

*CENTRAL  
PENNSYLVANIA  
DIESEL INSTITUTE*

*2019-2020*

*CATALOG*

### 2019-2020 ACADEMIC CALENDAR

August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3										1	2	3	4	5
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12
11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19
18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26
25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31		
							29	30												
November							December							January						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2											1	2	3	4
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	31	
							29	30	31											
February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1											1	2	3	4
2	3	4	5	6	7	8	1	2	3	4	5	6	7	5	6	7	8	9	10	11
9	10	11	12	13	14	15	8	9	10	11	12	13	14	12	13	14	15	16	17	18
16	17	18	19	20	21	22	15	16	17	18	19	20	21	19	20	21	22	23	24	25
23	24	25	26	27	28	29	22	23	24	25	26	27	28	26	27	28	29	30		
							29	30	31											
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																				

  

	Start Date
	End Date
	School Closed

Central Pennsylvania Diesel Institute publishes an electronic catalog annually with periodic updates in an effort to provide updated information to students on an ongoing basis. In spite of this desire and intention, the institute reserves the right to make changes in its program and the content of this catalog as necessary on an ongoing basis in accordance with institutional policies and procedures. The institute makes every effort to provide current and prospective students with the most up-to-date and current information available and will continue this practice as a matter of policy and practice. Students also may access the college website at [cpdiesel.com](http://cpdiesel.com) for specific information if desired.

# Table of Contents

2019-2020 ACADEMIC CALENDAR .....	2
WELCOME .....	8
FROM THE DIRECTOR/PRESIDENT OF CENTRAL PENNSYLVANIA DIESEL INSTITUTE.....	8
ABOUT CENTRAL PENNSYLVANIA DIESEL INSTITUTE .....	9
About US: .....	9
Who We Are:.....	9
Our History:.....	9
Mission Statement .....	10
Vision .....	10
ACCREDITATIONS AND APPROVALS.....	11
College Accreditation.....	11
College Licensure.....	11
Central Pennsylvania Diesel Institute is licensed by the Pennsylvania State Board of Private Licensed Schools.....	11
INSTITUTE DIRECTORY .....	12
Disability Support Services.....	12
Drug-free Institute.....	13
FERPA.....	13
Inspection.....	13
Challenge.....	14
Disclosure.....	14
Failure to Comply .....	15
Harassment Policies .....	15
Gender Discrimination/Sexual Harassment Policy Statement .....	15
Disability Harassment Policy.....	15
Diversity and Inclusion Statement .....	16
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act .....	16
ADMISSIONS .....	16
TRANSFER OF CREDIT POLICY .....	17
FINANCIAL INFORMATION AND SERVICES .....	17
Financial Aid .....	17
General Eligibility Requirements.....	19
Application Process .....	19
CPDI Library.....	19
Student Learning Development .....	19
Student Success.....	20
Tool Requirement.....	20
iPad Requirement.....	20
Attendance and Engagement Requirements .....	20
Absences .....	21

---

Tardiness .....	21
Leave of Absence .....	21
Program Completion Timeframe.....	21
<b>Probation or Dismissal.....</b>	<b>22</b>
<b>Course details.....</b>	<b>22</b>
Transfer-of-Credit Policy .....	22
Teaching Timetable .....	22
Truck Drive Trains.....	23
Chassis and Brakes.....	23
Diesel Engine and Fuels .....	23
Electrical Theory I and II.....	23
Coursework Submission.....	24
<b>Grading System .....</b>	<b>24</b>
Professionalism Grade .....	24
Competency Grade .....	25
Satisfactory Progress .....	25
<b>Student Conduct Standards .....</b>	<b>25</b>
Appearance Guidelines .....	26
<b>Assessment Practices .....</b>	<b>27</b>
The Return of Work from Staff.....	27
Vocab Quizzes .....	27
Review Questions .....	27
Final Exam .....	27
Progression and Classification of Awards .....	27
<b>Referencing and Academic Integrity .....</b>	<b>28</b>
<b>Mitigating Circumstances .....</b>	<b>28</b>
<b>Personal Support for Students.....</b>	<b>28</b>
Departmental Student Support Arrangements.....	28
Student Support Arrangements .....	28
Academic Assistance .....	28
Off Campus Housing.....	29
<b>Careers and Skills Development .....</b>	<b>29</b>
Career Development Service.....	29
<b>Administrative Policies .....</b>	<b>29</b>
Inclement Weather.....	29
Emergency Procedures .....	29
<b>Graduation Ceremony .....</b>	<b>30</b>
<b>Complaints and Academic Appeals Procedures.....</b>	<b>30</b>
<b>Required Textbooks .....</b>	<b>30</b>
<b>Welcome/Introduction.....</b>	<b>8</b>

