DUNWOODY
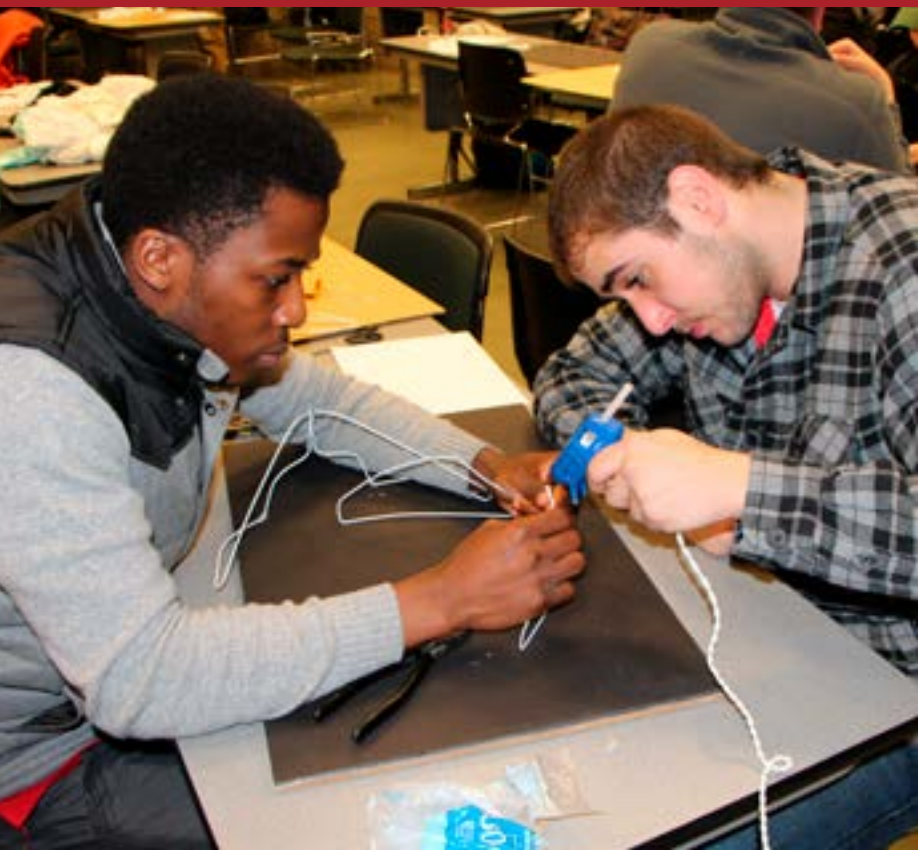## COLLEGE OF TECHNOLOGY

2017-2018
Catalog/Student Handbook

A MESSAGE FROM THE PRESIDENT

Dear prospective and current students:

Thank you for your interest in Dunwoody College of Technology. We are delighted you are considering or have selected Dunwoody as your gateway to a better future.

For more than 100 years, Dunwoody has built a reputation as a leader in technical education. We have educated more than 200,000 men and women. Many of our graduates go on to become leaders in their respective industries, or become entrepreneurs who own and operate their own businesses.

Dunwoody's mission is to "change lives by building opportunities for graduates to have successful careers, to develop into leaders and entrepreneurs and to engage in 'the better performance of life's duties'." We strive to achieve this mission every day by living up to high standards in the way we teach and support our students. I am confident the Dunwoody team Admissions counselors, instructors, student advisors, and staff will deliver on that goal.

I wish you the best of luck in your chosen field of study. We will challenge you to achieve your maximum potential; you must challenge us to reach ours as well.

DUNWOODY
COLLEGE OF TECHNOLOGY

818 Dunwoody Boulevard
Minneapolis, MN 55403
612-374-5800
info@dunwoody.edu
dunwoody.edu

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Notice: All sections of the Catalog/Student Handbook are subject to periodic review and modification. Every effort is made to ensure the accuracy of the information provided. Dunwoody College of Technology reserves the right to make changes to the the Catalog/Student Handbook at any time without prior notice should extraordinary circumstances necessitate. Changes in state or federal law sometimes compels immediate action by the College.

CAMPUS INFORMATION

STATEMENT OF MISSION AND GOALS

Vision

Dunwoody College of Technology seeks to emerge as a first-choice, nationally-recognized leader in technical education, providing a full college experience rooted in innovative education.

Mission

Dunwoody changes lives by building opportunities for graduates to have successful careers, to develop into leaders and entrepreneurs, and to engage in "the better performance of life's duties."

Quote is from the Last Will and Testament of William Hood Dunwoody.

Values

Inclusion

> We value an inclusive and collaborative learning and working environment.

Innovation

> We value innovation in our processes, problem solving, teaching, and learning.

Integrity

> We value personal and institutional integrity based on mutual respect, trust, and accountability.

Excellence

> We value excellence in teaching and learning by upholding the principles of continuous quality improvement.

Tradition

> We value the founding traditions of Dunwoody and seek to build on those traditions for a stronger future.

ACCREDITATION AND OTHER REGULATORY BODIES

Overview

Dunwoody College of Technology is approved by a number of regulatory agencies both at the institutional and programmatic levels. Institutional approvals are required for Dunwoody to conduct business. All education offered in the United States and the financial aid to support students in pursuing their education is regulated by the Department of Education (DOE). The function of accrediting and monitoring institutions of higher education both in their compliance with federal financial aid standards and in the quality of the education delivered, the DOE delegates to approved regional and national accrediting bodies. Dunwoody is accredited by the DOE approved regional accreditor, The Higher Learning Commission. Dunwoody is located in the State of Minnesota and as such must demonstrate compliance with all Minnesota laws and standards both in regard to state financial aid and quality of the education being delivered in the state. As such, Dunwoody is registered with the Minnesota Office of Higher Education. Programmatic approvals are carried out by professional accrediting bodies associated with a specific area of expertise. Dunwoody programs in seeking and attaining programmatic accreditation demonstrate compliance with the standards of excellence within the given profession.

The U.S. Department of Education (DOE)

The United States Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. Public Law 96-88 outlines four major activities for which the Department is responsible:

- Establishes policies relating to federal financial aid for education; administers distribution of those funds and monitors their use
- Collects data and oversees research on American Schools and disseminates this information to Congress, educators and the general public
- Identifies the major issues and problems in education and focuses national attention on them
- Enforces federal statutes prohibiting discrimination in programs and activities receiving federal funds and ensures equal access to education for every individual

The Higher Learning Commission (HLC)

Dunwoody College of Technology is accredited by the Higher Learning Commission (HLC). The HLC was founded in 1895 as one of six regional institutional accreditors in the United States. The HLC is recognized as an accreditor by the U.S. Department of Education (DOE) and the Council of Higher Education Accreditation (CHEA) and is required to conduct programmatic approval for dissemination of financial aid. All Dunwoody programs need approval by the Higher Learning Commission for financial aid eligibility.

Within the Higher Learning Commission's accreditation process is the Academic Quality Improvement Program (AQIP) Pathway, in which Dunwoody has chosen to participate. AQIP is an alternative accreditation pathway offered to high performing educational institutions focused on systemic continuous quality improvement. The Higher Learning Commission's Telephone number is 800-621-7440; the website is hlcommission.org.

Minnesota Office of Higher Education (MOHE)

The Minnesota Office of Higher Education is a cabinet-level state agency providing students with financial aid programs and information to help them gain access to postsecondary education. The agency serves as the state's clearinghouse for data, research, and analysis on postsecondary enrollment, financial aid, finance, and trends. Through collaboration with systems and institutions, the agency assists in the development of the state's education technology infrastructure and library programs. The mission of MOHE is to advance the promise of higher education to all Minnesotans and to provide the critical information that guides higher education decisions.

Dunwoody College of Technology is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes Sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Dunwoody College of Technology is registered as a private, non-profit college offering programs in Minnesota on three levels: certificate, associate's degree, and bachelor's degree. This registration is renewed annually. Programmatic review and

approval is also required of and provided by MOHE for state and federal financial aid.

 Dunwoody's financial aid involvement with MOHE includes the following:

- Minnesota State Grant Program
- Minnesota Child Care Program
- Minnesota GI Bill Scholarship Program
- Minnesota Indian Scholarship Program
- Minnesota Work-Study Program
- Minnesota Self Loan Program

Programmatic Accreditors include:

ABET, INC

ABET is a non-profit accrediting body for college and university programs in applied science, computing, engineering, engineering technology. For more information, visit: abet.org.

Council for Interior Design Accreditation (CIDA)

The Council for Interior Design Accreditation (CIDA) is a non-profit accrediting organization for interior design education programs at colleges and universities in the United States and internationally. For more information, visit: accredit-id.org.

HVAC Excellence

HVAC Excellence is an organization established to improve the technical competency of the HVACR industry. This is accomplished through the validation of the technical education programs. For more information, visit: escogroup.org/hvac.

Joint Review Committee on Education in Radiologic Technology (JRCERT)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is the agency recognized for the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. For more information, visit: jrcert.org.

National Automotive Technicians Education Foundation (NATEF)

The National Automotive Technicians Education Foundation (NATEF) is a non-profit organization focused on improving the quality of automotive technician training programs. For more information, visit: natef.org/about-NATEF.aspx.

National Institute for Metalworking Skills (NIMS)

The National Institute for Metalworking Skills (NIMS) is a metalworking trade association that sets skills standards for the industry, certifies individual skills against the standards, and accredits training programs that meet NIMS standards. For more information, visit: nims-skills.org/web/nims/home.

NOTICE OF NON-DISCRIMINATION

Dunwoody College of Technology ("the College") is committed to the principles of equal employment opportunity and equal educational opportunity. Dunwoody does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, veteran/military status, disability, age, sexual orientation, status with regard to public assistance, membership or activity in a local commission, genetic information, or any other characteristic protected by applicable law. Dunwoody's

policy on non-discrimination extends to its admission policies, financial aid programs, employment opportunities, and any and all other school-administered programs.

The following person has been designated to handle inquiries regarding Dunwoody's non-discrimination policies:

> Carla Pogliano Connor, Ph.D.
> Vice Provost for Program Development and Compliance
> Dunwoody College of Technology
> 818 Dunwoody Blvd.
> Minneapolis, MN 55403-1192 Office: Silver level
> 612-381-8236
> cpogliano@dunwoody.edu

For further information on non-discrimination, visit wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the U.S. Department of Education Office that serves your area, or call 1-800-421-3481.

A STATISTICAL OVERVIEW

Dunwoody College of Technology, in an effort to provide institutional transparency to our stakeholders, has posted on dunwoody.edu/about/facts institutional statistics outlining retention rates, graduation rates, placement rates, student to faculty ratio, and other data which demonstrates the characteristics of the stakeholders we serve and the quality of service Dunwoody provides. With this posting Dunwoody is also in compliance with state and federal regulation and accreditation standards.

CAMPUS SECURITY

Access to the Dunwoody campus is restricted to normal business hours, which are generally 6 a.m. until 10 p.m., Monday through Friday, during the academic year. Weekend and summer hours may vary.

Security guards are on duty during business hours. To request escort service, visit the security desk.

In compliance with the Federal Campus Security Act, the College publishes an annual Campus Security Plan and Report which is available at dunwoody.edu/pdfs/About_SafetyReport.pdf.

This report includes campus crime statistics for the most recent three-year period and a broad range of institutional policies concerning campus security. These policies pertain to alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other important topics. A physical copy of this report can be obtained by contacting:

> Dunwoody College of Technology
> ATTN: Director of Facilities
> 818 Dunwoody Blvd.
> Minneapolis, MN 55403
> 612-374-5800

If students have questions or concerns about this information, they should contact the Director of Facilities. Anyone wishing to view the daily crime log should also contact the Director of Facilities.

The Federal Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Information regarding individuals on the registered sex offenders list can be obtained at the following:

> Minneapolis Police Department
> 5th Precinct, 3101 Nicollet Ave. S.
> Minneapolis, MN 55408
> 612-673-5707
> doc.state.mn.us

EMERGENCY PROCEDURES

Students will receive evacuation route information in the classroom. Students should take notice of the location of stairways and exits in order to be properly oriented in the event of an emergency. If an evacuation is needed, the evacuation signal is a siren sound.

SCHOOL CLOSING INFORMATION

When Dunwoody College of Technology determines the campus will be closed due to inclement weather or other emergency situations, that decision will be announced in the following locations:

- TV channels 4 (WCCO); 5 (KSTP) and 45 (KSTC), and 11 (KARE)
- Cancellations.com: cancellations.com (search for Dunwoody College)
- Dunwoody's Twitter account: twitter.com/dunwoodycollege
- Dunwoody's Facebook account: facebook.com/dunwoodycollege
- Dunwoody's Information Line at 612-381-3420
- Dunwoody website: dunwoody.edu

Please keep in mind that Dunwoody employees and students come from all over the Twin Cities and snow fall may vary greatly across the metro area. The College will make an attempt to be open for those coming in from areas with better road and weather conditions. You are the final judge of your driving skills and the road conditions in your area.

ACADEMIC CALENDAR

FALL SEMESTER 2017

Monday, 8/21/17	Start of fall semester
Friday, 8/25/17	Last day to add/drop a class with a full refund
Monday, 9/4/17	No class – Labor Day (Campus closed)
Monday, 10/23/17	Registration for 2018 spring/summer semester
Thursday, 11/23/17 and Friday, 11/24/17	No class – Thanksgiving (Campus closed)
Monday, 11/27/17	Last day to withdrawal from a class without a grade of F
Friday, 12/22/17	End of fall semester
Sunday, 12/24/17 and Friday 1/5/18	Winter Break (Campus reopens 1/2/18)
Sunday, 1/7/18	Final grades due to Registrar

SPRING SEMESTER 2018

Monday, 1/8/18	Start of spring semester
Friday, 1/12/18	Last day to add/drop a class with a full refund
Monday, 1/15/18	No class – Martin Luther King, Jr. Day (Campus closed)
Monday, 2/19/18	No class – Presidents' Day (Campus closed)
Monday, 3/12/18 – Friday, 3/16/18	Spring Break
Monday, 3/19/18	Registration for 2018 summer/fall semester
Friday, 3/30/18	No class – Spring Holiday (Campus closed)
Friday, 4/20/18	Last day to withdraw from a class without a grade of F
Thursday, 5/17/18	Commencement for 2017 fall and 2018 spring/summer graduates
Friday, 5/18/18	End of spring semester
Sunday, 5/27/18	Final grades due to Registrar

SUMMER SESSION 2018

Monday, 6/4/18	Start of summer session
Friday, 6/8/18	Last day to add/drop a class with a full refund
Wednesday, 7/4/18	No class – Independence Day (Campus closed)
Friday, 7/20/18	Last day to withdraw from a class without a grade of F
Friday, 8/3/18	End of summer session
Sunday, 8/12/18	Final grades due to Registrar

ADMISSIONS

APPLYING FOR ADMISSION

The Admissions Department is committed to working with all prospective students to ease and simplify the admissions process and to provide all the necessary information regarding Dunwoody's academic programs, financial aid, career choices, and all other pertinent data.

Visit Dunwoody

Dunwoody highly recommends that prospective students visit the school, tour the academic departments, and talk with current students, instructors, and an admissions counselor to better understand the nature of instruction and opportunities open to graduates.

The best hours to visit are during the day when classes are in session. Tour hours are Monday through Friday from 8 a.m. to 6 p.m. Other tour times may be arranged upon request. To schedule an appointment, call 612-374-5800, 1-800-292-4625, or email info@dunwoody.edu.

When to apply

High school students should submit applications early in their senior year for admission for the following fall, especially since some programs tend to fill quickly. Students who have completed high school (or earned a GED) may apply at any time and may begin training on short notice, depending on mid-year starting dates for each of the academic programs.

How to apply to Dunwoody

1. Submit the application

   Complete and submit the application form, including the written statement. Both an online application and a downloadable paper application can be found at: dunwoody.edu/admissions/apply.

   A $50 application fee must be submitted along with the completed application. This fee is waived for veterans and active military students.

2. Submit high school transcripts

   Submit a copy of your official high school transcript showing the following information: graduation date, cumulative GPA, and an official school seal and/or an official signature. The transcript must be presented, either by mail or in person, in a sealed envelope. Transcripts sent electronically through Docufide or Scrip Safe are also considered official. A faxed transcript is acceptable only when sent from the school accompanied by the contact information of the school staff person sending the fax.

   If a student is in high school when they apply for enrollment, they provide an official transcript, containing all of the information above, with the exception of graduation date. Once graduated, the student must submit the official/final transcript.

3. Submit test scores

   Request that copies of any test scores (ACT is preferred; other tests will be considered) be sent to Dunwoody.

After acceptance, an Accuplacer test may be recommended to help determine course placement.

4. Submit immunization forms

   All degree-seeking students (BS, AAS, and Certificate) born in 1957 or later are required by law to show proof of immunization (M.S. 135A. 14), except for students who have graduated from a Minnesota high school since 1997, who are exempt. These students must complete a form showing proof of recent vaccinations against tetanus and diphtheria (DPT or TD) and measles, mumps, and rubella (MMR). State law requires that students file this form within their first 30 days of enrollment. If legally required immunization information is not provided in a timely manner, the student may be placed on immunization hold and not allowed to register for the next semester.

5. Submit post-secondary transcripts

   Students who have attended other colleges and universities must have official transcripts from those institutions sent to Dunwoody College of Technology for transfer credit evaluations and to determine eligibility for grants and other forms of financial aid.

   Official transcripts should be sent to:

   > Dunwoody College of Technology
   > ATTN: Admissions Office
   > 818 Dunwoody Blvd.
   > Minneapolis, MN 55403

   Note: All records or transcripts received become the property of the College.

How to apply internationally

International students should contact the Admissions Office at info@dunwoody.edu. The following items are required for application:

- A complete application form, including the $50 application fee
- A Certification of Finances form, indicating the financial sources for the expense of attending the College
- Immunization forms showing proof of up-to-date vaccinations
- If English is not your native language, submit your scores of Test of English as a Foreign Language (TOEFL) or take a placement test
- An official high school transcript written in English and evaluated by an outside agency. Students who are unable to provide transcripts from their home country, for any reason, are required to take the GED exam and present a certified copy of their GED transcript.

Accepted applicants are issued the necessary documents for obtaining a student visa.

ADMISSIONS REQUIREMENTS

Students applying for admission to Dunwoody College of Technology must provide a final, official high school transcript (with graduation date) or a GED score from a recognized GED testing center. If the student has completed college credits and the student

wishes to have the credits considered for transfer, an official transcript from that institution of higher learning is also required.

Admission decisions are based on a very careful, overall assessment of each student's academic preparation and performance, as well as the additional information provided in the application, based on the primary and secondary factors listed below. Although the strongest consideration in the decision is given to the primary factors, no single factor is the deciding factor in the decision.

Primary factors:

- Coursework through high school graduation
- Performance in previous college-level coursework (if applicable)
- Grade Point Average
- ACT, SAT, or PSAT scores (if available)

Secondary factors:

- Outstanding talent, achievement, or aptitude in a particular area
- Military service
- Evidence of having overcome social, economic, or physical barriers to educational achievement
- Significant responsibility in a family, community, job, or activity

Diploma verification

All students accepted for admission into Dunwoody College of Technology are required to provide the Admissions Office with either:

- A final, official high school transcript (with a graduation date)
- A GED score from a recognized GED testing center

Acceptable formats:

- Students may request that their school mail an official transcript directly to Dunwoody (Dunwoody must receive the transcript in a sealed envelope).
- Dunwoody will accept faxed transcripts if the fax is directly from the high school.
- Students may bring a transcript directly to Dunwoody; it is only acceptable if given to Dunwoody Admissions personnel in a sealed envelope.
- Electronic transcripts sent through a verified agency.

* Dunwoody checks each transcript for the school seal and/or signature to determine if the transcript is official.

Tracking schools without a CEEB (College Entrance Examination Board Code):

- A transcript received without a CEEB code will need to be reviewed by the Director of Admissions to determine if the school is recognized by the Department of Education.
- Dunwoody may also check the appropriate regional accrediting commissions in the United States.
- If it is determined that a school is not recognized by the Department of Education or has no physical address, then that applicant will be required to submit a GED prior to evaluation their application.

Home schooled students:

Homeschools issue their own transcripts and diplomas. The Minnesota Department of Education does not certify or validate these. Homeschool transcripts issued by the educator must contain

the following:

- Courses
- Graduation date
- Cumulative GPA
- ACT or SAT scores are recommended

International students:

Generally, a certified translated transcript and a transcript in the original language is required. Students who, for any reason, are unable to present us with an official transcript from their home country are required to take the GED.

Ability to benefit

To be eligible for financial aid funds, a student must be qualified to study at the postsecondary level as required by the Higher Education Amendments of 1992 (Ability to Benefit-ATB criteria).

Dunwoody uses the following criteria to determine qualification and ability to benefit:

- A student with an official high school diploma/transcript or its equivalent.
- Recognized alternative equivalents are a General Education Development (GED) certificate, certificate of homeschool completion (through the high school level), or a postsecondary accredited academic transcript with at least 60 credit hours.

ADMISSIONS PROCESS

After the application form, all official transcript(s), and the $50 application fee have been received, the Admission Committee will meet to evaluate student credentials. Students are generally notified regarding the admission decision within two weeks of receipt of all admission documents. At times, students may be required to take a placement exam to determine placement in mathematics. An admissions counselor will contact students if this is required.

An acceptance letter, which confirms the terms and conditions of enrollment, will be sent to accepted students. Accepted students must return the enrollment agreement with a $100 enrollment fee by the date specified in the notice to reserve their place at the College. Enrollment is not complete until the College receives the signed agreement and the $100 enrollment fee. Delay in returning the agreement and deposit may result in loss of placement in a desired class or program. The enrollment agreement does not constitute a contract until a Dunwoody official approves it.

The acceptance letter also includes your Dunwoody email address and student information profile on my.dunwoody, an online portal of student information and resources.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO) FOR HIGH SCHOOL STUDENTS

High school students with demonstrated academic achievement to succeed in a college environment may enroll in some Arts & Sciences courses at Dunwoody College of Technology. The State of Minnesota's Post-Secondary Enrollment Options (PSEO) program is intended to promote a more rigorous major and to provide a wider variety of options to high school juniors and seniors. This PSEO program allows students the opportunity to earn college credits or use those credits toward the completion of high school graduation requirements. Entrance is determined by each individual college on a space-available basis and specific criteria.

To qualify for PSEO at Dunwoody, students must meet the

following requirements:

- Be in the top 50% of their class. If the student's high school does not rank, or the student was home schooled, the student must provide two letters of recommendation.
- Be in their senior year. Students can participate in PSEO for a maximum of one academic year.
- Complete the application for admission online at dunwoody.edu or in person by visiting Dunwoody's Admissions Department.
- Submit a copy of their most recent high school transcript with the application. A student must also complete the PSEO worksheet with their high school counselor. This lists required high school classes and credits that need to be earned in the student's senior year and which Dunwoody classes the guidance counselor has approved to count.
- Complete the Minnesota Department of Education's PSEO form with their high school guidance counselor and parents. Forms are available in high school guidance counseling offices. Student, parent, and the high school guidance counselor must all sign page 4 of Dunwoody's PSEO Program Informational packet. This packet explains specific program policies and requirements.

Note: There is no application fee for PSEO students. Students may be required to take a placement test. The application deadline is May 1st.

RE-ADMITTANCE TO DUNWOODY

Any student wishing to withdraw from school should visit with the Admissions Department to determine if and when re-admittance to the College is feasible. Students who leave Dunwoody for personal, family, work, and similar reasons are encouraged to re-apply for a future term.

Students who wish to be re-admitted should submit a re-admit application and a $10 application fee. A student being re-admitted would need to follow the academic plan currently in place which may be different from the academic plan in place at the time the student initially withdrew.

Previous unpaid balances

Students wishing to re-admit to Dunwoody who have a financial hold on their account from the time of withdrawing from school must resolve the outstanding balances before being re-admitted and registered for classes. The Student Account's Office should be consulted for assistance with resolving the debt.

Previous academic/pace standing

Students wishing to re-admit to Dunwoody must meet with an program manager/dean and The Dean of Students prior to admittance to determine how their previous academic or pace standing may impact their registration. All re-admitted students will be subject to the current academic/pace requirements as defined in the satisfactory academic progress portion of this Catalog/Student Handbook.

ORIENTATION

Orientation provides a quality transitional experience and maximizes the students' potential for personal and academic success. Orientation is an enrollment requirement for all new students. Admitted students will be mailed information on Orientation sessions.

Students who have attended the College in the past and are re-enrolling are required to attend Orientation if they have been off campus for more than 12 months prior to the start of their school term.

NEW STUDENT DAY

Every newly admitted student is required to attend New Student Day held the week prior to each semester start. During New Student Day, students participate in a number of program-specific activities that will introduce them to their field, career preparation, and support academic success. New Student Day is the unofficial "first day" of the academic program and is mandatory for all students. Information on specific dates will be sent to all new students during the summer.

REGISTRATION FOR NEW STUDENTS

Registration is the process of enrolling in courses. The Registrar's Office processes first-semester registration for students once they are accepted to Dunwoody. the College uses a cohort-model of registration. A cohort-model is defined as a pre-determined grouping of courses, designed to build knowledge from a foundational basis and continue advanced knowledge building, as one progresses through each course. Students are only registered for the courses required by their major. Students will receive a paper copy of their schedule at Orientation and can view their schedule via my.dunwoody. For questions please contact the Registrar's Office by email at registrar@dunwoody.edu or by phone at 612-381-3360.

YOUTH CAREER AWARENESS PROGRAM (YCAP)

YCAP introduces under-represented high school students to the technical programs at Dunwoody while focusing on college readiness and career exploration. All YCAP students experience the school year component and summer session. During the school year students attend monthly workshops on Dunwoody's campus centered on YCAP's Life Skills curriculum. During the six-week summer session students are introduced to and create projects within a number of Dunwoody programs. Students will also visit businesses affiliated with Dunwoody, participate in team building activities, as well as improve upon reading, writing, resume-building, and interviewing skills through YCAP curriculum.

WORKFORCE TRAINING AND CONTINUING EDUCATION (WTCE)

Mission

Respond to market driven needs generated by community, business and industry sectors, with collaborative approaches to training and education.

Vision

Empowering, investing and transforming individuals for best-in-class job performance.

WTCE offers non-credit, skill-based training and education specializing in:

- Apprenticeships
- Continuing Education
- Program & Curriculum Development

Examples of current offerings:

- Flooring Installation for Residential Carpet
- Apprenticeship Training
- Welding Technician Training

For more information on any of the topics mentioned above please contact the Workforce Training & Continuing Education (WTCE) Department at 612-381-3431.

FINANCIAL AID

APPLYING FOR FINANCIAL AID

The first step for students in applying for financial aid is to fill out the FAFSA (Free Application for Federal Student Aid) online at: fafsa.ed.gov. Dunwoody's school code is 004641. Once the FAFSA is processed the school will receive a Student Aid Report (SAR). Students work with one of the college's financial aid counselors who will review the FAFSA and all required documents for accuracy and make any necessary changes. Prospective students are highly encouraged to fill out the FAFSA as soon as they can in order to take full advantage of the federal and state aid that may be available to them.

Once students are accepted to the College, the student will have access to the financial aid website through NetPartners. All correspondence will be direct to the student's Dunwoody email address including their award notification. This notification shows the total financial aid package available, including any grants (federal, state, and college) or scholarships, available federal loans, etc. Students also receive information that explains the costs to attend college (including tuition and fees, cost of living, etc.). Students should view the award notification and complete all required steps through their NetPartner account. For a more detailed explanation of the financial aid process, visit dunwoody.edu/students/paying-for-college.

FINANCIAL ASSISTANCE AVAILABLE

A variety of financial assistance programs are available to students. In addition to federal and state programs, private loans, and scholarships awarded by other organizations, the following Dunwoody-specific programs are available.

DUNWOODY SCHOLARSHIPS

The College offers a variety of scholarships to enrolled students that are funded by donors of the College (alumni, foundations, etc.). Some of these scholarships have very specific requirements and some are more general. In order to apply for Dunwoody scholarships, students need to complete the FAFSA. The scholarships are automatically awarded to students meeting the criteria until funds run out. Completing the FAFSA early is the best way to receive scholarship funds.

In addition, students are encouraged to apply for scholarships offered by outside organizations, including industry and trade organizations that are related to specific Dunwoody programs. A list of these scholarships is available at: dunwoody.edu/students/paying-for-college.

FINANCIAL ASSISTANCE FOR VETERANS, RESERVISTS AND NATIONAL GUARD MEMBERS

The Department of Veterans Affairs recognizes Dunwoody as a Benefits Eligible College. The College is also a Yellow Ribbon College, which means veterans may receive direct financial assistance from Dunwoody if their veterans' benefits do not cover the full cost of attendance. For more information, visit dunwoody.edu/veterans.

WORK STUDY (ON-CAMPUS EMPLOYMENT)

Work study is a program that is either state or federally funded and supports part-time, on-campus employment for students. To determine work study eligibility, students should meet with a financial aid counselor. Open work study positions are posted at: dunwoody.edu/employment.

BOOK CHARGING

Book charging allows you to charge your textbooks at the Dunwoody Bookstore to your student account. These charges are added to your tuition bill for the term. Students who have completed the financial aid process are allowed to charge books during the two weeks before the semester starts through the first week of classes. Eligibility to charge your books does not mean you have enough financial aid to cover your tuition and other costs. Make sure to check your my.dunwoody account and the Financial Aid website at dunwoody.edu/students/financial-aid to view your costs and award information.

TUITION, FEE, AND ACCOUNT INFORMATION

TUITION AND FEES

Tuition and fee information is available in the Admissions Department and the Student Accounts Office. Students can also view their statement at my.dunwoody under the Finances tab. Tuition is due on the first day of the semester. Students can pay their tuition and fees by any of the following methods:

- Financial aid, loans, or scholarships
- Cash, check, or credit card (Visa, MasterCard, American Express and Discover)
- Outside resources (employer reimbursement, trust funds, education savings plans, etc.)

If tuition (after accepted and completed financial aid; or a certified private alternative loan) is not paid in full by the end of the sixth business day of the semester and the student has not enrolled in the Dunwoody Payment Plan, the student will automatically be assessed a one-time $100 late payment fee. This applies to all students; with the exception of students in their first semester at Dunwoody, students enrolled in the Right Skills Now program, and those who are using qualified veteran's benefits. In addition, if the payment is not made by the semester due date, a default fee of 1% of the balance will be charged monthly until the balance is paid in full or the student is no longer enrolled.

Students enrolled in the Dunwoody Payment Plan will have their remaining balance after accepted financial aid and outside resources are determined, divided into four equal payments due on the first day of the semester, and the Wednesday of weeks 5, 9, and 13. The payment plan has a $50 enrollment fee. If a scheduled payment is not made, a default fee of 1% of the balance will be charged. If two or more scheduled payments are not made, the payment plan enrollment will be cancelled, a one-time $100 late payment fee will be assessed and the outstanding balance will be due in full. In addition, a default fee of 1% of the balance will be charged monthly until the balance is paid in full or the student is no longer enrolled. All tuition and fees must be paid in full prior to the end of the academic year. Default and late fees are not charged prior to the first day of the semester.

All students with account balances will be placed on a financial hold. Financial holds will prevent release of any official and unofficial transcripts until the financial obligation has been met. Fall-enrolled students are allowed to carry a $200 or less balance forward into the spring term, but all accounts must be paid in full at the end of the academic year. Students with a balance above $200 for fall semester are prevented from registering for the spring term until their balance is below the threshold.

Students who owe a balance for the spring or summer terms will not be allowed to register for the fall semester until the balance is paid in full, or if they were previously registered for fall, the fall schedule will be put on hold until the past due balance is paid in full.

Our intention is to proactively help students plan on how to pay for their education. Email studentaccounts@dunwoody.edu if you have questions.

WAYS TO MAKE A PAYMENT:

Online

1. Visit my.dunwoody
2. After logging in, click on the Finances tab
3. Click on Statements and Payments
4. If you have a balance, there will be a button at the bottom of the page saying "Make a Payment" (ACH from checking/savings and debt/credit card payments)

In person

During staffed hours:

- Only debit/credit cards are accepted at the Student Account's Office
- Only cash/checks are accepted at the Accounting Window

After hours:

- Only checks may be dropped in the drop box located outside of the Accounting Department when the campus is open

By phone

Only debit/credit cards are accepted by phone. Call 612-381-3414.

By mail

Only checks are accepted by mail. Mail checks to:

Dunwoody College of Technology
ATTN: Accounting Department
818 Dunwoody Blvd.
Minneapolis, MN 55403

METHOD OF BILLING

The Student Accounts Office will email notifications when statements are available to be viewed online at my.dunwoody. Financial aid and charges are subject to change without prior notice. Students are responsible for viewing and paying their balance by the scheduled due date(s). Failure to review statements does not constitute a valid reason for not paying the balance by the due dates. It is the student's responsibility to ensure that all balances are taken care of before the end of the current term.

Note: Email is the official billing method for the College and thus no paper bills will be mailed.

Billing Errors: Students understand that administrative, clerical, or technical billing errors do not absolve them of any financial responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed as a result of registration at the College.

TUITION REFUND

Dunwoody participates in the U.S. Department of Education Student Aid programs and the Minnesota Financial Aid Program and complies with federal and state regulations which require the College to have a fair and equitable refund policy. Institutional refund calculations are based on one of the following policies:

Refunds for students who withdraw from a course or courses (but not complete withdrawal) during the first five school days of the semester will receive a 100% refund for the course. There is no

refund for courses withdrawn after Day five.

Minnesota State Grant

The amount of a MN State Grant that a student may be eligible for has a different value available for each number of credits enrolled. For example: the same student may qualify for $856 if enrolling in 15 credits but only $604 if enrolled for 14 credits. Students who are considering reducing their schedule during the drop/add period to less than 15 credits are strongly encouraged to visit the Financial Aid Office for information about how awards may be impacted.

Complete withdrawal from all courses

Under federal law, Dunwoody must calculate a Return of Title IV Funds for students receiving federal financial aid which includes the Pell Grant, SEOG, Subsidized Direct Loan, Unsubsidized Direct Loan, and Parent Direct PLUS Loan. Although those funds, upon disbursement, are applied in full to a student's account, the student earns his or her Title IV funds by attending classes and may be required to return all or a portion of those funds upon withdrawing from all courses. The amount earned by a student has no relation-ship to the student's incurred institutional charges.

- Date of Withdrawal Determination

  The date of official withdrawal is determined through notification by the student of intent to withdraw and/or attendance records showing the last date the student attended class. The financial aid date for processing the return of funds is the official notification date of withdrawal from the Registrar's Office.

  o Student Initiated Withdrawal: Students who want to withdraw from all classes must notify their academic program manager/dean, who will submit a Complete Withdrawal form on behalf of the student. The withdrawal date used will be the last date of academic attendance.

  o Institution Initiated Withdrawal: Dunwoody reserves the right to terminate the enrollment of students. Reasons for termination include, but are not limited to: non-attendance/no contact; frequent absences or tardiness; academic dishonesty; unsatisfactory academic progress and pace (completion) rate; aggressive, harassing, or discriminatory acts against other students or employees; failure to pay tuition by stated deadlines; failure to follow school procedures and policies; intentional damage to school property or theft, insubordinate acts against faculty or other Dunwoody employees. The withdrawal date used will be the last date of academic attendance. The date of determination (notification date) will be within 14 days of the withdrawal date.

  o Unofficial Withdrawal: If a student does not complete the withdrawal process but is absent for 14 days, they will be withdrawn from the college. The withdrawal date used will be the last date of academic attendance.

- The Federal Pro Rate Refund Calculation

  If the student has attended less than 60% of a term, a pro rate schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal based on the number of days attended. If the student has attended 60% or more of a term, the student is considered to have earned 100% of the Title IV funds.

  o Example: Student attends 44 days of a 124 day term, the student will have earned 35.5% of their Title IV aid. This would result in a return of $208 of a $2908 Pell grant disbursement. This same example would lead to all funds distributed from the Subsidized and Unsubsidized loans being returned.

- Refund calculation

  Dunwoody's Financial Aid Office will divide the number of calendar days attended by the total number of calendar days in the semester, less any scheduled break of 5 days or more. The resulting percentage will then be multiplied by the total federal funds that were disbursed. This calculation determines the amount of aid that the student is allowed to keep. The unearned amount of aid is returned to the federal government. If in this calculation the student is required to return funds due to funds already disbursed (overpayment), the student will be notified. The calculation is completed within 30 days of the notification date with all funds being returned within a 45 day maximum time period.

  o Total Federal Fund Calculation – In this calculation the total amount of Federal Pell Grant will be included, the net for Direct Subsidized Loans, Direct Unsubsidized Loans and Direct Parent PLUS Loans. Federal Work Study will not be included in the return calculation.

  o Late Arriving Funds – If a student withdrew during a subsequent payment period, and aid for a previous payment period is received, the funds are not included in the return calculation. Late disbursements may be made if the conditions for those disbursements are met.

  o Post-Withdrawal Disbursements – If a student withdrew before all Title IV aid was disbursed, the student may be eligible for a post-withdrawal disbursement. The amount will be determined by following the requirements for calculating earned Title IV aid and has no relationship to the student's incurred institutional charges. Any post-withdrawal disbursements will be made from available grant funds before available loan funds. A school is permitted to credit a student's account with the post-withdrawal disbursements of grant funds without permission from the student up to the amount of outstanding charges. In the case of post-withdrawal disbursements from federal loans funds, confirmation will be obtained from the student before any funds are disbursed. The information provided in the notification will include the information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an information decision as to whether the student or parent would like to accept any disbursement of loan funds and will be provided within 30 days of the date of determination that the student withdrew.

- Based on this calculation, a withdrawing student may owe larger payback to Title IV fund sources than what is calculated as the institutional refund amount. Dunwoody is required by law to make these paybacks to the appropriate Title IV program, so the student may owe money to the College after all refunds and returns are calculated.

- In the case of prolonged illness or accident, death in the family, or other serious circumstances that make it impractical to complete the program, the student should contact the Office of the Dean of Students as soon as possible to initiate discussion on the return of financial aid funds.

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Refund calculation

Dunwoody provides tuition and fee refunds based on the following chart and process:

- Determine the tuition and fee refund percentage (Find the refund percentage from the following chart):

Fall and Spring Semesters (18 weeks)

Semesters	Refund percentage
Week 1	100%
Week 2	75%
Week 3	50%
Week 4	40%
Week 5	30%
Weeks 6-18	0%

Summer Session (9 weeks)

Session	Refund percentage
Week 1	100%
Week 2	75%
Week 3	50%
Weeks 4-9	0%

- Students new to Dunwoody who completely withdraw by the end of week two, will be eligible to receive a full tuition refund.
- To compute amount of refund, multiply the net tuition, technology fee, learning technology fee and activity fee by the refund percent.
- Subtract an administrative fee (the lesser of $100 or 10% of tuition) from the calculated refund to get the net amount of refund.

The above percentages were derived by determining the amount of time spent attending classes.

Timeline for processing refunds

Any monies due to an applicant or student will be refunded within 30 business days of cancellation, failure to appear on the first day of class, dropping classes within the first five days of the semester, complete withdrawal, or termination. All financial aid must be fully refunded before any refund can be made to the student.

Distribution of refunds and repayments

For federal financial aid, the calculation multiplies the percentage by the total federal funds that were disbursed (either to the student's Dunwoody account or directly by check) for the semester. This calculation determines the amount of aid that the student is allowed to keep. The unearned amount of aid must be returned to the federal government.

Refunds on behalf of Student Financial Assistance (SFA) recipients are distributed in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. PLUS Direct Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other SFA Programs

After required financial aid adjustments are made to all financial aid sources, any money owed to Dunwoody including unpaid tuition and fees and materials will be billed to the student.

Federal loan default

Federal loan default will keep students from receiving any financial aid until the default has been resolved. Students who are in default on their federal student loans must clear any defaults on the federal loans and provide proof of such before being allowed to enroll at the College.

MN OFFICE OF HIGHER EDUCATION REFUND CALCULATION

Introduction and purpose of the policy

Dunwoody College of Technology, consistent with federal and state law, will calculate refunds for all state financial aid programs when a student completely withdraws from school, or for the MN State Grant and SELF Loan programs, if the student drops below minimum enrollment level for those programs. This calculation is to be used by schools charging students by the term or payment period. (Note: Refunds are never required for the State Work-Study Program).

Determining amount of net refund

1. Amount of financial aid and cash received to date for the term including any post-withdrawal disbursements of Title IV financial aid applied to institution charges. If funds exceed the original institutional charges* for the term, enter the amount of original institutional charges only.

2. Subtract amount of original institution charges for the term the school can retain per its institutional policy.

3. = GROSS REFUND

   If gross refund is less than or equal to zero, then no refund is due state financial aid programs.

4. Subtract amount of institutional share of any required refund for Title IV financial aid programs from Step 5, Box O of Return of Title IV Funds Refund Worksheet. Enter 0 if no Title IV refund is due.

5. = NET REFUND

   If net refund is less than or equal to zero, then no refund is due state financial aid programs.

   *The state adopts the definition of institution charges used for federal Title IV aid programs under 484B of the Higher Education Act of 1965 as amended and 35 CFR 668.22.

Determining proportional share of net refund for distribution to non-Title IV aid programs

All non-Title IV financial aid that is received to date during the student's program, and for the current aid year, including any funds disbursed to the student for living expenses will be included in the refund calculation when a student totally withdraws from school. These funds can include state funds, institutional and private scholarships, or any other forms of non-Title IV aid. Work-Study awards are not included.

RETURN OF TUITION ASSISTANCE

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the new Department of Defense policy, Dunwoody will return unearned TA funds on a prorated basis through at least 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment

period, with unearned funds returned based on when a student stops attending.

Fall and Spring Semesters (18 weeks)

Semesters	Refund percentage
Week 1-2	100%
Week 3-4	75%
Week 5-9	50%
Week 10-11	40%
Week 12-18	0%

Summer Session (9 weeks)

Session	Refund percentage
Week 1	100%
Week 2	75%
Week 3-4	50%
Weeks 5-6	40%
Weeks 7-9	0%

RETURNED PAYMENTS/FAILED PAYMENTS

If a payment made to a student account is returned by the bank for any reason, students agree to repay the original amount of the payment plus a returned payment fee of $40. Multiple returned payments and/or failure to comply with the terms of any payment plan or agreement signed with the College may result in a requirement of the entire balance being due prior to the semester starting, cancellation of classes, and/or suspension of eligibility to register for future classes at the College.

FINANCIAL RESPONSIBILITY

All students enrolled at Dunwoody College of Technology are required to complete the Financial Responsibility Form annually. This form states that students understand that when registered for any class at the College or receive any service from the College, he/she accepts full responsibility to pay all tuition, fees, and other associated costs assessed as a result of his/her registration and/or receipt of services. Students must also further understand and agree that registration and acceptance of these terms constitutes a promissory note agreement (i.e. a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8) in which the College is providing educational services, deferring some or all of payment obligations for those services, and a promise to pay for all assessed tuition, fees, and other associated costs by the published or assigned due date or enrollment in the institutional payment plan.).

Furthermore, understanding that failure to attend class or receive a Billing Statement (bill) does not absolve any student of financial responsibility as described above.

COMMUNICATION

The College uses the assigned Dunwoody email as an official method of communication with students. Students are responsible for reading the emails sent from the College on a timely basis. Students authorize the College and its agents and contractors to contact them at the current and any future cellular phone number(s), email address(es), or wireless device(s) on file with the College regarding delinquent student account(s)/loan(s), any other debt owed to the College, or to receive general information from the College. Students authorize the College and its agents

and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails in their efforts to contact them. Students may withdraw consent to call cellular phone by submitting a request in writing to the Student Accounts Office or in writing to the applicable contractor or agent contacting the student on behalf of the College.

Once a Return to Title IV calculation is completed, students are notified by letter of any post withdrawal disbursements, balance due to school, and/or loan repayment requirements.

Updating contact information: Students understand and agree that they are responsible for keeping the College records up-to-date with current physical addresses, email addresses, and phone numbers by updating my.dunwoody. Upon leaving the College for any reason, it is the student's responsibility to provide the College and student loan provider(s) with updated contact information for purposes of continued communication regarding any amounts owed to the College or lenders.

LATE ADMITTANCE

Students who wish to attend Dunwoody and are accepted or re-admitted within 14 calendar days prior to the start of the term through the first week of the semester are required to meet with the Financial Aid Office and the Student Accounts Office prior to attending any classes.

Additionally, these students are required to adhere to the the College payment policy as outlined on the Financial Responsibility Form. Late-admit students must also have a completed FAFSA (if eligible) on file with the Financial Aid Office or they must make a payment no less than 25% of the outstanding balance owed for the semester.

If returning students have no means to pay the tuition in full by the end of the sixth business day of the semester (new students have until end of week 2), the student will have the option to leave Dunwoody and have all tuition and fee charges reversed off his or her account. Students will still be responsible for non-returned IT equipment and books and supplies charged to the account.

All tuition and fees must be paid in full prior to the end of the semester. All students with account balances will be placed on a financial hold. Financial holds will prevent release of any transcripts or readmission into the College until the financial obligation has been met.

PAST DUE BALANCE

Financial hold: Failure to pay a bill or any money owed to the College by the scheduled due date, the College will place a financial-hold on the student account, preventing registration for future classes, requesting transcripts, or receiving diploma until the account is satisfied in full.

Students who pay a past due balance with a personal check must wait seven business days for the payment to clear before being allowed to request transcripts, diploma, or register for a new semester.

DELINQUENT ACCOUNT/COLLECTIONS

Balances remaining after exiting enrollment at the College must be paid in full immediately upon leaving or a payment plan agreement must be set up with the Student Accounts Office. The payment plan agreement is at the discretion of the Student Accounts Office and will have a maximum time period of 12 months. Payments must be a minimum of $50 per month and must begin within 30 days of leaving the College or incurring the charges. Balances not paid in full within the payment plan parameters or missed payments

will result in the delinquent account being referred to a third party collection agency. Accounts with a balance of $600 or less will remain at the College and will result in a financial hold placed on the account preventing registration for future classes, requesting transcripts, or receiving diploma until the account is satisfied in full.

Collection agency fees: For any balance over $600 owed to the College by the scheduled due date(s), and failure to make acceptable payment arrangements to bring account current, the College will refer the delinquent account to a third party collection agency. The student is responsible for paying the collection agency fee, which may be based on a percentage, at a maximum of 34% of the delinquent account, together with all costs and expenses, including reasonable attorney's fees; necessary for the collection of the delinquent account. the College will use the social security number for external credit reporting to one or more of the national credit bureaus and/or for collection purposes for all charges incurred against this account.

RETURNING AFTER PREVIOUS BALANCE IN COLLECTIONS OR BALANCE DISCHARGED IN BANKRUPTCY

Students who wish to return to Dunwoody after previously attending and having a tuition and fee balance sent to collections or a balance that was discharged in a Chapter 7 or 13 bankruptcy must:

- Satisfy balance owed with the collection agency (this includes any fees related to the account being placed with that agency, if applicable).
- Must meet with the Financial Aid Office and the Student Accounts Office prior to re-admittance.
- Must have all financial aid requirements met prior to attending, if applicable.
- Must show how they will cover 100% of their tuition and fees before being allowed to register. This could include, but is not limited to, a combination of eligible financial aid, non-Dunwoody scholarships, approved and certified private alternative loans, cash, check, credit card, third party payment, or enroll in the Dunwoody Payment Plan.

FAILURE TO RETURN LAPTOP

Students who fail to return the College-issued laptop by the last day of the semester or the last day of attendance/academical-related activity will be placed on the Laptop Recovery List. Students will have a laptop-not-returned hold applied in addition to an $800 laptop-not returned fee. If a student returns the College laptop to the IT Helpdesk within 90 days of leaving the College the $800 fee will be adjusted per the return fee schedule below:

Days	Refund Amount
0-30	$800
31-60	$750
61-90	$700
91+	$200

If the College laptop is returned after the IT lease agreement with the vendor has expired the student will be responsible for the entire $800 laptop-not-returned fee.

SUPPORT SERVICES

MY.DUNWOODY

My.dunwoody is an online portal of student information and resources. Found at my.dunwoody, the portal provides links to check grades, schedule/registration, financial aid and account balance information, enrollment verifications, to a variety of resources, opportunities, and notifications. Students are encouraged to utilize the information and resources available at my.dunwoody. Once students are accepted to the College, they will receive a login and password from the IT Helpdesk. For more information, please visit the Registrar's Office.

CANVAS

Dunwoody's official learning management system (LMS) is Canvas LMS, and you can access it at dunwoody.instructure. Like all learning management systems, this is your primary classroom portal for your instructor to share content and documents. You can log on to Canvas with your Dunwoody username and password and can get help with Canvas from the IT Helpdesk.

ELFTMANN STUDENT SUCCESS CENTER

The following services are offered to all students at Dunwoody through the programming and services in the Elftmann Student Success Center. Please contact the Dean of Arts & Sciences , the Student Success Team, or visit dunwoody.edu/studentsuccess for more information.

Success sections of Mathematics and English

These designated sections are more supportive versions of general math and English classes. Students who are at-risk or self-select to take these sections receive a larger balance of course time in class with the instructor for closer guidance in building fundamental math or English skills.

Workshops

The Success Center offers both structured and customized workshops. Structured workshops use an established curriculum and fixed schedule, and are offered during New Student Days for new students and Bridge to Success for new and returning students.

Customized workshops fit the requests of students and/or instructors throughout the school year in time and topic. Workshops can be held in the Success Center or in-class, and often cover fundamental math, writing, and study/student skills, as well as computer literacy, AP style formatting, and résumé support.

Tutoring

Peer tutoring is available for many technical programs through the Success Center. Peer tutors receive training through a rigorous week-long course, and hold hours both in the Elftmann Student Success Center and in their program lab areas throughout the school year. Tutors offer support for technical and Arts & Sciences classes, and many skills crossover several different programs.

The Success Center also offers peer-led Supplemental Instruction (SI) by request. SI uses peer-supported, regularly-scheduled study sessions for assistance in particularly challenging classes.

The Math Center

The Math Center provides learning services in mathematics for all Dunwoody students, particularly in algebra, Boolean algebra,trigonometry, geometry, physics, and electronic circuits. The Math Center also provides a series of math tip sheets as hard copies in the Center, or as downloadable PDFs on the Elftmann website at dunwoody.edu/studentsuccess.

A key component of the Math Center is Guided Study Recitation (GSR). A GSR consists of an informal lecture, discussion, and guided practice led by an expert teacher. Common topics of recitations include electronics, mathematics, and Boolean algebra/digital theory.

The Writing Center

The Writing Center provides individualized reading and writing support, one-on-one assistance with specific writing assignments, scholarship essays, and job-related documents, and support for students who are second-language learners. A number of tip sheets and handbooks are available in the Center, or as downloadable PDFs on the Elftmann website at dunwoody.edu/studentsuccess.

Common areas of support include choosing an essay topic, conducting research, using AP style formatting, revising and editing cover letters and résumés, and active reading strategies for fiction, textbooks, and research articles.

Online resources

In collaboration with several technical programs, the Success Center provides a Technical Video Library. These YouTube video clips review both general and program-specific skills. Students are encouraged to view them in preparation for tests, as a review of daily lessons, or as extra practice for trouble spots.

Additionally, the Elftmann website at dunwoody.edu/studentsuccess, provides internal and external links to support students. Students can access PDF versions of the tip sheets from the Math Center and the Writing Center, as well as find links to other institutional support resources like Academic Information, Disability Accommodations, Student Services, and Career Services on the website. Furthermore, a list of external learning support sites is provided to help students improve reading, writing, research, math, and study skills.

Learning accommodations

The Success Center provides test readers and a separate testing space for students approved for those special education accommodations through the Dean of Students. Students must make requests for these accommodations through their instructors, and arrangements must be made between instructors and the Success Center prior to test administration to coordinate these services.

ANTHONY L. FERRARA CAREER SERVICES CENTER

The Career Services Center is named for Anthony L. Ferrara, the founder of Standard Heating and Air Conditioning. The name was chosen by Alumni Ted and Todd Ferrara in memory of their father, a long-time supporter of, and advocate for, Dunwoody College of

Technology.

Dunwoody Career Services

Career Services provides lifelong employment assistance to Dunwoody students and alumni at no cost.

Services for students and alumni

Using MyCareer at dunwoody-csm.symplicity.com, a free online career management system, students and alumni can:

- Search and apply for jobs 24/7
- Learn more about employers
- Upload résumés, cover letters, and unofficial transcripts
- Review upcoming career fairs, info sessions (employer visits), and events
- Download the Careers by Simplicity app for mobile access

Career Services also helps prepare students and alumni for their career search process by providing:

- Résumé and cover letter development
- Practice for job interviews
- Job search strategies
- Career fairs
- Networking events
- Employer contacts
- Professional LinkedIn profile development

Contact the Center at 612-381-8227 or careerservices@dunwoody.edu.

Part-time employment for students

Career Services also provides a list of part-time employment listings for students. The listings are posted on the bulletin board near the Accounting Window in the Main Building, as well as on MyCareer at dunwoody-csm.symplicity.com.

WOMEN'S RESOURCE CENTER

The Women's Resource Center (WRC) is a space provided for Dunwoody women. The WRC can be used to study in private, socialize, celebrate achievements, find resources and information, browse through literature and magazines, or simply appreciate the photography and artwork displayed within.

The WRC is the primary meeting location for Dunwoody's Kate's Club*, which is an organization dedicated to the diverse populations of Dunwoody women. Kate's Club events are organized for socializing, networking, professional development, and learning about incredible women and their contributions to history.

Catherine "Kate" Lane Dunwoody was one of the co-founders of Dunwoody College of Technology and was considered to be "a quiet, gracious lady." Kate's husband William Hood Dunwoody once commented that he got "his best advice from her" and they shared his business interests. The Dunwoody's also forged a true partnership of humanitarianism and philanthropy that focused on improving the lives of women, advancing educational and healthcare opportunities, and promoting the arts.

WENDA W. AND CORNELL L. MOORE MULTICULTURAL CENTER

The Multicultural Center seeks to develop a community in which all individuals can come together to study, visit, and hold meetings in an inclusive and supportive environment. Two of our three Student Services Advisors have offices in the Center, Molly Malone and Zac Mans. Our third Advisor, Jonathon Moore, is located just around the

corner in the Arts & Sciences Department, first office as you enter straight ahead. They are always happy to help students with any issues, concerns, or just to say "Hi!".

VETERAN AND MILITARY STUDENT CENTER

The College's Veteran and Military Student Center is located in Black 34. Veteran and military students are welcome to stop by for resources, study, and fellowship. In addition, the College hosts a representative from the Minnesota Department of Veterans Affairs/Higher Education Veterans Programs on campus once a month, and provides academic support services to veteran and military students through the Elftmann Student Success Center. A focal point in the Center is a banner, which was the idea of currently serving students. The banner displays the unit patches of veteran and military students. If you would like to add your patch to the banner, please drop it off with Kelli Sattler, Dean of Students, located in the Pinska Center.

