

JULY 1, 2025 TO JUNE 30, 2026

VOLUME 2.3

# NEW YORK AUTOMOTIVE AND DIESEL INSTITUTE

## THE COLLEGE OF TRANSPORTATION TECHNOLOGY

### COLLEGE CATALOG



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## WELCOME FROM THE PRESIDENT

On behalf of our entire faculty and staff, it is my pleasure to welcome you to NYADI - The College of Transportation Technology. I am confident that you will find your experience here to be an enjoyable and, most importantly, a rewarding experience.

At NYADI, we are committed to your success. We have carefully designed our programs, curricula, facility, equipment and library to allow you to achieve your goals with the most comprehensive experience you will find. Our faculty are experienced in the field and they will guide you from the beginning phases of the repair process to the most advanced diagnostic techniques available. Faculty at NYADI will show you the dedication and caring you deserve and they will impart their knowledge and wisdom so that you have the best chance to complete your education. Our administrators, from admissions, financial aid, library services, student services and career services will help you overcome obstacles so that you can complete your journey.

Upon completion of our program, graduates will be prepared to meet the increasing demands for skilled Automotive, Diesel and Collision technicians driven by technological advances in the transportation industry. So I welcome you and will do everything in my power to provide an educational experience worthy of your commitment.

Best Regards,



Patrick Hart  
President



## MISSION STATEMENT/GOALS

NYADI - The College of Transportation Technology's mission is to provide educational opportunity to those who are interested in learning a trade, including graduating high school students, adults, Veterans and students from non-traditional backgrounds who have been underrepresented in higher education. NYADI will provide these students with the technical skills and knowledge necessary for successful career entry, development and advancement.

These are the goals to support the institution's mission:

- to offer competency-based programs that develop technical skills, in the automotive industry that will enable students to successfully enter the workplace upon graduation and/or to pursue continuing education;
- to offer academic programs that develop general academic skills, including written and oral communication, quantitative reasoning, critical analysis and reasoning, use of computer technologies, and information literacy;
- to foster the personal and professional development of our students so that they learn to accept responsibility, become more self-aware and confident, work effectively with others, deepen their understanding of values and ethics, and continue learning throughout their lifetimes;
- to maintain a well-qualified faculty committed to student learning and to their own continuing professional development;
- to provide academic support and student services that will help students resolve academic, financial, or personal problems that may interfere with their ability to persist;
- to provide facilities, laboratories, computing and automotive and diesel equipment that is well maintained and reflective of the current needs of employers;
- to provide library resources and services that will support academic programs and help students to develop information literacy skills;
- to assist students in finding employment related to their training.



## HISTORY

1994: the School began providing advanced training for the practicing automotive technician in June 1994. Instruction was offered in the Automotive Technician Training Program (A.T.T.P.), which is recognized by the New York State Department of Motor Vehicles. In addition, specialized instruction in subjects such as; Advanced Fuel Injection, Ford/GM Distributorless Ignition Systems, and Supplemental Restraint Systems (S.R.S) were also offered.

1997: in order to address areas that were lacking in other training programs, the School developed a new, updated program, entitled “Training in Emissions and Specialized Techniques “(T.E.S.T)”. This was the first training program of its kind, for the professional automotive technician, to be approved by the New York State Education Department. This training enhanced the skills of the practicing technician and the quality of services they could provide. Instruction in the T.E.S.T.

1999: New York Automotive and Diesel Institute (NYADI) becomes accredited by the Accrediting Commission of Career Schools and Colleges.

As vehicle complexity increased, and new technologies became more embedded in all systems, the School recognized the critical need to raise the level of training available for individuals seeking career in the automotive service field. The school stepped up to the challenge and created extensive “General Automotive Mechanics” and “Diesel and Truck Technology” training programs, utilizing the latest in professional automotive training equipment and simulators to provide students with the skills to perform effective diagnosis and repair on the “newest technology” vehicles.

2002: ASE, through its educational wing ASE Education Foundation, recognized NYADI as being worthy of its highest honors and awarded it Master Automotive Certification in all eight automotive areas. NYADI developed two new programs; “Master Certified Automotive Technician” and “Certified Automotive Technician” designed to prepare students to pass the ASE tests in the areas in which they study. Also, in 2002 NATEF recognized the schools diesel program as meeting the criteria for Master Medium/Heavy Truck Certification in all eight medium/Heavy Truck Certification in all eight medium/heavy truck areas. The school responded with two new programs, “Certified Truck & Diesel Technician” and “Master Truck & Diesel Technician”. The school also offers a program, “Master Automotive & Diesel Technician” for those students who wish to study both automotive and diesel technology.

2003: due to the rapid growth of the student base, NYADI recognized the need for more shop and classroom space and moved to its current 60,000 square foot location in Jamaica, Queens. The school also launched its Master Certified Collision Repair Technician program in response to the growing demand for trained collision repair technicians and once again NATEF recognized the program as being worthy of Master Certification.

2008: the institution was acquired by Automotive and Diesel Institute LLC., with a commitment to provide the best training in automotive, diesel and collision repair technology in the State of New York.

2017: NYADI’s remarkable history of steady growth and increasing technological sophistication has culminated in being recognized as a degree granting college by the Board of Regents of the State of New York.



## GENERAL INFORMATION

### COLLEGE CLOSINGS FOR ACADEMIC YEAR (JULY 1, 2025 TO JUNE 30, 2026)

**The college will be closed on the following days:**

Independence Day	July 4, 2025
Summer Break	June 27 – July 13, 2025
End of Summer Break	August 27 – September 3, 2025
Labor Day	September 1, 2025
Columbus Day	October 13, 2025
Veterans Day	November 11, 2025
Thanksgiving Break	November 27 – 28, 2025
Winter Break	December 24 – December 31, 2025
Christmas Eve	December 24, 2025
Christmas Day	December 25, 2025
New Year's Day	January 1, 2026
Winter Break	January 2 – January 11, 2026
Martin Luther King Jr Day	January 19, 2026
Presidents Day	February 16, 2026
Good Friday	April 3, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
Independence Day	July 4, 2026 (Observed July 3, 2026)
Summer Break	June 26 – July 12, 2026

Classes are scheduled on a semester basis. Each semester is approximately fifteen (15) weeks in length. Regularly scheduled classes meet Monday through Thursday from 9:10 a.m. until 9:45 p.m.

GED preparation and tutoring will be available Monday through Thursday after classes from 3:15 p.m. to 6:00 p.m.

General tutoring offered by the instructors is available Monday through Thursday from 3:30 p.m. to 4:30 p.m.

Employment Skills Enhancement Program: Each student must participate in the Employment Skills Enhancement Program to graduate and receive placement through Career Services.

#### SUMMER II 2025 SEMESTER

Orientation (DAY)	TBD
<b>Semester Begins (Summer II) Day Session</b>	<b>July 16, 2025</b>
Orientation Evening	TBD
<b>Semester Begins (Summer II) Evening Session</b>	<b>July 23, 2025</b>
Last day to drop or add classes (6 days) Day	July 24, 2025
Last day to add/drop classes (6 days) Even	July 31, 2025
<b>Semester Ends</b>	<b>August 26, 2025</b>

#### FALL I 2025 SEMESTER

Orientation I (Day & Evening)	TBD
<b>Semester Begins (Fall I) Day and Evening Session</b>	<b>September 4, 2025</b>
Last day to drop or add classes (6 days) Day/Eve	September 12, 2025
<b>Semester Ends</b>	<b>December 23, 2025</b>

#### FALL II 2025 SEMESTER

Orientation II (Day)	TBD
<b>Semester Begins (Fall II) Day Session</b>	<b>November 10, 2025</b>
Orientation II (Evening)	TBD
<b>Semester Begins (Fall II) Evening Session</b>	<b>November 18, 2025</b>
Last day to drop or add classes (6 days) Day	November 18, 2025
Last day to add/drop classes (6 days) Evening	November 26, 2025
<b>Semester ends</b>	<b>December 23, 2025</b>

### SPRING I 2026 SEMESTER

Orientation I (day and evening)	TBD
<b>Semester Begins (Spring I) Day and Evening</b>	<b>January 12, 2026</b>
Last day to drop or add classes (6 days) Day/Eve	January 21, 2026
<b>Semester ends</b>	<b>April 28, 2026</b>

### SPRING II 2026 SEMESTER

Orientation (Day)	TBD
<b>Semester Begins (Spring II Day session)</b>	<b>March 18, 2026</b>
Orientation (Evening)	TBD
<b>Semester Begins (Spring II Evening session)</b>	<b>March 25, 2026</b>
Last day to drop or add classes (6 days) Day	March 26, 2026
Last day to add/drop classes (6 days) Evening	April 2, 2026
<b>Semester Ends</b>	<b>April 28, 2026</b>

### SUMMER I 2026 SEMESTER

Orientation I (Day and Evening)	TBD	
<b>Semester Begins</b>	<b>April 29, 2026</b>	
Last day to drop or add classes (6 days) Day	May 7, 2026	
Summer Break	June 26 – July 12, 2026	No Classes
<b>Semester Ends</b>	<b>August 26, 2026</b>	

#### **Remote Classes Due to Inclement Weather/Emergency Situation**

Due to the potential impact of inclement weather or emergency situation on the safety and accessibility of our campus, all classes will transition to remote learning under the following conditions:

- Notification: A decision to shift to remote classes will be communicated to all students, faculty, and staff via email, MMS, and on the institution's website, as early as it is determined by college administrators on the affected day.
- Class Schedule: All scheduled class times will remain the same and faculty will conduct classes via the institution's designated online learning platform, Canvas and Zoom, as all classes will be converted to a theory session.

Technical support will be available to assist with any issues related to remote learning and students without reliable internet access should notify their instructors as soon as possible to make alternative arrangements.

To verify if the school is opened or closed you should check on the website and/or email for an update. Then you will know how to proceed for the day.

#### **RELIGIOUS OBSERVANCES**

New York Automotive and Diesel Institute recognizes and respects the diverse religious beliefs and practices of its students. Therefore, in accordance with our commitment to fostering an inclusive academic environment, the following policy outlines accommodations for students who require adjustments to their academic schedule due to religious observance.

Any student who anticipates upcoming religious holidays which could possibly affect their academic progress during the segment/semester are required to submit the official NYADI Religious Observance form to the applicable department and a determination will be made by the Dean of Academic Affairs regarding approved/denied make-up sessions.

#### **ACCREDITATION/APPROVALS/MEMBERSHIP**

- New York Automotive and Diesel Institute is authorized by the Board of Regents of the University of the State of New York to award the Degree of Associate in Occupational Studies (AOS) in Automotive Technology, Automotive and Diesel Technology and Automotive Management and Support Technology. Certificate programs include: Automotive Service Technology, Truck and Diesel Service Technology, Collision Repair Technology and Automotive Support Service Technology.
- New York Automotive and Diesel Institute is accredited by the Accrediting Commission of Career Schools and Colleges. (ACCSC).
- New York Automotive and Diesel Institute is eligible to participate in Title IV Federal Financial Aid Programs.
- New York Automotive and Diesel Institute is approved by the New York State Higher Education Serviced Corporation to participate in the Tuition Assistance Program (TAP).
- New York Automotive and Diesel Institute is approved by the New York State Approving Agency for the training of student veterans and other eligible persons.
- New York Automotive and Diesel Institute is approved by Workforce Development.
- New York Automotive and Diesel Institute is approved by Adult Career and Continuing Education Services (ACCES-VR), to offer vocational training.



### **ACCREDITATION/APPROVALS/MEMBERSHIP Continued...**

- New York Automotive and Diesel Institute is Master accredited by the ASE Education Foundation at the highest level, in all three programs, Automotive Technology, Diesel and Truck Technology and Collision Repair Technology.
- New York Automotive and Diesel Institute is a member of the National Coalition of Certification Centers (NC3).
- New York Automotive and Diesel Institute is designated as a MOPAR CAP LOCAL school by Fiat Chrysler Automobiles (FCA).
- New York Automotive and Diesel Institute has partnered with Daimler Trucks North America to offer industry level web-based certifications through the “Get Ahead Program”.
- New York Automotive and Diesel Institute offers Snap-On certifications.
- New York Automotive and Diesel Institute is an ICAR partner.
- New York Automotive and Diesel Institute is a Ford ACE partner.
- New York Automotive and Diesel Institute is a Mercedes-Benz partner.
- New York Automotive and Diesel Institute is a ISUZU Truck partner.
- New York Automotive and Diesel Institute is a Hyundai and Genesis partner.
- New York Automotive and Diesel Institute is a Mack and Volvo partner.
- New York Automotive and Diesel Institute is a Subaru partner.
- New York Automotive and Diesel Institute is an ACDelco partner.
- New York Automotive and Diesel Institute is an Audi partner.
- New York Automotive and Diesel Institute is a Kenworth partner.
- New York Automotive and Diesel Institute is a Toyota partner.

### **FACILITY**

NYADI - The College of Transportation Technology is located at 178-18 Liberty Ave., Jamaica, NY 11433. The school occupies approximately 50,000 square feet in a building renovated and built out to school specifications. The facilities feature four shop areas, fourteen classrooms, a library/resource center, a student cafeteria, and faculty and administrative offices. The school is easily accessible by subway, train, bus, or automobile and ample parking is available in the area.

### **FACULTY**

The overall average student/faculty ratio is 22:1 in day classes and 17:1 in evening classes. Maximum student/faculty ratio's is 30:1. Faculty members are all industry qualified through experience and credentials allowing them to deliver a positive educational experience. Faculty members are required to participate in 20 hours of relevant industry training each year to update their skills and knowledge. Their continued professional involvement in the automotive field keeps NYADI on the cutting edge, which leads to employment and/or continuing educational opportunities. Faculty members who teach general education courses are required to have a Master's Degree.

### **Faculty Office Hours & Academic Tutoring**

All faculty members are available to assist students with assignments or provide related course-work support during their office hours from 3:15 pm to 5:00 pm during active college hours via scheduled appointments through the Dept. of Student Services/Dean of Academic Affairs.

### **STUDENT BODY**

The school educates between 450 to 750 students annually. Two-thirds are in day programs, the remaining one-third attend evening classes. Fifty percent are in the automotive and diesel program, forty percent are in the automotive program, and ten percent are in the collision program. In terms of geographic origin, approximately 70% of our students come from Queens, 15% from Brooklyn, 5% from Long Island, 5% from the Bronx and 5% from distant counties.



## ADMISSIONS

### ADMISSION PROCEDURES

- Tour the facility and attend an informational interview. **Parents or spouses are encouraged to be present.**
- Submit required documentation.
- Complete the Enrollment Agreement.

### ADMISSION REQUIREMENTS

NYADI is an equal opportunity employer and follows the same policies in accepting applications from potential students. The institution is open to all students without regard to race, color, religion, age, gender, creed, origin, sexual orientation, disability or marital status.



To be eligible for admission, an applicant must be able to read and write English. The applicant must also:

- Be at least 18 years of age. Age will be verified with the student's ID. Students who are 17 and have not yet reached their 18<sup>th</sup> birthday will need parental consent.
- Have an initial interview with an Admissions Representative and provide an original copy of:
  - High school diploma, a high school equivalency diploma, or a high school transcript showing graduation date.

Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.

- Have a recognized equivalent of High School Diploma such as a home-schooled certificate by the state where the student resided during home school. The student must have completed homeschooling at the secondary level as defined by state law.
- Non-high school graduates must pass an Ability-To-Benefit (ATB) entrance examination that is approved by the Department of Education and be enrolled in the Eligible Career Pathway Program and one of three certificate programs. The approved examination currently used is the Combined English Language Skills Assessment (CELSA). Students who successfully pass the GED exam and are awarded a high school equivalency diploma, are eligible to transfer into a degree program. Additionally, students who pass the GED exam are no longer considered ATB students and are no longer required to participate in the program.

NYADI complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements. The facility is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles and a restroom to accommodate disabled students.

If you are interested in attending NYADI but are in need of reasonable accommodations, you should schedule an appointment with the Director of Admissions. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations, and the types of accommodations available.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

In order to be eligible for Title IV, HEA funding, you must have the ability to benefit with the reasonable accommodations.

### **ADMISSION REQUIREMENTS Continued...**

Prior to admission, the prospective student is provided a catalog and has an interview with a school official. The interview will elaborate on course objectives, career opportunities, the physical demands of the job and certification requirements.

An explanation regarding attendance and academic requirement will be given to the prospective student and how those requirements can affect the student's satisfactory academic progress. The prospective student will be informed that payment of tuition and fees is required for admittance to class.

An Admissions Officer will give the prospective student a tour of the school. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

### **ADVANCED STANDING/TRANSFER CREDIT**

Transfer credit applications at New York Automotive and Diesel Institute will only be approved under specific conditions and are subject to the discretion of the Dean of Academic Affairs. Technical course credits may be accepted if the applicant's home institution is ASE-accredited and the coursework reflects comparable credit hours. Alternatively, general applied education courses will be considered for transfer only if their content closely aligns with New York Automotive and Diesel Institute current syllabi ensuring consistency in educational standards and program objectives.

Generally, an applicant accepted into a degree or certificate program with prior college credit, may be granted advanced standing to a maximum of one half of the total number of the program's required credits. Credits gained by advanced standing are considered full college credits and they will not affect the student's grade point average. Advanced standing may be granted by any one or combination of the following:

Transfer credit will be considered for coursework completed at accredited institutions of higher education or recognized secondary schools, with a minimum grade of 2.0. Transfer credit will be awarded only for those courses applicable to a specific degree or certificate program. Credit may be granted with proof of having passed the ASE Certification test in the area(s) for which credit is requested. The Dean of Academic Affairs will determine the equivalency of transfer credits.

Applicants with past formal postsecondary training may be granted transfer credit toward the completion of the program. The Dean of Academic Affairs may grant transfer credit for coursework taken at another accredited school in which a minimum grade of 2.0 or better was earned. Courses transferred must be substantially equivalent to the corresponding courses for which the student is seeking credit at the college. Transfer credit does not carry a grade and has no impact on a student's Grade Point Average (GPA).

