# TABLE OF CONTENTS

ACADEMIC STRUCTURE & GRADING5	MAKE UP WORK5
ADMISSION REQUIREMENTS4	MINIMUM CANCELLATION POLICY2
ADVISING1	ORIENTATION1
APPEAL/RE-ADMISSION4	PHILOSOPHY & MISSION STATEMENT1
APPLICATION PROCEDURES3	PREVIOUS EDUCATION/TRAINING CREDIT4
APPROVALS & MEMBERSHIPS1	REFUND POLICY2
ATTENDANCE PROCEDURES4	RETURN OF TITLE IV FUNDS Sup-B
AWARDS5	SATISFACTORY ACADEMIC PROGRESS5
CAUSES OF TERMINATION4	SCHOOL CALENDAR & HOURS2
CONDUCT POLICY4	SCHOOL PAYMENT PLANS2
COURSE OBJECTIVES & DESCRIPTIONS 7-15	SIZE OF CLASS/RATIO5
EDUCATIONAL OBJECTIVES1	STUDENT ACTIVITIES2
ENROLLMENT & HOLIDAYSSup-A	STUDENT CONSUMER INFO MANUAL2
FACILITIES1	STUDENT EVALUATION6
FACULTY Sup-A	SUBJECT GRADING SYSTEM LAB/THEORY5
FINANCIAL ASSISTANCE2	SUPPLEMENTAL INCOME2
GRADUATION5	SUSPENSION4
GRIEVANCES & COMPLAINTS4	TARDINESS POLICY4
HISTORY1	TEXTBOOKS & SUPPLIES2
HOUSING1	TOOLS & SUPPLIES2
INDIVIDUAL ASSISTANCE6	TRANSCRIPTS2
JOB PLACEMENT ASSISTANCE2	TUITION & FEES Sup-A
LEAVE OF ABSENCE4	WITHDRAWAL FROM SCHOOL2

The information in this catalog is true and correct to the best of my knowledge.

(Judson Massingill

Founder/Director of Education

#### HISTORY

The School of Automotive Machinists was the concept of Linda and Judson Massingill who had for approximately nine years trained automotive machinists for their machine shop (Northwest Engine & Supply). During this period of time many well-trained employees departed to open their own automotive machine shops. The loss of these highly skilled, well trained machinists slowed down the general production of the machine shop. To help solve this problem, Mr. and Mrs. Massingill began to take on students as apprentices; teaching them the science and skill of the automotive machinist, which led to the founding of the School in 1985. The School of Automotive Machinists was developed to fill a need and a void in the automotive industry. The initial two courses received state approval in 1989, became accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and approved by the Department of Education in 1991. In July of 2004, final approval was received for a third course and in 2006, the School received approval for its fourth program which is a combination of the Block and Head Machining programs. In October 2012, approval was received to offer an academic associate degree. Motorsports Welding was approved in November 2014. The Motorsports EFI Tuning program was approved in November 2015. In February 2016, the School name was changed to the School of Automotive Machinists & Technology.

MM&L Corporation owns the School of Automotive Machinists & Technology and is responsible for all activities of the School.

We have established a good working relationship with many nationally known standard and high performance industry shops. Our graduates have been placed locally and nationwide in both public and private automotive machine shops.

## PHILOSOPHY & MISSION STATEMENT

The School of Automotive Machinists & Technology (SAM Tech) believes strongly in the education of the professional automotive machinist. The curriculum is structured such that it provides the student with training to meet the demands of today's work place plus job placement assistance to successfully enter the world of work. The School strives to develop and offer programs so that each student can achieve his/her goal of maximum learning in the required time while maintaining quality educational standards. Therefore, skill and knowledge should lead to job placement, satisfaction, and advancement.

SAM Tech focuses on the values of positive attitudes, ethical conduct, and proper behavior at the workplace and in relation to employers, co-workers, and the public. The purpose of the School of Automotive Machinists & Technology is to offer professional instruction that will enable the student to develop his/her educational potential and increase his/her contribution to society.

## **FACILITIES**

The School of Automotive Machinists & Technology has 16,000 square feet of floor space which includes spacious air-conditioned classrooms, teaching lab, educational resource center, student lounge, faculty and administrative offices. The classrooms are designed and equipped for academic instruction within the faculty-student ratio for occupational training as specified by state regulatory authorities.

The lab equipment is the same as found in a typical industry working environment (see Equipment List Addendum). The lab provides an area for practical demonstration and hands-on experience to reinforce the academic theory. An educational resource center is provided for use by both students and staff.

A student lounge is available for social contact during class breaks. Vending machines for light refreshments are located in the student lounge area.

Parking is available at the School's campus and additional parking is adjacent to the School.

## **EDUCATIONAL OBJECTIVES**

In order to accomplish this philosophy and purpose, the School of Automotive Machinists & Technology has established the following primary educational objectives:

- 1. To offer training and instruction in automotive technology at a superior level.
- To provide an opportunity for a student to achieve an entry level skilled trade in the automotive field.
- To offer an education that will enrich the student's personal life and prepare him/her for better citizenship, as well as, increase his/her employment potential.

## APPROVALS & MEMBERSHIPS

The School of Automotive Machinists & Technology is approved by, or holds memberships in, the following organizations and associations:

## **APPROVALS**

- Accrediting Commission of Career Schools and Colleges (ACCSC)
- 2. Texas Higher Education Coordinating Board (THECB)
- 3. United States Department of Education
- 4. Approved to train VA eligible persons through the Texas Veterans Commission, Austin, Texas
- Texas Workforce Commission, Career Schools and Colleges (TWC-CSC)
- Texas Department of Assistive Rehabilitative Services (DARS)
- Texas Workforce Commission, Workforce Investment Act (TWC-WIA)

## **MEMBERSHIPS**

- 1. Automotive Engine Rebuilders Association (AERA)
- Texas Association of Student Financial Aid Administrators (TASFAA).
- Automotive Parts & Services Association (APSA)
- 4. Specialty Equipment Manufacturing Association (SEMA)
- 5. Career Colleges and Schools of Texas (CCST)

### ADVISING

All students are encouraged to seek assistance from the Director or other appropriate staff members concerning vocational decisions or any other problems that affect the student's attendance or grades in the School. Degree students are advised at least twice during the general education section.

## **ORIENTATION**

The School provides a student orientation program for all new students. The program serves to acquaint the student with the School's policies and procedures, the faculty, course objectives, curriculum and other services offered by the School.

### **HOUSING**

The School does not maintain a dormitory facility. However, students desiring housing