Deployment

Dunwoody will ensure a smooth academic transition for deployed students upon their return to college. Military students who are deployed should meet with Student Affairs and Financial Aid to fill out necessary paperwork. Students should also notify their academic program manager or dean and faculty so academic arrangements can be made.

Yellow Ribbon

The Department of Veterans Affairs recognizes Dunwoody as a Benefits-Eligible College. Dunwoody is also a Yellow Ribbon College; The Yellow Ribbon program is a voluntary agreement between Veterans Affairs and the College to assist eligible students (current and newly admitted) to help cover their tuition balance up to $1,000. For further information, stop by the Financial Aid Office or visit Dunwoody's website for Veterans: dunwoody.edu/veterans.

LEARNING RESOURCE CENTER/ JOHN A. BUTLER LIBRARY

The John A. Butler Library is located on Black Level of the Main Building and provides study space for groups as well as for individuals. A "quiet" atmosphere is encouraged in the main area of the Library; the outer lobby has tables that allow for more collaborative activities.

The Library houses both circulating and reference collections, books, periodicals, and access to academic research databases. The Butler Library also houses A/R and V/R equipment for student or faculty use. In addition, there are computers for students to use that provide access to the same specific course software that is available on student laptops. The Library is also a print hub.

Design Library

The Design Library, located in Red 44, specializes in books, periodicals, databases, and online resources for the Construction Sciences and Building programs as well as the Graphics Technology programs. It continues to expand, and includes a developing collection of both interior and exterior materials.

SPECIAL REQUESTS

Special requests of the College can be made by completing a Student Request form located in the Office of the Dean of Students. These requests can be made by the student independently or in consultation with their Program Manager/dean or the Student Affairs Office. All completed Student Request forms are to be submitted to the Dean of Students for consideration. Once the

request is submitted, the Dean of Students will notify the student of the determination as promptly as possible. Most determinations will be made immediately with every effort made to respond within ten days of submission.

REQUESTS FOR ACCOMMODATIONS

Dunwoody College of Technology makes a reasonable effort to provide all qualified students with disabilities with equal access to the College. To obtain a disability accommodation, a student must provide current documentation from an appropriate licensed professional or agency. Documentation should include educational, medical, psychological, and/or other diagnostic evaluations that define the nature of the disability. In addition, this information should outline how the condition(s) may affect the student academically, along with a recommendation for appropriate accommodations.

This documentation should accompany the completed Student Request for Learning Accommodation or Special Need form detailing the accommodations being requested. This information should be submitted to the Office of the Dean of Students for approval. Please note that IEP's and 504 plans are not used to define disabilities or accommodations.

The Associate Dean of Students will certify eligibility for disability services and determine reasonable accommodations. If you would like to schedule a meeting regarding an accommodation, please check with the Associate Dean of Students. Accommodations are determined on a case-by-case basis. Please note that it is the student's responsibility to meet with their individual instructors each term to define any accommodation(s) granted. A Learning Accommodation Plan can be used for this purpose.

Dunwoody College of Technology will not arrange for an accommodation for a student unless one is requested. If a stated disability changes, an updated evaluation of the condition may be requested to determine reasonable accommodations.

CAMPUS STORE

The Dunwoody Bookstore is located on the Green Level in the Main Building. It sells text books, office supplies, branded apparel, snacks, beverages, and other merchandise. Bookstore services are provided by Barnes & Noble College. A list of textbooks, customized according to each student's schedule, is available at dunwoody.bncollege.com. The Bookstore also sells bus passes and Go-To-College bus passes.

STUDENT TV LOUNGE AND GAME ROOM

A TV lounge for students is located in the Carlson Commons area of the Main Building. A student game room with space to relax and play is located on the lowest level of the Commons. A break room on the second floor of the Warren Building is also open to students.

MCNAMARA CENTER/CAFETERIA

Taher Inc. offers three meals daily, Monday through Thursday, and breakfast and lunch on Fridays throughout most of the school year. Summer hours vary. Snack items and beverages are also available from vending machines, which are located throughout the campus.

PARKING

Dunwoody provides free, permitted parking for students, employees, and visitors. Permits can be obtained at the Welcome Desk outside the Pinska Center and must be properly displayed on all vehicles. A security guard patrols the lots on a regular basis and may issue parking violation notices, as appropriate. Students with a permit may park in any lot except for the visitor area and in the lot next to the Warren Building. The College is not responsible for any damage to or items taken from vehicles parked on Dunwoody College of Technology property. No vehicle overnight parking is allowed.

Parking for bicycles and motorcycles

Special areas are reserved for parking bicycles and motorcycles. Please do not bring a bicycle into the building or lock it to signs, sculptures or lampposts on campus.

Handicap-accessible parking

Reserved handicapped parking is provided in both the main parking lot and the Warren Building lot. Use of these reserved spaces requires display of a state-approved license plate and/or window permit.

Public transportation and ride-sharing

For information about public transportation, visit Metro Transit at metrotransit.org or call 612-373-3333. Go-To college passes are available at the Bookstore. Students interested in ride-sharing should contact Student Affairs at studentaffairs@dunwoody.edu.

BULLETIN BOARDS AND PLASMA SCREENS

To post an item on student bulletin boards located outside the game room in the Carlson Commons, contact Student Affairs at studentaffairs@dunwoody.edu.

Plasma screens displaying announcements and events are located throughout the campus. Listings on the plasma screens are selected by Marketing and College Relations from items submitted to the College's weekly newsletters, the DC Weekly (for students) and the Dunwoody Observer (for employees).

EMERGENCY MESSAGES FOR STUDENTS

The College will make every effort to see that students receive messages of an emergency nature. Only emergency messages will be delivered to students. Students should inform family members or significant others about this policy.

LOCKERS

Lockers are available to students at no cost, on a first-come, first -served basis. Locker assignments may be obtained throughout the year in the Multicultural Center. Be sure to bring your Dunwoody ID card.

INFORMATION TECHNOLOGY RESOURCES/SUPPORT

DUNWOODY SYSTEMS ACCOUNT

The IT Department issues an account with a unique username and password to every enrolled student. The username and password allows students to access Dunwoody computers and systems, such as laptops, email, my.dunwoody, Canvas LMS, and Office 365. The account will expire 120 days after a student is no longer enrolled.

Account information, such as username and password, will be received with admissions acceptance package. Also, this information can be obtained while picking up laptop at the IT Helpdesk. The IT Helpdesk will not share the account information without formal identification such as a Dunwoody student ID.

Likewise, you must keep your account credentials safe because your account can be used to access private information. If you have problems accessing your account or believe your account has been compromised, then you should contact the Helpdesk as soon as possible.

> Note: Due to Dunwoody policies and processes, students cannot change passwords.

DUNWOODY EMAIL

Dunwoody email is the official communication method among students, faculty, and staff. Students should check their Dunwoody email account daily. Students should make sure they are maintaining their Dunwoody email. If students allow their mailbox to increase in size over the allocated storage limit, the mailbox will no longer send and receive email.

It is not recommended or supported for students to forward emails to another email account, and you do so at your own risk. Dunwoody will not be responsible for the handling of email messages by vendors outside of the College's systems and networks, and redirecting your email does not absolve you of any of the responsibilities associated with communication sent to your official email address.

If students have any issues with or questions about their email account, such as receiving messages in error, not receiving expected messages, accessing email from off-campus, or inability to access their email account, students should contact the Helpdesk at support@dunwoody.edu.

LAPTOPS

Dunwoody issues laptops to students so that they have necessary software and hardware for their classes. Laptops are distributed at the start of each semester. Students must read and fully understand the lease terms and conditions before they sign the lease agreement for their laptop. Students should not install additional software on their laptop.

Repairs and maintenance

The Dunwoody Helpdesk will help you maintain the laptop and software installed on it. There is no charge for this service, including if the laptop is physically accidentally damaged.

(Dunwoody reserves the right to assess monetary charges for malicious damages.) Do not bring it to any other organization, such

as Best Buy's Geek Squad, for repairs or maintenance.

Laptop return

Students should return laptops under the following situations:

- Within five business days of withdrawing or graduating from Dunwoody
- At the end of the academic year (i.e., spring semester) as indicated via campus-wide communications. Unless explicitly stated by Dunwoody, the College retains ownership of the laptops, software, and any accessories. Laptops not returned as required will result in monetary assessment and be reported to a third party collection agency.

Laptop theft

Students should report the stolen laptop to the police and provide the Helpdesk with the case number and details as soon as possible. Upon receipt of that information, and once verified, the Helpdesk will record the details of the theft and issue a replacement computer to the student. Additionally, Dunwoody will assess an $800 stolen laptop fee, which will be refunded if the laptop is recovered to student's account. Students should review their homeowners, renters, and/or automobile insurance policies to determine if they can recoup such charges. Students should direct all questions regarding the use, return, and/or theft of laptops to the Helpdesk at support@dunwoody.edu.

INTERNET USAGE

Wireless network service, including guest Wi-Fi, is available on campus in most areas. Wired network connections are available at various locations around the campus, such as classroom labs, the Library, and some additional study areas. Network resources are limited, so students should avoid bandwidth-intensive activities such as non-academic related video streaming (i.e., Netflix, HBO GO, Comcast TV, etc.).

ON-CAMPUS PRINTING

Dunwoody has implemented a system called Pharos to manage print jobs. The system allows students to use their ID badge to authenticate to print devices and release jobs for printing. Students will be able to print to any device that's available for general use, and at this time, there is no direct charge for printing.

The Helpdesk is responsible for maintaining this system and monitors the printers for errors. Students should contact the Helpdesk if they have problems retrieving print jobs. If a printer is malfunctioning, students should notify the IT Helpdesk and use another printer on campus.

IT HELPDESK SUPPORT

The Helpdesk provides students with support for various computer-related issues including account access, laptop, email, and printing issues. The Helpdesk is located in Green 70 and the hours are:

Monday – Thursday 7a.m.– 8p.m., and Friday 7a.m. – 4p.m.

You can contact the Helpdesk at support@dunwoody.edu or at

612-381-3434. Official messages from the Helpdesk will come from support@dunwoody.edu or be posted in the DC Weekly.

INFORMATION TECHNOLOGY POLICIES

Acceptable use policy

In accordance with its mission and purpose, Dunwoody provides computing resources to Dunwoody students and employees. These resources are for instruction, study, academic research, and the official work of college organizations and offices. To maintain a safe and productive environment for all users of these computing resources you must:

- Comply with all federal, state, and local laws
- Comply with all Dunwoody rules, policies, and applicable contracts and licenses
- Use only those resources and information that they are authorized to use in the manner and extent to which access was authorized
- Respect the intellectual property, work, and privacy of other users and accounts
- Respect the capacity of these resources by limiting use to reasonable levels
- Protect your username, password, and IDs from unauthorized use
- Cooperate with administrators if presented with information regarding an issue with their account or systems

The following types of activities, although not an exclusive list, are specifically prohibited and may result in appropriate disciplinary action:

- View, damage, transfer, edit or delete other users' files, or communications without authorization
- Use Dunwoody-owned/supplied account, credentials, computer, and/or network to gain unauthorized access into, or compromise the security of any computer system in any location
- Unauthorized and illegal processing, distribution, storage, and/or sharing of intellectual property and/or copyrighted material (i.e., music, movies, and software), including the use of unauthorized peer-to-peer file-sharing applications or services, may also be subject to civil and criminal liabilities including fines and/or imprisonment
- Engage in any activity that may be harmful to systems or data stored upon said systems, such as sharing your password or account with others, creating or propagating viruses, worms, or trojans or disabling or circumventing anti- malware protections and/or protective systems
- Use Dunwoody-owned/supplied communications system, such as email or voicemail, to threaten, intimidate, or harass others
- Use Dunwoody-owned/supplied systems or content for the distribution of political campaign materials or for financial gain, whether personal or commercial, including spam, chain letters, solicitation of business or services, sales of property, etc.
- Abuse of email systems including spoofing sender addresses, forging the identity of a user or machine in an e-mail message, and/or sending unauthorized all-campus email messages
- Create, store, process, browse, or display any racially-offensive, gender-offensive or likewise obscene material including pornography

- Consume network or computer resources to the exclusion of another's use; for example, overloading the network with legitimate (i.e., file backup, videos, etc.) or illegitimate (i.e., denial of service attack) activities
- Attach any device or computer not owned or supplied by Dunwoody to the campus network without prior authorization
- Post or transmit Dunwoody's confidential materials, policies, or procedures on websites, electronic bulletin boards, chat rooms, and/or other publicly accessible digital media, which violate existing laws, regulations, or Dunwoody's policies or codes of conduct

Backup policy

Students are responsible for backing up their files stored on their Dunwoody-leased laptop. Upon request, the Helpdesk will provide the student with a backup-process document and guidance. Students should use their personal backup media or service such as a USB flash drive, external hard drive, or cloud storage.

IT provides each student with an Office 365 account which allows 1TB of storage in OneDrive for storing course-related data/files. Students should move any data they wish to retain after graduation out of Office 365 since that account will expire once you are no longer an enrolled student. Periodically, the IT Department will review the contents of student directories for data/files not related to course work. If this review finds non-course related data/files, the IT Department will contact the student to give the student an opportunity to remove the data/ files.

Data privacy policy

Dunwoody makes reasonable efforts to maintain data privacy and, as a general rule, Dunwoody employees will not read your email or files; however, there is no guarantee of data privacy for files and email stored on, or transmitted across, the College systems or network. Furthermore, Dunwoody reserves the right for designated members of the College's staff to log and examine traffic on the College's network and to retrieve and examine files stored on the College's systems whenever necessary, particularly – but not exclusively – in the following situations:

- If the College receives a subpoena in relation to a court proceeding,Dunwoody will comply with electronic discovery laws requiring the disclosure of digital data, including deleted information that has been restored from backup systems.
- If an individual is suspected of or investigated for an infraction of federal, state, or local laws, or Dunwoody policies, the Dunwoody IT Department will provide the appropriate data and assistance to the Office of the Dean of Students or Human Resources Department as part of an authorized investigation.
- If requested by a federal, state, or local law enforcement agency as part of an authorized investigation.

Peer to peer (P2P) file sharing policy

Dunwoody College of Technology has established this policy to maintain student and employee compliance to the HEOA P2P File Sharing requirement.

Dunwoody College of Technology employs technical deterrents against P2P File Sharing within the Dunwoody network. The deterrents include blocking P2P network traffic, shaping bandwidth to some Internet sites, monitoring traffic to identify the largest users of Internet bandwidth, and the Dunwoody College Information Technology department will periodically scan each laptop for P2P File Sharing software.

If the scan finds P2P File Sharing software, the Dunwoody College

Information Technology department will remove said software and notify the Office of the Dean of Students of its policy non-compliance.

Non-compliance with this policy will result in appropriate disciplinary action up to and including expulsion. Furthermore, Dunwoody reserves the right to initiate a legal investigation.

The College provides access to alternative legal sites for images and music, but does not provide pay-for-use subscriptions. Sites made available include, but are not limited to, iTunes, YouTube, and Hulu. Images and music obtained through documented legal procurement on Dunwoody computers for the purpose of entertainment are permissible within the scope of this policy.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at copyright.gov, especially their FAQ's at copyright.gov/help/faq.

STUDENT LIFE AND ACHIEVEMENTS

STUDENT ORGANIZATIONS AND GROUPS/CLUBS

Dunwoody offers many opportunities for involvement through a wide range of activities, including more than 20 student organizations. For more information about student organizations, visit dunwoody.edu/student/orgs.html. To form a new group or learn additional information contact Student Affairs at studentaffairs@dunwoody.edu.

Student Government Association (SGA)

Dunwoody's Student Government actively contributes to the betterment of student life and the community as a whole. The members of SGA have the opportunity to volunteer, plan campus-wide events, and are committed to representing the voice of the student body. For more information or to get involved, please visit dunwoody.edu/student/orgs.

Honor Society: Phi Theta Kappa

Phi Theta Kappa (PTK) is the largest and the most prestigious honor society serving two-year colleges around the world. Membership is based primarily upon academic achievement. To be eligible, a student must be enrolled in an associate degree program, complete at least 12 credits of coursework (part-time students may be eligible), and must have a grade point average of 3.5 or above to apply, then maintain a cumulative GPA of 3.25 or above. Eligible students must pay the one-time fee of $85 for dues. Phi Theta Kappa members wear honors regalia and receive special recognition at graduation. Members also receive a PTK certificate and pin. Phi Theta Kappa members have many opportunities for personal and professional development through the four hallmarks of Scholarship, Leadership, Service, and Fellowship. Additional information is available in the Student Services Office or online at ptk.org.

SkillsUSA

The College sponsors a chapter of SkillsUSA, an organization that promotes career and technical excellence.

Students who participate in SkillsUSA are eligible to compete in state and national competitions. To be eligible, participants must:

- Be currently enrolled as a student of the College.
- Pay a $40 fee for their state and national membership dues each year of participation. The Dunwoody chapter holds monthly meetings and engages in community service projects, fundraising activities, and seminars. For more information about SkillsUSA, contact faculty advisors, participating students, or visit skillsusa.org.

Veteran and Military Student Organization

The Dunwoody Veteran and Military Student Organization's mission is to provide true and unwavering support for current service members and veterans.

STUDENT AWARDS

Dunwoody College of Technology recognizes student achievement in several ways:

Attendance Award

The Alumni Board of Managers has chosen to recognize graduating Bachelor degree, Associate of Applied Science degree, and certificate students who have maintained excellent attendance with an Attendance Award. Students' attendance is tracked and tallied at the end of their academic program. Calculations are based on the total number of hours a student attends class. The award will be given to students for the following achievements:

- 100% Attendance
- Outstanding Attendance (98% attendance or higher)

Dean's list

The Dean's List, compiled after each term, lists Bachelor degree, Associate of Applied Science degree, and Certificate students whose grade point average for a term is 3.5 or better (term GPA). Students must be enrolled in school full-time, (a minimum of 12 credits), graded on the traditional grading system, and have no incompletes in courses offered for credit. Students on the Dean's List are given a letter of recognition and publicly recognized on the campus website — unless full FERPA restriction is in place. Dean's List achievement is not awarded retroactively (an INC grade made up at a later date will not be retroactively applied to the Dean's List award date).

Latin honors

Dunwoody recognizes outstanding academic achievement by awarding Latin honors for students seeking a Bachelor degree or an Associate of Applied Science degree at graduation. Honors are based on cumulative grade point average. The categories recognized are:

- Summa Cum Laude: a cumulative grade point average of 3.90 or better
- Magna Cum Laude: a cumulative grade point average of 3.70 to 3.89
- Cum Laude: a cumulative grade point average of 3.50 to 3.69

Students who qualify for recognition the semester before graduation will have honors noted by their name in the graduation program and wear honor cords at the commencement to mark their achievement. However, such honors will not be validated until all final grades are calculated.

Student Leadership Award

The Dunwoody Alumni Association's Board of Managers gives its annual Student Leadership Award to a graduating student or students who exemplify leadership, scholastic excellence, community service, and school spirit.

Qualifications:

- Minimum GPA of 3.0

- Completed three years of a Dunwoody Baccalaureate program, one year of a two-year program, or one semester of a one-year program
- Recommended by faculty or staff
- Exemplary leadership ability, scholastic excellence, community service, and school spirit

Academic Excellence Award

The Academic Excellence Award is given to one graduating student from each academic department. Nominees are selected by faculty members and must have 90% attendance or higher and a GPA of 3.0 or higher. Additional criteria are: a solid work ethic, extra-curricular participation, collegiate camaraderie, pursuit of excellence, and self- awareness.

Ignite Award

Ignite is an online publication showcasing student work nominated for the Peggy DeVries Excellence Award. This award has been established by the Arts & Sciences department to recognize and reward outstanding work in creative writing, expository writing, multimedia presentations, and art. The goal of this award and online publication is to nurture the imaginative and creative efforts of students.

The Student Global Citizen Award (GCA)

The Student Global Citizen Award is given to a Dunwoody student whose accomplishments exemplify enthusiastic awareness of issues related to working and living successfully in our diverse society. The recipient of this award is recognized for organizing, volunteering for, and/or participating in a number of diversity-related activities within Dunwoody and the broader community.

STUDENT CODE OF CONDUCT

GUIDING PRINCIPLES

In order for Dunwoody to fulfill its mission of preparing students for their careers, developing into leaders, and engaging in "the better performance of life's duties", the College has a vested interest in maintaining an environment in which all students can pursue their academic responsibilities. Professional and career development is integral to our culture, and it is the expectation that students conduct themselves as they would in all employment situations.

The Student Code of Conduct provides guidance on conduct that is not in accordance with our mission. Conduct that is not in accordance with the pursuit of our mission is subject to sanction by the College. The Code of Conduct is designed to provide students due process, to ensure the protection of all students, and to provide outcomes to conduct violations. These procedures are not courts of law nor should be seen as a replacement for such activities, rather these are fair procedures that foster accountability and development of our students and allow the college to serve its mission.

SCOPE AND REACH

The Code of Conduct applies to all students and student organizations at Dunwoody College of Technology. The code applies to all conduct that occurs at any college facility, online platform, college sponsored activity, or student organization activity. At the discretion of the Dean of Students (or delegate), the code shall apply to off campus conduct that adversely affects a college interest or potentially violates a college policy.

DUAL MEMBERSHIP

Students are, simultaneously, members of our college community and civic citizens. Therefore, students are responsible for their actions within the College and to the larger civic community. Students are expected to abide by the policies and procedures within this policy and to observe all city, state, local, and federal laws. This code of conduct will not interfere with any civil or criminal process. If a conduct violation falls within in both jurisdictions (College and Civic), the College reserves the right to to follow either this policy or a civic action based on its interest, the interests of the affected student(s), and the interests of the community.

PROCEDURES

Filing a report

You may have witnessed a violation occur, or have been directly impacted by a code of conduct violation and need to report the incident. Additionally, you may have spoken to a faculty or staff member and they told you to fill out an incident report. You can access the incident report form at dunwoody.edu/incident-report-form.

- A written report should be turned into the Associate Dean of Students or delegate (hereby known as the Conduct Officer). The Conduct Officer is an impartial staff member that facilitates the conduct process. This is typically the Associate Dean of Students or Dean of Student Affairs. The report should include the following:

- Detailed and factual description of incident that led to the report
- Date, time, and location of incident
- Who was involved including any witnesses, contact information, if known, of all involved
- Any evidence such as texts, social media posts, pictures, or videos

In some cases a written report is not feasible due to the immediate nature of the event. In such cases, a report should be filled out immediately following the event.

There are three ways to file a reports:

- Fill out an Incident Report Form on our website: dunwoody.edu/incident-report-form.
- Email a detailed description of the incident to John Richardson, Associate Dean of Students, jrichardson@dunwoody.edu.
- Kelli Sattler, Dean of Students, handles appeals. For any questions or concerns regarding appeals, email ksattler@dunwoody.edu.

The Conduct Officer will examine the report to determine if an investigation of the report should be pursued based on four pieces of information:

- The factual merit of the report
- The current conduct standing of involved students
- If any policy violations have occurred
- If any sanctions could be imposed

Notification of a report

Should an investigation be determined, then a notification will be sent to the complainant and the accused that a code of conduct violation report has been filed and the steps involved in the process. Additionally, a copy of the code of conduct will be provided as a reference. If no action is determined necessary, then the report will stay on file for future reference should the need arise. The notification will occur in no less than 10 college days from the day the report is filled with the Office of the Dean of Students.

Acceptance of incident

Students accused of a code of conduct violation have the right to the conduct process. However, should the accused student accept responsibility for the alleged code of conduct violation, they can waive their right to a hearing and all associated procedures and accept their sanction(s) from the Conduct Officer. A written notification will be sent to the accused detailing the outcome of the meeting, sanctions imposed, and the appeal process.

Notification of a conduct meeting

The accused student will receive a notification of a conduct meeting. The notice will include:

- Date
- Time
- Location of the meeting
- A copy of the code of conduct with the specific violation highlighted

If the student fails to appear for the meeting, then the conduct process continues and a decision will be made with all available evidence.

During the meeting, the accused has the ability to explain the events as they remember or turn in any additional evidence. The meeting is between the accused and the Conduct Officer. Other attendees, either at the same meeting or at different times may include; faculty, staff, the complainant, or other students with pertinent information. With consent from the student, all meetings may be audio recorded and recordings become property of the College.

After the Conduct Meeting is held and all evidence is collected and reviewed, the Conduct Officer will determine if it is more likely than not that a violation of the code of conduct occurred. The College uses the preponderance of evidence for determining the outcome of all conduct report investigations. In other words: is it more likely than not that a violation occurred? A written notification will be sent to the accused detailing the outcome of the meeting, sanctions imposed, and the appeal process.

Notification of a Conduct Hearing and Hearing Guidelines

In some circumstances and/or due to the severity or complexity of the incident, the Conduct Officer may determine that the violations require a disciplinary hearing. The hearing allows for the accused to state the events as they remember or bring any additional evidence.

The Conduct Officer may assemble a conduct panel to complement the adjudication process. The Conduct Panel recommends an outcome to the Conduct Officer. With the student's consent, all hearings may be audio recorded with recordings become property of the College.

Conduct Panel: A conduct panel may include members of the following groups:

- College staff
- College faculty
- Members of the President's cabinet
- Members of the Academic Deans Council
- The student body
    - o When students are permitted on the panel, the accused should sign a consent to release educational records to the student(s) serving on the panel. Failure to sign the consent creates an agreement that no student shall be on the panel.

The accused student will receive a notification of a conduct hearing from the Conduct Officer. The notice will include

- Date of the hearing
- Time of the hearing
- Location of the hearing
- Whether there will be a conduct panel present
- A copy of the code of conduct for reference.

Hearing guidelines

- The accused will receive advanced notice of the allegations and the reason for the hearing. The accused may choose to not attend the hearing, in such cases the conduct panel will continue to make their decision based on all evidence available.
- This is a college conduct hearing that is held in private and is not a legal hearing.
- Student(s) may bring someone (family member, friend, etc.)

to accompany them to the hearing for support. The Conduct Officer has the right to decide who has entry to the hearing. Any disruptions to the hearing by any person may result in immediate removal from the hearing.

- The Conduct Panel has the ability to listen to any person associated with the event, and/or has pertinent information about the event, or people involved in the event. Additionally, the panel has access to all evidence such as videos, captured social media posts, incident reports, and academic history. The Conduct Panel may ask for more evidence or information regarding the event.
- As in all conduct violation allegations, the Conduct Panel will use the preponderance of evidence for determining the outcome of all conduct investigations. This decision will be communicated to the Conduct Officer in writing.
- After the hearing, a written notification will be sent to the accused detailing the outcome of the hearing, sanctions imposed, and the appeal process, if any.

Administrative interim suspension

In some conduct investigations, students may be placed on an interim suspension. An interim suspension is not considered a conduct decision but, rather, a measure to ensure the normal operation of the College. An interim suspension may occur:

- When there appears to be an immediate threat to the physical or emotional safety of students, staff, faculty, college property, or another member of the larger civil community
- When there appears to be an immediate threat to the free movement of any member of the college community
- For no longer than 2 weeks

Non-retaliation clause

Throughout the conduct process retaliation is strictly prohibited. This includes, but is not limited to, behavior that is perceived as or is threatening, abusive, hateful, or otherwise intended to seek harm on another individual involved in the conduct process with the intention to reduce their representation in such process. A separate conduct case will be initiated to investigate any accusation of retaliation with compounding sanctions.

Conduct offensives

The following is given only as a list of examples. The College may also sanction other behavior not listed below:

- Abuse of the code of conduct: Behavior that is intended to use the code of conduct for another purpose with the intent to manipulate or disrupt the college policy or cause harm on another person.
- Academic dishonesty: Behavior such as cheating, plagiarism, falsifying data, or deception within the learning environment. Please see syllabi for Academic Program specific information.
- Classroom disruptions: Behavior in the classroom, lab, or during off site learning engagements that is considered inappropriate, disrupts the normal operation of the learning environment, and/or non-compliant with professional standards.
- Destruction of college property, vandalism: Damage, destruction, or altering college property. Defacing college property with offensive graffiti, slogans or any other altercation of college property meant to disparage or intimidate others.

- **Disorderly conduct**: Behavior that is considered obstructive or disruptive that interferes with normal college operations or inappropriate acts of disobedience towards college staff or faculty such as failure to comply with emergency procedures.
- **Falsification**: Deliberately providing incorrect, false, or misleading information to the college with the intention to harm, mislead, defraud, or gain an advantage.
- **Hazing**: Any behavior that is perceived as threatening or endangers a student or physical property for initiation into or affiliation with any student club, group, or professional organization.
- **Illegal or unauthorized possession or use of drugs or alcohol**: The College prohibits the possession, use, or distribution of illegal drugs, narcotics, and alcohol on school property or as part of any school activity, regardless of location.
- **Rioting**: The assembly of three or more people with the intention to disrupt the normal operation of the College. This includes, but is not limited to, behavior that is perceived as or is threatening, property damage, chanting offensive slogans or any other action meant to disparage or intimidate others, blocking of emergency exits or other emergency services, or insubordination of an official college direction.
- **Sexual assault (reference Title IX section)**: Behavior that is in violation of our "Sexual Misconduct" policy. Please see, "Sexual Misconduct" policy on page 28 of this handbook.
- **Student appearance**: Clothing should be appropriate for the work being performed. Students are expected to maintain a neat, clean appearance. Students should not wear any clothing that may be deemed offensive, i.e. wearing or displaying, while on campus, any symbols that are designed to, or have the effect of, harassing, demeaning, intimidating, or disparaging any legally protected minority.
  - **Safety wear**: Students in clinical, internship, shop and laboratory classes should wear clothing typical of the field of work. Shop coats, aprons, coveralls or other protective garments are recommended for many courses. Students are responsible for providing personal safety wear required in some courses, such as protective goggles, earplugs, gloves, and hard hats. Items purchased elsewhere must meet applicable state and federal requirements. Caps or hairnets, which fully restrain long hair, may also be required in certain work environments. Faculty will provide students with a list of safety items necessary for the learning environment.
- **Technology**: Any violation to the College's Technology Policies, please see page 19 of this handbook, including, but not limited to the following:
  - Use Dunwoody-owned/supplied communications system, such as e-mail or voicemail, to threaten, intimidate, or harass others. Use Dunwoody-owned/supplied systems or content for the distribution of political campaign materials or for financial gain, whether personal or commercial, including spam, chain letters, solicitation of business or services, sales of property, etc.
  - Abuse of email systems including spoofing sender addresses, forging the identity of a user or machine in an e-mail message, and/or sending unauthorized all-campus email messages.
  - Create, store, process, browse, or display any racially-offensive, gender-offensive or likewise obscene material including pornography.
  - Consume network or computer resources to the exclusion of another's use. or example: overloading the network with legitimate (i.e., file backup, videos, etc.) or illegitimate (i.e., denial of service attack) activities.
  - Attach any device or computer not owned or supplied by Dunwoody to the campus network without prior authorization.
  - Post or transmit Dunwoody's confidential materials, policies, or procedures on websites, electronic bulletin boards, chat rooms, and/or other publicly accessible digital media, which violate existing laws, regulations, or Dunwoody's policies or codes of conduct.
- **Theft**: The act of taking property or goods from another person, college facility, or student organization without consent.
- **Threatening, violent, or aggressive behavior**: Any physical, mental, or verbal behavior that is perceived as threatening or endangers the health, safety, and wellness of another individual; the normal operation of the college or college facilities; or that is perceived as promoting or promotes hatred, violence or prejudice within our community or towards another individual or group. Chanting offensive slogans or any other action meant to disparage or intimidate others.
- **Unauthorized use or misuse of college facilities**: Inappropriate use of college facilities such as labs, property, or technology. Unauthorized entry into college facilities including databases, college property, or storage locations.
- **Violation of college rules / guest behavior**: Behavior that would constitute a violation of any college policies, procedures, or rules. Students are responsible for the behavior and actions of their guests.
- **Violation of laws**: Any behavior that violates city, state, county, local, or federal laws.
- **Weapons and fireworks**: Weapons, objects perceived as weapons, or dangerous articles are not allowed on college property or at a college sponsored activity. This is includes, but not limited to, swords, guns, pellet guns, incendiary devices, explosives or dangerous chemical/biological agents. Fireworks are not allowed on college property.

SANCTIONS

The following sanctions may be imposed on any student or student organization found to be in violation of the code of conduct or any other college policy. The sanction will be in relation to the violation as more severe or pervasive violations will result in more severe sanctions. The following list is not exclusive as other sanctions may be imposed that fit within the guiding principles of this policy. The following sanctions may include additional conditions such as a reflection activity, restitution of financial damages, mental health counseling, meeting with staff on a rotating basis, removal of college property, failing an academic course, or pursuing legal actions.

- **Warning**: A written or verbal notification to a student that their behavior has violated the code of conduct.
- **Probation**: The conditions of the probation are based on the intensity of the violation. While on probation, if the student violates another college policy or does not follow the stipulations of the probation, then they may be suspended from the College. The probation notification explains: the

stipulations of the probation, the length of the suspension, assigned probation conditions, appeal options, and an explanation that any further violation of the code of conduct or failure to follow the stipulations of the probation may result in immediate suspension from the college.

- Suspension: A suspension means that the violation was severe enough to involuntarily separate the student from the College for a certain length of time. The suspension notification explains the stipulations of the suspension, the length of the suspension, assigned suspension conditions, appeal options, and college reentry conditions.

- Expulsion: An expulsion means that the violation was severe enough to permanently and involuntarily separate the student from the College. The notification explains the stipulations of the expulsion and the assigned expulsion conditions.

APPEAL PROCEDURE

A sanction imposed by the Conduct Officer may be appealed by the complainant or accused student. The appeal must be delivered to the Dean of Students, Kelli Sattler, ksattler@dunwoody.edu, within 10 days of receipt of the sanction notification. Appeals are only based on the following:

- Concerns over due process during the conduct process

- Inappropriate or arbitrary sanctions

- New evidence has become available that was not available during the conduct process

The Dean of Students may form an Appeals' Committee consisting of the Provost, the appropriate Academic Dean and/or Program Manager, and the Dean of Students being the chair of the committee for a minimum of three members. The Appeals' Committee may conduct a new hearing or review any materials including recordings from the initial conduct process. Additionally, they may start a brand new conduct investigation. The decision of the Appeals' Committee is final and cannot be overturned, altered, or dismissed.

UNLAWFUL HARASSMENT AND SEXUAL CONDUCT POLICY

Notice of Non-Discrimination

Dunwoody (also referred to as "the College") is committed to maintaining a learning and working environment free from discrimination and intimidation, including harassment and sexual misconduct. The College's mission is best accomplished in an atmosphere of professionalism which, in turn, is supported by mutual respect and trust. Dunwoody expects all students and employees and others doing business with Dunwoody to work toward this goal.

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, Dunwoody does not discriminate on the basis of sex, race, color, national origin, age, disability, marital status, genetic information, veteran status, or any other legally protected status in its education programs and activities, employment policies and practices, or any other areas of the College.

This policy addresses the College's prohibition of all forms of sex discrimination, including sexual assault and sexual harassment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, which provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be de-nied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Sexual harassment is a form of sex discrimination. Sexual harassment includes a variety of unwelcome behavior of a sexual nature, including gender-based harassment, unwelcome sexual advances, requests for sexual favors, sexual violence, and sexual assault.

Dunwoody strictly prohibits sexual discrimination and sexual harassment in any form. The College will promptly and equitably respond to all reports of sexual discrimination and harassment.

Questions or concerns about the application of Title IX, sex discrimination, sexual harassment, or other forms of sexual misconduct may be directed to the College's Title IX Coordinator.

> Carla Pogliano Connor, Ph.D.
> Title IX Coordinator
> Vice Provost for Program Development and Compliance
> 612-381-8236
> Office: Silver Level
> cpogliano@dunwoody.edu

Questions or concerns may also be directed to the U.S. Department of Education's Office for Civil Rights:

> The Office of Civil Rights
> U.S. Department of Education
> Citigroup Center
> 500 W. Madison St., Ste. 1475
> Chicago, IL 60661-4544
> Telephone: 312-730-1560
> TDD: 877-521-2172
> Email: OCR.chicago@ed.gov
> http://www.ed.gov/ocr

Scope of Policy

This policy applies to all forms of sex discrimination, sexual and gender-based harassment, sexual misconduct, sexual assault, stalking, dating violence, and domestic violence. The policy discusses "sexual misconduct" when referring to sex discrimination in all forms, including sexual harassment, sexual assault, sexual violence, stalking, dating violence, and domestic violence.

This policy applies to all Dunwoody community members, including students, employees, faculty, administrators, staff, applicants for admission, and third parties such as volunteers, vendors, independent contractors, visitors, and individuals and entities that do business with Dunwoody. This policy applies regardless of the sexual orientation or gender identity of any of the parties.

All Dunwoody community members are required to follow Dunwoody policies and local, state, and federal law. This policy applies to any conduct that may adversely impact an employee's work and/or a student's or other person's participation in the College's educational and extra-curricular programs or other programs and activities. This policy applies to conduct occurring on Dunwoody property or at Dunwoody-sanctioned events or programs that take place off campus, including internships, and conduct that the College determines may cause or threaten to cause an unacceptable disruption at the College or which may interfere with an individual's right to a non-discriminatory educational or work environment. Violation of this policy will lead to discipline, up to and including termination of employment for employees, expulsion or suspension from Dunwoody for students, or prohibition from doing business with Dunwoody and exclusion from Dunwoody's campus for volunteers and third parties.

Definitions

Victim refers to an individual who is alleged to have been subject to conduct that violates this policy.

Accused refers to an individual who has been accused of prohibited conduct under this policy.

Complainant refers to the individual filing a complaint with the College under the Sexual Misconduct Policy. The complainant will be the person who alleges that they have been subjected to sexual misconduct. In addition, the term "complainant" may also be used to refer generally to persons alleged to have been subjected to conduct that violates this policy, whether or not they have filed a complaint.

Respondent refers to the individual named as the accused in a complaint resolution process with the College under the Sexual Misconduct Policy.

Third party refers to any other participant in the process, including a witness to the incident or an individual who makes a report on behalf of someone else.

A report is an account of the sexual misconduct that has allegedly occurred that could be provided to the College by the complainant, a third party, or an anonymous source.

A complaint is an alleged policy violation that begins a complaint resolution process as set forth in the Procedures for Sexual Misconduct Complaint Resolution.

Sex discrimination is conduct based upon an individual's sex that excludes an individual from participation, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a program or activity. Sex discrimination encompasses all forms of sexual harassment, sexual violence, differential treatment, and gender-based harassment.

Sexual harassment is a form of sex discrimination and includes unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature, when submission to such conduct, either explicitly or implicitly:

- is a condition of employment or educational experience; or
- is a basis for an employment, academic, or other educational decision; or
- substantially and unreasonably interferes with job performance or educational experience; or
- creates an intimidating, hostile, or offensive employment or educational environment.

Harassment of a sexual nature or based on sex is prohibited regardless of whether it is committed by a man or woman and regardless of whether it is targeted at a member of the same sex or a member of the opposite sex. Sexual harassment includes any sexual or gender-based verbal, written, or physical conduct that is unwanted and/or unreasonably interferes with or deprives someone of academic, social or work-related access, benefits, or opportunities in the College community or creates an environment that interferes with the wellbeing and/or success of an individual. Dunwoody prohibits sexual harassment in any form, including verbal, physical, and visual harassment. Some examples of conduct that may be sexual harassment under this policy include but are not limited to:

- Unwelcome sexual flirtations, advances, or propositions;
- Requests for sexual favors;
- Punishing or threatening to punish a refusal to comply with a sexual-based request;
- Offering a benefit (such as a grade, promotion, or athletic participation) in exchange for sexual favors or other verbal or physical conduct of a sexual nature;
- Verbal abuse of a sexual nature, obscene language, gender- or sexually-oriented jokes, verbal commentary about an individual's body, sexual innuendo, and gossip about sexual relations;
- The display of derogatory or sexually suggestive posters, cartoons, drawings, or objects, or suggestive notes or letters or emails or text messages or in a public space;
- Visual conduct such as leering or making gestures;
- Sexually suggestive comments about an individual's body or body parts, or sexual degrading words to describe an individual;
- Unwanted kissing;
- Unwelcome touching of a sexual nature such as patting, pinching, or brushing against another's body;
- Unwelcome verbal or physical conduct against an individual related to the individual's gender identity or the individual's conformity or failure to conform to gender stereotypes;
- Cyber harassment, including but not limited to disseminating information, photos, or video of a sexual nature without consent;
- Videotaping or taking photographs of a sexual nature without consent;
- Sexual assault; and
- Any other unwelcome physical or verbal conduct of a sexual nature or based on sex.

Sexual misconduct prohibited by this policy incorporates a variety of behaviors, including, but not limited to: sex discrimination, sexual assault, sexual violence, sexual battery, sexual coercion, sexual harassment, stalking, domestic violence, dating violence, sex-based cyber harassment, hazing of a sexual nature, peeping, voyeurism, going beyond the boundaries of consent (such as secretly allowing others to watch a sexual encounter), attempted and actual non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, coercing, or interfering with the rights of another person or persons.

Sexual exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy.
- Prostituting another person.
- Non-consensual video- or audio-taping of sexual activity or intimate body parts.
- Posting sexually explicit photos or videos in public or on social media sites or other distribution of such photos or videos without consent.
- Viewing or permitting someone else to view another's sexual activity or intimate body parts, in a place where that person would have a reasonable expectation of privacy, without consent.
- Non-consensual voyeurism.

- Exposing one's genitals or inducing another to expose their genitals in non-consensual circumstances.
- Knowingly transmitting a sexually transmitted disease or sexually transmitted infection to another person.

Sexual assault is any actual or attempted sexual contact with another person without that person's consent. As used in this policy, sexual contact includes intentional contact by the accused with the victim's genital area, groin, inner thigh, buttocks, or breasts, whether clothed or unclothed, or coerced touching by the victim of another's genital area, groin, inner thigh, buttocks, or breasts, whether clothed or unclothed. Sexual assault includes but is not limited to an offense that meets any of the following definitions:

- Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, oral penetration by a sex organ of another person, or oral contact with the sex organ of another person, without the consent of the victim.
- Fondling: the touching of the private body parts (including the genital area, groin, inner thigh, buttocks, or breast) of another person for the purpose of sexual gratification, without the consent of the victim.
- Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: sexual intercourse with a person who is under the statutory age of consent; in Minnesota, the age of consent is 16.

Consent means words or overt actions by a person clearly and affirmatively communicating a freely given present agreement to perform a particular sexual act with the actor. Consent must be informed and freely and actively given. Words or overt actions clearly communicate consent when a reasonable person in the circumstances would believe those words or actions indicate a willingness to participate in a mutually agreed-upon sexual activity. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and obtaining consent. It is the responsibility of the person initiating the specific sexual activity to obtain consent for that activity.

In cases of alleged sexual assault or other sexual misconduct, Dunwoody applies the legal definition of consent as well as the principles listed below in determining whether an actor consented to a particular act:

- The use or threatened use of force or other forms of coercion or intimidation take away a person's ability to give consent to sexual contact. Consent is not present when another person fears the consequences of not consenting.

Coercion means intimidation that would compel an individual to do something against their will by the use of psychological pressure, physical force, or threats of severely damaging consequences. Coercion is more than an effort to persuade or attract another person to engage in sexual activity. Coercive behavior differs from seductive behavior based on the degree and type of pressure someone uses to obtain consent from another.

- Consent is not present simply because a party was silent or failed to resist a particular sexual act.
- A person who is incapacitated, whether by drugs, alcohol, sleep, or other means, cannot consent to a sexual act. This is true regardless of whether the person voluntarily or involuntarily consumed the drugs or alcohol.

Incapacitation means the physical and/or mental inability to understand the fact, nature, or extent of the sexual situation. Incapaci-

tation may result from mental or physical disability, sleep, unconsciousness, involuntary physical restraint, or from the influence of drugs or alcohol. With respect to incapacitation due to the influence of drugs or alcohol, incapacitation requires more than being under the influence of drugs or alcohol; a person is not incapacitated just because they have been drinking or using drugs. Where drugs and/or alcohol are involved, incapacitation is determined based on the facts and circumstances of the particular situation looking at whether the individual was able to understand the fact, nature, or extent of the sexual situation, whether the individual was able to communicate decisions regarding consent, non-consent, or the withdrawal of consent, and whether such condition was known or reasonably known to the respondent or a reasonable person in respondent's position.

- Use of drugs or alcohol by the accused is not a defense against allegations of sexual misconduct and does not diminish personal responsibility. It is the responsibility of the person initiating the specific sexual activity to obtain consent for that activity.
- Consent to one sexual act does not imply consent to another. Consent has to be specific to the act. Past consent to sexual activity does not imply ongoing future consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- An existing sexual, romantic, or martial relationship does not imply consent.
- Consent can be withdrawn at any time. When consent is withdrawn, the sexual activity for which consent was initially provided must stop.
- A person who is not of legal age (16 in Minnesota) cannot consent to sexual activity.
- Consent is a mutually understood and freely given "yes," not the absence of "no."

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the statement of the individual alleging the dating violence and a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a family or household member. "Family or household member" means: current or former spouse, parent, child, other blood relative, or persons involved in a significant romantic or sexual relationship, person with whom the victim shares a child in common, a man and woman if the woman is pregnant and the man is alleged to be the father, and, persons who presently reside together or who have resided together in the past, or by any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence laws.

Stalking means engaging in a course or pattern of unwelcome and unwanted conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, to feel oppressed, persecuted, or intimidated, or to suffer substantial emotional distress and that causes such reaction for the victim, regardless of the relationship between the actor and victim.

- Course or pattern of conduct means two or more acts, including, but not limited to, acts in which the stalker directly,

indirectly, or through others (by any action, method, device, or means), follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking behavior includes, but is not limited to:

- Repeated, unwanted, intrusive, and frightening communications by phone, mail, text message, and/or email or inducing the victim to make telephone calls to the actor, whether or not conversation ensues;
- Repeatedly leaving or sending victim unwanted items, presents, or flowers;
- Following or laying in wait for the victim at places such as home, school, work, or recreation place, or following, pursuing, or monitoring another through any available technological or other means;
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets;
- Damaging or threatening to damage the victim's property;
- Returning to the property of another without claim of right or consent from the property owner;
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth; and
- Unreasonably obtaining personal information about the victim.

Retaliation is any materially adverse action, or threat thereof, against an individual because of the individual's good faith report or complaint of a potential policy violation or their good faith participation in an investigation or complaint resolution process. Retaliatory acts may include, but are not limited to: acts or comments that are intended to discourage a person from engaging in activity protected under this Policy or that would discourage a reasonable person from engaging in activity protected under this Policy; adverse changes in employment status or opportunities; adverse academic action; adverse changes to academic, educational, and extra-curricular opportunities; harassment; intimidation; acts or comments intended to embarrass the individual; and seeking to influence the participation or statements of parties or witnesses, or taking adverse action against them. Retaliatory conduct is prohibited regardless of whether it occurs on or off campus, in person, or through social media, email, or other form of communication, or whether it is committed by parties to the complaint resolution process, their friends or representatives, or any other person. Retaliation may be present against a person even when the person's allegations of prohibited conduct are not substantiated.

Responsibilities of Title IX Coordinator and Title IX Team

Dunwoody's Title IX Coordinator is:

> Carla Pogliano Connor, Ph.D.
> Vice Provost for Program Development and Compliance
> 612-381-8236
> Office: Silver Level
> cpogliano@dunwoody.edu

The Title IX Coordinator is the designated representative of the College with primary responsibility for coordinating Dunwoody's Title IX compliance efforts, including Dunwoody's efforts to end sexual misconduct, prevent its recurrence, and address its effects.

The Title IX Coordinator oversees and monitors Dunwoody's overall compliance with Title IX-related policies and developments; the implementation and oversight of grievance processes and procedures, including notification, investigation and adjudication of complaints; provision of educational materials and training for the campus community; and monitoring all other aspects of the College's Title IX compliance. These responsibilities (which may be carried about by the Title IX Coordinator or the Title IX Coordinator's designee) include, but are not limited to:

- Ensuring Dunwoody policies and procedures and relevant state and federal laws are followed;
- Advising any individual, including a complainant, a respondent, or a third party, about the procedural options and processes used by Dunwoody and about resources available at Dunwoody and in the community;
- Training and assisting Dunwoody employees regarding how to respond appropriately to a report of sex discrimination, sexual harassment, sexual assault, stalking, domestic violence, or dating violence;
- Monitoring compliance with all procedural requirements and time frames outlined in this policy;
- Evaluating allegations of bias or conflict of interest relating to the procedures outlined in this policy;
- Determining whether grounds for appeal under this policy have been stated;
- Ensuring that appropriate training, prevention and education efforts, and periodic reviews of climate and culture take place;
- Coordinating Dunwoody's efforts to identify and address any patterns or systemic problems revealed by reports and complaints; and
- Assisting in answering any other questions related to this policy.

Dunwoody's Title IX Team includes: Kelli Sattler, Dean of Students, Patricia Edman, Vice President of Human Resources, and Mike White, Dean of Applied Management, Computer Technology, Health Sciences, Design and Graphics Technology. These team members have a shared responsibility for consulting with and supporting the Title IX Coordinator and may serve as the Coordinator's designee(s). Members of the team may also be called upon to investigate complaints of sexual misconduct, resolve complaints, review appeals, and/or facilitate informal resolutions to conflicts or complaints.

Confidentiality

The College is committed to protecting the privacy of individuals involved in a report of sexual misconduct. The College will protect a victim's confidentiality to the extent possible even if the complainant does not specifically request confidentiality. Dunwoody encourages individuals who have experienced sexual misconduct to talk to someone about what happened. Privacy and confidentiality have distinct meanings under this policy. Different people on campus have different legal reporting responsibilities, and different abilities to maintain privacy or confidentiality, depending on their roles at Dunwoody.

In making a decision about whom to contact for support and information, it is important to understand that most Dunwoody employees are not confidential resources, and are therefore obligated to report to Dunwoody any information they receive about sexual misconduct. Persons who have experienced sexual misconduct are encouraged to consider the following information in choosing whom to contact for information and support.

In addition, although the College will strive to protect the privacy of all individuals involved to the extent possible consistent with the College's legal obligations, the College may be required to share information with individuals or organizations outside the College in certain circumstances. For example, if there is a criminal investigation or civil lawsuit related to the alleged misconduct, the College may be subject to a subpoena or court order requiring the College to disclose information to law enforcement and/or the parties to a lawsuit. In such cases, affected students will be notified consistent with the College's responsibilities under FERPA.

Confidential resources

Confidential communications are those communications which legally cannot be disclosed to another person, without the reporter's consent, except under very limited circumstances such as allegations involving the physical or sexual abuse of a child (under the age of 18) or vulnerable adult or an imminent threat to the life of any person. Dunwoody recognizes that some individuals may wish to keep their concerns confidential. Individuals who desire the details of sexual misconduct to be kept confidential should speak with a medical professional, professional counselor, minister or other pastoral counselor, or trained victims' advocate. These resources can be found in the Resource section of this policy.

A person who speaks to a confidential resource should understand that if the person does not report the concern to Dunwoody, Dunwoody will be unable to conduct an investigation into the particular incident or pursue disciplinary action.

Non-Confidential communications

Non-confidential communications are those communications with any Dunwoody employee who is not a confidential resource as identified above. Only confidential resources can promise confidentiality. All other Dunwoody employees who become aware of incidents or allegations of sexual misconduct have a responsibility to report the matter to the Title IX Coordinator. Allegations of policy violations will be considered private and will only be shared with other Dunwoody employees on a need to know basis. The allegations will not be shared with law enforcement without the consent of the individual who has alleged the sexual misconduct, unless the allegations relate to physical abuse, sexual abuse, or neglect of a child under the age of 18 (see the Mandatory Reporting Concerning Minors section below for more information).

College employees who are not confidential resources will strive to remind an individual of their reporting obligations before the individual has disclosed a situation that requires reporting to the Title IX Coordinator.

Requests for confidentiality or non-action

When Dunwoody receives a report of sexual misconduct, it has a legal obligation to respond in a timely and appropriate manner. Making a report to Dunwoody does not require an individual to begin or participate in a complaint resolution process or to report to local law enforcement. However, based on the information gathered, Dunwoody may determine that it has a responsibility to move forward with the complaint resolution process (even without the participation of the individual who has alleged the sexual misconduct). In a situation in which the individual requests that their name or other identifiable information not be shared with the accused, or that no action be taken against the accused, Dunwoody will evaluate the request considering the following factors: the seriousness of the alleged conduct, the respective ages and roles of the individual who has alleged the sexual misconduct and the accused, whether there have been other complaints or reports of harassment or misconduct against the accused, the College's ability to conduct an investigation without revealing identifiable information, and the

extent of any threat to the Dunwoody community.

In instances where the College moves forward with a complaint resolution process without the participation of the individual who has alleged the sexual misconduct, the individual who is alleged to have been subject to the misconduct will have the same rights as provided to a complainant under this Policy even if the individual is not named as a complainant.

Dunwoody will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation made by the individual who has alleged the sexual misconduct, however, the scope of the response by Dunwoody may be impacted or limited based on the nature of the individual's request. The Title IX Coordinator may determine that the individual's request for confidentiality or no action cannot be honored. In this instance, the Title IX Coordinator or designee will inform the individual about the chosen course of action, which may include an investigation of the incident(s) reported and may, at the individual's request, communicate to the accused that the individual asked Dunwoody not to investigate and that Dunwoody determined it needed to do so. Alternatively, action could include steps to limit the effects of the alleged misconduct and prevent its recurrence that do not involve an investigation or formal disciplinary action against the accused or reveal the identity of the individual who has alleged the sexual misconduct. In order to protect the rights and safety of this community, Dunwoody reserves the right to take whatever measures deemed necessary in response to an allegation of sexual misconduct. While Dunwoody cannot guarantee confidentiality, it will strive to accommodate the individual's requests to the extent possible consistent with the legal obligations of Dunwoody to respond appropriately to reports.

Clery Act reporting and timely warning

Pursuant to the Clery Act, Dunwoody includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. In addition, the Clery Act requires Dunwoody to issue a crime alert (timely warning) to the campus community about certain reported offenses which may represent a serious or continuing threat to students and employees. The timely warning may include that an incident has been reported, general information surrounding the incident, and how incidents of a similar nature might be prevented in the future. The timely warning will not include any identifying information about the individual who has alleged the sexual misconduct. In addition, publicly available record-keeping, including Clery Act reporting and disclosures such as the annual security report and daily crime log, will not include names or other information that may personally identify either party, to the extent permitted by law. To ensure that a victim's personally identifying information will not be included in publicly available record-keeping, the Title IX Coordinator describes the alleged incidents by removing the victim's and accused's names and any other identifiers that would enable the public to identify either party in the context of the incident report.