Students must furnish official transcripts from each accredited postsecondary school previously attended to receive applicable transfer credit. All transcripts must be sealed and provided directly to the Registrar at NYADI. The student should meet with the Registrar during the enrollment process in order to facilitate timely receipt of transcripts. NYADI may request course description from the previous college's catalog in order to determine course equivalency. Official transcripts and course descriptions, if needed, must be received by the Dean of Academic Affairs or the Registrar prior to the enrollment date in order to be evaluated for transfer credit. Students may not receive combined transfer and proficiency credits totaling more than 50% of the program for which they enrolled. Exceptions may be made after review and approval by the Dean of Academic Affairs.

Additional consideration will be granted to students who transfer from a certificate program offered at NYADI.

All credit hours attempted will count toward Title IV, HEA funding 150% quantitative requirements.

### **ARTICULATION AGREEMENTS**

#### **High School Articulation Agreements**

- Thomas A. Edison Career and Technical Education High School
- Alfred E. Smith Career and Technical Education High School
- Tottenville High School
- Nassau BOCES-Barry Tech
- Western Suffolk BOCES-Wilson Tech
- Lawrence High School
- Epic High School

## **IMMUNIZATION REQUIREMENT**

New York State law requires college students to be immunized against measles, mumps, and rubella. The law applies to all students born on or after January 1, 1957.

Full-time students will have to show the following proof of immunity:

- Measles: two doses of live measles vaccine administered after 2 months of age, physician documentation of measles disease or a blood test showing immunity.
- Mumps: one dose of live mumps vaccine administered after 12 months of age, physician documentation of mumps disease or a blood test showing immunity.
- Rubella: one dose of live rubella vaccine administered after 12 months of age or a blood test showing immunity.
- Students must also comply with Public Health Law 2167 related to meningitis response. New York State Public Health Law (NYS PHL) 2167 requires institutions (including colleges and universities) to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria.

Colleges in New York State are required to maintain a record of the following for each student:

- A response to receipt of meningococcal disease and vaccine information signed by the student or student's parent or guardian.
- A record of meningococcal meningitis immunization within the past 10 years or
- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.
- All documents should be submitted within 30 days of enrollment.

## **MATRICULATED STUDENTS**

A matriculated student is one who has filed a written application and has been formally accepted for admission by NYADI as a candidate for one of its registered programs leading to a degree or certificate. Matriculated students can apply for financial aid. A student is no longer considered matriculated if he or she is academically dismissed.

## **NON-MATRICULATED STUDENTS**

NYADI accepts students who apply to take individual courses without seeking a degree or certificate. Acceptance into courses is determined by an interview with an academic advisor to determine if there are any prerequisites and if they have been satisfied by the applicant. Students who complete individual courses will receive a transcript. Credits completed as a non-matriculated student may be applied toward a certificate or degree should the student elect to matriculate into a registered program. Non-matriculated students may not take more than 12 credits.

## **PREREQUISITES**

All prerequisites must be completed prior to being enrolled in a class unless otherwise approved by the Dean of Academic Affairs.

## **REFRESHER COURSES**

NYADI recognizes that as technology changes students may need to update their skills. Graduates are always welcome to come back and take refresher courses at no additional charge. Students may take the updated version of any course as long as it is offered and does not exceed the acceptable student teacher ratios.

## **TESTING AND PLACEMENT**

All incoming students may be evaluated for English and mathematical skills competency. Students whose test scores indicate a need for academic support may be required to participate in basic skill instruction and tutorial activities.



## FINANCIAL AID

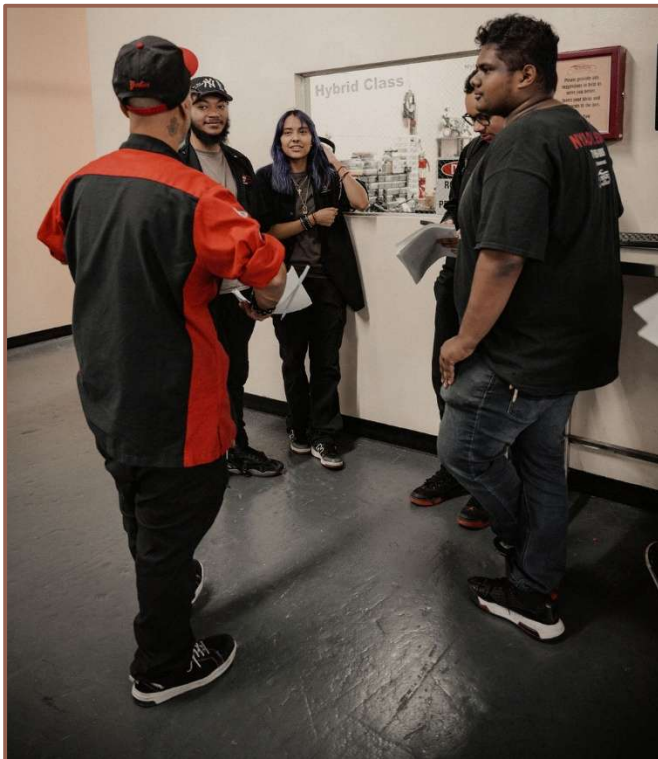
### APPLICATION PROCESS

To apply for financial aid, an applicant is required to complete the Free Application for Federal Student Aid (FAFSA), which is used to determine eligibility for all Title IV programs and for New York State aid through the Tuition Assistance Program. A copy of the FAFSA is available online.

- The FAFSA application is available online [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- FAFSA School code **035373**
- The website for HESC application <https://www.tap.hesc.ny.gov/totw/>
- TAP code **2322**

### GENERAL INFORMATION

The New York Auto and Diesel Institute is committed to providing educational opportunities for all qualified students regardless of financial need. A variety of financial aid programs makes it possible for even the neediest student to gain a college education. The college participates in Federal and State financial aid programs, including grants, loans, and work-study programs.



The amount of money available is based upon the student's financial need, which is determined by subtracting the amount of the family's resources available for college expenses from the estimated cost of attending the college. Financial need for all programs is measured by a comprehensive financial statement, the Free Application for Federal Student Aid Form (FAFSA). The funding for the program cost is determined by the student's financial need and Expected Family Contribution (EFC) from FAFSA. The college will defer any tuition payments due from a student upon application by the student for a grant for the expected amount. Funds received by the college on behalf of a student will first be applied towards the student's tuition. After the student's tuition is paid in full, he/she will receive whatever balance remains.

Financial aid decisions are made for the full academic year on the basis of financial need and the availability of funds. It is important to note that the availability of and eligibility for aid from Federal programs are not guaranteed from one academic year to the next and that students must reapply every year. Also, enrolled students must meet this institution's academic progress standards to continue qualifying for financial aid

awards. All financial aid is awarded on the basis of need, regardless of race, color, religion, sex, sexual orientation, age, national or ethnic origin, handicap, marital, parental, or veteran status.

Students are encouraged to apply for financial aid at least eight weeks before the beginning of the term in order that the funds will be available in the first month. Students will receive their payments within one month of the college's receipt of the funds.

### VERIFICATION

The College completes verification of all enrolled students who are selected for 'Verification' by CPS and applied for financial aid. The College Financial Aid Advisor may also select students for verification as needed to resolve conflicting income data.

### LAST DAY OF ATTENDANCE

The official last day of attendance for a student who withdraws during the semester shall be the date the student officially notifies the college of their intent to withdraw, determination by the college that the student does not intend to return to classes, or the date the student is terminated. The official last day of attendance for a student who withdraws between semesters or does not return for a subsequent semester, shall be the last day the student was physically in attendance.

## QUALIFICATIONS

Students must:

- Have a high school diploma or its equivalent, or complete a high school education in a home school setting approved under state law.
- Non-high school graduates must successfully pass an Ability-To-Benefit (ATB) entrance examination that is approved by the State Education Department and the Department of Education and be enrolled in an Eligible Career Pathway Program.
- Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
- Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
- Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
- Sign certifying statements on the **FAFSA** stating that:
  - you are not in **default** on a **federal student loan**;
  - do not owe a refund on a **federal grant**;
  - Sign the required statement that you will use federal student aid only for educational purposes.
- Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
- Be enrolled at least halftime to receive assistance from the Direct Loan Program.
- The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received

In addition, you must meet one of the following:

- Be a U.S. CITIZEN or U.S. NATIONAL  
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
- Have a Permanent Resident Card  
You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
- Have an ARRIVAL-DEPARTURE RECORD  
You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid only if issued before April 1, 1980)
  - Parolee
- Have BATTERED IMMIGRANT STATUS  
You are designated as a "battered immigrant-qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
- Have a T-VISA  
You are eligible if you have a T-visa or a parent with a T-1 visa.

## REINSTATEMENT

Students in good academic and financial standing who officially dropped from their program are required to apply for reinstatement prior to registration with the re-entry committee. Students who were not in good financial standing who officially dropped from their program may apply for reinstatement only after all monetary obligations due to the college have been met. Students who are reinstated within one year (12 months) will return in the same academic progress status as they were at the time of their official drop date. Students who request to re-enter after one year of their last date of attendance will be required to complete their program of choice from the beginning of the program. Transferal of credits will not be applied. Re-entry fee of \$50.00 required.

## **STUDENT AID PROGRAMS**

### **Federal Pell Grant:**

This grant program is designed to assist needy students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the PELL Grant is determined by the Student Aid Index (SAI) and the standard formula used by the U.S. Department of Education. There is a 600% lifetime limit on Pell grant program funds.

The maximum scheduled PELL award amount for the 2025-26 academic year is \$7,395.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** This grant is available to students with exceptional financial need. In determining student eligibility, the college will base the selection on procedures designed to make Federal SEOG awards to those students with Student Aid Index (SAI) between -1500 to 0 who will also receive a Federal Pell Grant in that year. The amount of the grant and the number of students who may receive it depend on the availability of funds from the U.S. Department of Education.

**Federal College Work Study (FCWS):** The Federal Work-Study program provides part-time employment on campus or off campus (community service) to a student who needs supplemental earnings to defray the cost of attendance. Eligibility is based on financial need and the availability of funds. As funds are limited, the applicant must first apply, be interviewed and hired into a position and apply the terms of part-time employment. Application may be made through the Financial Aid Office. Salary would be paid at the minimum wage and students can work up to twenty hours weekly.

The Federal Work-Study program provides part-time employment on campus or off campus (community service) to a student who needs supplemental earnings to defray the cost of attendance. Eligibility is based on financial need and the availability of funds. As funds are limited, the applicant must first apply, be interviewed and hired into a position and apply the terms of part-time employment. Application may be made through the Financial Aid Office. Salary would be paid at the minimum wage and students can work up to twenty hours weekly.

**Federal Direct Student Loan Program:** There are two types of direct loans. Subsidized direct loans are based on demonstrated financial need and the federal government pays the interest while the student is in school. Non-need-based direct loans are "Unsubsidized" and the student is responsible for the interest during in-school and deferment periods. Students may be eligible for both need-based and non-need-based loans but the combined totals may not exceed direct limits. The repayment period on Direct Student loans begins six months after the student is no longer enrolled at least half-time. Interest accrues during those six months and is payable by the student. For each academic year, a dependent undergraduate may borrow a maximum of \$5,500 (\$3,500 Sub and \$2,000 Unsub) as a first-time student and a maximum of \$6,500 (\$4,500 Sub and \$2,000 Unsub). There is an aggregate loan limit of \$31,000 of which \$23,000 may be subsidized. If a parent is turned down for the PLUS loan the student may borrow \$57,500 of which \$23,000 may be subsidized. For each academic year an independent undergraduate student may borrow up to \$9,500 (\$3,500 Sub and \$6,000 Unsub) as a first year student; and up to \$10,500 (\$4,500 Sub and \$6,000 Unsub) as a second year student. The loan fee for a Direct Subsidized loan and for a Direct Unsubsidized loan is 1.057 for loans when the first disbursement is made on or after October 1, 2020 and before October 1, 2025. In order to apply for and receive funds, you must be registered for a minimum of six credits. The federal Direct Loan Program offers several repayment plans. Every student who borrows a loan must receive entrance and exit counseling. During each counseling session the student will receive detailed information about the repayment plans.

**Federal Parent Loans for Undergraduate Students (PLUS):** Biological or adoptive parents of a dependent undergraduate student enrolled at least half-time at an eligible school may borrow PLUS Loan for an amount up to the cost of attendance less any financial aid each year. Student must have a valid FAFSA application on file. The loan fee for a Direct Plus loan is 4.228%. Parents may apply online, and will undergo a soft credit check. After a parent applies and is approved they must complete a PLUS MPN (Master Promissory Note). You may request a deferment, which means you will not need to make payments while your child is enrolled at least half-time and for an additional six months after your child graduates, leaves school, or drops below half-time enrollment. If you do not request a deferment, you will be expected to begin making payments after the loan is fully disbursed (paid out).

**Tuition Assistance Program (TAP):** Awards may not exceed cost of tuition and are subject to State funding and award level. To apply for TAP students must complete the FAFSA and the New York State TAP application. To remain eligible for TAP awards students must meet program pursuit and academic standards.

**STUDENT AID PROGRAMS Continued...**

<b>Calendar: Semester 2020-21 and thereafter (non-remedial students)</b>						
Before being certified for a payment.	First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester
A Student Must Have Accrued at Least This Many Credits	0	6	15	27	39	51
With At Least This Grade Point Average	0	1.5	1.8	1.8	2.0	2.0

Students who have been New York state residents for at least one continuous year and are enrolled in a full-time program may apply for awards up to \$6,750 per academic year

**Pursuit of Program (POP)**

Program pursuit: completing and receiving a grade in a percentage of the minimum full-time course load in each term an award is received.

- 50 percent in each term of first year
- 75 percent in each term of second year
- 100 percent in each term of third year and thereafter

**One-Time TAP Waiver:** A student who does not maintain good academic standing based upon above academic standards and POP, may apply for a one-time TAP waiver. The waiver is intended only to accommodate extraordinary or unusual cases. The process includes an assessment of the reasons a student has failed to meet the requirements. It may only be granted when there is a reasonable expectation that the student will meet future requirements. All requests must be made in writing and include a letter of explanation along with any pertinent documentation supporting the waiver application.

**Veterans Benefits:** NYADI is a military friendly school. Selected programs of study at NYADI are approved by the New York State Approving Agency for enrollment of those eligible to receive benefits under Title 38 USC. Many programs of educational assistance benefits are available to those who have served in the active military, naval, or air service and to their dependents. NYADI is fully approved to conduct college level education programs for veterans. Detailed information is available from offices of the Department of Veterans Affairs.  
Additional Requirements for Students Utilizing VA Funding

- A DD214 and a Certificate of Eligibility are required for all students using VA benefits. Effective date of August 1, 2019 our facility is in compliance with the requirements of Title 38 USC. NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

The NYADI policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- The New York Automotive & Diesel Institute policy ensures that our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33

*Note: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.*



## **STUDENT AID PROGRAMS Continued...**

**Vocational and Educational Services for Individuals with Disabilities ACCES-VR:** Students with disabilities seeking vocational training are encouraged to contact ACCES-VR for information and official forms and procedures. Adult Career and Continuing Education Services-Vocational Rehabilitation, 89 Washington Avenue, Albany, N.Y. 12234 or call 1-800-222-5627, for additional information.

Additional sources of financial assistance:

- Regents Awards for Children of Deceased and Disabled Veterans.
- Regents Awards for Children of Deceased Police Officers, Firefighters and Corrections Officers.
- Regents Awards for Children of Deceased State Corrections Officers and State Civilian Employees of a Correctional Facility.
- New York State Aid to Native Americans.
- Vietnam Veterans Tuition Award Program.
- Contact the Financial Aid office for more information.

## **WARNING, PROBATION AND APPEAL PROCESS**

The College evaluates SAP at the end of each semester. Students who do not meet SAP measures will be placed on Financial Aid SAP Warning for one semester and may continue to receive Title IV aid. If the student is not meeting SAP measures at the end of the Financial Aid SAP Warning period, the student will be placed on Financial Aid SAP Probation for one semester. The student is required to appeal in writing and be approved by the College and establish an approved academic plan if the student wishes to continue to receive Title IV aid. If the student is making SAP at the end of the Financial Aid SAP Probation period, they may return to regular student status. If at the end of the Financial Aid SAP Probation period the student fails to make SAP, their financial aid will be terminated. A student may appeal, one final time for the loss of Title IV Financial Aid eligibility to the Dean of Academic Affairs or the College President. Students who appeal must provide supporting documentation to establish mitigating circumstances. If the appeal is granted the student will be placed on SAP Probation for one more semester and Title IV is reinstated.

Please see expanded information on SAP under Academic Probation and Dismissal on page 19, 20 and 21



## TUITION, FEES OTHER COST & REFUND POLICY

### **TUITION & FEES**

Tuition for each semester is due on or before the first class day. However, NYADI may agree to accept payment from a qualified student's financial aid sources in lieu of cash payments of equal amounts, and/or the student's signed agreement to pay the semester tuition in installments in accordance with the conditions and terms in the college's Payment Plan. A reduction in credit hour registration may cause either a reduction or loss of financial aid.

Tuition and any previous balance must be paid in full each semester before the official registration deadline. Deposits made on acceptance of admission are credited to the student's semester account. NYADI, reserves the right to change tuition rates, fees, and other charges at its discretion when it is deemed advisable.

It is the policy of NYADI to withhold all certificates, degrees, official transcripts, and other official recognition of work completed from students who have any outstanding overdue debts to the college. No student may withdraw in good standing or graduate from the college until all financial obligations have been paid in full.