---

---

<b>Mission Statement</b> .....	<b>10</b>
<b>Statement of Non-Discrimination</b> .....	<b>10</b>
<b>Staff List</b> .....	Error! Bookmark not defined.
<b>Student Communications and Personal Details</b> .....	Error! Bookmark not defined.
<b>Learn at CPDI</b> .....	Error! Bookmark not defined.
<b>CPDI Library</b> .....	<b>17</b>
<b>Student Learning Development</b> .....	<b>19</b>
<b>Student Success</b> .....	<b>20</b>
<b>Admissions</b> .....	Error! Bookmark not defined.
<b>Tool Requirement</b> .....	<b>20</b>
<b>iPad Requirement</b> .....	<b>20</b>
<b>Attendance and Engagement Requirements</b> .....	<b>20</b>
<b>Absences</b> .....	<b>21</b>
<b>Tardiness</b> .....	<b>21</b>
<b>Leave of Absence</b> .....	<b>21</b>
<b>Program Completion Timeframe</b> .....	<b>21</b>
<b>Probation or Dismissal</b> .....	<b>22</b>
<b>Course details</b> .....	<b>22</b>
<b>Transfer-of-Credit Policy</b> .....	<b>22</b>
<b>Teaching Timetable</b> .....	<b>22</b>
<b>Truck Drive Trains</b> .....	<b>23</b>
<b>Chassis and Brakes</b> .....	<b>23</b>
<b>Diesel Engine and Fuels</b> .....	<b>23</b>
<b>Electrical Theory I and II</b> .....	<b>23</b>
<b>Coursework Submission</b> .....	<b>24</b>
<b>Grading System</b> .....	<b>24</b>
<b>Professionalism Grade</b> .....	<b>24</b>
<b>Competency Grade</b> .....	<b>25</b>
<b>Satisfactory Progress</b> .....	<b>25</b>
<b>Student Conduct Standards</b> .....	<b>25</b>
<b>Assessment Practices</b> .....	<b>27</b>
<b>Progression and Classification of Awards</b> .....	<b>27</b>
<b>Referencing and Academic Integrity</b> .....	<b>28</b>
<b>Mitigating Circumstances</b> .....	<b>28</b>
<b>Personal Support for Students</b> .....	<b>28</b>
<b>Departmental Student Support Arrangements</b> .....	<b>28</b>
<b>Student Support Arrangements</b> .....	<b>28</b>
<b>Careers and Skills Development</b> .....	<b>29</b>
<b>Career Development Service</b> .....	<b>29</b>
<b>Administrative Policies</b> .....	<b>29</b>
<b>Inclement Weather</b> .....	<b>29</b>
<b>Emergency Procedures</b> .....	<b>29</b>
<b>Graduation Ceremony</b> .....	<b>30</b>

**Complaints and Academic Appeals Procedures..... 30**  
**Required Textbooks ..... 30**

## WELCOME

### FROM THE DIRECTOR/PRESIDENT OF CENTRAL PENNSYLVANIA DIESEL INSTITUTE



I am Alan Yoder the Director, Instructor and Owner here at Central Pennsylvania Diesel Institute (CPDI). Prior to owning CPDI, I received a diploma majoring in Diesel Mechanics from Lincoln Technical Institute and attended Penn State University where I attained my Vocational II Professional Certificate in Diesel Mechanics. I had more than 10 years of employment in the field of diesel mechanics prior to being employed by Franklin County Career & Technology Center as the Diesel Mechanics Instructor. I remained an Instructor there for over 12 years. During my time at FCCTC I developed the curriculum, evaluated and chose instructional materials, and created teaching modules as well as creating my own instructional materials. While being there for over 12 years I was able to fully develop as a diesel mechanics instructor. While I did not “own” the program at FCCTC, I had full autonomy within the guidelines of the school to develop the program to its greatest potential. After my 12 year involvement at FCCTC, I then decided to go into business for myself and purchase the school which it now known as "**CENTRAL PENNSYLVANIA DIESEL INSTITUTE.**"

I have a passion for teaching. I also enjoy sharing my skills, knowledge, and offering hands on experience to my students in the industry I know best. I take pride in the school as well as the students that enroll here. We offer a friendly environment for our student to grow to their fullest potential. Our program will give you all of the knowledge and experience needed to obtain an entry -level position within the diesel mechanic field. I am excited to share this opportunity with each of you. Hope to see you next Quarter.

Sincerely,  
The Director of Central Pennsylvania Diesel Institute  
Alan Yoder



## ABOUT CENTRAL PENNSYLVANIA DIESEL INSTITUTE

**About US:** Central Pennsylvania Diesel Institute is small and personalized for the student who wants to receive a maximum of individualized attention throughout the 620 hours, 9-month program. The physical facilities of the school are a general admissions office, theory classroom, locker room, tool room and three large hands-on shop areas. We strive to keep a maximum class enrollment of 16 students per class.

Normal hours of operation are from 11:00 AM to 9:00 PM, Monday through Thursday. The staff is available by appointment outside of the normal hours of operation.

Classes meet 12:00 PM to 4:00 PM or 5:00 PM to 9:00 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.

**Who We Are:** Central Pennsylvania Diesel Institute provides 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.

Upon completion of the program Pennsylvania Diesel Institute will present you a Diploma in Heavy Truck Technology at the Graduation Ceremony. We offer many different services to the students in order to help get them prepared to enter this exciting field. The services offered are assistance with resume writing, finding housing, mock interviews, job placement and much more.

**Our History:** Central Pennsylvania Diesel Institute LLC opened its doors in 2005 and has had hundreds of students graduate successfully. Owner/ Director Mr. Alan Yoder has been in the Diesel Field for over 30 years and takes pride in his experiences and the school. Over the years, Central Pennsylvania Diesel Institute has been able to connect and build relationships with big names within the industry to find employment for the students and offer input into our curriculum. This ensures that we here at Central Pennsylvania Diesel Institute keep up with the standards in this fast paced, ever changing yet rewarding Industry.

## **Mission Statement**

It is the goal of Central Pennsylvania Diesel Institute LLC 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 school.

## ACCREDITATIONS AND APPROVALS

### College Accreditation

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

### College Licensure

Central Pennsylvania Diesel Institute is licensed by the Pennsylvania State Board of Private Licensed Schools.



## Drug-free Institute

The Drug-free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of nancial assistance under any federal program, to certify that it has adopted and implemented a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

As part of its drug prevention program for students and employees, Central Pennsylvania annually distributes in writing to each student and employee the following information:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Central Pennsylvania Diesel Institute’s property or as part of any of its activities;
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of available drug and alcohol counseling, treatment, or rehabilitation programs; and
- A clear statement of the disciplinary sanctions that the Institute will impose on students and employees who violate the standards of conduct.

The Institute will conduct a biennial review of its drug prevention program to determine its effectiveness, implement changes as needed, and ensure that the disciplinary sanctions are consistently enforced.

Central Pennsylvania Diesel Institute fully supports the objectives of these laws and their related regulations. The Institute recognizes both alcohol and drug abuse as potential health, safety, and security problems. The Institute expects its students and employees to cooperate in maintaining a college environment free from the effects of alcohol and other drugs and to comply with this policy.