All Dunwoody processes are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, and state and federal law. No information shall be released from such processes except as required or permitted by law and Dunwoody policy.

Immediate and ongoing assistance following an incident of sexual misconduct

Dunwoody will support any person adversely impacted by sexual misconduct. Both Dunwoody and the Minneapolis community provide a variety of resources to assist and support individuals who

have experienced sexual misconduct or are affected by allegations of sexual misconduct. These resources, both immediate and ongoing, are available to all persons irrespective of their decision to report to the College or to law enforcement. Contact information for on- and off-campus resources (including confidential resources) who can provide an immediate response in a crisis situation, including assisting with obtaining needed resources and explaining reporting options, is listed in the Resources section at the end of this policy and on the College's website. Emergency numbers and information about health care options are also listed in the Resources section at the end of this policy and on the College's website.

Support services that may be available include, but are not limited to, connecting the individual with appropriate on-campus and off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and support services; making changes to academic, living, transportation, and/or working arrangements; assistance in filing a criminal complaint; and providing information about restraining orders and other available protections and services. Additional information about ongoing assistance is in the Interim Measures section below. To receive information about obtaining support services, individuals should contact the Title IX Coordinator or a confidential resource.

Dunwoody will provide written notification to affected individuals about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the College and in the community.

A complete description of Dunwoody and community resources, both confidential and non-confidential, and additional information regarding what to do if you are sexually assaulted is provided in the Resources section at the end of this policy and on the College's website. Individuals who believe they have been subjected to any form of sexual misconduct are encouraged to seek support from these resources.

Reporting sexual misconduct

The College encourages anyone who has experienced or knows of sexual misconduct to report the incident to the College. Reports should include as much information as possible to enable the College to respond appropriately. An individual may report sexual misconduct to the College by contacting the following:

> Carla Pogliano Connor, Ph.D.
> Title IX Coordinator
> Vice Provost for Program Development and Compliance
> 612-381-8236
> Office: Silver Level
> cpogliano@dunwoody.edu

> Students: Dean of Students, Kelli Sattler 612-381-3437
> Office: Pinska Center, ksattler@dunwoody.edu

> Employees: Vice President of Human Resources,
> Patricia Edman 612-381-3308, Office: Blue 54
> pedman@dunwoody.edu

The College wants to respond appropriately to all incidents of sexual misconduct, but it can do so only if it is aware of them. Dunwoody, therefore, encourages all individuals to report all incidents of sexual misconduct to the College so that the College can appropriately address such incidents. Reports can be made by telephone, via email, or in person. As discussed below, individuals also have the option to file an anonymous report using the College's anonymous online reporting form at dunwoody.edu/title-ix-anonymous-report-form.

Dunwoody will investigate harassment and sexual misconduct complaints as appropriate, and take other action it deems appropriate. As described below, Dunwoody may take interim action while the investigation is pending, such as changes to academic or work situations, no contact orders, or other measures, to protect the complainant and respondent. Any person who is found to have committed prohibited harassment or sexual misconduct will be subject to disciplinary action up to and including suspension or expulsion from Dunwoody or termination of employment. All possible sanctions are found in the Sanctions section of this Policy.

When a student or employee reports to the College that they have been a victim of sexual assault, dating violence, domestic violence, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee with a written explanation of the student's or employee's rights and options and procedures victims should follow.

Employee reporting obligations

In order to enable Dunwoody to respond effectively and to prevent future instances of sexual misconduct, all Dunwoody employees who are not confidential resources, who obtain or receive information regarding a possible violation of this policy must report that information to the Title IX Coordinator. Student employees who receive such information in the course of their work position or duties also must report the information to the Title IX Coordinator. Such report should be made as soon as possible and should include all relevant details needed to assess the situation. This includes, to the extent known, the names of the accused (if known), the individual alleged to have experienced the sexual misconduct, other individuals involved in the incident, as well as relevant facts, including the date, time, and location. Employees who receive such reports should not attempt to "investigate" the allegation or require the alleged victim/reporting individual to provide all of the details surrounding the alleged misconduct. To the extent the alleged victim/reporting individual provides detail, that information should be provided to the Title IX Coordinator. Upon receiving a report of alleged or possible sexual misconduct, the Title IX Coordinator will evaluate the information received and determine what further actions should be taken consistent with the complaint resolution process and this policy.

Mandatory reporting concerning minors

Any Dunwoody employee who becomes aware of the abuse (physical or sexual) or neglect of a child under the age of 18 must report it immediately to Campus Security and the Title IX Coordinator. In addition, as a mandatory reporter under Minnesota law, such individual must also immediately report the abuse or neglect to the local welfare agency, agency responsible for assessing or investigating the report, police department, or county sheriff.

Anonymous reports

The College will accept anonymous reports of sexual misconduct. Reports may be filed anonymously using the College's anonymous online reporting form without requesting further action from the College. The individual making the report is encouraged to provide as much detailed information as possible to allow the College to investigate the report and respond as appropriate. The College may be limited in its ability to investigate an anonymous report unless sufficient information is furnished to enable the College to conduct a meaningful and fair investigation.

Reporting to Law Enforcement

Some types of sexual harassment and sexual misconduct prohibited by this policy, such as sexual assault, also constitute criminal conduct. If you are the victim of sexual assault or another crime,

Dunwoody encourages you to contact law enforcement immediately. Law enforcement can help you obtain medical treatment, can immediately begin an investigation, and can take steps to ensure that evidence is preserved so that the crime may be prosecuted. Dunwoody will, at the direction of law enforcement, provide complete and prompt assistance in obtaining, securing, and maintaining evidence in connection with criminal conduct that violates this policy.

Reporting potentially criminal conduct to Dunwoody does not require an individual to make a report to law enforcement. However, at the victim's request, Dunwoody will provide assistance in reporting criminal conduct to law enforcement and will preserve any materials relevant to a report or proceeding initiated under this policy. The College will comply with an individual's request for assistance in notifying authorities.

Additionally, a decision not to file a criminal complaint does not preclude a complainant from making a complaint under this policy. An individual can bring a complaint under Dunwoody's policy, even if the individual chooses not to report to law enforcement.

If you would like to report sexual violence to law enforcement, the Minneapolis Police Department can be contacted by calling 911 or 612-673-5701. This phone number is a call directly to the Police Department. You will be asked the nature of your call and be connected with specific law enforcement officers who are trained to interact with sexual assault victims.

Harassment orders, protective orders, and no-contact orders

Individuals who would like to avoid contact with another individual have several options available to them, including seeking a harassment restraining order or protective order from a civil court or requesting a no-contact order from the College.

Harassment restraining orders and orders for protection are legal orders issued by a state court which forbid someone from harassing and/or making contact with another. A harassment restraining order is a court order issued against an alleged harasser, regardless of the relationship between the alleged harasser and the alleged victim, which orders the harasser to stop harassing the victim and/or to have no contact with the victim. An order for protection is a civil court order that protects one family or household member from domestic abuse by another family or household member. The College does not issue harassment restraining orders or orders for protection, but one can be obtained through making an application to the Hennepin County District Court. Petition forms to apply for Harassment Restraining Orders or to seek an Order for Protection are available at the Hennepin County Government Center in downtown Minneapolis, 300 S. 6th Street, Minneapolis, MN 55487. Forms are also available on-line from the Minnesota Judicial Branch website at mncourts.gov, but forms must be submitted to the Court Administrator at the Hennepin County Government Center during business hours. Individuals seeking an order for protection may obtain assistance from the Hennepin Domestic Abuse Service Center at the Hennepin County Government Center, 300 S. 6th Street, Room #A-0650 (lower level), Minneapolis, MN 55487. Individuals may schedule an appointment at the Domestic Abuse Service Center by calling 612-348-5073, or walk-in assistance is available on a limited basis. Individuals seeking a harassment restraining order may seek assistance on a walk-in basis from the Hennepin County Court Self-Help Center at the Hennepin County Government Center, 300 S. 6th Street, 2nd Floor, PSL, Minneapolis, MN 55487.

A no-contact directive is a College-issued directive that prohibits one or both parties from communication or contact with another. No-contact directives may be mutual or one-sided. Generally, no-contact directives issued pending the outcome of an investigation will be mutual and serve as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another. To request a no-contact directive from the College, individuals should contact Carla Pogliano Connor Title IX Coordinator and Vice Provost for Program Development and Compliance, 612-381-8236, Office: Silver Level, cpogliano@dunwoody.edu.

The College is responsible for honoring requests for information about available options for orders for protection, restraining orders, and no-contact orders and has a responsibility to comply with and enforce such orders. To request additional information about available options for orders for protection, restraining orders, and no-contact orders, contact the Title IX Coordinator. An order of protection and/or harassment restraining order can be enforced by contacting local law enforcement. The College will fully cooperate with any harassment restraining order and/or order for protection issued by a criminal, civil, or tribal court.

Crime victims Bill of Rights

Pursuant to state law, victims of crime must be informed of their rights under the Crime Victims Bill of Rights. The following is a summary of crime victims' rights under Minnesota law.

When a crime is reported to law enforcement, victims have the right to:

- Request that their identity be kept private in reports available to the public;
- Be notified of crime victim rights and information on the nearest crime victim assistance program or resource;
- Apply for financial assistance for non-property losses related to a crime;
- Participate in prosecution of the case, including the right to be informed of a prosecutor's decision to decline prosecution or dismiss their case;
- Protection from harm, including information about seeking a protective or harassment order at no cost;
- Protection against employer retaliation for taking time off to attend protection or harassment restraining order proceedings; and
- Assistance from the Crime Victims Reparations Board and the Commissioner of Public Safety.

Victims of domestic abuse also have the right to terminate a lease without penalty. Victims of sexual assault have the right to undergo a confidential sexual assault examination at no cost, make a confidential request for HIV testing of a convicted felon, and are not required to undergo a polygraph examination in order for an investigation or prosecution to proceed. In cases of domestic abuse and violent crime where an arrest has been made, victims also have the right to be provided notice of the release of the offender, including information on the release conditions and supervising agency.

Complete information about crime victims' rights can be found at: dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/crime-victims-rights.aspx.

Notification to disciplinary authorities

At the victim's request, Dunwoody will also assist in notifying College disciplinary authorities of the incident.

Retaliation prohibited

Retaliation against any individual for making a complaint under this policy, for opposing harassment, or for participating in an investigation of any claim regarding harassment or sexual misconduct is strictly prohibited. Encouraging or assisting others to engage in

retaliation also violates this Policy. If you feel you have experienced such retaliation, you should **immediately** contact:

> Carla Pogliano Connor, Ph.D.
> Title IX Coordinator
> Vice Provost for Program Development and Compliance
> 612-381-8236
> Office: Silver Level
> cpogliano@dunwoody.edu

The following individuals may also be contacted:

> Students: Dean of Students, Kelli Sattler 612-381-3437 Office: Pinska Center, ksattler@dunwoody.edu

> Employees: Vice President of Human Resources, Patricia Edman 612-381-3308, Office: Blue 54 pedman@dunwoody.edu

Retaliation is defined in the Definitions section of this policy.

Waiver of drug/alcohol violations

Dunwoody strongly encourages reporting instances of sexual misconduct, including sexual assault, dating violence, domestic violence, and stalking. Consequently, individuals who make a good faith report of such information, and individuals who participate in an investigation into allegations of violations of this policy, will not be disciplined by Dunwoody for any violation of its drug and alcohol policies in which they might have engaged in connection with the reported incident.

General provisions for complaint resolution process

When Dunwoody receives a complaint of a potential policy violation, Dunwoody will promptly investigate and address the complaint pursuant to the guidelines and procedures set forth below.

Rights of the complainant and respondent

The complainant and respondent are entitled to:

- Be treated with respect, sensitivity, and dignity;
- Appropriate support from the College;
- Privacy to the extent possible based on applicable law and College policy;
- Information on the policy and procedures;
- The right to participate or decline to participate in the complaint resolution process, with the acknowledgement that not participating, either totally or in part, may not prevent the process from proceeding with the information available;
- Equitable procedures that provide both parties with a prompt, fair, and impartial investigation and resolution conducted by officials who receive annual training on conduct prohibited by the policy;
- Notice of the allegations and defenses and an opportunity to respond;
- An equal opportunity to identify relevant witnesses and other evidence and to suggest possible topics to be covered with witnesses during the formal process;
- For the complainant, not to be questioned or have evidence considered regarding the complainant's prior sexual conduct with anyone other than the respondent;
- For the complainant, not to be treated in a manner that suggests she or he is at fault for the sexual assault or violence or that she or he should have acted in a different manner to avoid becoming a victim;
- The right to appeal the decision and/or the sanctions;
- The right to notification, in writing, of the resolution, including

the outcome of any appeal;

- The right to report the incident to law enforcement at any time or to decline to do so; and
- For an individual who reported sexual misconduct, to be provided access to his or her description of the incident, as it was reported to the College, including if the individual transfers to another post-secondary institution, subject to compliance with FERPA, the Clery Act, Title IX, and other federal or state law. Requests for an individual's description of the incident should be made to the Title IX Coordinator.

Additional rights in cases involving allegations of sexual assault, dating violence, domestic violence, or stalking

In cases involving allegations of sexual assault, dating violence, domestic violence, or stalking, the following rights will be afforded to the complainant and the respondent in addition to those rights described above.

- The complainant and respondent will be provided timely notice of meetings at which the complainant or respondent may be present.
- The complainant and respondent will be provided timely and equal access to any information that will be used during informal and formal disciplinary meetings during the adjudication phase of the complaint resolution process.
- The complainant and respondent have the right to have an advisor present during the complaint resolution process. The College will not limit the choice of advisor or presence of the advisor for the complainant or respondent in any meeting or disciplinary process. See the Advisors section below for additional information and rules regarding the conduct of advisors.

Advisors in cases involving allegations of sexual assault, dating violence, domestic violence, or stalking

The complainant and the respondent in the complaint resolution process involving allegations of sexual assault, dating violence, domestic violence, and stalking have the right to be assisted by an advisor of their choice, including an attorney.

Guidelines for advisors are:

- The purpose of the advisor is to support an individual during the complaint resolution process. An advisor is permitted to accompany the individual to in-person interviews or other meetings during the complaint resolution process. In selecting an advisor, each party should consider the potential advisor's availability to attend in-person interviews and meetings. As a general matter, the College will not unnecessarily delay its proceedings to accommodate the schedules of advisors.
- Advisors may confer with their advisee, but they may not actively participate in the complaint resolution process. The advisor may accompany the complainant or respondent to all meetings relating to the complaint resolution process. The advisor may not appear in lieu of the complainant or respondent or speak on their behalf in either in-person or written communications to the College. The advisor may not communicate directly with the investigator, adjudicators, appeal officers, Title IX Coordinator or any other school official involved in the complaint resolution process and may not interrupt or otherwise delay the complaint resolution process.
- Advisors may have access to information concerning a case only when accompanying the party (for in-person access to information) or only when the party has given permission for the advisor to be copied on emails or other correspondence

(for access to written communications). An advisor's access to such information is subject to the same limitations as those placed upon the parties and conditioned upon the advisor's agreement to maintain the confidentiality of any student education records or other confidential information.

- The College will notify a party to a complaint resolution process if another party involved in the complaint resolution process has obtained an advisor. The notice shall indicate if the other party's advisor is an attorney.

- Advisors will be required to sign an Advisor Agreement acknowledging receipt and understanding of these requirements. Failure to comply with these requirements, including violations of confidentiality, or other forms of interference with the complaint resolution process by the advisor may result in disqualification of an advisor. The College reserves the right to dismiss an advisor.

Requests for reasonable accommodations

Individuals who need a reasonable accommodation should contact the Title IX Coordinator. The College will consider requests for reasonable accommodations submitted to the Title IX Coordinator on a case-by-case basis. Accommodations the College may provide include:

- Providing reasonable accommodations as required by law to an individual with a disability who requests an accommodation necessary to participate in the complaint resolution process.

- Providing an interpreter for individuals who are limited English-language proficient.

Protective and interim measures

The College will provide written notification to victims about options for, available assistance in, and how to request changes to academic, and working situations or protective measures. The College is obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense. At any time after a report of a potential violation of this policy has been received by the College, the Title IX Coordinator or designee(s) will consider whether interim measures are reasonably necessary or appropriate to protect the parties and the broader Dunwoody community, pending completion of the resolution process. The College will make accommodations and provide protective measures for an individual who believes he or she has experienced sexual misconduct, if requested and reasonably available. The College must make such accommodations and provide such protective measures even when an individual asks to keep a reported violation of this policy confidential, when a request is made to not investigate the matter, and regardless of whether an individual chooses to report to law enforcement. The College may also provide accommodations and resources to others involved in the process, including those adversely affected by allegations of sexual misconduct, if requested and reasonably available.

Examples of interim measures include, without limitation:

- Establishing a "no contact" directive prohibiting the parties involved from communicating with each other during the response and resolution process.

- Changing an individual's dining arrangements.

- Assistance in finding alternative housing.

- Special parking arrangements.

- Changing an individual's student or employee status or job responsibilities.

- Changing an individual's work or class schedule.

- Providing academic accommodations or providing assistance with academic issues.

- Providing security escorts.

- Access to counseling.

- Making information about orders for protection and harassment restraining orders available to a complainant.

- Assistance identifying an advocate to help secure additional resources or assistance, including off-campus and community advocacy, support, and services.

- For students who choose to transfer to another institution: At the student's request, providing information about resources for victims of sexual assault at the institution to which the student is transferring.

The College determines which measures are appropriate for a particular individual on a case-by-case basis. Such measures will vary based on the particular facts and circumstances, including but not limited to the specific need expressed by the complainant, the age of the student[s] involved, the severity or pervasiveness of the allegations, any continuing effects on the complainant, whether the complainant and alleged respondent share the same dining hall, class, or job location, and whether other judicial measures have been taken to protect the complainant. The Title IX Coordinator will be responsible for determining what measures will be put in place. To request an accommodation or interim measure, individuals should contact the Title IX Coordinator.

The College will maintain as confidential any interim measures or protective measures provided to an individual, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures. The College will only disclose information necessary to provide the accommodations or protective measures in a timely manner to individuals who need to know the information in order to effectively provide the accommodations or protective measures. The Title IX Coordinator will determine what information about a victim should be disclosed and to whom this information will be disclosed based on the facts and circumstances of the specific situation and the accommodation to be provided. The College will inform the victim before sharing personally identifying information that the College believes is necessary to provide an accommodation or protective measure. The College will tell the victim which information will be shared, with whom it will be shared, and why.

Additional services are available on campus and/or in the community, as described in the Resources section at the end of this policy and on the College's website.

Any concern about a violation of an interim measure should be reported to the Title IX Coordinator promptly.

Obligation to act in good faith

Reports and complaints of alleged sexual misconduct should be made only in good faith. Complaints that are not made in good faith may be a form of retaliation under this policy and/or may violate other Dunwoody policies. All parties and witnesses have an obligation to be truthful in the process.

Conflicts

If a complainant or respondent has any concern that any individual acting for the College under this policy has a conflict of interest or bias, such concern should be reported in writing to the Title IX Coordinator. Any concern regarding a conflict of interest or bias must be submitted in writing within two (2) days after receiving notice of the person's involvement in the process. The Title IX Coordinator will review the concerns and take appropriate steps to ensure that

no conflicts of interest exist on the part of anyone investigating or resolving a complaint under this policy.

If the Title IX Coordinator has a conflict of interest with respect to a complaint, the College's Vice President of Human Resources shall appoint an alternate person to oversee adherence to the Sexual Misconduct Policy with respect to the complaint at issue. If the Title IX Coordinator and Vice President of Human Resources have a conflict of interest with respect to a complaint, the Dean of Students shall ensure that the College puts in place appropriate safeguards under the circumstances to ensure that the institution promptly and equitably responds to the complaint, including, but not limited to, appointment of alternate individuals to oversee adherence to the Sexual Misconduct Policy.

Non-participation and silence

If, at any time during the complaint resolution process, a party decides not to participate, the College will proceed with the complaint resolution process and make a determination based upon the information available. Even if a party decides not to participate or chooses to stop participating at a phase of the process, the party will still be given the option to participate during additional phases of the process. Silence in response to an allegation will not necessarily be viewed as an admission of the allegation, but may leave the complainant's allegations undisputed.

Time frames for resolution

Dunwoody is committed to the prompt and equitable resolution of allegations of sexual misconduct. Dunwoody will strive to conclude the response and resolution process within 60 days of receiving a complaint alleging a policy violation. Specific time frames for each phase of the complaint resolution process are set forth in the Procedures for Sexual Misconduct Complaint Resolution below. Generally, the College will strive to complete the investigation within 30 calendar days and the adjudication within 30 calendar days after completion of the investigation. Circumstances may arise that require the extension of time frames based on the complexity of the allegations, the number of witnesses involved, the availability of the parties involved, witnesses being absent from campus, the effect of a concurrent criminal investigation, unsuccessful attempts at informal resolution, any intervening school break, vacation, or other unforeseen circumstance.

In cases where conduct that violates this policy has also been reported to the police, Dunwoody will not delay its investigation and resolution procedures in order to wait for the conclusion of a criminal investigation or proceeding. The College will, however, comply with valid requests by law enforcement for cooperation in a criminal investigation. As such, the College may need to delay temporarily an investigation under this policy while law enforcement is in the process of gathering evidence. This process typically takes 7-10 days. Once law enforcement has completed its gathering of evidence, the College will promptly resume and complete its investigation and resolution procedures.

In the event that the investigation and resolution exceed the 60-day timeframe, or to the extent additional time is needed during any of the phases of the process discussed below, the College will notify all parties of the reason for the delay and the expected adjustment in time frames. Efforts will be made to complete the process in a timely manner balancing principles of thoroughness, fundamental fairness, and promptness.

Complainants are encouraged to begin the complaint resolution process as soon as possible following an alleged incident. There is no statute of limitation for reporting prohibited conduct to the College under this policy; however, the College's ability to respond may diminish over time, as evidence may erode, memories may fade, and respondents may no longer be affiliated with the College. If a complaint is brought forward more than three (3) calendar years after an alleged incident, the College, in its discretion, may decline to process a complaint under these procedures, but reserves the right to take other administrative action as appropriate depending on the specific circumstances of the complaint, and will provide reasonably appropriate remedial measures, assist the complainant in identifying external reporting options, and take reasonable steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects. If at least one party involved in the complaint is still a member of the College community as a student or employee, the complaint generally will be processed under these procedures.

Application of policy

When the College receives a report or complaint of a violation of this Policy, the College will apply the complaint resolution procedures from the Policy that is in effect at the time that the report or complaint is made.

Reservation of flexibility

The procedures set forth in this policy reflect the College's desire to respond to complaints in good faith and in a manner that promotes fairness to all parties. The College recognizes that each case is unique and that circumstances may arise which require that it reserve some flexibility in responding to the particular circumstances of the matter. Where it is not possible or practical to follow these procedures, the College reserves the right to modify the procedures or to take other administrative action as appropriate under the circumstances.

Procedures for sexual misconduct complaint resolution

All processes involving a sexual misconduct complaint will provide a prompt, fair, and impartial investigation and resolution. Processes will be conducted by individuals who receive annual training on the issues related to sexual harassment, sexual assault, domestic violence, dating violence, stalking, and how to conduct an investigation and decision-making process that protects the safety of all and promotes accountability. The training includes the following topics: relevant evidence and how it should be used, proper techniques for questioning witnesses, basic rules for conducting proceedings, avoiding actual or perceived conflicts of interest, preventing sexual assault, responding to incidents of sexual assault, the dynamics of sexual assault, neurobiological responses to trauma, and compliance with state and federal laws on sexual assault. In addition, processes will be conducted by individuals who do not have a conflict of interest or bias for or against the complainant or respondent.

Initial Title IX review and assessment

In most cases, the first step of the complaint resolution process is a preliminary meeting between the complainant and the Title IX Coordinator or the Title IX Coordinator's designee(s). The purpose of the preliminary meeting is to allow the Title IX Coordinator to gain a basic understanding of the nature and circumstances of the complaint; it is not intended to be a full investigation interview.

As part of the initial meeting with the complainant, the Title IX Coordinator or the Title IX Coordinator's designee(s) will:

- Assess the nature and circumstances of the allegation;
- Address immediate physical safety and emotional well-being of the complainant;
- Notify the complainant of the right to contact law enforcement and seek medical treatment;
- Notify the complainant of the importance of preservation of evidence;

- Provide the complainant with information about on- and off-campus resources;
- Notify the complainant of the range of interim accommodations and remedies;
- Provide the complainant with an explanation of the procedural options, including how to file a complaint and the complaint process;
- In cases involving allegations of sexual assault, dating violence, domestic violence, or stalking, advise the complainant of the right to have an advisor of choice;
- Discuss the complainant's expressed preference for the manner of resolution and any barriers to process; and
- Explain the College's policy prohibiting retaliation.

All reports and complaints of sexual misconduct will be reviewed by the Title IX Coordinator and/or the Title IX Coordinator's designee(s) to determine the risk of harm to individuals or to the campus community. Steps will be taken to address these risks in consultation with the members of the Title IX Team. The Title IX Coordinator and/or the Title IX Coordinator's designee(s) will also assess the reported conduct for the need for a timely warning under the Clery Act; and assess for pattern evidence or other similar conduct by respondent.

The Title IX Coordinator or designee(s) has discretion to refer the matter to other College disciplinary procedures. This referral option will generally be used when the alleged behavior does not fall within the policy or the alleged behavior applies to another disciplinary procedure. If the Title IX Coordinator or designee(s) determines that the report or complaint, even if substantiated, would not be a violation of this policy, they may dismiss the matter or refer it to another applicable disciplinary procedure. The parties will be notified of that determination and the complainant will be informed of other procedures for resolving the complaint and of other resources that may be available to the complainant.

This initial review generally will take no more than five (5) calendar days.

Sexual misconduct complaint

The filing of a complaint begins the complaint resolution process under this procedure. In most cases, complaints are made by the complainant. However, the College reserves the right to move forward with the complaint resolution process to protect the safety and welfare of the community, even if an individual chooses not to make or move forward with a complaint. Generally, the Title IX Coordinator will make a determination of whether the College will move forward with a complaint resolution process in the absence of a filed complaint. If the College decides that it has an obligation to move forward with the complaint resolution process, it will notify the complainant before proceeding.

Complaints of sexual misconduct should be made through the Title IX Coordinator or the following designees:

Carla Pogliano Connor, Ph.D.
Title IX Coordinator
Vice Provost for Program Development and Compliance
612-381-8236
Office: Silver Level
cpogliano@dunwoody.edu

Students: Dean of Students, Kelli Sattler 612-381-3437
Office: Pinska Center, ksattler@dunwoody.edu

Employees: Vice President of Human
Resources, Patricia Edman 612-381-3308, Office: Blue 54
pedman@dunwoody.edu

Notice of allegation

When the Title IX Coordinator has received a complaint of sexual misconduct, the Title IX Coordinator or designee(s) will meet with the respondent and will:

- Notify the respondent of the complaint and potential policy violation that is being investigated;
- Provide the respondent an explanation of the process;
- Notify the respondent of the importance of preservation of evidence;
- Notify the respondent of any interim measure or remedies that have been put in place that directly relate to the respondent (i.e., no-contact order);
- Provide the respondent with information about on- and off-campus resources;
- In cases involving allegations of sexual assault, dating violence, domestic violence, or stalking, advise the respondent of the right to have an advisor; and
- Explain the College's policy prohibiting retaliation.

This initial notice of allegation to the respondent generally will take no more than five (5) calendar days after the Title IX Coordinator completes the initial review and assessment.

Voluntary resolution process

When the complainant chooses to move forward with the complaint resolution process, the complainant has the option to proceed informally, where permissible. In cases involving complaints against students where material facts are not in dispute and the alleged misconduct does not constitute a significant policy violation (for example, a single inappropriate comment), the Dean of Students may, at his or her discretion, determine an appropriate fair and equitable resolution without involvement of the Provost and notify the parties and the Provost of the outcome. In cases involving complaints against faculty or non-student Dunwoody employees where material facts are not in dispute and the alleged misconduct does not constitute a significant policy violation, the Vice President of Human Resources may determine an appropriate fair and equitable resolution and notify the parties of the outcome. The voluntary resolution process will generally not be allowed in cases of sexual assault, domestic violence, dating violence, or stalking.

The College will not compel a complainant or respondent to engage in mediation, to directly confront the other party, or to participate in any particular form of informal resolution. Mediation, even if voluntary, may not be used in cases involving sexual assault.

In cases where the voluntary resolution process is used, either party may request to end the voluntary process (and return to the formal resolution process below) at any time before completion. The Title IX Coordinator may also choose to end the voluntary process prior to completion. Appeals are not allowed in cases where the parties have agreed to a voluntary alternative resolution of the matter.

The voluntary resolution process ends when a resolution has been reached or when the complainant, the respondent, or the College terminates the process. If the parties to the complaint agree in writing to the terms and conditions of a recommended resolution within five (5) calendar days of the Title IX Coordinator or the Title IX Coordinator's designee presenting the recommended resolution to the parties, the case will be resolved without further process under this procedure. If all parties to the complaint do not agree in writing to the terms and conditions of the recommended resolution within five (5) calendar days of the Title IX Coordinator or the Title IX Coordinator's designee presenting the recommended resolution to the parties, the complaint will be referred to the formal resolu-

tion process. If the complaint is referred to the formal resolution process, the time spent attempting to reach an informal resolution generally will not be counted as part of the sixty (60)-day time frame discussed in the "Time Frames for Resolution" section above.

Formal resolution process

If the complaint is not processed or resolved through the voluntary resolution process discussed above, the complaint will be processed according to the formal resolution process outlined below.

Investigation

Following receipt of a complaint, Dunwoody will appoint a trained and impartial investigator to conduct a prompt, equitable, and appropriate investigation of the reported conduct. In most cases, the investigation will be conducted by the Dean of Students, but Dunwoody may, in its discretion, appoint an alternative trained investigator. The parties will receive notice of the investigator appointed. If a party has a concern that the investigator has a conflict of interest, the party should report the concern in writing as set forth in the Conflicts section above. The scope of the investigation will vary, depending on the circumstances of the reported conduct. The investigation will typically involve interviews of the complainant and respondent and may also involve questioning of other witnesses and/or review of other information. The investigator, in his or her discretion, may decline to interview witnesses suggested by the parties and may interview witnesses who were not suggested by either party. Character or reputation evidence is generally considered to be irrelevant and will not be included as part of the investigation. If a party suggests witnesses solely for the purpose of providing general character or reputation evidence, the investigator may choose not to interview witnesses and/or to not include information related to a party's general character/reputation in the investigation report. The complainant and respondent will be given equitable opportunities to present information, including evidence and witnesses they believe should be interviewed, as part of the investigation. The parties may decide when (or when not) to repeat a description of the alleged misconduct and have the right to decline to participate in the complaint resolution procedure.

The parties will be informed of a close of evidence date. The parties must submit any and all information and evidence believed to be relevant to the complaint by the close of evidence date. After the close of evidence date, the parties will not be permitted to submit new or additional evidence that existed prior to the close of evidence date, unless the investigator determines otherwise.

At the conclusion of the investigation, the investigator(s) may prepare a report setting forth the facts gathered. The investigator(s) generally will compile an investigation file, which may consist of any information, documents, recordings, or other evidence that are provided to the adjudicators. Such information may include, as applicable: the written complaint, recordings or written records of interviews with the complainant, respondent, and any witnesses, any other evidence obtaining during the investigation, and the investigator's report of the investigation. The investigation file shall be forwarded to the Title IX Coordinator. The Title IX Coordinator or designee(s) will review the investigation file and has the discretion to ask the investigator(s) for clarification, additional investigation, and/or to have information removed or redacted from the investigation report.

The College will strive to complete the investigation within thirty (30) calendar days from the date of the complaint, but this time frame may be extended depending on the circumstances of each case, including the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses involved, the effect of a concurrent criminal investigation, unsuccessful attempts at informal resolution, any intervening school break, vacation, or other unforeseen circumstance.

For complaints involving allegations of sexual assault, dating violence, domestic violence or stalking, the investigation file will be made available for review by the complainant and respondent. The Title IX Coordinator will provide a seven (7) calendar day period for the complainant and respondent to have access to review the investigation file and prepare a response to the investigation filed, as discussed below. The parties' review of the investigation file generally will be provided during normal business hours in a designated on-campus location. The investigation file cannot be removed from that location, nor can copies be made or pictures taken of the file contents.

Both parties will have the opportunity to provide a written response to the report. To do so, the party must submit an Initial Written Statement, which shall not exceed 2,000 words in length, to the Title IX Coordinator. The Initial Written Statement must be submitted within seven (7) calendar days after the investigation file becomes available to the complaint and respondent (i.e., at the conclusion of the seven-day review period). The Initial Written Statement may be used as an opportunity to clarify points in the investigation report or identify information previously given to the investigator that is not included in the investigation report which the party believes should have been included. While the parties may be assisted by their advisors in preparation of the Initial Written Statement, the Initial Written Statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf.

The parties shall have an opportunity to review the Initial Written Statement submitted by the other party and, if desired, may submit a Rebuttal Written Statement not to exceed 1,500 words. The Title IX Coordinator or the Title IX Coordinator's designee(s) will provide a three (3) business day period for the complainant and respondent to have access to review the other party's Initial Written Statement and submit a Rebuttal Written Statement. The parties' access to the Initial Written Statement generally will be provided during normal business hours in a designated on-campus location. The Initial Written Statement cannot be removed from that location, nor can copies be made or pictures taken of the contents. The Rebuttal Written Statement may only be used to respond to arguments made in the other party's Initial Written Statement. While the parties may be assisted by their advisors in preparation of the Rebuttal Written Statement, the Rebuttal Written Statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf.

The parties shall have an opportunity to review the Rebuttal Written Statement submitted by the other party. The Title IX Coordinator or the Title IX Coordinator's designee(s) will provide a three (3) business day period for the complainant and respondent to have access to review the other party's Rebuttal Written Statement. The parties' access to the Rebuttal Written Statement generally will be provided during normal business hours in a designated on-campus location. The Rebuttal Written Statement cannot be removed from that location, nor can copies be made or pictures taken of the contents.

The Title IX Coordinator shall review the Initial Written Statements and Rebuttal Written Statements. Based on the statements, the Title IX Coordinator has the discretion to ask the investigator(s) for clarification, additional investigation, and/or to have information removed or redacted from the investigation report. In addition, the Title IX Coordinator or designee(s) may remove or redact any portions of the parties' written statements that exceed the permitted

scope of the statements as set forth above or that otherwise exceed the scope of information that may be considered in the complaint resolution process (e.g., general character or reputation evidence and evidence relating to the complainant's prior sexual history).

Adjudication

Upon completion of the investigation, the adjudicator(s) of the case will review the investigation file and report, along with the Initial Written Statements and Rebuttal Written Statements of the parties.

- In cases where the complaint is made against a student, the Provost will be the adjudicator of the case.
- In cases where the complaint is made against a non-student employee, the Vice President of Human Resources and any other appropriate member of College leadership ("responsible individual") will be the adjudicators of the case.
- If a complaint is made against the President of the College, the chair of the Board of Trustees or other designated member of the Board shall serve as the responsible individual.
- In cases where the complaint is made against a party who is not a student and not an employee, the Title IX Coordinator will make a determination regarding the appropriate adjudicator at that time.

In the event the adjudicator(s) requests additional investigation, the parties shall be notified.

The adjudicator(s) will use a preponderance of the evidence standard to determine whether it is more likely than not that the respondent violated the policy and impose remedies and/or sanctions as necessary to end the misconduct, prevent its recurrence, and address its effects. The respondent is presumed to be not responsible for violating this Policy. The respondent will be deemed responsible for a policy violation only if the adjudicator(s) conclude that there is sufficient evidence, by a preponderance of the evidence, to support a finding that the respondent engaged in sexual misconduct. If the adjudicator(s) determine that the respondent is responsible for a policy violation, they will then determine what sanctions and remedies are warranted.

If the adjudicators determine that the respondent is responsible for a policy violation, they may, in their discretion, request information from the Title IX Coordinator regarding any previous violations of this policy by the respondent. If such information is shared with the adjudicators, the parties will be notified.

The sanctions issued will depend on the circumstances of the case, including, but not limited to the severity of the misconduct. A complete list of possible sanctions is included in the following section. The adjudicator(s) shall make and issue a written decision within approximately twenty (20) calendar days following the receipt of the investigation file, the investigator's written report, and the Initial Written Statements and Rebuttal Written Statements of the parties.

Sanctions and remedies

The adjudicator(s) will impose remedies and/or sanctions as necessary to end the misconduct, prevent its recurrence, and address its effects. The College reserves the right to take whatever measures deemed necessary in response to an allegation of sexual misconduct in order to protect the rights and personal safety of the complainant and Dunwoody community members. Individuals who are found responsible under this policy may face the following sanctions as appropriate for students, employees, visitors, or others. Each of these sanctions may be imposed alone or in combination for a respondent found responsible for sexual misconduct, including for violations of the sexual assault, dating violence, domestic violence, or stalking provisions of this policy:

- Verbal warning;
- Written warning;
- Probation;
- Suspension, ranging from one (1) semester to five (5) years with reinstatement requirements that could include behavioral contracts, required attendance at educational programs, required assessment or counseling, and other potential conditions on reinstatement;
- Expulsion;
- Temporary or permanent restricted access to areas of campus, and campus events, activities, organizations, or courses;
- Temporary or permanent removal from class or residential assignment;
- Conditions upon presence on campus or at College events;
- No trespass or no contact orders;
- Required attendance at an educational training or meetings;
- Writing a reflection paper;
- Behavioral contracts;
- Required assessment or counseling;
- Community service hours;
- Loss of salary or benefit such as travel funding;
- Suspension of promotion and salary increments ranging from one (1) semester to five (5) years, with reinstatement requirements that could include behavioral contracts, required attendance at educational programs, required assessment or counseling, and other potential conditions on reinstatement;
- Removal or non-renewal of scholarships or honors;
- Transfer or change of job or responsibilities;
- Demotion;
- Termination of employment;
- Payment of restitution or costs incurred.

When an investigation reveals that a campus organization (such as a student club, athletic team, campus academic department, staff/faculty committee) has committed or promoted behavior involving sexual misconduct, the organization may be sanctioned. Sanctions to the organization may include, but are not limited to, loss of funding and loss of recognition by the College, in addition to individual members of the organization who are determined responsible for a policy violation being subject to the sanctions listed above. All campus organizations/departments are responsible for the actions of its members when they are operating on behalf of the organization/department.

Remedies, accommodations, and protective measures for the complainant include implementing or extending remedial or protective measures, including, without limitation, the following examples:

- A mutual or one-sided no-contact order.
- Prohibiting an individual involved from being on Dunwoody property.
- Prohibiting an individual involved from participating in Dunwoody-sponsored events.
- Changing an individual's dining arrangements.
- Special parking arrangements.
- Changing an individual's student or employee status or job responsibilities.
- Changing an individual's work or class schedule.
- Providing academic accommodations or providing assistance

with academic issues.

- Providing security escorts.
- Access to counseling.
- Making information about orders for protection and harassment restraining orders available to a complainant.
- Assistance identifying an advocate to help secure additional resources or assistance, including off-campus and community advocacy, support, and services.

Remedies designed to address the Dunwoody community include increased monitoring, supervision, and/or security at locations or in connection with activities where the prohibited conduct occurred or is likely to reoccur and targeted or broad-based educational programming or training for relevant persons or groups.

Any concern about a violation of an imposed sanction should be reported to the Title IX Coordinator promptly.

Notice of outcome

The complainant and respondent will receive a written notice of the outcome, by letter or email. The notifications will be sent to the complainant and the respondent at the same time.

For complaints involving sexual assault, dating/intimate partner violence, domestic violence, or stalking, the written notice shall include the determination of the adjudicator(s), any imposition of sanctions, and the rationales for the determination and sanctions including how the evidence was weighed, how the information supports the result, and the standard of evidence applied. The written notice will also include information about the procedures for appeal, as set forth below, and when the result becomes final. In addition, the written notice shall include any other steps the College has taken to eliminate the conduct and prevent its recurrence and the complainant's written notice will include remedies offered or provided to the complainant.

For all other complaints of sexual misconduct, the written notice shall include the determination of the adjudicator(s). The respondent's written notice shall include any imposition of sanctions and the complainant's written notice shall include any imposition of sanctions that directly relate to the complainant. The written notice will also include information about the procedures for appeal, as set forth below, and when the result becomes final. In addition, the written notice shall include any other steps the College has taken to eliminate the conduct and prevent its recurrence and the complainant's written notice will include remedies offered or provided to the complainant.

The College will strive to complete the adjudication process and provide a notice of outcome within thirty (30) calendar days after completion of the investigation (including completion of any additional investigation conducted at the request of the adjudicators). In some cases, more time may be required.

The determination of the adjudicator(s) may be appealed as provided below. In the event that no appeal is filed within the time periods prescribed below, the decision will be final.

Appeal

Either the complainant or the respondent may appeal the results of the formal resolution process on one or more of the following grounds:

- a procedural error occurred that substantially affected the outcome of the process;
- significant newly-discovered evidence that was not previously available to submit during the complaint resolution process may substantially affect the outcome of the process; however,

intentional omission of factual information by the appealing party is not a ground for an appeal; or

- the sanction or other response by Dunwoody under the formal resolution process was excessively severe or grossly inadequate.

Submitting an appeal

Following the determination, the complainant or respondent may request an appeal of the decision. The request for an appeal must be in writing, may not exceed 2,000 words, and must be submitted to the Title IX Coordinator within five (5) business days of receiving the notice of outcome. While the parties may be assisted by their advisors in preparation of the appeal, the appeal statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf. Failure to file a timely appeal constitutes a waiver of any right to an appeal.

The Title IX Coordinator or the Title IX Coordinator's designee will review the appeal to determine whether the appeal states a permissible ground for appeal (as set forth above), such that the appeal will be considered.

The non-appealing party will be notified of the appeal and the alleged grounds for the appeal. The non-appealing party may, if desired, submit a written response to the appeal, not to exceed 2,000 words, to the Title IX Coordinator within five (5) business days of receiving notice of the appeal.

The Title IX Coordinator or the Title IX Coordinator's designee(s) will review the appeal statement and any responsive appeal statement and may remove or redact any portions of the statements that exceed the permitted scope of the appeal or word limit or that otherwise exceed the scope of information that may be considered in the complaint resolution process (such as general character/reputation evidence and evidence relating to the complainant's prior sexual history). The Title IX Coordinator or the Title IX Coordinator's designee(s) generally will compile an appeal file, which may consist of any information, documents, recordings, or other evidence that is provided to the appeal panel. Such information may include, as applicable, the written appeal statement, the responsive appeal statement, the notice of outcome, the investigation file, the parties' initial written statements and rebuttal written statements, and any previously undiscovered evidence (if discovery of new evidence is a ground for appeal).

For complaints involving allegations of sexual assault, dating violence, domestic violence, or stalking, the appeal file will be made available for review by the complainant and respondent. The Title IX Coordinator or the Title IX Coordinator's designee(s) will provide a five (5) business day period for the complainant and respondent to have access to review the appeal file and such access generally will be provided during normal business hours in a designated on-campus location. The appeal file cannot be removed from that location, nor can copies be made or pictures taken of the contents.

Appeals will be considered by an appeal panel appointed by the Title IX Coordinator or the Title IX Coordinator's designee. Generally, appeal panels will consist of three trained individuals. The parties shall receive written notice of the appeal officers appointed. If any party has a concern that the appeal officers have a conflict of interest, the party should report the concern in writing as indicated in the Conflicts section above.

Consideration of appeal

In an appeal the burden of proof is on the appealing party to show that it is more likely than not that one or more of the above grounds

for appeal are satisfied.

The appeal panel will not rehear the case, but will review the appeal file and consider whether it is more likely than not that the above-listed grounds for appeal have been satisfied and impacted the outcome of the process. If the appeal panel determines that the appealing party has demonstrated that it is more likely than not that one of the above grounds for appeal is satisfied, the matter will be remanded for further investigation and/or deliberations by an adjudication panel, as determined by the appeal panel. The appeal panel will determine whether the matter should be remanded to the adjudication panel or whether a new adjudication panel should review the matter. The appeal panel may not change the adjudication panel's determination or imposition of sanctions. Only the adjudication panel reviewing the matter on remand from an appeal may change the determination of the original adjudication panel and modify any of the sanctions previously imposed. If the reasons for remand relate to the investigation or warrant additional investigation, the appeal panel will determine whether the matter should be remanded to the previous investigator or whether a new investigator should be appointed.

If the appeal panel determines that the appealing party has not demonstrated that it is more likely than not that one or more grounds for appeal have been satisfied, the appeal panel will dismiss the appeal. This decision is final and is not appealable.

The appeal panel will issue a written decision to the complainant and respondent stating the appeal panel's findings and the final disposition of the appeal. The College will strive to complete the appeal within thirty (30) calendar days following the appeal panel's receipt of the appeal file from the Title IX Coordinator; however, in some cases, more time may be required.

Appeals arising out of alleged violations of this policy must be made under this appeal process and are not eligible for consideration under faculty, staff or student grievance policies or processes.

Sanctions generally will take effect immediately, notwithstanding an appeal. A request may be made to the Title IX Coordinator to defer the effective date of sanctions in exigent circumstances. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the individual to his or her prior status.

Complaints of retaliation, violation of interim measures, and violation of sanctions

Any complaint relating to retaliation in violation of this Policy, violations of interim measures, or violations of sanctions should be reported promptly to the Title IX Coordinator. The College will take appropriate action against any individual who retaliates against another person in violation of this Policy or who violates interim measures or sanctions.

When the College receives a complaint of retaliation or of violations of interim measures or sanctions, the Title IX Coordinator may exercise discretion to determine an appropriate responsive process based on the facts and circumstances. At the Title IX Coordinator or the Title IX Coordinator's designee(s)' discretion, options for resolution include but are not limited to informal discussions and resolution facilitated by the Title IX Coordinator or the Title IX Coordinator's designee(s) or assignment of a designated individual to investigate the complaint and determine an appropriate response. This process will be separate and distinct from the Complaint Procedures outlined above for addressing sexual misconduct complaints. The Title IX Coordinator or the Title IX Coordinator's designee(s) will document the complaint received, the process used, and the outcome. The College will notify the parties of the outcome of the complaint. Any party with concerns about the process or outcome

should consult with the Title IX Coordinator.

Alternative procedures

Nothing in this Policy is intended to interfere with the right of any individual to pursue other avenues of recourse which may include, but are not limited to, filing a complaint with the United States Department of Education's Office for Civil Rights (OCR).

The OCR Office for institutions located in Minnesota is:

U.S. Department of Education
Office for Civil Rights
Citigroup Center
500 W. Madison St., Ste. 1475
Chicago, IL 60661-4544
Tel: 312-730-1560
TDD: 877-521-2172
Email: OCR.Chicago@ed.gov

Resources:

What to do if you are sexually assaulted

- Get to a safe place.
- Call 911 if in immediate danger, if you are injured, or the community is in possible danger.
- Consider securing immediate professional support on or off campus to assist you in the crisis.
- Seek a medical evaluation for personal wellness/testing and possible evidence collection, even if you are uncertain you want to press charges or pursue legal action. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 24 hours, is important in the case of sexual assault. The hospital will arrange for a specific medical examination at no charge.
- Take steps to preserve evidence, which may be necessary to the proof of criminal sexual violence or in obtaining a protection order. It is very important to preserve evidence. You may not know right now whether you will contact the police. But in case you later decide to, the evidence available immediately after the assault is crucial. To preserve evidence follow these recommendations: Prior to seeking medical attention, do not shower, bathe, wash your hands, brush your teeth, use the toilet or clean up in any way. Bring another set of clothes to the hospital since clothes will be collected as part of the evidence. If you have changed clothes, bring your soiled clothing with you for evidence collection. Additionally, you are encouraged to gather bedding, linens or any other pertinent articles that may be used for evidence. Secure them in a clean paper bag or clean sheet. In addition, consider preserving other physical evidence and electronic evidence such as text messages and emails.
- Even after the immediate crisis has passed, contact confidential on-campus and/or off-campus resources—for emotional support, information, and/or advocacy.
- Report the conduct to the Title IX Coordinator at 612-381-8236. The Title IX Coordinator can arrange for interim measures and accommodations, including no contact orders. The College will also assist in any needed advocacy for students who wish to obtain protective or restraining orders with local authorities. Alternatively, you can contact the Minneapolis Police Department or Hennepin County District Court to obtain protective or restraining orders.
- Victims are not required to report an incident to law enforcement authorities, but campus authorities will assist victims who wish to do so.

Emergency contacts

24-Hour Emergency – Local law enforcement: 911

On campus resources:

Carla Pogliano Connor, Ph.D.
Vice Provost for Program Development and Compliance
Title IX Coordinator, Rehabilitation Act Coordinator, and Age Discrimination Act Coordinator
612-381-8236
cpogliano@dunwoody.edu

Patricia Edman
Vice President of Human Resources
612-381-3308
pedman@dunwoody.edu

Kelli Sattler
Dean of Students
612-381-3437
ksattler@dunwoody.edu

Dunwoody Student Services Office
612-374-5800
studentaffairs@dunwoody.edu

Dunwoody's Employee Assistance Program:
Cigna's Life Assistance Program 24/7
1-800-538-3543
apps.cignabehavioral.com/home.html

Off campus resources

RAINN (Rape, Assault, and Incest National Network)
rainn.org
800-656-HOPE
24-hour hotline; free and confidential

Sexual Offense Services
St. Paul, Minnesota
ramseycounty.us/residents/health-medical/clinics-services/sos-sexual-violence-services
651-643-3006
24-hour hotline; free and confidential

Sexual Violence Center
Minneapolis, Minnesota
sexualviolencecenter.org
612-871-5111
24-hour hotline; free and confidential

Domestic Abuse Service Center*
mncourts.gov/district/4/?page=369
Hennepin County Government Center
Rm. #A-0650 (lower level)
300 S. 6th St.
Minneapolis, MN 55487
612-348-5073

* The Domestic Abuse Service Center is available to help victims of domestic abuse (abuse by a family or household member) obtain orders for protection. In addition, harassment restraining orders are available for other types of harassment and assault. mncourts.gov/district/4/?page=763 Victims do not have to report conduct to police to obtain a harassment restraining order. Dunwoody requires all students and employees whose conduct is subject to an order for protection or harassment restraining order to comply with such orders.

Minnesota Office of Justice, Crime Victims Programs
dps.mn.gov/divisions/ojp/Pages/default.aspx

(Monday - Friday, 8:00 a.m. – 4:30 p.m.)
651-201-7300 or 1-888-622-8799, ext. 1 for financial help
1-800-247-0390, ext. 3 for information and referral
651-205-4827 TTY

Resource list for victims:
dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/resource-list-victims.aspx

Hennepin County Victim Services
Hennepin County Attorney's Office
hennepinattorney.org/get-help/crime/victim-services
612-348-4003

Lawhelpmn.org (Legal information on a variety of sexual assault issues)
lawhelpmn.org/issues/abuse-violence-crime-victims-rights/sexual-assault-and-other-crime-victims

Walk-In Counseling Center
(Free Mental health Counseling)
walkin.org (check website for hours)
2421 Chicago Ave. S.
Minneapolis, MN 55404
612-870-0565 x 100

Health care options

Hennepin County Medical Center
Sexual Assault Resources Service
612-873-5832
701 Park Ave.
Orange Building, 2.220
Minneapolis, MN 55415

Hennepin County Medical Center Sexual Assault Resources Service (SARS) provides assistance to victims of rape and sexual assault through area hospital emergency departments 24 hours a day. SARS counselors meet with victims and their families at HCMC and other participating hospitals to complete the evidentiary exam and to help them cope with the trauma and consequences of the assault.

Sexual Assault Nurse Examiners (SANEs) perform a special exam and collect evidence in a "rape kit." There is no charge for the SANE exam.

You can have a SANE exam within 120 hours after the rape or sexual assault. The purpose of the SANE exam is to collect forensic evidence, receive preventative health care, and see if you have any physical injuries that need tending. The exam will take place at the sexual assault exam site, in a confidential room with trained staff and volunteers. During the exam, the SANE will collect evidence such as your clothing, DNA swabs, etc. Prior to the exam, preserve all evidence and do not shower, bathe, change clothes, douche, brush teeth, drink or eat, or throw away any clothing until police or medical personnel say it is okay. If you have done any of the above, it is still possible to do an exam, but it is not as effective. So if possible, please try to avoid any of these actions. Completing a SANE exam does not require you to file a police report. But, it does help preserve evidence in case you decide to file a police report at a later date.

Visa and immigration assistance

> US Citizenship and Immigration Services
> 2901 Metro Drive Ste. 100
> Bloomington, MN 55425

Student Financial Aid

Financial Aid Office: 612-381-3347

ACADEMIC POLICIES AND PROCEDURES

ATTENDANCE POLICY

Regular class attendance is critical to student success in the learning process. Students are expected to attend and actively participate in lecture, laboratory, and shop activities as dictated in course syllabi. All instructors will take attendance. Students can view their recorded attendance in my.dunwoody. Absences are closely monitored by the Registrar, Student Affairs, and the Provost's Office. Dunwoody reserves the right to withdraw any student absent for five or more days in a row and/or, as noted above, as dictated in course syllabi.

Reporting missing students: an attempt will be made to establish that a student is missing school of their own accord. If school officials question the safety and well-being of an enrolled student, contact will be made to any known family or friends and contact could be made with the police if deemed appropriate.

ADD/DROP/WITHDRAWAL (BY CLASS)

Add a Class	Drop a Class	Withdraw from a Class
A class may be added no later than the first five days of the semester.	A class may be dropped within the first five days of the semester. Students who have not attended the first five days of the semester will be dropped from the class. Dropped classes will not appear on a student's transcript and will not have an impact on the GPA.	Students may withdraw from a class during the timeframe between the sixth day of the semester and the end of week 14 (week 7 for summer session). The class will remain on the student's transcript with a grade of W and will not have an impact on the GPA. Students cannot withdraw from a class once a letter grade has been earned.

To add, drop, or withdrawal from individual courses, students need to see their instructor, academic advisor, or academic program manager/dean to fill out an Add/Drop/Withdraw form. For questions please contact the Registrar's Office by email at registrar@dunwoody.edu or by phone at 612-381-3360.

Courses may be cancelled or modified at the discretion of Dunwoody College of Technology. Students will be notified if enrolled in a cancelled or modified section and a refund may be issued for the course. Students may work with their academic advisor, or department manager/dean for registering in another course section.