- For 2025/26 tuition for full-time matriculated students is \$10,500. Per semester.
- For 2025/26 tuition for part-time matriculated students is \$700. Per credit.
- For 2025/26 tuition for non-matriculated students is \$750. Per credit.
- Repeated 3 credit course: \$2,100, 2 credit course: \$1400.
- Registration fee per semester: \$50.
- Uniforms fee: \$300.
- Books and materials fee per semester: Will vary by program.
- For replacements or duplicates, the charges are as follows:  
\$20 duplicate degree or certificate, \$10 official transcript to be forwarded to another institution and \$10 other duplicate records.
- Upon graduation, students will be awarded a tool voucher valued at \$750.

### **ADDITIONAL ESTIMATED COSTS**

Additional costs beyond tuition and fees for an academic year includes: room and board, books and supplies, transportation, personal expenses, and child care. These costs are as follows:

#### **Estimated Costs Beyond Tuition 2025/26**

Average Per Academic Year	Dependent- Living at Home		Independent- with Dependents	
	Day Students	Evening Students	Day Students	Evening Students
Room & Board	\$6,363	\$6,363	\$9,499	\$9,499
Books & Supplies	\$1,324	\$1,324	\$1,324	\$1,324
Transportation	\$3101	\$3101	\$3101	\$3101
Personal Expenses	\$5,663	\$5,663	\$5,663	\$5,663
Child Care				
<b>TOTAL</b>	\$16,451	\$16,451	\$19,587	\$19,587

### **CREDIT BALANCES**

A credit balance occurs whenever NYADI credits financial aid program funds to a student's account and the total amount of the FSA funds exceeds the student's allowable charges. If a disbursement to the student's account creates a credit balance, the credit balance must be paid directly to the student or parent as soon as possible but no later than 14 days after it is credited to the student's ledger.

The law requires any excess PLUS loan funds be returned to the parent. The parent may authorize the institution, in writing, to transfer the proceeds of the PLUS loan credit balance directly to the student for whom the loan is made. The institution will not require the student to take any actions to obtain their credit balance. It is the sole responsibility of the institution to pay or make available a credit balance within the 14-day regulatory time frame. For credit balances when a student withdraws, please refer to the institution's refund policy.

### METHOD OF PAYMENT

Full payment of all tuition and fees or establishment of Financial Aid is due in advance of the first day of class. Students who experience financial difficulty may make special arrangements with the Financial Aid Office for regularly scheduled payments, unless the F/A Director has determined otherwise. Late payments of 30 days or more could result in suspension of the student until their account is current. All unpaid tuition payments delinquent six or more weeks may be turned over to a collection agency. The collection fee will be paid by the student.

### CANCELLATION POLICY

- a. An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
- b. An applicant requesting cancellation within three days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid by the applicant.
- c. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.

### REFUND POLICY

The college uses the following refund policy:

- a. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. **Written notification is not required to obtain a refund.**
- b. All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.

Any refund due to a student shall be paid by the school within forty-five days of the date on which the student withdraws from the program. This date shall be the earliest of:

- the date on which the student gives written notice to the school or
- the date on which the student fails to return from an approved leave of absence or
- the date on which the student is deemed to have withdrawn

In computing refunds, the college will consider the student to have been in attendance from the start date until the last date of attendance. Failure to attend class or to pay for tuition does not constitute official withdrawal from the college and does not relieve the student from financial liability.

If the student withdraws or is discontinued after instruction has begun, the college will refund tuition in accordance with the following schedule:

- 75% of tuition if withdrawal occurs during the first week;
- 50% of tuition if withdrawal occurs during the second week;
- 25% of tuition if withdrawal occurs during the third week;
- no tuition refund will be made if withdrawal occurs after the third week.

Students who withdraw prior to the 60% point (9 weeks) of the semester may lose partial eligibility for Title IV federal financial aid and thus may owe a balance to NYADI. Students considering withdrawal are strongly encouraged to meet with the Student Services Department and the Financial Aid Department.

Federal Rules regarding the return of Title IV funds may require the full or partial return of federal monies previously credited to the students account. Information and/or examples of the application of this policy and a return of federal funds Calculation Worksheet can be obtained by students upon request from the Financial Aid Office.

## SCHOLARSHIPS

- **NYADI President Scholarship**

**Scholarship Name**

The “NYADI President Scholarship Award”.

The NYADI President Scholarship Award is designed to recognize and support students who demonstrate academic achievement, personal motivation, and a commitment to their future goals. Eligible applicants will be evaluated based on a combination of academic performance, written communication skills, and personal presentation.

**Scholarship Amount**

The scholarship will consist of a one thousand dollar (\$1,000) scholarship award given to high school students who take successfully partake and complete the NYADI Scholarship Assessment. This scholarship may only be applied toward the cost of instructional tuition at New York Automotive and Diesel Institute. The student will be responsible for the balance of any instructional tuition remaining after the award is applied. This scholarship does not cover the cost of books, uniforms, photo ID, tools or registration fee. These fees will be paid for by the student in the manner described in the enrollment agreement.

**Number of Scholarships**

The school will offer one scholarship to each high school senior who takes the NYADI Scholarship Assessment and successfully enrolls with the institution.

**Dollar Value of Scholarship**

The value of the scholarship will be up to One Thousand Dollars (\$1,000) per high school senior who takes the NYADI Scholarship Test.

**Scholarship Eligibility**

Only high school seniors currently attending a high school or BOCES program are eligible to apply for the scholarship.

**Criteria for Awarding Scholarship**

Interested students must submit an NYADI application along with the appropriate form of P.O.G. (Proof of Graduation), preferably a high school transcript and correlating diploma certificate to be considered eligible.

Additionally, each applicant must successfully complete the NYADI scholarship assessment which entails topics ranging from college-level verbal and mathematical skills as well as assessing their current mechanical aptitude and prior knowledge.

**The scholarship award is applicable regardless of the students’ percentile score on the NYADI Scholarship Assessment.**

**Scholarship Payment**

The one thousand dollars (\$1,000) will be divided by the number of semesters in the students chosen program. The scholarship program will make payments in this amount directly to the students account on the last day of each semester. The student’s account will be credited with each monthly payment.

**Continued Eligibility**

All scholarship winners will be required to maintain satisfactory Academic Progress and adhere to the college’s Rules and Policies as stated in the college catalog to continue to be eligible to receive scholarship payments. Students who do not maintain satisfactory Academic Progress or adhere to the college’s Rules and Policies will no longer be eligible to receive scholarship payments and must arrange other means of funding to continue attending New York Automotive and Diesel Institute.

**Return of Scholarship Funds**

Students who are no longer eligible to receive scholarship payments, who withdraw or are terminated from the college will no longer have scholarship payments posted to their account. The college will perform a refund calculation for those students who withdraw or are terminated and any monies that are to be refunded that were received from the scholarship payments will be refunded directly to the scholarship fund. Any monies not used for scholarship payments from the “New York Automotive and Diesel Institute \$1,000. High School Scholarship Award” fund will be rolled into the next year’s scholarship fund.

**Entrance Requirements**

All students who apply for a scholarship are required to meet the college’s entrance requirements as stated in the catalog. The college will maintain documentation in the student file as proof the student met entrance requirements.

**Scholarship Funding**

The scholarship will be funded by New York Automotive and Diesel Institute.

- **High School Excellence Scholarship Award**

- Full Scholarship
- Half Scholarship
- Quarter Scholarship

**Scholarship Name**

The “New York Automotive and Diesel Institute High School Excellence Scholarship Award”.

**Number of Scholarships**

Typically the college will award four (4) scholarships per year, one (1) Full Scholarship, one (1) Half Scholarship and two (2) Quarter Scholarships.

**Scholarship Eligibility**

Only high school seniors currently attending a high school or BOCES program are eligible to apply for the scholarship.

**Entrance Requirements**

All students who apply for the scholarship are required to meet entrance requirements as stated in the college catalog.

**Criteria for Awarding Scholarship**

Interested students must submit an NYADI application along with the appropriate form of P.O.G. (Proof of Graduation), preferably a high school transcript and correlating diploma certificate to be considered eligible.

Additionally, each applicant must successfully complete the NYADI scholarship assessment which entails topics ranging from college-level verbal and mathematical skills as well as assessing their current mechanical aptitude and prior knowledge. To be further considered in the process, applicants must score in the top 10 percentile to proceed in the selection process which entails the following criteria:

- Minimum cumulative GPA of 3.0 or higher
- Submission of a personal essay detailing academic goals, leadership experiences, and community involvement
- Completion of a formal interview with the scholarship selection panel
- Demonstrated financial need (if applicable)
- Completion of the NYADI Scholarship Exam
- Timely submission of all required application materials by the stated deadline

All candidates will then be evaluated by a scholarship panel committee to select award recipients for the applicable award year and recipients should be excellent role models for other NYADI students.

**Dollar Value of Scholarship**

- The value of the Full Scholarship will be up to \$39,600
- The value of the Half Scholarship will be up to \$19,280.
- The value of the Quarter Scholarship will be up to \$9,900.

### **How the Scholarship Will Be Applied**

The scholarships will cover the cost of instructional tuition in the amount of up to the value of the scholarship awarded, which will be applied to any of the AOS Degree programs that the college offers. The actual dollar amount of the scholarship awarded will be determined as such; all scholarship winners will be required to apply for financial aid, any grant money that the student may be eligible for will be applied toward instructional tuition and the actual dollar amount of the scholarship will be the difference between the cost of instructional tuition and the amount of grant money the student may be awarded. The student will be required to apply for financial aid for each award year that the student is attending classes. Students who are not eligible to receive financial aid grants will be awarded the full value of their scholarship. The scholarship has no cash value and can only be applied toward tuition at the college. The scholarship will not cover books, uniforms, photo ID, tools or registration fee. These fees must be paid for by the student in the manner described in the enrollment agreement. The scholarship award can be adjusted based on the discretion of the college.

### **Scholarship Payment**

Once the dollar amount of the scholarship has been determined in the manner described above, the remaining cost of instructional tuition will be divided by the number of semesters in the students chosen program. The scholarship fund will make equal semester payments in this amount directly to the students account on the last day of each semester.

### **Members of Scholarship Award Committee**

The committee will consist of the members of various college's management team.

### **Continued Eligibility**

All scholarship winners will be required to maintain Satisfactory Academic Progress and adhere to the college's Rules and Policies as stated in the college catalog to continue to be eligible to receive scholarship payments. Students who do not maintain Satisfactory Academic Progress or adhere to the Rules and Policies will be notified that they are no longer eligible to receive scholarship payments and must arrange other means of funding to continue attending New York Automotive and Diesel Institute.

### **Return of Scholarship Funds**

Students who are no longer eligible to receive scholarship funding payments, or who withdraw or are terminated from the college will no longer have scholarship payments posted to their account. The college will perform a refund calculation for those students who withdraw or are terminated and any monies that are to be refunded that were received from the scholarship payments will be refunded directly back to the scholarship fund. Those students who are no longer able to receive scholarship funds must arrange other means of funding to continue attending New York Automotive and Diesel Institute. Any monies not used for scholarship payments from the "New York Automotive and Diesel Institute High School Excellence Scholarship Award" fund will be rolled into the next year's scholarship fund.

### **Scholarship Funding**

The scholarship will be funded by NYADI, the College of Automotive and Diesel Technology.

- **Family Scholarship**

Employees are eligible for up to full tuition for a family member who wishes to enroll in the college. The college president will determine the amount of the scholarship.



## STUDENT SERVICES

### ASE TEST PREPARATION

Instructors are available to help students prepare for Automotive Service Excellence (ASE) Certification examinations.

### ADVISING

Our Student Services Department is focused on early intervention to address problems before they affect the student's performance. The Department of Student Services meets with students experiencing academic, attendance, or personal issues which are affecting their progress. Student Services seeks to discover the reasons for the problems and discusses available options with the student as to how to best resolve them with an Academic Plan and Advisement. NYADI does not provide counseling services to students.

Students are informed of available outside governmental and private organizations that counsel individuals on a broad range of issues, including emotional problems, childcare, goal setting, decision-making and career planning.

The school does not provide housing, transportation, or child care. However, a listing of housing agencies, local public transportation, and childcare information is available by contacting the Department of Student Services.

### LIBRARY-RESOURCE CENTER

The Library-Resource Center contains more than 1,000 volumes and 60 hard copy periodical subscriptions. The current space of 2,000 square feet can seat at least 25 students and includes a desk and workspace for the librarian. Internet-linked computers give students access to an array of databases, including Mitchell I and All Data.

The Library/Resource Center is open the same hours that the college is open.

### ORIENTATION

Before classes begin, all new students are given a comprehensive orientation. During the session, all relevant aspects of the school are covered, including academic programs, facilities and resources, faculty and staff, and rules and regulations. The orientation includes information on student services, dress code, school rules and regulations, grading, financial aid, disciplinary action, standards of satisfactory progress, readmission policy, and drug prevention policy. Because of the paramount importance of safety, training is provided, covering all shop and lab safety procedures to be followed. Lab and shop safety rules are distributed to all students.

In addition, students are provided with the onboarding instructions necessary to access Canvas, Campus Café, and various industry certifications.

Students are encouraged to ask questions regarding any aspect of their education at NYADI and sign a disclosure statement stating that they have received the above information.

### CAREER SERVICES

The Career Services department provides job placement assistance to students and alumni. The process begins with assisting students interested in part-time employment. Students will receive placement assistance after completing the second course in the program. They will be provided with individual advising, resume writing, cover letter writing, career development workshops, job interview techniques, and letters of recommendation. Students are advised throughout the placement process. While the college cannot guarantee a job, every effort is made to assist students in finding employment related to their training.

### GED PREPARATION

Participating in the General Educational Development (GED) Preparation Program is **required** for all Ability-To-Benefit students who are actively enrolled in the Eligible Career Pathway Program. Ability-To-Benefit students are required to actively participate and students who are not actively participating will be subject to a tiered warning system in which they will receive warning texts and/or warning letters dependent on the process and if warranted, may lead to a temporary block on the Canvas LMS platform affecting their academic progress.

### TUTORING

All faculty members are available to assist students with assignments or provide related course-work support during their office hours from 3:15 pm to 5:00 pm during active college hours via scheduled appointments through the Dept. of Student Services/Dean of Academic Affairs.

## ACADEMIC POLICIES & PROCEDURES

### ACADEMIC ADVISING

The academic progress of students is closely monitored throughout the semester. Students who are not doing well academically are advised by Student Services or the Dean of Student Affairs. All faculty members are available to students before and after class for advice and assistance. Students are informed at the end of each course regarding their academic progress. They are also warned of the potential consequences of academic failure as it relates to Financial Aid.

### ACADEMIC INTEGRITY

New York Automotive and Diesel Institute defines the ethical code and moral principles that govern behavior in the academic world. It involves maintaining honesty and fairness in all aspects of academic work, including research, writing, and assessments. Upholding academic integrity is crucial as it ensures the credibility of work, fosters a culture of trust and respect within academic communities, and promotes the genuine acquisition of knowledge.

The student and faculty member is responsible to uphold all academic standards and expectations related to the college to ensure the educational process is not undermined or devalued.

Violations include but are not limited to:

- plagiarism
- use of ChatGPT or other artificial intelligence platforms
- copying from or giving assistance to other on an examination
- using a purchased term paper
- fabrication of data

Any staff, faculty members and/or students who believe that any of these violations or similar have occurred should immediately contact the Dean of Academic Affairs in writing to allow the initiation of an investigation by the committee.

### COURSE ACCOMMODATION REQUESTS

Students requesting specific course accommodations to meet their graduation dates must submit their request in writing to the Dean of Academic Affairs.

New York Automotive and Diesel Institute outlines the conditions under which specific course accommodation requests may be approved/denied for students who are in their final class at the college, with the intention to graduate in a timely manner.

We are committed to fostering an environment that values honesty, originality, and ethical conduct in all academia related matters and essentially uphold academic integrity.

### SATISFACTORY ACADEMIC PROGRESS

Students at NYADI are required to make satisfactory progress toward the completion of a degree or certificate. Academic progress standards must also be met to continue qualifying for financial aid awards. Academic progress is measured both qualitatively by grade point equivalent, and quantitatively, by the amount of time required to complete the program of study at the end of each semester. SAP is measured in credits and time. Students will receive a copy of their unofficial transcript at the end of each semester.





## **SATISFACTORY ACADEMIC PROGRESS Continued...**

<b>Earned</b>	<b>Attempted</b>	<b>GPA</b>		<b>Earned</b>	<b>Attempted</b>	<b>GPA</b>
0	3	0		33	49.5	1.8
3	4.5	1		36	54	1.8
6	9	1		39	58.5	2
9	13.5	1.3		42	63	2
12	18	1.3		45	67.5	2
15	22.5	1.5		48	72	2
18	27	1.5		51	76.5	2
21	31.5	1.5		54	81	2
24	36	1.5		57	85.5	2
27	40.5	1.8		60	90	2
30	45	1.8				

Academic progress rate standards apply to all students, full-time or part-time, whether receiving federal Title IV funds, Tuition Assistance Program funds or are self-funded. The maximum time within which students are allowed to complete their program is based on total credit hours. Students are allowed 150% of the published time (total credit hours) to complete their program. This applies both to degree and certificate programs. For example, students pursuing a 60 credit AOS program are allowed to attempt up to 90 credits (i.e., 150% of the credits required for completing the Associate degree) Periods during which a student has requested and formally received a temporary leave or during which the student has discontinued enrollment at the college will not be considered in this figure.

Students must have accumulated 24 credits to be eligible for accelerated TAP by the beginning of the third semester.

For academic monitoring purposes and to support students who may be in need of assistance, academic progress is reviewed at the end of each course and at the end of each semester. There are, however, mandatory SAP evaluation points at which a student is required to meet at least the minimum academic standards to remain enrolled as a matriculated student. Academic SAP evaluation does not apply to students who are not receiving Title IV funding.

Minimum successful course completion standards also apply during the program to ensure that students can complete the academic program within the maximum time allowed. At 50% of the maximum time allowed to complete a program, a student must have successfully completed 60% of the credit hours attempted. At 75% of the maximum time allowed to complete program, a student must have successfully completed 65% of the credit hours attempted.