## FERPA

The Family Education Rights and Privacy Act of 1974 establishes specific rights for students and/or their parents and prevents the release of certain information without the written consent of the student. Generally, this federal law gives students, former students, and alumni the right to review in the presence of Central Pennsylvania Diesel Institute personnel their own records maintained by Central Pennsylvania Diesel Institute, including academic and nancial records.

Parents of dependent students, as defined by the Internal Revenue Service, may have access to the Central Pennsylvania Diesel Institute’s records of their dependent sons or daughters without student consent. Parents do not have the right to see records of students who are no longer dependent upon them.

## Inspection

The student has the right to inspect, in the presence of a staff member, official college records, files, and data primarily and directly related to himself/herself. This right includes an explanation of any information contained

in these sources. The student is entitled to such rights within 45 days of the time that he/she requests in writing the Office of Records and Registration to initiate such an inspection.

Education records of the student will not be released to the student, his parents, or any third party as long as a financial indebtedness or serious academic and/or disciplinary matter involving the student remains unresolved. This limitation does not preclude the student from having personal access to the records – merely from obtaining the release of the information. The student may not have access to the confidential financial statement of parents or any information contained in such statements. The student is entitled to request copies of his/her records, fees, and data at a reasonable administrative cost.

**Note:** In no case will letters of recommendation and other information obtained or prepared before January 1, 1975, which were written on the assumption or expressed promise of confidentiality to the authors, be available for inspection, disclosure, or challenge.

## Challenge

The student is entitled to challenge and/or add to the factual basis of any record entry contained in records, fees, and/or data. The purpose of this challenge is to ensure that such entries are not inaccurate or misleading or in violation of his/her privacy or other rights as a student, and to provide an opportunity for the correction or deletion of any such inaccuracies, misleading or otherwise inappropriate data contained therein. The substantive judgment of a staff member about a student's work, expressed in grades and/or evaluations, is not within the purview of this right to challenge.

The Office of Records and Registration will provide the student with an opportunity to place in the records a statement commenting upon the challenged information in the education records, which will be kept so long as the contents are contested.

## Disclosure

No personally identifiable information from education records shall be disclosed by any means to individuals or agencies outside the school without the consent of the student in writing, except pursuant to lawful subpoena or court order, or except in the case of specifically-designated educational and government officials as required by law.

Information contained in such records may be shared within the school. Records originating at another institution will be subject to these policies. FERPA permits the institute to disclose personally identifiable information from education records to school officials with legitimate educational interest. A "school official" is a person employed by the institute in a faculty, administrative or staff position, or a contractor or other party to whom the institute has outsourced institutional services. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

The following is a list of public information, which may be made available regarding students of the institute without their prior consent and is considered part of the public record of their attendance:

- Name
- Program
- Student Activities
- Dates of Enrollment
- Date of Graduation

- Degrees and Awards Received
- Honors
- Most Recent Educational Institution Attended Prior to Admission
- Classification

The student is entitled to request that this information not be made publicly available; such a request must be made in writing to the Office of Records and Registration. This request shall be effective only with respect to directory information not prepared for release at the time the request is received by the Office Admissions. Such a request remains effective until revoked by the student.

## **Failure to Comply**

If the Institute fails to comply with the Act, the student may file a written complaint by mailing it directly to: The Family Educational Rights and Privacy Office, Department of Health, Education, and Welfare, 330 Independence Avenue SW, Washington, DC 20201.

## **Harassment Policies**

Central Pennsylvania Diesel Institute is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, physical appearance/ability or any other legally protected characteristic will not be tolerated.

Harassment (overt, subtly and/or virtual) is a form of misconduct that is demeaning to another person, undermines the integrity of the person, and is strictly prohibited. Central Pennsylvania Diesel Institute prohibits acts of retaliation against anyone involved in lodging a complaint of harassment. Conversely, Central Pennsylvania Diesel Institute considers intentionally filing false reports of harassment a violation of this policy. Anyone engaging in any type of harassment will be subject to disciplinary action, up to and including permanent dismissal. Students experiencing any type of harassment should contact the Title IX Officer at [suli@cpdiesel.com](mailto:suli@cpdiesel.com) immediately with details of the behaviors encountered so an investigation can be completed.

## **Gender Discrimination/Sexual Harassment Policy Statement**

Central Pennsylvania Diesel Institute maintains the principle that the institute should be a place of work and learning, free of all forms of gender discrimination, sexual harassment, intimidation, and exploitation. Should a student encounter an uncomfortable situation of this nature with another student or faculty/staff member, he or she should report it immediately to the Title IX Officer. Charges of sexual harassment will be promptly and thoroughly investigated.

## **Disability Harassment Policy**

Central Pennsylvania Diesel Institute is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation, gender identity expression, physical appearance/ability or any other legally protected characteristic will not be tolerated. Students experiencing disability harassment should contact the ADA Coordinator or the Academic Affairs office immediately with details of the behaviors being encountered so an investigation can be completed.

## Diversity and Inclusion Statement

Central Pennsylvania Diesel Institute values an institutional culture of diversity, equity and inclusion. The institute maintains its commitment to ensure the practice of diversity and inclusion is upheld in efforts to enrich the experiences of our students, faculty, staff and administrators. The institute recognizes that all members will benefit from a culturally rich and vibrant environment that embraces our collective diversity. Additionally, Central Pennsylvania Diesel Institute respects this by prioritizing diversity as a strategic objective and subsequently employs these values in its educational, operational and employment practices.

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act

To comply with the “Clery Act” and to keep the campus community informed, Central Pennsylvania Diesel Institute prepares, publishes and distributes a report concerning campus crime statistics and security policies on an annual basis. It is shared online and through appropriate publications to all current students, faculty and staff and to all prospective students, faculty and staff upon request. The current Annual Campus Crime Report may be viewed at the Admissions office located within the school.

## ADMISSIONS

Before attending the first class, Applicants must furnish Central Pennsylvania Diesel Institute LLC with proof of graduation from high school or a GED certificate showing an equivalent of high school graduation, must be above the age of 18 or have their parent’s consent, and must have an acceptable transcript.

Home-schooled students may be considered for acceptance if the home school method is recognized by the student’s home state. 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 in to CPDI for an interview.