For information on refunds of dropped or withdrawn classes, please refer to the tuition refund policy in the Tuition, Fee, and Account Information section of this handbook. Be advised that withdrawing from a course may affect a student's financial aid status and award.

STUDENT-INITIATED WITHDRAWAL

Students who want to withdraw from all classes must notify their academic program manager/dean, who will submit a Complete Withdrawal form on behalf of the student.

INSTITUTION-INITIATED WITHDRAWAL

Dunwoody reserves the right to terminate the enrollment of students. Reasons for termination include, but are not limited to:

- Non-attendance/no contact
- Frequent absences or tardiness
- Academic dishonesty
- Unsatisfactory academic progress and pace (completion) rate
- Aggressive, harassing, or discriminatory acts against other students or employees
- Failure to pay tuition by stated deadlines
- Failure to follow school procedures and policies
- Failure to comply with safety regulations
- Intentional damage to school property or theft
- Insubordinate acts against faculty or other Dunwoody employees

DATE OF WITHDRAWAL DETERMINATION

The date of official withdrawal is determined through notification by the student of intent to withdraw and/or attendance records showing the last date the student attended class. The financial aid date for processing the return of funds is the official notification date of withdrawal from the Registrar's Office.

ENROLLMENT STATUS

Enrollment status is defined as "enrolled" or "withdrawn" and is determined by the amount of credit hours for which a student is enrolled. Enrollment status is broken down into the following categories:

- Full-time: 12 or more credits
- Three-quarter time: 9-11 credits
- Part-time: 6-8 credits
- Less than part-time: 1-5 credits

The number of credits in which a student is enrolled determines the amount of financial aid for which a student is eligible. Changes in a student's enrollment status may impact financial aid eligibility. Students enrolled in a minimum of at least 6 credits may be eligible to participate in some financial assistance programs. Students should always discuss changes in status with a financial aid advisor to determine changes in eligibility and possible consequences. Fore more information, contact the Financial Aid Office by email at financialaid@dunwoody.edu or by phone at 612-374-5800, or the Registrar's Office by email at registrar@dunwoody.edu or by phone at 612-381-3360.

Verification of student enrollment status

Students may obtain an enrollment status certificate by going to Enrollment and Degree Verification on my.dunwoody. Enrollment

verifications reflect the student's enrollment information at the time that the verification is requested.

SCHOOL RECORDS AND FERPA

The Federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Those rights are as follows:

- The right to inspect and review the student's educational record within 45 days of the day the College receives a request for access.

- Students should submit written requests that identify the record(s) they wish to inspect to the Registrar's Office. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.

- The right to request amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate, misleading, or in violation of the privacy rights of the student. To do so, they should submit a written request. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Some of the more common exceptions are as follows:

- Disclosure to school officials with legitimate educational interests.

- A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

- Disclosure for transfer purposes.

- Upon request, the College may disclose educational records without consent to officials of another school in which a student intends to enroll.

- Disclosures to parents of dependent children.

- A student is considered a dependent student if they can be claimed as a dependent on the tax return of a parent, guardian, or other individual. However, the College will check with the student before releasing information to parents or guardians.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Ave. S.W.
  Washington, D.C. 20202-5920

Notification of directory information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Dunwoody College of Technology, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from education records. However, Dunwoody College of Technology may disclose appropriately designated "directory information" without written consent, unless you have advised the College to the contrary in accordance with the institution's procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want Dunwoody College of Technology to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you may notify the Registrar's Office by completing a Consent to Release Education Records.

Dunwoody has designated the following information as directory information:

- Name
- Address (local, permanent, and electronic mail)
- Telephone numbers
- Hometown
- Dates of attendance
- Enrollment status (full-time, part-time, or not enrolled)
- Program of study
- Degrees and awards received and where received
- Most recent educational institution attended
- Photographic, electronic, or video images if the student has consented to release. These images include student participating in officially organized events.

TRANSFERRING IN CREDITS AND/OR EXPERIENCE

There are two primary categories of which a student may satisfy program requirements through prior learning. Traditional college-transfer of courses or through non-traditional methods such as test-out or prior learning experience.

Traditional transfer credit

Dunwoody may accept course credits from other regionally or nationally accredited higher education institutions. Transfer evaluations done by other institutions are not accepted. Only course work earned at the institution issuing the official transcript will be evaluated. Courses will be considered for transfer if the course is comparable in nature, content, and level to a course offered by Dunwoody. Upper division credit transfer can only be accepted if courses were in upper division at the previous institution.

Experiential Learning such as study abroad, independent study, workshops, field experience, and internships may or may not transfer, depending on the level and the comparability of the learning experience.

In order to be awarded a degree from Dunwoody College of Technology, a student must take at a minimum 45% of the total technical credits (major requirements) for their major field of study at Dunwoody. Total technical credits transferred in a student's major field cannot exceed 55% of those required for the major. Courses transferred in should reflect the attainment of lower level technical competencies while higher level competencies should be attained at Dunwoody.

The Registrar's Office evaluates official transcripts for potential transfer credits. Students may be asked to provide a syllabus listing the course description and competencies of coursework.

Some Dunwoody programs are considered competitive for enrollment. These programs have specific requirements for transfer.

Health Sciences:

The minimum grade for transfer coursework is a grade of C except for the following: Biology and Anatomy and Physiology for Health Sciences programs need to have a minimum grade of B.

Only these specific credits taken within the last five years will be reviewed: Technical, Health-care-specific biology, anatomy and physiology. Technical transfer credits for the Radiologic Technology degree will not be accepted.

Computer Technology:

Only software-specific classes taken within the past 3 years will be reviewed.

Automotive:

Technical transfer credits for any of the Automotive Programs, from a non- National Automotive Technicians Education Foundation (NATEF) accredited Post-Secondary Automotive program will not be accepted.

Technical transfer credits for any of the Automotive Programs, from an Automotive Technicians Education Foundation (NATEF) accredited Post-Secondary Automotive program will be reviewed on a case by case basis given the following criteria; Minimum grade for transfer coursework is a grade of B. Transfer course work must have been completed within the last 3 years. Experiential Learning credits, such as field experience, or internships will not be accepted.

Testing Out of any technical courses within the Automotive Program will not be allowed.

Procedure:

Students may send official transcripts from all previously attended colleges to:

> Dunwoody College of Technology
> ATTN: Admissions
> 818 Dunwoody Blvd.
> Minneapolis, MN 55403

Students will be notified of their evaluation via their Dunwoody email address. Students may view the transfer credits on their Academic Plan and Dunwoody transcript at my.dunwoody. Transfer courses will have a grade of TR. Transfer credits will not be computed into cumulative GPA; however, they will impact student's Satisfactory Academic Progress pace for completion.

If students wish to appeal the evaluation, please contact the Registrar's Office by email at registrar@dunwoody.edu or by phone at 612-381-3360.

Transferring credit from another institution to Dunwoody

Students may enroll in classes at another institution while enrolled in a program at Dunwoody. However, if a student wishes to transfer credit to Dunwoody, they must complete a Permission to Transfer Credits form, and submit it along with supporting documentation of the course. The Registrar's Office will determine whether a course is transferrable or not. Students are expected to submit official transcripts to the Registrar's Office upon competition of the course.

International transcripts

International transcript evaluation follows all previous requirements as well as the below requirements:

- The institution at which the student earned course credit and the course for which transfer is under consideration must be reviewed and approved by an international credential evaluator such as World Education Services (WES) wes.org and Educational Credential Evaluators Inc. (ECE) ece.org.
- The evaluation is done at the student's expense.
- The student must obtain and furnish to the College an official evaluation (course-by-course report) completed by the international credential evaluator.

Non-traditional military service credit

Courses completed during military service, with American Counsil on Education (ACE) credit recommendations, may be eligible for transfer credit. Veteran and military students may request that an official transcript is sent by requesting through jst.doded.mil. The transcript will be evaluated by the program requirements, in which a student is enrolled.

	Population	Official Transcript	Source for Transcript
Army	Active Duty, Reserves, National Guard and Veteran	ACE Registry Transcript	Joint Services Transcript (https://jst.doded.mil)
Navy	Active Duty, Reserves and Veteran		
Marine Corps	Active Duty, Reserves and Veteran		
Coast Guard	Active Duty, Reserves and Veteran		
Air Force	Active Duty, Reserves, Air National Guard (service after 1972)	Community College of the Air Force transcript	CCAF Transcript (airuniversity.af.mil/Barnes/CCAF)
Veterans	Army, Navy, Marine Corps, Coast Guard (service prior to 1976) Air Force (service prior to 1972)	DD-214	National Archives (archives.gov/veterans/military-service-records)

Credit by examination

Dunwoody may accept credits by examination to fulfill course requirements. The following types of exams may be reviewed:

- Advanced Placement Testing (AP)
- College Level Examination Program (CLEP)
- American College Testing Program (ACT)
- Practical Engagement Program (PEP)
- DANTES Subject Standardized Test (DSST)

Dunwoody's Bachelor of Science in Applied Management and Leadership, including all concentrations, will accept credits from CLEP Tests. These test credits are not available to students enrolled in AAS, non-bachelor's programs, or other bachelor's programs. Credits may be accepted based on the following conditions:

- Credit will not be given in courses that are equivalent to credits already granted (i.e. if the student has credit for a communications course, he/she may not receive credit for any communication or equivalent tests).
- Students cannot use CLEP tests to substitute for a course taken at Dunwoody that resulted in a failed grade.
- A maximum of 18 semester credits may be obtained through CLEP Testing. These credits will show up on the student's transcript as CR and will not count in the calculation of the student's GPA but will impact student's Satisfactory Academic Progress pace for completion.

Students must complete CLEP testing at an official test center. Official test centers may be found by going to clep.collegeboard.org/test-center-search.

Once the student completes the test, he/she must supply Dunwoody with score verification (this can be done through the CLEP testing agency), verifying successful completion. In order to receive credit for the test, the student must have a score of 50 or higher (scaled score value). The number of credits that will be granted per test will be determined by the Dean of Applied Management. This determination will be made at the time the student discusses the courses of which a CLEP test may be applicable.

Credit for previous training or experience

Prior Learning Assessment (PLA) is college level-credit given for prior learning and based on work and/or life experience. Competencies are evaluated based on the recommendation of the American Council on Education (ACE) and National Program on Non-Colligate Sponsored Instruction (PONSI).

This learning/experience can come from prior formal education, examination, and practical experience. The focus on PLA is to evaluate the competencies gained by the student and is not credit given simply for experience. Dunwoody uses PLA criteria developed by The Council for Adult and Experiential Learning (CAEL), which identifies PLA as being:

- Measurable
- College level in terms of learning and achievement (as defined by faculty)
- Able to show a knowledge base
- Current and relevant
- Able to show theoretical and/or conceptual knowledge, in addition to practical knowledge and understanding
- Not repeating or duplicating learning for which credit has already been given CAEL guidelines recognize the granting of credit at several levels:
  - Program level (i.e. general business, management concepts)
  - Individual course level (as identified by competency attainment stated in course syllabi and descriptions)

PLA must meet the following standards (Whitiker, 2006):

- Credit will be awarded only for learning and not for experience
- College credit will be awarded only for college-level learning
- Credit will be awarded for learning that has a balance appropriate to the subject, between theory and practical application
- Subject matter/academic experts will make competence levels and credit awards
- Credit will be appropriate to the academic context in which it is accepted
- Credit awards and transcript entries will be monitored to avoid duplicating credit
- Fees charged for assessment are based on services, not on credits
- Personnel involved in assessment will be adequately trained
- Assessment programs will be monitored, reviewed, evaluated, and approved PLA may be accessed through:
- Examination
- Competency demonstration
- Institutional assessment

DUNWOODY TEST-OUT OPPORTUNITIES

Test out of Math courses

Students have the opportunity to test out of one or all of the math classes in their academic area. To do so, students must complete the test prior to the fifth business day of a term.

- Instructors announce testout option on the first day of class
- Instructors provide interested students with a review sheet about the test-out option

- Interested students coordinate with accounting to pay $50 per credit fee for test
- Students reach out to Eeris Fritz in the Elftmann Student Success Center to schedule a time to take the test
- To qualify for testing out, students must pass the test with a test score of at least 86%
- Final grades will be sent to the student and appropriate instructor
- If a student passes, the instructor drops student from the class before the end of the first week of class
- If they fail, the student must remain in the appropriate math class
- Paperwork documenting the test-out will be processed by Eeris Fritz and sent to the Registrar

For questions, please contact Eeris Fritz in the Elftmann Student Success Center by email at efritz@dunwoody.edu or by phone at 612-381-8122.

TRANSFERRING CREDITS TO ANOTHER SCHOOL

Dunwoody's regional accreditation facilitates acceptance and transfer of credits to another college or university. Final decisions concerning the acceptance of credits by other institutions; however, are made at the discretion of the receiving institution.

TRANSCRIPTS

Students who wish to request their academic transcript should follow the following methods:

- Order online through the National Student Clearinghouse (NSC) at getmytranscript.com. This is a secure ordering system which expedites the request process. Credit/debit card is the only payment option for this method of ordering. Select Dunwoody College of Technology from the drop-down list and follow the ordering directions. The transcript can be mailed as a hard copy or sent electronically. Once an order is complete, the NSC sends you an email and/or text notifications for order tracking.
- Download our Transcript Request form (PDF) dunwoody.edu/pdfs/Registrar-Transcript-Request-Form.pdf. Print and sign the hard-copy form and return it to the Registrar's Office, along with $10 (per transcript) payment.
- Requests may be submitted in person at the Registrar's Office, located in the Pinska Center on the Green Level. Fill out the request form and submit payment (cash, check, or money order – $10 per transcript) Monday through Friday from 7:30 a.m. to 5:00 p.m. A valid photo ID is required to pick up transcripts in-person.

Dunwoody honors the Family Educational Rights and Privacy Act (FERPA), which prohibits us from sharing grades or other academic information via telephone and/or email. Dunwoody reserves the right to withhold transcripts of students who are not in good financial or academic standing with the College. Transcript requests can only be processed with a physical signature or an NSC-approved e-signature.

ACADEMIC ADVISING

Every Dunwoody student is assigned both an academic and Student Services advisor. The academic and Student Services advisor answers academic questions and helps the student to meet all of the requirements needed for graduation. Students are encouraged

to meet with their advisors at least once a term. Student Affairs also provides non-academic advising such as time management, procrastination, personal/social issues on topics, and inclusion vs. isolation.

GRADUATION

Graduation requirements

In order to graduate with a certificate or degree program from Dunwoody College of Technology, students must meet all of the following graduation requirements:

- Complete all courses listed under the degree requirements on the academic plan, for which the student was assigned
- Maintain a minimum cumulative grade point average of 2.0

Graduation diplomas and transcripts

Degrees are processed approximately six to eight weeks following the end of term. Diplomas and unofficial transcripts will then be mailed to graduates who have fulfilled all financial obligations and returned all college property (laptops, library materials, etc.).

Graduation (Commencement)

The Ceremony occurs at the end of or after spring semester. Graduate participation in Commencement is encouraged, but not required. Participating in Commencement is not an indication of official graduate status.

For questions please contact the Registrar's Office by email at registrar@dunwoody.edu or by phone at 612-381-3360.

Graduation fee

The graduation fee is a one-time, non-refundable fee of $50. It defrays the costs of processing graduates for graduation, printing and mailing diplomas, printing diploma covers, the cap and gown worn at commencement, and other expenses associated with graduation.

Students will be billed the $50 graduation fee by the Student Account's Office when the student begins the last term of their program. The fee will be applied as a charge to the students' accounts and billed along with any other outstanding expenses students may owe to Dunwoody. Please note that any changes to a student's expected graduation date may impact the assessment of this charge. Please contact Student Accounts by email at studentaccounts@dunwoody.edu or by phone at 312-381-3414 or contact the Registrar's Office by email at registrar@dunwoody.edu or by phone at 612-381-3360.

REGISTRATION FOR CONTINUING STUDENTS

Registration for courses after the first-semester is coordinated by the student's academic advisor and the academic program manager/dean. All registered courses can be viewed via my.dunwoody. Questions regarding registration may be directed to the Registrar's Office by email at registrar@dunwoody.edu or by phone at 612-381-3360.

To register for classes, students must:

- Visit with their academic advisor and/or academic program manager/dean for a list of classes for which to register
- Have all balances satisfied at the end of the academic year
- Have met all pre-requisite requirements for courses
- Register via my.dunwoody

MIDTERM AND FINAL GRADES

Midterm grades are used by some faculty for advising purposes, but do not appear on transcripts. Midterm and final grades can be viewed at my.dunwoody.

GRADING SYSTEM

The College uses a traditional four point grading scale. Grade Point Average (GPA) is determined cumulatively and for each semester of enrollment. All GPA information is found on a student's transcript. Cumulative GPA must be 2.0 or above for students to remain in good standing.

Calculating grade point average (GPA)

The GPA is computed by multiplying the grade value by the number of credits to determine "quality points" for each class and then dividing the total quality points by the total number of credits.

Here is an example of a GPA calculation:

3- credit course x 4 points (grade of "A") = 12.00 quality points

4- credit course x 3.33 points (grade of "B+") = 13.32 quality points

4-credit course x 2 points (grade of "C") = 8.00 quality points

Totals: 11 credits divided into 33.32 quality points = 3.03 GPA

The following shows the letter grade and corresponding quality point.

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = 0.67
C+ = 2.33	F = 0.00
INC = 0.00 Incomplete calculated as F in GPA	TR = Transfer – Not calculated in GPA yet will affect pace rate
CR = Credit Given – Not calculated in GPA	W = Withdrawn – Not calculated in GPA yet will affect pace rate
AU = Audit – Not calculated in GPA and will not affect pace rate	* = Grade value not calculated in GPA under current academic plan yet will affect pace rate
NCR = No Credit Given – Not calculated in GPA	[ ] = Bracketed grade indicates repeat
TO = Test Out – Not calculated in GPA and will not affect pace rate	

The "F" grade

Students failed to meet course requirements, receive an "F" grade. A student who fails a course must repeat the course or may request to complete alternate course requirements, as available. If a failed course is retaken and passed, the new grade will supersede the previous grade and be counted toward the GPA. Both the failed and retaken courses will count toward the pace rate calculation.

The "W" grade

A "W" grade means a student has withdrawn from a course after the add/drop period. No credit is awarded for the course, but it does count as credits attempted and toward the pace rate calculation. Grades of W may impact financial aid eligibility.

The "[ ]" grade

When a course is repeated, both grades will show on the transcript but only the highest grade will be used in computing (GPA). The repeated grades appear in brackets. Financial aid will apply to the courses repeated when the original grade was passing (D- or above). Repeat courses may be eligible for financial aid. Only those grades with quality points in the above list will be used in computing a student's GPA.

The "*" grade

A grade followed by an asterisk (*) symbol denotes a grade earned for a course that is no longer relevant to the current academic plan in place. Grades of W will not be asterisked. Please note that these courses will count toward the pace rate calculation.

The "AU" grade

Registration for a course without credit (AU grade) carries the same tuition and fees as courses taken for credit. You must consult with the course instructor concerning audit requirements and submit a Student Request form with the instructor's signature to the Registrar's Office during the first five days of the semester or the first three days of summer session. Once you have registered you cannot earn a letter grade. A course you have previously audited may be re-taken later for credit and a letter grade.

The "INC" grade

A grade of incomplete may be issued if a student encounters extenuating circumstances that prevent the student from completing course requirements by the end of the course duration. Extenuating circumstances may include illness, military orders, or other circumstances deemed appropriate by the instructor. The purpose of the incomplete is to grant an extended period of time that will be agreed upon by the academic program manager/dean. In order to be eligible for an incomplete grade, a minimum of 75 percent of the course's academic requirements must be successfully completed by the student at the time that the request is filed.

INC (incomplete) process

To request an incomplete, students are required to meet with the instructor to discuss whether an incomplete grade is appropriate for their situation. If the instructor approves the student's request for an incomplete, the instructor may request an Incomplete form from the Registrar's Office. The form must be completed with the date in which all requirements must be met, along with the signatures of the student, instructor, and program manager/dean. Once the form is received by the Registrar's Office, the incomplete will be tracked for completion and the form will be added to the student's record. After the deadline for work to be completed has passed, the instructor will complete a grade change form with the updated grade and submit to the Registrar's Office for processing. The new grade will be recalculated into the GPA and will affect a student's Satisfactory Academic Progress.

Grade appeals

A student who believes a final course grade is inaccurate or unfair should proceed as follows:

1. Consult with the instructor to fully understand the grounds and procedures used to determine the final course grade. The goal of this conversation is to reach mutual understanding about the criteria, assessment, and the final course grade assigned and, if necessary, to correct any errors.

2. If there is no resolution after the conversation with the instructor or the instructor is not available for the initial conversation, the student should contact the program manager or dean.

3. If a resolution is not reached through steps one and two, the student should submit a written petition to the Office of the Dean of Students. This appeal must be submitted no later than 45 calendar days after the beginning of the next semester following the term in which the final grade in dispute was recorded. The Dean of Students will provide a resolution in writing within 15 business days of the appeal.

SATISFACTORY ACADEMIC PROGRESS (STATUTORY)

Introduction and Purpose of the Policy

Dunwoody College of Technology, consistent with federal and state law, requires that a student, regardless of tuition payment source, enrollment status, or program of study, make satisfactory academic progress toward a degree or certificate in order to receive financial aid and attend classes. The definition of satisfactory academic progress is defined in federal and state law and includes a consideration of the student's grade point average and the pace with which the student is moving through the program. Dunwoody applies those definitions in this policy. A student is responsible for ensuring that they are progressing in their field of study and needs to access student support services, such as tutoring and the Writing Center, when they are feeling challenged.

Definition and Standards of Satisfactory Academic Progress

Grade Point Average:

To maintain satisfactory academic progress standards, students are to meet or exceed a cumulative grade point average (GPA) of 2.0.

Pace/Completion Rate:

The student must meet or exceed the minimum cumulative pace (completion) rate of 67%. This means that the student must successfully complete 67% of the courses that they have attempted. The Pace Rate is calculated using the following formula.

$$\text{Pace} = \frac{\text{Cumulative number of credit hours successfully completed (including accepted transfer credits and prior Dunwoody courses)}}{\text{Cumulative number of attempted credit hours (including accepted transfer credits and prior Dunwoody courses)}}$$

Grades of NCR, W, F, and INC in a course will negatively impact pace rate, in that the course will be considered a course taken but not an earned credit. Credits attempted in other programs at Dunwoody will impact the pace rate, as well.

Maximum Timeframe to Receive Financial Aid:

A student receiving financial aid must complete their program of study within 150% of the program's published total credits. Transfer credits are included in this calculation. Once the 150% plateau is reached the student no longer can receive financial aid. The student must also be aware that any time during a student's academic experience at Dunwoody, if it is determined that it will be mathematically impossible for the student to complete a program of study within the 150% timeframe, Dunwoody is required to make the student ineligible for financial aid and must inform the student of their ineligibility.

Frequency of Evaluation:

Satisfactory Academic Progress is evaluated for every student by Student Affairs at the conclusion of each semester.

Course Completion Used in Calculating Academic Progress

The calculation of Grade Point Average and Pace is undertaken with the first class taken. All courses are cumulatively included in the calculation whether the student received financial aid or not.

Attempted Credits: Credits in which the student is enrolled at the end of the semester's drop period.

Cumulative Attempted Credits: Total number of credits for which the student has been registered at Dunwoody, regardless of the program and regardless of whether the student received financial aid.

Credits Successfully Completed: Credits counted toward the degree or certificate. The student has successfully completed the requirements of the course as defined by the program and course syllabus. Grades indicating passing and calculated into the GPA are; A, A-, B+, B, B-, C+, C, C-, D+, D, D-. A grade of CR (Credit Given) will not be included in the GPA calculation but will positively affect pace.

Credits Not Successfully Completed: Credits attempted but not successfully completed and as such will not be counted toward the degree or certificate. The student has not successfully completed the requirements of the course as defined by the program and course syllabus. Grades indicating non-successful completion include F, W, INC. A grade of NCR (No Credit Given) will not be included in the GPA calculation but will negatively affect pace.

> **Repeating an F Course:** A student who fails a course must repeat the course or may request to complete alternate course requirements, as available. If a failed course is retaken and passed, the new grade will supersede the previous grade and be counted toward the GPA. Both the failed and retaken course will count toward the pace rate calculation.

Other Course Types and Transcript Indications and Implications on GPA and or Pace

> **Audit Courses (AU):** Audit courses are not eligible for financial aid. The audited courses will not be calculated into the GPA and will not affect the pace rate.

> **Credit Given (CR):** A credit given classification is most often used for internships and clinical experiences. The CR grade will not be included in the calculation of the GPA but it will positively impact pace.

> **Incomplete (INC):** For courses where the student has not completed the course requirements and the instructor has provided the student with additional time to complete the course, the grade indication incomplete or INC is used. If the student does not complete the work in the time indicated by the instructor, the grade converts to an F. The F grade will impact the student's GPA and pace rate.

> **No Credit Given (NCR):** A no credit given classification is most often used for internships and clinical experiences. The NCR grade will not be included in the calculation of the GPA but it will negatively impact pace.

> **Transfer (TR):** Courses transferred into the program of study from another higher education institution. These courses are not calculated into the GPA but do affect the pace rate.

> **Withdrawn (W):** The student has withdrawn from a course after the add/drop period. There is no impact on the student's GPA. The course is counted as attempted credits and as such affects the pace rate. W grades may impact financial aid eligibility.

Change of Major

Students wishing to change their curriculum (major) must fill out a Change of Curriculum form, available in the Registrar's Office. The form must be approved by the appropriate program manager/dean. A new academic plan will be assigned. Grade values earned in courses that no longer apply to the new major or award level in place will be removed from GPA calculations and noted on the transcript with an * following the grade. However, the actual letter grade earned for all courses taken will remain on the transcript. From the transferred grades a new cumulative GPA will be determined. Please note that all attempted Dunwoody courses will be included in the pace calculation, that means all credits taken under all majors will be included in the maximum attempted credits and the calculation of credits attempted and earned.

Summer Courses

Students wishing to take courses in the summer term, the credits taken in the summer will be included in the maximum attempted credits and the calculation of credits attempted and earned.

Concurrent Programs of Study

Students wishing to pursue two avenues of study at the same time, the credits taken under all majors will be included in the calculation of the GPA as well as the maximum attempted credits and the calculation of the credits attempted and earned. The maximum timeframe rule for completion of 150% will still apply with the rule based upon the longer of the programs.

When Satisfactory Academic Progress Standards are Not Met

Academic Warning

Evaluation of satisfactory academic progress is conducted by Student Affairs at the end of each semester. If it is found that the student's cumulative GPA has fallen below 2.0 or pace rate below 67%, the student will be placed on academic warning.

Notification

- The Office of the Dean of Students will alert students by U.S. Mail and Dunwoody email to their academic warning once all final grades have been submitted for the previous semester.
- Included in this notification will be the information on the student's current status in regard to Satisfactory Academic Progress and the *Academic/Pace Warning Success Plan form*.

Financial Aid Under Warning Status

- A student placed on Academic Warning will have one semester of financial aid to bring their status into compliance with the definition of satisfactory academic progress, both GPA and pace.

Academic Warning Process

- A student placed on Academic Warning will be encouraged to complete an *Academic Warning Success Plan form* with their program manager/dean and the Associate Dean of Students. The Academic Warning Success Plan will be developed with the student's academic dean/manager and outline the steps the student needs to take to successfully meet the satisfactory academic progress standards by the end of the warning semester. Forms will be sent with the notification but can also be obtained at the Registrar's Office.

Evaluation at the Conclusion of the Academic Warning Semester

- At the conclusion of the Academic Warning Semester if the student now meets both the GPA and pace standards, the

warning status will end and the student will again be placed in good standing.

- If at the conclusion of the Academic Warning semester the student still does not meet the GPA and pace standards, the student will be on academic suspension and will not be eligible for Title IV financial aid programs or State of Minnesota programs.

    o Consideration will also be given to the student's ability to meet the satisfactory academic progress standards within the maximum timeframe standard of 150%.

Financial Aid Suspended

As stated above, financial aid (Title IV and State) will be suspended if the student does not meet the GPA and pace standards.

Notification

- The Office of the Dean of Students will alert students by U.S. Mail and Dunwoody email to their financial aid suspension once all final grades have been submitted for the previous semester.
- Included in this notification will be the information on the student's current status, their right to appeal, the appeal process, and the Academic/Pace Probation Appeal form which includes the Academic Plan.

Student Appeal Process

A student who does not attain the satisfactory academic standard has the right to appeal the determination. In order to execute the appeal, the student needs to complete the following elements. A student will have two weeks (14 days) from receiving the notification to complete a SAP appeal.

1. Obtain an *Academic/Pace Probation Appeal form*. This was included in the notification but can also be obtained in the Registrar's Office.
2. The students needs to make an appointment with the program manager/dean and Associate Dean of Students.
3. With the program manager/dean, the student will develop an Academic Plan including courses to be taken and resources to be accessed by the student to meet the Satisfactory Academic Progress standard. Consideration has to be given as to whether the student can meet the standards and also meet the maximum timeframe (150%) to receive financial aid.
4. With the Associate Dean of Students, the student will review the Academic Plan and identify any further resources that may benefit the student's success.
5. Students should complete the form and set-up an appointment with the Dean of Students to discuss the appeal.

Appeal Determination

The Dean of Students will make a determination on accepting or denying the appeal within <u>ten</u> days. Elements taken into consideration regarding the appeal include:

- The student's GPA and pace rate
- The student's grades
- Compliance with the Academic Warning Success Plan
- Overall attendance in the previous semester
- Student rationale for lack of compliance and plan for future compliance
- Academic Plan and the ability to meet the plan along with the maximum timeframe to receive financial aid (150%)
- Recommendations of the department

Appeal Approval/Denial

The Dean of Students can approve or deny the appeal. The Dean of Students will alert students by U.S. Mail and Dunwoody email of the Dean of Students determination.

- If the appeal is approved, the student's financial aid eligibility will be reinstated and the student will be placed on Academic Probation and expected to complete the Academic Plan. The student's registration status will then be converted to Academic Probation Appeal Approved (APAA).
- If the appeal is denied, the student's enrollment will be involuntarily terminated and all monies paid to the school for the new semester will be refunded.

Academic Probation

A student, who has successfully appealed their Satisfactory Academic Progress financial aid suspension, will move forward and execute the Academic Plan. The first semester of the plan is the probationary term. The student's performance at the end of the semester will be evaluated to determine the student's progress.

- If the student has met the Satisfactory Academic Progress standards, the student will return to good standing.
- If the student has not met the Satisfactory Academic Progress standards, but has met the standards established in their Academic Plan the Academic Probation Appeal Approved (APAA) status will continue and be evaluated at the end of the next semester.
- If the student has not met the Satisfactory Academic Progress standard and has not met the standards established in their Academic Plan, the student's financial aid will be suspended.

Reinstatement

A student, who has had their financial aid suspended/terminated as defined in the processes outlined above and has not exceeded/or assured to exceed the 150% completion rate, can appeal for reinstatement of their financial aid and ability to enroll at Dunwoody College of Technology. The student will be counseled as to the reinstatement appeal process at the time that financial aid is suspended/terminated. **It must be understood that there is no guarantee that the student who undertakes an appeal will be reinstated into Dunwoody or to receiving financial aid.**

Conditions under which this appeal can be submitted include:

- All appeals must be made in writing and submitted to the Dean of Students. The Dean of Students will make a determination on accepting or denying the appeal within ten days. Conditions under which the student will be reinstated will be determined by the Dean of Students should the appeal be approved.
- Subsequent to financial aid suspension/termination at Dunwoody, the student has attended another institution of higher learning and demonstrated academic success in one or more courses which can be transferred back into the Dunwoody programmatic academic plan. A student who seeks to pursue the appeal process needs to work closely with Dunwoody to ensure that the courses they are going to enroll in at another institution will be transferrable to Dunwoody and to identify how the successful completion and transfer of the courses would affect their Satisfactory Academic Progress

status at Dunwoody. Official transcripts for these courses must be submitted as part of the appeal documentation.

- Consideration will be made as to what has changed in the student's situation that now affords them the ability to succeed.
- Above all, the student will have to demonstrate that they meet Dunwoody's Satisfactory Academic Progress Policy and that they are eligible for federal financial aid.

It should be noted, that neither the student paying for their own classes at Dunwoody nor the student sitting out a term will affect the student's academic progress status, so neither is sufficient to establish eligibility.

STUDENT COMPLAINT

Dunwoody College of Technology is committed to providing a high quality academic environment. As such any concerns or complaints that a student may have will be taken seriously and will be reviewed and followed to resolution. Below, Dunwoody outlined a process for various types of student complaints.

Types of complaints

Academic: Requested by students regarding the facilitation of their learning and their student role. Please refer to the "Complaint Procedure for Academic and Non-Academic Complaints" below.

Grade Appeals: Please refer to the "Grade Appeal Policy" on page 50 of this Handbook.

Harassment: Please refer to the "Unlawful Harassment and Sexual Conduct Policy" on page 27 of this Handbook.

Non-Academic: Requested by students using Dunwoody buildings and services, not related to learning. Please refer to the "Complaint Procedure for Academic and Non-Academic Complaints" below.

Sexual Misconduct: Please refer to the "Unlawful Harassment and Sexual Conduct Policy" on page 27 of this Handbook.

Special Requests: Please refer to the "Special Requests" section on page 18 of this Handbook.

COMPLAINT PROCEDURE FOR ACADEMIC AND NON-ACADEMIC COMPLAINTS

Most requests or concerns are best addressed as near as possible to the source of the concern with the individual involved, if appropriate. If the concern is not resolved to the complainant's satisfaction, if the complainant feels unsure of who to talk with or is uncomfortable, or if the complainant has additional concerns, the Office of the Dean of Students should be contacted, where the request or complaint policy will be executed.

- All requests and complaints received must be in writing using a Request form or a Complaint form. Forms are available from the Dean of Students.
- All requests and complaints are to be filed and discussed with the Dean of Students.
- Any complaint involving medical information will be protected by the College and confidentiality will be maintained. Release will not take place without the student's consent. After the complaint has been discussed, an investigation will occur. The length of the investigation will vary depending on the circumstances. Most investigations will be resolved rapidly— basic requests the same day; others where more investigation is required in less than 20 working days; only in the rare complex case will the investigation take more than 60 days. The student will be informed as to the progress in investigating the complaint.

- The student involved will be notified of the outcome of the investigation and resolution process either verbally or in writing dependent upon the complaint.
- It is understood that when the complaint involves two individuals at the College, retaliation is not tolerated and will be dealt with consistency and with College policies. Any retaliation is to be reported imme diately to the Dean of Students' or Provost's Office.
- If the student is concerned with the final outcome, they may submit a written appeal to the Provost within five business days of receiving the outcome. An appeal is not considered a rehearing of the concern, but a review of the outcome based upon the results of the investigation that was undertaken. The student will be notified of the results of the Provost's review in writing within 10 business days of filing the appeal.
- All requests and appeals received by the Dean of Students will be logged and analyzed for continuous quality improvement purposes consistent with Federal Title IV requirements.
- Included in this notification will be the information on the student's current status in regard to Satisfactory Academic Progress and the *Academic/Pace Warning Success Plan form*.

ACADEMIC PROGRAMS

ACADEMIC PHILOSOPHY

Dunwoody College teaches problem solving and critical thinking along with practical, real-world skills that are much sought after by business and industry. It's a rigorous style of hands-on, applied learning that requires discipline and personal responsibility. The emphasis is on understanding the basic theory and skills in lecture courses and then getting practice applying those skills in hands-on lab work with labs and shops that use equipment and processes that mirror what is found in industry.

The College also fosters such values as work ethic, teamwork, and punctuality. It prepares graduates to enter the diverse, performance-oriented, and modern workplace by requiring students to take Arts & Sciences courses in addition to technical curriculum.

This applied approach to learning has been part of Dunwoody since its founding in 1914 and was championed by the College's first director Charles Prosser, who is known as the father of vocational education in the United States.

DEGREE OFFERINGS

Dunwoody offers certificate, Associate in Applied Science, and Bachelor degree programs.

Associate of Applied Science (A.A.S.) and Certificates

Dunwoody offers a variety of two year AAS degrees which include technical and Arts & Sciences courses and prepare students for a career in a specific industry. A variety of certificate programs are also offered some of which are stackable.

Baccalaureate Degrees

Dunwoody offers bachelor degree completion programs as well as stand-alone Bachelor of Science and Bachelor of Architecture.

ALTERNATE COURSE FORMATS

Various delivery methods can be used for some Arts & Sciences and technical courses. Students may need to connect with the instructor on the first day of the course in order to determine access, navigation, participation, and course requirements. Students are expected to adhere to time frames as dictated by the course syllabus. Standard drop/add deadline and time frames for withdrawing apply to all types of delivery.

Directed study is granted only under specific circumstances.

COURSE DELIVERY METHODS

Dunwoody College of Technology has a long history of applied, hands on learning. Although a variety of instructional delivery methods are used to meet the students' instructional needs, the most common delivery method is still hands on application. The standard instructional model is lecture followed by application with demonstrated competency. As such a combination of Lecture/Lab is the most common form of delivery.

Lecture

Lecture

A lecture is formal instruction, conducted on or off campus by the instructor, applying any combination of instructional methods.

Face-to-face method

This definition is applicable only when the course organization requires that the students and instructor are in the same physical space for the instructional activity. Students are expected to work on out-of-class assignments on a regular basis over the length of the course.

Distance method*

50% or more of the course content is offered through the use of technology with the student separate from the instructor, with interaction supplemented by technology.

Hybrid method*

Hybrid courses will have a mix of distance and face-to-face instruction. The hybrid method directs that the students and instructor are in the same physical space for more than 50% of the instructional time with the remainder of the instructional time provided through distance education as defined above.

> *To deliver instruction to students who are separated from the instructor and/or to support regular and substantive interaction between the students and the instructor the following technologies may be used:
> - the internet
> - one way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices
> - audio conferencing
> - videocassettes, DVDs, and CD-ROMS, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the above

Lab

Laboratory

A laboratory is an educational experience where students conduct experiments, develop skills, or practice procedures under the supervision of a faculty member.

Studio

A studio is an educational environment where students work on individual or group projects under the guidance of a faculty member. Projects may vary in scope, content and length.

Seminar

A seminar has the function of bringing together a group of students, under the guidance of an instructor, for recurring meetings, focusing each time on a particular subject related to their program's field of study. Active participation by the student is required. The seminar provides an opportunity for readings or practical problems to be discussed, debated, or questioned.

Experiential Learning

Experiential Delivery Methods that take place at an alternative facility of off campus, such as an internship, travel student, and clinical, cannot comprise more than 25% of the overall program requirements, which includes both Technical and Arts and Sciences courses.

Practicum

A practicum is an educational experience replicating what a student would do on-the-job; applying previous or concurrent knowledge guided by an instructor where the student demonstrates content proficiency of a specific area within a program of study.

Capstone

A capstone is a curriculum project related to a student's area of study that demonstrates a student's overall content knowledge of the program outcomes. The student has a faculty member set as the advisor for the project.

Internship

An internship is a supervised educational work experience, located on or off campus at a work site where a faculty member monitors and provides final assessment.

Clinical

A clinical applies only to Health Sciences and Technology programs. This type of credit is awarded to a student assigned to a clinical experience off-campus in which the student is under constant supervision by a clinical instructor. The clinical experience will typically be in a healthcare setting such as a hospital, clinic, or nursing home. The clinical instructor may be a practicing clinician in the field of study or faculty member of the College. Students should receive individual instruction and critique in their performance. The faculty member coordinating the clinical experience provides the final grade for each student based in part on input from the clinical instructor.

Directed Study

A directed study is a course in which the student must meet a specific set of objectives (leading to the successful completion of a course competency) agreed upon by the instructor and the student. The course requires one-on-one instructional conferences.

Travel Study

Travel Study is an educational experience that combines travel and cultural study as a main competency within the student's program of study.

DUNWOODY'S CORE ABILITIES

Dunwoody College of Technology believes that there are certain abilities and attributes every student graduating from a Dunwoody program should demonstrate regardless of their field of study. They are integral to success in the workforce and emulate the over arching mission and values of the College. Every Dunwoody graduate will be able to:

- Apply math skills
- Communicate effectively
- Demonstrate personal integrity
- Use critical/creative thinking
- Use technology productively
- Value diversity
- Work corroboratively

These abilities and attributes will be taught, encouraged, and assessed while the student is pursuing their field of study at Dunwoody.

PROGRAM INFORMATION

PROGRAM DESCRIPTIONS & ACADEMIC PLANS

APPLIED MANAGEMENT DEPARTMENT

Applied Management & Leadership (AMGT), Bachelor of Science

The Applied Management program is a bachelor's completion program designed for graduates of technical colleges who have earned an AAS or AS degree or equivalent. Graduates are well-positioned to move into managerial or other senior positions or start their own businesses in a variety of technical industries. Students take business and management courses such as Managerial Accounting, Quality Systems, Leadership, and Entrepreneurial/Marketing Management.

The degree is also designed to enhance business soft skills such as communication, business writing, and human relations. Courses are taught by faculty members who have extensive industry experience along with the appropriate degrees and certifications in their field of expertise.

All courses are distance learning--with face-to-face options available for some courses. As such the U.S. Department of Veterans Affairs considers this to be a distance learning program, which may affect the benefits of some veterans. This program is only available to residents of Minnesota.

A concentration in Management Information Systems (MIS) is also available.

Credential Earned	BS Degree
Classes Offered	Evening
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester

Degree Requirements

MGMT3141	Research for Business
MGMT3230	Strategic Planning
MGMT3211	Project Management
MGMT3110	Principles of Management
MGMT3130	Managerial Accounting
MGMT4230	Management Information Systems I
MGMT4110	Leadership
MGMT4120	Leading Organizational Change
MGMT4210	Capstone Research
MGMT3220	HR/Employment Law
MGMT4130	Entrepreneurial/Marketing Management
MGMT4140	Managerial Economics
MGMT4220	Negotiation & Conflict Resolution
MGMT4240	Applied Management Capstone
MGMT3120	Quality Systems
AMGT4220	Negotiation & Conflict Resolution Practicum
AMGT4110	Human Resources Practicum
AMGT3230	Strategic Planning Practicum
AMGT3211	Project Management Practicum
AMGT4112	Leadership Practicum
AMGT4120	Leading Organizational Change Practicum
	Upper Division Communications Elective
MATH3000	Intermediate Statistics
WRIT4001	Capstone Writing
	Upper Division Humanities Elective
	Upper Division Social Sciences Elective

Concentration Requirements

The four classes below replace AMGT3230, AMGT3211, AMGT4112 and AMGT4120 to form the MIS concentration for the Applied Management degree.

MISB3211	Systems Analysis Practicum
MISB3221	Database Technologies
MISB4111	Management of Distributed Systems
MISB4211	Management Information Systems II

AUTOMOTIVE DEPARTMENT

Automotive Collision Repair & Refinishing (COLL), AAS

The Automotive Collision Repair & Refinishing program prepares graduates for employment in the collision repair and refinishing industry. Students receive classroom and hands-on training in vehicle repair procedures and techniques. Students learn to use specialized tools, materials, and techniques to straighten or replace damaged body panels and structural components as well as perform related mechanical and electrical repairs, restraint system repairs, and stationary glass replacement. Students also learn the latest procedures for partial and complete refinishing of an automobile as well as custom painting techniques. Arts & Sciences curriculum supports the technical skills students learn and enhances oral and written communication skills, fundamental math skills, and critical thinking ability.

In addition to the regular technical and Arts & Sciences courses, students complete two summer experiences. The first summer features a production course at the College that focuses on customer vehicle work in the Collision Repair & Refinishing lab. The second summer features either an internship at an approved collision repair facility or another production course on site at the College.

Dunwoody's programs utilize Inter-Industry Conference on Auto Collision Repair (I-CAR) training materials, and the program is an I-CAR Training Alliance Member. Instructors are certified as master technicians by the National Institute for Automotive Service Excellence (ASE) and are I-CAR Gold Class professionals.

The National Automotive Technicians Education Foundation (NATEF), the branch of ASE which certifies and accredits automotive education programs, has accredited Dunwoody's Collision Program in all areas of collision repair and refinishing.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters + 2 summer sessions)
Available Starts	Fall Semester only; for Fall only starts, students can take Arts & Sciences courses in Spring
Accreditation	NATEF
Further Study	Bachelor's Completion Degree in Applied Management

Degree Requirements

ABDY1111	Introduction to Auto Body
ABDY1120	Panel Replacement I: Bolt on Panels
ABDY1130	Panel Straightening & Paint Prep
ABDY1140	Auto Body Welding
ABDY1150	Plastic Repairs
ABDY1210	Brake & Suspension Repairs
ABDY1220	Introduction to Refinishing Metals & Plastics
ABDY1230	Automotive Refinishing & Detailing
ABDY1311	Damage Analysis & Estimating
ABDY1320	Summer Production Repair Lab I
ABDY2110	Aluminum Welding & Complex Panel Repair
ABDY2120	Electrical, A/C Repairs & Hybrid Safety
ABDY2130	Restraint Systems & Stationary Glass
ABDY2140	Finish Matching & Plastic Refinishing
ABDY2210	Panel Replacement II: Welded Panels
ABDY2222	Structural Analysis, Measuring & Repair
ABDY2231	Custom Painting
ABDY2320^	Summer Production Repair Lab II
	Natural Sciences/Mathematics Elective
	Communications Elective
	Communications Elective
	Social Sciences Elective
COMM1150	Interpersonal Communication
	Humanities Elective
	Diversity Elective

^ Or take ABDY2310 Production II Internship

Automotive Service Technology (AUTO), AAS

The Automotive Service Technology program prepares graduates for a career as a technician in automotive dealerships as well as in fleet, franchised, and independent repair facilities. The program combines classroom, lab, and, in some cases, internship experience in all aspects of automotive diagnosis and repair. Students use hands-on, applied learning with high-tech tools and systems to acquire knowledge and skills which foster the ability to continuously adapt to an ever-changing technology.

Arts & Sciences curriculum supports the technical skills students learn as well as enhances students' oral and written communication skills and critical thinking ability. All instructors are National Institute for Automotive Service Excellence (ASE) certified technicians.

The National Automotive Technicians Education Foundation (NATEF), the branch of ASE which certifies and accredits automotive education programs, has accredited Dunwoody's Automotive Service Technology program in Master Automobile Service Technology--the highest level of achievement recognized by NATEF.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Accreditation	NATEF
Further Study	Bachelor's Completion Degree in Applied Management

Degree Requirements

AUTO1110	General Skills & Engine Fundamentals
AUTO1120	Brakes, Steering & Suspensions
AUTO1130	Electrical & Electronic Principles
AUTO1210	Engine Repair
AUTO1220	Automatic Transmissions
AUTO1230	Accessories, Heating & Air Conditioning
AUTO2110	Engine Performance
AUTO2210	Drivetrain
AUTO2220^	Production
	Natural Sciences/Mathematics Elective
	Communications Elective
	Communications Elective
	Social Sciences Elective

COMM1150   Interpersonal Communication
Humanities Elective
Diversity Elective

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^Or take AUTO2230 Auto Internship

Honda Professional Auto Career Training (PACT), AAS

The Honda PACT program prepares graduates to be technicians servicing Honda and Acura vehicles at authorized dealerships. Students train specifically on current model Honda and Acura vehicles, information systems, scan tools, and training materials. Students also complete an internship under the guidance of a master technician at a sponsoring American Honda or Acura dealership. These paid internships give students the opportunity to integrate their learning and further develop their skills in service technology. Arts & Sciences curriculum supports the technical skills students learn as well as enhances students' oral and written communication skills and critical thinking ability.

All Honda PACT instructors are certified by Honda in the areas that they teach, in addition to being certified as Master Technicians by the National Institute for Automotive Service Excellence (ASE).

Dunwoody's Honda PACT program has received several awards from American Honda for being one of the best Honda PACT automotive schools in the nation.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Accreditation	Honda PACT Certification
Further Study	Bachelors Completion Degree in Applied Management

Degree Requirements

AUTO1110	General Skills & Engine Fundamentals
AUTO1120	Brakes, Steering & Suspensions
AUTO1130	Electrical & Electronic Principles
PACT1210	Dealer Service Systems
PACT1220	Body Electrical Systems
PACT1230	Advanced Brakes & Suspension Systems
PACT2110	Drivetrain Systems
PACT2120	Heating & Air Conditioning
PACT2131	PACT Internship I
PACT2210	Engine Diagnostics & Repair
PACT2220	Engine Performance Repair
PACT2231	PACT Internship II
	Natural Sciences/Mathematics Elective
	Communications Elective
	Communications Elective
	Social Sciences Elective
COMM1150	Interpersonal Communication
	Humanities Elective
	Diversity Elective

Mopar Career Automotive Program (MCAP), AAS

MCAP is an internship-based Dunwoody College of Technology AAS Degree manufacturer program in partnership with FIAT Chrysler Automobiles (FCA). The program is designed to train students in all aspects of vehicle repair on Chrysler, Dodge, Jeep®, Ram, and FIAT vehicles, using a combination of FCA Performance Institute and Dunwoody College of Technology training materials.

MCAP students receive cutting-edge training in automotive systems such as computer controls, BUS communication, wireless communication, telematics, HVAC, diesel, and mechanical in addition to all nine ASE Automotive Skill categories including light duty diesel.

Students in their first semester will be trained in fundamental mechanical and electrical automotive systems. During the remaining semesters, students will be in MCAP-specific classes, while spending a portion of their time interning at a sponsoring Chrysler, Dodge, Jeep®, Ram, or FIAT dealer. A portion of every semester will also be spent fulfilling Arts & Sciences course requirements. Upon graduation, MCAP Students will be Level 2 Certified in all seven FCA Performance Institute Core Skill areas.

The Dunwoody MCAP instructor is a National Institute for Automotive Service Excellence (ASE) certified Master Technician with G1 Certification. He is also FCA certified in the areas that he teaches.

The National Automotive Technicians Education Foundation (NATEF), the branch of ASE which certifies and accredits automotive education programs, has accredited Dunwoody's MoparCAP in Master Automobile Service Technology—the highest level of achievement recognized by NATEF.

FCA has awarded Dunwoody its Outstanding Achievement Award for Innovative Ideas, illustrating the success of the longtime partnership between FCA and Dunwoody.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters + 1 summer session)
Available Starts	Fall Semester; Spring Semester
Accreditation	NATEF; Fiat Chrysler Automobiles (FCA) authorized Mopar Career Automotive Program
Further Study	Bachelor's Completion Degree in Applied Management

Degree Requirements

AUTO1110	General Skills & Engine Fundamentals
AUTO1120	Brakes, Steering & Suspensions
AUTO1130	Electrical & Electronic Principles
MCAP1001	Mopar Fundamentals
MCAP1005	Noise, Vibration & Harshness
MCAP1061	Mopar Electrical & Body Systems
MCAP1071	Mopar Climate Control
MCAP2510	MCAP Internship I
MCAP2520	MCAP Internship II
MCAP1081	Mopar Powertrain Performance
MCAP1091	Mopar Diesel Systems
MCAP2530	MCAP Internship III
MCAP1011	Mopar Engines
MCAP1021	Mopar Automatic Drivetrain

MCAP1031	Mopar Manual Drivetrain
MCAP1041	Mopar Steering & Suspension Systems
MCAP1051	Mopar Braking Systems
MCAP2540	MCAP Internship IV
MCAP2550	MCAP Internship V
MCAP2560	MCAP Internship VI
MCAP2570	MCAP Internship VII
	Natural Sciences/Mathematics Elective
	Communications Elective
	Communications Elective
	Social Sciences Elective
COMM1150	Interpersonal Communication
	Humanities Elective
	Diversity Elective

Toyota Technician Training & Education Network (T-TEN), AAS

The Toyota T-TEN program prepares graduates to be technicians servicing Toyota and Lexus vehicles at authorized dealerships. Students train specifically on current model Toyota and Lexus vehicles, information systems, scan tools, and training materials. Students also complete an internship under the guidance of a master technician at a sponsoring Toyota or Lexus dealership. These paid internships give students the opportunity to integrate their learning and further develop their skills in service technology. Arts & Science curriculum supports the technical skills students learn as well as enhance students' oral and written communication skills.

All T-TEN instructors are certified by Toyota in the areas that they teach, in addition to being certified as Master Technicians by the National Institute for Automotive Service Excellence (ASE).

Dunwoody has received recognition from Toyota for being one of the best T-TEN automotive schools in the nation and is a Chassis, Electrical, Engine, Drivability (CEED) School, the highest level for a T-TEN school.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Accreditation	CEED (Chassis, Electrical, Engine, Drivability), Toyota's Top Post-Secondary Level of Instruction
Further Study	Bachelor's Completion Degree in Applied Management

Degree Requirements

AUTO1110	General Skills & Engine Fundamentals
AUTO1120	Brakes, Steering & Suspensions
AUTO1130	Electrical & Electronic Principles
TTEN1210	Dealer Service Systems
TTEN1220	Body Electrical Systems
TTEN1230	Advanced Brakes & Suspension Systems
TTEN2110	Drivetrain Systems
TTEN2120	Heating & Air Conditioning
TTEN2131	TTEN Internship I
TTEN2210	Engine Diagnostics & Repair
TTEN2220	Engine Performance Repair
TTEN2231	TTEN Internship II
	Natural Sciences/Mathematics Elective
	Communications Elective
	Communications Elective

	Social Sciences Elective
COMM1150	Interpersonal Communication
	Humanities Elective
	Diversity Elective

COMPUTER TECHNOLOGY DEPARTMENT

Computer Networking Systems (CNTS), AAS

The Computer Networking Systems program prepares graduates for careers in the rapidly growing and changing field of IT. Students are taught current technologies and skills to architect, support, build, and maintain enterprise networks and systems. Those technologies include virtualization, IT security, directory services, network and systems automation, as well as routing and switching.

Coursework includes Microsoft and Linux operating systems, related network support services featuring Cisco® Academy curriculum, and desktop and server hardware. Skills in coding, computer logic, and data communications are developed as well. Interpersonal soft-skills are emphasized in all courses.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Further Study	Bachelor's Completion Degree in Computer Systems Analysis or Applied Management with a concentration in Management Information Systems (MIS)

Degree Requirements

CNTS1111	Computer Systems
CNTS1121	Network Fundamentals
CWEB1010	Introduction to Web Development
CWEB1110	Programming Fundamentals I
CNTS1210	Server Systems I
CNTS1230	Network Systems
CNTS2240	Administrative Scripting
CNTS1220	Routing & Switching I
CNTS2111	Server Systems II
CNTS2130	Virtualization
CNTS2120	Routing & Switching II
CNTS2211	Enterprise Application Administration
CNTS2223	Open Source Software
CNTS2250	Career Preparation
MATH1250	Boolean Algebra
MATH1050	Algebra, Trigonometry & Geometry
COMM1150	Interpersonal Communication
	Social Sciences Elective
	Humanities Elective
WRIT2010	Technical Writing
	Diversity Elective

Computer Networking Technician (CNET), AAS

The Computer Networking Technician program is an evening program that prepares graduates for positions in computer networking and IT support. Students learn basic computer logic and the practical application of computer operations and maintenance. Courses include data communications; client and server operating systems (such as Microsoft Windows and Linux); networking technologies (including wireless networks and Cisco©); and basic programming. Students also learn about Microsoft applications, virtualization technologies, and IT security issues.