### **ACADEMIC PROBATION AND DISMISSAL**

The College evaluates SAP at the end of each semester. Students who do not meet SAP measures will be placed on SAP Warning for one semester. Students who are placed on Financial Aid Warning will continue to receive Title IV aid.

If the student is not meeting SAP measures at the end of the SAP Warning period, the student will be placed on SAP Probation for one semester. The student is required to establish an approved academic plan if the student wishes to continue. If the student is making SAP at the end of the SAP Warning period, they may return to regular student status. If at the end of the SAP Probation period the student fails to make SAP, their financial aid will be terminated.

A student may appeal the loss of Title IV Financial Aid eligibility to the Dean of Academic Affairs or the College President. Students who appeal must provide supporting documentation to establish mitigating circumstances. If the appeal is granted the student will be placed on SAP Probation for one semester and Title IV is reinstated.

The purpose of academic probation is to improve student persistence. Students who are placed on academic probation will receive academic advisement and will establish a plan to improve their academic performances.

The student's probation will end if he or she meets the required standards at the end of the probation point. A student who does not meet the required standards will be dismissed. If approved by the Dean of Academic Affairs, a student who has been dismissed for academic reasons may continue as a non-regular student for a period of time not greater than one semester in order to retake courses or to practice skills at which the student was previously unsuccessful. The student will not be eligible for financial aid and will be charged tuition consistent with stated tuition policies.

### **ACADEMIC PROBATION AND DISMISSAL Continued...**

Students who are placed on academic probation or who have been advised that they are not making Satisfactory Academic Progress and who disagree with the application of the SAP standards may appeal to the SAP Dismissal Committee. Mitigating or special circumstances may be considered during the initial review and appeal. The decision of the SAP Dismissal Committee is final and may not be further appealed.

A student who was academically dismissed has the following options to apply for academic reinstatement:

- If a student demonstrates, after retaking courses or practicing skills over a period of at least one semester, that he/she is academically and motivationally prepared to continue in the program, the student may be reinstated as a regular student.
- The student may reapply to the college after an absence of one semester. Reinstatement is subject to the following conditions: (i) it must be mathematically possible for the student's percentage of completed coursework to reach the required level by the end of the first semester after reinstatement; (ii) in the judgment of the SAP Dismissal Committee, the student has the motivation to progress satisfactorily, and it is highly probable that the student's percentage of completed coursework will reach the required level by the end of the first semester after reinstatement.

### **STUDENT SUSPENSIONS/PERMANENT DISMISSAL**

One of the primary objectives of New York Automotive and Diesel Institute is to uphold a safe, respectful, and academically conducive environment. To this end, the institution reserves the right to make administrative discretionary decisions as conducted by the committee regarding student suspension or dismissal if college policies are not adhered to.

Such actions are taken to ensure the integrity of our academic community and the well-being of all students, faculty, and staff. Adherence to college policies is essential, and violations are addressed promptly to maintain the standards and values of our institution

All student suspension and/or dismissal decisions will be approved by an Academic Committee designated by New York Automotive and Diesel Institute. The academic committee is responsible for thoroughly investigating cases of misconduct and determining appropriate disciplinary actions in accordance with university policies and procedures prior to their deliberation and decision making.

### **ACADEMIC YEAR DEFINED**

24 semester credits and 30 weeks of instructions for Title IV funding. Day segments consist of 12 sessions and Evening segments consist of 20 sessions.

### **ATTENDANCE**

Regular attendance and punctuality will help students develop good habits that are required for successful course completion. The college expects that each student will exercise personal responsibility with regard to class attendance. **All students are expected to attend every class session of each course for which they are registered.** Attendance will be monitored for Financial Aid purposes. Absence and/or lateness from class does not excuse a student from class work. Students are responsible for all that transpires in class whether or not they are in attendance. Excessive absence or lateness will adversely affect a student's final grade and may lead to failure in a course or removal from the class roster.

Attendance will be maintained in order to establish a student's last date of attendance. Failure to attend classes may result in a loss of financial aid.

### **DEAN'S LIST & HONOR ROLL**

All tiers of the Honor Roll list are prestigious recognitions awarded to students who demonstrate exceptional academic performance and academic excellence across their courses here at New York Automotive Diesel Institute.

All students who have met the required grade point average (GPA) threshold reflect superior scholastic achievement and dedication.

Full-time students who have a semester grade point average of 3.75 or better will be named to the Dean's List. Such students must successfully complete a minimum of 12 credit hours.

Part-time students can earn a place on the Dean's List by having a 3.75 or higher cumulative grade point average for their most recent semester that included at least 9 credit hours.

### **DEAN'S LIST & HONOR ROLL Continued...**

Both day and evening students can earn a place on the High Honor Roll by earning a 3.5 - 3.74 GPA after having earned 12 credits (day) and 9 credits (eve)

Also, both day and evening students can earn a place on the Honor Roll by earning a 3.25 - 3.49 GPA after having earned 12 credits (day) and 9 credits (eve)

### **DRESS CODE**

New York Automotive and Diesel Institute establishes guidelines regarding student dress code within the shop/classroom premises of campus. The purpose of this policy is to maintain a conducive learning environment that is respectful, professional, and safe to learning and this policy applies to all students enrolled in New York Automotive and Diesel Institute.

#### **Dress Code Guidelines:**

1. General Appearance: Students are expected to maintain a neat, clean, and professional appearance at all times while on campus.
2. Appropriate Attire:
  - NYADI Uniform: Approved uniform from NYADI Online Store
  - NYADI T-Shirt: NYADI T-Shirts utilized during college events
  - Work Pants: Heavy duty/fabric apparel used generally in the shop
  - Closed-Toe Work Shoes/Boots - cros, slippers, slides, heels are not permitted

### **GRADE POINT AVERAGE (GPA)**

GPA is calculated by dividing the total points earned by the total number of credit hours attempted. Points earned for a particular course are calculated by multiplying the grade points by the number of credits. For example, a grade of B in a 3-credit course is worth 9 points. If a student takes four, three-hour courses (12 credit hours for the semester and receives one A, two Bs, and a C, this is translated into 36 quality points to be divided by the 12 credit hours. The resulting GPA would be 3.0. The cumulative GPA is derived by dividing the total number of credits taken, while at the college, into the total number of points earned for those courses.

### **GRADUATION WITH HONORS**

Students who graduate with a cumulative grade point average of 3.75 or better will receive the distinction of graduating "with Honors" which will be noted in the graduation booklet.

### **TEMPORARY LEAVE**

New York Automotive and Diesel Institute does not allow for a leave of absence from classes. Please see the Registrar for options if you need to interrupt your studies.

### **MAKE-UP SESSIONS**

#### **Make-Up Session Opportunities after Segment Conclusion**

New York Automotive Diesel Institute sets specific guidelines regarding all make-up sessions to ensure a fair and integrity driven process without compromising the standards of the academic program.

The guidelines are as follows:

Upon final approval and at the discretion of the course assigned faculty member depicted on related end of segment forms after the course has concluded, students are provided the opportunity to make-up lab/theory work during the opposite coinciding class sessions between the hours of 9:10am – 3:15 pm, and/or 6:00 pm to 10:00 pm, during college hours or faculty office-hours if the following criteria is met:

- 58-64% total Canvas percentage average for applicable course

Exceptions to the criteria noted above are made at the discretion of the Dean of Academic Affairs after reviewing all contributing factors. Late grade penalties may apply.

### **REINSTATEMENT**

- Students in good academic and financial standing who officially withdrew are required to apply for reinstatement prior to registration, with the re-entry committee.
- Students who were not in good financial standing at the time of withdrawal may apply for reinstatement only after all monetary obligations due to the college have been met and after a clear academic plan is determined and assigned by Student Services..
- Students who failed to notify the college officially of the intent to withdraw must petition the Dean of Academic Affairs in writing for reinstatement.
- Students who are reinstated within 1 year will return in the same academic progress status as at the time of withdrawal.

### **REPEATING COURSES**

All required courses in an academic program are credit-bearing and must be passed to meet graduation requirements; therefore, a course that has not been completed must be repeated. When a failed course is repeated, the higher grade is used to compute the grade point average (GPA). Students are not allowed to repeat a course in the same term unless they are graduating. Please refer to the current tuition cost to repeat a course.

### **REQUIREMENTS FOR GRADUATION**

- Minimum cumulative grade point average of 2.0.
- Complete the program within 1.5 times the normal length.
- Fulfill all financial obligations to the college.
- Complete all program requirements (e.g. exams and assignments).
- Complete a student loan exit interview, if applicable.
- Graduation Checklist
- End of Program Assessment

### **GRADUATION CREDENTIAL**

- AOS Programs Degree
- Certificate Programs Certification

### **STUDENT PROGRESS AND ACHIEVEMENT**

The institution maintains an academic transcript for each student. Outside coursework assignments are factored into the final grade. The grading system is as follows:

Grade	Numerical Value	Grade Point Value
A	90-100	4 - Excellent
B	80-89	3 - Good
C	70-79	2 - Satisfactory
D	65-69	1 - Passing
F	Under 65	0 - Failure
W	Withdrawal	-

### **TRANSCRIPTS**

Student records are permanently maintained. All students are entitled to one official copy of their transcript of grades without charge. Additional copies can be obtained for a \$10.00 fee.

### **CHANGES OF STATUS DURING (DROP/ADD PERIOD)**

New students who enrolled at the beginning of a semester or mid-semester may officially withdraw during the first six days/evenings of the class start without financial obligation to the college. The student's status will change from "Enrolled" to "Non-Start".

## **WITHDRAWAL**

A student may request to officially withdraw from New York Automotive & Diesel Institute by completing the official Withdrawal Request form. When a student officially requests to withdraw while currently enrolled in a course, the grade of a “W” will be depicted on the academic transcript and will not affect the student’s Grade Point Average (G.P.A.)

Excessive absences adversely affect a student’s academic progress.

Since academic activity is monitored, a student who is not in attendance for fourteen consecutive calendar days will be automatically withdrawn from the college.

If the student requests to be re-instated, the student must apply with the re-entry committee and adhere to the procedures.

## **DUAL ENROLLMENT PROGRAM OVERVIEW**

The NYADI Dual Enrollment Initiative offers eligible high school juniors and seniors an opportunity to earn college credits while concurrently completing their high school education at their home school. This program is designed for academically motivated and responsible students who are prepared to succeed in a college-level environment.

### **Eligibility Criteria:**

To be eligible for the NYADI Dual Enrollment Initiative, students must meet the following requirements:

- **Academic Performance:**  
Applicants must have a minimum cumulative GPA of 3.0 on a 4.0 scale (equivalent to 75.00%). In certain cases, exceptions may be made at the discretion of the Dean of Academic Affairs, provided specific stipulations are met.
- **Grade Level:**  
Only applicable to high school juniors and seniors (11th and 12th grade) are eligible to participate in the program
- **Letters of Recommendation:**  
Two letters of recommendation are required. These must be written by a current or former high school counselor, teacher, or administrator who can attest to the student’s academic readiness, personal responsibility, and ability to balance dual coursework.
- **Personal Statement:**  
Students must submit a 250–500 word essay that clearly outlines their academic goals, motivation for joining the dual enrollment program, and strategies for managing both high school and college-level coursework simultaneously.
- **Parental/Guardian Consent:**  
For students who are 17 years of age or younger, a signed parental or guardian consent form is required. This ensures that the student and their family are fully informed of the responsibilities and expectations associated with the program.
- **Proof of Identification:**  
A clear and legible upload of a valid New York State Identification Card is necessary as part of the application process.
- **Remediation Testing:**  
All applicants are required to complete the NYADI Remediation Exam on-site with their assigned advisor. This ensures that students are academically prepared for the rigor of college coursework.

## **FRIDAY COURSE PROGRAM OVERVIEW**

The NYADI Friday Course Program is designed to offer high school students a unique opportunity to earn college credits by enrolling in foundational prerequisite courses related to Automotive, Diesel, and Collision Repair programs. Held on-site on the NYADI campus, this immersive experience supports students in exploring career pathways while developing college-level academic skills.

The program runs from once a semester, recurring every Friday from **9:00 AM to 3:00 PM**, and is ideal for academically motivated and career-focused high school students.

### **Eligibility Criteria:**

To qualify for the Friday Course Program, applicants must meet the following requirements:

- **Academic Performance:**  
A minimum cumulative GPA of **1.7 on a 4.0 scale (70.00%)** is required. Both **official or unofficial transcripts** are accepted. Exceptions may be granted under special stipulations with approval from the Dean of Academic Affairs.
- **Grade Level:**  
Priority is given to **high school seniors**, with **juniors considered on a space-available basis**.
- **Personal Statement:**  
A **250–500 word essay**, double-spaced in **Times New Roman, size 12 font**, is required. The statement should outline the student’s academic goals, interest in the Automotive, Diesel, or Collision fields, and how they plan to balance both high school and college-level responsibilities.
- **Parental/Guardian Consent:**  
Students aged **17 or younger** must submit a signed **consent form** from a parent or guardian acknowledging the program’s commitments.
- **Identification Upload:**  
A **clear image** of a valid **New York State or School ID** must be uploaded with the application.

### **Expectations:**

- Consistent attendance and active participation are required.
- Students must comply with academic and behavioral standards set by both their high school and NYADI..

**Selection and Notification:** Applications are reviewed by the **NYADI Academic Committee**, with selection based on academic readiness and personal motivation. Notification will be sent via email by the **Outreach Director** prior to the program start.

## **STEM PROGRAM PARTNER - EMPOWERING FUTURE INNOVATORS**

NYADI is a proud partner with the STEM (Science, Technology, Engineering, and Mathematics) Education Program.

Eligible high school students who are interested in continuing to evolve, focused on emphasizing hands-on activities, and driven by inquiry-based learning experiences that prepare applicants for success in college and STEM-related careers are encouraged to apply via their home high school if applicable.

The focus of the program remains on building critical thinking, problem-solving, and technical skills through real-world applications. Enrolled STEM students will earn 3-credits or more in fundamental courses at NYADI tailored to all programs which can then be transferred in when applying as a full-time student after graduation.

Class schedules related to STEM are conducted on-site at the NYADI campus on alternative days (M/W or Tues/Thurs) from 4:00 pm to 6:00 pm for a duration of 20-weeks or longer if required.

## GENERAL POLICIES & PROCEDURES

### ANTI-HARASSMENT POLICY

This policy applies to all forms of harassment including; but not limited to:

- verbal forms, such as epithets, derogatory comments or slurs;
- physical forms, such as assault, impeding or blocking movement on any physical interference with normal work or movement when directed at an individual;
- visual forms, such as displaying derogatory posters, photographs, cartoons or drawings that are offensive;
- request for sexual favors or unwanted sexual advances;
- conditioning any term or benefit of employment or education upon sexual favors; and
- any other conduct on the basis of sex that creates an intimidating, hostile or offensive working or learning environment.

NYADI, will not tolerate any form of harassment by its employees or students. Violation of this policy will result in disciplinary action or termination.

### DRUG POLICY

New York Automotive and Diesel Institute is in compliance with Federal Government Regulations for a Drug Free Workplace for students and employees. Any student or employee caught in possession, or distributing any illegal/legal substances, while in school, will be disciplined or terminated. Also, Title IV federal financial aid provisions require students to adhere to the above drug free policy. The Federal Mandated Policy about alcohol and other drugs is distributed annually to faculty, staff, administrators, and current and prospective students. The policy can also be found on the institute's website at nyadi.edu.

New York Automotive and Diesel Institute is committed to providing a safe and conducive environment for student learning and career development. To maintain a secure and healthy atmosphere, the institution strictly prohibits the possession and distribution of illegal/legal drugs or alcohol on the campus premises.

The college reserves the right to request any student(s) displaying identifiable signs of substance use on the campus premises who may possibly demonstrate a safety hazard to vacate the premises immediately. Reporting procedures must be adhered to by a member of the NYADI staff/faculty while the college conducts a formal investigation. The outcome of the investigation may lead to disciplinary action resulting in suspension or dismissal from the institution based on the committee's decision.

### NON-DISCRIMINATION POLICY

NYADI, is an equal opportunity/affirmative action employer and adheres to all established procedures and principles and has adopted the following policy statements.

- \* It is the policy of NYADI that no person either employed by or seeking employment with the institution shall be discriminated against for reason of race, religion, color, gender, sexual orientation, age, handicap, or persons with ADA disabilities or place of national origin.
- \* It is our policy to provide student access to benefits and services of the institution without regard to gender, race, color, religion, sexual orientation, age, handicap, or place of national origin. This commitment includes, but is not limited to:
  - Admissions
  - Course Offerings
  - Financial Aid
  - Student Employment
  - Social and Recreational Programs

NYADI is committed to actively promoting equal opportunity and the pursuit of a continuing program of affirmative action. The administration will continue to make thoughtful and equitable efforts to correct any imbalances where particular groups of employees or students are not adequately represented. Employment practices and student access policies conform to the letter and spirit of the laws and regulations.

### PRIVACY ACT

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 gives to each enrolled student access to his or her educational records, the right to amend those records where they are inaccurate or misleading, and the right to control their distribution to others. Related inquiries should be addressed to the office of the Dean of Academic Affairs.

The institute will generally release certain directory information pertaining to its students. This information could include; student's name, address(es), program, dates of attendance, employment and secondary and post-secondary institutions attended by the student. Distribution of student/parent information is strictly prohibited.

## STUDENT CODE OF CONDUCT

Commensurate with the career goals and academic atmosphere that prevail at NYADI, all students are expected and required to follow the rules and regulations of NYADI and to conduct themselves in a professional manner. Any unseemly behavior that tends to distract other students and disrupt routine class procedure will not be tolerated.

**“0 TOLERANCE”** – Any disrespect; verbal, non-verbal, or physical, directed towards instructors, employees, or other students will be considered just cause for discipline, which can include suspension and or terminated.

