authorities may allow access to a student’s education records and PII without the student’s consent to researchers performing certain types of studies, in certain cases, even when HEC objects to or does not request such research.

- Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student’s PII, but the Federal and State Authorities need not maintain direct control over such entities.

- With respect to Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share, without the student’s consent, PII from his or her education records, and they may track the student’s participation in education and other programs by linking such PII to other personal information about him or her that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## **6.3 Financial Assistance**

Heavy Equipment Colleges of America does not participate in Title IV federal funding. HEC does accept WIOA funds provided an agreement between the Agency and HEC can be reached.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the refund if the student is due one.

HEC understands that paying for your education might seem overwhelming. HEC works with several sources of funding, including, but not limited to, the following examples below:

- Veteran's Affairs / GI Bill ® Benefits
- Vocational Rehabilitation
- Federal Trade Adjustment Assistance Program
- Workforce Innovations and Opportunity Act
- In-house financing
- Bureau of Indian Affairs
- Students may also pay cash
- Other financing options for those who qualify

Institution representative(s) may assist students in applying for these funds, if needed.

**Your Financial Responsibility:** You will be billed and held personally responsible to HEC for any Tuition and Fee balance not paid by your VA Education Benefits, as well as any other funding sources.

#### **6.4 Code of Conduct**

To maintain order and efficiency during training, the school requires all students to abide by the rules. Any of the following will be cause for disciplinary action up to and including immediate dismissal of the student:

1. Bringing drugs or alcohol onto the school property.
2. Any unauthorized starting or operating of school equipment.
3. Violating any industry safety code.
4. Insubordination (failure to comply with the instructions of instructor or school employee).
5. Illegal acts on or off school property while in training.
6. Fighting, vulgarity
7. Being under the influence of intoxicating drugs or alcohol.
8. Disruption of the instruction/training process.

See additional rules in next section with accompanying disciplinary procedures.

#### **Attention VA Students**

**Conduct Policy:** Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior deemed unsatisfactory by school officials will result in termination of VA education benefits, and possible dismissal from HEC. Readmittance after conduct dismissal requires approval of the school Director.

#### **6.5 Code of Ethics**

The primary objective of HEC is to provide complete and outstanding training programs in heavy equipment operation. The objective of these programs is to provide quality training so that

graduates will pass their certification examinations, if applicable, and become employed in their respective fields. Specifically, the School:

- Strives to continuously improve operations in order to keep current with ever-changing developments and new technologies/equipment.
- Observes all rules and regulations of the Bureau for Private Postsecondary Education
- Encourages instructors to stay current with the latest teaching methods in their respective fields by reading educational books and magazines, and by attending teacher's advanced programs, workshops, and trade demonstrations.
- Utilizes acceptable teaching techniques and training aids, such as textbooks, workshops, films, and fieldwork, in order to provide the best possible training for its students.
- Purchases high grade, standard heavy construction equipment.
- Advertises truthfully and makes honest representations
- Refrains from acting in a manner that might reflect unfavorably on other schools and the Construction profession.

### **6.6 Student Disciplinary Rules**

HEC has developed the following regulations that are intended to govern student conduct on the campus. In addition, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects HEC's pursuit of its educational objectives, HEC may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by HEC whether or not such conduct is simultaneously in violation of state, local, or national laws.

**Disciplinary Offenses:** Generally, through appropriate due process procedures, School disciplinary measures shall be imposed for conduct that adversely affects HEC's pursuit of its educational objectives, that violates or shows a disregard for the rights of other members of the academic community, or that endangers property or people on School or School-controlled property.

Individual or organizational misconduct that is subject to disciplinary sanction shall include but not be limited to the following examples:

- **Conduct dangerous to others.** Any conduct that constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.
- **Hazing.** Any intentional or reckless act, on or off the property of any higher educational institution, by one student, acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.