An applicant may be accepted if they attended a non-traditional secondary school, have life experiences that demonstrate the abilities to succeed at the Institute, or have documented work experience that is deemed acceptable 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 to acceptance. The school may refuse admission to a student whose transcript shows an excessive number of low grades, failures, and/or absenteeism.

Further information regarding tuition and/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:

1. Complete the Admission Exam
2. Complete the Application for Admission
3. Speak with school officials concerning payment arrangements and potential starting date(s).
4. Attend New Student Orientation
5. Submit the \$100 registration fee.



6. Submit proof of eligibility for admission (official high school transcript, GED transcript of your scores confirming receipt of a Commonwealth diploma, or educational transcript) or other qualifying criteria
7. Pay tuition and fees by the appointed deadline.

Central Pennsylvania Diesel Institute LLC offers a rolling enrollment throughout the school year as any accepted student may start in the beginning of any quarter throughout the school year, subject to seats being available.

Students must be enrolled, with all tuition and fees paid by the close of business on the first day of any class for any quarter.

The Tuition and Fees will go as followed:

Registration Fee	\$100.00
Tuition	\$20,000
Tools and iPad	\$400.00

CPDI offers the PA State Inspection course to all of our students. The cost of the class, the baseline test, and one (1) category is included in the cost of Tuition. 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.

## TRANSFER OF CREDIT POLICY

Any student transferring from another institution to Central Pennsylvania Diesel Institute LLC may have their previously completed courses evaluated for transfer of credit on a case-by-case basis. The following criteria will be used to determine if any transfer of credit is awarded: similarity of program/curriculum, compatibility of hours for each topic/course, grade awarded, reason for transfer, academic standing at the time of transfer, courses completed in whole at the previous institution. The student will need to complete CPDI's competency for the quarter they want to transfer as well as completing and passing the final.

At no time will more than one quarter of the program at Central Pennsylvania Diesel Institute LLC be accepted as transfer for credit.

There is no guarantee given or implied that the credits earned at Central Pennsylvania Diesel Institute LLC will be accepted as transfer credits at any other school.

## FINANCIAL INFORMATION AND SERVICES

### Financial Aid

Central Pennsylvania Diesel Institute recognizes the need for financial aid to help students meet the cost of higher education. Therefore, the College processes grants, scholarships, loans, and Work-Study through federal, state, private, and institutional sources to help eligible students meet some of those costs. Funds are awarded to defray direct educational costs, such as tuition, fees, and residence costs (for on-campus students), 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 college costs is the amount that 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. In fact, over 80% of Central Penn students received some form of financial assistance during the fall 2016.

The Financial Aid Office at Central Penn is here to help! Students can contact the office if they have any questions about the financial aid process, the application forms, the types of aid administered, or to set up a personal interview to discuss individual circumstances.

## **REFUND / CANCELLATION POLICY**

The school realizes that conditions do arise that cause changes in plans and attitudes of prospective enrollees. Under such circumstances, provisions for cancellation should be made. Therefore, please consider the following methods of cancellation and the school's refund policy.

- A. Full refund of all tuition paid if the applicant does not meet admission requirements and expresses they would like to withdraw from the school 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.
- D. 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.
- E. If a student enrolls and withdraws or discontinues after the quarter has begun but prior to the completion of the quarter, the following minimum refunds apply:
  - For a student withdrawing from or discontinuing the program during the first four (4) school days of their first quarter the tuition charges refunded by the school will be 75% of the program.
  - For a student withdrawing from or discontinuing the program after the first four (4) school days, but within the first 25% of the program, the tuition charges refunded by the school shall be 50% of the tuition for the program.
  - For a student withdrawing from or discontinuing the program after 25%, but within 50% of their 2nd quarter, the tuition charges refunded by the school shall be 30% of the tuition for the program.
  - For a student withdrawing from or discontinuing the program after 50% of the program, the student is entitled to no refund.
- F. 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 school.
- G. 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.
- H. Refunds shall be returned to the student within thirty days after official date of withdraw.
- I. For the purposes of calculating refunds, a quarter shall consist of 9 weeks and there are 4 quarters in the program. At the completion of the Central Pennsylvania Diesel Institute 620 hour, 9-month training program, the student will receive a Diploma in Heavy Truck Technology.
- J. The refund policy does not apply to students using a 3<sup>rd</sup> party payment method. (IE. Trade Act, Military Students, Financial Aid)
- K. Central Pennsylvania Diesel Institute LLC is licensed by the State Board of Private Licensed Schools, questions or concerns that are not satisfactorily resolved by the Institute Director may be brought to the attention of: State Board of Private Licensed School, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.

## General Eligibility Requirements

To receive nancial aid from Central Penn College and the Federal Student Aid programs, a student must:

- Demonstrate nancial need.
- Maintain satisfactory academic progress.
- Be enrolled in an eligible degree program.
- Be enrolled on at least a half-time basis (6 credits). Students enrolled on a less-

than-full-time basis (less than 12 credits) may have their nancial aid reduced. Some students enrolled on a less-than-half-time basis (less than 5 credits) may qualify only for a Federal Pell Grant.

- Be a U.S. citizen, national, or permanent resident (eligible noncitizen).
- Not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan

(formerly NDSL), Federal Stafford Loan (formerly GSL), Federal Direct Loan, PLUS

Loans, or Supplemental Loan for Students (SLS).

- Lifelong Learning credits are not eligible for nancial aid.

The Pennsylvania State Grant Program has separate eligibility criteria. If students reside outside the state of Pennsylvania, students must contact their state grant agency to see if they can qualify to bring a state grant to a Pennsylvania college.

## Application Process

In order to apply for all federal and state nancial aid programs, students must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). This form is used to determine the ability of the student (and family) to contribute nancially toward an education. Students must reapply for nancial aid each year.

The Financial Aid Of ce recommends that students le the FAFSA by March 1 of each new ling year. By ling the form by March 1, the Financial Aid Of ce will have the

## CPDI Library

The Library is your gateway to high quality information relevant to you're the diesel industry. Using it effectively contributes directly to your success.

