

**Western Colorado IEC
240 Main st.
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***STUDENT
POLICIES AND PROCEDURES
2011 - 2012***

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2011 - 2012

APPRENTICESHIP SCHOOL POLICIES AND PROCEDURES

1.0 BACKGROUND:

1 There are four years of study to complete the apprenticeship program. Each year is divided into two 18 week semesters. First semester classes meet from August to December. Second semester classes meet from January to May.

1.1.1 The Department of Labor recognizes the IEC Apprenticeship Training Program as an approved Bureau of Apprenticeship and Training (BAT) Program.

1.2 Classes meet for one evening per week (four hours per class) from 6 to 10 p.m. Classes are held at the specified meeting places in and around the Glenwood springs area.

1.3 Classes can be held at different times or at other locations. These classes are scheduled on an "as required" basis. Information about these classes will be mailed or faxed to all students employers.

1.4 The final class schedule is difficult to predict. The exact night that any given class will meet is subject to various factors, including availability of instructors and of classroom space. In general, IEC follows these guidelines in scheduling classes:

1.4.1 Apprenticeship school classes are usually scheduled Monday through Thursday nights. Classes will not be on Friday nights or weekends if at all possible. However, make-up, math, and other special classes may be scheduled on Saturdays. Saturdays may also be designated for classes that were cancelled due to weather conditions or other conditions outlined in Section 20.0 of these Policies and Procedures.

1.4.2 In order for the students to take advantage of car pooling and other benefits, students employed by the same contractor will be placed in the same class whenever possible. **There are no guarantees** about any particular classes being held on any particular evening until the final class schedule is formulated and until all instructors have been hired.

2.0 GOALS OF THE APPRENTICESHIP SCHOOL:

2.1 The IEC Training Fund, Inc. is the organization that administers the apprenticeship school. **The primary goal of the apprenticeship school is to graduate highly skilled, highly trained, and highly motivated electricians.** In doing so, the students should have the background and tools necessary to become the future leaders of the electrical industry.

2.2 It is *not* a goal of the school to prepare individuals for state licensing exams. Students are strongly encouraged to complete the apprenticeship program even if they have a state electrical license.

3.0 REGISTRATION AND LATE REGISTRATION:

3.1 Registration information will be sent to contractors on the date shown on the calendar that accompanies this document.

3.2 Contractors are to return the registration forms to the IEC Office as soon as possible, but no later than the deadline shown on the form.

3.3 **Money for tuition and book payment must be submitted at the time of registration.** *Payment for tuition and books must be by company check only.* Contractors shall collect any money due from their individual apprentices, if necessary, to comply with this section of the Policies and Procedures. **Books will not be distributed until payment has been received.**

3.4 The registration deadline is to allow sufficient time to order textbooks for the various classes. Anyone who registers and is accepted as a late registrant for the apprenticeship school after the date for "Close of Registration" stands the possibility of *not*

receiving their books by the first night of class. Textbooks are ordered for registered students only. Furthermore, the IEC staff **MUST** have accurate registration information in order to hire instructors, allocate classroom resources, and prepare the paperwork necessary for the opening of school. Late registrations received after the registration deadline are subject to a \$25.00, member and \$50.00, non-member late fee per student.

3.5 To enroll an apprentice **after the registration deadline** has closed, call the West Co IEC Training Office. We will make every effort to accept your apprentice(s), or at least place them on a waiting list.

3.6 As stated above, any students registered after the close of registration might *not* receive books with the remainder of the class. Late registrations require a separate book order and the delivery date of these books cannot be guaranteed.

3.7 Registration prerequisite; see Math Testing, section 25.0.

4.0 TUITION:

4.1 Tuition costs are established by the IEC Apprenticeship and Training Board and will be included in the registration information.

4.2 Tuition includes charges to cover teachers salaries, classroom space, and other expenses incurred during classroom instruction. Tuition also includes costs for CPR and First Aid training according to the curriculum and any lab expenses for supplies or materials. Tuition charges **DO NOT** include textbooks, workbooks, notebooks, or payment for other materials necessary for class preparation and study.

4.3 **As stated in 3.3, tuition payment must be submitted at the time of registration.**

4.4 Any student whose tuition has not been paid prior to the first night of class will be allowed into class the first night. If the tuition has not been paid before the second week of class, however, the student will not be allowed to continue until payment is made in full.

5.0 BOOKS:

5.1 Textbooks to be used as part of the apprenticeship program can be purchased from IEC. The cost of the textbooks is established by the Apprenticeship and Training Board and will be stated in the registration information.