- **Disorderly conduct.** Any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly, or that unreasonably disturbs other groups or individuals.
- **Obstruction of or interference with HEC activities or facilities.** Any intentional interference with or obstruction of any School activity, program, event, or facilities, including the following:
  - Any unauthorized occupancy of School or School-controlled facilities or blockage of access to or from such facilities.
  - Interference with the right of any School staff member or other authorized person to gain access to any School or School-controlled activity, program, event or facilities.
  - Any obstruction or delay of a staff member, authoritative agency firefighter or any School official in the performance of his/her duty.
- **Misuse of or damage to property.** Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to HEC including but not limited to heavy equipment, computers, fire alarms, fire equipment, telephones, School keys, resource center materials, and/or safety devices; and any such act against a member HEC or a guest of HEC.
- **Theft, misappropriation or unauthorized sale of property.** Any act of theft, misappropriation or sale of HEC property, or any such act against a member of HEC or a guest of HEC.
- **Misuse of documents.** Any forgery, alteration or unauthorized use of HEC documents, forms, records, or identification cards, including the giving of any false information or withholding of necessary information in connection with a student's admission to, enrollment at, or status at the School.
- **Firearms and other dangerous weapons.** Any possession of or use of firearms or dangerous weapons of any kind.
- **Explosives, fireworks, and flammable materials.** The unauthorized possession, ignition or detonation of any object or article that could cause damage by fire or any other means to people or property, or possession of any substance that could be considered to be and used as fireworks.
- **Alcoholic beverages.** The use and/or possession of alcoholic beverages is not allowed on HEC owned or controlled property.
- **Drugs.** The possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance.
- **Gambling.** Gambling in any form.
- **Financial irresponsibility.** Failure to promptly meet financial responsibilities to HEC, including but not limited to passing a worthless check or money order in payment to HEC or to a member of HEC acting in an official capacity.
- **Unacceptable conduct in hearing.** Any conduct at HEC hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other false evidence at any hearing.
- **Failure to cooperate with HEC officials or staff members.** Failure to comply with directions of School officials acting in the performance of their duties.
- **Attempts to commit and aiding and abetting the commission of offenses.** Any attempt to commit any of the foregoing offenses or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offenses coupled with the taking of some action toward its commission).

- **Violations of state or federal laws.** Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
- **Violation of general rules and regulations.** Any violation of the general rules and regulations of HEC as published in an official HEC publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

**Academic and Classroom Misconduct:** The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of HEC.

HEC. Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments. Taking an exam for another student.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.

Upon discovery of a student's participation in academic misconduct, the student is immediately responsible to the instructor of the class, who will meet with the offending student with evidence of the misconduct. In addition to other possible disciplinary sanctions that may be imposed as the result of academic misconduct, the instructor has the authority to assign a failing grade. HEC students accept full responsibility for the quality and authenticity of submitted course work. When confronted with evidence of academic misconduct, students may admit their participation and accept the penalty imposed by the instructor. The instructor will inform the Campus Director of the violation, and the Campus Director will forward written notice of the violation to the Campus Leader, who will keep records of the incident.

If the student believes that he/she has been erroneously accused of academic misconduct and if his/her final grade has been lowered as a result the student may appeal the case through the following procedures:

- The student may discuss the case with the Campus Director for that discipline.
- If the student seeks further appeal, he/she may ask the Campus Director to contact the Regional President, who will determine any additional steps to be taken.

**Disciplinary Action:** Disciplinary action may be taken against a student for violations of the above regulations that occur on owned, leased, or otherwise controlled property or that occur off campus when the conduct impairs, interferes with, or obstructs any School activity or the missions,

processes, and functions of the School. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, that poses a substantial threat to people or property within HEC.

For the purposes of these regulations, a “student” shall mean any person who is registered for study at HEC for any academic period, including the time that follows the end of an academic period that the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from HEC.