The following are unacceptable actions:

- practicing any form of bigotry or discrimination;
- cheating, plagiarizing, cooperating with or assisting others to cheat or plagiarize, stealing or circulating evaluation materials, or participating in any other breach of academic integrity which gives an unfair advantage to a student(s);
- failing to comply with the directions of authorized school officials in proper performance of their duties or failing to identify oneself to a school official when directed to do so;
- smoking anywhere on the premises of the campus. Students who smoke outside and who block the front door of the building or adjacent doorways will also be subject to disciplinary action;
- possessing any dangerous instrument or material that can be used to inflict injury on any individual or damage to property on the school premises or in the building;
- using, selling or distributing drugs and substances that are prohibited by state and federal law;
- behaving in a disorderly manner or using language or actions that are likely to encourage or incite physical violence against any individual on the premises of the campus;
- violating regulations relating to entry or use of the premises, facilities, or resources of the campus, including unauthorized entry or occupancy, blocking access, or removing, relocating, or using property without permission;
- stealing, damaging or defacing of campus property or the property of any other individual on the campus;
- present on the campus grounds under the influence of alcohol or legal/illegal drugs based on a formal reporting;
- refusing to appear before school officials or committees of the institution in performance of proper official duties;
- knowingly providing false information to the institution, forging, altering or using school documents with the intent to deceive, or using another individual's ID;
- interfering with the institution's educational processes or facilities;
- using duress, intimidation, threat of, or actual physical or verbal abuse that interferes with others on the campus, exercising their rights to pursue legitimate activities;
- acting in any way that endangers the safety or security of any individual on the premises of the campus and the immediate surroundings;
- gambling on the premises of the campus;
- misuse, mutilation, or defacing of educational materials, institutional records or forms, or school property;
- misuse of or tampering with fire alarms, firefighting equipment, safety equipment, or electrical equipment on the premises of the campus;
- violation of any school regulation as stated in the catalog, Student Handbook, or posted on the institutional bulletin board.
- violation of school uniform policy will result in the student being requested to leave the building until the policy is successfully adhered to;
- Students are prohibited from bringing any weapons on or around the college campus including firearms, knives, blades etc;
- Students making any verbal or written threats of any kind including killing, assault or body harm to another student, faculty or staff member is absolutely not tolerated at any time and is strictly prohibited;
- Students must follow all parking rules and regulations by DOT when parking around the college campus;

Students dismissed from the school under this provision will not receive a certificate or degree. A student who is dismissed from the institution may be considered for readmission upon final review of the Dean of Academic Affairs.



## **STUDENT COMPLAINT PROCEDURES**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

## **NYS COMPLAINT POLICY**

### **Filing a Complaint with the New York State Department of Education, Office of College and University Evaluation.**

New York Automotive & Diesel Institute's programs are registered with the New York State Office of College and University Evaluation:

New York State Education Department  
Office of College and University Evaluation  
89 Washington Avenue  
EBA Room 960  
Albany, New York 12234

For all types of complaints concerning colleges and universities in New York State, the first course of action must be to try to resolve the complaint directly with the administration of the college or university involved. The Office of College and University Evaluation will not review a complaint until all grievance procedures at the institution have been followed and all avenues of appeal exhausted and documentation provided that such procedures have been exhausted. Please note: Every New York State College and the university is required to establish, publish, and enforce explicit policies related to redress of grievances.

Please do not send a complaint to the Office of College and University Evaluation until you have read all of the information below. This will assure that you are sending your complaint to the appropriate agency/office.

The Office of College and University Evaluation handles only those complaints that concern educational programs or practices of degree-granting institutions subject to the Regulations of the Commissioner of Education, with the exceptions, noted below.

- The Office does not handle anonymous complaints.
- The Office does not intervene in matters concerning an individual's grades or examination results, as these are the prerogative of the college's faculty.
- The Office does not handle complaints concerning actions that occurred more than five years ago.
- The Office does not intervene in matters that are or have been in litigation.
- **Civil rights:** a complaint involving discrimination based on race, color, national origin, age, disability, and sex, including sexual harassment, should be filed with the U.S. Office for Civil Rights:

**NYS COMPLAINT POLICY Continued...**

**Office for Civil Rights (OCR) – Enforcement Office**

U.S. Department of Education  
32 Old Slip, 26th floor  
New York, NY 10005 – 2500  
Telephone: 646-428-3900  
FAX: 646-428-3843  
TDD: 877-521-2172

Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

Or with:

**NYS Division of Human Rights**  
<https://dhr.ny.gov/complaint>

- A complaint of **consumer fraud** on the part of the institution should be directed to the Office of the New York State Attorney General, Justice Building, Empire State Plaza, Albany, NY 12223.
- For a complaint about **state student financial aid matters**, contact the Higher Education Services Corporation (HESC) Customer Communications Center at 1-888-NYS-HESC.

Complainants should be aware that the Office of College and University Evaluation does not conduct a judicial investigation and has no legal authority to require a college or university to comply with a complainant’s request.

If your complaint does not fall into one of the exceptions noted above, click here for the Office of College and University Evaluation [Complaint Form](#)



## CONSUMER INFORMATION

### **ACCURACY OF INFORMATION**

Every effort has been made to ensure the accuracy of the information in this Catalog. However, courses and programs listed herein are subject to change. Students are advised to consult the Dean of Academic Affairs concerning their programs of study.

### **CAMPUS SAFETY REPORT**

The Student Right-to-Know and Campus Security Action (Public Law 101-542) was signed into law in November 1990 and amended several times in subsequent years. Title II of this act was known as the Crime Awareness and Campus Security Act of 1990. The 1998 amendments renamed this subsection of the Higher Education Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This act requires institutions to disclose information about campus safety policies and procedures and to provide statistics concerning whether certain crimes took place on campus. This report is required by the federal "Crime Awareness and Campus Security Act," (hereafter referred to as the Campus Safety Act). The purpose of this report is to provide our faculty, staff, and students with campus safety information including crime statistics and procedures to follow to report a crime. The report is available to all prospective students, current students and all staff members. Any questions regarding this report should be directed to the Director of Student Services.

#### ***Crime Reporting***

All members of the campus community are urged to report criminal incidents, emergencies, suspicious activity. Although most routine calls for assistance should be directed to Student Services, the local emergency number is 911. This number should be used for all fire, medical and police emergencies. The school maintains a close working relationship with the local New York City Police Precinct, the 103<sup>rd</sup> Precinct, and the Crimes Prevention Officer to monitor security issues at and around the campus. School personnel do not have the authority to arrest perpetrators of crimes but will report all crimes in progress to the local precinct and take appropriate actions to ensure the safety and security of the campus. Crimes in progress and any other emergencies on campus can be reported directly by any student, faculty member, or employee, to the police department by dialing 911.

Criminal incidents can also reported to the following offices:

- Student Services – 718-658-0006 ext. 4013
- Administration – 718-658-0006 ext. 4000
- College President – 718-658-0006 ext. 4040

Please note that these offices allow victims and witnesses to report crime on a voluntary, confidential basis. The institute will determine the appropriate response (if any is necessary), which could include disciplinary action against the offender(s), notification of local law enforcement or other necessary action. Reports are filed for information purposes, and may result in a formal investigation of the incident.

#### ***Timely Warning***

In the event of a major emergency, or if there is an event which poses a threat to students, employees, or others, a "Campus Alert Bulletin" will be prepared and posted and distributed to students. Victims of a sex offense will be informed of their option to notify the police and will be assisted by school personnel in notifying the police if desired. The school will also enforce laws regulating underage drinking and the use of controlled substances and weapons on the school campus.

#### ***Policy on Alcohol and Drugs***

The illegal/legal possession and/or use of marijuana, barbiturates, amphetamines, hallucinogenic compounds, narcotics and other controlled substances is in violation of state and federal law. Possession or consumption of alcoholic beverages while on school property is strictly forbidden. Student Services will discipline people who violate this law. Disciplinary action may include suspension, expulsion and notification of local law enforcement. Members of the campus community in need of assistance with respect to a question or personal problem regarding alcohol or other drugs should contact Student Services.

#### ***Weapons On Campus***

Firearms and dangerous weapons of any type are not permitted on campus. Use, possession, or sale of firearms or other dangerous weapons by anyone is strictly forbidden and is a violation of state law as well as a violation of the code of student conduct.

## **CAMPUS SAFETY REPORT Continued...**

### ***Log of Crimes on Campus***

NYADI maintains a log of crimes and incidents that occur on campus that is available for the public to view. This information is recorded by date, time and general location, and disposition of the complaint. This log is available in the College President office. Please note that entries or updates are made within two business days after the event occurs. Incidents or situations deemed to pose a threat to the campus community are logged and posted for public review as soon as possible.

While most events are logged, the College President may conclude that an incident be classified as "confidential" in order not to jeopardize a criminal investigation or the identity of a victim.

### ***Crime Prevention Activities***

Members of the campus community are urged to secure their valuables and be aware of their surroundings. To assist in this endeavor, Student Services may advise students on a variety of topics including personal safety awareness and security, rape awareness/sexual assertiveness training, operation ID, and anti-theft programs. Information on safety and security is provided upon request to students and employees via seminars, videos, and crime alerts, posters, brochures and magazines and newspapers. Student Services will alert the campus community on issues of serious threats to health and safety. The janitorial department maintains the campus buildings and grounds with a concern for safety and security. It inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards, such as broken windows and locks. If you have concerns about the physical safety of campus buildings and grounds, contact the Office of Student Affairs.

### ***Campus Crime Statistics***

In accordance with recent updates to the "Campus Safety Act," data is presented to review crime activity both on campus and on streets and locations near or adjacent to school property. Reported on-campus offenses include all offenses reported on campus property and in campus buildings. The second category, public property, includes thoroughfares, streets, sidewalks and parking facilities immediately adjacent to the campus. This section on campus crime statistics also includes arrests and disciplinary referrals made to campus authorities for alcohol, drugs and weapons possession. As defined by the campus safety act, a disciplinary referral occurs when a student is formally reported in writing to Student Services for possible sanction.

As required by the Campus Safety Act, NYADI will report hate crimes as part of this summary. For this reporting, a hate crime occurs when a person is victimized intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

The hate crimes presented for this report are only related to those offenses that appear in the chart or where the victim was bodily injured. The crimes presented are based on reports filed with the college. The definitions of these offenses, which are defined in the "Uniform Crime Report" and the "Crime Awareness and Campus Security Act," appear as part of this report.

### ***Sexual Crimes Information***

Rape and sexual assault, such as sexual abuse and sodomy, constitute crimes. Such behavior is prohibited by New York state law (see Section 130 of the New York State Penal Law) and section 5 of the Code of Student Conduct. NYADI also strongly condemns sexual harassment in any form. Allegations of sexual assault or rape should be reported to the Student Services Department. Allegations of sexual harassment should be reported to the College President. Victims of a sex crime may choose to report the offense to local law enforcement. Allegations of sexual assault or rape occurring off campus should be reported to local law enforcement and may be reported to Student Services. Efforts will be made to ensure the confidentiality of all reports, except as necessary and required to investigate the alleged offenses. School authorities may issue a safety alert to those areas of the campus community affected by the crime. The issuance of this alert will depend on the particular circumstances of the crime. Victims can provide information to Student Services and choose criminal prosecution and/or a referral to the on-campus discipline system or to report the incident without seeking prosecution. Incidents of sexual assault may also be reported to the College President. Procedures and possible sanctions related to on-campus discipline are discussed in other parts of this section. Victims of sex crimes should contact Student Services for additional information. It is important to note that both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any campus disciplinary action including the sanction to be imposed. Such sanctions can include suspension and expulsion from the institution.

## CAMPUS SAFETY REPORT Continued...

### ***Sexual Assault Information (Aid to Victims of Violence)***

If you are a victim of sexual assault, immediately report the assault to the police. Call 911 on or off campus. Police cannot investigate the incident as a crime unless you file a formal report. Reporting a crime to the police or to a campus office does not necessarily obligate you to follow through with criminal prosecution. Student Services will assist you to obtain medical assistance and to help you understand your rights.

- Go to a hospital emergency room as soon as possible if the assault involved a sexual penetration or other physical injuries. (Evidence can be collected several hours after an attack, but its value may be diminished.) Do not wash, change clothing, or otherwise "clean up." Bring a full change of clothing because the clothes you were wearing at the time of the attack may be kept as evidence.
- Your follow-up medical care is crucially important. You may need tests for sexually transmitted diseases and pregnancy.
- No matter when or where the assault occurred, support and referral resources are available to help you. Contact at least one of the offices listed under Victims' Resources and Rights.
- Victims have the right to choose advise and medical treatment, and to prosecute and report their case through Student Services and/or the off-campus court system. They also have the right to refuse all these "victims of sexual abuse" options without reproach from any school personnel.
- Victims have the right to be treated with dignity and seriousness by campus personnel.
- Victims of crimes against an individual have the right to be reasonably free from intimidation and harm.
- School personnel are encouraged to inform all victims that: victims are not responsible for crimes committed against them; victims are not negligent toward their own safety and thus do not assume the risk of crime; victims should always report their crime, despite the possibility of adverse publicity for the college.
- Victims will be made aware of appropriate student services including advising and medical assistance.
- Victims are entitled to the same support opportunities available to the accused in a campus disciplinary proceeding.
- If the accused is prohibited by any administrator or, lawful or court order from contacting the victim or entering the victim's residence, the victim will be notified that the ban is in effect.
- Any victim who does not wish to remain in his/her present class section may be granted a transfer to another class section if available.
- The victim has the right to information regarding the status or his/her case and will be assisted by Student Services in obtaining this information.

### ***Sex Offender Community Notification***

Consistent with Federal law (Campus Sex Crimes Prevention Act of 2000) and New York State's amendment (2002) to Megan's Law, "the names and other relevant data" related to registered sex offenders who are employed by, enrolled at or attending the school is available through the Student Services Office. This information may also be available through the New York State Department of Justice website.

### ***Offenses Defined***

The definitions for murder, robbery, assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the national incident-based reporting edition of the Uniform Crime Reporting Handbook.

*Robbery:* The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear of use of force.

*Assault:* An unlawful attack by one person upon another for inflicting personal injury and cause physical injury. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

*Burglary:* The unlawful entry into a structure to commit a crime. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or crime.

## CAMPUS SAFETY REPORT Continued...

*Motor Vehicle Theft:* The theft or attempted theft of a motor vehicle.

### ***Offenses Defined Continued...***

*Weapon Law Violations:* The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing weapons to others; and all attempts to commit any of the aforementioned. This includes dangerous instruments in the school's reports.

*Drug Abuse Violations:* Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs, controlled substances, marijuana and other chemical or organic substances. The relevant substances include opium or cocaine and their derivatives (morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

*Liquor Law Violations:* The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of any alcoholic beverage; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of alcohol; open containers and drinking of alcoholic beverages in a public place; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

*Arson:* Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

*Manslaughter by Negligence Criminal Homicide:* The killing of another person through gross negligence.

*Criminal Homicide:* Murder and Non Negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

### *Sex Offenses:*

(Forcible) Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- Forcible Rape – New York State defines rape to be sexual intercourse including any penetration. The carnal knowledge of a person, forcibly and/or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault with an Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable or giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- (Non-forcible) Intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Incest - Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape - Non forcible sexual intercourse with a person who is under the statutory age of consent.

**CAMPUS SAFETY REPORT Continued...**

**Annual Campus Crime Statistics**

**Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of  
Campus Security Policy and Crime Statistics Act.**

Category	Venue	2019	2020	2021	2022	2023
Murder	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Manslaughter	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Sex Offenses-Forcible	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Sex Offenses-Non-Forcible	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Robbery	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Assault	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Burglary	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Arson	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Motor Vehicle Theft	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Hate Crimes –Race	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Hate Crimes-Gender	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Hate Crimes-Sex Orientation	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Hate Crimes-Ethnicity	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0

**CAMPUS SAFETY REPORT Continued...**

**Annual Campus Crime Statistics Continued...**

Category	Venue	2019	2020	2021	2022	2023
Hate Crimes-Disability	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Liquor Law Violations	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Drug Related Violations	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0
Weapons Possession	On Campus	0	0	0	0	0
	On public property	0	0	0	0	0
	Total	0	0	0	0	0

**CAMPUS SECURITY**

NYADI does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to institutional officials. Campus crime and security reports are available in the Library, Student Services Department and Admissions Department. Those reports can also be found on the Department of Education website at <http://ope.ed.gov/security> or the college website at [nyadi.edu](http://nyadi.edu). All calls should be directed to front desk or supervisors on duty.

**DISCLOSURE INFORMATION**

Disclosure requirements are made available through appropriate publications, mailings, or electronic media, regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on the School’s website at [nyadi.edu](http://nyadi.edu). Paper copies are available upon request.

**INSTITUTIONAL RIGHTS**

The Institute reserves the right to change the programs, requirements, tuition, fees, and other provisions set forth in this catalog as it deems necessary.

**STUDENT RIGHTS AND RESPONSIBILITIES**

Students have the right to the college catalog, which describes the content of each academic program and course. This catalog is provided to students in electronic format and is available to the public through the NYADI website. It contains information about the criteria to be used in the academic evaluation, the grading system and other important academic policies. Students are responsible for learning the content of any course of study for which they are enrolled. Students have the right to receive a grade based upon a fair and just evaluation of academic performance in each course. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled and following the policies and procedures as outlines in the catalog and the *Student Handbook*.

**EMERGENCY PREPAREDNESS PLAN**

A written copy of NYADI’s Emergency Preparedness Plan can be obtained at the receptionist desk or download digitally at [https://nyadi.edu/wp-content/uploads/Files/NYADI\\_EMP\\_Plan.pdf](https://nyadi.edu/wp-content/uploads/Files/NYADI_EMP_Plan.pdf).





## ACADEMIC PROGRAMS

### REGISTERED PROGRAMS

NYADI offers the following programs, which are registered by the New York State Education Department. Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.