The Library provides you with:

- help in finding and using information - online, face to face and by telephone;
- completing job applications as they come available

The Library is a shared resource for all members of CPDI. Please respect it.

Follow us on Facebook <https://www.facebook.com/Central.Pennsylvania.Diesel.Institute/>

## Student Learning Development

Studying for your certificate is a stimulating, challenging and rewarding experience. In order to make the most of this experience, Central Pennsylvania Diesel Institute provides a wide range of resources and services to support

and enhance your academic development in areas such as critical thinking, independent learning and time-management. The Student Learning Development Team is here to help you develop the skills and abilities you need in order to succeed in your studies.

## Student Success

Education help and advice is provided by CPDI for all students.

We offer a free, confidential and friendly service to provide support and guidance to you about your circumstances. For example, you may need help putting together an appeal or complaint (academic and non-academic), mitigating circumstances form, or have other course/exam queries. Our student success coordinator is available during school hours, or by appointment if needed. Here at CPDI we have an open-door policy with each of our staff members.

### Contacting Student Success:

There are many ways to get support from the coordinator, and you can choose whichever suits your needs most:

- **Drop-in:** Our coordinator is here between the hours of 11.00am to 5.00pm, Mon – Thurs.
- **Email:** [ltwigg@cpdiesel.com](mailto:ltwigg@cpdiesel.com)
- **Phone:** 717-444-3134

## Tool Requirement

There is a required list of tools for every student to have for use during the 9-month program. The tools are part of the tuition fees and can be bought back at the end of the program for up to 50%. The tools and tool boxes are required to stay at CPDI until the student completes the program. CPDI will issue random tool box checks to make sure students have their own tools at the school. If a student fails to have their required tools for class 4 points for each tool will be taken off the student's professionalism grade.

## iPad Requirement

CPDI provides each student with an iPad at orientation to download the two books needed for the program. Students are required to purchase two (2) different E-books listed at the end of this manual at orientation, If the student does not purchase the books by the first week of class the student will be considered not prepared for class and 4 points will be deducted off of the Professionalism grade each day the student is not prepared.

## Attendance and Engagement Requirements

Attendance and engagement at CPDI is an essential requirement for success in the diesel field. You should attend all classes specified in your course timetable, unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence.

CPDI operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year and if classes are missed without an acceptable explanation being provided to your department then neglect of academic obligations procedures will be initiated.

Engagement with your course is an essential requirement for success in your studies. You must follow the pattern of study and assessment set for you. You are expected to submit your review questions by their due date. Your progress on your course will be monitored by CPDI to help ensure that you are on-track to complete the program within the 9-month period.

Continued failure to engage with your programme, without good cause, may lead to withdrawal of your registration status.

## Absences

There are no excused absences or early leaves from scheduled class days. If you are absent because of an emergency or illness for more than four (4) days you **must** have a doctor's excuse to return 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 school suspension and the student is not permitted to make up any work during that suspension time. Students cannot miss essential instruction time beyond prescribed limits noted for any reason. The school must be notified immediately for advice on appropriate options for absences from school to avoid withdrawal. Any missed work must be made up within a week of the absence.

Any student, who is absent for a period of four (4) consecutive days, without notifying the school, is automatically dismissed from the school.

A student may not miss more than 10% of the required hours of any division. If any student does miss more than 10% of the required hours the student will be placed on attendance probation. If a student on probation misses any additional days the student will be dismissed from CPDI. To come off of probation students must complete a Quarter **without** any absences.

## Tardiness

Tardiness is defined as not being present at the scheduled class start time. Excessive unexcused tardiness (more than four per quarter) will result in absences. The student will then be required to schedule a make-up day with the Instructor. Excessive tardiness may lead to probation or dismissal from the program. To come off of probation students must complete a Quarter **without** any tardiness.

## Leave of Absence

You may request a leave of absence while attending Central Pennsylvania Diesel Institute. A student must return from a leave of absence during the next enrolment period and/or will start at the same point in the program as when he or she left. Students may apply for more than one leave of absence within any 12- School month period, as long as the combined leaves do not exceed 180 school days.

Students who fail to return from a leave of absence within the appropriate length of time will be dismissed from the program. Refunds due will be determined in accordance with CPDI's refund policy.

To request a leave, or to return from a leave, you must notify the Director of Student Services in writing. All requests must be kept on file and are subject to approval of the Director of Central Pennsylvania Diesel Institute.

Prior grades **will** carry over upon return from a leave of absence for students picking up the program at the point at which they left. If a student chooses to start the partially completed course at the beginning, he or she will be required to pay an additional pro-rated tuition fee for the classes being repeated. **In addition, please note that returning students will be charged the current tuition rate at the time of re-entry.** A student's course schedule, upon return, will be subject to space availability.

## Program Completion Timeframe

Students who for academic, personal, or medical reasons fail to complete the program within 36 weeks can return to finish the program, provided that they progress at a rate that will make certain that completion within one and a half times the original length of the program, or 54 school weeks. If a student fails to complete training within the assigned timeframe, the student will be dismissed unless conditions exist that, in the opinion of the Director, justify other relevant action. At which time the student must submit to the Director of Student Services a hand-written letter explaining the situation. Return requests must be kept on file and must be signed by the Director of Central Pennsylvania Diesel Institute to show approval.

## Probation or Dismissal

If a student fails to meet the attendance requirements, or the minimum academic average (satisfactory progress) in any grading period, the student will be placed on probation and notified in writing. You are required to attend tutoring when placed on academic probation for the full duration of the probation. Tutoring is arranged with the Instructor. A student will remain on probation through the following grading period. If the requirements for attendance or academic progress are not met by the end of the probationary period, the student will be dismissed from Central Pennsylvania Diesel Institute.

Other reasons for dismissal include, but are not limited to; violations of the student conduct policy; failure to meet financial obligations; and illegal, abusive, or unsafe activities.

If a student wishes to appeal their dismissal from CPDI, they must submit a written appeal to the Director of Student Services or the Assistant Director within three (3) business days describing any conditions that may warrant consideration.