Arts & Sciences curriculum enhances the skills necessary for students to be successful in their career, including technical writing, communication, and math courses designed specifically for computer students. A shorter certificate option is also available.

Credential Earned	AAS Degree
Classes Offered	Evening
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester only; for Fall only starts, students can take Arts & Sciences courses in Spring
Further Study	Bachelor's Completion Degree in Computer Systems Analysis or Applied Management with a concentration in Management Information Systems (MIS)

Degree Requirements

CNET1110*	Computer Systems
CNET1120*	Network Fundamentals
CNET1210*	Server Systems I
CNET1220*	Routing & Switching I
CNET2110	Server Systems II
CNET2120	Routing & Switching II
CNET2210	Enterprise Application Administration
CNET2220	Open Source Software
MATH1250*	Boolean Algebra
	Humanities Elective
MATH1050	Algebra, Trigonometry & Geometry
	Social Sciences Elective
COMM1150	Interpersonal Communication
	Diversity Elective
WRIT2010	Technical Writing

* Courses required for the Computer Networking Technician certificate

Computer Systems Analysis (BCSA), Bachelor of Science

The Computer Systems Analysis bachelor's completion program is a two-year evening program designed for students who have an existing two-year degree or certificate in networking, programming, or databases. The program prepares students to analyze procedures, methods, and uses of computer systems. Graduates develop the critical thinking, troubleshooting, and analytical skills to help companies build and maintain computer systems, design and implement network systems, design software, or make changes to hardware to improve routine habits. They also learn how to study an organization's current computer systems and procedures and make recommendations to management to help the organization operate more efficiently and effectively.

Coursework includes such topics as IT security, management information systems, and computer architecture. Students

also have a choice of electives in networking, software, or data architecture. Arts & Sciences courses enhance and support the technical coursework.

Credential Earned	BS Degree
Classes Offered	Evening
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester only; for Fall only starts, students can take Arts & Sciences courses in Spring

Degree Requirements

BCSA3100	Computer Architecture
BCSA3110	Discrete Mathematics
IENG4145	Engineering Economic Analysis
BCSA3200	Operating Systems
BCSA3210	Algorithms/Data Structures
IENG4210	Simulation Modeling & Analysis
MGMT4230	Management Information Systems I
BCSA4100	Security
BCSA4110	Formal Languages & Automata
BCSA4200	Capstone
IENG4135	Operations Management
BCSA3120^	Systems Analysis Practicum
BCSA4120^^	Database Technologies
BCSA4210^^^	Software Engineering
BCSA4230^^^^	Network Architecture
MATH1700	Precalculus
	Upper Division Humanities Elective
MATH1810	Calculus I
MATH1820	Calculus II
PSYC3000	Organizational Behavior
	Upper Division Communications Elective
PHYS1810	Calculus-Based Physics
WRIT4020	Capstone Technical Writing

^ Or take BCSA3130 Management of Distributed Systems
^^ Or take BCSA4130 Management Information Systems II
^^^ Or take BCSA4220 Quality Assurance & Testing
^^^^ Or take BCSA4240 Data Architecture

Web Development (CDEV), AAS

The Web Development program provides graduates with the necessary skills and knowledge to design, create, and maintain websites that are well-coded, efficient, aesthetically pleasing, useful, data-driven, and user-friendly. Typical job titles for graduates from the program include web developer, webmaster, data analyst, web designer, content manager, and software developer. Coursework includes training in mobile and web development, including open-source and proprietary object-oriented and scripting languages; industry-standard database creation and data retrieval; good coding practices and programming logic; website design; navigation paradigms; data structures; and structure query language (SQL) and its use with database management systems. It also includes the study of operating systems, including Windows and Linux/Unix development.

Courses are divided between content lectures, hands-on demonstration, and practice. Arts & Sciences curriculum enhances the skills necessary for students to be successful in their career,

including technical writing, communication, and math courses designed specifically for computer students.

Credential Earned	AAS Degree
Classes Offered	Evening
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester only; for Fall only starts, students can take Arts & Sciences courses in Spring
Further Study	Bachelor's Completion Degree in Computer Systems Analysis or Applied Management with a concentration in Management Information Systems (MIS)

Degree Requirements

CDEV1010	Introduction to Web Development
CDEV1011	Programming Fundamentals I
CNET1110	Computer Systems
CDEV1110	Advanced Programming
CDEV1111	Programming Fundamentals II
CDEV1120	Data Organization
CDEV2000	Business Architecture
CDEV2011	Business Applications
CDEV2020	Databases: Philosophy & Practice
CDEV2110	Web Publishing
CNET2220	Open Source Software
MATH1250	Boolean Algebra
	Humanities Elective
MATH1050	Algebra, Trigonometry & Geometry
	Social Sciences Elective
COMM1150	Interpersonal Communication
	Diversity Elective
WRIT2010	Technical Writing

Web Programming & Database Development (CWEB), AAS

The Web Programming & Database Development program provides graduates with the necessary skills and knowledge to design, create, and maintain websites. While the goal of user-friendly, efficient, and appealing website design is expected, adherence to industry standards and best practices is paramount.

Typical job titles for graduates of the program include web developer, webmaster, database administrator, data analyst, web designer, content manager, and software developer. Students learn responsive web development; client and server-side scripting; object-oriented languages; industry-standard database creation and management; secure coding practices and programming logic; current industry project management techniques; basic user interface and user experience principles; data structures; and structured query language (SQL) within multiple database systems. They also learn how to use Windows and Linux (*nix) based systems.

Courses are divided between content lectures and hands-on demonstrations and practice. Arts & Sciences curriculum enhances the skills necessary for students to be successful in their careers. These courses include technical writing, communication, and math courses designed specifically for computer students. The program culminates in a comprehensive final/capstone that incorporates the knowledge learned throughout the program.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Further Study	Bachelor's Completion Degree in Computer Systems Analysis or Applied Management with a concentration in Management Information Systems (MIS)

Degree Requirements

CNTS1111	Computer Systems
CNTS1121	Network Fundamentals
CWEB1010	Introduction to Web Development
CWEB1110	Programming Fundamentals I
CWEB2101	Business Architecture
CWEB1111	Programming Fundamentals II
CWEB1120	Data Organization
GAPT1150	Introduction to Color Theory
CWEB2010	Advanced Programming
CWEB2020	Database Servers
CWEB2111	Web Publishing
GAPT2120	Web Graphics
CNTS2223	Open Source Software
CNTS2250	Career Preparation
CWEB2011	Business Applications
CWEB2121	Database Systems
CWEB2135^	Advanced Topics
MATH1250	Boolean Algebra
MATH1050	Algebra, Trigonometry & Geometry
COMM1150	Interpersonal Communication
	Social Sciences Elective
	Humanities Elective
WRIT2010	Technical Writing
	Diversity Elective

^ Or take CWEB2131 Internship I and CWEB2132 Internship II

Or take CWEB2133 Internship III

Software Engineering (SENG), Bachelor of Science

The Software Engineering bachelor's degree prepares students to enter the field of Information Technology as software engineers. Graduates can find employment in a variety of IT fields working for almost all industries, including medical, financial, manufacturing, consumer, military, and energy. Students learn how to apply engineering principles in the successful development, testing, management, implementation, and evolution of software products. Coursework builds knowledge in software product development and life cycles; web applications and services; distributed and cloud computing; database applications; and cross-device application development.

Students learn to work collaboratively in a team environment and to use quality tools and data to anticipate and solve issues in the engineering process. Curriculum is project-based so that theoretical engineering principles are reinforced and experienced through hands-on creation and problem-solving.

Arts & Sciences courses help students understand the core mathematical and scientific principles that all engineering projects

grow out of as well as providing students with the communication and critical thinking skills required to succeed in the profession. The degree culminates in a senior project, which provides students the opportunity to round out their professional portfolio.

Credential Earned	BS Degree
Classes Offered	Day
Length of Program	4 years (8 semesters)
Available Starts	Fall Semester only; for Fall only starts, students can take Arts & Sciences courses in Spring

Degree Requirements

CWEB1110	Programming Fundamentals I
MENG1120	Introduction to Engineering
CWEB2010	Advanced Programming
CNTS1121	Network Fundamentals
BCSA3100	Computer Architecture
SENG2100	Introduction to Computing
BCSA3110	Discrete Mathematics
SENG2200	Introduction to Software Engineering
BCSA3200	Operating Systems
BCSA3210	Algorithms/Data Structures
SENG2210	Software Design
SENG3110	Software Testing
SENG3120	Software Process Improvement
BCSA4110	Formal Languages & Automata
BCSA4120	Database Technologies
SENG3210	Software Architecture
SENG3220	Software Project Management
SENG3230	Human-Computer Interaction
SENG4110	Software Engineering Senior Project I
BCSA4100	Security
MENG4230	Engineering Economics
	Technical Elective
SENG4210	Software Engineering Senior Project II
BCSA3130	Management of Distributive Systems
	Technical Elective
	General Elective
MATH1811	Calculus I
ENGL1010	English
MATH1250	Boolean Algebra
MATH1821	Calculus II
WRIT2010	Technical Writing
PHYS1810	Calculus-Based Physics
	Lower Division Science Elective
MATH2250	Statistics
	Lower Division Science with Lab
	Upper Division Social Sciences Elective
	Upper Division Humanities Elective
SPCH1000	Speech
	Upper Division Humanities Elective
	Upper Division Social Sciences Elective

CONSTRUCTION SCIENCES & BUILDING TECHNOLOGY DEPARTMENT
Architecture (BARCH), Bachelor of Architecture

In their final three years, students pursue a Bachelor of Architecture degree, giving them the capacity to become licensed, practicing architects and leaders in the profession. Students harness advanced design and building technologies as a design tool to conceive of comprehensive architectural works. Students acquire leadership skills through courses in professional practice and Architectural Registration Exam preparation. Students learn to design in historical and cultural contexts through courses in history, theory, culture, study abroad, and community design build. All students, from within the program and from other institutions, are invited to apply for admission into year three and are accepted based on transcript and portfolio review. Concurrently, students engage in Arts & Sciences courses in critical and creative thinking, research methods, and business courses in marketing, accounting, and management.

Credential Earned	Associate of Applied Sciences; Bachelor of Architecture
Classes Offered	Day
Length of Program	AAS = 2 years (4 semesters); BARCH = 3 years (6 semesters)
Available Starts	Fall Semester only; for Fall only starts, students can take Arts & Sciences courses in Spring

Degree Requirements

ARCH3101	Architecture Seminar A
ARCH3102	Studio 5 - Site & Precedent
ARCH3203	History of Architecture I
ARCH3201	Architecture Seminar B
ARCH3202	Studio 6 - Program & Client
ARCH4104	History of Architecture II
MGMT1000	Principles of Accounting
MGMT1100	Principles of Marketing
ARCH 3103	Architectural Theory
ARCH4101	Architecture Seminar C
ARCH4102	Studio 7 - Interdisciplinary
ARCH4103	Structures
	Technical, Arts & Sciences or Business Elective
ARCH4203	Culture
ARCH4204	Studio 8 - Abroad/Design Build
ARCH4205	Architecture Seminar D
ARCH5101	Architecture Seminar E
ARCH5103	Professional Practice
ARCH5104	Studio 9 - Comprehensive I
MGMT3112	Business Management
ARCH5201	Architecture Seminar F
ARCH5202	Studio 10 - Comprehensive II
ARCH5203	Applied Research
	Technical, Arts & Sciences or Business Elective
HUMN3600	Critical & Creative Thinking
RSCH4000	Research Methods
	Natural Sciences/Mathematics Elective

Humanities Elective

Social Sciences Elective

Communications Elective

+ 24 additional credits in the elective categories above

Architectural Drafting & Design (ARCH), AAS

In their first two years, students pursue an Associate of Applied Science degree in Architectural Drafting & Design. Students will become experts in current design and building technologies, making them ideal employees in architecture, building design, and construction industries. Students develop skills in a wide array of design technologies including sketching, drawing, manual drafting, digital drafting, physical modeling, digital and parametric modeling, building information modeling, architectural visualization, and digital fabrication. Students acquire a strong knowledge of building technologies including structural systems, building envelope systems, building service systems, building environment systems, building codes, and project management. Students develop professional skills through portfolio and project management courses, opportunities for governance, and frequent interaction with professionals in and out of the classroom. Concurrently, students engage in Arts & Sciences courses in oral and written communications; math and science; social and behavioral studies; and the arts and humanities.

Credential Earned	Associate of Applied Sciences; Bachelor of Architecture
Classes Offered	Day
Length of Program	AAS = 2 years (4 semesters); BARCH = 3 years (6 semesters)
Available Starts	Fall Semester only; for Fall only starts, students can take Arts & Sciences courses in Spring

Degree Requirements

ARCH1102	Studio 1 - Drawing Mechanics
ARCH1104	Building Systems
ARCH1203	Building Codes & Regulations
CSBT1000	AEC Seminar
ARCH1201	Construction Documents
ARCH1202	Studio 2 - Documentation
ARCH1204	Structure & Envelope
ARCH2203	Material Strengths
ARCH2102	Studio 3 - Design Development
ARCH2103	Project Management
ARCH2104	Building Service Systems
ARCH2105	Economics of Practice
ARCH2201	Portfolio
ARCH2202	Studio 4
ARCH2204	Building Envelope & Environment
ARCH2205	Economics of Building
	Social Sciences Elective
ARTS1000	Introduction to Drawing
MATH1050	Algebra, Trigonometry & Geometry
	Communications Elective
	Natural Sciences Elective
SPCH1000	Speech
	Arts & Sciences Elective

Construction Management (CMGT), Bachelor of Science

The Construction Management bachelor's completion program prepares students to successfully manage, lead, and influence construction projects, teams, and companies. Graduates develop the critical thinking, problem solving, and decision making skills to take on professional roles as project managers, construction managers, business leaders, and entrepreneurs. Students in the program represent various construction industries and combine their specialized technical knowledge with leadership skills required to manage all phases and types of construction and make ethical and strategic decisions about the built environment.

Coursework features lectures on the principles of management and leadership, marketing, construction finance and law, green construction, and field engineering, with advanced training in estimating, planning and scheduling. Students also complete professional development projects and capstones within the construction industry. Arts & Sciences courses enhance a student's technical education through study in oral and written communications; math and physical science; social/behavioral studies; and the arts and humanities.

Credential Earned	BS Degree
Classes Offered	Evening
Length of Program	2 years (4 semesters) Summer courses are available to reduce fall/spring course load. Evening AAS students may take up to 5 semesters to complete unless they have technical transfer credits.
Available Starts	Fall Semester; Spring Semester; Summer Session

Degree Requirements

MGMT ELEC	Any course with an AMGT/MGMT acronym
CMGT3111	Construction Law
CMGT3121	Construction Estimating II
CMGT3130	Quality Assurance & Risk
MGMT ELEC	Any course with an AMGT/MGMT acronym
CMGT3211	Construction Accounting & Finance
CMGT3221	Construction Planning & Scheduling II
MGMT1100	Principles of Marketing
CMGT4120	Field Engineering
CMGT4130	Green Construction
CMGT4501^	Project Management
CMGT4006	Professional Development
CMGT4211	Construction Topics II
CMGT4220	Utility & Construction Design
CMGT ELEC	Any course with a CMGT acronym
CMGT ELEC	Any course with a CMGT acronym
MATH1700	Precalculus
	Upper Division Physical/Environmental Sciences Elective with Lab
	Upper Division Psychology Elective
	Upper Division Humanities Elective

^Or take CMGT4110 Project Management: 4yr CM Competition

Construction Project Management (PMGT), AAS

The Construction Project Management AAS degree is designed to address the increasing demand for formally trained project managers, estimators, and field personnel. The program prepares students for various entry-level positions in the construction industry. Construction project management requires highly developed critical thinking, problem solving, and decision making skills to manage individual and team performance and functional oversight of a project life cycle.

Through the use of instructional projects, students learn the tools to become leaders of the construction team, including how to develop and manage schedules and estimates; how to monitor and report on the progress of construction activities to stakeholders; and how to track and control construction costs. Key themes include risk and safety management, ethical and legal implications, and financial decision making. Courses utilize tangible local projects to examine best practices, industry standards, and applications with curriculum specifically designed to emulate various jobs performed in the professional work environment. Current industry software is used to create and manage documents for student projects. In addition, service learning projects, site visits, speakers, and lab exercises introduce students to industry and community partners with a directed focus on gaining an appreciation for the social and environmental responsibilities that extend beyond creating the built environment.

Arts & Sciences courses round out the course of study, providing students with the analytical, communication, and writing skills the industry demands of its professionals. The program also includes a capstone project. A shorter certificate option is also available.

Credential Earned	AAS Degree
Classes Offered	Day; Evening
Length of Program	2 years (4 semesters) Summer courses are available to reduce fall/spring course load. Evening AAS students may take up to 5 semesters to complete unless they have technical transfer credits.
Available Starts	Fall Semester; Spring Semester; Summer Session
Further Study	Bachelor's Completion Degree in Construction Management

Degree Requirements

CMGT1111	The Construction Industry
CMGT1131*	Construction Plans & Measurements
CSBT1000	AEC Seminar
CSBT1002	Construction Drafting
SCVL1111	Introduction to Surveying
CMGT1211*	Construction Estimating I
CMGT1231*	Construction Planning & Scheduling I
CSBT2110*	Building Codes
SCVL2111	Materials Testing & Construction Methods
CMGT1221	Construction Materials & Methods II
CMGT2131*	Construction Safety
CMGT2211	Integrated Environmental Systems
CMGT2150^	Residential Project Management
CMGT2203	Construction Management Statics & Structures
CMGT2221*	Construction Administration
CMGT2230	Commercial Project Management

MATH1050	Algebra, Trigonometry & Geometry
HUMN2400	Ethics
	Communications Elective
	Psychology Elective
ECON1000	Introduction to Micro & Macro Economics
SPCH1000	Speech
	Physical/Environmental Sciences Elective with Lab

*Courses required for the Construction Project Management certificate
^Or take CMGT2500 Project Management: NAHB 2yr Competition

Electrical Construction Design & Management (ECDM), AAS

The Electrical Construction Design & Management program provides graduates with the knowledge and skills necessary for entry-level employment in the electrical engineering/construction industry.

Graduates of the program start a career as drafters, designers, estimators, or project managers at engineering firms or electrical contractor companies. Students receive training in fundamental electrical theory and application; motors, transformers and generators; electrical control systems; electrical installations and wiring; electrical safety; drafting and designing power, lighting and low voltage systems; lighting calculations; power system analysis; cost estimation; CSI specifications; and project management.

The National Electrical Code (NEC) is studied extensively. Students learn to think like a designer, learning crucial problem-solving skills as they advance through the program. Arts & Sciences curriculum supports the technical skills students learn as well as enhance oral and written communication skills, fundamental math skills, and critical thinking ability. Students also complete an electrical engineering construction capstone that integrates and documents aspects of drafting, designing, specifying, analyzing, estimating, and managing the project.

Note: Students who hold a two-year electrical construction degree or diploma from a regionally accredited institution may be eligible to apply for advanced standing and may be able to complete the degree in two semesters. Students who hold a current journeyman or master's electrician license may be eligible to apply for prior learning credit and may be able to complete the degree in two semesters.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Further Study	Bachelor's Completion Degree in Construction Management

Degree Requirements

ELEC1111	AC & DC Electrical Lab
ELEC1112	AC & DC Electrical Principles
ELEC1211	AC & DC Machines & Controls Lab
ELEC1212	AC & DC Machines Principles
ECDM2110	Electrical Commercial Design Project
ECDM2120	Electrical Commercial Design Theory
ECDM2130	Electrical Commercial Design Calculation

ECDM2140	Electrical Residential Design Project
ECDM2150	Electrical Residential Design Application
ECDM2210	Electrical Industrial Design Project
ECDM2220	Electrical Industrial Design Theory
ECDM2230	Electrical Industrial Design Calculation
ECDM2240	Electrical Estimating & Management Lab
ECDM2250	Electrical Estimating & Management Applications
MATH1500	Algebra, Trigonometry & Boolean Algebra
	Humanities Elective
	Communications Elective
	Social Sciences Elective
	Diversity Elective
	Arts & Sciences Electives

Electrical Construction & Maintenance (ELEC), AAS

Electrical Construction & Maintenance prepares students for a variety of entry-level positions within the electrical industry including construction, maintenance, manufacturing of electrical components, estimating, sales, and other related fields. The program incorporates lecture instruction with application in a laboratory environment to equip graduates with trade knowledge and skills.

Instruction begins with the science of electricity and transitions to various facets in the construction and manufacturing electrical industries. Components of the program include wiring methods, controls, power generation, electrical schematics and blueprints, and electrical and job site safety. Students apply the National Electrical Code to electrical installations and maintenance work while developing critical thinking skills to solve problems and make decisions. Arts & Sciences courses complement the technical major providing technical reading and writing skills, analytic and scientific reasoning, and a global perspective.

The Electrical Construction & Maintenance major is approved by the MN Department of Labor & Industry as a two-year electrical program. Satisfactory completion of an approved two-year electrical program fulfills the one year's experience credit allowance for a Class A journeyman electrician, power limited technician, or maintenance electrician license applicant according to part 3800.3520, subpart 5, items B, E, and I, and Minnesota Statutes, section 326B.33, subdivisions 2, paragraph (b), and 7, paragraph (b).

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Further Study	Bachelor's Completion Degree in Construction Management
Accreditation	Minnesota Department of Labor & Industry approved two-year electrical program

Degree Requirements

ELEC1111	AC & DC Electrical Lab
ELEC1112	AC & DC Electrical Principles
ELEC1211	AC & DC Machines & Controls Lab
ELEC1212	AC & DC Machines Principles
ELEC2111	Wiring & Electrical Systems Lab 1
ELEC2112	Wiring & Electrical Systems Principles 1
ELEC2211	Wiring & Electrical Systems Lab 2

ELEC2212	Wiring & Electrical Systems Principles 2
MATH1500	Algebra, Trigonometry & Boolean Algebra
PHIL1000	Introduction to Logic
	Physical/Environmental Science w/ Lab
COMM2000	Communication for Technical Professions
ECON1000	Introduction to Micro & Macro Economics
HUMN2400	Ethics

Heating & Air Conditioning Engineering Technology (HASD), AAS

The Heating & Air Conditioning Engineering Technology program prepares graduates for employment in design positions with mechanical engineering firms and mechanical contractors or in sales positions with heating and air conditioning contractors, suppliers and equipment manufacturers. Students learn the mechanical engineering skills and theoretical knowledge to design and generate construction drawings and supporting documents for energy efficient residential and commercial heating and air conditioning systems. Courses in commercial and residential piping and plumbing design are also taught.

In addition to industry-related skills, students gain oral and written communication skills through Arts & Sciences electives.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Accreditation	HVAC Excellence
Further Study	Bachelor's Completion Degree in Construction Management

Degree Requirements

HASD1110	Refrigeration & Air Conditioning Systems
HASD1120	Electrical Principles for HVAC
HASD1130	Heating & Environmental Systems
HASD1140	HVAC Installation & Duct Fabrication
HASD1150	HVAC Ducted Systems, Testing & Balancing
HASD1210	Building Sciences & Construction Methods
HASD1220	Designing for Indoor Comfort
HASD1230	Radiant Systems Design
HASD1240	HVAC Layout & Systems Design
HASD2110	Commercial Heating & Piping Systems
HASD2120	Packaged Air Conditioning Systems Design
HASD2210	Geothermal & Heat Pump Systems Design
HASD2220	HVAC Systems Integration & Controls
MATH1050	Algebra, Trigonometry & Geometry
	Humanities Elective
	Natural Sciences Elective
	Social Sciences Elective
	Communications Elective
COMM1150	Interpersonal Communication
	Diversity Elective

Heating & Cooling Service Professional (HCSV), AAS

The Heating Cooling Service Professional program combines course work from the HVACR Systems Servicing and HVAC Installation & Residential Service programs to create an AAS degree. This six semester, three-year program provides graduates seeking employment in the HVACR field with cross functional entry level skills in two distinct areas of expertise in the HVAC community. Students gain the theoretical knowledge and hands-on skills required to safely install, service, and maintain HVACR residential and commercial equipment, controls, and ductwork. Students learn residential system design, mechanical and fuel gas code requirements, sheet metal pattern development and fabrication skills, installation techniques, troubleshooting and repair of residential and commercial HVACR equipment, and maintenance requirements for an energy efficient operation.

In addition, students gain oral and written communication skills, computer literacy, advanced computational skills, customer relations, and critical thinking skills through Arts & Sciences and technical course work.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	3 years (6 semesters)
Available Starts	Fall Semester; Spring Semester
Accreditation	HVAC Excellence
Further Study	Bachelor's Completion Degree in Construction Management

Degree Requirements

SERV1110	HVAC Electrical I
SERV1120	Heating Systems I
SERV1130	Residential Controls I
SERV1140	Basic Motor Technology
SERV1150	Cooling Systems I
SERV1210	Heating Systems II
SERV1220	Cooling Systems II
SERV1230	HVAC Electrical II
SERV1240	Heating Systems III
SERV1250	Cooling Systems III
HEAT1110	HVAC Ducts & Fittings
HEAT1120	Transitional Fittings
HEAT1130	HVAC Trunk-line Construction
HEAT1140	Fundamentals of Pattern Development
HEAT1150	Advanced Pattern Development
HEAT2210	Welding Fundamentals
HEAT2220	Residential HVAC Design
HEAT2230	Residential HVAC Installation
HEAT2240	Commercial Blueprint Reading
SERV2110	Domestic Refrigeration Service
SERV2120	Commercial Refrigeration Service I
SERV2130	Commercial Refrigeration Service II
SERV2140	HVAC Control Concepts
SERV2210	HVAC Systems Servicing I
SERV2240	HVAC Systems Servicing III
SERV2250	Building Systems Operations II
MATH1050	Algebra, Trigonometry & Geometry
	Humanities Elective
	Natural Sciences Elective
	Social Sciences Elective
	Communication Elective
COMM1150	Interpersonal Communication
	Diversity Elective

HVAC Installation & Residential Service (HEAT), AAS

The HVAC Installation & Residential Servicing program provides graduates with the entry-level skills and theoretical knowledge needed to install and maintain the safe operation and energy efficiency of residential and light commercial heating, ventilation, and air conditioning systems.

Graduates typically secure jobs as residential, commercial or industrial installers, shop workers, erectors, and service technicians working for existing and new construction HVAC companies. Students learn blueprint reading, load calculations, warm air systems design, mechanical and fuel gas code knowledge, installation techniques, pattern development, and fabrication skills.

Students also learn how to service — troubleshoot and repair — residential and light commercial HVAC systems. In addition to field-related skills, students gain oral and written communication skills, advanced computation skills, customer relations, and critical thinking skills through Arts & Sciences and technical course work. A shorter certificate option is also available.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Accreditation	HVAC Excellence
Further Study	Bachelor's Completion Degree in Construction Management

Degree Requirements

SERV1110	HVAC Electrical I
SERV1120	Heating Systems I
SERV1130	Residential Controls I
SERV1140	Basic Motor Technology
SERV1150	Cooling Systems I
SERV1210	Heating Systems II
SERV1220	Cooling Systems II
SERV1230	HVAC Electrical II
SERV1240	Heating Systems III
SERV1250	Cooling Systems III
HEAT1110	HVAC Ducts & Fittings
HEAT1120	Transitional Fittings
HEAT1130	HVAC Trunk-line Construction
HEAT1140	Fundamentals of Pattern Development
HEAT1150	Advanced Pattern Development
HEAT2210	Welding Fundamentals
HEAT2220	HVAC Design
HEAT2230	Residential HVAC Installation
HEAT2240	Commercial Blueprint Reading
MATH1050	Algebra, Trigonometry & Geometry
	Humanities Elective
	Natural Sciences Elective
	Social Sciences Elective

Communications Elective

COMM1150   Interpersonal Communication

Diversity Elective

Certificate Requirements

HEAT1110, HEAT1120, HEAT1130, HEAT1140, HEAT1150, HEAT2210, HEAT2220, HEAT2230, and HEAT2240

HVACR Systems Servicing (SERV), AAS

The HVACR Systems Servicing program prepares graduates to secure employment as technicians who maintain the safe operation and energy efficiency of residential, light, and large-scale commercial and industrial Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) systems. Modern HVACR systems consist of multiple mechanical, electrical, energy management, and electronic components to operate and drive the equipment. Students learn the skills and theoretical knowledge needed to maintain these operating systems as well as troubleshoot, diagnose, and correctly repair environmental and product cooling systems.

In addition to field-related skills, students gain oral and written communication skills, advanced computation skills, customer relations, and critical thinking skills through Arts & Sciences and technical course work.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Accreditation	HVAC Excellence
Further Study	Bachelor's Completion Degree in Construction Management

Degree Requirements

SERV1110	HVAC Electrical I
SERV1120	Heating Systems I
SERV1130	Residential Controls I
SERV1140	Basic Motor Technology
SERV1150	Cooling Systems I
SERV1210	Heating Systems II
SERV1220	Cooling Systems II
SERV1230	HVAC Electrical II
SERV1240	Heating Systems III
SERV1250	Cooling Systems III
SERV2110	Domestic Refrigeration Service
SERV2120	Commercial Refrigeration Service I
SERV2130	Commercial Refrigeration Service II
SERV2140	HVAC Control Concepts
SERV2210	HVAC Systems Servicing I
HEAT2220	HVAC Design
SERV2231	Building Systems Operations I
SERV2240	HVAC Systems Servicing III
SERV2250	Building Systems Operations II
MATH1050	Algebra, Trigonometry & Geometry
	Humanities Elective
	Natural Sciences Elective
	Social Sciences Elective

Communications Elective

COMM1150   Interpersonal Communication

Diversity Elective

Interior Design (IDSN), Bachelor of Science

The Interior Design program provides a professional, applied education with an emphasis on collaboration, critical thinking, and technology. The faculty is comprised of working professionals who are passionate about the field of design as well as student success. Students use design theories, interior materials, building codes, cost analysis, and both hand and computer-aided drafting to develop and prepare functional and innovative designs for residential and commercial projects.

On-campus design studios foster an engaging environment where creative problem solving is emphasized. Students participate in cross-disciplinary design charrettes with their design and construction peers. This holistic, career-based approach prepares the student to be a productive, successful professional. The Interior Design program is a four-year Bachelor of Science degree program accredited by the Council for Interior Design Accreditation.

Credential Earned	BS Degree
Classes Offered	Day
Length of Program	4 years (8 semesters)
Available Starts	Fall Semester only; for Fall only starts, students can take Arts & Sciences courses in Spring
Accreditation	CIDA (Council of Interior Design)

Degree Requirements

IDSN1111	Basic Drafting & AutoCAD
IDSN1120	Interior Design Careers
IDSN1130	Color, Light & Design Fundamentals
IDSN1140	Creative Thinking
IDSN1210	Studio 1: Residential
IDSN1230	Materials & Textiles
IDSN1240	Presentation Skills I
CSBT2110	Building Codes
IDSN2111	Small Commercial Studio
IDSN2140	Lighting
IDSN2170	Building Technologies & Details
IDSN2220	Presentation Skills II
ARCH3203	History of Architecture I
IDSN2200	Global Design
IDSN2210	Studio 2: Residential
IDSN3120	Revit for Interior Design
IDSN3160	3D Design Ideation
ARCH4104	History of Architecture II
IDSN3110	Studio 3
IDSN3170	History of Interiors
IDSN3230	Project Management
IDSN3141	Evidence Based Design
IDSN3150	Interior Design Seminar
IDSN3210	Studio 4
IDSN3220	Interior Design Portfolio
IDSN3240	LEED
IDSN4120	Internship for Interior Design
IDSN4110	Studio 5 & Contract Documents

IDSN4140	Furniture Design
IDSN4210	Capstone for Interior Design
IDSN4221	Business Practices
	Lower Division Humanities Elective
	Lower Division English Elective
	Lower Division Psychology Elective
	Upper Division Communications Elective
	Upper Division Humanities Elective
	Upper Division Social Sciences Elective
	Lower Division Mathematics Elective
	Upper Division Social Sciences Elective
	Lower Division Natural Sciences Elective
	Diversity Elective
	Upper Division Humanities Elective

Surveying & Civil Engineering Technology (SCVL), AAS

The Surveying & Civil Engineering Technology program prepares students to become technicians in the civil engineering and land surveying industries. Technicians may be employed by governmental agencies including counties, cities, and states. Graduates may also be employed in the private sector by contractors, engineering, or land surveying firms in a wide range of starting positions. Students are prepared to work in the industries of land surveying and civil engineering under a professional surveyor or civil engineer. Surveying technicians assist surveyors in collecting data and making maps of the earth's surface. Surveying technicians typically work in an office or visit sites to take measurements of the land. Civil engineering technicians help civil engineers plan and design the construction of highways, bridges, utilities, and other major infrastructure projects. They also help with commercial, residential, and land development.

Students are provided with experiences emphasizing surveying, drafting/design, and materials testing. Surveying courses give students the opportunity to learn how to operate industry utilized equipment, including the latest in GNSS (GPS) technology. Survey drawings and engineering plans are developed using enhanced computer-aided drafting programs (CAD). Arts & Sciences courses round out the course of study, providing students with the analytical, communication, and writing skills the industry demands of its professionals. The program prepares students to take the National Society of Professional Surveyors (NSPS) Certified Survey Technician (CST) Level I exam.

For students with a bachelor's degree in a related field, Dunwoody's Surveying certificate may provide an avenue to licensure as a Land Surveyor. The certificate offers 22 technical credits in land surveying, as currently required by the MN board of licensure (AELSLAGID). Technical courses include lectures and laboratories in areas such as GPS and geodetic surveying, 2D and 3D drafting, boundary control, and land use planning.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Further Study	Bachelor's Completion Degree in Construction Management

Degree Requirements

SCVL1111	Introduction to Surveying
CSBT1002	Construction Drafting
SCVL1130	Legal Descriptions & Boundary Control
CSBT1000	AEC Seminar
SCVL1210	Control & Geodetic Surveying
SCVL1220	Transportation & Municipal Design
SCVL1230	Land Use Planning
CSBT2000	Professional Development
SCVL2111	Materials Testing & Construction Methods
SCVL2120	Utility & Construction Design
CONST ELEC	Any course with a CMGT acronym
SCVL2140	SCVL Topics
SCVL2210	Laser Scanning & Remote Sensing
SCVL2240	Exam Preparation
SCVL2250	Geospatial Technology
SCVL2260	Site & Subdivision Design
MATH1050	Algebra, Trigonometry & Geometry
	Communications Elective
MATH2250	Statistics
	Social Sciences Elective
MATH1700	Precalculus
	Humanities Elective
	Arts & Sciences Elective

Certificate Requirements

SCVL1111, CSBT1002, SCVL2140, SCVL1130, and MATH1050.

SCVL1210 or SCVL2210.

SCVL2240 or SCVL1001 or SCVL2000.

SCVL1230 or SCVL2250.

DESIGN & GRAPHICS TECHNOLOGY DEPARTMENT

Graphic Design (GDES), AAS

The Graphic Design program brings out the designer in its students and adds real-world, hands-on skills. Students learn how to take a creative project from concept to completion and are prepared to work in a variety of creative fields, including marketing, advertising, publishing, and packaging. Career titles of recent graduates include: production artist, graphic designer, web designer, package designer, project manager, and structural package designer.

The program provides instruction in industry standard hardware (Apple OSX) and software (Adobe's Creative Suite including InDesign, Illustrator, Photoshop, Bridge, and Acrobat). Topics covered include color theory and color management, typography, and layout and design. Web design and packaging design are also addressed. Arts & Sciences curriculum both supports the students' technical direction and enhances their oral and written communication skills, fundamental math skills, and critical thinking ability. The course of study culminates in an industry internship or capstone project where the students gain on-the-job experience.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester only; for Fall only starts, students can take Arts & Sciences courses in Spring
Further Study	Bachelor's Completion Degree in Applied Management

Degree Requirements

GAPT1110	Design Principles & Applications
GAPT1120	Pre-Media Principles & Applications
GAPT1130	21st Century Graphic Communication
GAPT1141	Introduction to Web Design
GAPT1150	Introduction to Color Theory
GAPT1210	Packaging Design
GAPT1220	Applied Color Theory
GAPT1230	Image Composition & Effects
GDES1210	Typography
GDES1220	Design for Print
CWEB1000	Introduction to Web Languages
GDES1231	Vector Design
PREP1220	Advanced Image Editing
GDES2220	Information Design
GAPT2110	Color Management
GDES2120	Design for Publication
GAPT2120	Web Graphics
PREP2111^	Advanced Structural Design
GDES2210	Business of Design
GDES2110	Design for Digital Print
GDES2230	Graphic Design Portfolio
GAPT2240^^	Graphic Arts Industry Internship
	Natural Sciences/Mathematics Elective
	Communications Elective
	Diversity Elective
ARTS1250	History of Design
	Social Sciences Elective
ENGL1010	English
	Arts & Sciences Elective

^ Or take GDES2140 Design for Animation & Interactivity
^^ Or take GDES2240 Graphic Design Capstone

Pre-Media Technologies (PREP), AAS

The Pre-Media Technologies program prepares graduates for a wide array of career opportunities in the graphics industry with an emphasis on digital printing and packaging. Graduates are prepared to work in the industry in pre-press and technical support roles. Job duties often include all or some of the following: structural package design, photo retouching and restoration, application support and training, digital printing, large format print and installation, print measurement and validation, project management, sales, interactive content development, and workflow automation.

The program provides students instruction in color theory and color management, image capture and editing, page layout, production workflow, digital asset management, package layout and design, 3D visualizations and virtual reality, and more. Arts & Sciences curriculum both supports the students' technical direction and enhances their oral and written communication skills, fundamental math skills, and critical thinking ability. The course of study culminates in an industry internship or capstone project where the students gain on-the-job experience.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester only; for Fall only starts, students can take Arts & Sciences courses in Spring
Further Study	Bachelor's Completion Degree in Applied Management

Degree Requirements

GAPT1110	Design Principles & Applications
GAPT1120	Pre-Media Principles & Applications
GAPT1130	21st Century Graphic Communication
GAPT1141	Introduction to Web Design
GAPT1150	Introduction to Color Theory
GAPT1210	Packaging Design
GAPT1220	Applied Color Theory
GAPT1230	Image Composition & Effects
GDES1210	Typography
GDES1220	Design for Print
CWEB1000	Introduction to Web Languages
GDES1231	Vector Design
PREP1220	Advanced Image Editing
GAPT2110	Color Management
PREP2120	Imposition & Variable Output
PREP2130	Job Engineering
PREP2111^	Advanced Structural Design
GAPT2120	Web Graphics
PREP2210	Asset Management
PREP2220	3-D Imaging
PREP2230	Large Format Production
PREP2240	Pre-Media Portfolio

GAPT2230	Business of Print
GAPT2240^^	Graphic Arts Industry Internship
	Natural Sciences/Mathematics Elective
	Communications Elective
	Diversity Elective
ARTS1250	History of Design
	Social Sciences Elective
ENGL1010	English
	Arts & Sciences Elective

^ Or take GDES2140 Design for Animation & Interactivity
^^ Or take PREP2250 Pre-Media Capstone

HEALTH SCIENCES & TECHNOLOGY DEPARTMENT

Radiologic Technology (RTEC), AAS

The Radiologic Technology program prepares graduates who oversee X-rays, CT scans, and other radiologic procedures. They also manage radiology support staff in hospitals, clinics, and specialized imaging centers. Students learn to work directly with patients and physicians to create images of internal organs, bones, and tissues that are used to diagnose medical problems. Working in both classroom and lab settings, students gain the skills to use the latest in imaging technologies, including digital X-rays and CT scans. They also complete rotations in clinical settings.

Arts & Sciences curriculum supports the technical coursework by enhancing the students' communication, mathematics, and critical thinking skills.

Dunwoody's program is accredited by the Joint Review Committee on Education in Radiologic Technology.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters + 2 summer sessions)
Available Starts	Fall Semester; Spring Semester
Accreditation	Joint Review Committee on Education in Radiologic Technology (JRCERT)

Degree Requirements

RTEC1110	Introduction to Radiography
RTEC1120	Patient Care
RTEC1130	Radiographic Procedures I
RTEC1150	Clinical I
RTEC1220	Radiographic Procedures II
RTEC1230	Radiographic Procedures III
RTEC1240	Clinical II
RTEC1250	Clinical III
RTEC1140	Medical Terminology
RTEC1210	Radiologic Exposure
RTEC1310	Radiographic Procedures IV
RTEC1320	Clinical IV
RTEC2110	Radiologic Science
RTEC2121	Advanced Imaging
RTEC2130	Clinical V
RTEC2220	Radiologic Topics I
RTEC2230	Radiologic Topics II
RTEC2250	Clinical VI
RTEC2260	Clinical VII
RTEC2210	Radiation Biology & Protection
RTEC2240	Ethics in Healthcare
RTEC2310	Radiologic Topics III
RTEC2320	Clinical VIII
BIOL1230	Anatomy
BIOL1310	Physiology I
BIOL1320	Physiology II
BIOL1400	Human Disease
	Mathematics Elective
	Communications Elective

Social Sciences Elective

Humanities Elective

ROBOTICS & MANUFACTURING DEPARTMENT

Automated Systems & Robotics (ASRO), AAS

The Automated Systems & Robotics program provides students with the entry-level skills and theoretical knowledge to maintain the latest in automated manufacturing, packaging, and industrial robotic systems. Graduates from this program are prepared to enter the industry as machine assemblers, electro-mechanical technicians, maintenance mechanics, and field service engineers.

The course of study includes: basic electricity and electronics; mechanical systems; electronic sensors; programmable logic controllers (PLCs); industrial robotics; motion-control systems; and advanced packaging and manufacturing systems.

Program curriculum is aligned with standards set forth by the Packaging Machinery Manufacturers Institute (PMMI), the Institute of Packaging Professionals (IoPP), the Robotics Industry Association (RIA), the National Fire Protection Association (NFPA), and the Instrumentation Society of America (ISA). Arts & Sciences curriculum supports the technical coursework by enhancing the students' communication, mathematics, and critical thinking skills.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Further Study	Bachelor's Completion Degree in Industrial Engineering Technology

Degree Requirements

ELTT1110	Basic Electricity & Electronics Lab
ELTT1120	Basic Electricity & Electronics Theory
MDES1110	Engineering Drawings with SolidWorks
MACH1200	Machine Shop Fundamentals
ASRO1210	Mechanical Transmission of Power Lab
ASRO1220	Mechanical Transmission of Power Theory
ASRO2110	Industrial Controls & PLCs Lab
ASRO2120	Industrial Controls & PLCs Theory
ASRO2210	Automation & Packaging Lab
ASRO2220	Automation & Packaging Theory
ASRO2230	Industrial Robotics Lab
ASRO2240	Industrial Robotics Theory
ASRO2290	Industrial Internship/Practicum
MATH1500	Algebra, Trigonometry & Boolean Algebra
	Arts & Sciences Elective
	Humanities Elective
	Communications Elective
	Social Sciences Elective
	Diversity Elective

Electronics Engineering Technology (ELTT), AAS

The Electronics Engineering Technology program provides students with the entry-level skills and theoretical knowledge needed to design and troubleshoot circuits utilizing the latest semiconductor devices; biomedical devices; microprocessors; microcontrollers; circuit design and fabrication equipment; and data acquisition devices. Graduates from this program are prepared to enter the industry as electronics technicians, electronic assemblers, programmers, calibration technicians, and field service technicians.

The course of study includes: basic electricity and electronics; digital electronics; microprocessors and micro-controllers; computer programming; programmable logic controllers (PLCs); communication systems; and circuit engineering. Arts & Sciences curriculum supports the technical coursework by enhancing the students' communication, mathematics, and critical thinking skills.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Further Study	Bachelor's Completion Degree in Industrial Engineering Technology

Degree Requirements

ELTT1110	Basic Electricity & Electronics Lab
ELTT1120	Basic Electricity & Electronics Theory
ELTT1210	Digital & Microprocessors Lab
ELTT1220	Digital & Microprocessors Theory
ELTT1230	PCB & Circuit Development
ELTT1240	Programming Fundamentals
ASRO2110	Industrial Controls & PLCs Lab
ASRO2120	Industrial Controls & PLCs Theory
ELTT2210	Advanced Electronics Lab
ELTT2220	Advanced Electronics Theory
ASRO2290	Industrial Internship/Practicum
MATH1500	Algebra, Trigonometry & Boolean Algebra
	Arts & Sciences Elective
	Humanities Elective
	Communications Elective
	Social Sciences Elective
	Diversity Elective

Electronics Technology (IELT), AAS

The Electronics Technology program provides evening students with the entry-level skills and theoretical knowledge needed to design and troubleshoot circuits utilizing the latest semiconductor devices; biomedical devices; microprocessors; microcontrollers; circuit design; and fabrication equipment and data acquisition devices. Graduates from this program are prepared to enter the industry as electronics technicians, assemblers, calibration technicians, and field service technicians.

The course of study includes: basic electricity and electronics; digital electronics; microprocessors and microcontrollers; programmable logic controllers (PLCs); communication systems; and circuit engineering. Arts & Sciences curriculum supports the technical coursework by enhancing the students' communication, mathematics, and critical thinking skills. A shorter certificate option is also available.

Credential Earned	AAS Degree
Classes Offered	Evening
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Further Study	Bachelor's Completion Degree in Industrial Engineering Technology

Degree Requirements

ELTT1100*	Basic Electricity & Electronics Lab
ELTT1120*	Basic Electricity & Electronics Theory
ELTT1200*	Digital & Microprocessors Lab
ELTT1220*	Digital & Microprocessors Theory
ASRO2100	Industrial Controls & PLCs Lab
ASRO2120	Industrial Controls & PLCs Theory
ELTT2200	Advanced Electronics Lab
ELTT2230	Advanced Electronics Theory
MATH1000*	Algebra & Trigonometry
MATH1250	Boolean Algebra
	Arts & Sciences Elective
	Social Sciences Elective
	Communications Elective
	Humanities Elective
	Diversity Elective

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*Courses required for the Electronics Technology certificate

Engineering Drafting & Design (MDES), AAS

The Engineering Drafting & Design program provides students with the entry-level skills and theoretical knowledge to engineer and design products utilizing the latest technology in CAD/CAM software. Graduates from this program are prepared to enter the industry as mechanical designers, drafters, CAD/CAM technicians, quality inspectors, and tool designers. The course of study includes: print reading; machine tool applications; measurement and materials; job planning and layout; CAD/CAM software; solid modeling; finite element analysis; transmission of power; and 3D prototyping.

Students spend a significant amount of time in the machine shop and metrology lab gaining hands-on manufacturing skills to help them understand the realities of 21st century manufacturing. Students obtain Certified Solidworks Associate (CSWA) certification as part of their course of study. Arts & Sciences curriculum supports the technical coursework by enhancing the students' communication, mathematics, and critical thinking skills.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester only; for Fall only starts, students can take Arts & Sciences courses in Spring
Further Study	Bachelor's Completion Degree in Industrial Engineering Technology

Degree Requirements

MACH1110	Machine Tool Fundamentals Lab
MACH1120	Machine Tool Fundamentals Theory
MDES1110	Engineering Drawings with SolidWorks
MDES1210	Process & Tool Design Lab
MDES1230	Geometric Dimensioning & Tolerances
MDES2130	Advanced SolidWorks
MDES2110	Product Design Lab
MDES2120	Product Design Theory
MDES2230	Statics & Strength of Materials
MDES1220	Creo Parametric
MDES2210	Transmission of Power Lab
MDES2220	Transmission of Power Theory
MATH1050	Algebra, Trigonometry & Geometry
	Communications Elective
MATH1350	Concepts of Calculus
	Social Sciences Elective
	Humanities Elective
	Natural Sciences Elective
	Diversity Elective

Industrial Controls & Robotics (ICON), AAS

The Industrial Controls & Robotics program provides evening students with the entry-level skills and theoretical knowledge to maintain the latest in automated manufacturing, packaging, and industrial robotic systems. Graduates from this program are prepared to enter the industry as machine designers, machine assemblers, electro-mechanical technicians, maintenance mechanics, and field service technicians.

The course of study includes: basic electricity and electronics, mechanical systems, electronic sensors, programmable logic controllers (PLCs), industrial robotics, motion-control systems, and advanced packaging and manufacturing systems.

The program's curriculum is aligned with standards set forth by the Packaging Machinery Manufacturers Institute (PMMI), the Institute of Packaging Professionals (IoPP), the Robotics Industry Association (RIA), the National Fire Protection Association (NFPA), and the Instrumentation Society of America (ISA) as well as other national trade organizations. Arts & Sciences curriculum supports the technical coursework by enhancing the students' communication, mathematics, and critical thinking skills. A shorter certificate option is also available.

Credential Earned	AAS Degree
Classes Offered	Evening
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Further Study	Bachelor's Completion Degree in Industrial Engineering Technology

Degree Requirements

ELTT1100*	Basic Electricity & Electronics Lab
ELTT1120*	Basic Electricity & Electronics Theory
MACH1000	Machine Shop Fundamentals
MDES1110	Engineering Drawings with SolidWorks
ASRO1220	Mechanical Transmission of Power Theory
ASRO2100*	Industrial Controls & PLCs Lab
ASRO2120*	Industrial Controls & PLCs Theory

ASRO2200	Automation & Robotics Lab
ASRO2205	Automation & Robotics Theory
MATH1000*	Algebra & Trigonometry
MATH1250	Boolean Algebra
	Arts & Sciences Elective
	Social Sciences Elective
	Communications Elective
	Humanities Elective
	Diversity Elective

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*Courses required for the Industrial Controls certificate

Industrial Engineering Technology (IENG), Bachelor of Science

The Industrial Engineering Technology program provides a bachelor's completion degree option with the skills and theoretical knowledge needed to advance graduates into engineering and management positions in their respective industries. Graduates from this program will be prepared to take on new roles such as: industrial engineer, manufacturing engineer, quality engineer, and process engineer.

The course of study includes: advanced mathematics, statistics, manufacturing processes, engineering economics, quality, lean manufacturing, Six Sigma, industrial automation, and operations management.

The program also incorporates a senior capstone project in its final semester that gives students the chance to demonstrate real-world industrial engineering experience. Arts & Sciences curriculum supports the technical coursework by enhancing the students' communication, mathematics, and critical thinking skills.

Credential Earned	BS Degree
Classes Offered	Evening
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Accreditation	Engineering Technology Accreditation Commission (ETAC) of ABET

Degree Requirements

IENG1120	Introduction to Engineering
IENG3115	Statistical Quality Control
IENG3125	Manufacturing Processes Theory
IENG3130	Manufacturing Processes Lab
IENG3145	Ethics & Social Responsibility for Engineering
IENG3215	Project Management
IENG3225	Lean Systems Theory
IENG3230	Lean Systems Lab
IENG3235	Quality Systems
IENG4111	Ergonomics & Work Measurement
IENG4115	Supply Chain Management
IENG4125	Production Planning & Control
IENG4135	Operations Management
IENG4145	Engineering Economic Analysis
IENG4210	Simulation Modeling & Analysis
IENG4225	Industrial Automation Theory
IENG4235	Industrial Automation Lab
IENG4295	Senior Capstone

MATH1700	Precalculus
	Upper Division Communications Elective
MATH1810	Calculus I
	Upper Division Humanities Elective
WRIT4020	Capstone Technical Writing
MATH1820	Calculus II
PHYS1810	Calculus-Based Physics
	Upper Division Social Sciences Elective

Machine Tool Technology (MACH), AAS

The Machine Tool Technology program provides students with entry-level skills and theoretical knowledge to program and operate all of the latest machine tools utilized in modern manufacturing facilities. Graduates from this program are prepared to enter the industry as machine operators, production machinists, CAD/CAM technicians, CNC programmers, and tool designers.

The course of study includes: manual milling and turning; measurement and materials; job planning and layout; CAD/CAM software; CNC milling and turning; mold and die making; and EDM technology. The program's curriculum is closely aligned with standards set forth by National Institute of Metalworking Skills (NIMS).

Due to high demand, most machine tool students can find full-time employment in the field long before graduation and many will be working in a shop within just the first year of the program. Arts & Sciences curriculum supports the technical coursework by enhancing the students' communication, mathematics, and critical thinking skills.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester only; for Fall only starts, students can take Arts & Sciences courses in Spring
Accreditation	NIMS (National Institute for Metalworking Skills)
Further Study	Bachelor's Completion Degree in Industrial Engineering Technology

Degree Requirements

MACH1110	Machine Tool Fundamentals Lab
MACH1120	Machine Tool Fundamentals Theory
MDES1110	Engineering Drawings with SolidWorks
MACH1210	Advanced Machining Lab
MACH1220	Advanced Machining Theory
MDES1230	Geometric Dimensioning & Tolerances
MACH2210	CNC Mill, EDM & Die Making Lab
MACH2220	CNC Mill & EDM Theory
MACH2230	Die Design Theory
MACH2140	MasterCAM I
MACH2110	CNC Lathe, Mill & Mold Making Lab
MACH2120	CNC Lathe & Mill Theory
MACH2130	Mold Design Theory
MACH2240	MasterCAM II
MATH1050	Algebra, Trigonometry & Geometry
	Communications Elective
MATH1200	Machine Math
	Social Sciences Elective

Humanities Elective
Natural Sciences Elective
Diversity Elective

Mechanical Engineering (MENG), Bachelor of Science

The Mechanical Engineering bachelor's degree prepares students to enter the field of engineering as mechanical engineers and work to become licensed professional engineers. Graduates can find employment in a variety of industries, including architectural engineering, manufacturing, transportation, and quality control/testing.

Students learn how to apply engineering principles to the work environment, how to work collaboratively in a team environment, and how to use quality tools and data to anticipate and solve issues in the engineering process. Coursework includes study in engineering design (including 3D modeling), manufacturing materials, project management, and basic industrial processes. Curriculum is project-based so that theoretical engineering principles are reinforced and experienced through hands-on creation and problem-solving. Arts & Sciences courses help students understand the core mathematical and scientific principles that all engineering projects grow out of as well as providing students with the communication and critical thinking skills required to succeed in the profession.

All students complete a senior project or internship. Graduates are prepared to pass the Fundamentals of Engineering Exam, the first step in becoming licensed professional engineers (PE).