5.2 Textbooks are purchased for the entire year (two semesters). Some will be used in other years, others will only be used for the one year. Students are encouraged to keep their books for future reference material.

5.3 **All students must purchase the student manual.** This manual contains the worksheets and assignment information necessary for the student to successfully complete the course work.

5.4 **As stated in 3.3, book payment must be submitted at the time of registration. Books will not be distributed until payment is received.**

6.0 INVOICING:

There is no invoicing; payment is due and payable with registration.

7.0 CREDITS/REFUNDS:

7.1 **There will be NO credit for book fees after the books have been distributed and are in the possession of the student.** Books are ordered based on registration. Should it become necessary to cancel a book order, a credit will be issued to the contractor for the cost of the books less a 17% restocking fee.

7.2 **There will be NO refunds for tuition after the second night of class.** If cancellation is received prior to the second week of class, the full amount of tuition minus a \$35 administrative fee will be credited toward future tuition expenses rather than returned as a check. Please use the required IEC Student Changes Form for the above-mentioned credit(s). However, if a contractor demands a refund by check, a written

request to the IEC Office will be necessary.

8.0 FACILITIES:

8.1 Every effort has been made to provide IEC students with a clean, safe, attractive place to attend class. It is everyone's responsibility to help maintain these facilities. Anyone that deliberately damages or destroys IEC property will be dismissed from the program and appropriate charges filed if applicable.

8.2 Our local contractors provide the WestCo IEC with classroom space in their own business areas at their own cost. These are places of business and it is imperative that these places be treated with the utmost respect! You are required to keep these spaces clean and return all items to the places from where you found them, all trash is to be disposed of, floors swept, chairs and tables put away and bathrooms cleaned up if necessary.

9.0 CONDUCT:

9.1 There are several classes meeting at the same time as yours. When you are on break, or are not in the classroom, please be quiet so you do not disturb the other classes.

9.2 Everyone has the right to feel safe and secure in the class environment. Any conduct intended to harass or intimidate other individuals will not be tolerated. Continued conduct of this kind will constitute reason for termination from the program.

9.3 The use of any alcohol, marijuana, or other drugs in, on, or around the school building, including the parking areas, will not be tolerated at any time. Such use will result in your immediate termination from the program. The same applies to anyone who is in possession of a weapon on or around school premises.

9.4 Smoking in our class areas is forbidden without permission from business owners. If smoking is done it is to be outdoors and areas will be cared for and cleaned as with any other classroom spaces.

9.5 The instructors are considered to be an extension of IEC management. Instructors have the authority to dismiss any student from the premises for conduct deemed not in the best interest of the apprenticeship program or IEC school, whether that student is in their class or another class.

9.6 Any student that feels they were treated unfairly during the enforcement of the "Conduct" section of this document is encouraged to make an appointment with the Training Manager or the Training Director to discuss the issue. Immediately before class is a bad time for such a meeting. There are many demands on the Training personnel at these times.

9.6 Any student caught cheating on homework, quizzes or exams are subject to immediate termination from the program. The student's employer will be notified the following day.

9.7 Any student terminated from the program can have their position heard by the Training Committee upon written request to the Training Director. Any decision by the Committee is final. The Committee meets once every month.

10.0 CHALLENGE TESTING:

Challenge testing, which allows a student to complete the semester course or year early, will not be allowed.

11.0 PLACEMENT TESTING AND TRANSCRIPTS:

11.1 A placement testing session will be scheduled no less than one 2 weeks before registration deadlines. Placement testing is offered ONLY for the first year class and will be administered by an IEC Instructor. Candidates will be required to provide proof of at least one year employment as an electrical apprentice. The placement exam consists of the previous years 1st

and 2nd semester finals (100 questions) and must be passed with a minimum score of 70%.

11.2 A fee of \$35 per hour will be assessed to cover the cost of the instructor and the class. Students are required to come prepared for the class appropriately. Successfully passing the placement test disallows the student from the benefits associated with completion of the full 4 year course.

11.3 Placement testing applies to **new students only**.

11.4 All placement exams must be completed within four hours. If the student has not completed the exam in four hours, any questions left unanswered will be graded as if they were answered incorrectly.

11.5 **Transcripts** from other apprenticeship training programs may be used instead of placement exams. The transcripts need to be presented to the Training Director for review prior to the placement exam date. The Training Director will review the transcripts for content and coordination with the IEC program. The Training Director can “waive” the requirements for placement exams based on the information in the transcripts. The acceptance or rejection, in whole or in part, of credit for previous training is the decision of the Training Director. If the student does not agree with the judgment of the Training Director about placement in school, the student will be allowed to take the placement exam.

12.0 ATTENDANCE AND MAKE-UP CLASSES:

12.1 The IEC Electrical Apprentice Training Program is recognized by the Department of Labor and approved by the Bureau of Apprenticeship and Training (BAT). CFR 2929, code of the Federal Regulations requires strict monitoring of the attendance for each apprentice in the training program. Attendance is mandatory and it is the responsibility of the student to attend and participate in class. The instructors, the IEC Training Office and the employing contractors will closely monitor attendance.

12.2 A sign-in sheet will be issued for each class. This sign-in sheet is to be signed by the student each night. *Any student signing for another student will be subject to dismissal from the school.* If the attendance sheet is not signed for any particular night, that student will be considered absent. First and second year classes will record attendance on the sign-in sheet twice a night (for example: 6:30 and 8:30 p.m. or at a time designated by instructor). Third and fourth year students will sign an attendance sheet once a night (at 6:30 p.m.).

12.3 It is the responsibility of each student to assure they have signed the proper sign-in sheet(s). If your signature does not appear on the sign-in sheet(s), you will be marked absent for that class. If only one sign-in sheet is signed for a particular class by first and second year students, it will be assumed by the school administration that the student either left the class early or arrived at class late. The student will be given credit for 50% attendance that night. **If you do not want to be marked absent, make sure you sign the proper attendance sheet(s). Disagreements with attendance records need to be addressed with the IEC Training Office staff within the semester in question.**

12.4 Each student is required to complete a minimum of 144 hours of regularly scheduled classes each year. The school year consists of 36 regularly scheduled class sessions. Students who miss any classes during the school year will be required to make-up those classes before the end of one month from date of absence. There will be no make-up classes at the end of the year! It is the students responsibility to schedule make up classes on a timely basis and insure attendance in the class. Students attending a make up class are expected to come prepared, participate and pass any quizzes or exams administered.

12.5 All students who attend make-up classes will be required to pay a fee of \$35.00 per hour for each make-up session attended.

12.6 Students who have accumulated more than three absences during the school year **may** be dropped from the program immediately. Any student dropped from the program but is otherwise in good standing with IEC may re-enroll to repeat the entire school year.

12.7 Students who have not made up classes per these guidelines by the end of the scheduled school year will finish the year with an “incomplete” as their grade.

12.8 Military service In the event a student is called to active, inactive or reserve duty in the armed forces they must first and foremost present a formal set of orders to be included within their student records in the event of a *Dept of Labor* or *Bureau of Apprenticeship and Training* audit. Class dates specified within the orders as presented will be excused with the following conditions.

1. When a student is Off Duty they are required to attend all regularly scheduled classes and maintain their class work schedules.
2. On Duty students are required to attend a minimum of one class per month during their duty schedule if possible.
3. On Duty students are required to present all homework on a regular basis during their duty schedule. (this can be accomplished in a number of ways.)
4. On Duty students are required to demonstrate proficiency in their studies by passing quizzes and exams per established WestCo IEC Policies and Procedures.

It is understood and granted that military service to the United States of America is paramount and we will make every effort to work with enlisted persons. Please accept that the Western Colorado IECs commitment to the standards we promote are important as well. When a student is called to Active Duty their commitment to the WestCo IEC is forgiven. That semesters tuition is returned in full to the payer and the student is invited to return, under the tuition schedules in place upon departure, into the beginning of the semester in which they left upon completion of their military service.

13.0 ATTENDANCE REPORTS:

13.1 An attendance report will be sent via fax or e-mail weekly to contractors with students in the apprenticeship school. The report details the attendance of each of their students for the prior week. A sample of a weekly “Apprentice Absentee Report” is included in Appendix A of this document.

13.2 The Apprentice Absentee Report includes student name, class identification, current sessions missed.

13.3 It is the instructors responsibility to notify member contractors of any students absence on a timely basis and keep member contractors apprised of any lack of performance by students in their classroom.

14.0 GRADES:

14.1 Student grades will be based on a combined average of three different factors: exam, quiz, and homework scores. This grade is referred to as the combined average and is calculated as follows:

Mid-term calculation is:

Mid-Term Exam score = 33.4%
Quiz scores = 33.3%
Homework/Lab scores = 33.3%

Finals calculation is:

Mid-Term Final score = 25 %
Final Exam score = 25%
Homework/Lab scores = 25%
Quiz scores = 25%

14.2 In order for a student to pass from one semester to the next (for example: from first year, first semester to first year, second semester), the student must have a minimum **combined average of 70%.**

14.3 In order for a student to pass from one year to the next, the student must receive a minimum of **70% for the combined average second semester grade and a 70% on the final exam.**

14.4 Students that fail the Final Exam or are below 70% on the combined average grade will be allowed to take a “make-up” exam **one time** only. (See section 17.0 for more information on re-testing).

14.5 Letter grades will be assigned to each overall percentage grade according to the following table:

100% - 93% = A = Exceptional

92% - 85%	=	B	=	Very good
84% - 75%	=	C	=	Good
74% - 70%	=	D	=	Poor
Below 70%	=	F	=	Very poor – Failing

14.6 *Any student that fails a semester must retake that semester in order to continue beginning in the following year.*

15.0 GRADE REPORTS:

15.1 Grade reports are sent to the contractors twice every semester. The first grade report is sent by fax or e-mail after the Mid-Term Exam and the other grade report is mailed after the Final Exam for the semester.

15.2 Mid-Term grade reports will be handed out to the students in class after they are sent to the contractors.

15.3 Final grades, for both the semester and the year, will be sent to the student via their contractor. IEC will send the grade reports for the students to the contractor on record as the student's employer. The student will then receive the report from their employer. **It is the responsibility of the student to keep IEC informed of changes to their address, employer, telephone number, or other by completing the “Student Status Change” form (available from the IEC Training Office).**

16.0 EXAMS:

16.1 All exams will be created and maintained by that years instructor. It is the instructors responsibility to insure the accuracy of the exams they present.

16.2 Students that are absent for a Mid-Term Exam will be required to take the exam before returning to class. The student must take the exam before the next class. **If a student that did not take a Mid-Term Exam attends subsequent class sessions without first taking the Mid-Term detailed above, the student will receive a zero for the exam.**

16.3 Students absent for a Final Exam must take the exam by scheduling an appointment with their instructor. Any student that needs to make up the Final Exam must do so within five working days from the originally scheduled Final Exam. **There will be a \$35 per hour exam fee for special Final Exams scheduled outside of IEC Office hours.**

16.4 All exams are closed book exams. However, the National Electrical Code book and a calculator may be used. No other resources, notes, books, or like materials are allowed to be used during an exam. Second year, first semester classes will be provided with a list of formulas for use during their exams. These lists must be returned to the instructor upon the completion of the exam.

16.5 First and second year exams and answer sheets will be passed out to the student before the exam. **Do not mark the exam! Put answers on the answer sheet.** Each exam is numbered. The student needs to record their exam number on the answer sheet (all exams are not alike) and make sure that all other information on the answer sheet is completed. It is the responsibility of the student to insure their exam is returned to the instructor following the examination. **The student will be held responsible for a lost or missing exam and may receive a zero for the exam if it is not returned to the instructor.**

17.0 RE-TESTING:

17.1 Re-testing for the Mid-Term Exam is allowed under these Policies and Procedures. Re-testing for Final Exams is allowed as well, schedule any retests through your instructor before the next class period.

17.2 **Any student that receives less than 70% on the combined average score for the first semester Final Exam will be allowed to retake the exam one time.** The re-test must be done during regular IEC Office hours and must be scheduled through your instructor. All re-tests must be completed within five days of notification. Any retest is subject to a \$35 fee for the instructors time to administer.

17.3 Any student that receives less than a 70% on a second semester Final Exam may retake the exam one time. **The student must successfully pass the Final Exam and have a passing semester average in order to pass to next year's class.** Any student who does not receive a 70% or better on the retake of the second semester Final Exam will receive a failing grade for that year's school work and will be required to repeat the entire school year.

17.4 Any student that retakes a Final Exam (either first or second semester) **cannot** receive a score on that exam that is higher than is necessary to allow the student to pass to the next semester. For example: If a student receives a 66% on the combined average grade for a semester, the student is entitled to retake the exam one time regardless of the Final Exam score. If a score on the re-test needs to be an 80% to bring the combined average grade to a 70% and the student scores a 90% on the re-test, the Final Exam grade will be shown as an 80% (the minimum needed to get the overall grade to 70%).

18.0 QUIZZES:

18.1 All quizzes will be supplied by the instructors and graded by the instructors for their class. There will be eight quizzes each semester. The highest five quiz scores for each semester will be included in the combined average grade calculation. The lowest three quiz scores will be dropped from the calculation.

18.2 Because of the complex nature of the upper level apprenticeship classes, all exams in third and fourth year will be supplied and graded by the instructor for that class. There will be a minimum of eight quizzes per semester. Only the top five quiz scores will be included in the combined average grade calculation. The low three quiz scores will be dropped from the calculation.

18.3 Quizzes are part of the class. If a student is absent when a quiz is given, the quiz **cannot be made-up**. The zero for that quiz may be one of the three quizzes dropped from the overall grade.

HOMEWORK:

18.4 It is the responsibility of each student to obtain the homework assignment for the next week's class from their instructor. It IS given within the student manual!

18.5 The homework assigned for any given week will be as presented in the IEC Student Manual. However, each individual instructor can make changes, additions, or deletions for the published homework assignments as is fitting and proper for their class for that particular lesson.

18.6 It is the responsibility of the student to turn in their homework assignments on time and complete. Make-up for missed homework assignments is strictly a decision of the individual instructor. Some instructors may allow a student to make-up missed homework assignments and others may not. The decision of the instructor is final concerning homework assignments. No make-up homework will be accepted after the Mid-Term Exam for the first half of the semester. Make-up homework for the second half of the semester must be submitted before the semester Final Exam.

19.0 HOME STUDY

19.1 West Co. IEC offers a home study program for persons not considered to be within our local boundaries, an 80 miles radius from the affected students classroom is that boundary. Due to the intense nature of our 1st and 4th year classes home study will only be offered to 2nd and 3rd year classes. Students seeking home study status will have their case reviewed by the board and a decision given on a timely basis.

19.2 All deadlines regarding registration and program starting dates are identical to our full school year including off weeks, exam weeks, mid term and finals weeks and school completion dates. All students are required to maintain the set schedules whether in a classroom or not! Students who fall behind in the program risk being dropped from the program.

19.3 All home study students will be required to attend a scheduled IEC classroom once a month to turn in homework, take scheduled quizzes and demonstrate proof of their proficiency and an understanding of the subjects covered. As well all home study students will be required to take major exams in the presence of IEC instructors or a designated **contractor proctor**. This can be accomplished either through attendance in our classrooms in the Glenwood area on regularly scheduled nights or through the **contractor proctor**.

19.4 A member contractor who enrolls apprentices in a home school study program will be required to nominate and support a viable proctor to assist the home school student in maintaining a school like schedule and insure that the student is progressing and understanding the materials as presented. The proctor would be required to maintain open lines of communication with the West Co IEC administration and provide regular progress reports. Tuition rates will reflect current pricing structures.

20.0 SCHOOL CLOSURES:

20.1 In the event of severe winter weather there is really no way of letting individual students know if classes are cancelled. The radio station KMTS at 99.1 F.M. offers the ability to broadcast closures through out the valley, tune to this station in the event of severe winter weather. Instructors will make every effort to contact your contractors and inform them of class status. If you have doubts about the class status call your employer before heading out.

20.2 Make-up for any classes that were cancelled will be held at a time and place to be decided by the Training Director. The Training Director will give a two-week notice of the make-up class(es) when possible. The Training Director will attempt to schedule the make-up class to the satisfaction and convenience of all parties concerned. This will depend on the number of classes that had to be cancelled, the date of the particular school closing, and other factors beyond the control of the school staff. The decision of the Training Director will be final.

20.4 If the school has to be closed for reasons other than weather, the IEC staff will attempt to contact each employer with employees in the apprenticeship school. No attempt will be made to notify individual students and it will be the responsibility of the contractor to notify their individual employees of the school closing.

21.0 PERFECT ATTENDANCE AWARDS:

21.1 Any student, regardless of year or grades, can earn a "Perfect Attendance Award." Those students with perfect attendance will receive a certificate. It will be mailed to your contractor along with your grade report.

21.2 In order to qualify for this award, the student must not have missed any regularly scheduled classes or any make-up classes that were held because of school closure.

21.3 Perfect attendance also means the student was present for all possible class time, including no late arrivals or early departures. See Section 12 for more information.

22.0 TOP STUDENT AWARDS:

22.1 The instructor of each class in the school will present the name of their top student to the Training Committee who will approve all nominees prior to graduation. The top students will be honored at the graduation ceremony. They may attend as the guest of IEC.

22.2 The top student is based on several factors, including grades, attendance, class participation, and other factors that make this individual outstanding according to their instructor.

22.3 The selection process for the top student will be determined by the individual instructor then approved by the Training Committee.

22.4 The top students attending the graduation will receive their award during the

exercises. The top students not present at graduation may pick up their award at the IEC Office.

23.0 GRADUATION:

23.1 A graduation ceremony will be held at the end of the second semester classes to honor the work and accomplishment of the fourth year students. The exact time and place will be announced.

23.2 All graduating fourth year students are invited to the ceremony as guests of IEC and are encouraged to attend. Graduating students in attendance will receive a gift to be awarded at the graduation ceremony. The fourth year top students will also be honored with a special award.

24.0 WIRE-OFF COMPETITION:

24.1 Western Colorado IEC will host its own local Wire Off competition to be held shortly before the school year ends and will be featured as a class, with sign in sheets and mandatory attendance per these policies. Competitions will vary by class and experience, prizes will be awarded for winning students and teams

24.2 Winning participants in the Wire-Off Competition will receive a prize. The top 4th year student will receive an all expense paid trip (including spending money) to the IEC National Convention. There, the contestant will compete against the best of the other IEC Chapters throughout the country. The National Wire-Off prize in 2004 was \$1,000 cash and approximately \$1,000 in tools and merchandise.

24.3 Contestants to compete in the Wire-Off will be notified by mail of their selection. If for some reason an invited contestant cannot compete in the Wire-Off, the next most qualified student will be selected from the list. They will be notified by mail about their selection to compete in the Wire-Off Competition.

24.4 The selection of the students will be final. Selection for participation in the Wire-Off Competition will include the following criteria: recommendation of the fourth year instructors, homework, quiz and exam scores, class participation, attendance, and experience in all areas of the electrical trade (residential, commercial, and industrial). Each participant must have no more than six years in the trade.

25.0 MATH TESTING:

25.1 Each first year student is required to demonstrate their math proficiency. This is accomplished in one of two ways.

25.11 Math Challenge – A proficiency exam that allows the student to bypass the math module class if they score 80% or above.

25.12 Math Module – A required math course for all first year students. This is a twelve-hour course and requires a passing score of 80% on the final exam.

25.2 No first year students will be allowed to register for classes until they have successfully passed the math module. Those who fail the math module will have to qualify for registration by passing the math module at its next scheduled offering.

26.0 FIRST AID & CPR TRAINING:

26.1 First Aid and CPR Training is required of all first and third year students. This is a mutli hour class conducted in accordance with the student syllabus. If the student has a First Aid and CPR document valid for two years, IEC will accept that in lieu of the class and will give full credit for the class.

28.0 FIRST NIGHT OF CLASS:

28.1 **Do not attend any other class unless you have obtained approval from the IEC Office. If you have not signed in on the sign-in sheet that has your name on it,**

you will be counted absent.

28.2 Your instructor will read the provided Policies and Procedures document. Each student will sign a form stating that they have read such document and are willing to follow the rules and procedures.

28.3 Each student must complete an apprentice registration form, which is used to complete our student files. The form provides us with the address, telephone number, etc. of all students. This form also registers the students with Emily Griffith Opportunity School and begins the process of obtaining an Associates Degree for the students. See Section 29.0 for more details.

28.4 When your instructor is notified, your entire class will go to the book distribution room to receive books. At the time of pick-up, you will receive a book receipt form that states the books ordered and payment status. When you receive your books, you must sign for them. **No books will be given to any student unless the book and tuition fees have been paid in full or other payment arrangements have been made.** If the book and/or tuition payment has not been received by the second week of class, the student will not be allowed to attend class.

28.5 Please refer to section 25.0 for information regarding the required Math Assessment for first year students.

29.0 TEACHER - STUDENT CONFLICTS

29.1 In the event a conflict arises between a student and instructor these steps are to followed. The student is to contact the instructor with his grievances, failing a resolution the student will contact his employer and the employer, or appointed representative and the student will attend a scheduled Western Colorado IEC meeting in order to air their grievances and work towards a solution.

29.2 During the time a solution is being sought the student is required to attend his scheduled class per these guidelines

30.0 EMILY GRIFFITH OPPORTUNITY SCHOOL (EGOS):

30.1 IEC is affiliated with EGOS. All students **must** register by filling out the new EGOS form. Only one form will need to be filled out for the four-year program starting in 2003.

30.2 Any student that graduates from the IEC Apprenticeship Program and passes the state journeyman licensing exam will be eligible to receive credit of up to 42 hours toward an Associates of Arts Degree in Electrical Technology.

revised 7-12-11