



MAKE ANYTHING POSSIBLE™

**IYRS School of Technology & Trades
Catalog
2017-2018**

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Dear Student

2017 has become an awesome year at IYRS. Graduates are working across the economy – from innovation labs like Autodesk and Oracles Race Team to major technology companies and marine trades manufacturers and service providers. On campus, a new building is going up to house our new digital modeling & fabrication program as well as composites and marine systems programs. There is a *make any possible*[™] attitude among the staff and faculty. Over the past couple of years, IYRS has zeroed in on how “community” is a major part of the IYRS experience, e.g., how IYRS students cultivate supporting relationships on the lab floor and in their teams. It has been inspiring to understand this dynamic and encourage it as part of an IYRS maker education.

So welcome aboard. Welcome to a school for people passionate about making and thinking through their hands and through the use of technology. Welcome to a new journey with IYRS School of Technology & Trades.

This fall marks the 22nd incoming fall class. The diversity of students and graduate dreams are broad. In speaking to some of this incoming class thus far, students have big plans – from entrepreneurial dreams to building maker builder capacity to work along-side others who excel at their craft.

With the growth and consolidation of our two campuses in Newport, we are pleased to report that all IYRS programs will be on the same grounds, creating invaluable opportunities for students to witness activities across the entire IYRS learning spectrum. We imagine some interesting “intersections” leading to serendipitous learning experiences, perhaps even a few collaborations. Though most students entering IYRS come with a specific program intent, many attend to be in a learning environment where people simply want to make and build to a high standard. It is an exciting place indeed.

There are many other opportunities not to miss too. Take advantage of our library; enjoy our marina and the wonderful yachts in it; engage at our neighboring school Salve Regina University; seek out our connections to both the Newport and wider Rhode Island communities. They are both rich in history and educational opportunity. After all, Newport’s heritage is all about making, e.g., boats, buildings, furniture, and much more.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Nathan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Terry Nathan,
President

Summary Overview

IYRS School of Technology & Trades (hereinafter referred as IYRS) is a world-class experiential learning school in Rhode Island with a hands-on education model dedicated to teaching highly technical and deeply craft-oriented career skills. IYRS currently has four accredited programs, Digital Modeling & Fabrication, Composites Technology, Boatbuilding & Restoration and Marine Systems.

Mission

IYRS provides world-class experiential education, preparing students to enter a global maker and manufacturing workforce. IYRS teaches the art and science of making, building, restoring and maintaining, and in the process, helps its graduates build both careers and more meaningful lives – inspired by the knowledge that in their hands and through the use of technology, they have the power to build almost anything.

History of the School, Facilities and Location

IYRS was founded in 1993 by a group of sailors, educators and philanthropists as a vocational education institution. The school enrolled its first students in 1996 and graduated its first apprentice craftsman in 1998. Today, IYRS provides job training and professional development skills that are transferrable across many industries and applications, from digital manufacturing to traditional making and restoration fields. IYRS students join us from all over the world.

The IYRS Newport campus is located on a 2.9 acre waterfront site in downtown Newport. The Boatbuilding & Restoration program is taught in Restoration Hall, a converted 1903 electric generating plant. Restoration Hall features 10,000 square feet of space, including the main restoration shop with 40 foot ceilings and towering windows. Classes held in the school's new 20,000 square foot building, adjacent to Restoration Hall, are dedicated to programs with a technology orientation, including making with advanced materials and using many of the latest technology-based tools. The new building is home to our Marine Systems, Digital Modeling & Fabrication and Composite Technology programs.

The 28,000 square foot Aquidneck Mill Building is home to the school's library, administrative offices, and commercial tenants. The campus also includes a commercial marina that caters to classic sail and power boats and a large structure that houses the 133' 1885 schooner yacht Coronet, which is currently under restoration.

Accreditation, Certification and Approvals

The school is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC has recognized IYRS as a 2008 ACCSC School of Excellence. Emphasis in the IYRS programs is placed on developing a high degree of technical and craftsmanship skill, leading to highly regarded certifications.

IYRS is approved by the Rhode Island Board of Education's Council on Postsecondary Education.

IYRS is approved by the Rhode Island State Approving Agency for Veterans Administration Educational Benefits. IYRS is authorized to accept and enroll M-1 nonimmigrant international students. Contact the Manager of Student Services for more information.

Certificate Programs

IYRS offers four full-time Certificate programs in Boatbuilding & Restoration, Marine Systems, Composites Technology and Digital Modeling & Fabrication.

Boatbuilding & Restoration Program

The Boatbuilding & Restoration program is a full-time, 20-month program (76 weeks) during which students learn the information, skills, techniques and problem-solving abilities necessary to become proficient in the understanding, building, repair and restoration of classic wooden watercraft, with an emphasis on a high level of woodworking skills. The first year brings the student to a basic level of knowledge and proficiency. The second year extends the student's basic skills and knowledge toward mastery levels of craftsmanship and viability in the marketplace. Upon completion of the program, students receive a Certificate of Proficiency in Yacht Restoration. Students graduating from the program will have the skills to find entry to mid-level positions in restoration boatyards or other marine-related businesses.