Credential Earned	BS Degree
Classes Offered	Day
Length of Program	4 years (8 semesters)
Available Starts	Fall Semester; for Fall only starts, students can take Arts & Sciences courses in Spring

Degree Requirements

MENG1110	Print Readings & SolidWorks
MENG1120	Introduction to Engineering
MENG1210	Machining for Engineers Lab
MENG1220	Machining for Engineers
MENG1230	Statics
MENG2110	Introduction to Logic & Programming
MENG2120	Dynamics
MENG2130	Materials Science
MENG2210	Geometric Dimensions & Tolerances Lab
MENG2220	Geometric Dimensions & Tolerances
MENG2230	Introduction to Thermodynamics
MENG3110	Electrical & Controls Engineering Lab
MENG3120	Electrical & Controls Engineering
MENG3130	Introduction to Heat Transfer
MENG3140	Design for Manufacturability
MENG3210	Heat Transfer Applications & HVACR Lab
MENG3220	Heat Transfer Applications & HVACR
MENG3230	Fluid Mechanics
MENG3240	Principles of Quality & Lean Manufacturing
MENG3250	Mechanical Design & CAD/CAM Systems
MENG4110	Transmission of Power Lab
MENG4120	Transmission of Power
MENG4130	Finite Element Analysis
MENG4140	Senior Design I
MENG4210	Senior Design II
MENG4220	Leadership & Project Management
MENG4230	Engineering Economics
MENG4240	Design of Experiments
MENG4251	Engineering Ethics
ENGL1010	English
MATH1811	Calculus I
	Lower Division Social Sciences Elective
MATH1821	Calculus II
PHYS1800	Physics I with Lab
MATH2820	Linear Algebra & Differential Equations
PHYS1820	Physics II with Lab
MATH2810	Multi-Variable Calculus
CHEM2110	Chemistry with Lab
WRIT2010	Technical Writing
MATH2260	Probability & Statistics
	Lower Division Diversity Elective
	Lower Division Humanities Elective
	Upper Division Humanities Elective
	Upper Division Communications Elective

Right Skills Now for Manufacturing (CNC) (RSNM), Certificate

The Right Skills Now for Manufacturing (RSNM) certificate is designed to provide fast-track, high-skilled manufacturing training in the following areas: job planning, benchwork, materials, manual milling, manual turning, CNC milling, and CNC turning. This program was designed as a partnership between the President's Jobs Council, the manufacturing industry, and Dunwoody College to address the current shortage of CNC operators. Graduates from this program are prepared to enter the industry as entry-level manual and CNC machine tool operators.

The RSNM curriculum is closely aligned with standards set forth by National Institute of Metalworking Skills (NIMS). Students may choose to utilize theses credits to continue on for an AAS Degree in Machine Tool Technology. Additional coursework in mathematics and career investigation rounds out the degree.

Credential Earned	Certificate
Classes Offered	Evening
Length of Program	1 year (2 semesters)
Available Starts	Fall Semester; Spring Semester
Accreditation	NIMS (National Institute for Metalworking Skills)
Further Study	AAS Degree in Machine Tool Technology

Degree Requirements

RSNM1100	Measurement, Materials & Safety
RSNM1110	Job Planning, Benchwork & Layout
RSNM1120	CNC Milling Level I
RSNM1130	CNC Turning Level I
RSNM1210	Manufacturing Careers Investigation
MATH1050	Algebra, Trigonometry & Geometry
MATH1200	Machine Math

Welding and Metal Fabrication (WMET), AAS

The Welding & Metal Fabrication program provides students with the unique opportunity to combine two highly skilled trades into one AAS degree by taking the one-year Welding Technology certificate and adding an additional year of training in Dunwoody's state-of-the-art machine shop. Students gain the entry-level skills and theoretical knowledge to machine parts, layout assemblies for fabrication, weld assemblies, and finish weldments utilizing various machine tools.

Graduates from this program are prepared to enter the industry as welders, fabricators, machinists, and machine operators. The course of study includes: manual milling and turning; measurement and materials; job planning and layout; metallurgy; oxygen-fuel welding and cutting; shielded metal arc welding (SMAW-stick); gas metal arc welding (GMAW-MIG); gas tungsten arc welding (GTAW-TIG); and the various fabrication processes.

The program's curriculum is closely aligned with standards set forth by National Institute of Metalworking Skills (NIMS) and the American Welding Society (AWS). Arts & Sciences curriculum supports the technical coursework by enhancing the students' communication, mathematics, and critical thinking skills. A shorter certificate option is also available.

Credential Earned	AAS Degree
Classes Offered	Day
Length of Program	2 years (4 semesters)
Available Starts	Fall Semester; Spring Semester
Further Study	Bachelor's Completion Degree in Industrial Engineering Technology

Degree Requirements

WELD1110*   Introduction to Welding Lab
WELD1120*   Introduction to Welding Theory
WELD1130*   Welding Math, Prints & Symbols
WELD1210*   Advanced Welding Lab
WELD1220*   Advanced Welding Theory
WELD1230*   Introduction to Lean Manufacturing
WELD1240*   Welding Fabrication Project
MACH1110   Machine Tool Fundamentals Lab
MACH1120   Machine Tool Fundamentals Theory
MDES1110   Engineering Drawings with SolidWorks
MACH1210   Advance Machining Lab
MACH1220   Advanced Machining Theory
MDES1230   Geometric Dimensioning & Tolerances
ARTS1350*   Structural Drawing
             Communications Elective
             Social Sciences Elective
MATH1050   Algebra, Trigonometry & Geometry
             Humanities Elective
             Communications Elective
MATH1200   Machine Math

*Courses required for the Welding Technology certificate

ARTS & SCIENCES DEPARTMENT

Arts & Sciences helps students acquire the critical thinking, creative problem solving, and communications skills required by the modern workplace as well as provide them with the foundational knowledge they need to succeed in their technical coursework. The department offers courses in four different content areas: Communications; Natural Sciences/Mathematics; Arts/Humanities; and Social Science. Courses from the Arts & Sciences Department are integrated into students' academic plans based on their technical program of study and are taught by instructors with academic expertise in their subject areas. Arts & Sciences classes help put students on the fast track to success in their careers and lives by providing a well-rounded education that helps them develop broad thinking skills, an appreciation for life-long learning; professional oral and written communication skills, and a better understanding of the world around them.

COURSE DESCRIPTIONS

ABDY1111
Introduction to Auto Body
1 credit
Overview of the past, present, and future of the collision industry with emphasis on safety, equipment, tools, and body shop operations. Industry expectations and career opportunities are explored.

ABDY1120
Panel Replacement I: Bolt on Panels
2 credits
Identify, remove, and install all vehicle panels requiring bolt on application. Practice alignment techniques, acceptable fasteners, and industry approved methods.

ABDY1130
Panel Straightening & Paint Prep
3 credits
Examine and practice industry acceptable methods of metal straightening, plastic filler application, primer surfacers, and sanding techniques. Prepare OEM finishes for refinishing on metal and plastic panels.

ABDY1140
Auto Body Welding
3 credits
Relate safety, equipment, and welding techniques to collision repair. Special consideration to I-CAR welding procedures and tests.

ABDY1150
Plastic Repairs
1 credit
Identify and practice techniques associated with welding, bonding, and cosmetic repair of automotive plastics. Prepare interior plastic for refinishing and re-texturing.

ABDY1210
Brake & Suspension Repairs
2 credits
Examine automotive brakes and suspensions, ABS and traction control systems, alignments, and steering for collision related damage.

ABDY1220
Intro to Refinishing Metals & Plastics
3 credits
Identify refinishing safety issues, environmental concerns, water-based paint and solvent based paint procedures; practice correct procedures on metals and plastics as related to collision repair.

ABDY1230
Automotive Refinishing & Detailing
5 credits
Practice refinishing of automotive collision repairs, and vehicle masking techniques; identify paint problems and corrections.

ABDY1311
Damage Analysis & Estimating
1 credit
Practice in collision damage appraisal using industry accepted software and computerized estimating programs to prepare collision damage reports or estimates.

ABDY1320
Summer Production Repair Lab I
4 credits
Practice the skills learned in the first year of coursework using customer vehicles.

ABDY2110
Aluminum Welding & Complex Panel Repair
3 credits
Properties of aluminum, aluminum alloys, welding processes and materials utilized for aluminum welding. Setup and adjustment of the MIG welder for aluminum, weld joint preparation, aluminum welding procedures and safety precautions. Welding on aluminum adhering to I-CAR Aluminum welding standards and testing methods. Body panel damage assessment. Repair of steel and aluminum body panels with complex shapes and damage to style lines and attached inner panels. Procedures and products used to restore corrosion protection to repaired panels.

ABDY2120
Electrical, A/C Repairs & Hybrid Safety
3 credits
Fundamentals of electricity and related automotive circuits, tracing of vehicle wiring diagrams and repair of collision related malfunctions of electrical components and wiring. Identification and usage of electrical test tools and head lamp aiming. Air conditioning theory of operation, properties of refrigerants, and safety procedures. Set up and use of air conditioning service equipment. Refrigerant reclaiming, recycling, evacuation and recharging. Diagnostic procedures for troubleshooting air conditioning systems. Safety precautions and disabling procedures for working on and around hybrid vehicle electrical systems.

ABDY2130
Restraint Systems & Stationary Glass
3 credits
The development of restraint systems. Air bag theory of operation, function of components and wiring, deployment conditions, safety precautions, and inspection procedures for restraint systems. Practice of service procedures for air bag and seat belt systems. The role that glass plays in a modern vehicle. Procedures for replacement of structural glass and for correction of wind noises and water leaks. Removal and re-installation of interior trim.

ABDY2140
Finish Matching & Plastic Refinishing
2 credits
Collision industry procedures used for color matching, tinting and blending. Color theory, panel preparation and practical application of urethane (solvent based) and waterborne automotive paint products utilizing color mixing systems. Procedures, techniques, and materials used in tri-coat (three stage) finish repairs. Specialized products and procedures used to refinish automotive plastics. Identification and refinishing of flexible plastic panels.

ABDY2210
Panel Replacement II: Welded Panels
2 credits
Identification, removal and installation of welded and adhesively bonded automotive body panels. Identification and use of a squeeze type resistance spot welder and other specialized panel removal tools and welding equipment. Practice restoring corrosion protection to replaced panels using primers and anti-corrosion compounds. Identification of and proper application of automotive body seam sealers.

ABDY2222
Structural Analysis, Measuring & Repair
6 credits
Vehicle collision damage analysis, inspection techniques, damage classification and types of vehicle construction. Measuring concepts, set-up and use of measuring systems, vehicle anchoring systems and structural straightening equipment. Industry (I-CAR) guidelines for structural repairs including frame and unibody straightening, structural component replacement, sectioning and restoring corrosion protection. Disassemble vehicles for repairs, develop a vehicle repair plan, perform structural repairs, including repairs to mechanical and electrical systems as well as replacement of structural glass.

ABDY2231
Custom Painting
1 credit
Surface preparation procedures, specialized refinish materials, spray equipment and techniques used for custom painting on vehicle panels or small projects. Materials utilized include standard urethane (solvent-based) base coats, waterborne base coats, candy colors, pearls, and metal flakes. Masking and design transfer techniques for custom painting.

ABDY2310
Production II Internship
4 credits
This Internship is offered for qualified students who are interested in fulfilling their 2nd year production requirement for the Collision Program via a 216 hour internship rather than participating in ABDY 2320 Production Lab II. Must be able to secure an internship at a collision repair facility and have the approval of the Collision program faculty. A formal agreement will be developed between the student, the employer, and an advisor assigned by Dunwoody. Internship must be approved by the Department Director of Internship Advisor.

ABDY2320
Summer Production Repair Lab II
4 credits
Perform major and minor collision repairs; repair or replace structural members and exterior panels; remove and replace glass and upholstery; suspension and mechanical components; prepare panels for paint; refinish panels or vehicles as necessary. Create computerized repair estimates, discuss repairs with customers, order parts and assist in completion of repair orders for customer billing.

AMGT3210
Quality Practicum
3 credits
Apply various quality tools, in real life situations, to develop innovative and practical responses to complex quality issues.

AMGT3211
Project Management Practicum
2 credits
Apply project management methodology through the management of a project on an assigned case study for the purpose of integrating information and skills learned in previous courses.

AMGT3220
Project Mgmt/Strategic Planning Prac
3 credits
Application of strategic planning and project management methodology through the management of a project on an assigned case study for the purpose of integrating information and skills learned in previous courses.

AMGT3230
Strategic Planning Practicum
2 credits
Apply strategic planning management methodology through the management of a project on an assigned case study for the purpose of integrating information and skills learned in previous courses.

AMGT4110
Human Resources Practicum
3 credits
Carry out an in-depth investigation of a variety of Human Resources topics. The course will be project based; each student will identify an HR project relevant to his/her chosen field of study.

AMGT4112
Leadership Practicum
2 credits
Application of leadership theory and methodology through the use of a case study and project for the purpose of integrating information and skills learned in previous program courses.

AMGT4120
Leading Organizational Change Practicum
2 credits
Apply organizational change theory and methodology through the management of a project on an assigned case study for the purpose of integrating information and skills learned in previous courses.

AMGT4210
Leadership Practicum
3 credits
Application of leadership theory and methodology through the use of a case study and project for the purpose of integrating information and skills learned in previous program courses.

AMGT4220
Negotiation & Conflict Resolution Prac
2 credits
Apply negotiation and conflict resolution methodology through the use of hands on case studies and projects. Strategies and tactics for conflict analysis, assessment and negotiation created and monitored by students.

ARCH1001
Special Topics in Architecture
1 credit
Investigation of a selected topic in various areas of architecture allowing a problem of special interest to be further examined. Prerequisite: Proposal and consent of instructor.

ARCH1101
Seminar 1 - Freshman Seminar
1 credit
Introduction to the academic and studio culture as well as the profession of architecture. Acquire a proficiency in communication skills including research, oral presentation, writing, and collaboration. Initiate the path to licensure to develop a basic knowledge of the profession of architecture.

ARCH1102
Studio 1 - Drawing Mechanics
5 credits
Introduction to the evolution of architectural drawing, from hand drafting to building information modeling, in this first foundational design studio. Redraw a full set of construction documents using hand and digital techniques to develop a proficiency in the mechanics of architectural drawing.

ARCH1104
Building Systems
3 credits
Examine primary building systems and their associative materials and assemblies. With a focus on current building systems, analyze existing buildings through photography, physical tours, and diagrammatic drawing to achieve a broad knowledge of primary structural systems.

ARCH1201
Construction Documents
1 credit
Exposure to varying theories, organizational principles, and legal implications of construction drawings and specifications. Research and analyze examples of technical documentation to achieve a basic knowledge of the practical and legal organization of building information.

ARCH1202
Studio 2 - Documentation
5 credits
Engage in the generation of construction drawings in this second foundational design studio. Draw, coordinate and publish a full set of construction drawings from a given set of resolved design development drawings and outline specifications to develop a proficiency in construction documents.

ARCH1203
Building Codes & Regulations
3 credits
Introduction to the current acts and codes which guide the building design process. Analyze an existing building and perform a detailed code analysis and review to develop a proficiency in reading, using, and applying building codes and regulations.

ARCH1204
Structure & Envelope
3 credits
Introduction to aspects of building assemblies relative to their energy performance, moisture control, durability, and resource efficiency. Research multiple existing buildings through various means to achieve a broad knowledge of varying strategies for the building structure and envelope.

ARCH2101
Seminar 3 - Visualization
1 credit
Introduction to the basic principles of representation including physical and digital sketching, physical and digital modeling, and architectural visualization. Develop 2D and 3D representations of a given architectural space to develop a proficiency in using several design technologies for architectural representation.

ARCH2102
Studio 3 - Design Development
5 credits
Engage in the design development process, in this third foundational studio, with an emphasis on accessibility and health safety. Design and develop details, specifications, and construction documents from a given resolved schematic design to develop a proficiency in design development.

ARCH2103
Project Management
3 credits
Introduction to the legal and work flow issues within the context of varying project delivery methods. Research the work flow, organization of information, and decision making structures of specific projects currently in progress at local firms to develop a broad knowledge of project management.

ARCH2104
Building Service Systems
3 credits
Introduction to the principles of embodied energy, active and passive heating and cooling, indoor air quality, solar orientation, day lighting, artificial lighting and acoustics. Research multiple existing buildings through various means to achieve a broad knowledge of varying environmental systems.

ARCH2105
Economics of Practice
1 credit
Introduction to the financial considerations surrounding the practice of architecture and related construction fields. Analyze the value of design by monetary measure based on varying delivery methods, design processes, and practice models.

ARCH2201
Portfolio
1 credit
Focus is on the communication and organization of a professional portfolio, resume and application for employment or advancement in higher learning. Develop a personal portfolio to develop a proficiency in documenting and presenting previously completed works.

ARCH2202
Studio 4
5 credits
Engage in the interpretation of design intent, in this final foundational studio, with a focus on sustainability. Resolve and develop into construction documents an early schematic design to achieve a proficiency in the architectural process from resolved schematic design to construction documents.

ARCH2203
Material Strengths
3 credits
Introduction to the fundamentals of material behavior. Examine the physical changes a body undergoes when acted upon by forces. Investigate stress and strain relations, shear forces, bending moments, and beam deflections.

ARCH2204
Building Envelope & Environment
3 credits
Introduction to the basic principles and appropriate application and performance of building service systems such as plumbing, electrical, conveying systems, security, and fire protection systems. Research multiple existing buildings through various means to achieve a broad knowledge of varying building service systems.

ARCH2205
Economics of Building
3 credits
Introduction to a broad range of standard building conditions and their economic impact. Engage in a full economic analysis of select buildings and develop diagrams, preliminary cost estimates, and life cycle cost analysis to achieve a broad knowledge of building economics.

ARCH3101
Architecture Seminar A
1 credit
Introduction to established and emerging ways of thinking about architectural space and form. Explore physical and digital modes of representation to develop skills that utilize design thinking, ordering systems, and investigative skills.

ARCH3102
Studio 5 - Site & Precedent
5 credits
This first design studio introduces students to design thinking and fundamental design skills with an emphasis on site and precedent. Students will be given a site and program to develop cultural, typological, theoretical, and historical frameworks upon which to conceive an architectural work.

ARCH3103
Architectural Theory
3 credits
This survey course introduces students to a multitude of architectural ideas across human history. Critical writings, conceptual design works, and current lectures will be studied and synthesized so students may begin to find a personal theoretical framework.

ARCH3201
Architecture Seminar B
1 credit
Explore physical and digital modes of representation to develop ordering skills utilizing design thinking, ordering systems, and investigative skills.

ARCH3202
Studio 6 - Program & Client
5 credits
This studio engages students in pre-design processes including the assessment of client and user needs, analysis of site, and building on acquired design principles, students will be given a site and a user to develop a comprehensive program to conceive of and develop an architectural work.

ARCH3203
History of Architecture I
3 credits
This survey course introduces students to the world of architecture throughout the history of human settlement up to the modern era. Particular attention is given to the histories of design technologies and building science as well as the evolution of the role of the architect in human civilization.

ARCH4101
Architecture Seminar C
1 credit
Physical and digital modes of representation used to develop presentation skills utilizing design thinking, ordering systems, and investigative skills.

ARCH4102
Studio 7 - Interdisciplinary
5 credits
This studio requires students to produce an architectural work as part of an interdisciplinary team. Students will be given a complex program and context. Students will achieve the capacity to collaborate across disciplines, synthesize their knowledge of previous studios, and make design decisions across multiple design factors.

ARCH4103
Structures
3 credits
This applied research course focuses on the advanced study of statics and strengths of materials. Students will perform comparative analysis of structural systems using emerging or alternative materials against industry standards. Analysis will involve mathematical documentation of hands on testing. Students will develop a proficiency in architectural structures as well as a basic knowledge of architectural research.

ARCH4104
History of Architecture II
3 credits
This lecture and research course introduces students to architecture of the modern movement up to present day. Critical writings, conceptual design works, current lectures, and building tours will be studied and synthesized so students may gain an individual position on the present and future condition of architectural history.

ARCH4201
Architecture Seminar
2 credits
This course examines special topics related to the field of Architecture. Topics rotate each year.

ARCH4202
Studio 8 - Abroad/Design Build
6 credits
8A.This studio places students within an architecture program at a partner international institution. Students will be integrated into the established studio curriculum to acquire a proficiency in international design in an immersive learning environment.
8B.This studio places students within the local community, pairing the curriculum with a local non-profit organization within one of the Twin Cities many ethnically diverse communities. Students will engage the community in a participatory design process to conceive of and construct a small scale community structure. Students will achieve a detailed knowledge of public interest design and multi-cultural design in a hands-on learning environment.

ARCH4203
Culture
4 credits
Examine the relationship between architecture, representation and humanity. Immersion in an international architectural community to acquire a detailed knowledge of varying cultures and human behaviors and how they represent and manifest themselves architecturally.

ARCH4204
Studio 8 - Abroad/Design Build
7 credits
In an immersive learning environment, develop a proficiency in design in varying cultural contexts. Acquire a detailed knowledge of varying cultures and human behaviors and how they represent and manifest themselves architecturally.

ARCH4205
Architecture Seminar D
1 credit
Physical and digital modes of representation used to explore skills utilizing design thinking, ordering systems, and investigative skills.

ARCH5101
Architecture Seminar E
1 credit
Physical and digital modes of representation used to understand design process utilizing design thinking, ordering systems, and investigative skills.

ARCH5102
Studio 9 - Comprehensive I
6 credits
The first part of a yearlong studio is a culmination of the core curriculum. Design skills will be demonstrated through an architectural work which integrates critical and abstract thinking, with building systems knowledge, life safety considerations, financial, cultural and environmental balance, and construction documentation skills. Students will acquire a proficiency in integrated systems thinking and comprehensive design.

ARCH5103
Professional Practice
3 credits
This business course introduces students to successful models for owning, operating, and managing an architectural practice. Focus is given to business and marketing planning, as well as leadership in business management. Students will research varying established models and develop business and marketing plans to achieve a detailed knowledge of professional practice.

ARCH5104
Studio 9 - Comprehensive I
7 credits
Demonstrate design skills through an architectural work which integrates critical and abstract thinking, with building systems knowledge, life safety considerations, financial, cultural and environmental balance, and construction documentation skills. Acquire a proficiency in integrated systems thinking and comprehensive design.

ARCH5201
Architecture Seminar F
1 credit
Prepare for the Architectural Registration Exam through review and study of material most likely to be covered on all of the most current exams.

ARCH5202
Studio 10 - Comprehensive II
8 credits
The second part of a yearlong studio is a culmination of the core curriculum. Design skills will be demonstrated through an architectural work which integrates critical and abstract thinking, with building systems knowledge, life safety considerations, financial, cultural and environmental balance, and construction documentation skills. Students will acquire a proficiency in integrated systems thinking and comprehensive design.

ARCH5203
Applied Research
3 credits
This applied research course seeks to advance the art and discipline of architecture through the development of new design and building technologies. Students will propose, test and develop undocumented or as yet not discovered design tools, building assemblies, fabrication methods, or materials. Students will develop a proficiency in an architectural research process.

ARTS1000
Introduction to Drawing
3 credits
Analyze basic drawing concepts and techniques through demonstrations, discussions, critiques, slide lectures, and the use of a sketchbook. Work from observation using line, tone and other elements of art to solve spatial, compositional and light problems to accurately render the illusion of 3-demensional form on a 2-dimensional surface.

ARTS1250
History of Design
3 credits
A survey of major movements and tendencies, and key figures in the development of graphic, craft, and industrial design between the mid-nineteenth century and the present day.

ARTS1350
Structural Drawing
3 credits
Basic drawing concepts and techniques are studied through demonstrations, discussions, critiques, slide lectures, and the use of a sketchbook. Working from observation and using line, tone and the rules of linear perspective to solve spatial, compositional and color/light problems and form a 3-dimensional illusion of space as it relates to human constructs.

ASRO1210
Mechanical Transmission of Power Lab
2 credits
Assembling, disassembling and observing applications of bearings, gears, cams, motors, clutches, cylinders (hydraulic and pneumatic), fluid systems, mechanical systems and other automation related components. Drawing and fabrication of simple components.

ASRO1220
Mechanical Transmission of Power Theory
4 credits
Identification, recognition and calculations associated with various components of machines including bearings, gears, cams, motors, clutches, cylinders (hydraulic and pneumatic), fluid systems, mechanical systems and other automation related components.

ASRO2100
Industrial Controls & PLCs Lab
2 credits
Installation, wiring, programming, operation, testing and troubleshooting programmable logic controllers. Interfacing programmable logic controllers with switches, sensors, motors, pneumatics, and other I/O devices. Set-up, configuration and troubleshooting inductive and capacitive proximity, photo-electric, temperature and other industrial sensors.

ASRO2110
Industrial Controls & PLCs Lab
5 credits
Installation, wiring, programming, operation, testing and troubleshooting programmable logic controllers. Interfacing programmable logic controllers with switches, sensors, motors, pneumatics, and other I/O devices. Set-up, configuration and troubleshooting inductive and capacitive proximity, photo-electric, temperature and other industrial sensors.

ASRO2120
Industrial Controls & PLCs Theory
8 credits
Wiring and programming fundamentals associated with programmable logic controllers. Identification, recognition and calculations associated with inductive and capacitive proximity, photo-electric, temperature and other industrial sensors.

ASRO2200
Automation & Robotics Lab
2 credits
Set up, configuration, programming and troubleshooting industrial robots to meet industry standards. Configuration and troubleshooting of installed automation and packaging equipment using machine schematics and related documentation.

ASRO2205
Automation & Robotics Theory
8 credits
Identification, recognition, programming and calculations associated with automation and packaging components, motion control, industrial robotics and related documentation.

ASRO2210
Automation & Packaging Lab
2 credits
Set up configuration and troubleshooting of installed automation and packaging equipment using machine schematics and related documentation.

ASRO2220
Automation & Packaging Theory
3 credits
Identification, recognition and calculations associated with automation and packaging components, motion control, electrical safety, documentation, motors, control circuits and related documentation. Investigation of packaging and automation career options and industry related skills.

ASRO2230
Industrial Robotics Lab
2 credits
Set up, configuration, programming and troubleshooting industrial robots to meet industry standards. Industry safety standards, programming methods, applications and interfacing of sensors and I/O devices.

ASRO2240
Industrial Robotics Theory
3 credits
Identification, recognition and calculations associated with industrial robotics including terminology, safety practices and procedures, application justifications, robot types, operation, program instructions and techniques, I/O device interfacing, end of arm tooling, system integration and troubleshooting.

ASRO2290
Industrial Internship/Practicum
3 credits
Internship or practicum option on various manufacturing topics: automation, electronics, robotics, mechanical systems, assembly, troubleshooting, research and/or field service.

AUTO1110
General Skills & Engine Fundamentals
3 credits
Use tools and measuring instruments. Identify fasteners and fittings, remove damaged fasteners, fabricate brake lines. Research service procedures using automotive information systems. Disassemble and assemble component engines. Describe engine parts, systems, and operation.

AUTO1120
Brakes, Steering & Suspensions
4 credits
Examine theory of design and principles of operation, diagnosis and repair procedures of automotive brake, steering and suspension systems. Practice performing service procedures, four-wheel alignments, tire and wheel service.

AUTO1130
Electrical & Electronic Principles
7 credits
Examine theory and principles of: Ohm's law, circuit principles, magnetism, electromagnetism, batteries, induction, cranking motors, charging systems, basic electronics including semiconductors. Use digital multimeters and wiring schematics to trace, test, and diagnose circuits. Disassemble, inspect, test, and reassemble starters and alternators. On-vehicle diagnosis of battery, starting, and charging systems.

AUTO1210
Engine Repair
3 credits
Examine design and operating principles of engine systems. Disassemble, inspect, measure, and reassemble a complete running engine validated by proper operation when work is completed.

AUTO1220
Automatic Transmissions
3 credits
Fundamentals of planetary gears, theory of operation of components and controls. Disassemble, inspect, and reassemble component automatic transmissions and transaxles. Practice maintenance and general testing procedures, pressure testing, electronic scan tool testing. Effective use of service information is emphasized.

AUTO1230
Accessories, Heating & Air Conditioning
6 credits
Wiring circuit interpretation, accessory operation, lighting system design, circuit tracing, and service procedures. Diagnose and repair lighting, instrumentation, accessories, and air-bags. Heating/air conditioning component operation and physics. Control system diagnosis, service, repair procedures, and pressure diagnosis. On vehicle procedures for recovery/recycling equipment.

AUTO2110
Engine Performance
13 credits
Analysis of the theory of operation, design, diagnosis, and repair procedures of engine control and computer systems. Examine emerging engine performance and vehicle propulsion technologies. Use standard and computerized tune-up test equipment to make a complete performance analysis and/or diagnosis of specific problems to determine the work needed on vehicles. Repairs are made to restore the vehicle's performance, emissions, and fuel economy to as near as possible to original factory and EPA standards.

AUTO2210
Drivetrain
3 credits
Theory of operation, inspection, diagnosis, disassembly and reassembly of transmissions, transaxles and transfer cases. Design, principles of operation, diagnosis, troubleshooting and repair procedures for drive axles, drive shafts, universal joints, differentials and clutches. Oxyacetylene torch procedures.

AUTO2220
Production
8 credits
Practical shop experience in all aspects of automotive repair on customer's vehicle. Fundamentals of shop management, repair order writing, parts procurement, and customer relations. Principles of NVH (noise, vibration, and harshness) diagnosis, and advanced chassis control systems.

AUTO2230
Auto Internship
8 credits
Supervised training in repairing various problems with customer vehicles while working at an automotive repair facility. Need department director approval; must follow approved guidelines listed in the internship packet. This course can be taken in lieu of AUTO2220 Production.

BCSA3100
Computer Architecture
3 credits
Introduction to computer architecture, processors, instruction sets, and assembly language programming.

BCSA3110
Discrete Mathematics
3 credits
Examine the logic-related mathematical background necessary for upcoming courses. Topics include: logic, sets, functions (as defined in the Mathematics domain), sequences, algorithmic complexity, number theory, matrices, proof of complexity, mathematical induction, recursion, counting, probability, and graph and tree fundamentals.

BCSA3120
Systems Analysis Practicum
3 credits
Survey of the various approaches for software development from traditional systems analysis to contemporary agile methods, Unified Modeling Language (UML), and object-oriented design. Develop models and prototypes to practice the processes and techniques needed to design and build quality software systems.

BCSA3130
Management of Distributed Systems
3 credits
Integration of data and users with an emphasis on security will be used in client/server, Internet, intranet/extranet, and other technologies. Review state-of-the-art technologies in each of the basic software and hardware arenas, while emphasizing management models and higher-level analysis using the computer.

BCSA3200
Operating Systems
3 credits
Analyze the purpose of operating systems. Topics include: elements of operating systems, memory and process management, interactions among major components of computer systems, and an examination of the effects of computer architecture on operating systems.

BCSA3210
Algorithms/Data Structures
3 credits
Investigate the creation of algorithms, the study of the running time or complexity of the proposed solution, and interesting related problems with algorithms, including some which cannot be solved by machines. Review well-known algorithms, including those in the areas of searching, sorting, scheduling, tree and graph traversal to understand algorithms and the data structures used to solve them efficiently, like linked lists, stacks, queues, and recursion structures.

BCSA4100
Security
3 credits
Explore fundamental and emerging concepts of computer security. Topics include: maintaining information confidentiality, protecting information integrity, assuring information availability, physical, technical, application, and Internet security, social engineering and associated attacks.

BCSA4110
Formal Languages & Automata
3 credits
Determine how proper programming languages and systems are created. Examine formal logic and models of computation including finite state automata, pushdown automata, and Turing machines. Investigate problems for which a formal solution is not possible, problems which cannot be solved by finite, or real, machines, and problems for which complete solutions are not possible but 'good enough', or heuristic solutions.

BCSA4120
Database Technologies
3 credits
Database technologies and the resources (hardware and software) that are needed to implement the various database systems needed to run an organization at the management level.

BCSA4130
Management Information Systems II
3 credits
Examine budgeting, how to write RFP's (Request for Proposal), contract management, capacity planning, operations and user support, orphan ware, writing and enforcing policies. Identify aspects of security in software programs, social engineering, and network security.

BCSA4200
Capstone
3 credits
An industry (field)-specific capstone project of student's choice. Present a comprehensive project within a field of study that draws on the relevant components of previous course work.

BCSA4210
Software Engineering
2 credits
Introduction to software engineering as an area of computer science. Focused study of requirements and requirements engineering; overview of various modeling techniques applicable to requirements and specifications, including UML and formal modeling.

BCSA4220
Quality Assurance & Testing
2 credits
Theoretical and practical aspects of testing software. Analyze requirements documents through executing test cases and writing a test report. Investigate the types of testing that should be done, who should do it, when are we done, and why it should be done at all. Identify the life cycle issues related to development and maintenance, quality, safety, and security assurance, project management, and automated support environments. Practice the skill set required to organize and carry out the software testing phase for any small or medium-size software project.

BCSA4230
Network Architecture
2 credits
Concepts and fundamental principles in modern network design and implementation that span LAN/WAN using TCP/IP and Ethernet. Review of topics related to layered models such as the OSI and TCP/IP logic models. Particular focus on the areas of network design and optimization. Specification of a network's physical and logical components and their function related to facilitating business processes, as well as network testing and documentation for the purpose of analyzing current architectures for improved performance.

BCSA4240
Data Architecture
2 credits
Practical applications surrounding the modeling and querying of database systems. Concepts at a higher level than the typical database course, focusing on data models, data manipulation languages, extension of data types and data design and how that differs from database design.

BIOL1230
Anatomy
4 credits
Analyze the structure of the human body, molecular, cellular to organism level. Examine cell biology, integumentary, muscular, skeletal, neurological, digestive, respiratory, urinary, cardiovascular, endocrine, lymphatic, and reproductive body systems and the correlation/integration of the various systems to construct the human organism.

BIOL1310
Physiology I
2 credits
Analyze the functioning of the human body, molecular, cellular to organism level. Examine body systems, such as cell biology, muscular, skeletal, neurological, digestive and respiratory and the correlation/integration of the various systems in impacting the functioning of the human organism.

BIOL1320
Physiology II
2 credits
Analyze the functioning of the human body, molecular, cellular to organism level. Examine body systems such as urinary, body defenses, cardiovascular, endocrine, lymphatic, and reproductive and the correlation/ integration of the various systems in impacting the functioning of the human organism.

BIOL1400
Human Disease
4 credits
Analysis of the disease conditions affecting the human body, including their pathological origin, signs and symptoms, pathological process, diagnostics, and treatment modalities.

CDEV1010
Introduction to Web Development
3 credits
Hypertext Markup Language (HTML). Basic page structure, tags, link, text formatting, forms, tables, and debugging with trouble-shooting skills. Cascading Style Sheets (CSS), advanced formatting and layout. Integration of web scripting languages (like JavaScript) into existing web pages to increase user-friendliness and functionality. Creation of scripts for new pages.

CDEV1011
Programming Fundamentals I
2 credits
Basic programming principles like data types, variables, expressions, operators, Boolean Logic, algorithm creation, flowcharts. Structured programming and programming logic constructs (sequence, selection, and loops). Abstraction, modularization, dynamic and static data structures.

CDEV1110
Advanced Programming
4 credits
Create windows based applications. High-level, event-driven programming language concepts with an emphasis on user interface. Advanced object-oriented languages.

CDEV1111
Programming Fundamentals II
2 credits
Object-oriented and event driven-programming. Program construction, software creation problem-solving. Programming structures and coding recipes. Concrete application of concepts using easy-to-use but fully functional programming languages. Visual coding and environments. Game theory including collision and boundary detection. Versioning systems, testing strategies, change management tools.

CDEV1120
Data Organization
4 credits
Language syntax, document model, document types, schemas and stylesheets from eXtensible Markup Language (XML) with a focus on creating structured content and data for business application. Integration of relational database concepts and design of database management systems for enterprise information needs. Business rules analyzed to diagram data models with Unified Modeling Language (UML). Structured Query Language (SQL) used for data definition to construct physical databases, for data manipulation and for data computation.

CDEV2000
Business Architecture
3 credits
Business concepts such as human resource development, marketing, investing, security, legal, and entrepreneurship. Types of businesses including e-commerce, consulting, outsourcing, and training topics. Various development approaches for software development from traditional systems analysis to contemporary agile methods and beyond. Developing models and prototypes to practice the processes and techniques needed to design and build quality software systems.

CDEV2011
Business Applications
4 credits
Transition of static HTML web sites to complex data integrated applications. Server-side scripting. Difference between coding a page and coding a site or full project. Customization and integration of many complex pieces of code and parts of a web site into a single cohesive web application.

CDEV2020
Databases: Philosophy & Practice
3 credits
Structured Query Language, database normalization, database management systems (DBMS), implementation-independent database design, security. Database server technology for enterprise-class data services and complex business logic. Server architecture, data integrity, data types, indexing, constratins, stored procedures, database schemas.

CDEV2110
Web Publishing
5 credits
Techniques central to web publishing. Open-source and proprietary languages built for the web. Tools used to publish content online. Interactive, data-driven web applications for web storefronts. Scripting templates, databases, file system, directories and other enterprise systems for developing web application services.

CHEM2000
Introduction to Chemistry
3 credits
Examine contemporary applications of chemistry in such areas as energy, technology and materials, pollution and waste. Applications illustrate many fundamental concepts in chemistry, such as molecular and electronic structure, mixtures, intermolecular forces, phase behavior, thermodynamics, electrochemistry, kinetics, and equilibria. Current and future global challenges are presented and discussed.

CHEM2110
Chemistry with Lab
4 credits
Develop a basic understanding of the central principles of chemistry that are useful to explain and predict the properties of chemical substances based on their atomic and molecular structure; promotes the development of basic and advanced science process skills.

CMGT1110
The Construction Industry
3 credits
Aspects of the construction industry presented using interviews with practicing professionals, site tours, and exploratory reflections to illustrate the many opportunities available as a professional.

CMGT1111
The Construction Industry
2 credits
Aspects of the construction industry presented using interviews with practicing professionals, site tours, and exploratory reflections to illustrate the many opportunities available as a professional.

CMGT1120
Construction Materials & Methods I
4 credits
Examine building materials and construction methods through deconstruction of building systems using case studies, field trips and hands on exercises to figure out how buildings are assembled. Emphasis is on the methods and materials for the exterior of buildings.

CMGT1131
Construction Plans & Measurements
3 credits
Interpret architectural and engineering graphics and conventions using construction documents to identify materials and calculate quantities.

CMGT1140
Construction Drafting
2 credits
Implement construction graphics and conventions using hand drafting and drawing software.

CMGT1210
Construction Estimating I
4 credits
Integrate material quantities with costs through take-offs, estimates and bid analysis, to predict project costs.

CMGT1211
Constuction Estimating I
3 credits
Integrate material quantities with costs through take-offs, estimates and bid analysis, to predict project costs.

CMGT1220
Constuction Materials & Methods II
4 credits
Examine building materials and construction methods through deconstruction of building systems using case studies, field trips and hands on exercises to figure out how buildings are assembled. Emphasis on the methods and materials for the interior of buildings.

CMGT1221
Constuction Materials & Methods II
3 credits
Examine building materials and construction methods through deconstruction of building systems using case studies, field trips and hands on exercises to figure out how buildings are assembled. Emphasis on the methods and materials for the interior of buildings.

CMGT1230
Construction Planning & Scheduling I
4 credits
Analyze a sequence of construction tasks using network diagrams, Gantt charts, and the critical path method to create a project schedule.

CMGT1231
Construction Planning & Scheduling I
3 credits
Analyze a sequence of construction tasks using network diagrams, Gantt charts, and the critical path method to create a project schedule.

CMGT1310
Construction Topics I
1 credit
Investigate a selected topic in various areas of construction allowing a problem of special interest to be further examined.

CMGT1901
International AEC Fields & Practices
1 credit
Introduction to the international aspects of architecture, engineering, and construction industries. Emphasis on inter-cultural communication, cultural intelligence, and globalization of technology. Four traditional classroom sessions (held before travel) include lectures, seminar discussions, case studies, participatory activities, and guest speaker presentations. Coursework during travel is primarily experiential based and includes fieldwork, group projects and community based service-learning. Travel expenses are incurred by the student.

CMGT2130
Construction Safety
3 credits
Examine the principles of construction safety and identify health hazards using the Occupational Safety and Health Administration (OSHA)1926 Construction Industry Regulations and MNOSHA Laws and Rules. Emphasis is on OSHA 30-hour Construction standards, to develop strategies to prevent injuries on construction projects. Awareness education for asbestos, PCB's (polychlorinated biphenyl), VOC's (volatile organic compounds), mold and lead.

CMGT2131
Construction Safety
2 credits
Examine the principles of construction safety and identify health hazards using the Occupational Safety and Health Administration (OSHA)1926 Construction Industry Regulations and MNOSHA Laws and Rules. Emphasis is on OSHA 30-hour Construction standards.

CMGT2150
Residential Project Management
3 credits
Integrate residential project management skills to create and coordinate plans, schedules, and estimates for a site development residential project utilizing construction competition guidelines.

CMGT2203
Construction Mgmt Statics & Structures
3 credits
Evaluate structural behavior, structural materials, and load resistance for vertical and horizontal projects. Focus is on how construction managers work with designers.

CMGT2210
Integrated Environmental Systems
4 credits
Examine mechanical, electrical, plumbing and fire protection systems using case studies to coordinate the integration of these disciplines.

CMGT2211
Integrated Environmental Systems
3 credits
Examine mechanical, electrical, plumbing and fire protection systems using case studies to coordinate the integration of these disciplines.

CMGT2220
Construction Administration
3 credits
Examine the requirements of Construction Administration using industry standard formats and procedures to understand the administrative requirements for their implications on a construction project. Principles of mitigating construction liability and risk are addressed through case studies and construction documents to select the appropriate method of risk management for a construction project.

CMGT2221
Construction Administration
2 credits
Examine the requirements of Construction Administration using industry standard formats and procedures to understand the administrative requirements for their implications on a construction project.

CMGT2230
Commercial Project Management
3 credits
Manage a construction project from Request for Proposals through closeout integrating software; best practices and ethical decision making illustrate the competencies required of a construction project manager/site supervisor. Emphasis on overall culmination of prerequisite skills achieved in prior courses.

CMGT2500
Project Management: NAHB 2 yr Competition
3 credits
Integrate residential project management with documentation prepared for review by an industry review panel and a presentation at the National Association of Home Builders (NAHB) annual student competition. Emphasis is on creation and coordination of plans, schedules and estimates. Students are selected by faculty to register for this course.

CMGT3110
Construction Law
4 credits
Examine the components of Construction Law using case law studies and construction documents to understand and identify the legal issues and liabilities encountered in connection with a construction project. The focus is on the obligations and liabilities that arise for general contractors, subcontractors, property owners and other project stakeholders from key boilerplate construction contract language or local, state and federal law.

CMGT3111
Construction Law
3 credits
Examine the components of Construction Law using case law studies and construction documents to understand and identify the legal issues and liabilities encountered in connection with a construction project.

CMGT3120
Construction Estimating II
4 credits
Advanced analysis of the quantity surveying, cost estimating, and bidding methods of building construction using current industry practices and methods to oversee and manage the successful procurement of projects.

CMGT3121
Construction Estimating II
3 credits
Advanced analysis of the quantity surveying, cost estimating, and bidding methods of building construction using current industry practices and methods to oversee and manage the successful procurement of projects.

CMGT3130
Quality Assurance & Risk
3 credits
Analyze the best allocation of people, processes, material, and equipment based on quality and productivity principles and expectations to maintain an efficient and safe work environment.

CMGT3210
Construction Accounting & Finance
4 credits
Apply basic accounting and finance concepts in the construction industry to analyze project data and financial statements to forecast, monitor and manage the costs of a construction project. Analyze the unique characteristics of construction accounting and finance through their use in budget development, securing funding, and cash flow to forecast the implementation of business decisions on financial statements.

CMGT3211
Construction Accounting & Finance
3 credits
Apply basic accounting and finance concepts in the construction industry to analyze project data and financial statements to forecast, monitor and manage the costs of a construction project. Analyze the unique characteristics of construction accounting and finance through their use in budget development, securing funding, and cash flow to forecast the implementation of business decisions on financial statements.

CMGT3220
Construction Planning & Scheduling II
4 credits
Advanced principles and techniques of managing construction schedules to forecast and report progress for construction projects.

CMGT3221
Construction Planning & Scheduling II
3 credits
Advanced principles and techniques of managing construction schedules to forecast and report progress for construction projects.

CMGT4004
CMGT Professional Development
6 credits
Develop and implement a customized plan which identifies areas of focus to be a successful graduate. Emphasis is on completing an internship, professional development, or alternative project.

CMGT4005
Professional Development
4 credits
Develop and implement a customized plan which identifies areas of focus to be a successful graduate. Emphasis is on completing an internship, professional development, or alternative project.

CMGT4006
Professional Development
1 credit
Integrate managerial and leadership skills in a related industry setting to acquire real world experience in an area of student interest.

CMGT4110
Project Management: 4yr CM Competition
3 credits
Integrate residential project management with documentation prepared for review by an industry review panel and a presentation at an industry sponsored national student competition. Emphasis is on creation and coordination of plans, schedules, estimates, finance, marketing analysis, risk, insurance, and green initiatives for a site development project. Students are selected by faculty to register for this course.

CMGT4120
Field Engineering
3 credits
Analyze statics and strength of materials as used for the application of material specifications, quality control, and testing required in the field. Emphasis on field documentation and verification of subcontractor work.

CMGT4130
Green Construction
3 credits
Examine green building principles and best practices through laboratory exercises, research, discussions, case studies, and presentations; apply to industry documents to understand the green building industry.

CMGT4130
Green Construction
3 credits
Examine green building principles and best practices through laboratory exercises, research, discussions, case studies, and presentations; apply to industry documents to understand the green building industry.

CMGT4131
Construction Elective
3 credits
Orientation to a selected topic through a study of contractor's relationship to society, specific clients, their professions, and other collaborators in the construction industry.

CMGT4132
Construction Elective
2 credits
Orientation to a selected topic through a study of contractor's relationship to society, specific clients, their professions, and other collaborators in the construction industry.

CMGT4134
Construction Elective
4 credits
Orientation to a selected topic through a study of contractor's relationship to society, specific clients, their professions, and other collaborators in the construction industry.

CMGT4135
Construction Elective
5 credits
Orientation to a selected topic through a study of contractor's relationship to society, specific clients, their professions, and other collaborators in the construction industry.

CMGT4136
Construction Elective
6 credits
Orientation to a selected topic through a study of contractor's relationship to society, specific clients, their professions, and other collaborators in the construction industry.

CMGT4137
Construction Elective
1 credits
Orientation to a selected topic through a study of contractor's relationship to society, specific clients, their professions, and other collaborators in the construction industry.

CMGT4210
Construction Topics II
4 credits
Investigate a selected topic in various areas of construction allowing a problem of special interest to be further examined.

CMGT4211
Construction Topics II
3 credits
Investigate a selected topic in various areas of construction allowing a problem of special interest to be further examined.

CMGT4220
Utility & Construction Design
3 credits
Examine the infrastructure systems related to public works projects produced in the United States; presented and discussed through a series of speakers, field trips and readings in order for construction professionals to realize the importance of our infrastructure systems and how they affect our society, including an analysis of current and future needs.

CMGT4500
Project Management Capstone
3 credits
Integrate residential project management with documentation prepared for review by an industry review panel. Emphasis is on creation and coordination of plans, schedules, estimates, finance, marketing analysis, risk, insurance, and green initiatives for a site development project.

CMGT4501
Project Managment
3 credits
Integrate project management with documentation prepared for review by an industry review panel. Emphasis is on creation and coordination of plans, schedules, estimates, finance, marketing analysis, risk, insurance, and green initiatives for a site development project.

CNET1110
Computer Systems
5 credits
Apply electronic theory, Boolean logic, utilization of hex editors and assembly language to understand the underpinning technologies that make computers systems work. Maintenance and repair of computer operating systems, hardware, peripherals, and component selection/installation for machines commonly found in a business.

CNET1120
Network Fundamentals
5 credits
Concepts and terminology of business data communications and how it applies to the business environment. Introduction to client-server networking, associated networking devices, and services required to support a network and the current models governing interoperability. Portions of this course will provide preparation for the CompTIA Network+ Certification.

CNET1210
Server Systems I
5 credits
Install, configure, maintain, and manage the primary services in the Microsoft Windows Server operating system. Introduction to the sharing of system resources, remote administration techniques to facilitate efficient and effective management of business computer systems.

CNET1210
Server Systems I
5 credits
Install, configure, maintain, and manage the primary services in the Microsoft Windows Server operating system. Introduction to the sharing of system resources, remote administration techniques to facilitate efficient and effective management of business computer systems.

CNET1220
Routing & Switching I
5 credits
Concepts and application of bridging, switching, and routing in an industry-standard networking environment. Install, configure, and manage networks, routers, and switches to facilitate basic network communication architectures. Portions of this course help to prepare for the Cisco Certified Networking Associate (CCNA) exam.

CNET2110
Server Systems II
5 credits
Install, configure, maintain, and manage directory services for the network infrastructure including server deployment, terminal services, web services, network application services, planning, designing, and business continuity.

CNET2120
Routing & Switching II
5 credits
Advanced concepts and application of bridging, switching, and routing in an industry-standard networking environment. Practice advanced business network communication architectures. This course helps to prepare for the Cisco Certified Networking Associate (CCNA) exam.

CNET2210
Enterprise Application Administration
5 credits
Install, configure, maintain, and manage Microsoft Exchange Server (email) and the considerations needed to optimize Exchange Server deployment. Managing and maintaining databases and multidimensional databases on Microsoft SQL Server. Development and deployment of SharePoint sites, security, database connectivity; administer and monitor SharePoint sites for use in a business setting.

CNET2220
Open Source Software
5 credits
Install, configure, maintain, and manage a wide variety of Open Source Software (OSS) including OSS desktop productivity software; the history of the open source movement. Configure OSS operating systems to support common client-servers, Web hosting, and other services commonly found at the enterprise and ISP levels of industry.

CNTS1111
Computer Systems
4 credits
Apply electronic theory, Boolean logic, utilization of hex editors and assembly language to understand the underpinning technologies that make computers systems work. Maintenance and repair of computer operating systems, hardware, peripherals, and component selection/installation for machines commonly found in a business.

CNTS1121
Network Fundamentals
3 credits
Concept and terminology introductions, data communications in a business environment. Client-server networking; communication hardware, software, and basic security is introduced. Services and models supporting data communications interoperability introduced. Configure and troubleshoot basic network connections and the hardware/software associated.

CNTS1130
Desktop Business Applications
3 credits
Operation of desktop business applications and how they apply to the business environment. Construct documents for real world applications in a variety of different business scenarios.

CNTS1210
Server Systems I
5 credits
Install, configure, maintain, and manage the primary services in the Microsoft Windows Server operating system. Introduction to the sharing of system resources, remote administration techniques to facilitate efficient and effective management of business computer systems.

CNTS1220
Routing & Switching I
5 credits
Concepts and application of bridging, switching, and routing in an industry-standard networking environment. Install, configure, and manage networks, routers, and switches to facilitate basic network communication architectures. Portions of this course help to prepare for the Cisco Certified Networking Associate (CCNA) exam.

CNTS1230
Network Systems
4 credits
Expansion of concepts and terminology of business data communications and how they apply to the business environment. Intermediate to advanced client-server networking concepts, including its associated networking hardware, addressing and services. Logical addressing, IP routing, and network protocols. Installation and configuration of client-server networking systems.

CNTS2111
Server Systems II
5 credits
Install, configure, maintain, and manage directory services for the network infrastructure including server deployment, terminal services, web services, network application services, planning, designing, and business continuity.

CNTS2120
Routing & Switching II
5 credits
Advanced concepts and application of bridging, switching, and routing in an industry-standard networking environment. Practice advanced business network communication architectures. This course helps to prepare for the Cisco Certified Networking Associate (CCNA) exam.

CNTS2130
Virtualization
3 credits
Install, configure, maintain, and manage a variety of virtualization software; examine the underlying principles of virtualization; create a virtual IT infrastructure; advantages and disadvantages of moving to a virtualized environment; comparison of major virtualization software systems.

CNTS2211
Enterprise Application Administration
3 credits
Install, configure, maintain, and manage Microsoft Exchange Server (email) and the considerations needed to optimize Exchange Server deployment. Managing and maintaining databases and multidimensional databases on Microsoft SQL Server. Development and deployment of SharePoint sites, security, database connectivity; administer and monitor SharePoint sites for use in a business setting.

CNTS2223
Open Source Software
4 credits
Install, configure, maintain, and manage a wide variety of Open Source Software (OSS) with an emphasis on common web, file and database servers found in industry; the history of the open source movement. Configure OSS operating systems to support common client-servers, Web hosting, and other services commonly found at the enterprise and ISP levels of industry. In-depth coverage of technologies related to hosting websites including programming language support, database support/connectivity, and remote access.

CNTS2240
Administrative Scripting
3 credits
Programming techniques that apply to managing computer systems and networks. Programming and its best practices, methods of code writing, and development of real world scripts used to manage enterprise networks.

CNTS2250
Career Preparation
1 credit
Design a business resume, cover letter and thank you letter; implement a job search strategy, and submit resume, cover letter and thank you letter in search of an entry level job. Assemble artifacts for a student portfolio, create the portfolio, and present it to industry professionals.

COMM1010
Business Communication
3 credits
Communication in the business world with written and verbal activities, such as memos, business letters, presentations, resumes, and an introduction to public speech making.

COMM1150
Interpersonal Communication
3 credits
Analyze the process of interpersonal communication as a dynamic and complex system of interactions. Integrate interpersonal communication theory into work, family and social relationships. Apply fundamental tools needed to provide quality customer service. Decision making, problem solving, and managing customer service processes are emphasized.

COMM1910
Communication Topics I
1 credit
Topics in communication selected by faculty assigned to the course.

COMM1920
Communication Topics II
2 credits
Communication Topics II focuses on topics in communication selected by faculty assigned to the course.

COMM2000
Communication for Technical Professions
5 credits
Develop the distinctive reading and writing skills critical to success in technical professions. Examine the role of and techniques used within the writing process; the interrelationship between content, language, and structure; and the relationship between the basic conventions of writing and the construction of meaning. Topics include strategies for collaborative and ethical writing in the workplace, creating and interpreting professional communications, and analyzing field-specific texts for application to a specific task and overall effectual performance.

COMM3000
Professional Communication
2 credits
Professional communication in all forms: researching, selecting, synthesizing, and documenting sources; business e-mail and letter writing, as well as public speaking and power point presentation for application in a management setting.