The Directors will determine re-admission within five (5) days of your appeal. You will be notified by phone and mail. Upon return, a student will enter the program as normally scheduled and will not repeat nor make up classes. Prior recorded grades will transfer to the student's record when he or she returns.

## Course details

Central Pennsylvania Diesel Institute LLC offers a Diploma in Heavy Truck Technology. It is a 620 Hour, 9-Month Program separated into four 9-Week Quarters held from September through May each year. A student may enroll and enter the program at the beginning of any Quarter. If a student begins in September they will complete the program close to the end of May. If a student begins in any other Quarter they will have a Summer Break and then complete their program. Please refer to the School Calendar for specific dates for Quarter Sessions and Breaks. A Graduation Ceremony will take place at the end of any Quarter that a student completes the program.

### Transfer-of-Credit Policy

Any student transferring from another institution to Central Pennsylvania Diesel Institute LLC may have their previously completed courses evaluated for transfer of credit on a case-by-case basis. The following criteria will be used to determine if any transfer of credit is awarded: similarity of program/curriculum, compatibility of hours for each topic/course, grade awarded, reason for transfer, academic standing at the time of transfer, courses completed in whole at the previous institution. The student will need to complete CPDI's competency for the quarter they want to transfer as well as completing and passing the final.

At no time will more than one quarter of the program at Central Pennsylvania Diesel Institute LLC be accepted as transfer for credit.

There is no guarantee given or implied that the credits earned at Central Pennsylvania Diesel Institute LLC will be accepted as transfer credits at any other school.

### Teaching Timetable

Truck Drive Trains	155 Hours/9 Weeks
Truck Chassis and Brakes	155 Hours/9 Weeks
Diesel Engines and Fuels	155 Hours/9 Weeks
Electrical I and II	155 Hours/9 Weeks

## Truck Drive Trains

1. Transmission
  - a. Rebuild
  - b. Remove and Install
2. Clutch
3. Drive Shaft and Universal Joint
4. Drive Axle
  - a. Rebuild
  - b. Remove and Install
5. Preventative Maintenance

**Total: 155 Hours**

## Chassis and Brakes

1. Brakes
  - a. Air Supply and Service Systems
  - b. Mechanical/Foundation
  - c. Parking Brakes
  - d. Wheel Bearings
2. Suspension and Steering
  - a. Steering Column
  - b. Steering Units
  - c. Steering Linkage
  - d. Suspension Systems
  - e. Wheel Alignment
  - f. Frame and Coupling

**Total: 155 Hours**

## Diesel Engine and Fuels

1. General
2. Cylinder Head and Valve Train
3. Engine Block
4. Lubrication Systems
5. Cooling System
6. Air Induction and Exhaust Systems
7. Fuel System
8. Engine Brakes

**Total: 155 Hours**

## Electrical Theory I and II

1. General Electrical Systems
2. Battery
3. Starting System
4. Charging System Diagnosis and Repair
5. Lighting Systems Gauges and Warning Devices
6. Related Electronic Systems
7. HVAC Systems

**Total: 155 Hours**

## Coursework Submission

You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. If you miss a quiz, test, or shop time (Competencies), you must arrange a time to make-up any of the above-mentioned work with the Instructor. All students have one week to make up a quiz, test, homework or shop time (Competencies) or the resulting grade will be a zero.

## Grading System

A student's current cumulative grade average for the program is computed by dividing the sum of the Quarter percentage grades by the total number of Quarters completed for which a percentage grade has been earned. A student's current Quarter Grade is determined by three separate grades of equal weight: Homework, Quizzes and Tests; Professionalism Grade; and the NATEF Competencies completed in the shop. Students receiving a percentage average of 65 but less than 75 are advised and may be permitted to continue on a probationary period. After a reasonable time if the percentage average is not a 75 or above, CPDI may require the Quarter to be repeated at the student's expense or dismissal from the school. Students receiving "I" or "Incomplete" will be advised and given sufficient time to make up the incomplete work.

The minimum required level of performance for graduation is an average grade of 75 percent or above.

A = 90-100	Superior
B = 80-89	Above Average
C = 70-79	Average
D = 60-69	Below Average
F = Below 60	Failing
I = Incomplete	

## Professionalism Grade

Students begin with a professionalism grade of 100%. Each "violation" will result in a deduction of 4.3% from the professionalism grade. Receiving more than seven violations during any quarter will result in failure. Students can receive violations in their professionalism grade for any violations of the Code of Conduct and/or any unprofessional behaviour.

Students will receive violations in their professionalism grade for late arrivals or early departures.

The following factors are evaluated under professionalism

- **Attitude** - exhibiting a positive attitude
- **Appearance** - Compliance with dress code
- **Work habits and Accountability** - demonstrating punctuality (not arriving late or leaving early), courtesy, safety, cleanliness, and the ability to follow rules.
- **Communication**- listening and interacting effectively with other students and staff
- **Teamwork**- Cooperating with others
- **Problem solving** - effectively solving problems and knowing when to ask for help
- **Ethics**- doing the right thing



## Competency Grade

Each week you are required to complete competencies according to the list the instructor provides you with. Each week the instructor will grade you on the following tier:

- A = 90 Can Teach Others
- B = 80 Above Average Performance
- C = 70 Average Performance
- D = 60 Below Average Performance
- F = 59 Unable to Complete Task
- I = 0 Incomplete work

## Satisfactory Progress

Satisfactory progress is a process of benchmarking a student's progress. Students must maintain a 75% in order to continue in the program.

Satisfactory progress is determined, in a written report, by the student's Homework, Quizzes and Tests; Professionalism Grade; and the Competencies. Students will receive a progress report at the three (3) week and six (6) week period of the class. These written progress reports will be given to students, and a copy will be placed in the student's permanent file.

If a student is below a 75%, they are put on probation for the following three (3) week period. If the student does not meet the required level at the end of the probationary period, they will be dismissed from the program.

