

**Auto Collision Technology**



Student Handbook

2024

Program Location:

2909 Edward Babe Gomez Ave.

Omaha, NE 68107

Metropolitan Community College delivers relevant student-centered education to a diverse community of learners.

All efforts have been made to insure the accuracy and inclusion in this handbook. We regret any errors or omissions. The College tuition is subject to change without prior notice by and at the discretion of the MCC Board of Governors.

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**Overview of Program**

Metropolitan Community College’s Program: Metropolitan Community College offers an Associate of Applied Science Degree in Auto collision Technology (ABAS1), a Certificate of Achievement (ACTCC), and two different Career Certificates (ACTCC) (ACESD) to assist in preparing you for the collision industry. Students receive lecture followed by hands-on practical lab experience using state-of-the-art equipment and curriculum materials.

Fundamentals and theories of Collision Repair Systems will be explained and practiced in a structured college environment. Students will also take general education courses designed to prepare the technician for the challenges of the everyday work experience.

***Three program options for the Associate Degree are available: Lockstep Accelerated (1 year daytime) Traditional (2 year nights) and Collision Engineering (2 year apprenticeship model).***

Students who enroll in the Auto Collision Technology Program may be eligible for:

* Scholarships and financial assistance (all programs)
* Wages while on internship at area body shops (Lockstep only)
* A well-paid professional career in one of the fastest growing occupations
* On-the-job pay increases as proficiency improves

The Auto Collision Technology Program is accredited by the National Institute for Automotive Service Excellence (ASE) and holds current certification with the Inter-Industry Conference on Auto Collision Repair (I-CAR). All Auto Collision Technology instructors are I-CAR certified.

**Instructors:**

The principal instructors within this program along with their credentials are:

**Mr. Joseph Baker:** Fifteen plus years work experience in the automotive collision industry; Associates degree in Applied Science; ASE Master Certification in automotive collision; I-CAR PDP teaching certification; PPG automotive refinishing MVP; Chief Frame Alignment certification in laser measuring.

**Mr. Patrick McKibbin:** Thirty plus years work experience, ten years as body shop manager. ASE Master Certification in auto collision technology.

**Mr. Timothy Sievers:** Twenty-five plus years work experience in the auto collision industry; Associates of Applied Science degree in auto body repair technology; ASE Master Certification in automotive collision; I-CAR PDP teaching certification.

**Mr. Robert Ulfers:** Thirty years work experience in the auto collision industry; ASE Master Certification in automotive collision; I-CAR PDP teaching certification.

**Mr. Christopher Cogan**: Fifteen plus years work experience in the automotive collision industry; Universal Technical Institute - CRRT Certificate, ASE Master Certification in Automotive Collision, I-CAR PDP teaching certification, Chief Frame Alignment certification.

**Auto Collision Technology – Career Information**

**(Nebraska Career Information Systems)**

**Occupation Overview**

Automobile collision technicians repair damaged automobiles, buses and light trucks back to pre-loss condition according to repair manual specifications and OEM procedures. They straighten damaged frames, remove dents, refinish vehicles, and replace damaged parts that are beyond repair. Some technicians may install/reinstall parts or replace automotive glass. Others specialize in custom equipment and paint upon customer’s request. They use a variety of equipment and tools including drills, welders, hammers, sanders, and power machinery. Some technicians may specialize in one type of repair or segment such as estimating, automotive body repair, refinishing, fiberglass, frame repair or auto glass replacement.

**Specialties**

* Automobile-Collision Customizing
* Auto Collision Technicians
* Auto Refinish Technicians
* Frame Repair Specialists
* Glass Installers
* Shop Production Management
* ADAS Calibrations
* Estimating
* Light Duty Truck Collision Repair

**Work Activities**

* Examine damaged vehicles and estimate repair costs.
* Remove accessories, trim and bolted parts.
* Utilize frame machines to ensure structural components are properly aligned.
* File, grind or sand parts.
* Repair plastics to pre-damaged conditions.
* Align frames, body parts, window openings and doors.
* Refinish and paint repaired or replacement parts.
* Replace bolted and welded parts.
* Repair or replace body hardware such as door locks, handles, and interior trim.
* Remove and install auto glass
* Pre and Post vehicle scanning.