**Disciplinary Sanctions:** Upon a determination that a student or organization has violated any of the rules or regulations or committed any of the disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate HEC officials:

- **Restitution.** A student who has committed an offense against property may be required to reimburse HEC or other owner for damage or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
- **Warning.** The appropriate HEC official may notify the student that continuation of repetition of specified conduct may be cause for other disciplinary action.
- **Reprimand.** A written reprimand, or censure, may be given to any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way but does have important consequences. It signifies to the student that he/she is being given another chance to conduct himself/herself as a proper member of HEC, but that any further violation will result in more serious penalties. In addition, a reprimand does remain on file in the student’s academic record.
- **Restriction.** A restriction upon a student’s or organization’s privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent HEC in any way, e.g., to operate equipment or to possess a student ID.
- **Probation.** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
- **Suspension.** If a student is suspended, he/she is separated from HEC for a stated period of time, with conditions for readmission stated in the notice of suspension.
- **Expulsion/termination.** Expulsion entails a permanent separation from HEC. The imposition of this sanction does become a part of the student’s permanent record and is a permanent bar to the student’s readmission to HEC.
- **Interim or summary suspension.** Though, as a general rule, the status of a student accused of violations of School regulations should not be altered until a final determination has been made in regard to the charges against the student, summary suspension may be imposed upon a finding by the Campus Director or his/her designated representative that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the HEC community or its guests; destruction of property; or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension (in writing), and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

- In cases involving second and/or third instances of academic misconduct, the student will be subject to further disciplinary action, including termination.
- Students found guilty of repeated academic misconduct may receive one of the following sanctions:
  - \* Second offense: Probation
  - \* Third offense: Expulsion from HEC.

The Campus Director of HEC is authorized, at his/her discretion, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

**Cases of Alleged Sexual Assault:** In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

- Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

**Disciplinary Procedures:** Admission to HEC implies that the student agrees to respect the rights of others and observe civil laws. Conduct regarded as dangerous or threatening that warrants response by local law enforcement officials will carry an immediate temporary suspension of the student from the School. If the court convicts the student, HEC may expel the student solely on the findings of the criminal court. If HEC does not exercise this option, the student must begin the disciplinary process after the court proceeding concludes.

**Due Process Procedures:** In cases that involve actions of misconduct that would cause the student or students to be subjected to disciplinary action, a hearing shall be afforded the student according to the procedures outlined below:

1. All complaints of alleged misconduct of a student shall be made in writing to the Campus Director. The complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state the regulation the student is alleged to have violated.
2. The Campus Director shall investigate the complaint. If it is determined that the complaint is without merit, the investigation shall promptly cease. If it is determined that there is probable cause to believe a violation did occur, the process shall proceed as outlined.
3. The student shall be notified in writing by the Campus Director that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint. At the conference, the student shall be advised of the following:
  - a. His/her right to admit the alleged violation, waive a hearing in writing, and request that HEC officials take appropriate action.
  - b. His/her right to admit the alleged violation in writing and request adjudication before the Campus Director.
  - c. His/her right to deny the alleged violation in writing and request adjudication before the Campus Director.
  - d. The date, time, and place of hearing.
  - e. A statement of the specific charges and grounds that, if proven, would justify disciplinary action being taken.
  - f. The names of witnesses scheduled to appear.

The decision reached at the hearing shall be communicated in writing to the student. It shall specify the action taken by the Campus Director. Upon the request of the student, a summary of the evidence shall be provided to the student.

The student shall be notified in writing of his/her right to appeal the decision of the Campus Director within five days of receipt of the decision. In cases of appeal, any action assessed by the Campus Director shall be suspended pending outcome of the appeal. A copy of the final decision shall be mailed to the student.

### **6.7 Reinstatement**

If an appeal is denied or if the student chooses not to appeal the decision, an application for reinstatement may be submitted to the school no earlier than 30 days from the date of termination. Students who are reinstated who did not pursue or win an appeal may be reinstated under special conditions.