COMM3300
Mass Media & Popular Culture
2 credits
Explore contemporary forms of mass media and genres of popular culture, such as print and broadcast journalism, branding and advertising, movies, sports, social media and music, to encourage active and thoughtful consumerism. Examine the role of mass culture in producing and reproducing basic social categories, such as racial and gender stereotypes. Identify how the media shapes politics.

CSBT1000
AEC Seminar
1 credit
Introduction to the academic and classroom culture. Develop a proficiency in communication skills including research, oral presentation, writing, and collaboration.

CSBT1001
Construction Drafting
4 credits
Implement construction graphics and conventions using hand drafting and drawing software.

CSBT1002
Construction Drafting
3 credits
Implement construction graphics and conventions using hand drafting and drawing software.

CSBT2000
Professional Development
1 credit
Apply technical skills in a related industry setting to acquire real world experience in an area of student interest.

CSBT2110
Building Codes
3 credits
Select and apply appropriate federal, state/provincial and municipal codes, standards and accessibility guidelines using industry standards with an emphasis on Life Safety Codes and the ADA to prepare for licensing exams, meet with codes officials, and to design spaces that enhance the health, safety and welfare of the general public.

CWEB1000
Introduction to Web Languages
2 credits
Hypertext Markup Language (HTML). Basic page structure, tags, link, text formatting, forms, tables, and debugging with trouble-shooting skills. Cascading Style Sheets (CSS), advanced formatting, and layout.

CWEB1010
Introduction to Web Development
3 credits
Hypertext Markup Language (HTML). Basic page structure, tags, link, text formatting, forms, tables, and debugging with trouble-shooting skills. Cascading Style Sheets (CSS), advanced formatting, and layout. Integration of web scripting languages (like Javascript) into existing web pages to increase user-friendliness and functionality. Creation of scripts for new pages.

CWEB1110
Programming Fundamentals
4 credits
Basic programming principles like data types, variables, expressions, operators, Boolean logic, algorithm creation, flowcharts. Structured programming and programming logic constructs (sequence, selection, and loops). Abstraction, modularization, dynamic and static data-structures, object-oriented and event driven programming.

CWEB1111
Programming Fundamentals II
3 credits
Intermediate programming principles like abstraction, modularization, dynamic and static data-structures, object-oriented and event driven-programming more in-depth. Classes and inheritance. Program construction, software creation problem-solving. Programming structures and coding recipes. Concrete application of concepts using easy-to-use but fully functional programming languages. Visual coding and environments. Game theory including collision and boundary detection.

CWEB1120
Data Organization
4 credits
Language syntax, document model, document types, schemas and stylesheets from EXtensible Markup Language (XML) with a focus on creating structured content and data for business application. Integration of relational database concepts and design of database management systems for enterprise information needs. Data modeling with Unified Modeling Language (UML) and Structured Query Language (SQL) used for data definition to construct physical databases, for data manipulation and for data computation.

CWEB2010
Advanced Programming
4 credits
Create windows based applications. High level, event driven programming language concepts with an emphasis on user interface. Advanced object-oriented languages.

CWEB2011
Business Applications
4 credits
Transition of static hypertext markup language (HTML) web sites to complex data integrated applications. Server-side scripting. Differentiate between coding a page and coding a site or full project. Customize and integrate many complex pieces of code and parts of a web site into a single cohesive web application.

CWEB2020
Database Servers
3 credits
Database server technology for enterprise-class data services and complex business logic. Server architecture, data integrity, data types, indexing, constraints, stored procedures, database schemas, normalization, data warehouses, data mining, data cubes.

CWEB2101
Business Architecture
4 credits
Business concepts such as human resource development, marketing, investing, security, legal, and entrepreneurship. Various development approaches for software development from traditional systems analysis to contemporary methods (like Agile) and beyond. Develop models and prototypes to practice the processes and techniques needed to design and build quality software systems.

CWEB2111
Web Publishing
3 credits
Techniques central to web publishing. Open-source and proprietary languages built for the web. Tools used to publish content online. Interactive, data-driven web applications for web storefronts. Scripting templates, databases, file system, directories and other enterprise systems for developing web application services.

CWEB2121
Database Systems
2 credits
Structured Query Language, database normalization, database management systems (DBMS), implementation-independent database design, and security.

CWEB2130
Advanced Topics
3 credits
Emerging technologies advanced topics. Career preparation work. Perfecting job skills. Resumes, cover letters, interview skills. Portfolio or external project work to exhibit all skills gained throughout program. Seminar/independent study format.

CWEB2131
Internship I
1 credit
Practice skills in an approved, professional, external, commercial entity for a minimum of 54 hours.

CWEB2132
Internship II
2 credits
Practice skills in an approved, professional, external, commercial entity for a minimum of 108 hours.

CWEB2133
Internship III
3 credits
Practice skills in an approved, professional, external, commercial entity for a minimum of 162 hours.

CWEB2135
Advanced Topics
3 credits
Emerging technologies advanced topics. Career preparation work. Perfecting job skills. Resumes, cover letters, interview skills. Portfolio or external project work to exhibit all skills gained throughout program. Seminar/independent study format.

ECDM2110
Electrical Commercial Design Project
3 credits
Electrical design and project management of a simulated commercial building project. The project involves lighting, power and low voltage systems. Detailed documentation of all aspects of the project for external review. CAD (Computer Aided Drafting) and Revit stations are utilized to simulate a design environment.

ECDM2120
Electrical Commercial Design Theory
3 credits
Various principles, practices and required codes as utilized in commercial electrical construction; involves lighting systems solutions, selection of power systems, and low voltage systems. Scheduling and project management practices are emphasized.

ECDM2130
Electrical Commercial Design Calculation
3 credits
Various mathematical skills for calculations involved in electrical construction in commercial buildings; involves lighting systems applications, power systems applications, and low voltage systems selection. Scheduling and project management practices use calculation procedures.

ECDM2140
Electrical Residential Design Project
2 credits
Electrical design of a simulated residential multi-family dwelling. The project involves lighting systems, power systems and low voltage systems. Detailed documentation of all aspects of the project. Basics of computer-assisted design (CAD & Revit) will assist in the production of drawings and documentation.

ECDM2150
Electrical Residential Dsgn Application
2 credits
Various principles, practices and codes as utilized in residential electrical construction; involves lighting systems design, power systems, and low voltage systems. Calculate lighting design solutions and other industry-standard computations for residential design.

ECDM2210
Electrical Industrial Design Project
3 credits
Electrical design and project management of a simulated multiple-use building project; involves lighting systems, power systems, low voltage systems, scheduling and project management. Detailed drawings and documentation of all aspects of the project for external review.

ECDM2220
Electrical Industrial Design Theory
3 credits
Various principles, practices and codes utilized in industrial electrical construction; involves lighting systems, power transformation and distribution systems, control and low voltage systems. Scheduling and project management for a complex, commercial/industrial project.

ECDM2230
Electrical Industrial Design Calculation
3 credits
Mathematical skills for principles, practices and code computations as utilized in electrical construction of a multiple use building; involves total integration of all electrical systems for a complete building design. Procedures and practices used (including appropriate computer software) for scheduling and project management.

ECDM2240
Electrical Estimating & Management Lab
2 credits
Detailed estimation and project management of residential, commercial and industrial electrical construction projects using industry software. Scheduling and bidding of construction projects and project documentations.

ECDM2250
Electrical Estimating & Management Apps
2 credits
Process of estimation and project management for electrical construction projects; scheduling and bidding of construction projects and project documentations.

ECON1000
Introduction to Micro & Macro Economics
3 credits
Fundamental economic issues and theories are explored through discussion and research. Current events, policy perspectives, and case studies are used to process and apply economics to everyday life.

ELEC1111
AC & DC Electrical Lab
5 credits
Investigation and application of electronics and electrical alternating and direct current principles and theories utilizing electrical math, basic schematics, test equipment, circuit connections, and analysis techniques to identify and predict electrical and electronic component and circuit behaviors.

ELEC1112
AC & DC Electrical Principles
8 credits
Examination of electronics and electrical alternating and direct current principles and theories utilizing electrical math, basic schematics, and circuit analysis techniques to identify and predict electrical and electronic component and circuit behaviors.

ELEC1211
AC & DC Machines & Controls Lab
5 credits
Investigation and analysis of AC and DC machines with both industrial and programmable logic control systems utilizing schematics and components to create and build electrical circuits with the inclusion of testing and troubleshooting procedures of equipment for a comprehensive analysis of industrial manufacturing systems.

ELEC1212
AC & DC Machines Principles
8 credits
Examination of DC and AC machine principles and theories with an emphasis on industrial manufacturing system calculations and analysis including use of the National Electrical code regulations for installations.

ELEC2111
Wiring & Electrical Systems Lab 1
5 credits
Implementation and installation of electric equipment, wiring methods and print reading for residential, light commercial and limited energy systems performed in a lab environment using proper safety practices and procedures.

ELEC2112
Wiring & Electrical Systems Principles 1
8 credits
Interpretation of the National Electrical Code and related calculations are examined and used to determine proper installation and use of wiring methods, devices and equipment in accordance with the National Electrical Code with a focus on residential and limited energy systems.

ELEC2211
Wiring & Electrical Systems Lab 2
5 credits
Implementation of wiring methods for the installation of commercial, industrial, and renewable energy applications with an emphasis on various electrical systems utilizing blue prints, electrical schematics, estimating and take-off, and applicable industry standards along with the National Electrical Code within a laboratory environment.

ELEC2212
Wiring & Electrical Systems Principles 2
8 credits
Examination of the methods and materials used for the design, operation, estimation, layout and installation of commercial, industrial, and renewable energy electrical systems utilizing applicable industry standards along with the National Electrical code.

ELTT1100
Basic Electricity & Electronics Lab
2 credits
Analyze, design, and build series, parallel and combination AC and DC circuits. Build and test semiconductor circuits, power supplies, transistor circuits using protoboards and various test equipment.

ELTT1110
Basic Electricity & Electronics Lab
5 credits
Analyze, design and build series, parallel and combination AC and DC circuits. Semiconductor circuits, power supplies, transistor circuits are built and tested using protoboards and various test equipment.

ELTT1120
Basic Electricity & Electronics Theory
8 credits
Identification, recognition and calculations associated with basic electricity, including Ohm's Law, resistance, capacitance, inductance in AC and DC circuits, as well as solid state principles of diodes, power supplies and transistors.

ELTT1200
Digital & Microprocessors Lab
2 credits
Design, build, and troubleshoot digital circuits. Debug and program microprocessors and microcontrollers for various operations and interface to external devices. Analyze digital and microprocessor circuits using industry standard test equipment.

ELTT1210
Digital & Microprocessors Lab
3 credits
Design, build, and troubleshoot digital circuits. Debug and program microprocessors and microcontrollers for various operations and interface to external devices. Analyze digital and microprocessor circuits using industry standard test equipment.

ELTT1220
Digital & Microprocessors Theory
8 credits
Identification, recognition and calculations associated with combinational and sequential logic circuits as well as internal architecture of microprocessors and microcontrollers, programming, logic operations, memory mapping, addressing, data transfer, and system control.

ELTT1230
PCB & Circuit Development
1 credit
Electronic circuit prototyping using various industry standards, hardware, and software. Utilize circuit manufacturing techniques to create surface mount and through hole circuit boards.

ELTT1240
Programming Fundamentals
1 credit
Use algorithms and flowcharts to develop logic, execution control, data types, loops, and control structures for computer executable software. Utilizes National Instrument's LabVIEW.

ELTT2200
Advanced Electronics Lab
2 credits
Design and build single and multistage transistor amplifiers, operation amplifier control circuits, thyristors, motors, radio frequency circuits; other advanced electronics topics.

ELTT2210
Advanced Electronics Lab
4 credits
Design and build single and multistage transistor amplifiers, operation amplifier control circuits, thyristors, motors, radio frequency circuits; other advanced electronics topics.

ELTT2220
Advanced Electronics Theory
6 credits
Identification, recognition and calculations associated with single and multistage transistor amplifiers, operation amplifier control circuits, thyristors, motors, radio frequency circuits; other advanced electronics topics.

ELTT2230
Advanced Electronics Theory
8 credits
Identification, recognition and calculations associated with single and multistage transistor amplifiers, operation amplifier control circuits, thyristors, motors, radio frequency circuits as well as other advanced electronics topics.

ENGL1010
English
3 credits
Analyze the research and essay-writing process for purpose, planning, drafting, and revision. Explore writing patterns and thought development. Incorporate concepts of grammar and usage, documentation, source relevancy and credibility. Focus is on clear, concrete writing.

GAPT1110
Design Principles & Applications
3 credits
Introduction to design principles and processes, including creative problem solving, design work flows, and industry best practices; includes typography, drawing, layout and composition. Explore Adobe Creative Suite.

GAPT1120
Pre-Media Principles & Applications
3 credits
Introduction to pre-media principles and processes. Input, edit, output and archive media assets for all possible print and online outcomes. Explore various pre-media workflows, using industry best practices.

GAPT1130
21st Century Graphic Communication
3 credits
Introduction to digital and analog print processes, and various bindery and finishing technologies. Prepare and test for Flexographic Technical Association Level One Certification.

GAPT1141
Introduction to Web Design
1 credit
Introduction to web design using a graphical user interface web development tool. Basics of HTML and CSS with an emphasis on web design principles and file management.

GAPT1150
Introduction to Color Theory
1 credit
The importance and power of color in graphic communication, brand identity, and color reproduction. Color psychology, science and applications. Hands-on exploration of RGB, LAB and CMYK color spaces.

GAPT1210
Packaging Design
2 credits
Investigate the concepts of folding carton design and production for retail and commercial use. Client-driven creation of a custom folding carton from structural design through finished branded prototype and formal presentation. Train on industry standard ArtiosCAD and Studio Visualizer software to produce virtual 3D animations and physical mock-ups.

GAPT1220
Applied Color Theory
1 credit
Practice the use of color from design through output. Color palettes, color matching systems, process and custom inks, color separating, color measurement, color indexing, introduction to color management.

GAPT1230
Image Composition & Effects
1 credit
Investigate Photoshop core competencies for designers and pre-media technicians related to image editing and compositing. Practice masking, layer organization and blending, basic color correction, vector/raster collage work, subject silhouetting, and creating shadows and reflections.

GAPT2110
Color Management
2 credits
Cross-disciplinary course uniting design, pre-media and press students for the practical application of color managed work flows. Calibration, characterization, and conversion best practices. Team based creation and production of related color print samples managed across multiple devices.

GAPT2120
Web Graphics
2 credits
Introduction to web design from creating wire frames to finished mockups. Emphasis is on web page layout and the creation and formatting of the graphic elements on a web page.

GAPT2230
Business of Print
1 credit
The basics of print business operations, including profit and loss, equipment costs, rates and shift considerations, wages and benefits, and domestic versus offshore production. Other related topics include lean manufacturing and six sigma principles, as well as emerging shifts toward consultative practices, marketing and brand management, as practiced in the packaging and digital printing industries.

GAPT2240
Graphic Arts Industry Internship
4 credits
Applying and developing technical skills and professional behavior; monitored on-the-job work experience.

GAPT2241
Graphic Arts Industry Internship
2 credits
Monitored on the job work experience. Apply and develop technical skills and professional behavior.

GAPT2243
Graphic Arts Industry Internship
3 credits
Apply and develop technical skills and professional behavior; monitored on-the-job work experience.

GDES1210
Typography
2 credits
Examine typographic principles with an overview of the history of type. Identify typographic vocabulary, and explain the use of typography as a tool to enhance visual interest and communication.

GDES1220
Design for Print
2 credits
Practice of basic design principles applied to projects destined for traditional print media. Create various print projects from concept, brand development and design asset coordination to print ready files. Demonstrate critical design analysis through classroom critiques.

GDES1231
Vector Design
1 credit
Introduction to two-dimensional design through a study of principles and elements of design. Explore these principles and elements using Adobe Illustrator.

GDES2110
Design for Digital Print
2 credits
Principles of design for contemporary digital output devices and the special design considerations required. Introduction to opportunities unique to digital output including wide format, short run printing and variable data output.

GDES2120
Design for Publication
2 credits
Investigation and design of structural systems and organizational methods for multi-page documents, such as newsletters, magazines, books and catalogs. Cross-media publication processes will also be explored.

GDES2140
Design for Animation & Interactivity
2 credits
Introduction to the concepts and tools used for creating time and motion based design including documents that involve user interaction. Students will create 2-D animations from storyboarding to finished stand alone or web-based projects.

GDES2210
Business of Design
2 credits
Basics of marketing, proposals, legal considerations, and working with clients; an overview of potential career paths for designers. Develop individual professional brand marks and identity system.

GDES2220
Information Design
2 credits
A combination of theory and practice covering principles of design, perception and usability; demonstrate how graphic design can positively affect the presentation of information.

GDES2230
Graphic Design Portfolio
1 credit
Planning and preparation of both an analog and digital presentation of student design work as evidence of graphic design skills and abilities. Focus on selection, organization and presentation for professional advancement.

GDES2240
Graphic Design Capstone
4 credits
Applying and developing technical skills and professional behavior for graphic designers; a closely supervised, project-based experience.

GDES2241
Graphic Design Capstone
2 credits
A closely supervised, project based experience. Apply and develop technical skills and professional behavior for graphic designers.

GDES2243
Graphic Design Capstone
3 credits
Apply and develop technical skills and professional behavior for graphic designers; a closely supervised, project based experience.

GEOG1000
World Geography
3 credits
Explore the world through the fascinating cultures, architecture, traditions, politics, people and urban settings of vastly different countries. Examine urban geography in terms of concentration, infrastructure, economy, and environmental impacts.

GSCI1000
Science of Metallurgy
2 credits
Explore the science of metallurgy. Emphasis is on calculations and applications of physics to the use of metal in manufacturing.

GSCI1010
Science of the Automobile
2 credits
Principles and methodologies of science used in the context of automobile technology. Focus is on the science of electricity and magnetism as well as the science of mechanical systems.

GSCI1080
Environmental Science
3 credits
Scientific principles, concepts and methodologies required to understand the interrelationships of the natural world.

GSCI1081
Environmental Science with Lab
3 credits
Scientific principles, concepts and methodologies required to understand the interrelationships of the natural world. Labs included.

GSCI1090
Current Events in Science
3 credits
Analyze and evaluate the current science findings and their global effects.

GSCI1200
General Science
2 credits
Introduction to fundamental scientific concepts, principles, processes, and phenomenon, and how they impact society.

GSCI1910
General Science Topics I
1 credit
Topics in general science selected by faculty assigned to the course.

GSCI1920
General Science Topics II
2 credits
Topics in general science selected by faculty assigned to the course.

GSCI3000
Applied Environmental Science with Lab
3 credits
The practical application of scientific principles as they relate to environmental health and sustainability. Labs included.

HASD1110
Refrigeration & Air Conditioning Systems
3 credits
Introduction to the mechanical refrigeration cycle and related HVAC equipment, includes the cyclic nature of the refrigeration systems, individual components and the correlation of service practice and integration of controls. Explore servicing mechanical refrigeration equipment, components of the system, and basic systematic servicing techniques.

HASD1120
Electrical Principles for HVAC
3 credits
Basic electrical terminology and theory. Introduction to simple-circuit construction. Basic electrical properties and their effects on circuits. Simple-circuit diagramming and the theory of electrical generation through magnetism and electromagnetism. Analyze and test circuits with various test equipment. Examine the principles, applications, and wiring of series, parallel and series-parallel circuits.

HASD1130
Heating & Environmental Systems
3 credits
Heat generation as it pertains to residential furnaces. Topics include: principles of Natural and LP gases, furnace types, sequence of operation, component identification, ignition types, test equipment and safety. Perform troubleshooting of the mechanical operation and the electrical control functions of gas furnaces, incorporating wiring diagrams and schematics. Introduction to sequence of operation for oil-burning and forced-air electric furnaces.

HASD1140
HVAC Installation & Duct Fabrication
2 credits
Proper installation techniques for HVAC equipment and related materials, such as diffusers, dampers, flex connectors, grilles, plenums and ducts. Fabricate ductwork and fittings common to the HVAC industry; trunk-line fabrication with emphasis on quality and quantity of work.

HASD1150
HVAC Ducted Systems, Testing & Balancing
2 credits
Principles of sizing duct systems, grilles, registers and related equipment for residential and commercial applications. Theory and practice of testing, adjusting, and balancing HVAC systems to specific thermal loads.

HASD1210

Building Sciences & Construction Methods

4 credits

Laws of thermodynamics with major emphasis on environmental control. Apply thermodynamic principles to air-conditioning processes. Fundamental theory of the design and layout of residential and light commercial HVAC systems. Produce sketches of working mechanical drawings; analyze friction and dynamic losses within HVAC systems utilizing fitting loss coefficients and duct-sizing methods.

HASD1220

Designing for Indoor Comfort

3 credits

Step-by-step procedures for industry-based energy calculations, including load profiles, equipment modeling, performance, and control modeling to ensure maximum energy efficiencies. Thermal performances of exterior envelopes with varying parameters, including above- and below-grade earth-bermed, earth-sheltered and on-grade constructions. Apply industry-based energy calculations of various constructions; related computer programs, including load estimating, operating cost analysis, and equipment selection.

HASD1230

Radiant Systems Design

3 credits

Principles of design and layout of residential and light commercial hydronic heating systems with emphasis on hydronic equipment, location, and selection. Coordinate hydronic systems with architectural, structural, electrical, and civil disciplines. Examine zone controls and wiring of hydronic systems.

HASD1240

HVAC Layout and Systems Design

3 credits

Principles of design and layout of residential and light commercial HVAC systems with emphasis on HVAC equipment, location, and selection. Coordinate HVAC systems with architectural and electrical disciplines. Examine national and local code compliances for HVAC systems. Explore energy conserving practices.

HASD2110

Commercial Heating & Piping Systems

8 credits

Principles of design, layout and energy analysis of commercial building piping systems in conjunction with local and state codes. Development of working drawings reflecting coordination of plumbing, hot water and steam heating systems with architectural, electrical and civil disciplines. Procedures for calculating commercial space design heating and cooling loads manually and with the use of computer software programs. Examination of individual heating and cooling load sources including roofs, walls, glass, air infiltration, partitions, lights, people and space equipment. Calculations of how different building components and various sources of energy affect total building energy use.

HASD2120

Packaged Air Conditioning Systems Design

5 credits

Developing requirements for selection, layout, design and drafting of various packaged heating and cooling equipment for commercial buildings. Operating characteristics of packaged air systems. Outdoor air ventilation requirements and calculations. Characteristics of air (psychrometrics) used in heating, cooling, humidification and dehumidification processes. Procedures to determine the packaged equipment cooling coil and heating capacities. Air distribution methods for designing, laying out and sizing supply, return and exhaust ductwork. Calculation of air flow resistance in duct systems. Analysis of building air balance.

HASD2210

Geothermal & Heat Pump Systems Design

5 credits

Developing requirements for selection, layout, design and drafting of geothermal (ground source/water source) and air to air heat pump equipment for commercial buildings. Operating characteristics of heat pump systems. Analysis of exhaust and ventilation requirements for special space applications. Commercial building life safety systems. Smoke and fire control in duct systems and fire protection sprinkling systems. Proper application considerations. Costs, advantages and disadvantages of equipment selections and specific requirements to design for the best energy efficiency.

HASD2220

HVAC Systems Integration & Controls

8 credits

Preparation of working construction documents of large split system HVAC piping and variable air volume systems for commercial buildings. Alternate air handling and ventilation systems that use less energy and provide higher indoor air quality. Use of Building Information Modeling (BIM) to analyze how HVAC requirements can be integrated to work with architectural, structural, electrical, interiors and civil disciplines. Pneumatic, electric and electronic HVAC controls used in commercial air handling and piping systems. Control sequences analyzed and validated to meet specific building needs. Identify the building mechanical systems concerns and problems; select the best possible alternative as the final solution.

HEAT1110

HVAC Ducts & Fittings

2 credits

Development and fabrication of ducts and fittings common to the heating, ventilation, and air conditioning industry, with emphasis on uniform and state code requirements. Methods of connecting ducts and fittings in an air system. Principles of geometric pattern development as it applies to duct construction and application. Multiple uses and care of hand tools common to the industry.

HEAT1120

Transitional Fittings

3 credits

Focus on transitional fittings where the triangulation method of pattern development is required. Use of direct triangulation, as a short-cut method of layout, is emphasized. Identification, care, adjustment, and maintenance of floor equipment common to the sheet metal industry.

HEAT1130

HVAC Trunk-line Construction

2 credits

Pattern development, and the fabrication of a scaled-down trunk-line, emphasizing the quality and quantity of work. Usage, construction methods, and installation of various types of dampers.

HEAT1140

Fundamentals of Pattern Development

3 credits

Principles of pattern development as they apply to the layout of round fittings requiring parallel, or radial line methods of pattern development. Fabrication procedures for round fittings, including use of rotary machines for fabricating purposes, riveting, and spot welding. Use, safety, and proper procedures for soldering sheet metal are incorporated.

HEAT1150

Advanced Pattern Development

3 credits

Advanced theory and application of single, and double-line triangulation in the development of irregular patterns. Use of plan and elevation views in the visualization, and development of irregular objects as well as the procedure for the development of true-length lines seen in the foreshortened mode.

HEAT1210

HVAC Electrical I

2 credits

Basic electrical terminology and theory. Introduction to simple circuit construction. Basic electrical properties and their effects on circuits. Load capacity for wiring and fuses. Simple circuit diagramming. Theory of electrical generation through magnetism and electromagnetism. Analyzing and testing circuits with various test equipment.

HEAT1220

Heating Systems I

3 credits

Basic fundamentals and terminology pertaining to heat transfer. Thermal environmental science properties. Latent and sensible heat, conduction, convection and radiation. Fundamental psychrometrics. Air distribution, room air movement characteristics and the fundamentals of balancing air systems. Analyzing static, velocity and total pressure along with airflow measurements within ductwork.

HEAT1230

Residential Controls I

2 credits

Introduction to basic environmental controls with an emphasis on theory, application, and practical installation. Principles of Effective Temperature will be applied to various temperature, humidity, and air movement controls. Basic control of secondary circuits including transformers, relays, and contactors used in the operation of heating and cooling equipment. Sketch, diagram, and wire basic secondary control circuits. Job safety.

HEAT1240
Basic Motor Technology
3 credits
Theory of magnetism and circuitry as it pertains to the induction motor. Introduction to fundamental types of motors used in the HVAC field. Wiring of various power and control circuits. Introduction to the relay, contactor and motor starter. Motor usage and service problems encountered in the field. Electrical diagramming and schematics. Troubleshooting motor circuits. Motor nomenclature and safety.

HEAT1250
Cooling Systems I
3 credits
Basic fundamentals of cooling as it pertains to HVAC&R systems. Gas laws and the principles of the basic refrigeration cycle. Skills pertaining to refrigeration: tubing handling, flaring, swedging, soft and hard soldering and brazing. Introduction to refrigerants and refrigerant management.

HEAT2110
Heating Systems II
3 credits
Heat generation as it pertains to residential furnaces. Natural and LP gases. Furnace types, sequence of operation, component identification, ignition types, test equipment and safety. Troubleshooting pertaining to the mechanical operation and the electrical control functions of gas furnaces. Diagnostic skills to meet service problems encountered in the field. Combustion testing and job safety.

HEAT2120
Cooling Systems II
3 credits
Fundamentals of residential air conditioning. Evacuation principles and procedures for deep vacuums. Basic split system air conditioning systems wiring and controls examined and diagrammed in schematics. Refrigerant chemistry examined. Refrigerant recycling, recovery, and management reviewed in accordance with EPA standards. Systematic refrigerant charging procedures determined and validated through hands-on guidance using actual equipment. Basic cooling analysis through psychrometrics and pressure-enthalpy processes. Job safety.

HEAT2130
HVAC Electrical II
2 credits
Introduction to semiconductors and elementary solid-state circuits used in HVACR control circuits. Electrical schematics for HVACR secondary and load circuitry. Fundamental operation and wiring of motor starter secondary and load circuits examined, diagrammed, and wired. Electronic theory applied to electronic air cleaners, electronically commutated motors, and digital temperature controls. Continued application of relays, and contactors developed in lab jobs and servicing situations encountered in the field. Job safety.

HEAT2140
Heating Systems III
2 credits
Introduction to forced air, oil burning, and electric furnaces. Evaluation of gas, oil, and electric furnace sequences of operation coupled with combustion analysis. Practice of start up procedures and combustion testing processes. Mechanical and electrical applications using wiring diagrams and schematics. Diagnostic skills of mechanical, combustion, and electrical problems encountered in the field. Job safety.

HEAT2150
Cooling Systems III
3 credits
Advanced residential air conditioning and air-to-air heat pump systems. Theory and troubleshooting of heat pumps. Application and operation of air conditioning and heat pump controls examined. Wiring diagrams and schematics examined and evaluated. EPA and R-410a certification test review and exam. Introduction to customer relations skills with a focus on occupational professionalism. Job safety.

HEAT2210
Welding Fundamentals
3 credits
Applications, safety, and procedures for oxyacetylene, stick, GMAW, and TIG welding. Light and heavy-metal welding in flat position, freehand-cutting procedures, types of weld joints, and joint preparation. Vulcan software for CNC plasma table controllers.

HEAT2220
HVAC Design
2 credits
Heat loss and heat gain energy calculation based upon Manual J: Calculation. Development of the requirements for selecting and designing heating and cooling systems for residential construction. Operating characteristics, proper application, cost, advantages/disadvantages, and specific requirements for designing systems to meet specific needs.

HEAT2230
Residential HVAC Installation
6 credits
Installation procedures of residential and small commercial heating, ventilation, and air conditioning systems. Emphasis on the Uniform Mechanical code, and Minnesota State Mechanical, Fuel Gas, and Plumbing code, pertaining to heating, ventilation, and air conditioning installation procedures. Air-handling ducts, venting, combustion and fresh-air ducts requirements. Use of available standard-type fittings; sizing, cutting, and threading of gas pipe as well as installation and code requirement of residential-style gas systems. Installation, setup, and maintenance, of industries most common indoor air quality accessories is included.

HEAT2240
Commercial Blueprint Reading
2 credits
Architectural, structural, civil, electrical and mechanical blueprint reading with a major emphasis on heating, ventilation, and air conditioning systems contained within these plans. Duct construction, hangers and dampers evaluated according to specification and SMACNA requirements. Make drawings using AutoCAD: 2-D drafting commands for HVAC drafting.

HUMN1200
Vietnam War
3 credits
Examine fiction, poetry, rock, classical music, movies, and contemporary art inspired by the Vietnam War. These cultural by-products act as a lens through which we analyze means of coping for survivors and their families, and the human condition in extreme circumstances.

HUMN1500
Society & Technology
3 credits
Examine the development of various technologies and their impact on society including the ethics and the influences both politically and sociologically. Analyze the impact through readings, panels, debates, and in-class essay tests.

HUMN1610
Visual Interpretation
3 credits
Enhance visual literacy using a variety of mediums that communicate messages about society and culture. Develop visual interpretation, problem solving, and critical thinking skills.

HUMN1910
Humanities Topics I
1 credit
Humanities Topics I focuses on topics in humanities selected by faculty assigned to the course.

HUMN1920
Humanities Topics II
2 credits
Focus is on topics in humanities selected by faculty assigned to the course.

HUMN2010
Human Suffering & Survival
3 credits
Examine "The Holocaust", as well as other genocides, and examples of human suffering and survival using a variety of artifacts. Explore the individual's perspective as well as a broader context for these historical events through a wide range of inherent social, emotional, physical, and psychological concepts.

HUMN2100
The Literature of Migration
3 credits
Examine the literature and films inspired by the immigrant, refugee, and foreigner experience here in America and abroad. Explore the different ways one can become a foreigner and how art can be used as a means of immersing the reader/viewer in the foreigner experience.

HUMN2400
Ethics
2 credits
The development of ethical standards as related to the individual, government, business, and society. Current legislation is examined from the perspective of its moral and ethical roots with considerations and standards influencing personal and business decisions.

HUMN3000
Human Creative Expression
2 credits
Exploration of human values, attitudes and ideas by examining humankind's historical cultural achievements from a variety of time periods, art forms, creators and cultural traditions to develop an appreciation of the interrelated expressions of human culture.

HUMN3200

Worldviews & Cultures

3 credits

Examine worldviews as systems of assumptions and values people use in attempting to understand what reality is, our place within it, the ultimate, how to relate to it and others, the meaning of life, and ethics. Analyze why worldviews are important, and the historical, mythological, ritualistic, doctrinal, ethical, experiential, social aspects, as well as common critiques of each worldview.

HUMN3600

Critical & Creative Thinking

3 credits

Explore how critical thinking and creativity intersect through various theories to solve diverse, complex or abstract problems.

HUMN3910

Arts & Humn Topics I

1 credit

Topics in arts & humanities selected by faculty assigned to the course.

HUMN4000

Ethical Decision-Making

2 credits

Examine major moral theories of right and wrong, such as utilitarianism, deontology, egoism, virtue ethics, and feminism. Apply these theories in sound, ethical decision-making particularly in one's professional life. Through case studies, the consequences of a decision in terms of responsibilities to the company and the economy, to the people impacted by the decision, and to the environment at large are weighed. Explore the tension often created by the difference between what is morally right and what the company's code of ethics states or what the society's laws require.

IDSN1111

Basic Drafting & AutoCAD

3 credits

Basic hand drafting, Computer Aided Drafting, and design skills necessary to complete the drafting process of any given space using hand drafting equipment, plan reading, typical plan symbols and nomenclature to create appropriate line quality, architectural symbols and lettering, electrical symbols, elevations and sections. Emphasis is on architectural applications and building components utilized for Interior Design.

IDSN1120

Interior Design Careers

1 credit

Survey of the variety of career paths available using field trips, guest speakers, and research to differentiate the types of design practice.

IDSN1130

Color, Light & Design Fundamentals

3 credits

Explain hue, value, and intensity of color using color systems theories, and principles to evaluate the dynamics of color and light in interior space, what color is, why it happens, and how it is controlled. Elements of design (line, shape, texture, illusion of space, illusion of motion), and design principles (unity, emphasis, scale, balance, and rhythm) are applied in two- and three-dimensional projects to create a foundation for all future design decisions.

IDSN1140

Creative Thinking

2 credits

Utilize critical listening skills, mind/body connection to creativity, and the balance between the left and right side of the brain following the continuum of imagination, creation, and innovation through experiential group and individual projects to get a new idea, act on the idea, and create the next great thing.

IDSN1210

Studio 1: Residential

4 credits

Apply the basic skills necessary to design interior spaces in a home using the typical industry design phases including programming, schematic design, and design development. Concept development, space planning, material and FF&E (Furnishings, Fixtures, and Equipment) selection. Time sheets, budgets, visual presentation boards with CAD and manual drafting, and verbal presentation critiques by industry professionals.

IDSN1230

Materials & Textiles

3 credits

Analyze materials and textiles for durability, biohazards, ease of use, life-cycle cost, sustainability, safety, and performance. Using an in-depth analysis of fiber, textile manufacturing, identification of yarns, weaves, finishing, and engineering to select end uses, and to understand the codes that apply to their use. Complete take-off calculations for fabric, wallcoverings, floor finish materials, and paint.

IDSN1240

Presentation Skills I

3 credits

The basics of graphics, methods and techniques, craftsmanship, and model making are applied with the necessary tools of presentation for communicating visually and verbally with a client.

IDSN2111

Small Commercial Studio

4 credits

Apply the basic skills necessary to design interior spaces in a small commercial space with an emphasis on non-profit organizations and small office spaces using the typical design phases including programming, schematic design, and design development. Concept development, space planning, material and FF&E (Furniture, Fixtures, & Equipment) selection. Time sheets, budgets, visual presentation boards with CAD and manual drafting, and verbal presentation critiques by industry professionals.

IDSN2140

Lighting

2 credits

Select and specify luminaries and lamp types using principles of good lighting to construct well lit spaces. Emphasis on aesthetic considerations such as function, color rendition, and psychological factors.

IDSN2170

Building Technologies & Details

2 credits

Identify and detail building construction elements using working shop drawings and specifications to communicate industry standards to clients and owners.

IDSN2200

Global Design

3 credits

Conduct interior design business in a globalized market by studying cultures, mores, and design to make design decisions within the parameters of ecological, socioeconomic and cultural context.

IDSN2210

Studio 2: Residential

5 credits

Apply the intermediate skills necessary to design interior spaces in a home with an emphasis on kitchen and bath using the typical design phases including programming, schematic design, and design development. Concept development, space planning, and material & FF&E (Furniture, Fixtures, & Equipment) selection. Time sheets, budgets, visual presentation boards with CAD and manual drafting, and verbal presentation critiques by industry professionals.

IDSN2220

Presentation Skills II

3 credits

InDesign, Photoshop, and Illustrator are utilized to successfully combine the principles of color, layout, and visual communication with the skills of digital design, hand rendering, and sketching to produce successful and professional presentation drawings, boards, models, and documents.

IDSN3110

Studio 3

5 credits

Apply the intermediate skills necessary to design interior spaces in a commercial space with an emphasis on corporate and health care using the typical design phases including programming, schematic design, and design development. Concept development, space planning, and material & FF&E (Furniture, Fixtures, & Equipment) selection. Time sheets, budgets, visual presentation boards with CAD and manual drafting, and verbal presentation critiques by industry professionals.

IDSN3120

Revit for Interior Design

3 credits

Advanced CAD drafting processes and procedures for practical application in Interior Design. Projects are modeled in 3D with an emphasis on custom objects or "families".

IDSN3130

Building Technologies & Details

3 credits

Identify and detail building construction elements using working shop drawings and specifications to communicate industry standards to clients and owners.

IDSN3141

Evidence Based Design

1 credit

Gather appropriate information and research findings to solve an interior design problem. APA format is used to produce a technical paper.

IDSN3150

Interior Design Seminar

1 credit

Prepare for Interior Design Internship which includes resume creation, interview preparation, and job discovery.

IDSN3160

3D Design Ideation

2 credits

Develop understanding of the three dimensional design process through research design, prototype construction, evaluation, and redesign. Increase perception of materiality.

IDSN3170

History of Interiors

2 credits

Differentiate styles of interiors, furniture, and decorative arts from ancient to present time Modern within their political and cultural context using research, field trips, and site visits to inform design decisions.

IDSN3210

Studio 4

5 credits

Apply the advanced skills necessary to design interior spaces in a commercial space with an emphasis on hospitality and historic preservation using the typical design phases including programming, schematic design, and design development. Concept development, space planning, and material & FF&E (Furniture, Fixtures, & Equipment) selection. Time sheets, budgets, visual presentation boards with CAD and manual drafting, and verbal presentation critiques by industry professionals.

IDSN3220

Interior Design Portfolio

2 credits

Create portfolio by compiling projects to produce a representative sample of work.

IDSN3230

Project Management

2 credits

Principles and techniques for managing construction projects using team building, troubleshooting, site inspections, punch lists, and post-occupancy evaluations to complete a project on time and within budget.

IDSN3240

LEED

1 credit

An introduction to the processes and procedures associated with LEED certification as well as exam preparation.

IDSN4110

Studio 5 & Contract Documents

5 credits

Complete a project using all phases of the design process, including research, a preliminary budget, presentation, and contract documentation to create a project in a career specialty of interest.

IDSN4120

Internship for Interior Design

2 credits

On-the-job training in the interior design industry to facilitate professional growth.

IDSN4140

Furniture Design

3 credits

Classic to contemporary styles of furnishings from iconic designers. Create an imaginative piece of furniture designed to meet a specific need.

IDSN4210

Capstone for Interior Design

8 credits

Complete a final project using all phases of the design process, including research, a preliminary budget, presentation, and contract documentation to create a project in a career specialty of interest.

IDSN4221

Business Practices

1 credit

Utilize specific interior design organizational and procedures through case studies, research, and team building to justify ethical and accepted standards of practice or business.

IENG1120

Introduction to Engineering

2 credits

Explore major topics in Engineering, the various fields in which engineers are utilized, and opportunities for applying engineering skills and tools.

IENG3115

Statistical Quality Control

2 credits

Apply statistical methods to study the quality of manufactured products, determining how to reduce the time required to produce the product and ensure the quality of the product. Topics include probability and statistics, control charts, acceptance criteria and sampling, and case studies.

IENG3120

Introduction to Engineering

2 credits

Explore major topics in Engineering, such as time management, industry software, study skills, internship availability and career opportunities. A professional portfolio will be started in this course and reviewed each semester.

IENG3125

Manufacturing Processes Theory

2 credits

Examine various manufacturing processes and materials used in product development and manufacturing. Each process will be covered from a technical perspective, with an emphasis placed on how multiple processes can be linked together.

IENG3130

Manufacturing Processes Lab

1 credit

Hands-on application of various manufacturing processes and materials used in product development and manufacturing. Several manufacturing steps, such as computer aided design, machining, welding, and an electronic control circuit will be used to design a product.

IENG3145

Ethics and Social Responsibility for Eng

2 credits

The theory and application of ethics and social responsibility as it applies to engineering practice. Topics include engineering ethics codes, cultural and diversity issues, environmental concerns, and intellectual property.

IENG3215

Project Managment

2 credits

Examine the methods and tools used for effective management of engineering projects. Topics include the analytical methods used to budget, schedule, and control projects, as well as risk management, team leadership, and communication.

IENG3225

Lean Systems Theory

2 credits

Investigate the history and evolution of lean systems and current day applications to manufacturing, service, and business. Utilize fundamental lean philosophies, culture transformation, and change management techniques in the application of lean tools.

IENG3230

Lean Systems Lab

1 credit

Apply fundamental lean philosophies and tools to manufacturing, service, and business. Understand the role of culture transformation and change management techniques in the application of lean tools.

IENG3235

Quality Systems

2 credit

Investigate several quality concepts used to improve quality, decrease production times, and improve customer satisfaction. Topics include the concepts of Total Quality Management (TQM), ISO9001, Six-Sigma, PDCA, FMEA, and DOE as they relate to industrial engineering topics.

IENG4111

Ergonomics & Work Measurement

3 credits

The fundamentals of ergonomics and work measurements. Topics include analysis tools, activity charts, line balancing, motion studies and workplace design.

IENG4115

Supply Chain Management

2 credits

Explain the fundamentals of supply chain management. Topics include the supply chain network, system integration, supply chain strategies, and challenges in managing the supply chain.

IENG4125

Production Planning & Control

2 credits

Utilize aspects of management to maximize productivity in a factory or service environment. Topics include sales & operations planning, inventory and capacity management, material requirements planning, and the theory of constraints.

IENG4135

Operations Management

2 credits

Explain the planning, organization, coordination, and control of the resources needed to produce a company's goods and services. Topics include strategy alignment, capacity planning, aggregate plans, and the importance of social responsibility.

IENG4145
Engineering Economic Analysis
2 credits
The concepts of finance and economics within the engineering environment. Analyze costs, risk, funding options, economic return on investment, and legal and environmental concerns.

IENG4210
Simulation Modeling and Analysis
3 credits
Utilize simulation to create, analyze, and evaluate realistic models of real-world environments. Topics include Monte Carlo simulation, queuing theory, selecting input distributions, animation in simulation, and evaluating simulation output.

IENG4225
Industrial Automation Theory
2 credits
Investigate several automated processes used in manufacturing, service, and business processes. Topics include automated work systems, safety, and design of systems.

IENG4235
Industrial Automation Lab
1 credits
Apply several automated processes used in manufacturing, service, and business processes. Topics include automated work systems, safety, and design of systems.

IENG4295
Senior Capstone
4 credits
Demonstrate overall content knowledge of the program outcomes through a major project. Conduct a final presentation of the project and explain how it applies to the engineering program outcomes.

MACH1000
Machine Shop Fundamentals
2 credits
Manufacturing of parts through layout and bench work, includes the use of band saws, drill presses, surface grinders, manual lathes and vertical mills. Basic principles in metal-cutting technology includes threading, tapers, knurling, boring, radii cutting and milling procedures such as squaring stock, the use of rotary table and the many other milling and turning operations.

MACH1110
Machine Tool Fundamentals Lab
5 credits
Manufacturing of parts through layout and bench work, includes the use of band saws, drill presses, surface grinders, manual lathes and vertical mills. Basic principles in metal-cutting technology includes threading, tapers, knurling, boring, radii cutting and milling procedures such as squaring stock, the use of rotary table and the many other milling and turning operations.

MACH1120
Machine Tool Fundamentals Theory
4 credits
Identification, recognition and calculations associated with basic principles in metal-cutting technology including machine feeds and speeds, threading, tapers, knurling, boring, radii cutting and milling and turning procedures.

MACH1200
Machine Shop Fundamentals
3 credits
Manufacturing of parts through layout and bench work, includes the use of band saws, drill presses, surface grinders, manual lathes and vertical mills. Basic principles in metal-cutting technology includes threading, tapers, knurling, boring, radii cutting and milling procedures such as squaring stock, the use of rotary table and the many other milling and turning operations.

MACH1210
Advanced Machining Lab
5 credits
Advanced manufacturing of parts through layout, bench work and job planning. Advanced manual turning and milling and an introduction to CNC M & G codes. CNC portion includes manual programming via machine control and software simulation.

MACH1220
Advanced Machining Theory
4 credits
Identification, recognition and calculations associated with advanced milling and turning operations, inspection of finished parts and an introduction to the G & M codes used in CNC programming. CNC portion includes manual programming in notepad and Immersive software simulation.

MACH2110
CNC Lathe, Mill & Mold Making Lab
5 credits
Advanced manufacturing processes using CNC lathes, CNC mill and EDM, design and build of an injection mold, along with hand and inspection tool techniques.

MACH2120
CNC Lathe & Mill Theory
2 credits
Advanced CNC mill programming and introduction to CNC lathe programming. G & M codes, canned cycles, jigs, fixtures and work holding methods.

MACH2130
Mold Design Theory
2 credits
Mold making methods and industry standard practices, history and uses. Design of one injection mold from concept to finished prints. Includes mold steels, press operation, molding cycle and inspection of finished parts.

MACH2140
MasterCAM I
4 credits
2D and 3D geometry and surface model creation using MasterCAM software, an associative computer-aided manufacturing system for milling and turning. M and G code programs will be created, debugged and simulated cutter paths run for simple part geometries.

MACH2210
CNC Mill, EDM & Die Making Lab
5 credits
Advanced manufacturing processes using CNC lathe, CNC mill, wire EDM and sinker EDM. Design and build a complete blanking die, along with hand and inspection tool techniques to ensure proper fits and finishes. Explore the set up and operation of 4 axis machine tool.

MACH2220
CNC Mill & EDM Theory
2 credits
Advanced work holding principles, 4 axis CNC programming, axis definitions, wire EDM programming and power definitions.

MACH2230
Die Design Theory
2 credits
Die design fundamentals and components including bend tolerances, cutting clearances, tonnage calculations, forming, and fits and clearances for dies.

MACH2240
MasterCAM II
4 credits
Advanced 3D design, surface and solid model creation using MasterCAM. Tool path creation and posting for both 2D and 3D geometry including advanced surface and solid models. Lathe part creation and programming in 2D.

MATH1000
Algebra & Trigonometry
3 credits
Real numbers and polynomials, exponents and radicals, fractional equations; proportions and linear equations; trigonometric functions, solutions of triangles, radians, trig functions graphs, vectors, and basic identities.

MATH1050
Algebra, Trigonometry & Geometry
3 credits
Principles of algebra, geometry and trigonometry used in the context of a technical setting. Problem-solving strategies are developed and applied to technology.

MATH1110
Introductory College Algebra
2 credits
Real numbers and polynomials, exponents and radicals, fractional equations; proportions and linear equations.

MATH1200
Machine Math
3 credits
Translation of engineering drawing dimensions to machine working dimensions. Integration of algebra, geometry and trigonometry to solve machine applications. Applications of compound angles.

MATH1250
Boolean Algebra
3 credits
Binary, octal and hexadecimal number systems. Boolean algebra and mapping.

MATH1300
Boolean Algebra & Number Systems
2 credits
Binary, octal and hexadecimal number systems. Boolean algebra and mapping.

MATH1350
Concepts of Calculus
3 credits
Systems and graphs of linear and quadratic equations, functions, limits, differentiation, implicit differentiation, related rates, integration; applications of the derivative and integral.

MATH1500
Algebra, Trig & Boolean Algebra
5 credits
Polynomials, proportions and linear equations. Trig functions, graphs, and vectors. Binary, octal and hexadecimal number systems. Boolean Algebra and mapping.

MATH1700
Pre Calculus
3 credits
Preparation for Calculus. Topics include understanding functions from symbolic, tabular, and graphical perspectives. Explore function transformations and composition, polynomial functions, rational polynomial functions, trigonometric functions, exponential functions, and conic sections. The focus is on problem solving using mathematical models to represent real world situations.

MATH1810
Calculus I
3 credits
The fundamental tool used by engineers and scientists to determine critical measurements, such as maximums, minimums and allowable rates of change. Computer software will enable the application of limits, derivatives, transcendental functions, implicit differentiation and related rates.

MATH1811
Calculus I
4 credits
The fundamental tool used by engineers and scientists to determine critical measurements, such as maximums, minimums and allowable rates of change. Utilize multiple methods in the calculation and application of limits, derivatives, transcendental functions, implicit differentiation and related rates.

MATH1820
Calculus II
3 credits
The fundamental tool used by engineers and scientists to determine critical measurements, such as calculating the area under curves or the capacities inside of complex geometries. Computer software will enable the application of the definite integral, the fundamental theorem of calculus, applications of integration, and numerical methods of integration.

MATH1821
Calculus II
4 credits
The fundamental tool used by engineers and scientists to determine critical measurements such as the area under curves, the volumes within complex geometries, and for describing functions as an infinite series. Computer software enables the application of the definite integral, the fundamental theorem of calculus, applications of integration, and numerical methods of integration.

MATH1910
Mathematics Topics I
1 credit
Topics in mathematics selected by faculty assigned to the course.

MATH1920
Math Special Topics II
2 credits
MATH Special Topics II focuses on topics in math selected by faculty assigned to the course.

MATH2100
Pre Calculus
3 credits
Preparation for Calculus. Topics include understanding functions from symbolic, tabular, and graphical perspectives. Explore function transformations and composition, polynomial functions, rational polynomial functions, trigonometric functions, exponential functions, and conic sections. The focus is on problem solving using mathematical models to represent real world situations.

MATH2200
Calculus I
3 credits
The fundamental tool used by engineers and scientists to determine critical measurements, such as maximums, minimums and allowable rates of change. Computer software will enable the application of limits, derivatives, transcendental functions, implicit differentiation and related rates.

MATH2250
Statistics
3 credits
Descriptive and inferential statistics, frequency distributions, probability theory, and issues related to gathering data; computer spreadsheets facilitate the organization, analysis and display of data.

MATH2260
Probability & Statistics
4 credits
Introduction to probability and statistics with applications. Topics include: basic combinatorics, random variables, probability distributions, hypothesis testing, confidence intervals, and linear regression.

MATH2810
Multi-Variable Calculus
4 credits
Differentiate and integrate functions of two and three variables. Apply differentiation and integration techniques to physical sciences and engineering. Explore the theorems of Green and Stokes.

MATH2820
Linear Algebra & Differential Equations
4 credits
Introduction to Linear Algebra, including vector spaces and linear mappings between such spaces. Explore solution methods for ordinary differential equations, qualitative techniques; includes matrix methods approach to systems of linear equations and series solutions.

MATH3000
Intermediate Statistics
2 credits
Descriptive statistics, frequency distribution, normal probability functions and sampling distributions, estimation of population parameters, tests of statistical hypotheses and inference, t, F, chi-square, correlation, regression analysis and analysis of variance.

MCAP1001
Mopar Fundamentals
3 credits
Identify the steps that should be performed for vehicle maintenance. Perform a vehicle inspection. Perform a step-by-step process to complete a New Vehicle Preparation service procedure. Practical usage of meters and lab scope operation to quickly and accurately perform electrical diagnosis. Identify the different types of sensors, control and load devices in vehicle electronic architectures. Identify modules that require programming after replacement and properly program a module after replacement. Identify operating characteristics and diagnose components of the various communication networks on vehicles.

MCAP1005
Noise, Vibration & Harshness
1 credit
Isolation of components, use of special tools, current problem resolution, and interpretation of system component frequencies. The six-step diagnostic approach is used along with the sirometer to demonstrate amplitude and frequency of a vibration. Identify terms necessary for diagnosing NVH concerns. Calculate NVH frequencies necessary for component classification. Identify test equipment and tools used in diagnosing and correcting NVH concerns.

MCAP1011
Mopar Engines
2 credits
Differentiate between Cam in Block and Cam in Head engines. Locate components and perform specific repair procedures. Use the manufacturer special tools developed for these engines. Inspect and service the timing system. Service upper engine components and adjustment procedures. Service lower engine components. Explain cooling system operation and coolant flow. Describe oil flow through the engine. Identify the characteristics of engine mechanical diagnosis, for the following areas of concern: engine assembly noises, cooling system problems, and oil loss. Perform selected engine mechanical diagnostic tests listed in the manufacturer service information and analyze test results to determine necessary repairs.

MCAP1021
Mopar Automatic Drivetrain
3 credits
Explain the purpose of automatic transmission fluid, the available fluid types, and the various ways of checking fluid level. Identify the laws of hydraulics and Pascal's law. Identify the purpose, operation, and construction of a torque converter, as well as the concepts of fluid coupling and torque multiplication. Identify the purpose, construction and operation internal gear train components, specifically planetary gear sets, clutch packs, and overrunning clutches. Explain transmission power flow, with regards to the operation of planetary gear sets to get reduction, second gear, direct drive, overdrive, and reverse. Identify purpose, construction and operation of transmission hydraulics & controls, specifically the oil pump and sump, valve body, and accumulators. Use manufacturer special tools to disassemble and reassemble automatic transmissions. Identify the purpose and operation of all transmission electrical direct input and output devices.

MCAP1031
Mopar Manual Drivetrain
2 credits
Disassemble, explain powerflow, and reassemble manual transmissions, transfer cases and differentials. Identify components by using the identification tag. Identify the purpose and operation of precision tools including feeler gauge set, micrometer, dial indicator, dial caliper, dial and beam style torque wrenches. Differentiate between front wheel drive and rear wheel drive transmission components. Compare the powerflow through a front wheel drive and a rear wheel drive manual transmission. Determine the lubrication requirements for the different types of manual driveline assemblies. Identify the electronic operation of the various manual driveline controls. Identify the various clutch types, components, and release components. Differentiate between 4WD and AWD systems.

MCAP1041
Mopar Steering & Suspension Systems
1 credit
Identify types, characteristics, and diagnostics of power steering systems. Perform power steering system pressure analysis. Identify test equipment and analyze tire pressure monitoring systems. Identify the various suspension types available for automotive applications. Explain the function of steering components as they relate to an automotive steering system.