**Abilities, Skills and Knowledge**

* Be able to learn the processes of automotive collision repair.
* Be able to accurately read and follow written materials
* Be able to accurately work with numbers and measurements.
* Be able to visualize objects from drawings and blueprints and to see slight differences in objects.
* Be able to perceive space and form accurately and have hand and finger dexterity.
* Be able to handle heavy objects.
* Be able to handle a variety of tasks and do precision work.
* Skills in identifying components of automobile collision construction.
* Skills in understanding the techniques used in automobile collision repair.
* Skills in versatility and being able to change tasks frequently.
* Skills in being very exact and accurate in completing tasks related to automobile collision repair.
* Skills in welding, sheet metal fabrication and repair of auto suspension and electrical systems.
* Skills in memorizing, matching, combining and detecting slight differences in colors.
* Skills in using materials, tools and equipment.
* Skills in detecting similarities and/or slight differences in shapes, widths and lengths.
* Skills in picturing the finished product.
* Skills in record keeping.

**Work Setting**

***Environment:*** Work indoors in auto repair shops that can be noisy at times. Work is often strenuous, can sometimes be dirty and in awkward positions. Safety practices and personal protective equipment must be utilized to avoid injuries from power tools and paint.

***Hours:*** Work 40 to 48 hours a week with optional overtime depending on workload.

***Employers:*** Automotive collision shops, dealerships, independently owned body shops, insurance carriers, auto rental companies, consumable supply companies, motor vehicle manufacturers, and self-employed.

**Employment and Wages**

Wages will vary depending on experience, education and location. According to the 2019 US Bureau of Labor Statistics, the average annual income of a collision repair technician is $54,842. Almost 31 percent of technicians reported annual earnings of $70,000 or higher.

**Licensing or Certification** (Occupational Outlook Handbook)

Certification by the National Institute for Automotive Service Excellence (ASE), though voluntary, is the recognized standard of achievement for automotive collision technicians. ASE offers a series of four exams for collision repair professionals twice a year. Technicians may take from one to four ASE Master Collision Repair & Refinish Exams. Technicians who pass at least one exam and have 2 years of hands-on work experience earn ASE certification.

Completion of a post-secondary program in automotive collision repair may be substituted for 1 year of work experience. Those who pass all four exams become ASE Master Collision Repair & Refinish Technicians. Automotive collision technicians must retake the examination at least every 5 years to retain certification. Continuing education throughout a career in automotive body repair is required.

Automotive parts, body materials, and electronics continue to change and become more complex and technologically advanced. To keep up with these technological advances, technicians must continue to gain new skills, read technical manuals, and attend seminars and classes. An experienced automotive collision technician with supervisory ability may advance to shop supervisor. Some workers open their own body repair shops. Others become automobile damage appraisers for insurance companies.

**References**

Nebraska Career Information Systems

421 Nebraska Hall

Box 880552

Lincoln, NE 68588-0552

Ncis2@unl.edu

Occupational Outlook Handbook (2008-09 ed.)

<http://stats.bls.gov/ocohome.htm>

**Career Services**

Metropolitan Community College Career Services provide career planning and job search resources, employment information, job listings, guidance and workshops for students seeking employment opportunities.

Career Navigators are available to work with prospective students, current students, and MCC alumni on all career related services. Navigators can assist with career exploration, resume critique, cover letter assistance, job search strategies, mock interview prep, and so much more!!

Students can schedule an appointment with a Navigator at the following campuses:

**Elkhorn Valley Campus, Student Services**

**Fort Omaha Campus, Student Services**

**South Omaha Campus, Student Services**

**South Omaha Campus/Satellite**

Contact Career Services at **531-622-4647** or at **careerservices@mccneb.edu**

**Auto Collision Technology Program**

**The Program**

There are three program options to achieve the **Associate of Applied Science Degree in Auto Collision Technology (ABAS1):**

**Accelerated Lockstep:** A one year, four quarter program option where students remain together through all classes throughout the program. Classes are offered from 8:00am to 4:00pm Monday thru Thursday.

**Traditional:** A two-year program option where students select the classes they wish to attend. These classes are offered at night and typically from 6:00pm to 10:00pm. Most traditional students have class 2 to 3 nights a week.

**Collision Engineering:** A two-year program option where students transition from shop apprenticeships to classes at the Automotive Training Center. This transition happens every quarter. This program is application based.