A total of 2,660 clock hours are required to graduate from the Boatbuilding & Restoration program. Each clock hour equals 55 minutes in the shop or classroom. Each class and lab does not exceed 24 students.

First Year

Fall

The first term begins with shop safety and tool and machine use. Students will progress from a series of bench projects designed to develop tool use skills directly into the restoration of a small boat. In addition to the restoration work, students will measure a small boat, loft the lines, and create a scale lines plan and half model. Portfolio items completed by the end of the semester will include several small tools, a toolbox, a lines drawing, a half-model, and photo documentation of restoration projects. Subjects covered will include hull shape, lines drawings, and the fundamentals of wooden hull construction, materials and technology.

Courses: Shop Safety, Hull Shape & Lofting, Historic Documentation, Restoration Practicum I

Spring

During the second term students will measure a small boat, loft the lines and develop construction details on the lofting and have an introductory course in computer aided

design (CAD). Project documentation techniques are introduced. Students continue the restoration of their project boat. Portfolio items for the second semester will include a second lines plan and construction drawings and photo documentation of restoration projects. Subjects covered will include hull shape and lines drawings, construction drawings, basic structural marine engineering, fundamentals of wooden hull construction and materials and technology.

Courses: Documentation and Drafting II, Restoration Practicum II, Restoration Practicum III

Summer

The final term of the first year builds on restoration skills developed in the previous semesters as well as basic boat handling. The summer term also includes an Independent Learning Plan (ILP) or Externship, which allows students to complete self-selected projects or employment that address their individual interests and proficiencies. Portfolio items will include photographic documentation, and the end product of the Independent Study. If a student chooses to go on externship instead of an ILP, the student will undertake a significant experiential learning opportunity, typically with a company. The externship represents an educational strategy that links classroom learning and student interest with the acquisition of knowledge in an applied work setting. Through direct observation, reflection and evaluation, students gain an understanding of the externship site's work, mission, and audience, how these potentially relate to their educational program of study, as well as the organization's position in the broader industry or field. Students will produce a critical reflection on their externship experience demonstrating how they have addressed specific learning goals.

Courses: Sailing and Principles of Hull Structure, Independent Study

Second Year

The second year of the Boatbuilding & Restoration program builds on the knowledge and skills achieved the first year through the teaching of advanced restoration skills and project management techniques.

Fall

The first term begins with a review of shop safety. The first week is dedicated to a course in hull survey and assessment resulting in student survey reports of selected vessels. The second week is dedicated to a course in project management. Included in the project management course are real time exercises in materials costing and procurement, labor estimates, business fundamentals, and contracts and customer relations. Students then begin the restoration of their second year project boat. Project management and labor estimating are applied directly to the second year restoration project using Microsoft® Project software. During advanced lofting students learn the techniques used to transfer the shape of the faired hull to patterns and molds used in the restoration of the subject boat. Students then focus on the restoration of the hull framework and planking. Students

also focus on improving craftsmanship as well as the management of restoration projects. Portfolio items will include photographic documentation of restoration project, survey report, bill of materials, table of scantlings, labor estimate, contract agreement and lines/construction plans.

Courses: Survey and Assessment, Project Management, Advanced Lofting, Restoration Practicum IV

Spring

The second term focuses on the final phase of a boat's hull restoration and includes joinery such as decks, cockpit furniture, hatches, and interior bulkheads. The final phase of the restoration includes finishing and fitting out with hardware, sailing rig or power train in the case of a powerboat. Portfolio items include photographic documentation of the restoration project.

Course: Restoration Practicum V

Marine Systems Program

The Marine Systems program is a full-time, six-month program (26 weeks) during which students learn skills, techniques and problem-solving required to become a marine systems technician. The program offers training in installing, maintenance, and troubleshooting of onboard systems. The training can be applied to sail and power boats, classic and modern. Upon completion of the program, students receive a Certificate of Proficiency in Marine Systems. Students graduating from the program will have the skills to find entry to mid-level positions in boatyards, marinas or other marine-related businesses.

The instruction is a combination of lectures, hands-on demonstrations and lab exercises. Students will have an opportunity to put the skills learned into practice during practicums prepared and monitored by the instructors.

A total of 900 clock hours are required to graduate from the Marine Systems program. Each clock hour equals 55 minutes in the equipment lab or classroom. Each class and lab does not exceed 24 students.

Students will sit for the ABYC (American Boat and Yacht Council) certification exams for the relevant modules. ABYC certification is considered the highest level of industry certification available in the United States. Students will also sit for the National Marine Electronics Association (NMEA) Basic Marine Electronics Installer certification exam.