#### **Associate in Occupational Studies (AOS) Degree Programs**

- Automotive Technology (HEGIS 5306)
- Automotive and Diesel Technology (HEGIS 5307)
- Automotive Management and Support Technology (HEGIS 5306)

#### **Certificate Programs**

- Automotive Service Technology (HEGIS 5306)
- Truck and Diesel Service Technology (HEGIS 5307)
- Collision Repair Technology (HEGIS 5310)
- Automotive Support Service Technology (HEGIS 5306)

Each program is designed to provide highly structured training skills necessary for successful employment in the field of automotive or diesel technology. Programs are continually revised to meet the ever-changing needs of the industry.

**Credit hours are semester credit hours**

### AUTOMOTIVE TECHNOLOGY

#### **Associate in Occupational Studies (AOS) Degree Program (60 Credits)**

**15 Months – Full-Time / 25 Months Part-Time**

This program is designed to prepare students in all eight areas of ASE Automotive Certification. Graduates will be able to correctly test, diagnose, repair and adjust as necessary the components in the areas of engine performance, brakes, steering and suspension, electrical/electronic systems, engine repair, heating and air conditioning, automatic transmissions, and manual drive train. High performance engines are also covered. The program is continually updated to provide the theoretical knowledge and "real-world" skills required to service the latest vehicles and ensure customer satisfaction. Upon completion of the program, graduates will be prepared to begin careers as entry-level Automotive Technicians or in related automotive support positions.

#### COURSE SCHEDULE\*

<b>SEMESTER 1</b>	<b>15 - Credits</b>	<b>SEMESTER 2</b>	<b>15 - Credits</b>
AT100 - Performance Fundamentals		AT103 - Braking Systems	
AT102 - Steering and Suspension		AT110 - Electrical/Electronic Systems	
AT105 - Manual Drive Trains & Axles		AT112 - Engine Electronics	
AT108 - Automotive Electrical Foundations		AT210 - Fuel Systems	
AT101 - Engine Repair		EG101 - College Reading and Writing	
<b>SEMESTER 3</b>	<b>15 - Credits</b>	<b>SEMESTER 4</b>	<b>15 - Credits</b>
AT201 - Advanced Undercarriage		AT209 - Automatic Transmissions II	
AT202 - Advanced Electronic Systems		AT211 - Emission Control Systems	
AT208 - Automatic Transmissions I		AT250 - Hybrid Electric Drive Technology	
AT215 - Climate Control		MA100 - Technical Mathematics	
EG102 - Technical Communications		SS100 - The Automobile and Society	

\*Schedule may not follow sequence shown below.



**AUTOMOTIVE AND DIESEL TECHNOLOGY**  
**Associate in Occupational Studies (AOS) Degree Program (60 Credits)**  
**15 Months – Full-Time / 25 Months Part-Time**

This program is designed to prepare students in five areas of ASE Automotive Certification and seven areas of ASE Medium/Heavy Truck Certifications. Graduates will be able to correctly test, diagnose, repair and adjust as necessary the components in the areas of gasoline engine performance, brakes, steering and suspension, electrical/electronic system, diesel engines, heavy duty chassis, and preventive maintenance inspection. The program is continually updated to provide the theoretical knowledge and “real-world” skills required to service the latest vehicles and ensure customer satisfaction. Upon completion of the program, graduates will be prepared to begin careers as entry-level Automotive and Diesel Technicians and related support positions.

**COURSE SCHEDULE\***

<b>SEMESTER 1</b>	<b>15 - Credits</b>	<b>SEMESTER 2</b>	<b>15 - Credits</b>
AT100 - Performance Fundamentals		TD101 - Heavy Duty Braking Systems	
TD100 - Heavy Duty Steering & Suspension		TD102 - Diesel Engine	
AT105 - Manual Drive Trains & Axles		AT110 - Electrical/Electronic Systems	
AT108 - Automotive Electrical Foundations		TD202 - Diesel Fuel Systems	
AT101 - Engine Repair		EG101 - College Reading and Writing	
<b>SEMESTER 3</b>	<b>15 - Credits</b>	<b>SEMESTER 4</b>	<b>15 - Credits</b>
AT202 - Advanced Electronic Systems		AT112 - Engine Electronics	
TD204 - Heavy Duty Undercarriage		AT209 - Automatic Transmissions II	
AT208 - Automatic Transmissions I		TD210 - Diesel Engine Accessories	
AT215 - Climate Control		MA100 - Technical Mathematics	
EG102 - Technical Communications		SS100 - The Automobile and Society	

\*Schedule may not follow sequence shown below.



**AUTOMOTIVE MANAGEMENT AND SUPPORT TECHNOLOGY**  
**Associate in Occupational Studies (AOS) Degree Program (61 Credits)**  
**16 Months – Full-Time / 25 Months Part-Time**

This program is designed for individuals who seek to prepare themselves for an entry-level career in the automotive management or support service industry. The instructional plan sets high professional training expectations for graduates to achieve outcomes that supports the objective of the college. This Associate’s degree program provides the theoretical knowledge and practical “real world” skills necessary to effectively perform the tasks associated with automotive management and support technology and ensures customer satisfaction. Graduates will attain and build knowledge to be successful in shop operations, customer and internal relationship management, automotive sales skills, inventory and fleet management, automobile finance and leasing and in understanding the basic systems and components of the automobile. In this program, students will be exposed to a liberal arts component which aims to develop well-rounded, independent thinkers and managers who can continue learning in their field. Upon completing all requirements of the program, graduates will be qualified to become entry level automotive service managers, advisors, parts counter persons, automotive sales persons, warranty clerks or managers.

**COURSE SCHEDULE\***

<b>SEMESTER 1</b>	<b>15 - Credits</b>	<b>SEMESTER 2</b>	<b>15 - Credits</b>
SM100 - Performance Fundamentals		SM208 - Automatic Transmissions I	
SM201 - Shop Operations		SM205 - Inventory Management	
MA100 - Technical Mathematics		SM110 - Electrical/Electronic Systems	
EG101 - College Reading and Writing		SM203 - Internal Relations	
SM102 - Steering & Suspension		SM112 - Engine Electronics	
SM108 - Automotive Electrical Foundations		EG102 - Technical Communications	
<b>SEMESTER 3</b>	<b>16 - Credits</b>	<b>SEMESTER 4</b>	<b>15 - Credits</b>
SM103 - Braking Systems		SM207 - Fleet Management	
SM204 - Sales Skills		SM212 - Customer Relations	
SM209 - Automatic Transmissions II		SM105 - Manual Drive Trains & Axles	
SM211 - Emission Control Systems		SM213 - Automobile Finance and Leasing	
SM202 - Advanced Electronic Systems		SM210 - Fuel Systems	
SS100 - The Automobile and Society		SM250 - Hybrid Electric Drive Technology	
SM215 - Climate Control			

\*Schedule may not follow sequence shown below.



**AUTOMOTIVE SERVICE TECHNOLOGY**  
**Certificate Program (45 Credits)**  
**11 Months – Full-Time / 18 Months Part-Time**

This certificate program is a shorter version of the AOS degree program in Automotive Technology. It prepares students in eight areas of ASE certification and can be completed in three semesters. Graduates will be able to correctly test, diagnose, repair and adjust necessary components in the areas of engine performance, brakes, steering and suspension, and electrical/electronic systems. The program is continually updated to provide the theoretical knowledge and “real-world” skills required to service the latest vehicles and ensure customer satisfaction. Upon completion of the program, graduates will be prepared to begin careers as an entry-level Automotive Technician and related support positions.

**COURSE SCHEDULE\***

<b>SEMESTER 1</b>	<b>15 - Credits</b>	<b>SEMESTER 2</b>	<b>15 - Credits</b>
AT100 - Performance Fundamentals		AT103 - Braking Systems	
AT102 - Steering and Suspension		AT110 - Electrical/Electronic Systems	
AT105 - Manual Drive Trains & Axles		AT112 - Engine Electronics	
AT108 - Automotive Electrical Foundations		AT210 - Fuel Systems	
AT101 - Engine Repair		AT208 - Automatic Transmissions I	
<b>SEMESTER 3</b>	<b>15 - Credits</b>		
AT201 - Advanced Undercarriage			
AT202 - Advanced Electronic Systems			
AT209 - Automatic Transmissions II			
AT215 - Climate Control			
AT211 - Emission Control Systems			

\*Schedule may not follow sequence shown below.



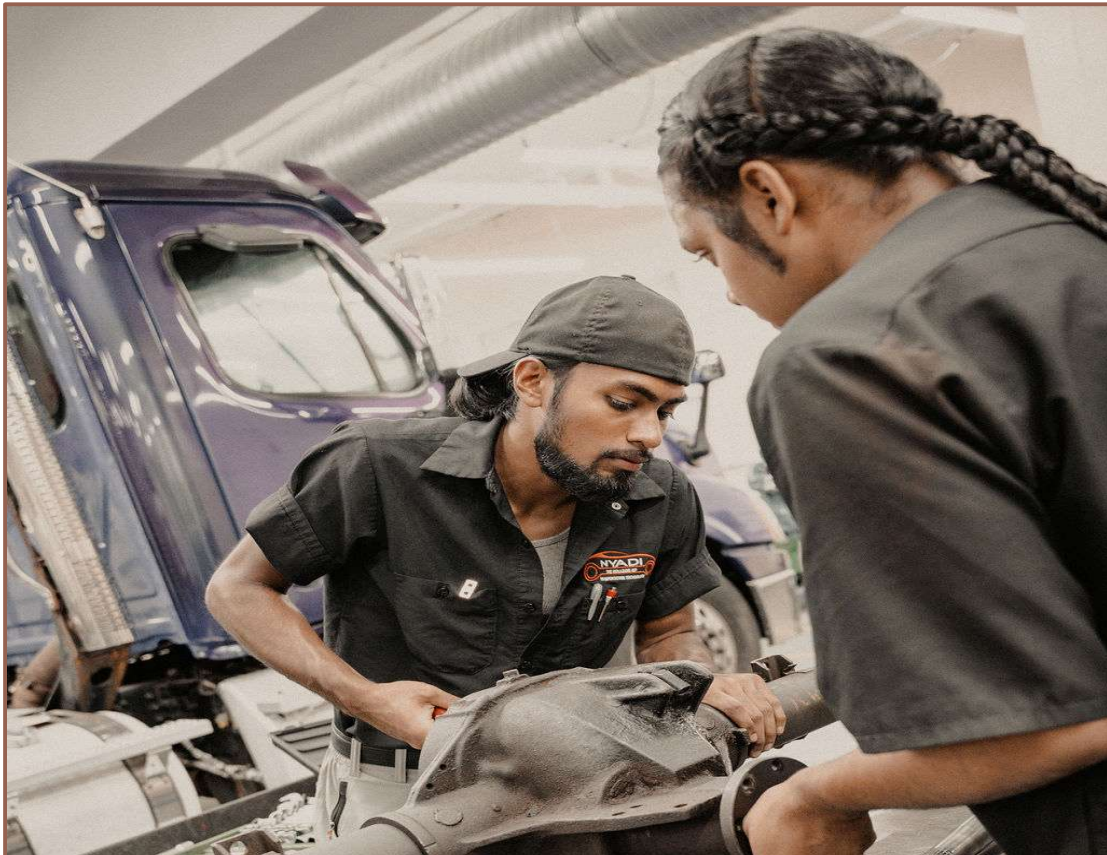
**TRUCK AND DIESEL SERVICE TECHNOLOGY**  
**Certificate Program (45 Credits)**  
**11 Months – Full-Time / 18 Months Part-Time**

This certificate program is a shorter version of the AOS degree program in Truck and Diesel Technology. It prepares students in twelve areas of ASE certification and can be completed in three semesters. Graduates will be able to correctly test, diagnose, repair and adjust necessary components in the areas of diesel engines, brakes, steering and suspension, electrical/electronic systems, and preventive maintenance inspection. The program is continually updated to provide the theoretical knowledge and “real-world” skills required to service the latest vehicles and ensure customer satisfaction. Upon completion of the program, graduates will be prepared to begin careers as an entry-level Truck and Diesel Technician and related support positions.

**COURSE SCHEDULE\***

<b>SEMESTER 1</b>	<b>15 - Credits</b>	<b>SEMESTER 2</b>	<b>15 - Credits</b>
AT100 - Performance Fundamentals		TD101 - Heavy Duty Braking Systems	
TD100 - Heavy Duty Steering & Suspension		TD102 - Diesel Engine	
AT105 - Manual Drive Trains & Axles		TD202 - Diesel Fuel Systems	
AT108 - Automotive Electrical Foundations		AT110 - Electrical/Electronic Systems	
AT101 - Engine Repair		AT208 - Automatic Transmissions I	
<b>SEMESTER 3</b>	<b>15 - Credits</b>		
AT202 - Advanced Electronic Systems			
AT215 - Climate Control			
TD204 - Heavy Duty Undercarriage			
AT209 - Automatic Transmissions II			
TD210 - Diesel Engine and Accessories			

\*Schedule may not follow sequence shown below.



**COLLISION REPAIR TECHNOLOGY**  
**Certificate Program (48 Credits)**  
**12 Months – Full-Time / 20 Months Part-Time**

This program is designed for individuals who seek to prepare themselves in four areas of ASE Automotive Certification and four areas of Collision Repair Certification which can be completed in three semesters. Graduates will be able to correctly repair and refinish automobiles involved in collisions. The program is continually updated to provide the theoretical knowledge and “real-world” skills required to service the latest vehicles and ensure customer satisfaction. Upon completion of the program, graduates will be qualified to perform specialized diagnostic tasks and effectively service and repair these systems. Upon completion of the program, graduates will be prepared to begin careers as an entry-level Collision Repair Technicians and related support positions.

**COURSE SCHEDULE\***

<b>SEMESTER 1</b>	<b>15 - Credits</b>	<b>SEMESTER 2</b>	<b>15 - Credits</b>
AT100 - Performance Fundamentals		CR103 - Unibody Analysis and Repair	
CR100 - Welding and Cutting		AT103 - Braking Systems	
CR102 - Structural Analysis and Repair		CR104 - Non-Structural: Preparation & Plastics	
AT102 - Steering and Suspension Systems		AT110 - Electrical/Electronic Systems	
AT108 - Automotive Electrical Foundations		AT112 - Engine Electronics	
<b>SEMESTER 3</b>	<b>15 - Credits</b>	<b>SEMESTER 4</b>	<b>3 - Credits</b>
CR105 - Non-Structural: Panel Analysis & Repair		AT215 - Climate Control	
CR106 - Non-Structural: Body Filling			
CR110 - Introduction to Refinishing			
AT201 - Advanced Undercarriage			
AT202 - Advanced Electronic Systems			

\*Schedule may not follow sequence shown below.



## AUTOMOTIVE SUPPORT SERVICE TECHNOLOGY

### Certificate Program (45 Credits)

12 Months – Full-Time / 18 Months Part-Time

The Automotive Support Service Technology Certificate program is designed for individuals who seek to prepare themselves for an entry-level career in the automotive support service industry. The instructional plan sets high professional training expectations for graduates to achieve outcomes that support the objective of the college. This program provides the theoretical knowledge and practical “real world” skills necessary to effectively perform the tasks associated with automotive support technology and ensures customer satisfaction. Graduates will attain and build knowledge to be successful in shop operations, customer and internal relationship management, automotive sales skills, inventory and fleet management, automobile finance and leasing and in understanding the basic systems and components of the automobile. Upon completing all requirements of the program, graduates will be qualified to become entry level automotive service advisors, parts counter persons, automotive salespersons or warranty clerks.

#### COURSE SCHEDULE\*

##### SEMESTER 1

15 - Credits

SM100 - Performance Fundamentals  
SM201 - Shop Operations  
SM212 - Customer Relations  
SM102 - Steering & Suspension  
SM108 - Automotive Electrical Foundations  
SM205 - Inventory Management

##### SEMESTER 2

15 - Credits

SM208 - Automatic Transmissions I  
SM204 - Sales Skills  
SM110 - Electrical/Electronic Systems  
SM203 - Internal Relations  
SM112 - Engine Electronics  
SM213 - Automobile Finance and Leasing

##### SEMESTER 3

15 - Credits

SM210 - Fuel Systems  
SM211 - Emission Control Systems  
SM202 - Advanced Electronic Systems  
SM215 – Climate Control  
SM207 - Fleet Management  
SM105 - Manual Drive Trains & Axles  
SM103 - Braking Systems

\*Schedule may not follow sequence shown below.



## COURSE DESCRIPTIONS

The course descriptions listed are offered in all semesters, however, the college reserves the right to change the semester in which a course is offered or to cancel a course due to lack of enrollment.

### *Automotive Technology*

#### **AT100 - Performance Fundamentals**

**Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course introduces the student to the fundamentals of engine operation. Students will learn to identify engine components and to have a thorough understanding of the four-stroke cycle principle. Once engine operating principles are understood, the student will then learn to properly identify engine mechanical problems and perform pinpoint testing using the correct equipment and diagnostic procedures. Cooling and lubrication systems will also be discussed along with their components and diagnosis and repair procedures. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of engine operational principles will be assigned and is an integral component of this course.

#### **AT101 - Engine Repair**

**Credits: 3** Prerequisite(s): AT100. Co-requisite(s): None.

This course combines lecture and laboratory hands-on activities, focusing on the fundamentals of automotive engine repair and rebuilding. Students will learn how to disassemble, diagnose, measure and repair cylinder heads, engine blocks, pistons and connecting rods, crankshafts and valve trains. Emphasis will be placed on the proper use of precision measuring tools such as outside micrometers and cylinder bore gauges. Students will also learn to perform a complete engine valve service and how to properly set camshaft timing. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of engine repair and rebuilding will be assigned and is an integral component of this course.

#### **AT102 - Steering & Suspension Systems**

**Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course provides classroom and laboratory hands-on activities where students gain a thorough understanding of the theory, construction and design of vehicle steering and suspension systems. Topics discussed in this course include tires, wheels, wheel balance, wheel bearings and hubs. The student will also learn about the different types of suspension systems including electronic suspension systems and the proper diagnosis and repair procedures for each type of system. The theory and operation of the various types of manual and power steering systems are discussed and diagnosed. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of a vehicle's steering and/or suspension system will be assigned and is an integral component of this course.