**All students may choose to complete the 49.5 credit hour** Certificate in Achievement (ABTC1) (page \_\_) or Career Certificate (ACESD) (page \_\_\_).

**How to Apply for Admission**

Any student who possesses either a high school diploma or the GED equivalent is eligible to enter the program. If you have a serious interest in an Auto Collision Technology career and would like more information about the AUTB program at MCC, please contact an Academic Advisor at any Student Services office or call toll-free 1-800-228-9553 or reach out to academic advisor Heather Carrico at 531-622-2692 or email hjcarrico@mccneb.edu.

**Associate Degree**

**Auto Collision Technology (ABAS1)**

**Award:** Associate in Applied Science Degree

**Program Location:** Automotive Training Center

This degree covers the entire scope of the field, including basic and advanced metal finishing repair, frame repair and alignment, panel replacement, major body repair, and all aspects of automotive painting using the latest technology.

**Graduation Requirements** Major Requirements: 72 General Education: 22.5

**Total credit hours required: 94.5**

*The following General Education courses are recommended for Auto Collision Technology (ABAS1): Communication: ENGL 1225 or COMS 1000; Quantitative/Numeracy Skills: MATH1240; Critical Thinking/Creativity & Social/Cultural Awareness: COMS 1300; Scientific Inquiry: PSYC 1000; Professionalism/Life Skills & Information Literacy: EXPL 1000.*

**Major Requirements for Auto Collision Technology**

AUTB 1040 - Auto Collision Repair Welding 3 Credits

AUTB 1100 - Structural Repair I 3 Credits

AUTB 1110 - Structural Repair II 3 Credits

AUTB 1200 - Nonstructural Repair I 6 Credits

AUTB 1210 - Nonstructural Repair II 6 Credits

AUTB 1220 - Nonstructural Repair III 6 Credits

AUTB 1300 - Street Rod/Restoration I 3 Credits

AUTB 2230 - Nonstructural Repair IV 6 Credits

AUTB 2240 - Nonstructural Repair V 6 Credits

OR

AUTB 2981 - Auto Collision Internship Variable Credits

AUTB 2241 - Nonstructural Repair VI 6 Credits

OR

AUTB 2982 - Auto Collision Internship 2 6.0 Credits

AUTB 2300 - Automotive Refinishing I 3 Credits

AUTB 2310 - Automotive Refinishing II 6 Credits

AUTB 2340 - Automotive Custom Painting 3 Credits

AUTB 2450 - Collision Estimating I 3 Credits

AUTB 2460 - Collision Estimating II 3 Credits

AUTB 2550 - Electrical and Mechanical Systems 3 Credits

AUTB 2560 - Electrical and Mechanical Systems II 3 Credits

**Associate in Applied Sciences General Education Requirements (22.5 credit hours)**

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one-degree requirement.**

**Communication**

1 Course 4.5 credit hrs.

Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

**Quantitative/Numeracy**

1 Course 4.5 - 5.0 credit hrs.

**Please check your degree program for recommended Math course**.

Select 1 college level math course from the list of General Education math courses in the current course catalog.

*\*Based on the Math course you select, pre-requisites may be required.*

**Critical Thinking/Creativity & Social/Cultural Awareness**

1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

**Scientific Inquiry**

1 Course 4.5-6.0 credit hrs.

Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog*.*

***\*Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.***

**Professionalism/Life Skills & Information Literacy**

1 Course 4.5

Select one of the following courses.

EXPL 1000 - Exploratory Studies

INFO 1001 - Information Systems and Literacy

HMRL 1010 - Human Relations Skills

**Certificate of Achievement**

**Auto Collision Technology (ACTCE)**

**Award:** Certificate of Achievement

**Pathway to Associate Degree:** Auto Collision Technology (ABAS1)

**Program Location:** Automotive Training Center

This certificate of achievement covers basic sheet metal and frame repair.