Marine Systems Curriculum

Shop Safety and Tool Use - The course covers shop safety standards and safe operating procedures for stationary and portable hand and power tools as well as appropriate Federal and State standards, personal protective equipment, machine tool safety, hazardous waste, and fire prevention procedures.

FRP Composites for the Marine Technician - This course teaches the knowledge necessary to select proper materials and to observe precautions when working around composite structures, including resin characteristics used in laminates, secondary bonding when modifying an existing structure, and proper core sealing techniques.

Electrical Fundamentals and Basic Installation - This course teaches fundamental principles for circuit and electrical equipment design including use of electrical meters and test equipment to troubleshoot common electrical circuit problems, and component fault identification.

Advanced Electrical Installation and Troubleshooting - An extension of Electrical Fundamentals and Basic Installation, this course covers circuit layout and design, equipment installations in accordance with the US Code of Federal Regulations (CFR), and more advanced topics covered in the applicable ABYC Electrical Standards.

Electrical Practicum - This course is designed to advance installation skills, knowledge and techniques for onboard AC and DC circuitry systems through project exercises.

Piping and Plumbing / Potable Water Systems - This course teaches the installation techniques of various onboard plumbing systems, including standard maintenance, winterizing and re-commissioning, seacocks, thru-hull installation and connections, hose and fitting types, drain plugs, and potable water systems.

Marine Sanitation Devices (MSD) - This course covers the Federal and local regulations for waste water systems and specific characteristics of the three general types of sanitation systems. Course work includes commissioning and decommissioning, maintenance, troubleshooting, diagnostics and repair.

LPG and CNG Systems - This course covers the installation and service of on board gas systems used for cooking, water heating and cabin heat as well as fuel storage, system design and appliance selection.

Fire Protection Systems - This course covers USCG requirements for onboard fire extinguishing equipment for recreational boats. Course work covers portable, fixed, manually actuated, and automatic systems, fire classifications, differences in extinguishing agents, manufacturer specific recommendations, and system capacity calculations and design.

Fuel Systems - Gas & Diesel - This course covers the design, installation and maintenance procedures for fuel systems as dictated by both the CFR and ABYC Standards. The course outlines the requirements for tank design, location and installation as well as proper plumbing for fuel fill and vent systems.

Steering Systems - This course covers a variety of steering system types for both power and sailing craft. Course work covers selection, installation, and service of marine steering systems, both mechanical and hydraulic. Since many of the systems are proprietary in design, lessons will follow specific recommendations from vendors such as Edson, Teleflex and Vetus.

Diesel Engines 1 - This course teaches the fundamental principles and operational needs of marine diesel engines. Course work includes the primary needs of a diesel engine; routine maintenance tasks such as commissioning and decommissioning; fuel and lubrication system service, cooling system maintenance and service, and troubleshooting and preliminary diagnostics.

Diesel Engines 2 - This course covers mechanical and electronic diesel engine fuel injection systems and engine drive systems. Course topics include service and diagnostics of fuel injection systems; problems associated with diesel engine performance; theory of operation and design features of engine drive gears, maintenance and service of mechanical and hydraulic inboard engine drive gears, and problem diagnostics for marine gear units.

Gasoline Engine Theory and Overview - This course covers the theory and operation of gasoline inboard and inboard /outboard engines. Course topics include the basic needs of a spark ignition engine such as fuel, air, compression and exhaust for both carbureted and fuel injected engines and the difference from compression ignition engines. Discussion and demonstrations include electronic scanning equipment and proprietary laptop-based software programs to perform diagnostic procedures on Electronic Fuel Injection systems.

Mechanical Practicum - This course advance installation skills, knowledge and techniques for onboard mechanical drive diesel and gasoline power systems through project exercises.

Inboard/Outboard Maintenance - This course covers, routine maintenance of onboard/outboard and sail drive gear assemblies.

Air Conditioning and Refrigeration Systems - This course covers the basic physics of refrigeration systems, principles of operation, cooling components, essential selection, sizing and systems maintenance methods and procedures, and environmental considerations. Lab work includes system problem diagnosis, refrigerant recovery, system evacuation and recharge procedures and leak detection.

Marine Electronics Installation and Troubleshooting - This course covers the types and categories of equipment used in onboard electronic systems including communications and navigation equipment, autopilot, and networked monitoring systems. Course work includes installation, weatherproofing, grounding and antenna mountings, FCC requirements, and NMEA (National Marine Electronics Association) installation standards.

Industry Externship - Students undertake a significant experiential learning opportunity, typically with a company. The externship represents an educational strategy that links classroom learning and student interest with the acquisition of knowledge in an applied work setting. Through direct observation, reflection and evaluation, students gain an understanding of the externship site's work, mission, and audience, how these potentially relate to their educational program of study, as well as the organization's position in the broader industry or field. Students will produce a critical reflection on their externship experience demonstrating how they have addressed specific learning goals.