#### **AT103 - Braking Systems**

**Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

In this course students are provided classroom and laboratory hands-on activities concerning the fundamentals of hydraulics and how it relates to a vehicle's braking system. Master cylinders and power assist units will be discussed, diagnosed and repaired. Disc and drum brakes will be discussed, diagnosed, serviced and repaired. The student will learn the proper way to perform complete brake servicing including using a brake lathe to machine rotors and drums. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of a vehicle's braking system will be assigned and is an integral component of this course.



**AT105 - Manual Drive Trains & Axles****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course provides classroom and laboratory hands-on activities concerning the theory of operation, inspection, construction, diagnosis and repair of clutch assemblies, manual transmissions/transaxles; drive lines, universal joints constant velocity joints and final drive assemblies. Students will learn to identify manual transmission components, explain fundamental operation, understand gear principles and trace power flow. Emphasis will be placed on problems solving and diagnosis of power train malfunctions. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of manual transmission/transaxle operation and/or individual components in a vehicle drive line will be assigned and is an integral component of this course.

**AT108 - Automotive Electrical Foundations****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course combines lecture and laboratory hands-on activities, focusing on the fundamentals of an automobile electrical system. Emphasis will be placed on direct current electricity, basic electrical theory, series and parallel circuits, power distribution, electrical test equipment and the understanding of wiring diagrams. The operation, testing and repair of batteries, starting and charging systems as well as a concise diagnostic approach to repairing automotive wiring concerns are covered in this course. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of an automobile's basic electrical system will be assigned and is an integral component of this course.

**AT110 - Electrical/Electronic Systems****Credits: 3** Prerequisite(s): AT108. Co-requisite(s): None.

This course provides classroom and laboratory hands-on activities where students building on material learned in AT108 Automotive Electrical Foundations use wiring diagrams to examine headlight, taillight, stoplight and turn/hazard light for operation and repair. Students are taught to use advanced diagnostic techniques to diagnose and repair electrical circuits associated with instrumentation, horn systems and wiper/washer systems. Students will learn on modern training aids using factory service procedures. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of an automobile's electrical system covered in this course will be assigned and is an integral component of this course.

**AT112 - Engine Electronics****Credits: 3** Prerequisite(s): AT100, AT108. Co-requisite(s): None.

This lecture/laboratory course utilizes the students' prior understanding of electrical/electronic principles to better comprehend the complex electronically controlled systems used to monitor engine operation and emission compliance. Additionally students will study the theory of operation, design and problem diagnosis of modern ignition systems. Computerized engine controls, sensors and actuators and engine management systems will be discussed and diagnosed using the most sophisticated training aids in the industry. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of an automobile's engine electronic system will be assigned and is an integral component of this course.

**AT201 - Advanced Undercarriage****Credits: 3** Prerequisite(s): AT102, AT103. Co-requisite(s): None.

This course combines classroom and laboratory hands-on activities concerning the design, construction and operation of the various types of anti-lock braking systems and traction/stability control systems. The student will also learn the principles of front and four wheel alignment and perform wheel alignments using computerized four-wheel alignment machines. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of a vehicle's anti-lock braking system or the principles of wheel alignment will be assigned and is an integral component of this course.

### **AT202 - Advanced Electronic Systems**

**Credits: 3** Prerequisite(s): AT108, AT110. Co-requisite(s): None.

This is a comprehensive lecture and laboratory class which builds on the two previous electrical/ electronic courses. Emphasis is placed on the theory, operation, component identification and repair of audio and entertainment systems, power accessories such as power windows and locks, keyless entry, anti-theft systems and cruise control systems. Additional topics included in this course are the theory, operation and repair of various supplemental restraint systems. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of an automobile's electrical system covered in this course will be assigned and is an integral component of this course.

### **AT208 - Automatic Transmissions I**

**Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This is a comprehensive lecture and laboratory class which focuses on the operation, diagnosis and repair of automatic transmissions and transaxles. In order to help the student understand how an automatic transmission accomplishes multiple gear ranges, power flow through the transmission will be stressed. The operation of electronic transmission controls will be discussed and diagnostic procedures will be taught and implemented. In-car transmission service and repairs will also be discussed and performed. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of automatic transmission/transaxle operation will be assigned and is an integral component of this course.

### **AT209 - Automatic Transmissions II**

**Credits: 3** Prerequisite(s): AT208. Co-requisite(s): None.

This course provides classroom and laboratory hands-on activities concerning the inspection, construction, diagnosis and disassembly/assembly of automatic transmissions and transaxles. This builds on the material taught in AT208 Automatic Transmissions I and includes the construction, inspection and rebuilding of apply devices, planetary gear sets, oil pumps, valve bodies and one-way clutches. Students will become familiar with the tools and techniques necessary to properly maintain, diagnose, service and repair automatic transmissions. Students are exposed to a variety of transmission types to overhaul. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of automatic transmission/transaxle repair and/or overhaul will be assigned and is an integral component of this course.

### **AT210 - Fuel Systems**

**Credits: 3** Prerequisite(s): AT100, AT108. Co-requisite(s): None.

This lecture/laboratory course begins with the discussion spark ignition engine fuel composition from crude oil to the distillation and compounding of various gasoline grades. Fuel delivery methods including direct injection, port injection and throttle body injection systems as well as carburetors are discussed in great detail with an emphasis of their effects on engine performance. Intake and exhaust systems will also be discussed and diagnosed. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of an automobile engine's fuel delivery system will be assigned and is an integral component of this course.

### **AT211 - Emission Control Systems**

**Credits: 3** Prerequisite(s): AT100, AT108. Co-requisite(s): None.

This course focuses on the electronically controlled systems used to monitor engine operation and emission compliance control devices. Students will concentrate on engine performance, drivability concerns, analysis of system problems, diagnosis of system failures and component test procedures. Students will be able to diagnose emission related inspection failures and to understand PCM strategies. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of an automobile's emission system will be assigned and is an integral component of this course.

### **AT215 - Climate Control**

**Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course provides classroom and laboratory hands-on activities concerning the theory and operation of heating and air conditioning systems. Students will learn about heat transfer, temperature/pressure relationships and control systems. Heating, air conditioning and passenger comfort will be looked at using multi-zone automatic climate control trainers. Students are taught to use refrigerant recovery and recharging equipment on laboratory vehicles which provides practical experience while reinforcing safety and environmental considerations. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of an automotive air conditioning system will be assigned and is an integral component of this course.

### **AT250 - Hybrid Electric Drive Technology**

**Credits: 3** Prerequisite(s): AT108, AT110, AT112, AT202 Co-requisite(s): None.

This course provides an introduction to Hybrid and Electric Drive Vehicle Technology along with guide to operational principal, application, diagnostic and repair of common components. Topics include a review of basic electricity, Hybrid electric motors, ICE, transaxles, regenerative brakes, air conditioning, steering, batteries, and safety as well as electric vehicle conversions, CNG vehicles, LPG vehicles, LNG, fuel cells, hydrogen, biodiesel, and alcohol based fuels. This course will provide background information for in order to prepare students for the Light Duty Hybrid/Electric Vehicle Specialist - ASE certification L3.

## *Automotive and Diesel Technology*

### **TD100 - Heavy Duty Steering & Suspension**

**Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course combines lecture and laboratory hands-on activities, focusing on the fundamental operation of medium and heavy duty vehicle steering and suspension systems. Topics discussed include safety practices, tires, wheels, wheel bearings, steering systems and suspension systems. Students will learn the proper diagnostic and repair procedures for the various steering and suspension systems discussed in this course. The student will also learn the principles and practices of wheel alignment on heavy duty vehicles. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of a medium and heavy duty vehicle's steering and/or suspension system will be assigned and is an integral component of this course.

### **TD101 - Heavy Duty Braking Systems**

**Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course combines lecture and laboratory hands-on activities, focusing on the fundamental operation and servicing of medium and heavy duty vehicle braking systems. Essential topics include a discussion of drum brakes, disc brakes, brake components, system operation, hydraulic and air braking systems. Medium and heavy duty vehicle anti-lock braking systems and traction/stability control systems will be taught utilizing training system simulators. Training simulators will also be used to aid the student in understanding the diagnostic procedures needed to properly service tractor and trailer air brake systems. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of a medium and heavy duty vehicle's braking system will be assigned and is an integral component of this course.

### **TD102 - Diesel Engines**

**Credits: 3** Prerequisite(s): AT100. Co-requisite(s): None.

This course combines lecture and laboratory hands-on activities, focusing on the fundamentals of diesel engine repair and rebuilding. Students will learn how to disassemble, diagnose, measure and repair cylinder heads, engine blocks, pistons and connecting rods, crankshafts and valve trains on Caterpillar and Mack diesel engines. Emphasis will be placed on the proper use of precision measuring tools such as outside micrometers and cylinder bore gauges. Students will learn to perform a complete diesel engine overhaul. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of diesel engine overhaul and/or precision component measurement will be assigned and is an integral component of this course.

**TD202 - Diesel Fuel Systems****Credits: 3** Prerequisite(s): AT100. Co-requisite(s): None.

This lecture/laboratory course begins with the discussion diesel engine fuel composition from crude oil to the distillation and compounding of fuels in accordance with American Petroleum Institute's standards. Fuel delivery systems are discussed in detail including fuel tanks, pumps, fuel lines and filtration devices. The various mechanical and electronic fuel injection systems used on diesel engines are discussed in great detail with an emphasis engine performance and diesel emission requirements. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of a diesel engine's fuel delivery system and/or fuel injection system will be assigned and is an integral component of this course.

**TD204 - Heavy Duty Undercarriage****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course combines lecture and laboratory hands-on activities, focusing on the theory of operation, construction, diagnosis and repair of heavy duty clutch assemblies, manual transmissions, drive lines and final drive assemblies. The laboratory component of the course includes the practical aspects of maintenance, troubleshooting and overhaul procedures used in heavy duty power train components. Chassis preventive maintenance and inspection (PMI) will be covered in detail. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of a medium and heavy duty vehicle's driveline operation and/or individual component function in the driveline will be assigned and is an integral component of this course.

**TD210 Diesel Engine Accessories****Credits: 3** Prerequisite(s): AT100. Co-requisite(s): None.

This lecture/laboratory course focuses on the diesel engine accessories that aid in the enhancement of engine power, performance and lower diesel emissions. Topics discussed include air induction and exhaust systems, turbochargers, superchargers and engine braking systems. A thorough discussion of diesel engine system preventive maintenance and inspection practices are also included. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of a diesel engine's air induction system, exhaust system, turbocharger, supercharger and/or an aspect of preventive maintenance and inspection procedures will be assigned and is an integral component of this course.

## *Collision Repair Technology*

**CR100 - Welding & Cutting****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

Students will learn welding techniques using MIG and arc welders and how to safely use oxy-acetylene. Students will learn how to identify the proper weld to use in different situations and how to join the different types of metal. Students will also learn the various cutting techniques. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of the welding methods common to the collision repair industry will be assigned and is an integral component of this course.

**CR102 - Structural Analysis & Repair****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This class will focus on repairing structural damage to vehicles with frame type chassis. Students will learn how to straighten or replace damaged frame components using a frame machine. Students will also learn fixed glass replacement using manufacturers' procedures. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of the straightening and aligning techniques utilized in the repair of body-on frame vehicles will be assigned and is an integral component of this course.

**CR103 - Unibody Analysis & Repair****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course combines lecture and laboratory hands-on activities, focusing on the fundamentals of Unibody type chassis damage and repaired. Students will learn to properly measure, straighten and align body panels while using the frame machine and to locate hidden damages. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of the straightening methods utilized to correct impact damage on Unibody vehicles will be assigned and is an integral component of this course.

**CR104 - Non-Structural: Preparation & Plastics****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

In this course students are provided classroom and laboratory hands-on activities concerning the preparation of body panels for repair. This will include the removal of trim and molding and protecting non-damaged panels. Repairs of rubber panels and bumpers will be demonstrated and students will learn how to repair movable glass. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of the preparation of body panels for repair and refinishing will be assigned and is an integral component of this course.

**CR105 - Non-Structural: Panel Analysis & Repair****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

In this course students are provided classroom and laboratory hands-on activities concerning the removal, repair, replacement and adjustment of outer body panels. This will include the repair and alignment of doors, tailgates, trunk lids, hoods and fenders. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of the repair, replacement and/or adjustment of removable outer body panels will be assigned and is an integral component of this course.

**CR106 - Non-Structural: Body Filling****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course provides classroom and laboratory hands-on activities where students gain a thorough understanding of the art of body filling. Panel straightening, body filling and proper sanding techniques will be the focus of this course. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of the proper use of body fillers to fill the minor surface irregularities that remain after panel straightening will be assigned and is an integral component of this course.

**CR110 - Introduction to Refinishing****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course provides classroom and laboratory hands-on activities where the student is taught the proper procedures for using automotive refinishing equipment and the materials used in surface preparation and finish application. Emphasis is placed on personal safety, refinishing equipment and materials, surface preparation, masking, application techniques and other related topics. Additional topics discussed include the precautions which are necessary to safely handle finishing materials in accordance with federal, state and local requirements. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspect of the automotive paint finishing process will be assigned and is an integral component of this course.

## *Automotive Management and Support Technology*

### **SM100 - Performance Fundamentals**

**Credits: 2** Prerequisite(s): None. Co-requisite(s): None.

This course introduces students to the fundamentals of engine operation. Students will learn to identify engine components and to have a thorough understanding of the four- stroke cycle principle. Once engine operating principles are understood, the student will then learn to properly identify engine mechanical problems and perform pinpoint testing using state-of-the-art equipment and diagnostic procedures. Cooling and lubrication systems will also be discussed along with their components and diagnosis and repair procedures. A library/internet research written project concerning some aspects of engine operational principles will be assigned and is an integral component of this course.

### **SM102- Steering & Suspension**

**Credits: 2** Prerequisite(s): None. Co-requisite(s): None.

This course introduces students to the fundamentals of Steering and Suspension. Students will learn the theory, construction and design of vehicle steering and suspension systems. Topics discussed in this course include tires, wheels, wheel balance, wheel bearings and hubs. The student will also learn about the different types of suspension systems including electronic suspension systems and the proper diagnosis and repair procedures for each type of system. The theory and operation of the various types of manual and power steering systems are discussed and diagnosed. The laboratory component of the course includes various activities that follow the guidelines of the ASE Education Foundation. A library/internet research written project concerning some aspect of a vehicle's steering and/or suspension system will be assigned and is an integral component of this course.

### **SM103- Braking Systems**

**Credits: 2** Prerequisite(s): None. Co-requisite(s): None.

This course introduces students to the fundamentals of Braking Systems. Students will learn the fundamentals of hydraulics and how it relates to a vehicle's braking system. Master cylinders and power assist units will be discussed, diagnosed and repaired. Disc and drum brakes will be discussed, diagnosed, serviced and repaired. The student will learn the proper way to perform complete brake servicing including using a brake lathe to machine rotors and drums. The laboratory component of the course includes various activities that follow the guidelines of the National Technicians Education Foundation (NATEF). A library/internet research written project concerning some aspects of a vehicle's braking system will be assigned and is an integral component of this course.

### **SM105- Manual Drive Trains & Axles**

**Credits: 2** Prerequisite(s): None. Co-requisite(s): None.

This course introduces students to the fundamentals of Manual Drive Trains and Axles. Students will learn the theory of operation, inspection, construction, diagnosis and repair of clutch assemblies, manual transmissions/transaxles, drive lines, universal joints constant velocity joints and final drive assemblies. Students will learn to identify manual transmission components, explain fundamental operation, understand gear principles and trace power flow. Emphasis will be placed on problem solving and diagnosis of power train malfunctions. A library/internet research written project concerning some aspects of manual transmission/transaxle operation and/or individual components in a vehicle drive line will be assigned and is an integral component of this course.

### **SM108- Automotive Electrical Foundations**

**Credits: 2** Prerequisite(s): None. Co-requisite(s): None.

This course introduces students to the fundamentals of Automotive Electrical Foundations. Students will learn the fundamentals of an automobile electrical system. Emphasis will be placed on direct current electricity, basic electrical theory, series and parallel circuits, power distribution, electrical test equipment and the understanding of wiring diagrams. The operation, testing and repair of batteries, starting and charging systems as well as a concise diagnostic approach to repairing automotive wiring concerns are covered in this course. A library/internet research written project concerning some aspect of an automobile's basic electrical system will be assigned and is an integral component of this course.

**SM110- Electrical/Electronic Systems****Credits: 2** Prerequisite(s): SM108 Co-requisite(s): None.

This course introduces students to advanced concepts in Electrical/Electronic Systems. The course will build on knowledge learned in SM108 Automotive Electrical Foundations using wiring diagrams to examine headlight, taillight, stoplight and turn/hazard light for operation and repair. Students are taught to use advanced diagnostic techniques to diagnose and repair electrical circuits associated with instrumentation, horn systems and wiper/washer systems. Students will learn on modern training aids using factory service procedures. A library/internet research written project concerning some aspects of an automobile's electrical system covered in this course will be assigned and is an integral component of this course.

**SM112- Engine Electronics****Credits: 2** Prerequisite(s): SM100, SM108 Co-requisite(s): None.

This course introduces students to advanced concepts in Engine Electronics. It builds on prior understanding of electrical/electronic principles to better comprehend the complex electronically controlled systems used to monitor engine operation and emission compliance. Additionally, students will study the theory of operation, design and problem diagnosis of modern ignition systems. Computerized engine controls, sensors and actuators and engine management systems will be discussed and diagnosed using the most sophisticated training aids in the industry. A library/internet research written project concerning some aspects of an automobile's engine electronic system will be assigned and is an integral component of this course.