**Graduation Requirements**

Major Requirements: 24.0

Option Requirements: 12.0 - 15.0 General Education: 13.5

**Total credit hours required 49.5-52.5**

*The following General Education courses are recommended for Auto Collision Technology (ACTCE): Communications: ENGL 1225 or COMS 1000; Critical Thinking & Social/Cultural Awareness: COMS 1300; Quantitative/Numeracy Skills: MATH 1240.*

**Major Requirements for Auto Collision Technology**

AUTB 1100 - Structural Repair I 3 Credits

AUTB 1110 - Structural Repair II 3 Credits

AUTB 1200 - Nonstructural Repair I 6 Credits

AUTB 1210 - Nonstructural Repair II 6 Credits

AUTB 2300 - Automotive Refinishing I 3 Credits

AUTB 2450 - Collision Estimating I 3 Credits

**Option Requirements**

**Select 12.0 - 15.0 credit hours from the following:**

**NOTE:** Students pursuing the Auto Collision Entry Level Technician Career Certificate should select AUTB 1040, AUTB 1220, and AUTB 2310. Students pursuing the Auto Collision Estimating Career Certificate should select AUTB 2460 and AUTB 2550.

AUTB 1040 - Auto Collision Repair Welding 3 Credits

AUTB 1220 - Nonstructural Repair III 6 Credits

AUTB 2310 - Automotive Refinishing II 6 Credits

AUTB 2460 - Collision Estimating II 3 Credits

AUTB 2550 - Electrical and Mechanical Systems 3 Credits

**Certificate of Achievement General Education Requirements (13.5 credit hrs.)**

The following are General Education requirements for a Certificate of Achievement.

**Students may not use the same course to satisfy more than one-degree requirement.**

**Communication**

1 Course 4.5 credit hrs.

Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

Gen Ed Communication course options

**Quantitative/Numeracy**

1 Course 4.5 - 5.0 credit hrs.

**Please check your degree program for recommended Math course**.

Select 1 college level math course from the list of General Education math courses in the current course catalog.

Gen Ed Math course options

*\*Based on the Math course you select, pre-requisites may be required.*

**Critical Thinking/Creativity & Social/Cultural Awareness**

1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

Gen Ed Humanities course options

OR

Gen Ed Social Science course options

**Career Certificate**

**Auto Collision Entry Level Technician (ACTCC)**

**Award:** Career Certificate

**Pathway to Associate Degree:** Auto Collision Technology (ABAS1)

**Program Location:** Automotive Training Center

**Graduation Requirement: 36.0 credit hrs.**

This career certificate provides students with the skills and knowledge necessary for an entry level position in the auto body industry. An Auto Collision Entry Level Technician repairs damaged auto body parts and completes detailed painting of vehicles in accordance with factory and dealership specifications using hand tools and power tools.

**Requirements for Auto Collision Entry Level Technician Career Certificate**

AUTB 1040 - Auto Collision Repair Welding 3 Credits

AUTB 1100 - Structural Repair I 3 Credits

AUTB 1200 - Nonstructural Repair I 6 Credits

AUTB 1210 - Nonstructural Repair II 6 Credits

AUTB 1220 - Nonstructural Repair III 6 Credits

AUTB 2300 - Automotive Refinishing I 3 Credits

AUTB 2310 - Automotive Refinishing II 6 Credits

AUTB 2450 - Collision Estimating I 3 Credits

**Career Certificate**

**Auto Collision Estimating (ACESD)**

.

**Award:** Career Certificate

**Pathway to Associate Degree:** Auto Collision Technology (ABAS1)

**Program Location:** Automotive Training Center

**Graduation Requirement: 27.0 credit hrs.**

This career certificate qualifies students for a training/intern position as an adjustor for an insurance company or an estimator for a collision repair shop.

**Requirements for Auto Collision Estimating Career Certificate**

AUTB 1100 - Structural Repair I 3 Credits

AUTB 1200 - Nonstructural Repair I 6 Credits

AUTB 1210 - Nonstructural Repair II 6 Credits

AUTB 2300 - Automotive Refinishing I 3 Credits

AUTB 2450 - Collision Estimating I 3 Credits

AUTB 2460 - Collision Estimating II 3 Credits

AUTB 2550 - Electrical and Mechanical Systems 3 Credits

**Student Registration Costs**

**CLASSIFICATION**

**Tuition**

Tuition for a course is based upon the number of credits as specified in the college catalog. The cost per credit depends upon the student’s residency status as described below. The student may contact Enrollment Management with regard to questions concerning his/her residency classification.