MCAP1051
Mopar Braking Systems
1 credit
Identify the components and function of typical antilock brake systems (ABS). Identify and test the types of ABS control module inputs and outputs. Explain the procedure for bleeding brake fluid in an ABS. Use manufacturer special tools to diagnose electrical components related to the brake system. Differentiate among traction control, roll mitigation, electronic brake distribution, and electronic stability control.

MCAP1061
Mopar Electrical & Body Systems
2 credits
Perform the manufacturer recommended diagnostic and test procedures for vehicle electrical systems. Select, connect and interpret the results of the Lab scope readings. Locate and identify restraint system components. Decode the restraint systems information from the vehicle identification number (VIN). List all components requiring replacement or inspection after air bag deployment. Identify the cause of an illuminated airbag warning lamp. Identify and diagnose stored and active DTC's. Identify, locate, and diagnose items such as vehicle theft alarm, lighting, and power systems. Identify and use tools required to service interior and exterior trim component. Identify fasteners required to service interior and exterior body trim components. Diagnose major sources of wind noise and water leak issues. Remove and install a door module. Research proper operation of a sunroof system.

MCAP1071
Mopar Climate Control
2 credits
Examine the principles of heat transfer. Correlate refrigerant pressure and temperature along with their effects on the boiling point of water and refrigerant. Identify A/C components, electrical components and controls, in automotive air conditioning and heating systems. Use HVAC service procedures as well as A/C recovery and recycling equipment to repair HVAC concerns. Complete an EPA approved A/C recovery and recycling certification.

MCAP1081
Mopar Powertrain Performance
3 credits
Examine the principles of the speed density and mass air flow fuel injection system including methods of determining air, fuel and spark requirements. Identify idle control, and principles of major input and output circuit operation along with the major subsystems operated by the Powertrain Control Module (PCM); locate and test power, grounds, and voltage sense circuits. Identify the different types of ignition systems along with the primary and secondary circuits. Identify the operation of the Up and Downstream O2 sensor, open and closed loop operation and their effect on fuel injector pulse width. Identify the operation of the catalytic converter and other emission controls such as EGR and EVAP systems. Diagnose vehicles with manufacturer test equipment. Explain how OBDII began, how it is currently implemented along with requirements and why they are necessary. Describe current emission control systems, diagnostic tools; diagnostic trouble codes, freeze frame data, and monitors.

MCAP1091
Mopar Diesel Systems
1 credit
Examine the principles, operation, and diagnosis of diesel engines. Identify the components and operation of diesel air induction systems. Test the components and operation of the various diesel fuel systems. Identify the components and operation of the diesel electronic control systems as well as the components and operation of the various diesel exhaust emissions and after-treatment systems. Perform various tests and diagnostic routines available with the Chrysler Diagnostic Scan tool.

MCAP2510
MCAP Internship I
2 credits
Perform an internship at a sponsoring Chrysler, Dodge, Jeep® or Ram dealership, follow the procedures outlined in the MCAP Internship manual, work under the supervision of the dealership service management. The Dunwoody CAP coordinator will oversee the internship.

MCAP2520
MCAP Internship II
2 credits
Perform an internship at a sponsoring Chrysler, Dodge, Jeep® or Ram dealership, follow the procedures outlined in the MCAP Internship manual, work under the supervision of the dealership service management. The Dunwoody CAP coordinator will oversee the internship.

MCAP2530
MCAP Internship III
2 credits
Perform an internship at a sponsoring Chrysler, Dodge, Jeep® or Ram dealership, follow the procedures outlined in the MCAP Internship manual, work under the supervision of the dealership service management. The Dunwoody CAP coordinator will oversee the internship.

MCAP2540
MCAP Internship IV
2 credits
Perform an internship at a sponsoring Chrysler, Dodge, Jeep® or Ram dealership, following the procedures outlined in the MCAP Internship manual, working under the supervision of the dealership service management. The Dunwoody CAP coordinator will oversee the internship.

MCAP2550
MCAP Internship V
2 credits
Perform an internship at a sponsoring Chrysler, Dodge, Jeep® or Ram dealership, following the procedures outlined in the MCAP Internship manual, working under the supervision of the dealership service management. The Dunwoody CAP coordinator will oversee the internship.

MCAP2560
MCAP Internship VI
2 credits
Perform an internship at a sponsoring Chrysler, Dodge, Jeep® or Ram dealership, follow the procedures outlined in the MCAP Internship manual, work under the supervision of the dealership service management. The Dunwoody CAP coordinator will oversee the internship.

MCAP2570
MCAP Internship VII
3 credits
Perform an internship at a sponsoring Chrysler, Dodge, Jeep® or Ram dealership, follow the procedures outlined in the MCAP Internship manual, work under the supervision of the dealership service management. The Dunwoody CAP coordinator will oversee the internship.

MDES1110
Engineering Drawings with SolidWorks
4 credits
Creation of 3D solid models, assemblies and related engineering documentation using SolidWorks. Blueprint reading and application of ASME/ANSI standards to CAD drawings.

MDES1210
Process & Tool Design Lab
5 credits
Distinguish modern manufacturing processes such as molding, welding, heat treating, and machining; identify typical materials, tools, and required equipment. Analysis of process-specific capabilities such as tolerance, surface finish, cost effectiveness, and geometry restrictions.

MDES1220
Creo Parametric
4 credits
Create solid models, assemblies and engineering documentation using Creo Parametric. Apply fits and geometric dimensioning and tolerancing to models and drawings.

MDES1230
Geometric Dimensioning & Tolerances
4 credits
Principles of geometric dimensioning and tolerancing
in the context of engineering and manufacturing.
Application of principles using coordinate measurement
machines.

MDES2110
Product Design Lab
5 credits
Introduction to product design methods and concepts;
converting product ideas and requirements into working
designs. Design balance and relation to concepts
such as aesthetics, performance, ergonomics and
manufacturability.

MDES2120
Product Design Theory
4 credits
Integrate methods and concepts of product design to
actual designs of simple products. Determine design
parameters, develop product opinions, narrow the focus
for balance, and document the final design.

MDES2130
Advanced SolidWorks
4 credits
Simulation (Finite Element Analysis) and advanced
surface modeling techniques. Culminates in testing for
CSWA certification.

MDES2210
Transmission of Power Lab
5 credits
Design and draw projects with applications of gears,
chains, bearings, cams, motors, clutches, cylinders,
fluid and mechanical power transmission, robots and
automation. Design resolution incorporating; project
management, project selection, product design,
calculations, design analysis, documentation, technical
communications, quality and presentation.

MDES2220
Transmission of Power Theory
4 credits
Identification, recognition and calculations associated
with components of machines; mechanical and fluid
power transmission, motors, clutches, gears, chains,
bearings, cams, robots and automation. Design
resolution incorporating; project management, project
selection, product design, calculations, design analysis,
documentation, technical communications, quality and
presentation.

MDES2230
Statics & Strength of Materials
4 credits
Fundamentals of statics and strength of materials.
Development of techniques and mathematical methods
used in design. Problem solving includes statics, direct
stress, strength of materials, indirect stress, torsional
stress and combined stress.

MENG1110
Engineering Drawings & 3D Design
4 credits
Create 3D solid models and assemblies using
SolidWorks. Interpret engineering prints; create detail
and assembly drawings according to standards. Use
freehand drawing as a graphical communication tool.

MENG1120
Introduction to Engineering
3 credits
Explore major topics in Engineering. Provides students
with a pathway to success in the program, including time
management, industry software, study skills, internship
availability and career opportunities.

MENG1210
Machining for Engineers Lab
2 credits
Employ metalworking techniques using typical shop
equipment including mills, lathes, grinders, saws, and
drills. Utilize hand tools to prep stock and finish edges.

MENG1220
Machining for Engineers
2 credits
Use theory and understanding of machining operations
to plan work to create parts efficiently.

MENG1230
Statics
3 credits
Identification, recognition and calculations associated
with forces acting on rigid bodies at rest. Use vector
analysis to analyze concurrent forces, non-concurrent
forces, friction forces, centroids and moments.

MENG2110
Introduction to Programming
3 credits
Create programs to solve engineering problems.
Apply modular design approaches, decision and loop
structures, and object-oriented methods to write
clear and efficient code for mechanical engineering
applications.

MENG2120
Dynamics
3 credits
Theory and calculations associated with kinematics
and kinetics of particles, systems of particles and rigid
bodies. Analyze the application of Newton's laws to the
planar motion of rigid bodies.

MENG2130
Materials Science
3 credits
Identify different types of materials, their properties,
and appropriate uses. Fabrication techniques such as
welding, brazing, modeling, and stamping are included.

MENG2210
Electrical & Controls Engineering Lab
2 credits
Apply electrical and electronic controls to solve real-
world problems. Topics include AC and DC motors,
electronic sensors, programmable logic controllers,
motor drives and human machine interfaces.

MENG2220
Electrical & Controls Engineering
3 credits
Identification, recognition and calculations associated
with electrical and electronic controls. Topics include
AC and DC motors calculations, wiring diagrams,
Ohm's Law, series and parallel circuits, electronic
sensors, programmable logic controllers, motor drives
and human machine interfaces.

MENG2230
Dynamics
3 credits
Theory and calculations associated with kinematics
and kinetics of particles, systems of particles and rigid
bodies. Analyze the application of Newton's laws to the
planar motion of rigid bodies.

MENG2240
Mechanics of Materials
3 credits
Discover how materials behave under load including
deformation under various loading profiles. Apply
concepts to design of mechanical members such as a
beams, shafts, columns, and other load bearing devices.

MENG3110
Dsgn for Manufacturability & CAD/CAM Lab
1 credit
Use CAD/CAM software to create part geometries, tool
paths, machining parameters and post processes NC
code. Design and create parts using other common
manufacturing processes, such as casting, injection
molding, and sheet metal forming processes.

MENG3120
Design for Manufacturability & CAM/CAD
2 credits
Introduction to common manufacturing processes, with
emphasis on the principles of design for each process.
Processes include: sheet metal forming, casting,
welding, and plastic fabrication.

MENG3130
Introduction to Thermodynamics
4 credits
Theory and calculations associated with the principles
of thermal energy as well applications of the first and
second laws of thermodynamics. Topics include work
and heat, control volume, steady states, uniform states,
entropy, availability, power and refrigeration.

MENG3140
Materials Science
3 credits
Identify different types of materials, their properties,
and appropriate uses. Processes that change material
properties include: alloy composition, heat treatment,
coatings, and other modifications.

MENG3210
GD&T & Measurements Lab
2 credits
Use lab metrology equipment to assess the geometric
dimensions and tolerances of parts, and to perform
other mechanical measurements such as temperature,
pressure, and flow.

MENG3220
GD&T & Measurements
2 credits
Apply principles of physical measurements and error
analysis to evaluate mechanical measurements. Create
prints that include callouts for standards of accuracy
using ASME/ANSI geometric dimensioning and
tolerance standards.

MENG3230
Fluid Mechanics
3 credits
Introduction to fluid statics and mechanics; laminar and
turbulent flow with associated calculations. Applications
to industry are used in problems.

MENG3240
Falure Analysis & Design
2 credits
Examine advanced topics in modeling, design and best practices for machines, tooling and system assemblies. Evaluate components for protection against failure from low cycle fatigue, high cycle fatigue, ductile overload, corrosion.

MENG3250
Introduction to Heat Transfer
3 credits
Examine the fundamentals of heat transfer modes including conduction, convection, and radiation. Calculations for each mode are included.

MENG4110
Transmission of Power Lab
2 credits
Assemble and test mechanical power transmission systems, including gearboxes and fluid power systems. Correctly size components and evaluate power losses, service life, and safety factors.

MENG4120
Transmission of Power
2 credits
Apply principles of mechanical design and material failure to the design and analysis of mechanical power transmission components, such as gears, linkages, shafts, bearings and cams.

MENG4130
Finite Element Analysis
3 credits
Finite element modeling using both manual and software simulation analysis. Topics include two- and three-dimensional elements along with applications in solid mechanics, heat transfer and fluid mechanics.

MENG4140
Senior Design I
4 credits
Student design teams execute a two semester design project to solve a real world problem. Application of the design process, underlying science, and application of concepts and tools gained in the curriculum are necessary. Application of project management principles and tools.

MENG4150
Principles of Quality & Lean Mfg
3 credits
Investigate several quality conventions used to reduce waste, improve quality, decrease production times, and improve customer satisfaction. Topics include statistics, queuing models, control charts for variables, acceptance criteria, and acceptance sampling.

MENG4210
Heat Transfer Applications & HVACR Lab
2 credits
Hands-on testing of heat transfer devices including heat, ventilation, and air conditioning systems.

MENG4220
Heat Transfer Applications & HVACR
2 credits
Apply heat transfer theory to common industrial devices. HVACR and other applications are analyzed.

MENG4230
Engineering Economics
2 credits
Combines the concepts of finance and economics with the engineering environment. Analyze costs, risk, funding options, economic return on investment, legal and environmental concerns.

MENG4240
Senior Design II
4 credits
Continuation of Senior Design I projects. Final deliverables are submitted, project is presented and closed out. Presentations are open to students, faculty, and the public in a symposium format.

MENG4250
Engineering Ethics
1 credits
Interpret the connection between personal morality, the role of engineers and engineering in society, and relationship to one's employer. Case studies involving conflicts within these roles are reviewed and evaluated.

MENG4251
Engineering Ethics
2 credits
Interpret the connection between personal morality, the role of engineers and engineering in society, and relationship to one's employer. Case studies involving conflicts within these roles are reviewed and evaluated.

MENG4260
Design of Experiments
2 credits
Introduction to industrial experimentation through the use of statistical software to perform mathematical regression and analysis of variance for system functionality. Topics include randomized designs, blocking designs, full factorial designs and fractional factorial designs.

MGMT1000
Principles of Accounting
3 credits
Introduction to fundamental accounting concepts and cycles. Includes analyzing, interpreting, and recording transactions, as well as the preparation of financial statements, bank reconciliations and payroll transactions in accordance with commonly accepted accounting principles.

MGMT1100
Principles of Marketing
3 credits
Introduction to terms, concepts, and skills for analyzing marketing problems. Manage/integrate communication aspects of marketing, such as advertising, sales promotion, and public relations. Identify how to set objectives, select media and measure effectiveness. Explain sales promotion techniques.

MGMT3110
Principles of Management
2 credits
The contemporary supervision and operations management challenges stemming from changing organizational structures, complex environmental conditions, new technological developments, and increasingly diverse work forces. Focuses on critical issues in supervising, managing, and leading in an organization.

MGMT3111
Business Management
4 credits
Examine principles of management in the context of how firms are organized to analyze their management of finances, operations, human resources, processes and strategy to effectively meet an organization's mission, vision and goals.

MGMT3112
Business Management
3 credits
Examine principles of management in the context of how firms are organized to analyze their management of finances, operations, human resources, processes and strategy to effectively meet an organization's mission, vision and goals.

MGMT3120
Quality Systems
2 credits
Basic quality concepts, including the concepts of Total Quality Management (TQM), ISO9000, and LEAN/Six-Sigma concepts.

MGMT3130
Managerial Accounting
2 credits
Introduction of the fundamentals of managerial accounting for reporting, decision making and control of transactions, financial statements, strategic and operational planning to facilitate ethical behavior of the managerial accountant.

MGMT3141
Research for Business
4 credits
Introduction to the basics of research design, and the quantitative and qualitative methods used in addressing policy-relevant research questions. The course has two major goals: 1) Enhance passive literacy of quantitative and qualitative research methods; 2) Develop active skills and apply techniques to original policy studies.

MGMT3150
Management Practicum
3 credits
An in-depth investigation of selected management topics for identification of individual management and personality styles of both employees and managers to develop innovative and practical responses to complex managerial issues.

MGMT3210
Project Management/Strategic Planning
2 credits
Examine management concepts through the lens of the project life cycle. Identify various techniques of work planning, control and evaluation used to achieve project objectives. Examine the strategy of the business unit and analyze the issues central to a firm's short and long term success.

MGMT3211
Project Management
2 credits
Examine management concepts through the lens of the project life cycle. Identify various techniques of work planning, control and evaluation used to achieve project objectives.

MGMT3220
HR/Employment Law
2 credits
Analyze the role of the human resource professional as a strategic partner in managing today's organizations. Examine key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations. Workplace safety, employment laws, legal rights and responsibilities are incorporated.

MGMT3230
Strategic Planning
2 credits
Examine the strategy of the business unit and analyze the issues central to a firm's short and long term competitive success. Investigate various models and approaches to designing and conducting strategic planning.

MGMT4110
Leadership
2 credits
Multidimensional study of leadership related to contemporary issues, privileges and responsibilities through an exploration of historical leaders, leadership styles and philosophies to recognize the traits, skills and values of a leader.

MGMT4120
Leading Organizational Change
2 credits
Examine the competencies and skills required to successfully lead organizational and personal change in the business world.

MGMT4130
Entrepreneurial/Marketing Management
2 credits
Entrepreneurial and marketing management fundamentals of planning, strategy, management and issues using skills and competencies needed to generate new ideas to develop a successful business.

MGMT4140
Managerial Economics
2 credits
Apply managerial economic decision making in the areas of mathematics, statistics, economic theory, accounting, finance, marketing, and human behavior.

MGMT4210
Capstone Research
4 credits
The research portion of an industry(field)-specific capstone project of student's choice; present a comprehensive project within a field of study, that draws on the relevant components of previous course work.

MGMT4212
Capstone Research
2 credits
The research portion of an industry (field)-specific capstone project of student's choice; present a comprehensive project within a field of study, that draws on the relevant components of previous course work.

MGMT4220
Negotiation & Conflict Resolution
2 credits
Strategies and tactics for conflict analysis, assessment and negotiation using exercises and simulations to successfully manage negotiations and conflict.

MGMT4230
Management Information Systems I
2 credits
The ways in which management and information services influence business strategies, communications technology, information systems analysis and design; issues arising out of the rapidly evolving field of information systems, and a general overview of IT compliance.

MGMT4240
Applied Management Capstone
4 credits
The written portion of an industry (field)-specific capstone project of student's choice; present a comprehensive project within a field of study that draws on the relevant components of previous course work.

MGMT4241
Applied Management Capstone
1 credit
The written portion of an industry (field)-specific capstone project of student's choice; present a comprehensive project within a field of study that draws on the relevant components of previous course work.

MGMT4242
Applied Management Capstone
2 credits
The written portion of an industry (field)-specific capstone project of student's choice; present a comprehensive project within a field of study that draws on the relevant components of previous course work.

MGMT4243
Applied Management Capstone
3 credits
The written portion of an industry (field)-specific capstone project of student's choice; present a comprehensive project within a field of study that draws on the relevant components of previous course work.

MGMT4245
Applied Management Capstone
5 credits
The written portion of an industry (field)-specific capstone project of student's choice; present a comprehensive project within a field of study that draws on the relevant components of previous course work.

MGMT4246
Applied Management Capstone
6 credits
The written portion of an industry (field)-specific capstone project of student's choice; present a comprehensive project within a field of study that draws on the relevant components of previous course work.

MGMT4249
Applied Management Capstone
9 credits
The written portion of an industry (field)-specific capstone project of student's choice; present a comprehensive project within a field of study that draws on the relevant components of previous course work.

MISB3210
Systems Analysis Practicum
3 credits
Survey of the various approaches for software development from traditional systems analysis to contemporary agile methods, UML and object-oriented design. Develop models and prototypes to practice the processes and techniques needed to design and build quality software systems.

MISB3211
Systems Analysis Practicum
2 credits
Survey of the various approaches for software development from traditional systems analysis to contemporary agile methods, UML and object-oriented design. Develop models and prototypes to practice the processes and techniques needed to design and build quality software systems.

MISB3220
Database Technologies
3 credits
Database technologies and the resources (hardware and software) that are needed to implement the various database systems needed to run an organization at the management level.

MISB3221
Database Technologies
2 credits
Database technologies and the resources (hardware and software) that are needed to implement the various database systems needed to run an organization at the management level.

MISB4110
Management of Distributed Systems
3 credits
Integration of data and users with an emphasis on security will be used in client/server, Internet, intranet/extranet, and other technologies. Review state-of-the-art technologies in each of the basic software and hardware arenas, while emphasizing management models and higher-level analysis using the computer.

MISB4111
Management of Distributed Systems
2 credits
Integration of data and users with an emphasis on security will be used in client/server, Internet, intranet/extranet, and other technologies. Review state-of-the-art technologies in each of the basic software and hardware arenas, while emphasizing management models and higher-level analysis using the computer.

MISB4210
Management Information Systems II
3 credits
Examine budgeting, how to write RFP's (Request for Proposal), contract management, capacity planning, operations and user support, orphan ware, writing and enforcing policies. Identify aspects of security in software programs, social engineering, and network security.

MISB4211
Management Information Systems II
2 credits
Examine budgeting, how to write RFP's (Request for Proposal), contract management, capacity planning, operations and user support, orphan ware, writing and enforcing policies. Identify aspects of security in software programs, social engineering, and network security.

PACT1210
Dealer Service Systems
3 credits
Introduction to dealership systems: repair order writing, dealership management training, and Honda Interactive Networking systems. Emphasis will be on vehicle inspection techniques; utilization of Honda scan tools in troubleshooting advanced computer controlled vehicles.

PACT1220
Body Electrical Systems
4 credits
Theory of operation and diagnostic principles of Honda/Acura chassis and body electrical systems. On-vehicle component testing with the latest scan tools, digital multi-meters, lab scopes, and factory electrical schematics.

PACT1230
Advanced Brakes & Suspension Systems
3 credits
Theory of operation and diagnostic principles of Honda/Acura brake/suspension systems. ABS (Anti-lock braking system), traction control systems, advanced steering stability systems, pre-alignment inspections. 4-wheel alignment, suspension & steering systems, component repair and replacement, troubleshooting vibration, noise, and harshness concerns.

PACT2110
Drivetrain Systems
7 credits
Theory of operation and diagnostic principles of Honda/Acura drivetrain systems. Differentials, CV and universal joints, manual transmissions, transfer cases, automatic transmissions. System maintenance, periodic service, and on-vehicle diagnosis. Disassembly, inspection, and assembly of system components. CVT transmission and hybrid transmission.

PACT2120
Heating & Air Conditioning
2 credits
Theory of operation and diagnostic principles of Honda/Acura air conditioning and heating systems. Refrigeration system service, control system repair, heater service, automatic heating/AC systems, component testing, environmental issues, and troubleshooting the various systems.

PACT2131
PACT Internship 1
4 credits
Cooperative, paid on-the-job training. Preparation providing real life job skills and work habits in a variety of automotive areas.

PACT2210
Engine Diagnostics & Repair
3 credits
Hands-on repair of the Honda/Acura Engines. Service procedures include cooling system repair, lubrication system repair, intake systems repair, exhaust repair, engine testing, engine replacement, engine disassembly, cleaning and measurement, cylinder head diagnostics, timing belt/chain replacement 4cyl, 6cyl, 8cyl.

PACT2220
Engine Performance Repair
6 credits
Hands-on repair of the Honda/Acura fuel and computerized engine control systems. Service procedures include: fuel pressure testing, fuel injector testing, exhaust gas analysis, advanced scan tool usage, and on-vehicle diagnostics.

Advanced diagnostics, including hands-on repair of the Honda/Acura engine control systems. Service procedures include: on- vehicle diagnostics of Honda/Acura including advanced computer control systems, networking communication, emission control systems, and test drive diagnostic techniques.

PACT2231
PACT Internship II
4 credits
Cooperative, paid on-the-job training. Preparation providing real life job skills and work habits in a variety of automotive areas.

PHIL1000
Introduction to Logic
2 credits
Examine the principles of correct reasoning through the use of language; utilize formal rules of deductive reasoning.

PHYS1000
Physics
3 credits
Principles and methodologies of physics are used in the context of natural phenomena. Focus is on technical, societal and conceptual aspects of physics.

PHYS1001
The Physics of Newton's Laws
2 credits
Principles and methodologies of physics used in the context of natural phenomena. Focus is on technical, societal and conceptual aspects of physics. Labs included.

PHYS1010
Physics with Lab
3 credits
Principles and methodologies of physics used in the context of natural phenomena. Focus is on technical, societal and conceptual aspects of physics. Labs included.

PHYS1800
Physics I with Lab
4 credits
Introduction to mechanics using differential and integral calculus as a foundation. Topics include kinematics and dynamics of linear motion, static equilibrium, the conservation of energy and momentum, mechanics of solids and fluids, and thermodynamics. The laboratory portion incorporates experimentation, instrumentation, and graphical tools to verify calculations in motion, mechanics and thermodynamics.

PHYS1810
Calculus-Based Physics
3 credits
Introduction to mechanics using calculus, vectors and graphs to describe motion, and to analyze it in terms of forces and conservation laws. Applications include projectiles, orbits, oscillations and fluids.

PHYS1820
Physics II with Lab
4 credits
An introductory calculus-based course in electromagnetic fields and their applications. Topics include: Coulomb's and Gauss' Law, electric fields and potentials, electrical and magnetic properties of matter, Ampere's and Faraday's laws, elementary DC and AC circuits, Maxwell's equations, and electromagnetic waves.

PHYS4000
Calculus-Based Physics
3 credits
Introduction to mechanics using differential and integral calculus as a foundation. Topics include kinematics and dynamics of linear motion, static equilibrium, the conservation of energy and momentum, mechanics of solids and fluids, and thermodynamics.

PREP1220
Advanced Image Editing
1 credit
A lab intensive investigation into high end color retouching and photo enhancement, cosmetic retouching, CameraRAW, advanced layer work and special effects.

PREP2111
Advanced Structural Design
2 credits
Design and produce elaborate folded structures such as free standing displays and pop-up designs, as well as other paper, paperboard and corrugated structures including furniture and other recyclable and useful products. Produce virtualized 3D visualizations of designs prior to committing them to physical material. Opportunity to compete for national recognition in folding carton design may be available through this class.

PREP2120
Imposition & Variable Output
2 credits
Inquiry into the many techniques used for the organized output of multiple pages, designs or images. Page imposition, step and repeat, ganging and nesting are considered. Examine the basic software and workflow tools and techniques for personalized printing, variable data, and one-to-one marketing.

PREP2130
Job Engineering
2 credits
A lab-intensive inquiry into the planning, execution and automation of pre-media workflow in order to maximize efficiency, productivity and repeatability in a fast-paced networked environment. Use the latest high end pre-media software in conjunction with Adobe Creative Suite.

PREP2210
Asset Management
1 credit
Industry's best practices related to the storage, back up, organization, cataloguing, retrieval and repurposing of digital assets; includes naming conventions, compression techniques, metadata, RAID levels and cloud storage.

PREP2220
3-D Imaging
1 credit
The creation and manipulation of three-dimensional images intended for online use for video, animations and remote proofing, using Adobe Illustrator, Photoshop, ArtiosCAD and Studio Visualizer.

PREP2230
Large Format Production
1 credit
The creation, printing, finishing and installation of graphics intended for large and grande format inkjet output. Produce and install floor graphics, murals and wraps.

PREP2240
Pre-Media Portfolio
1 credit
The planning, organization and preparation of both physical and digital presentations demonstrating breadth of competencies and individual strengths, for the purpose of professional advancement.

PREP2250
Pre-Media Capstone
4 credits
Applying and developing technical skills and professional behavior for pre-media technicians; a closely supervised, project- based experience.

PREP2253
Pre-Media Capstone
3 credits
Apply and develop technical skills and professional behavior for graphic designers; a closely supervised, project based experience.

PSYC1000
Psychology
3 credits
The science of human behavior; the history of the discipline, biological foundations, personality, measurement, learning, stress and mental disorders.

PSYC1030
Psychological Change: Film Study
3 credits
Examine the psychological concepts of behavioral change. Characterize negative abnormal behaviors and their consequences. Explore major ingredients for influencing changes in behavior that create a positive outcome in life situations.

PSYC1400
Psychology of Positive Thinking
3 credits
Explore the concept of positive thinking in the workplace and at home from a psychological perspective.

PSYC3000
Organizational Behavior
2 credits
Basic principles of human behavior that are used when managing individuals and groups in organizations. Includes theories relating to individual differences in abilities and attitudes, attribution, motivation, group dynamics, power and politics, leadership, conflict resolution, organizational culture, organizational structure and design as well as the process of ethical decision making for the employee, manager, and organization.

RSCH4000
Research Methods
3 credits
Analyze paradigms, methodologies, and rigorous writing processes for academic and practitioner works. Focus is on the critical investigation of readings, claims, planning, and research ethics.

RSNM1100
Measurement, Materials & Safety
2 credits
Manufacturing of parts through layout and bench work, includes the use of band saws, drill presses, surface grinders, manual lathes, and vertical mills. Basic principles in metal-cutting technology includes threading, tapers, knurling, boring, radii cutting and milling procedures such as squaring stock, the use of rotary table, and the many other milling and turning operations.

RSNM1110
Job Planning, Benchwork & Layout
2 credits
An exploration of the basics of hand tools, understanding drawings, manual machines, and layout. Interpret drawing information, describe basic symbols and notation, and interpret basic GD&T feature control frames. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications.

RSNM1120
CNC Milling Level I
3 credits
Introduction to basic milling operations. Examine manual and CNC milling practices. Utilize tooling, machining practices and applied mathematics. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications.

RSNM1130
CNC Turning Level I
3 credits
Introduction to basic lathe operations. Examine manual and CNC lathe turning practices. Utilize tooling, machining practices and applied mathematics. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications.

RSNM1210
Manufacturing Careers Investigation
3 credits
Explore different manufacturing careers through several possible paths. Create resumes, explore job postings, attend a job fair, perform mock interviews and report weekly on your progress. Fulfill the course requirements by completing at least 162 hours in an industry-related internship, co-op or apprenticeship.

RTEC1110
Introduction to Radiography
2 credits
An overview of radiography and patient care. Orientation to the radiographic profession as a whole. Introduction to the skills required to perform radiologic procedures with an emphasis placed on the production and evaluation of quality radiographs. Topics include: equipment introduction, ethics, medical, and legal considerations; procedures and anatomy related to the chest and abdomen.

RTEC1120
Patient Care
2 credits
Examine the basic fundamentals required to assess a patient's condition, identify emergency situations, and respond to acute life threatening situations within their scope of practice. Determine the foundations of quality patient care and care management plans, both as an individual and as a vital team player. Emphasis is on fundamental principles, practices, and issues common to radiography.

RTEC1130
Radiographic Procedures I
1 credit
Develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the upper extremities, the shoulder girdle, and the lower extremities.

RTEC1140
Medical Terminology
1 credit
Develop a medical vocabulary. Skills in spelling, pronunciation, and defining medical terms is emphasized.

RTEC1150
Clinical I
3 credits
Introduction to the hospital clinical setting; provides an opportunity to participate in or observe radiographic procedures. Topics include: orientation to hospital or clinic areas and procedures, mobile/surgery, and radiography. Participate in and/or observe procedures related to chest and abdomen. Execution of radiographic procedures is conducted under direct and indirect supervision of experienced registered technologists.

RTEC1210
Radiologic Exposure
1 credit
Examine the factors that govern and influence the production of the radiographic image, includes exposure calculations.

RTEC1220
Radiographic Procedures II
1 credit
Develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the lower extremities, the pelvic girdle, and the spine.

RTEC1230
Radiographic Procedures III
1 credit
Develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the lumbosacral spine, the bony thorax, the cranium, facial bones, and sinuses; anatomy and procedures of the upper gastrointestinal (GI).

RTEC1240
Clinical II
3 credits
Continue learning experiences in the clinic or hospital setting. Topics include: equipment utilization, exposure techniques, participation in and/or observation of routine projections of the upper and lower extremities. Execution of radiographic procedures is conducted under direct and indirect supervision of experienced registered technologists.

RTEC1250

Clinical III

3 credits

Continue learning experiences in the clinic or hospital setting. Focus is on the pelvis, the spine, and common portable radiography procedures. Execution of radiographic procedures is conducted under direct and indirect supervision of experienced registered technologists.

RTEC1310

Radiographic Procedures IV

1 credit

Continue to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and procedures of the lower gastrointestinal (GI), genitourinary (GU), the biliary system, and minor system procedures.

RTEC1320

Clinical IV

3 credits

Continue hospital or clinic setting work experience. Develop proficiency in executing procedures introduced in Radiographic Procedures. Focus is on bony thorax, cranial bone, facial bone, and sinuses. Examine common fluoroscopic procedures and common radiographic procedures in surgery. Execution of radiographic procedures is conducted under direct and indirect supervision of experienced registered technologists.

RTEC2110

Radiologic Science

1 credit

Concepts of basic radiographic physics and the basics of x-ray generating equipment.

RTEC2121

Advanced Imaging

1 credit

Equipment routinely utilized to produce diagnostic images, as well as various recording media and techniques. Topics include: Venipuncture; Image production in CT, MRI, IR, and other imaging modalities; special imaging considerations for geriatric, pediatric, trauma, and mobile imaging procedures; and sectional anatomy of the head, thorax, and abdomen.

RTEC2130

Clinical V

6 credits

Continues student learning experiences in the clinic or hospital setting; build on skills learned and competencies achieved in the previous semester. Topics include: common fluoroscopic, surgery, and portable radiography procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision of experienced registered technologists.

RTEC2210

Radiation Biology & Protection

1 credit

Radiation detection and measurement, patient protection, personnel protection, absorbed dose equivalencies, agencies and regulations, introduction to radiation biology, cell anatomy, radiation/cell interaction and effects of radiation.

RTEC2220

Radiologic Topics I

1 credit

A review of basic knowledge from previous courses to help the student prepare for the national certification examination. Topics include: image analysis, pathology, quality assurance, digital radiography, computers and PACS.

RTEC2230

Radiologic Topics II

1 credit

Quality assurance, digital imaging, image analysis, resume and career planning; a review of basic knowledge from previous courses to help the student prepare for the national certification examination.

RTEC2240

Ethics in Healthcare

1 credit

Increase awareness of the many complex issues that face the healthcare industry; critically evaluate an issue taking into consideration all sides and opinions along with supporting reasoning.

RTEC2250

Clinical VI

3 credits

Continues student learning experiences in the clinic or hospital setting; build on skills learned and competencies achieved in the previous semester. Topics include: advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; participation in and/or observation of angiographic, interventional and specialty rotations including MRI and CT. Execution of radiographic procedures will be conducted under direct and indirect supervision of experienced registered technologists.

RTEC2260

Clinical VII

3 credits

Continues student learning experiences in the clinic or hospital setting; build on skills learned and competencies achieved in the previous semester. Topics include: advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; participation in and/or observation of angiographic, interventional and specialty rotations including MRI and CT. Execution of radiographic procedures will be conducted under direct and indirect supervision of experienced registered technologists.

RTEC2310

Radiologic Topics III

1 credit

A review of basic knowledge from previous courses to help the student prepare for the national certification examination. Topics include: image analysis, image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

RTEC2320

Clinical VIII

3 credits

Continues student learning experiences in the clinic or hospital setting; build on skills learned and competencies achieved in the previous semester. Includes participation in and/or observation of routine and special radiographic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision of experienced registered technologists.

SBSC1000

Cultural Diversity

2 credits

Explain awareness and understanding, the key elements of cultural diversity; explore the challenges and benefits of diversity; and develop cultural competency to facilitate living and working together in our multicultural society.

SBSC1200

World Views & Religions

3 credits

Explore the history and culture of several major world views and religions that continue to shape how people experience and interpret the world. Identify the institutions and their founders; determine the essential teachings, rituals, and sources of authority as well as different interpretations of each. Examine some of the essential differences and similarities which exist among each to develop the ability to think both empathetically and critically about each.

SBSC2000

Religion and Conflict

3 credits

Introduction to the questions that religion tries to answer and how the major world religions of Hinduism, Buddhism, Judaism, Christianity, and Islam attempt to answer those questions. Analyze the validity of the theory that religion is a major cause of conflict and suffering in the world today compared to other belief systems. Examine how different religions come into conflict with societal norms, expectations, laws, and structures. Summarize religion's unique contributions to society.

SBSC3000

Sociology

3 credits

Survey of sociology as a science. Focus is on human social life and an individual's role in society; the roles of institutions in social structures and the history of their effects.

SCVL1001

Special Topics in Surveying

1 credit

Investigation of a selected topic in various areas of surveying allowing an area of special interest to be further examined. Prerequisite: Proposal and consent of instructor.

SCVL1110

Introduction to Surveying

4 credits

Introduction to the technical equipment and industry processes used by surveying technicians to collect and interpret data.

SCVL1111

Introduction to Surveying

3 credits

Introduction to the technical equipment and industry processes used by surveying technicians to collect and interpret data.

SCVL1130

Legal Descriptions & Boundary Control

4 credits

Introduction to property descriptions and land survey systems with a focus on composing and interpreting legal descriptions used in surveys.

SCVL1210
Control & Geodetic Surveying
4 credits
Examine the fundamentals of Control Surveys, including Global Positioning Systems, focus and its' application to the geospatial industries, as well as an in-depth study of datums and projections.

SCVL1220
Transportation & Municipal Design
4 credits
Utilize the principles of civil design with industry software to create elements of transportation and municipal design.

SCVL1230
Land Use Planning
4 credits
Introduction to the planning process used to develop land with an emphasis on land use for public and private needs in a community.

SCVL1240
Professional Development
1 credit
Design of the core competencies necessary to succeed in the workforce are implemented in an individualized professional development plan. Engagement in internships, occupational simulation, and other methods of experiential study are integrated and assessed through a 360 process. Emphasis is on career preparation.

SCVL2000
Professional Development
2 credits
Develop and implement a customized plan which identifies areas of focus to be a successful graduate. Emphasis is on completion of an internship, professional seminar(s), certification(s), or alternative project.

SCVL2110
Materials,Testing, Construction Methods
4 credits
Introduction to testing construction materials and methods, inspection and quality control. Examine construction documents to estimate quantities and costs for civil projects.

SCVL2111
Materials,Testing, Construction Methods
3 credits
Introduction to testing construction materials and methods, inspection and quality control. Examine construction documents to estimate quantities and costs for civil projects.

SCVL2120
Utility & Construction Design
4 credits
Utilize the principles of civil design with industry software to create elements of utility infrastructure and its' construction.

SCVL2140
SCVL Topics
1 credit
Topics in land surveying and civil engineering presented and examined through lectures, speakers, and field trips to develop an awareness of current trends, issues, and the future of the surveying and civil design industries.

SCVL2200
Professional Development
4 credits
Core competencies necessary to succeed in the workforce are designed in an individualized professional development plan. Engagement in internships, occupational simulation, and other methods of experiential study are implemented and assessed through a 360 process. Emphasis is on career preparation.

SCVL2210
Laser Scanning & Remote Sensing
4 credits
Analyze Laser Scanning and Remote Sensing technology, including the integration of the data to surveying and civil engineering projects.

SCVL2240
Exam Preparation
1 credit
Review various categories relevant to certification and licensure exams. Emphasis will be on the topics listed to occur on the exams.

SCVL2250
Geospatial Technology
4 credits
Examine the current state of the Geospatial Industry, including Geographic Information Systems(GIS) and Geospatial products.

SCVL2260
Site & Subdivision Design
4 credits
Utilize the principles of civil design with industry software to create elements of site design, including the design of subdivisions and study of the subdivision process.

SENG2100
Introduction to Computing
3 credits
Introduction to computer science, software engineering, and the intersection of these fields with each other, other engineering disciplines, and the sciences in general. Historical perspectives on the fields. Ethics, team building, professional communication, and problem solving.

SENG2200
Introduction to Software Engineering
3 credits
Introduction to software engineering as an area of computer science. Focused study of requirements and requirements engineering; overview of various modeling techniques applicable to requirements and specifications, including UML and formal modeling.

SENG2210
Software Design
3 credits
Designing software with long-term software quality. Software quality attributes, domain-driven design, software design patterns, and documentation.

SENG3110
Software Testing
3 credits
Investigate testing methodologies. Tools and techniques in automated testing. Creation of documentation at all stages of testing.

SENG3120
Software Process Improvement
3 credits
Assessment and improvement of the software development process. Techniques and tools related to each software development life cycle model and stage. Issues include those related to development and maintenance, quality, safety, security assurance, and project management. Quality assurance processes and techniques, ISO9000 and Software Engineering Institute Capability Maturity Model integration.

SENG3210
Software Architecture
3 credits
Architecture of large-scale software systems. Architectural patterns, software quality, documentation of scenarios. Presentation to management for project funding and go-no go decision making. Reusable component design and development. Explanation to design and development personnel.

SENG3220
Software Project Management
3 credits
Planning, organization, estimation, risk management. Traditional and emerging software development life cycle models. Tools and techniques for management software projects.

SENG3230
Human-Computer Interaction
3 credits
Design and evaluate interactive application interfaces, user- and task-centered approaches to design, guidelines for graphical design, interface evaluation techniques, current interface trends, including web interfaces and information visualization. Group projects that include designing, prototyping, and implementing an application interface.

SENG4110
Software Engineering Senior Project I
3 credits
End-to-end project exhibiting all skills related to the profession. Focus is on requirements elicitation, scheduling, planning, reviews and postmortem, configuration management, and implementation of the project.

SENG4210
Software Engineering Senior Project II
3 credits
End-to-end project exhibiting all skills related to the profession. Focus is on requirements elicitation, scheduling, planning, reviews and postmortem, configuration management, and implementation of the project.

SERV1110
HVAC Electrical I
2 credits
Basic electrical terminology and theory. Introduction to simple circuit construction. Basic electrical properties and their effects on circuits. Load capacity for wiring and fuses. Simple circuit diagramming. Theory of electrical generation through magnetism and electromagnetism. Analyzing and testing circuits with various test equipment.

SERV1120
Heating Systems I
3 credits
Basic fundamentals and terminology pertaining to heat transfer. Thermal environmental science properties. Latent and sensible heat, conduction, convection and radiation. Fundamental psychrometrics. Air distribution, room air movement characteristics and the fundamentals of balancing air systems. Analyzing static, velocity and total pressure along with airflow measurements within ductwork.

SERV1130
Residential Controls I
2 credits
Introduction to basic environmental controls with an emphasis on theory, application, and practical installation. Principles of Effective Temperature will be applied to various temperature, humidity, and air movement controls. Basic control of secondary circuits including transformers, relays, and contactors used in the operation of heating and cooling equipment. Sketch, diagram, and wire basic secondary control circuits. Job safety.

SERV1140
Basic Motor Technology
3 credits
Theory of magnetism and circuitry as it pertains to the induction motor. Introduction to fundamental types of motors used in the HVAC field. Wiring of various power and control circuits. Introduction to the relay, contactor and motor starter. Motor usage and service problems encountered in the field. Electrical diagramming and schematics. Troubleshooting motor circuits. Motor nomenclature and safety.

SERV1150
Cooling Systems I
3 credits
Basic fundamentals of cooling as it pertains to HVAC&R systems. Gas laws and the principles of the basic refrigeration cycle. Skills pertaining to refrigeration: tubing handling, flaring, swedging, soft and hard soldering and brazing. Introduction to refrigerants and refrigerant management.

SERV1210
Heating Systems II
3 credits
Heat generation as it pertains to residential furnaces. Natural and LP gases. Furnace types, sequence of operation, component identification, ignition types, test equipment and safety. Troubleshooting pertaining to the mechanical operation and the electrical control functions of gas furnaces. Diagnostic skills to meet service problems encountered in the field. Combustion testing and job safety.

SERV1220
Cooling Systems II
3 credits
Fundamentals of residential air conditioning. Evacuation principles and procedures for deep vacuums. Basic split system air conditioning systems wiring and controls examined and diagrammed in schematics. Refrigerant chemistry examined. Refrigerant recycling, recovery, and management reviewed in accordance with EPA standards. Systematic refrigerant charging procedures determined and validated through hands-on guidance using actual equipment. Basic cooling analysis through psychrometrics and pressure-enthalpy processes. Job safety.

SERV1230
HVAC Electrical II
2 credits
Introduction to semiconductors and elementary solid-state circuits used in HVACR control circuits. Electrical schematics for HVACR secondary and load circuitry. Fundamental operation and wiring of motor starter secondary and load circuits examined, diagrammed, and wired. Electronic theory applied to electronic air cleaners, electronically commutated motors, and digital temperature controls. Continued application of relays, and contactors developed in lab jobs and servicing situations encountered in the field. Job safety.

SERV1240
Heating Systems III
2 credits
Introduction to forced air, oil burning, and electric furnaces. Evaluation of gas, oil, and electric furnace sequences of operation coupled with combustion analysis. Practice of start up procedures and combustion testing processes. Mechanical and electrical applications using wiring diagrams and schematics. Diagnostic skills of mechanical, combustion, and electrical problems encountered in the field. Job safety.

SERV1250
Cooling Systems III
3 credits
Advanced residential air conditioning and air-to-air heat pump systems. Theory and troubleshooting of heat pumps. Application and operation of air conditioning and heat pump controls examined. Wiring diagrams and schematics examined and evaluated. EPA and R-410a certification test review and exam. Introduction to customer relations skills with a focus on occupational professionalism. Job safety.

SERV2110
Domestic Refrigeration Service
2 credits
The mechanical refrigeration cycle of domestic refrigeration equipment will be analyzed and serviced to provide optimum operation. Refrigeration system component installation, analysis, check-out, repairs and maintenance. System start-up. Internal and external control troubleshooting and analyzing. Operations of various control systems utilized in high temperature refrigeration. Job safety.

SERV2120
Commercial Refrigeration Service I
6 credits
Air-cooled and water-cooled refrigeration systems. System component analysis, repair and replacement. Methods of defrost, system start up; internal and external control troubleshooting and analyzing; electrical and electronic-control systems. Mechanical refrigeration cycle trouble shooting. Job safety.

SERV2130
Commercial Refrigeration Service II
2 credits
Process chilled water and supermarket systems control, operation and energy management. Safety, both personal and equipment. Daily operation and preventive maintenance. Hands-on analysis and replacement of refrigeration system components. Analyze refrigeration controls. Screw and centrifugal chiller operation leading to year-round system operation.

SERV2140
HVAC Control Concepts
3 credits
Fundamentals of HVAC control. Formations including pneumatic, electric, electronic, DDC and building energy management systems as they pertain to troubleshooting. Application of control systems of individual room, zone air distribution, variable frequency drives, air handlers, chillers and boilers. Damper control including economizer cycles in conjunction with indoor air quality. Safety, both personal and equipment.

SERV2210
HVAC Systems Servicing I
3 credits
Energy management systems. Interfacing HVAC air handlers with energy sources in heating and cooling modes. Psychrometrics, start up and operation of industrial burners and their controls. System fail safe parameters. Analyzing outdoor air control parameters coordinating between energy efficiencies and desirable indoor air qualities. Make up and exhaust systems. DX and chilled water systems and component operation check out, analysis, repair and replacement. Control modes of various HVAC functions. System start up and check out procedures. Gas and mechanical codes. Safety, both personal and equipment.

SERV2220
HVAC Systems Servicing II
3 credits
Heat loss/heat gain calculations. Individual HVAC components sized and selected. Analysis of the control systems serving HVAC systems. Service and replacement/repair procedures for various ventilating and exhaust systems, and their requirements and controls. Make up air units, along with hands-on adjustment of these systems and their controls. Building codes are applied. Safety, both personal and equipment.

SERV2230
Building Systems Operations I
2 credits
Layout and construction of common sheet metal components found in building HVAC&R systems. Retrofitting skills with a working knowledge of the Uniform Mechanical Code. Welding skills with a focus on oxyacetylene. Safety issues emphasized.

SERV2231
Welding Fundamentals & Sheet Metal
3 credits
Applications, safety, and procedures for oxyacetylene, stick, GMAW, and TIG welding. Light and heavy-metal welding in flat position, freehand-cutting procedures, types of weld joints, and joint preparation. Fabrication of ductwork and fittings common to the HVAC industry; emphasis on SMACNA and ASHRAE standards.

SERV2240
HVAC Systems Servicing III
3 credits
Steam accessories and codes regulating them, with emphasis on the Minnesota Boiler Examination. Hands-on analyzing control systems serving these HVAC systems. Steam systems and components. Constant volume HVAC systems. Blowers, filters, cooling coils, heating coils, air blenders and mixing boxes. Energy management systems. Individual HVAC components sized and selected along with single line designs of constant volume and multi zone systems. Low and high pressure steam, boilers and their systems. Steam/hot water fan coil units. Safety, both personal and equipment.

SERV2250
Building Systems Operations II
2 credits
Start up, check out, troubleshoot, diagnose, repair and replace various HVAC wet and dry systems and components. Roof top unit (RTU) start up and check out. Final check outs of various systems used in commercial installations. Operational reports. Control systems. Energy management systems. Preventive maintenance schedules of HVAC equipment. Plumbing, fire-protection and snow melting systems analyzed. Safety, both personal and equipment.

SOC1910
Social Sciences Topics I
1 credit
Topics in social sciences selected by faculty assigned to the course.

SOC1920
Social Science Topics II
2 credits
Focus is on topics in social science selected by faculty assigned to the course.

SOC2400
Sociology of Positive Interactions
3 credits
Explore the concepts of positive social interactions in your personal environment and their impact on meaningful relationships, individually and within the collective community.

SOC2510
Global Studies
2 credits
Provides a basic understanding of the socioeconomic, geographic, and political issues of the world.

SOC3910
Social Behavioral Sciences Topics 1
1 credit
Topics in social sciences selected by the faculty assigned to the course

SPCH1000
Speech
3 credits
Introduction to public speech making; purpose and organization, audience analysis and response, verbal and non-verbal clues.

TTEN1210
Dealer Service Systems
3 credits
Introduction to dealership systems: repair order writing, dealership management training, and Toyota/Lexus Interactive Networking systems. Emphasis will be on vehicle inspection techniques; utilization of Toyota scan tools in troubleshooting advanced computer controlled vehicles.

TTEN1220
Body Electrical Systems
4 credits
Theory of operation and diagnostic principles of Toyota/Lexus chassis and body electrical systems. On-vehicle component testing with the latest scan tools, digital multi-meters, lab scopes and factory electrical schematic

TTEN1230
Advanced Brakes & Suspension Systems
3 credits
Theory of operation and diagnostic principles of Toyota/Lexus brake/suspension systems. ABS (Anti-lock braking system), traction control systems, advanced steering stability systems, pre-alignment inspections. 4-wheel alignment, suspension and steering systems, component repair and replacement, troubleshooting vibration, noise, and harshness concerns.

TTEN2110
Drivetrain Systems
7 credits
Theory of operation and diagnostic principles of Toyota/Lexus drivetrain systems. Differentials, CV and universal joints, manual transmissions, transfer cases, automatic transmissions. System maintenance, periodic service, and on-vehicle diagnosis. Disassembly, inspection, and assembly of system components. CVT transmission and hybrid transmission.

TTEN2120
Heating & Air Conditioning
2 credits
Theory of operation and diagnostic principles of Toyota/Lexus air conditioning and heating systems. Refrigeration system service, control system repair, heater service, automatic heating/AC systems, component testing, environmental issues, and troubleshooting the various systems.

TTEN2131
TTEN Internship I
4 credits
Cooperative, paid on-the-job training. Preparation providing real life job skills and work habits in a variety of automotive areas.

TTEN2210
Engine Diagnostics & Repair
3 credits
Hands-on repair of the Toyota/Lexus Engines. Service procedures include cooling system repair, lubrication system repair, intake systems repair, exhaust repair, engine testing, engine replacement, engine disassembly, cleaning and measurement, cylinder head diagnostics, timing belt/chain replacement 4cyl, 6cyl, 8cyl.

TTEN2220
Engine Performance Repair
6 credits
Hands-on repair of the Toyota/Lexus fuel and computerized engine control systems. Service procedures include: fuel pressure testing, fuel injector testing, exhaust gas analysis, advanced scan tool usage, and on-vehicle diagnostics. Advanced diagnostics, including hands-on repair of the Toyota/Lexus engine control systems. Service procedures include: on-vehicle diagnostics of Toyota/Lexus including advanced computer control systems, networking communication, emission control systems, and test drive diagnostic techniques.

TTEN2231
TTEN Internship II
4 credits
Cooperative, paid on-the-job training. Preparation providing real life job skills and work habits in a variety of automotive areas.

WELD1110
Introduction to Welding Lab
5 credits
Perform welding of standard joint designs on various thicknesses of steel plate. Practice oxyacetylene welding and cutting (OAW), stick welding (SMAW), and wire feed welding (GMAW). Introduction to tungsten inert gas (TIG) welding. Demonstrate shop safety, setup and troubleshooting of welding equipment and applications.

WELD1120
Introduction to Welding Theory
4 credits
Identification, recognition and calculations associated with weld joint designs and weld materials. Examine various weld processes: oxyacetylene welding and cutting (OAW), stick welding (SMAW), wire feed welding (GMAW). Introduction to tungsten inert gas (TIG) welding. Examine shop safety, setup and troubleshooting of welding equipment and applications.

WELD1130
Welding Math, Prints & Symbols
4 credits
Principles of weld print reading, measuring systems, decimal/fraction conversions, dimensioning, layout, orthographic views, technical math, and section views.

WELD1210
Advanced Welding Lab
5 credits
Practice welding of steel plate and aluminum alloys using stick welding (SMAW), wire feed welding (GMAW) and tungsten inert gas (TIG) welding. Demonstrate shop safety, grinding, finishing, and cutting practices in a final fabrication project.

WELD1220
Advanced Welding Theory
4 credits
Identification, recognition and calculations associated with weld joint designs, weld gasses, and metallurgy. Examine various weld processes including oxyacetylene welding and cutting (OAW), stick welding (SMAW), wire feed welding (GMAW), and tungsten inert gas (TIG) welding. Examine shop safety, setup and troubleshooting of welding equipment and applications.

WELD1230
Introduction to Lean Manufacturing
2 credits
Investigate quality and lean systems used to reduce waste, improve quality, decrease production times, and improve customer satisfaction. Topics include: lean manufacturing, Kanban systems, good house keeping, Kaizen events, material handling, and value stream mapping.

WELD1240
Welding Fabrication Project
2 credits
Construct a weld project through the use of weld print development, material selection, layout, fixturing, and equipment selection.

WRIT2010
Technical Writing
3 credits
Technical writing applications are studied for format, style, voice, and point of view; considered for purpose, audience, and subject. Critical thinking and developed expertise are employed to analyze, interpret, evaluate, summarize and generate various technical documents, individually and within teams.

WRIT4001
Capstone Writing
3 credits
Examine the essentials of writing clearly and efficiently
within the framework of argumentative research writing.
Formulate a coherent thesis and defend it logically
with evidence drawn from research. Practice working
through the stages of planning, research, organizing,
and revising writing.

WRIT4020
Capstone Technical Writing
2 credits
Research, plan, and organize professional documents
for the capstone project. Topics include assessment
techniques, special audience considerations,
professional speaking skills, and presentation aids.