## Student Conduct Standards

Each student is reminded that Central Pennsylvania Diesel Institute LLC is dedicated to educating and protecting every student from any and all disruptive influences. Students are expected to conduct themselves as responsible adults, and to have respect and consideration for instructors, staff, fellow students, and property. The following "Student Conduct Standards" are the guidelines by which 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.

1. Consumption, storage or sale of alcoholic beverages, drugs, or drug paraphernalia, hallucinogens, weapons or dangerous objects on school property. Severity of infraction may result in immediate dismissal and contacting criminal authorities.
2. Insubordination or other conduct unbecoming of a student.
3. Unauthorized engine or equipment operation.

4. Intentional destruction of property. Severity of infraction may result in immediate dismissal and contacting criminal authorities.
5. Physical violence of any kind. Severity of infraction may result in immediate dismissal and contacting criminal authorities.
6. Creating disturbances of any kind in class.
7. Excessive absenteeism or tardiness.
8. Continued academic failure.
9. Failure to follow industry safety procedures.
10. Attending class under the influence of alcohol or chemicals. Severity of infraction may result in immediate dismissal and contacting criminal authorities.
11. Theft of any kind. Severity of infraction may result in immediate dismissal and contacting criminal authorities.
12. Tobacco usage of any kind inside the building is prohibited.
13. There will be no cell phone usage of any kind inside the building. The students are ONLY permitted to use the schools phone in case of an Emergency.
14. 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.
15. 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.
16. Beverages and snacks may be consumed during classes, but the student is responsible for cleaning up their own desk or station.
17. It is mandatory that all students comply with Central Pennsylvania Diesel Institute's appearance guidelines.

## Appearance Guidelines

### Dress Code

Students are required to maintain a clean, professional appearance during training. Students are not permitted to wear sleeveless shirts or shorts in the classroom or shop area. No overly large or "baggy" clothing will be worn at any time. Jeans or Dickie's work pants are required. Any ripped, frayed or dishevelled pants are in violation of this policy. Pants must be pulled up on the waist with a belt. Plain black shirts are required to be worn during class and must be tucked-in at all times. CPDI Uniform shirts are preferred and can be purchased at the time of enrolment or at the beginning of each new quarter. Please see a member of the administrative staff to place an order.

## **Shoes**

The Institute requires that hard leather boots be worn. Steel Toe boots are preferred but not mandatory.

## **Hair**

Due to safety requirements, male students will wear their hair no longer than collar length. Any facial hair must be closely cropped and groomed. Lengthy hair and beards may be caught in moving parts and present a serious safety hazard. Female students must comply with the guidelines by using methods to keep their hair confined in such a way that it does not present a safety hazard. Any student's hair deemed to be a safety hazard will be asked to cut and/or groom their hair. Compliance is expected by the next class period.

## **Hygiene**

Personal hygiene is important in a school setting. Students are required to work in teams therefore offensive perfumes and body odour are unacceptable. If a student's poor hygiene or use of too much perfume/cologne is an issue, the Instructor will discuss the problem with the student in private. If the problem persists, CPDI will follow the normal corrective action process.

# **Assessment Practices**

## **The Return of Work from Staff**

CPDI's policy for the return of marked coursework and quizzes.

General principles:

- Feedback and provisional grading on coursework will be returned within 4 days of the submission date;
- In exceptional circumstances where this is not possible, you will be notified in advance of the expected return date and the reasons for the longer turn-round time.

## **Vocab Quizzes**

Each week students will take vocab quizzes on Mondays and Thursday's. Students are not able to use a word bank or write on their quizzes unless instructed by the instructor. Students must put their name and date as well as who graded the vocab quiz. Any other writing than the above mentioned will be a zero for the quiz. This includes word banks or unnecessary drawings. These quizzes are not to be open book.

## **Review Questions**

Every Thursday the instructor will hand out a set of review questions that will be due on Monday. These are open book review questions and will prepare the student for the final exam at the end of each quarter.

## **Final Exam**

Each quarter every student is required to take a final exam. This goes toward 10% of the student's final grade. This exam is open book.

## **Progression and Classification of Awards**

At CPDI we recognize perfect attendance and above a 93% for the whole program. Upon completion at graduation students will receive additional certificates for their excellent progress throughout the program as well as a perfect attendance award.

## Referencing and Academic Integrity

Principles of academic integrity apply to the work of everyone at CPDI, staff and students alike, and reflect our commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This process of crediting the work of others is achieved through referencing. Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else's work without proper acknowledgement.

## Mitigating Circumstances

CPDI considers a mitigating circumstance to be a recognisably serious or significant event, affecting a student's health or personal life which is beyond the student's control. The events are sufficiently serious enough in nature to result in the student being unable to attend, complete, or submit an assessment on time.

If you submit or attend an assessment on time, you cannot then request mitigating circumstances on the basis that your standard of performance in the assessment may have been affected unless you submit evidence that your judgement was affected in reaching the decision on whether to attend or submit.

You must keep staff informed at all times of any personal circumstances that may impact upon your ability to undertake assessments. Tell staff about any such circumstances at the time they occur. You need to supply supporting documentation (e.g. a medical certificate) as soon as possible. The deadline for submission of a mitigating circumstances claim will be no later than seven calendar days after the assessment deadline to which it relates.

## Personal Support for Students

### Departmental Student Support Arrangements

From discussion of academic progress, to friendly advice on personal matters; staff is there to provide support, advice and guidance on an individual level. Common topics for discussion may include study progress, module choices, exam results, career opportunities or more personal problems such as accommodation or financial difficulties.

### Student Support Arrangements

When the student enters Central Pennsylvania Diesel Institute they are expected to focus on their studies. CPDI's Administration is here to support your life as a student and to make the experience rewarding and successful. The Director of Student Services is responsible for any of the programs listed in this section. Please feel free to contact the Director of Admissions during the normal hours of operation 11:00 AM to 5:00 PM, Monday through Thursday at (717) 444-3134.

### Academic Assistance

Any student with absences can schedule a missed quiz or exam with the Director of Student Services within the allowed time frame. Academic Assistance is available from the Institute Director or the Director of Student Services by making an appointment. Office hours are available throughout the hours of operation and by appointment outside of those hours. This would also include research and writing assistance for the required papers due for graduation.