**Resident**

A student qualifies to register for resident tuition rates at Metropolitan Community College if he/she meets one of the following criteria:

* Has a Nebraska mailing address (PO Box not acceptable).
* Is a minor whose parents or legal guardian have a Nebraska mailing address (PO Box not acceptable).
* Is married to a spouse who has a Nebraska mailing address (PO Box not acceptable).
* Has attended or graduated from a Nebraska secondary school during the school year immediately prior to registration at Metropolitan Community College.

**Non-Resident**

An individual who does not qualify for the resident tuition rate and is not an international student is considered a non-resident and his/her assessed tuition is according to the non-resident schedule.

**International Student**

An international student is any alien who comes to the United States for a temporary stay that will end when its purpose has been accomplished.

**Technology Fees**

In addition to tuition, a student is assessed a $5.00 technology fee per credit. The money generated from this fee is used by the College to purchase high tech equipment (e.g. computers and computer dependent equipment) for its educational programs.

**Books and Materials**

The student is expected to obtain his/her own books, supplies and consumable materials needed in his/her studies. The courses in Auto Collision all used the same text. In addition, the general education courses may require texts and other books. View the Book Store link (<https://www.mccneb.edu/Current-Students/Bookstore>) on the Metropolitan Community College web page for the cost of the book(s) required for each scheduled Auto Collision Class.

**Tools**

The program has hand tools in sufficient quantity available for students to check out during lab classes. Students are encouraged to purchase their own set of hand tools as soon as possible and are provided a basic tool list (see next page). Students have an opportunity, and are encouraged, to utilize the student discount available to them prior to Graduation to purchase their tools.

**Total Cost of Program**

This cost will depend upon whether the student works towards the Associate Degree or the certificate as well as the residency classification of the student. Because costs are subject to change without notice, a student should contact any Student Services office or call 1-800-228-9553 for more information on registration costs.

**Auto Collision Technology Program Tool List**

Ear Protection Safety Glasses

Body Spoon Comma Dolly

Durablock Flexible Block Set Long Spot Pick Hammer

Shrinking Hammer 1.8 Tip Primer Paint Gun

Universal Dolly Wide Face Bumping Hammer

1/4” Drive Socket Set Metric (Shallow & Deep) 1/4” Extensions 3”, 6” and 10” long

1/4” Drive Socket Set Standard (Shallow & Deep) 1/4" Drive Ratchet

3/8” Drive Socket Set Metric (Shallow & Deep) 3/8” Ratchet

3/8” Drive Socket Set Standard (Shallow & Deep) 3/8” Extensions 3”, 6” and 10” long

1/2” Drive Socket Set Metric (Shallow & Deep) 1/2” Drive Ratchet

1/2” Drive Socket Set Standard (Shallow & Deep) 1/2” Extensions 3”, 6” and 10” long

3 LB Hammer 3 Piece Pry Bar Set

Adjustable Wrench Center Punch

Diagonal Side Cutters Large Chisel

Metric Combination Wrench Sets (8MM to 22MM) Metric Set of Allen Wrenches (1.5 to 10MM)

Needle Nose Pliers Phillips Screwdriver Set (#1, 2, 3 Sizes)

Clip Tool Kit 1/4 Battery Powered Ratchet

Palm Sander Pin Punch (2 different sizes recommended)

Seam Splitter Slip Joint Pliers

Small Chisel Torx Socket Set (Metric)

Standard Combination Wrench Set 3/8” to 1-1/8” Vise Grip Pliers

Standard Set of Allen Wrenches (.050 to 3/8) Paint Respirator

Tape Measure (Metric) Plastic Pry Tool (Clip Remover Set)

Auto Darkening MIG Welding Helmet Impact Driver

Welding Gloves Air Cut Off Wheel

OSHA Approved Air Blow Gun

Lockable Tool Storage

**Please note the following tips:**

\*Mark all your tools including your tool box.

\*Make sure that all your tools are insured.

\*Keep your tool box locked when not in use.

\*Several tool companies offer tool sets that can be purchased at a discount, contact an Auto Body Instructor for a list of possible vendors.

\*Metropolitan Community College is not responsible for lost or stolen tools.

Student Information

The following pages contain information that involves student behavior,

grading of courses, lab and internship policies, and other information that the

student should know.