### **6.8 Termination Notification Procedure**

The Campus Director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded per the school's refund policy.

### **6.9 Grievance Policy**

Most problems or complaints that students may have with the Institution or its administration can be resolved through a personal meeting with Institution staff. Grievances related directly to training must be submitted to the Lead Instructor. Any grievance remaining unresolved after being handled by the Lead Instructor can be submitted in writing to the Campus Director. Non-training related grievances must be submitted to the Campus Director. The Lead instructor and/or Campus Director will make every reasonable effort to resolve a grievance to the satisfaction of the student. Answers to grievances will be given no more than ten days after submission of grievance. The written complaint should contain (1) the nature of the problem(s), (2) approximate date(s) that the problem(s) occurred, (3) name(s) of the individual(s) involved in the problem(s) - staff and/or other students, (4) copies of important information regarding the problem(s), (5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time, and (6) student signature.

If a student's questions or concerns are not resolved to the student's satisfaction, then the student may bring the situation to the attention of:

The Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

United State Department of Veterans Affairs, <https://www.benefits.va.gov/GIBILL/Feedback.asp>.

### **6.10 Student Tuition Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834 (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **6.11 Student Records**

Enrollee are advised and cautioned that state law requires this education institution to maintain school and student records onsite for a minimum of five years. Transcripts are maintained permanently. Student records are protected from unauthorized access.

## **7.0 Student Support**

### **7.1 Student Services**

Advising is available during Institution hours regarding any of the following:

1. Financial advising – includes assisting students with securing funds from available sources to finance their education.
2. Academic / Satisfactory Academic Progress (SAP) – Student services staff including but not limited to the Campus Director, registrar, and lead instructor provide all students with academic advice on satisfactory academic progress and probationary policies. Students have the opportunity to meet with and discuss their academic situation to receive advice on corrective actions.
3. Other – housing assistance, and other Institution-related issues initiated by the student which may require help and assistance may also be addressed.

## **7.2 Career Services**

The Institution's job placement service is available to assist graduates with finding employment. The Institution does not guarantee any of its graduates that they will become employed as a result of the training. Below are the different aspects of the Institution's service:

- a. The Institution assists in job placement services.
- b. Students will undergo a job placement entrance interview/orientation, with HEC. This will introduce the Institution's job placement department and procedures to the student. At this time, the student will complete a questionnaire regarding their job placement needs.
- c. HEC will then begin contacting employers within the same geographical area as the students' zip code, as provided by the student during the initial placement interview process, including those zip codes of out-of-state students.
- d. HEC will then post job openings and assist the student in contacting prospective employers.
- e. Students can elect to contact job placement via the Institution's toll-free telephone number.
- f. Upon a student's successful completion of the program, the Institution will give each graduate a list of employers who have hired graduates or requested to be on Institution's list.
- g. Job placement service consists of referring graduates of the Institution to potential employers who may or may not have immediate openings. It must be clearly understood that these referrals do not constitute offers of employment.
- h. Student accepts full responsibility for meeting the mental, physical, and other requirements for passing any industry standards or employer requirements for qualifying as employee in the construction or excavation industries. Generally, a student with a minimum of a driver's license, high school diploma, good mental and physical health, no physical impairments, drug-free, and a clean driving record will meet most employer qualifications.

## **7.3 Learning Resource**

Heavy Equipment Colleges of America (HEC) Student Resource Center provides students with access to internet, desktop computers, reference books and periodicals, and online resources databases. The HEC Student Resource Center is open during normal business hours. Hours are posted. All staff members are available to assist students, as needed. HEC subscribes to the Library and Information Resources Network (LIRN), an online database that provides convenient, 24 hours a day, 7 days a week, online access to a virtual library for academic studies and research. LIRN includes databases with access to journals, magazines, newspaper articles, e-books, podcasts, audio and video resources all intended to support the programs at HEC.