**SM201- Shop Operations****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course introduces students to the fundamentals of shop operation. Topics covered are knowledge of the different types of automotive service facilities, introduction to different functions like managing workflow and the use of shop management tools, identifying labor operations and sublet procedures, maintaining customer appointment logs, and addressing repeat repairs/comebacks. Students will also be introduced to general shop operation tasks such as calculating discounts, knowledge of selling prices, percentages, and pro-rated warranties, calculating special handling charges, identifying and converting units of measure, determining sizes with precision measuring tools and equipment, performing money transactions (cash, checks, credit and debit cards) and performing sales and credit invoicing. Students will acquire skills involving management and fellow employees' interaction, housekeeping (facility, workstations, and backroom) and assistance with employee and customer training.

**SM202- Advanced Electronic Systems****Credits: 2** Prerequisite(s): SM108, SM110 Co-requisite(s): None.

This course introduces students to Advanced Electronic Systems. It builds on the two previous electrical/electronic courses. Emphasis is placed on the theory, operation, component identification and repair of audio and entertainment systems, power accessories such as power windows and locks, keyless entry, anti-theft systems and cruise control systems. Additional topics included in this course are the theory, operation and repair of various supplemental restraint systems. A library/internet research written project concerning some aspect of an automobile's electrical system covered in this course will be assigned and is an integral component of this course.

**SM203- Internal Relations****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

The objective of this course is to introduce students to the fundamentals of Internal Relations. Topics covered are the approaches to communicate with customers to effectively address their requests through documentation of customers' concerns, opening repair orders, making appropriate service and maintenance recommendations, understanding the technician's diagnosis and service recommendations, verifying availability of required repair parts, and establishing completion expectations. Students will also be introduced to techniques on monitoring repair progress, promotions, job satisfaction and productivity, ensuring that customer expectations are met, and adhering to environmental regulations concerning vehicle safety. This course will also cover topics in the areas of documenting information about services performed or recommended, communicating with shop personnel about shop production/efficiency and maintaining open lines of communication within the organization.

**SM204- Sales Skills****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course is designed to teach students the necessary sales skills required to be qualified service advisors. In this class, advisors will be exposed to sales fundamentals such as structuring for success, phone skills, the five missing parts of a sale, becoming a professional communicator and the “No” process. Students will then be introduced to advanced sales techniques designed to create a lasting relationship with customers by prioritizing their concerns and the needs of the vehicle and communicating the value of selling related and additional services. In addition, students will learn to diffuse rather than overcome objections, and guide customers on formulating their own view on automotive maintenance and repair. Techniques will be introduced to students on how to proactively sell without ever making the customer feel pressured and how to remain bold and unafraid in the face of rejection.

**SM205- Inventory Management****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

The objective of this course is to introduce students to the fundamentals of shop inventory management. Topics covered are knowledge of the process of reporting lost sales, verifying incoming and outgoing merchandise, physical inventory, inventory discrepancies, stock rotation, handling special orders and outside purchases and handling and documenting warranty and new returns. Students will also be introduced to the fundamentals of merchandising such as understanding display strategy, display pricing, inspecting and maintaining shelf quantities and condition, identifying impulse, seasonal, and related items and utilizing sales aides.

**SM207- Fleet Management****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course introduces students to the fundamental concepts of fleet management and optimization. Topics covered are familiarity of technical manuals and software for the transportation industry, the process of vehicle identification, locating and utilizing the vehicle ID number (VIN) and production date, utilizing component identification data and Identifying body styles. Students will also be introduced to technical manuals, industry software usage for service and maintenance intervals, locating and interpreting maintenance schedule information, knowledge of service contracts, technical service bulletins, campaign/recall procedures and parts cataloging procedures.

**SM208- Automatic Transmissions I****Credits: 2** Prerequisite(s): None. Co-requisite(s): None.

This course introduces students to the operation, diagnosis and repair of automatic transmissions and transaxles. In-order to help the students to understand how an automatic transmission accomplishes multiple gear ranges, power flow through the transmission will be stressed. The operation of electronic transmission controls will be discussed, and diagnostic procedures will be taught and implemented. In-car transmission service and repairs will also be discussed. A library/internet research written project concerning some aspects of automatic transmission/transaxle operation will be assigned and is an integral component of this course.

**SM209- Automatic Transmissions II****Credits: 2** Prerequisite(s): SM208 Co-requisite(s): None.

This course introduces students to advanced features of Automatic Transmissions. Students will learn the inspection, construction, diagnosis and disassembly/assembly of automatic transmissions and transaxles. This builds on the material taught in SM208 Automatic Transmissions I and includes the construction and inspection of applied devices, planetary gear sets, oil pumps, valve bodies and one-way clutches. Students will become familiar with the tools and techniques necessary to properly maintain and diagnose automatic transmissions. Students are exposed to a variety of transmission types to overhaul. A library/internet research written project concerning some aspect of automatic transmission/transaxle repair and/or overhaul will be assigned and is an integral component of this course.



**SM210- Fuel Systems****Credits: 2** Prerequisite(s): SM100, SM108, SM112 Co-requisite(s): None.

This course introduces students to the fundamentals of Fuel Systems. Students will learn about spark ignition engine fuel composition from crude oil to the distillation and compounding of various gasoline grades. Fuel delivery methods including direct injection, port injection and throttle body injection systems as well as carburetors are discussed in detail with an emphasis of their effects on engine performance. Intake and exhaust systems will also be discussed and diagnosed. A library/internet research written project concerning some aspects of an automobile engine's fuel delivery system will be assigned and is an integral component of this course.

**SM211- Emission Control Systems****Credits: 2** Prerequisite(s): SM100, SM108, SM112 Co-requisite(s): None.

This course introduces students to the fundamentals of Emission Control Systems and electronically controlled systems. Students will learn to monitor engine operation and emission compliance control devices. Students will concentrate on engine performance, drivability concerns, analysis of system problems, diagnosis of system failures and component test procedures. Students will be able to diagnose emission related inspection failures and to understand PCM strategies. The laboratory component of the course includes various activities that follow the guidelines of the ASE Education Foundation. A library/internet research written project concerning some aspects of an automobile's emission system will be assigned and is an integral component of this course.

**SM212- Customer Relations****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course introduces students to the fundamental concepts of optimizing customer relations. Topics covered are acquiring the skills to identify customer type and needs, to communicate effectively using proper telephone techniques, to document and handle customer concerns/complaints by authorizing repair orders and recommending appropriate service and maintenance with accuracy based on vehicle service history, manage customer appointments, promotions, job satisfaction and productivity. Students will also be introduced to strategies to ensure customer satisfaction and vehicle safety by promoting procedures, benefits, and capabilities of the service facility.

**SM213- Automobile Finance and Leasing****Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course will introduce students to the fundamental concepts of automobile finance and leasing. Topics in this course will include understanding the importance of cash flow to a dealership, introduction to payment structures such as lease vs finance vs cash, knowledge of the processes involved in completing credit applications, comparing leasing to financing, acquisition of leasing definitions and terminologies, determination of interest rates and rate participation calculation methods used by lenders, and an introduction to the basic overview of lease/loan payment calculations. Students will also be introduced to credit bureau and loan underwriting abnormalities, credit bureau analysis and interpretation by lenders, loan underwriting and lending guideline interpretation, loan packaging, common DMV forms and federal disclosure documents that are required for financing, and strategies on achieving higher profits per transaction by providing more options such as (lease vs. buy and one pay lease vs. cash purchase options).

**SM215- Climate Control****Credits: 2** Prerequisite(s): None. Co-requisite(s): None.

This course introduces students to the fundamentals of Climate Control systems. Students will learn the theory and operation of heating and air conditioning systems. Students will learn about heat transfer, temperature/pressure relationships and control systems. Heating, air conditioning and passenger comfort will be looked at using multi-zone automatic climate control trainers. Students are taught to use refrigerant recovery and recharging equipment on laboratory vehicles which provides practical experience while reinforcing safety and environmental considerations. A library/internet research written project concerning some aspects of an automotive air conditioning system will be assigned and is an integral component of this course.

### **SM250- Hybrid Electric Drive Technology**

**Credits: 2** Prerequisite(s): SM108, SM110, SM112, SM202 Co-requisite(s): None.

This course introduces students to the fundamentals of Hybrid and Electric Drive Vehicle Technology. Students will learn the theory and operation of Hybrid and Electric Drive Vehicle Technology along with a guide to operational principles, application, diagnostic and repair of common components. Topics include a review of basic electricity, Hybrid electric motors, ICE, transaxles, regenerative brakes, air conditioning, steering, batteries, and safety as well as electric vehicle conversions, CNG vehicles, LPG vehicles, LNG, fuel cells, hydrogen, biodiesel, and alcohol-based fuels. This course will provide background information to prepare students for the Light Duty Hybrid/Electric Vehicle Specialist - ASE certification L3.

## *General Education Courses*

### **EG101 – College Reading and Writing**

**Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course focuses on the development of critical reading and effective writing for college course work. Students are introduced to essay reading and writing that is useful for college academic programs and workplace settings. The course emphasizes the student's ability to read and understand professional articles and essays as well as to express ideas in clear, succinct, Standard English prose in a variety of rhetorical patterns. The course includes an introduction to research and students will use what they have learned to write a short research-based essay.

### **EG102 - Technical Communications**

**Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course continues the advancement of reading and writing in the context of the technical environment in which most students will work after achieving their degrees. Students will read and write technical reports, memos, personnel commentary and other documents of value in automotive work. Students will continue to advance their skills in research-based writing and will be required to submit a research-based report.

### **MA100 - Technical Mathematics**

**Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

This course is designed to give an overview of the mathematical skills necessary to function in a technical environment while developing reasoning and problem-solving skills. Topics taught in this course, in addition to the basic arithmetic skills dealing with whole numbers, fractions and decimals; include ratios and proportions, percent's, standard and metric measurements and conversions, angle measurements, displacement levers, proportion of volume and measurement of tolerances. An emphasis is placed on technical and automotive applications like automotive business and statistics, repair orders, engine systems, electrical systems, drive train, chassis and automobile heating, ventilation and air conditioning throughout the course.

### **SS100 - The Automobile and Society**

**Credits: 3** Prerequisite(s): None. Co-requisite(s): None.

Over the course of its history the automobile rapidly developed from an expensive toy for the rich into the standard for passenger transport in most of the world. In this course students will learn about the effect of the automobile on society, especially during the 20<sup>th</sup> century. Topics discussed include advantages of the increase in mobility and convenience afforded by the automobile, the effect on pollution and the growth of the suburbs caused by the automobile. A library/internet research written project concerning some aspects of the automobile's effect on society will be assigned and is an integral component of this course.



**Automotive Technology**

**Boyle, Edward – Head Shop Supervisor, Instructor**

ASE A1 Engine Repair  
 ASE A2 Automatic Transmission/Transaxle  
 ASE A4 Suspension & Steering  
 ASE A5 Brakes  
 ASE A6 Electrical/Electronic Systems  
 ASE A7 Heating & Air Conditioning  
 ASE A8 Engine Performance  
 ASE A9 Light Vehicle Diesel Engines  
 ASE B5 Mechanical and Electrical Components  
 ASE C1 Automobile Service Consultant  
 ASE G1 Auto Maintenance and Light Repair  
 ASE L1 Automobile Advanced Engine Performance  
 ASE T1 Gasoline Engines  
 ASE T2 Diesel Engines  
 ASE T6 Electrical/Electronic Systems  
 ASE T7 Heating Ventilation & Air Conditioning

**Henry, Tafari – Instructor**

ASE A1 Engine Repair  
 ASE A2 Automatic Transmission/Transaxle  
 ASE A3 Manual Drive Train & Axles  
 ASE A4 Suspension & Steering  
 ASE A5 Brakes  
 ASE A6 Electrical/Electronic Systems  
 ASE G1 Auto Maintenance and Light Repair

**Miller, Jeffrey - Instructor**

ASE A1 Engine Repair  
 ASE A2 Automatic Transmission/Transaxle  
 ASE A3 Manual Drive Train & Axles  
 ASE A4 Suspension and Steering  
 ASE A5 Brakes  
 ASE A6 Electrical/Electronic Systems  
 ASE A7 Heating & Air Conditioning  
 ASE A8 Engine Performance  
 ASE B5 Mechanical & Electrical Components  
 ASE C1 Automobile Service Consultant  
 ASE G1 Auto Maintenance and Light Repair  
 ASE L1 Automobile Advanced Engine Performance  
 ASE T6 Electrical/Electronic Systems

**Prentner, Deborah – Instructor**

ASE A1 Engine Repair  
 ASE A5 Brakes  
 ASE A6 Electrical/Electronic System  
 ASE A7 Heating & Air Conditioning  
 ASE G1 Auto Maintenance and Light Repair

**Sabharwal, Kevin – Instructor**

A.O.S. – Automotive Technology, UTI  
 ASE G1 - Auto Maintenance and Light Repair

**Panaro, John - Instructor**

ASE A1 Engine Repair  
 ASE A2 Automatic Transmissions/Transaxle  
 ASE A3 Manual Drive Train & Axles  
 ASE A4 Suspension & Steering  
 ASE A5 Brakes  
 ASE A6 Electrical/Electronic Systems  
 ASE A7 Heating & Air Conditioning  
 ASE A8 Engine Performance  
 ASE G1 Auto Maintenance and Light Repair  
 ASE L1 Automobile Advanced Engine Performance

**Bogle, Mikheal – Instructor**

ASE A2 Automatic Transmissions/Transaxle  
 ASE G1 Auto Maintenance and Light Repair  
 ASE T6 Electrical/Electronic Systems  
 ASE T8 Preventive Maintenance & Inspection

**Sorondo, Carlos – Instructor**

ASE A1 Engine Repair  
 ASE A2 Automatic Transmissions/Transaxle  
 ASE A3 Manual Drive Train & Axles  
 ASE A4 Suspension & Steering  
 ASE A5 Brakes  
 ASE A6 Electrical/Electronic Systems  
 ASE A7 Heating & Air Conditioning  
 ASE A8 Engine Performance  
 ASE G1 Auto Maintenance and Light Repair  
 ASE L1 Automobile Advanced Engine Performance

**Rahman, Faikur - Lab Technician**

**Soto, Noe – Lab Technician**

ASE G1 Auto Maintenance and Light Repair

**General Applied Education**

**Alpiner, Michael – Professor**

M.F.A, B.A CUNY Queens College  
 M.A. Hofstra University  
 M.A, B.A Columbia College

**Ilboudo, Abou – Professor**

M.A, B.A CUNY Queens College

**Rodriguez, Eduardo – Professor**

M.A. CUNY Queens College  
 B.A. Boston University

### **Truck and Diesel Technology**

#### **King, Hilary – Diesel Shop Supervisor, Instructor**

ASE A1 Engine Repair  
ASE A3 Manual Drive Trains and Axles  
ASE A4 Suspension and Steering  
ASE A5 Brakes  
ASE A6 Electrical/Electronic Systems  
ASE G1 Auto Maintenance and Light Repair  
ASE T2 Diesel Engines  
ASE T3 Drive Train  
ASE T4 Brakes  
ASE T5 Suspension and Steering  
ASE T6 Electrical/Electronic Systems  
ASE T8 Preventive Maintenance & Inspection

#### **Khan, Farook – Instructor**

ASE S3 Drive Train  
ASE S6 Electrical/Electronic Systems  
ASE S7 Air Conditioning Systems  
ASE T2 Diesel Engines  
ASE T3 Drive Train  
ASE T4 Brakes  
ASE T5 Suspension & Steering  
ASE T6 Electrical/Electronic Systems  
ASE T7 Heating Ventilation & Air Conditioning  
ASE T8 Preventive Maintenance & Inspection

#### **Perez, Danilo – Instructor**

ASE A1 Engine Repair  
ASE A6 Electrical/Electronic Systems  
ASE T2 Diesel Engines  
ASE T4 Brakes  
ASE T5 Suspension & Steering  
ASE T6 Electrical/Electronic Systems  
ASE T8 Preventive Maintenance & Inspection

### **Collision Repair Technology**

#### **Campos, Mario – Instructor**

ASE B2 Painting & Refinishing  
ASE B3 Non-Structural Analysis & Repair  
ASE B4 Structural Analysis & Repair  
ASE B5 Mechanical & Electrical Components

## ADMINISTRATION

### **College President**

Patrick Hart  
M.B.A., Empire State College, SUNY  
B.S., St. John's University  
A.S., Nassau Community College  
A.O.S., Denver Automotive & Diesel College  
ASE Certifications:  
Master Automobile Technician  
Maintenance & Light Repair

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Alisha Prasher  
M.S., Mercy College  
B.A., Hunter College

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A.O.S., ASA College

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Lisa Chu

B.A., SUNY Albany

#### **HS Recruiter/Admissions Advisor**

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B.A., Stony Brook University

Vanessa Simpson

M.S., Benedictine University

#### **Admissions Coordinator**

Zenia Jennette

B.S., SUNY Empire State College

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M.B.A, M.S., Hofstra University

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B.S., NYC College of Technology  
A.A.S., Manhattan Community College

Diane Torres

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Fanny Perez  
B.A., Long Island University

#### **Bursar**

Karene Stevenson  
Certificate., Globe Institute of Technology

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Moshe H. Wieder, President

Zacharia Hatten - Institutional Development

David Wieder - General Counsel

Alex Popkov - Communications

Madonna Tucker - Bookkeeping

Merlin Guillen - Asst. Bookkeeping

#### **Director of Information Technology**

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M.S., NYU/Polytechnic University

B.E., Stony Brook University

### **STUDENT SERVICES**

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B.A., Marist College

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Fatihath Assani

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Asia Buitrago, M.S. Ed.  
M.S., Mercy College  
B.S., Mercy College

#### **Assistant Director of Career Services and Placement**

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B.B.A – Plaza College

Douglas Jones

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John Emrich  
M.A., Queens College

#### **Acting Registrar/ Institutional Reporting**

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M.S., St John's University  
B.S., St, John's University

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- Verdia Noel - Council for Airport Opportunity
- Vic Dandin - Jiffy Lube

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NYADI - The College of Transportation Technology is owned and operated by Automotive and Diesel Institute, LLC; Michael J. Hatten, Chairman/CEO and Moshe H. Wieder, President.

## INDUSTRY PARTNERS



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