**Lab Area Policies**

The Auto Collision Lab area is an extension of the classroom and should be treated as such. In order to provide for a safe, clean environment conducive to learning, the following rules of conduct are expected in the lab area:

1. Safe work practices as defined by the instructor must be followed at all times.
2. All Vehicles entering the lab area must have instructor approval.
3. All work must be related to automotive collision repairs and the curriculum of the program.
4. Visitors are not allowed in lab during class time.
5. Smoking and smokeless tobacco are prohibited on campus.
6. All dust, dirt and other debris in the student’s work area is the responsibility of the student. This must be cleaned up before he/she leaves the work area for the day.
7. All broken or defective equipment must be reported to the lab technician or the instructor immediately.
8. Co-workers must be treated with respect. Any verbal or physical abuse among students or staff will not be tolerated.

*Failure to comply with any of the above may lead to a temporary suspension, a failing grade, or disenrollment from the class.*

**Parts Room Charge Policy**

Students may use the Parts Room to purchase parts, paint, and other things needed for their lab work. In some cases, these costs may be placed on a charge ticket. ***However, the following parts room charge ticket policy will be strictly enforced:***

1. No parts or supplies will be ordered in the name of Metropolitan Community College.
2. All items ordered from outside sources will be paid for in advance.
3. Items purchased from the parts room may be put on a charge ticket and must be paid off before the end of the quarter they were charged in.
4. Charges not paid off before the end of the quarter will void any future charge privilege.
5. Any charge ticket approaching $100 will require some payments before reaching the end of the quarter or charge privilege will be cut off.
6. In the case of non-payment, student will not be allowed to return to class until full payment is made. If payment is not received by the end of the quarter, the unpaid ticket will be sent to the College’s business office and a hold will be placed on the student’s college account. This will prevent the student from registering for any classes or from participating in any other college activities.
7. Students will be required to **remove** their vehicles after completion of class or upon the discretion of the instructor. Students will only be allowed **one** vehicle at a time for repair in the lab or repair area. Vehicles not removed when requested will be removed at the student’s expense.

**Internships**

Internships provide students with the opportunity to gain on-the-job experience while they are still working towards their degree. It is an excellent way for students to learn what the job is like and also expose them to potential employers. Most interns are paid.

To be eligible for an internship, a student must meet the following criteria. ***Students should contact one of the faculty members for more information.***

1. Students enrolled in the degree program must complete *at least* one internship. This internship can be taken in place of either AUTB 2240 or AUTB 2241. Students are allowed to have two internship experiences if they so desire and the instructor approves. These two internships would be in place of AUTB 2240 **and** AUTB 2241.
2. Internships must have the agreement of the instructor and the collision shop owner/manager.
3. Students wishing to enter into an internship must have:
4. Completed all other Course requirements with passing grades.
5. Attended the internship orientation.
6. Shown good work ethic and habits.
7. Displayed initiative and a positive attitude.
8. Shown the ability to work well with others.
9. Internships are not a vested right, but are allowed at the discretion of the instructor after having observed the student during the previous quarters.
10. Salary arrangements are between the student and the shop owner/manager.
11. The instructor will set the objectives to be accomplished during the period of the internship, and will make site visits at the start, mid-point, and ending of the period for the purpose of progress evaluation.
12. Final evaluation will be completed by the supervisor at the job site. The student’s grade will be determined by the instructor from the supervisor’s evaluation.

**Grading Criteria**

All courses are graded according to the College system and standards. These standards appear in the College Catalog. In general, students can receive the following grades in the auto body courses:

A Excellent. The student has demonstrated outstanding proficiency in mastering course objectives.

B Above Average. The student has demonstrated above average proficiency in mastering all course objectives.

C Average. The student has demonstrated average proficiency in mastering course objectives.

D Below Average. The student has demonstrated below average but passing proficiency in mastering course objectives.

F Failing. The student has not demonstrated a minimum passing proficiency in mastering course objectives.

I Incomplete. Due to extenuating circumstances a student may be given an extension of time to complete course objectives. An “I” grade must be made up prior to the end of the succeeding term or it becomes an “F”. Assignment of “I” grades is a faculty prerogative and is issued when the student who has completed the majority of the course requirements is unable to complete the remainder due to unusual or extenuating circumstances.

The assignment of grades is at the prerogative of the instructor. If a student has any issue about his or her grade, the first person to contact is the instructor. If, after talking to the instructor, the student is not satisfied, he or she may contact the office of the Dean in writing.