## **7.4 Student Housing**

HEC does not assume responsibility for student housing and does not have dormitory facilities under its control. HEC housing is available to our students with a local hotel at no additional cost during the period of enrollment. Please contact the Admissions Department for further details.

## **7.5 Emergency Response Plans**

Any administrative, instructional, and housing facilities owned or controlled by HEC meet fire, safety, and sanitation standards as required by appropriate regulatory authorities.

The Institution has a written emergency preparedness plan that is made available to all staff, faculty and students, which includes information on emergency scenarios and action plans. Students are oriented on, and faculty and staff receive, ongoing training on the plan.

If hazardous weather conditions occur during days when classes are in session, the Campus Director may determine that the students and personnel be dismissed.

## **7.6 Consumer Disclosures**

HEC has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

HEC is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

## **7.7 Reasonable Accommodations Policy – Individuals with Disabilities**

HEC does not discriminate against individuals on the basis of physical or mental disability. To ensure equal access to its programs and activities, the Institution is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to the Institution's policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity.

The Chief Operating Officer who serves as the Institution's ADA/504 Coordinator is responsible for determining appropriate accommodations. Applicants for admission to the Institution or current students requesting an accommodation must complete the Student Request for Accommodation and the Student Authorization for Disclosure of Medical Information forms and have his or her healthcare provider complete a Provider Certification of Disability and Recommendations for Accommodation form. Copies of these forms may be obtained by contacting the Campus Director.



The Institution may request only medical information that is relevant and reasonably necessary to determine whether an individual is disabled, the nature and extent of the disability, and appropriate reasonable accommodations. Completed forms and supporting documentation must be submitted to the Campus Director who will submit them to the ADA/504 Coordinator.

To enable the Institution to evaluate an individual's needs, engage in an interactive process with him or her, and provide appropriate reasonable accommodations in a timely fashion, the Institution requests that individuals complete and submit the required forms and supporting documentation at least two weeks before the first day of classes, or as soon as practicable under the circumstances. The Institution will make its determination on an individualized, case-by-case basis with input from the individual requesting accommodation.

Except in unusual cases, the Institution will reach a determination regarding an individual's request for accommodation and notify the individual in writing of the determination of his or her properly submitted request. In the event requested accommodations have been denied, the Institution's determination letter will inform the individual of the reason(s) and of his or her right to appeal the Institution's determination.

The ADA/504 Coordinator will maintain a confidential file regarding all requests for accommodation containing the forms and supporting documentation submitted by the applicant or student, as well as any notes or communications between the individual and the Institution. Accommodations must be requested for each program of study, should a student decide to enroll in additional programs at a later date.

Any disagreements between an individual requesting accommodation and the ADA/504 Coordinator regarding appropriate accommodations and/or any allegations of violations of this policy may be raised under the Institution's Grievance Policy.

If a student believes that the campus has discriminated against him or her or another person on the basis of disability, the student may file a complaint with the U.S. Department of Education, Office for Civil Rights.

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg.  
400 Maryland Avenue, SW  
Washington, DC 20202-1100

Telephone: 800-421-3481  
FAX: 202-453-6012; TDD: 800-877-8339  
Email: OCR@ed.gov

## **8.0 Certification of Statement**

I, Rosa Medina, Campus Director, do hereby certify that all statements included in this catalog are true and correct to the best of my knowledge and belief.

Rosa Medina  
Campus Director



1955 West 9<sup>th</sup> Street  
San Bernardino, CA 92411  
Field Site/Satellite Location  
1955 West 9<sup>th</sup> Street, San Bernardino, CA 92411  
Phone (909) 453 - 6550  
<https://heavyequipmentcollege.com/>

I attest that I have received a copy of the Institution's Student Catalog and its Addendum, which contain the rules, regulations, course completion requirements, and costs for the specific program of study in which I have enrolled.

---

Student / Prospective Student: Print Name

---

Student / Prospective Student Signature:

Date:

---

Campus Director: Print Name

---

Campus Director: Signature

Date: