

# **Central Pennsylvania Diesel Institute**

## **STUDENT HANDBOOK / CATALOG**

**January 1st, 2022 - December 31st, 2022**



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## MISSION STATEMENT

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It is the goal of Central Pennsylvania Diesel Institute (CPDI) to provide quality, affordable education to all students interested in the Heavy-Duty Truck/Diesel Mechanic field. It is our desire to enhance the lives of our students academically and economically, thus impacting America one life at a time.

We are dedicated to the following principles:

- Promote high ethical standards for students to take with them into their careers.
- Promote high educational standards that meet industry standards.
- Help each student realize his or her full potential, both professionally and personally.
- Instill a positive outlook to all that come into contact with our Institute.

## History

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CPDI opened its doors in 2005 and has had hundreds of students successfully graduate. Mr. Alan Yoder is the Institute Director, CEO and owner of CPDI and has been in the Diesel Mechanic industry for over 30 years. He takes pride in his Institute. Over the years, CPDI has connected and built relationships with many big names within the industry to find employment for its graduates.

CPDI provides quality, affordable education to all students interested in the field of Diesel Mechanic Technology. It is our desire to enhance the lives of our students academically and economically, thus impacting America one life at a time. Upon completion of the program Pennsylvania Diesel Institute will present you a Diploma in Diesel Mechanic Technology at your Graduation Ceremony. We offer various services to students in order to help get them be prepared to enter this exciting field. The services offered are assistance with resume writing, finding housing, mock interviews, job placement and more.

## Accreditations and Approvals

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CPDI is licensed by the Pennsylvania State Board of Private Licensed Institutes.

CPDI is accredited by Accrediting Commission of Career Institutes and Colleges, 2101 Wilson BLVD #302, Arlington VA 22201 (703) 247-4212. [www.accsc.org](http://www.accsc.org)

ACCSC is a private, nonprofit, independent accrediting agency whose goal is maintaining educational quality in the career Institutes and colleges it accredits by striving to assure academic excellence and ethical practices.

The CPDI is an equal opportunity educational institution and admits students to all its programs and facilities without regard to race, religion, sex, national origin or age in administration of its educational policies, admission policies, loan programs, placement service and other Institute-administered programs.

## Facility

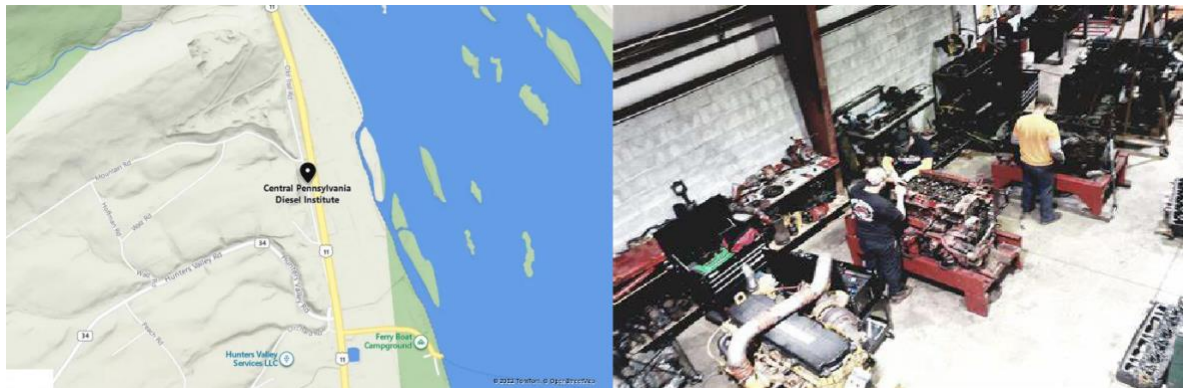
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CPDI is located in Liverpool, Pennsylvania, located on Routes 11 & 15, 25 miles north of Harrisburg, Pennsylvania. CPDI is small and personalized for the student who wants to receive a maximum of individualized attention throughout the 630 hour, 9-month program.

The physical facilities of the Institute are a general admissions office, theory classroom, tool room and three large hands-on shop areas.

We strive to keep a maximum class enrollment of 16 students per class. Diesel Mechanic Technology Program provides a student/teacher ratio of 16:1 in the classroom and an 16:1 ratio in the laboratory.

Normal hours of operation are from 11:00 AM to 9:30 PM, Monday through Thursday. The staff is available by appointment outside of the normal hours of operation. Classes meet 5:00 PM to 9:30 PM Monday through Thursday, when not on a scheduled break. Due to our small staff size please contact us prior to a visit. We will be happy to accommodate your schedule. Airbnb.com is an excellent resource for students researching accommodations.



## Program Advisory Committee

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The CPDI has established a programmatic Program Advisory Committee composed of industry professionals from within the Diesel Mechanic Industry, faculty, and members of the administration. The Program Advisory Committee assist the Institute in the ongoing evaluation and improvement of its existing program and provides insightful guidance for the development for the latest technology.

## ADMISSION POLICIES

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### Transfer of Credit Policy

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CPDI does not accept credit from other Institutes or programs and there is no guarantee that another Institute will accept credits from CPDI.

### Admission Requirements

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Before attending the first class, Applicants must furnish CPDI with proof of graduation from high Institute or a GED certificate showing an equivalent of high Institute graduation. They must be above 18 or have their parent's consent and must have an acceptable transcript.

Home-Schooled students may be considered for acceptance if the student's home state recognizes the home Institute method. The student is required to furnish grade transcripts and standardized test information. If sufficient information is not available, the student may be asked to come into CPDI for an interview. An applicant may be accepted if they attended a non-traditional secondary Institute, have life experiences that demonstrate the ability to succeed at the Institute, or have documented work experience deemed adequate preparation for the program.

All applicants must pass an Entrance Exam administered by CPDI Personnel prior to acceptance. CPDI may request a personal interview to evaluate academic qualifications before acceptance. The Institute may refuse admission to a student whose transcript shows excessive low grades, failures, or absenteeism.

Further information regarding tuition or fees can be found in the Enrollment Agreement that the student receives upon registration. These steps need to be completed before attending your first day at CPDI:

- Complete the Admission Exam
- Complete the Application for Admission
- Speak with a Institute official concerning payment arrangements and potential starting date(s)
- Submit the \$100 registration fee
- Submit proof of eligibility for admission (official high Institute transcript, GED transcript of your scores confirming receipt of a Commonwealth diploma, or educational transcript) or other qualifying criteria
- Attend New Student Orientation

CPDI offers a rolling enrollment throughout the Institute year. Any accepted student may start at the beginning of any phase throughout the Institute year, subject to available seats. Students must be enrolled, with payment arrangements made for all tuition and fees by the close of business on the first day of any class for any Phases. An applicant rejected by the Institute is entitled to a refund of monies paid, minus the registration fee.

## FINANCIAL INFORMATION AND SERVICE

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CPDI recognizes the need for financial aid to help students meet the cost of higher education. Therefore, CPDI processes grants, and loans, through federal, private, and institutional sources to help eligible students meet some of those costs. Funds are awarded to defray direct educational costs, such as tuition and fees, and indirect educational costs, such as books and supplies, transportation, room and board (for off-campus and commuter students), and other personal expenses.

The initial source of funds used in meeting Institute costs is the student, and the student's family can contribute. We will then attempt to supplement the family's contribution with the financial aid resources that we administer.

Students can contact the office if they have any questions about the financial aid process, the application forms, the types of aid administered, or a personal interview to discuss individual circumstances.

### Schedule of Program Fees

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<b>Registration Fee</b>	<b>Administrative</b>	<b>Training Fee</b>	<b>Total Cost</b>
<b>\$100.00</b>	<b>\$400.00</b>	<b>\$20,000.00</b>	<b>\$20,500.00</b>

*Student must purchase Heavy Duty Truck Systems required Textbook's 6th Edition Sean Bennett ISBN 13: 978-1-305-07362-3 and Medium/Heavy Duty Truck Engines, Fuel & Computerized Management Systems" 5th Edition Sean Bennett ISBN 13: 978-1-111-64569-4*

CPDI offers the PA State Inspection course to all our students. The cost of the class, the baseline test, and one (1) category are included in the tuition cost. Any additional category tests are \$40.00. If the student fails the baseline test, the cost to re-take the test is \$190.00 plus \$40.00 for each category.

### Financial Assistance

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Financial Aid is available for those who qualify. CPDI participates in a variety of financial aid programs supported by the U.S. Department of Education. The objective of these programs is to provide funds for students who would not otherwise be able to continue with their education. Students must meet eligibility requirements in order to participate. CPDI administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this Catalog. It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid is awarded on an award-year basis; therefore, it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact speak with the Institute Director.

## Applying For Financial Aid

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Individuals interested in applying for financial aid must meet with the Institute Director at the campus. Individuals must fill out the Free Application for Federal Student Aid (FAFSA) and other paperwork required.

## Financial Aid Programs

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**FEDERAL PELL GRANT:** This is a federal aid program designed to make funds available to those who qualify in approved Institutes. No repayment is required.

**SUBSIDIZED/UNSUBSIDIZED FEDERAL DIRECT STAFFORD/PLUS LOANS:** Federal Direct Stafford and PLUS Loans enable students/parents to borrow directly from the U.S. Federal Government in order to finance educational expenses. These loans are available for students who qualify

Subsidized Stafford Loans are for students with financial need as determined by federal regulations. No interest is charged while you are in Institute at least half-time. Unsubsidized Stafford Loans are for students and are not based on financial need. Interest is accrued during all periods.

William D. Ford Federal Direct PLUS Loans are low-interest loans for parents to help their children meet the cost of post-secondary education. These loans are not based on need, but when combined with other resources, cannot exceed the student's cost of attendance. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request deferment of payments while the student is attending at least halftime.

Note: Repayment of subsidized and unsubsidized loans begins six months after the student graduates, withdraws from Institute, or falls below half-time enrollment status.

NOTE: Students can contact the Institute Director or go to <http://studentaid.ed.gov/> to learn more about student financial assistance.

## Financial Aid Eligibility

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All financial aid awards are made for one year or less. After the following eligibility requirements are met and aid has been awarded, it will be delivered by payment period and the funds will be credited to the student's account. To be eligible to receive an award, a student must:

- Be a U.S. citizen or eligible non-citizen, and be enrolled or accepted for enrollment as a regular student in an eligible program at an eligible institution of higher education;
- Provide a valid and verifiable social security number;
- Not be simultaneously enrolled in a secondary Institute;
- Have a high school diploma, or its recognized equivalent (GED);
- Be registered with Selective Service (or exempt) if a male student is over 18 years of age;
- For Federal Pell Grants and Federal SEOG, not have previously received a baccalaureate degree;
- Have a need for financial assistance, as defined by the individual program requirements (not required for Unsubsidized and PLUS Loans);



- Maintain satisfactory academic progress;
- Not be in default on any Federal Title IV Loan or owe a repayment on any Federal Title IV Grant received for attendance at any institution;
- Not have borrowed in excess of annual or aggregate limits on any Title IV Loan;
- Not have been convicted of or have pled nolo contendere or guilty to a crime involving fraud in obtaining Title IV, HEA financial assistance;
- Have signed a statement on the Free Application for Federal Student Aid (FAFSA) certifying that Federal Student Aid will be used only for educational purposes;
- Be enrolled on at least a half-time basis (Direct Loan recipients only);
- Not have been convicted of a Federal or State offense involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving Title IV, HEA financial assistance;
- Continue to demonstrate financial need and;
- Complete all required financial aid applications each academic year and remain drug free, as required by the Institute's drug-free policy

### Appeal Process: Financial Aid Eligibility

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A student who loses financial aid eligibility and is terminated from CPDI due to lack of satisfactory academic progress following the period of Financial Aid Warning, may appeal the decision. The basis on which to appeal must be due to mitigating circumstances that the student feels deserve further consideration, i.e., death of a relative, injury or illness or other special circumstances.

A student who wishes to appeal must submit a letter, along with documentation, to the Institute Director, describing the mitigating circumstances and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress during the next evaluation period. The student has five (5) business days to submit the appeal documentation to the Institute Director to be reviewed for consideration. An appeal decision will be made by the Institute within five (5) business days of the submission of the Appeal and the student will be notified in writing of the decision. A student who is allowed to return must achieve and maintain Satisfactory Academic Progress (SAP). The circumstances concerning a student's appeal are considered on an individual basis. The decision of the Institute Director is final. If the appeal is approved, an Academic Plan will be crafted and implemented that provides guidelines for meeting Satisfactory Academic Progress. For further information, refer to the section on Academic Polices.

## CANCELLATION AND REFUND POLICY

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The cancellation and tuition refund policy are clearly stated in your enrollment agreement. This refund policy applies to Title IV and Non-Title IV funded students.

A. Full refund of all tuition paid if the applicant does not meet admission requirements and expresses, they would like to withdraw from the Institute prior to the commencement of studies.

B. The Registration Fee of \$100.00 is non-refundable unless cancellation is requested within five (5) days of signing the Enrollment Agreement.

C. A student cancelling the Enrollment Agreement within ten (10) calendar days of the signing of the agreement and prior to the beginning of classes will be refunded all tuition.

D. If a student enrolls and withdraws or discontinues after the phase has begun but prior to the completion of the phase, the following minimum refunds apply:

- For a student withdrawing from or discontinuing the program during the first 18 hours of class time the tuition charges refunded by the Institute will be 75% of the program.
- For a student withdrawing from or discontinuing the program after the first 18 hours, but within the first 158 hours of the program, the tuition charges refunded by the Institute shall be 50% of the tuition for the program.
- For a student withdrawing from or discontinuing the program after 158 hours but before completing 315 hours the tuition charges refunded by the Institute shall be 30% of the tuition for the program.
- For a student withdrawing from or discontinuing the program after 315 hours of the program, the student is entitled to no refund.

E. Official withdraw for refund purpose is the date of termination and is defined as:

1. The last day of recorded attendance if a student is terminated.
2. The date of receipt of signed withdraw form stating that the student will no longer be in attendance at the Institute.

F. Any student who is suspended or dismissed from CPDI after the first day of classes in the quarter for any reason including academic dismissal will follow the normal refund schedule.

G. Refunds shall be returned to the student within 14 days after official date of withdraw.

H. At the completion of the CPDI 630 hour, 9-month training program, the student will receive a Diploma in Diesel Mechanic Technology.

I. The refund policy does not apply to students using VA funding.

J. CPDI is licensed by the State Board of Private Licensed Institutes, questions or concerns that are not satisfactorily resolved by the Institute Director may be brought to the attention of: State Board of Private Licensed Institute, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.

Student records are maintained permanently. However, for those students who are denied entry or dismissed from the Institute, records will remain on file for at least one year.

### Third Party

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For information regarding any applicable third-party funding agency refund or return of funds policies (e.g., Veterans Administration, WIA, etc.) may be obtained from the Director of Student Services.

### Collections

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In the event an account becomes 30 days past due it may be turned over to a collection agency or referred for legal action. If an account is turned over to a collection agency, the debtor will be responsible for all collection costs and legal fees associated with the collection of the debt.

### Program Cancellation Policy

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CPDI reserves the right to determine that program or course postponement, cancellation, or facility closure is in its best interest. Affected students shall be notified, as follows:

#### Program or Course Postponement

In the event of program or course postponement, student notification shall:

Be notified by telephone and/or email (as appropriate) that:

- Contain an anticipated date that the program or class is scheduled to resume.
- Contain a provision for the student to delay his or her attendance or receive a refund of tuition and appropriate fees. The refund shall be calculated from the date of notification of program or course postponement or from the scheduled program or course start date, whichever comes first. The refund shall be paid within 30 days of receipt of the student's written request for a refund. Students who choose to delay their attendance shall be provided additional notification by telephone and email (as appropriate) of the date that the program or course is to resume when that date has been finalized.

## ACADEMIC POLICIES

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### Attendance

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Attendance is not only important in developing student skill levels but learning professional ethics. Attendance is important due to the amount of hands-on learning. Students are expected to attend as stated in the Enrollment Agreement. CPDI has no system of excused absences or allowed class cuts, and all absences are recorded regardless of the reason. Graduates are screened by prospective employers not only for academic achievement, but for attendance to determine a student's reliability and work ethic. For the purposes of attendance reporting: Present is defined as a student being physically in attendance; and prepared for educational activities, for not less than 50% of the assigned educational period. Absence or absent is defined as a student not being present for at least 50% of the assigned educational period. An educational period is defined as a single full class day (or Evening). This applies to arriving late, leaving early, or any combination of these. The attendance policy applies to all students attending CPDI whether or not the student participates in any federal financial aid programs. Absences are recorded in the student's permanent record and become part of his or her permanent transcript. Veteran students' attendance will be reported to the appropriate government agency. Attendance is directly tied to academic performance; therefore, regular attendance is required. Class attendance affects the student participation grade used as criteria in computing the final course grade. Students who do not attend regularly risk earning lower or failing grades. Students are expected to maintain 100% attendance for all classes. Students who miss 14 calendar days without contacting the Institute and submitting proper documentation will be terminated from their program and will constitute post withdrawal procedures.

Attendance is taken at the beginning of each class, and spot checked throughout the period. The first time a student is absent in a class, the Instructor will provide a verbal reminder of the importance of attendance and remind the student that additional attendance consequences will result if the attendance behavior is not corrected. The second absence results in an intervention meeting with the student. The third time a student is absent in the same class they will be placed on attendance warning. The student will remain in Attendance Warning status for the remainder of that class and into subsequent classes. If the poor attendance pattern remains in the class, the student may be placed on attendance probation. The first time a student is absent in a subsequent class after being placed on attendance warning, the Instructor will provide a verbal reminder of the importance of attendance and remind the student that additional attendance consequences will result if the attendance behavior is not corrected. The second time a student is absent in the same class after being placed on attendance warning, the Institute Director will place the student on Attendance Probation. The student will remain in Attendance Probation status for the remainder of that class and into subsequent classes. The first time a student is absent in a subsequent class after being placed on Attendance Probation, the Instructor will provide a verbal reminder of the importance of attendance and remind the student that additional attendance consequences will result if the attendance behavior is not corrected. The second time a student is absent in the same class after being placed on Attendance Probation, the Institute Director may recommend dismissal from the program.

If a student who has been placed on Attendance Probation maintains an attendance record of less than two absences in the subsequent Phase, the Institute Director will reduce the student's attendance status from Probation to Warning. Students are encouraged to schedule appointments

outside of class hours and should notify their instructor if they plan to be absent. Each student is responsible for getting a copy of the academic notes and/or must complete assignments missed during an absence.

Every student is expected to adhere to CPDI 's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the industry. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of CPDI consider each moment in class imperative for success.

## Absences

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Every student is expected to contact the instructor PRIOR TO THE START OF CLASSES ON THE DAY OF THE ABSENCE. The Institute reserves the right to contact the student using any contact information provided.

All absences or early leaves from scheduled class days must be reported to the instructor. If you are absent because of an emergency or illness for more than four (4) days you must have a meeting with a CPDI staff member to gain access to class. Students are required to contact the instructor or staff if they are going to miss a class period. No call, no shows will result in Institute suspension and the student is permitted to make up any work during that suspension time. Students cannot miss essential instruction time beyond prescribed limits noted for any reason. The Institute must be notified immediately for advice on appropriate options for absences from Institute to avoid withdrawal. Any missed work must be made up within a week of the absence.

## Tardiness

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All students are required to be in class every class day on time. If the student is more than fifteen minutes late they are considered tardy. Students who arrive more than 15 minutes late for class or who miss 15 minutes of class time during any given class hour are recorded as tardy and are considered absent for that class hour. Three (3) tardies will be marked as a missed class.

## Make-Up Work

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Students are required to make-up all academic notes and assignments missed as a result of an absence. The instructor may assign additional work outside the original assignments to be completed. Arrangements to take any tests missed because of an absence must be made with the instructor. Missed time may be made up if extenuating circumstances exist. Make up time is determined at the discretion of the instructor and/or Chief Academic Officer. VA students are not certified for make-up work, except when failing a class

## Leave of Absence

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A student faced with severe illness, personal or financial hardships which require their absence from the CPDI for five or more consecutive days of instruction are required to contact the Institute Director. The Institute officials must approve leave of absences prior to the first day of the leave. If a student is approved to take a leave of absence during a session, they may return at a later session within three months of their original start date to complete the course at no additional charge. A student may be granted more than one leave of absence due to circumstances covered under the Family & Medical Leave Act of 1993, military service requirement or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. The student must put the request in writing so that it can become part of the permanent record. Students returning to Institute from a leave of absence should meet with the Institute Director to determine when to re-enter classes and to review financial obligations.

## Grades

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Students will be graded as follows: competencies 30% Professionalism 30% Home Work 30% Final Exam (10%). Grades are issued upon the completion of each course. Evaluation of satisfactory progress is made after each second Phase. The grading system is as follows:

Letter Grade	Quality Points	Percentage	Indicator
A	4.0	100 – 90 %	Excellent
B	3.0	89 – 80 %	Good
C	2.0	79 – 75 %	Average
F	0.0	Below 74 %	Failing

If a student misses an exam, the student will receive a zero and has to complete the test within a designated period determined by the instructor. If a student receives a failing grade on an exam, the student is required to retest during the course term to work toward a passing grade. The passing grade takes the place of the failing grade. If a student fails a final exam, the student will have a single opportunity to retake the test the subsequent academic day.

## Satisfactory Academic Progress

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Students must maintain satisfactory academic progress in order to remain eligible for Title IV funds. In order to maintain satisfactory academic progress, a student must maintain a specified grade point average and proceed through the program of study at a specified minimum pace. Satisfactory academic progress (qualitative and quantitative) will be checked at the end of the 2nd, and 5th Phases for all students, including those who do not participate in financial aid programs, and is determined by the following criteria:

- Maintain a minimum GPA as outlined in the table below.
- Complete the program within the published maximum time frame.
- Maintain any conditions of probation.

## Academic Probation

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At the end of the scheduled course, a grade is assigned to each student based on the teacher's evaluation of the student's in-class performance and test results. If the student's grade is below 75% the student will be automatically placed on academic probation and is informed of this fact in writing. his probationary status is removed when the student repeats the course and receives a grade of "C" (75%) or higher. The student on Academic Probation is allowed only one opportunity to earn the required quality points by receiving a grade of 75% or higher and may not repeat the program course a second time. If the student's grade point average has not returned to a "C" (75%) or better, the student is dropped from the program.

## Warning

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Students not meeting either the qualitative or quantitative standards described above when satisfactory academic progress is measured at the end of each payment period (defined as each second Phase) will be placed on Warning for the subsequent Phase. During the Warning status, the student is eligible for Title IV funding for the next payment period. If the student fails to achieve the minimum rate of progression by the end of the Warning status, the student will lose financial aid eligibility and will be terminated. Students may appeal termination by submitting an Academic Appeal in writing to the Institute Director, following the procedure outlined below.

## Academic Appeal

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A student, who is terminated from institute due to lack of satisfactory academic progress and loses financial aid, may appeal the decision in writing to the Institute Director within five (5) business days of termination. The letter must present any documented mitigating circumstances the student feels contributed to their unsatisfactory academic progress and any change in circumstance that will contribute to improving grades and SAP requirements. The appeal decision will be made by the Institute within five (5) business days of the submission of the appeal. The student will be notified in writing of the decision. The decision of the Institute Director is final.

## Consideration of Mitigating Circumstances

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If a student believes that the daily attendance record assigned by an instructor is incorrect or otherwise not justified, the student may request in writing a review by the Institute Director. The Institute Director may consider mitigating or other special circumstances in determination of absences, attendance warning, attendance Probation or recommendations for dismissal. The Institute Director may support the instructor's evaluation or restore daily attendance in a day-by-day basis based on evidence provided by the student. If a student believes that the Institute Director decision is incorrect or otherwise not justified the student may request in writing an appeal to the Institute Director. The Institute Director will have the final decision and no further appeal will be permitted. If a student cites "mitigating circumstances" in an appeal process, The Institute Director must approve the mitigating circumstance based on written documentation provided by the student. Illnesses must be documented by a physician if the medical condition is implicated in the mitigating circumstance and had an adverse impact on the student's satisfactory academic progress. No waivers will be permitted for graduation requirements.

## Academic Probation

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The initial probationary period covers the term that starts immediately after the student has been placed on Academic Probation. Students remain eligible for financial aid during this period. If, at the end of the probationary period, a student achieves the required Satisfactory Academic Progress benchmarks, the Director of Student Services and Placement will notify the student that the probationary period has been removed. If the student does not achieve satisfactory academic progress as defined in the Academic Plan, the student will be terminated from the Institute

## Academic Plan

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An Academic Plan is developed as part of a student's Academic Probation and provides guidelines for a student to achieve satisfactory academic progress within a specified time. The Academic Plan will be designed between the Institute Director and the student, with the student agreeing to and signing the Plan. While on Academic Probation, the student is required to attend academic advising sessions as outlined in the Plan. An Academic Plan may span multiple terms as long as the Plan allows for the student to graduate within the Maximum Time Frame for graduation

## Maximum Time Frame

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To remain eligible for federal funds, student aid recipients must complete their program within a 150%-time frame. The program time frames are defined as 945.630

## Definition Of Terms

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**Academic Hour:** A clock hour consists of 50 minutes of class time. Clock hours are converted into credit units to allow for comparison with other postsecondary schools.

**Clock Hour:** A clock hour is a period of 60 minutes including a minimum of 50 minutes of supervised instruction.

**ACCSC Clock to Credit hour Conversion:**

- 1-Clock Hour of Didactic Learning = 2 units
- 1-Clock Hour of Supervised Learning = 1.5 units
- Diploma: An award issued to a student indicating graduation from a prescribed program of study.
- Financial Aid: Students may be awarded financial assistance, if eligible, based on the number of credit hours they will earn.
- Full-time Student: A student enrolled for at least 12 credits per term.
- Term: A period of study consisting of 11 weeks.
- Payment period: Title IV funds are awarded based on the number of credit hours earned for the appropriate program of study. A payment period consists of 11 weeks



## GENERAL INFORMATION AND STUDENT SERVICES

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### Graduation Requirements

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To be eligible for graduation a student must attain an overall cumulative grade of "C", equivalent to 75% or better and have passed all courses required in the program.

A Diploma is awarded to students who fulfill all educational, financial, and administrative requirements of the program. These requirements include the timely submission of financial documentation, clearance from the accounting office that all financial obligations have been met, and all academic projects have been completed. The Diploma certifies that the student has maintained the required academic average and has demonstrated proficiency in all the courses taken.

### Transcripts

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All students who meet the requirements for graduation are entitled to one copy of their transcript of grades without charge if all financial obligations have been satisfied. A student who does not graduate, can receive a report card showing successfully completed courses if all financial obligations have been satisfied. Additional copies can be ordered for \$15.00, however other Institutes can request official transcripts for the purpose of admission at no charge.

### Job Placement Assistance

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Job placement is in no way guaranteed. Job assistance is available at the Institute office and a letter of recommendation is available for students wishing to take one with them upon successful graduation.

The CPDI offers assistance to unemployed students and for graduates in order to help them to perform the following tasks related to a job search effort. This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are:

- ✓ Preparing resumes
- ✓ Identifying job position openings
- ✓ Developing and utilizing a network of professional contacts who can aid the job search effort

### Guarantee Disclaimer

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The CPDI and staff and faculty are committed to assisting graduates to find gainful employment but cannot, however, guarantee employment to any student, recent graduate, or alumni of the Institute. The CPDI cannot and does not guarantee placement upon graduation.

## Family Right and Privacy Act

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The CPDI complies with the confidentiality and students' accessibility provision of the Family Right and Privacy Act of 1974 (P. L. 93-380, section 438), commonly known as the Buckley Amendment. Confidentiality of student records is strictly protected. Information on students is not available to anyone without:

- ✓ Written request/release from the student
- ✓ A court order, or
- ✓ Other oversight agency's requirements.

## Student Conduct Requirements

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Each student is reminded that Central Pennsylvania Diesel Institute LLC is dedicated to educating and protecting every student from any disruptive influences. Students are expected to conduct themselves as responsible adults and respect and consideration instructors, staff, fellow students, and property. The following "Student Conduct Standards" are the guidelines Central Pennsylvania Diesel Institute LLC will use to protect all of its students. If these guidelines are not followed, it may lead to dismissal. The normal progression of discipline for the following infractions will be as follows unless noted with the infraction: Verbal Warning; Written Warning with a copy placed in your student file; 1-3 Day Suspension with a copy placed in your student file; Dismissal from the Institute.

- Consumption, storage, or sale of alcoholic beverages, drugs, drug paraphernalia, hallucinogens, weapons, or dangerous objects on school property. The severity of the infraction may result in immediate dismissal and contacting criminal authorities.
- Insubordination or other conduct unbecoming of a student.
- Unauthorized engine or equipment operation.
- Intentional destruction of property. The severity of the infraction may result in immediate dismissal and contacting criminal authorities.
- Physical violence of any kind. The severity of the infraction may result in immediate dismissal and contacting criminal authorities.
- Creating disturbances of any kind in class.
- Excessive absenteeism or tardiness.
- Continued academic failure.
- Failure to follow industry safety procedures.
- Attending class under the influence of alcohol or chemicals. The severity of the infraction may result in immediate dismissal and contacting criminal authorities.
- Theft of any kind. The severity of the infraction may result in immediate dismissal and contacting criminal authorities.
- Tobacco usage of any kind inside the building is prohibited.
- There will be no cell phone usage of any kind inside the building. The students are ONLY permitted to use the school's phone in an Emergency.
- Inappropriate language will not be tolerated at Central Pennsylvania Diesel Institute. Please refrain from using profanity, as it can be offensive to those around you.
- Cheating of any kind will not be tolerated. If a student is caught cheating on any test or an assignment, he or she will receive a zero for that test or assignment.

## Termination

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A student may be dismissed, at the discretion of the Institute Director of CPDI, prior to completion of the program. Reasons for termination include, but are not limited to the following:

- ✓ Insufficient progress (not maintaining a 75% GPA).
- ✓ Failure to comply with rules outlined in this catalog under student conduct requirements.
- ✓ Consumption, storage or sale of alcoholic beverages, drugs or drug paraphernalia, hallucinogens, weapons or dangerous objects or school property
- ✓ Insubordination or other conduct unbecoming a student
- ✓ Failure to follow industry safety procedures
- ✓ Continued academic failure
- ✓ Failure to follow work or study details
- ✓ Nonpayment of tuition under terms agreed upon in signed the enrollment agreement.

Should students find it necessary to discontinue their training, they should arrange to meet with the Institute Director to discuss their situation and submit written notification of their request. Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the Institute based on the refund policy. Students have the right to appeal dismissal decisions made by the Institute administration by submitting a written request to the Institute Director describing any mitigating circumstances or conditions, which warrant special consideration.

If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the Institute Director. Apart from the registration fee of \$100, there are no other administrative costs associated with withdrawal or termination. Terminated students may appeal the Institute's decision in writing to the Institute Director. The Institute must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the Institute.

## Student Grievance Procedure

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A grievance procedure is available to any student who believes a Institute decision or action has unfairly and adversely affected his/her status, right, or privileges as a student. Complaints should be written, signed, and dated, and submitted to the Institute Director for resolution. The CPDI is licensed by the State of Pennsylvania as a Private Licensed Institute. Once an Institute Official has been informed, if complaint cannot be resolved, questions or concerns may be brought to the attention of the:

State Board of Private Licensed Institutes,

Pennsylvania Department of Education

333 Market Street

Harrisburg,

Pennsylvania 17126-0333.

All complaints must be in writing and signed by the student. The following notice is provided to students attending schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel the Institute has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the Institute for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges,

2101 Wilson Boulevard, Suite 302,

Arlington,

Virginia 22201,

(703) 247-4212. ([www.accsc.org](http://www.accsc.org)).

A copy of the Commission's Complaint Form is available through the Institute Director and as an addendum to this catalog.

## PROGRAM DESCRIPTION

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### Diesel Mechanic Technology

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630 clock Hours/35 weeks

The Diesel Technology Program offers a comprehensive training in diesel technology. Graduates will have the ability to diagnose, trouble-shoot and repair light, medium, and heavy-duty trucks including diesel engines, suspension and steering, drive train components that include transmissions and axles, brakes, preventive maintenance inspection, electrical/electronic systems, heating, and ventilation and air conditioning. These skills will be taught in classroom and laboratory settings that replicate real work environments.

#### Program Outline

Phase Number	Phase Title	Length of Phase
DMT 101	Truck Drive Trains	126 Hours/7 weeks
DMT 102	Truck Chassis and Brakes	126 Hours/7 weeks
DMT 103	Diesel Engines and Fuels	126 Hours/7 weeks
DMT 104	Electrical I and II	126 Hours/7 weeks
DMT 105	Advanced Technologies	126 Hours/7 weeks
Total		630 Hours/35 weeks

#### Phase Descriptions

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DMT 101 Truck Drive Trains

126 Hours/7 weeks

PREREQUISITES NONE

In this course the student will learn the major divisions in power trains. Clutches, transmissions, propeller shafts, and drive axles. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Prepares students for certification test on Medium and Heavy Truck Drive Train. The student will learn the major divisions in drive trains, with focus on hydraulic automatic and automated transmissions. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

DMT 102 Truck Chassis and Brakes

126 Hours/7 weeks

PREREQUISITES DMT 101

Students will learn the fundamentals of medium and heavy truck suspension and steering systems with emphasis on actual service procedures from diagnostic methods through all necessary corrective operations. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Students will learn the basic principles to troubleshoot and make repairs to hydraulic and pneumatic brake systems, and ABS and trailer brake systems for medium and heavy-

duty trucks, and combination vehicles. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

DMT 103 Diesel Engines and Fuels

126 Hours/7 weeks

PREREQUISITES DMT 101/102

Students will learn the principles, design, construction, operation and maintenance of diesel engines, and the skills necessary to service medium and heavy-duty diesel engines. The student will learn how to perform a complete disassembly/reassembly of the diesel engine including the cylinder head and block and timing gears. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment. Students will learn in-depth operational information related to diesel engine performance and operation. Focuses on diagnosing engine performance concerns by requiring students to perform engine run-in and Dyno-testing. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

DMT 104 Electrical I and II

126 Hours/7 weeks

PREREQUISITES DMT 101/102/103

This course provides the foundation instruction and practical study of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion, students are able to calculate, build, and measure circuits. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

DMT 105 Advanced Technologies

126 Hours/7 weeks

PREREQUISITES DMT 101/102/103/104

Students will learn Advanced Technology and skills required to perform diagnostics, proper use of diagnostic tools, electronic engine programming, and diagnosis/troubleshooting electrical problems. Students will use industry standard hand tooling, repair information systems, and diagnostic equipment.

### Occupations to which these courses are represented to lead

Occupational Outlook Handbook ONET Codes 49-3031.00 - Bus and Truck Mechanics and Diesel Engine Specialists

Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.

Sample of reported job titles: Bus Mechanic, Diesel Mechanic, Diesel Technician, Fleet Mechanic, General Repair Mechanic, Mechanic, Service Technician, Trailer Mechanic, Transit Mechanic, Truck Mechanic

## Administrative Staff

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Alan Yoder	Institute Director and Chief Executive Officer
Janet Yoder	Chief Operating Officer
Liza Collins	Director of Admission
Suli Goodlief	Director of Student Services and Placement

## Faculty

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Kent Berkheimer	Instructor
Alan Yoder	Substitute Instructor

## Academic Calendar

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See tentative schedule below:

Start Date	End Date

## Institute Holidays 2022

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Jan 1 New Year's Day	Oct 10 Columbus Day
Jan 17 Martin Luther King Jr. Day	Nov 11 Veterans Day
Feb 21 Presidents' Day	Nov 24 Thanksgiving Day
May 30 Memorial Day	Dec 25 Christmas Day
Jul 4 Independence Day	Dec 26 'Christmas Day' day off
Sep 5 Labor Day	

Winter Holidays will last from December 24, 2022, until January 3, 2023. Additional holidays or Institute closures may be declared at the discretion of the Institute Director.

## 2022-2023 Academic Calendar

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- First and last day of school
- Beginning of session
- End of session
- School Closed/Holidays