The grading criteria for a specific course appear in the course syllabus that is handed to students on the first day of the class. In general, these grades are based on written work and hands-on work. In some cases, class attendance and decorum may also count towards a grade.

In those cases where the grade depends mainly on laboratory work and flat rate hour equivalent work, the student will receive a grade contract. An example of such a contract appears on the next page.

**EXAMPLE**

**Grade Contract**

**Auto Collision Program**

**Course:** AUTB 2240 (Non-Structural Repair V)

**Quarter:**

**Instructor:**

**Grade contracts are required for students in AUTB 2230, AUTB 2240, AUTB 2241**

It is our understanding that, in order to receive the grade specified, the student must do the following:

|  |  |
| --- | --- |
| **Grade** | **Criteria** |
| "A" | Complete 55 or more hours of flat rate work repair according to industry standards and successfully pass any quizzes or tests with a 70% or better. |
| "B" | Complete between 50 and 54 hours of flat rate work repair according to industry standards and successfully pass any quizzes or tests with a 70% or better.\* |
| "C" | Complete between 45 and 49 hours of flat rate work repair according to industry standards and successfully pass any quizzes or tests with a 70% or better.\* |
| "D" | Complete between 40 and 44 hours of flat rate work repair according to industry standards and successfully pass any quizzes or tests with a 70% or better.\* |
| "F" | Complete less than 40 hours of flat rate work repair according to industry standards. |

\*Quizzes and tests are at the discretion of the instructor based upon needs of the class. There is no set number of quizzes or tests given in this course.

**To receive the stated grade, both criteria for lecture and lab work must be met.**

To receive the appropriate letter grade based upon the above criteria, the student must also demonstrate good work habits. These include:

* Attending class on a regular basis
* Coming to class on time.
* Calling the instructor beforehand when you cannot attend class or are going to be exceptionally late.
* Doing assigned work while in class. Not taking an excessive number of breaks (class schedules are usually set up so that students are allowed a 10-minute break for every two hours of class). The instructor will generally announce times for breaks.
* Cleaning up work area when done with work.
* Maintain a safe working environment for self and others.
* Treating co-workers with respect.

Students not meeting these criteria will be reduced by one grade even though he/she meets the grade criteria in the table. Thus if a student does 45 hours of flat rate work and gets 70% or better on his/her tests or quizzes (a “C” according to the above criteria), but does not demonstrate good work habits, he/she will receive a grade of “D”.

**Industry standards are defined as work that is acceptable for customer delivery.**

The assignment of grades is ultimately the responsibility of the instructor based upon the above criteria. If a student believes that his/her final grade is inappropriate, he/she bay petition the Dean **only after** discussing their concerns with the instructor. All grade appeals to the Dean must be in writing.

I have read these criteria and understand them completely.

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Student Signature Date

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Instructor Signature Date

**Vehicle Policy and Procedure Statement**

Students may bring in cars to work on while they are enrolled in any Auto Collision class. In some cases, students are strongly urged to bring in their own work. ***In such cases the following policies and procedures must be strictly followed:***

1. Project vehicles will not be brought on campus without the express permission of a program instructor.
2. The intended work must be approved by the instructor of the class you are registered for.
3. Inside storage will only be allowed for vehicles which:
4. Are prepared and masked for refinishing.
5. Are at a stage of repair where glass, sunroofs, convertible tops cannot be installed or mechanical parts are missing which prevent moving vehicle.
6. For various reasons (as determined by the instructor) cannot be locked or secured.
7. All vehicles stored inside must have keys in vehicle or on key board in parts room.
8. No student will have more than one (1) project vehicle on campus at a time.
9. All project vehicles will have a job sheet signed by the student and the instructor on file with the parts room attendant. Students must purchase consumables on all personal cars.
10. All project vehicles will be removed from campus during quarter break and must be removed within twenty-four (24) hours of the end of the quarter.
11. Any student dropping a class or anticipating non-attendance for two (2) weeks or more will remove project vehicle immediately.
12. Any student with a project vehicle on campus must have a current telephone number entered on vehicle job sheet in parts room.
13. All excess parts removed from project vehicle must be properly placed on scrap pile or removed from campus. No tires may be left behind.

**Non-compliance with the above policies and procedures can result in the vehicle being towed at owner’s expense and reduction of one (1) grade level on final grade.**

I have read and understand the above policies and procedures.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_