## Off Campus Housing

The Institute has on campus housing available to students. Student Services will assist students in researching, finding and choosing off campus housing that fits their individual needs as well. This would include trying to match up roommates for more economical advantages.

## Student Counselling Support

Time-limited, free and confidential one-to-one counselling to help students find ways of dealing with academic-related or personal issues that may be affecting ability to study or engage with student life. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

## Student Mental Wellbeing Support

Practical, emotional and skills based one-to-one support to students managing mental health issues whilst at the University. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

# Careers and Skills Development

## Career Development Service

With your drive and determination, the Career Development Service can help you develop the skills and abilities that will not only help get you to where you want to be after you graduate but will stay with you for life.

It's your career development journey and you decide where it is that you want to go. By working with us you make sure that you're giving yourself the best possible chance to get there. We've got the knowledge and resources to spur you on to success!

We're here to support you throughout your time at CPDI. We will help you with career planning, job hunting, applications and mock interviews.

We're here for you from the moment you arrive, through to your graduation and beyond providing you with the skills and knowledge to manage your own career development and succeed in the diesel field.

**Central Pennsylvania Diesel Institute LLC does provide employment assistance. However, this does not guarantee employment upon graduation from Central Pennsylvania Diesel Institute LLC**

## Administrative Policies

### Inclement Weather

It is CPID's policy to hold classes and remain open unless weather conditions are so severe that travel becomes dangerous. If the city of Liverpool declares a snow emergency classes cannot be held. Decisions regarding cancellations will be made the day of class by 8:00AM. The school will attempt to call and/or email the students. Staff will contact the students who live furthest away first and go down the remainder of the list. You can also call Central Pennsylvania Diesel Institute's main number (717-444-3134) and there will be a recording for that day stating whether classes will be held.

### Emergency Procedures

#### Medical Emergency

- Notify the Instructor or Administrative staff immediately.

- Staff will contact 911 and the students Emergency Contact
- Do not attempt to move a person who is ill or injured unless they are in immediate danger of further injury
- Unless certified to provide first aid, do not attempt to render any first aid before trained assistance arrives
- Use personal protective equipment (gloves) when exposing yourself to bodily fluids (e.g. blood, vomit, etc.)
- Comfort the victim and reassure them that medical attention is on the way

### **Fire**

- Notify the Instructor or Administrative staff immediately.
- Staff will contact 911
- Students are to evacuate the building and proceed to the billboard located across Old Trail Road north of the student parking lot.
- Students are not allowed to leave or re-enter the building until the Instructor takes roll or gives the student the all clear.

## **Graduation Ceremony**

Each student will be given an open invitation for graduation. Students may invite whomever they would like. The student must submit a guest count to the Director of Admissions four (4) weeks prior to their Graduation date. All children under the age of twelve (12) attending are required to have adult supervision that is not the student. All students should come appropriately dressed for the graduation ceremony. Proper dress for graduation is casual. We ask that you wear dress pants and your CPDI Uniform shirt. If you have any questions about graduation please see the Instructor, Assistant Director or Director of Admissions.

## **Complaints and Academic Appeals Procedures**

We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances, we will be able to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, CPDI has official procedures that allow eligible cases to be formally reviewed. An ACCSC Complaint Review Process Form is located at the end of this catalog for your review and use.

In order to address any issue or complaint, speak first with the Instructor. If the Instructor does not respond, or if you feel that your situation remains unresolved after seven (7) days, you may address your concern through a written or verbal complaint to the Director of Student Services.

The Director of Student Services will contact you within two (2) days of receipt of any written complaint to address your concerns. Verbal complaints will be addressed immediately. The Director of Student Services will then present a resolution to your complaint within seven (7) days.

Central Pennsylvania Diesel Institute LLC is licensed by the State Board of Private Licensed Schools, questions or concerns that are not satisfactorily resolved Central Pennsylvania Diesel Institute Staff may be brought to the attention of: State Board of Private Licensed School, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333

## **Required Textbooks**

“Heavy Duty Truck Systems” 6th Edition

By Sean Bennett

ISBN 13: 978-1-305-07362-3

**Student must purchase e-Book.**

“Medium/Heavy Duty Truck Engines, Fuel & Computerized Management Systems”

5th Edition

By Sean Bennett

ISBN 13: 978-1-111-64569-4

**Student must purchase e-Book.**

“Fundamental Electrical Troubleshooting”

By Dan Sullivan

**Coved by book fee and provided by the school.**

**\*The Director is subject to change any of these rules/procedures at any time. Staff will hand out memos if there is a change within the student handbook.**

**Central Pennsylvania Diesel Institute  
Student Handbook Acknowledgement Receipt**

I have received a copy of Central Pennsylvania Diesel Institute’s Student Handbook and clearly understand the contents. If I do not follow the guidelines set in place by CPDI, I understand there will be disciplinary actions up to and including dismissal from Central Pennsylvania Diesel Institute.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# ACCSC COMPLAINT REVIEW PROCESS FORM

Accrediting Commission of Career Schools and Colleges (ACCSC)

The following notice must be published in the school's catalog:

## STUDENT COMPLAINT PROCEDURE

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 that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
**[www.accsc.org](http://www.accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at [www.accsc.org](http://www.accsc.org).

The following is an outline of the Commission's procedures for reviewing complaints: (For further information on the Commission's procedures please refer to *Section VI, Rules of Process and Procedure, Standards of Accreditation*.)

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant's permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint.

Permission is not necessary for advertising complaints since advertising is considered public information.

2. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.
  - i. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be

considered abandoned and not investigated by ACCSC.

- ii. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.
  - iii. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school's response to the complaint into consideration prior to rendering a decision.
3. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.
  4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.
  5. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.
  6. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission's office.
  7. If the Commission concludes that the allegations do not establish a violation of standards or requirements, The Commission will consider the complaint closed.
  8. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint, and a record of the complaint will be kept on file at the Commission's office.