Composites Technology Program

The Composites Technology program is a full-time, six-month program (26 weeks) designed to lead students to a fundamental understanding of composites materials, applications, and manufacturing methods in preparation for the development of the practical skills required for manufacturing composites products. Students will be proficient in a range of general and advanced composite production processes including; open molding, wet bagging, vacuum infusion, light resin transfer molding and high temperature pre-preg processing (vacuum infusion processing, advanced composites molding). In addition, the students will receive a strong introduction to Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM). Their CAD/CAM skills will allow them to use our multi-axis CNC router to produce parts, plugs and molds for their self-directed independent projects. The students will also be introduced to the fundamentals of general and advanced composite repair processes. After establishing a foundation in traditional composite technology, the program guides students into the realm of leading edge composites skills. Upon completion of the program, students receive a Certificate of Proficiency in Composites Technology. Students graduating from the program will have the skills to find entry to mid-level positions in many industries including aerospace, marine and other manufacturing businesses.

A total of 900 clock hours are required to graduate from the Composites Technology program. Each clock hour equals 55 minutes in the equipment lab or classroom. Each class and lab does not exceed 24 students.

Composites Technology Curriculum

Composites Fundamentals: Introduce students to composites as a construction material and provide an overview of uses and applications. This includes an introduction to composites materials and establishing an understanding of the two major areas of composites applications – advanced composites and general composites. Provide a basic overview of safe handling procedures for composites materials. Present, and have students experience, a range of composites molding processes, including open molding, vacuum bagging, vacuum infusion processing, and prepreg processing. Establish a context for manufacturing composites products that includes custom molding of one-off or low volume products and higher volume production molding of composites.

Composites Manufacturing Methods: Provide an overview of a broad scope of composites production processing methods. Equip students with the required understanding for the safe handling of composites materials, including safe chemical handling, fire, electrical and physical hazard issues, the proper use of personal protective equipment and an overview of plant safety systems. Provide an introduction to plural component spray equipment and develop practical skills in spray equipment set-up. Develop skill in the application of in-mold coating (gel coat) to a mold surface. Introduce a range of composites molding methods including hand lay-up, spray-up, vacuum bagging, vacuum infusion processing, prepreg processing, and advanced prepreg applications in complex structures. Students will develop practical skills in the execution of each of prescribed molding processes.

Introduction to Drawing and CAD/CAM Technology: Develop skills for reading drawings and lofting, including exercises in lofting the lines for an FRP pattern. Introduction to computer aided design (CAD) drawing and operation of computer numerical controlled (CNC) 5-axis router equipment for development of patterns. Develop skills for the set-up of CNC pattern fabrication, uploading of tool path files, and the operation of CNC equipment, including exercises in the machining of pattern stock into plugs used to build FRP molds.

Composites Tooling Development: Develop proficiency in finishing CNC machined pattern stock, producing a plug finish suitable for molding, and fabricating a composites tool. The pattern making learning sequence includes fine finish shaping of the CNC machined pattern; preparation for the tooling surface coat; application of a tooling surface finish to the pattern; sanding, polishing and producing a plug surface suitable for molding. The mold fabrication learning sequence includes application of tooling gel coat; application of the tooling laminate; fabrication of the mold support structure; and finishing/preparing the new mold for production.

Project Development: Consolidate the previously learned practical skills and knowledge into a focused project by molding and constructing a composites structure to completion.

Composites Repair and Refinishing: Develop skills in the identification of cosmetic and structural damage or defects and an understanding of the differences between minor and major structural damage. Learn cosmetic repairs using gel coat, paint; learn color matching issues and techniques, sanding and polishing techniques. Develop an understanding of composites structural repair principles; practical techniques of structural repair. Introduction to the repair of advanced composites structures.

Industry Externship: Students undertake a significant experiential learning opportunity, typically with a company. The externship represents an educational strategy that links classroom learning and student interest with the acquisition of knowledge in an applied work setting. Through direct observation, reflection and evaluation, students gain an understanding of the externship site's work, mission, and audience, how these potentially relate to their educational program of study, as well as the organization's position in the broader industry or field. Students will produce a critical reflection on their externship experience demonstrating how they have addressed specific learning goals.

Digital Modeling & Fabrication Program

Digital Modeling and Fabrication is a process that joins product and industrial design with manufacturing, through computer-aided design (CAD) and the use of additive (3D Printing) and subtractive (machining) processes. These tools allow students to translate digital modeling into physical objects.

Digital technologies are driving both 21st century manufacturing and the *maker's movement*. The Digital Modeling and Fabrication program is designed as a platform for the development of skills related to manufacturing, including product design, computer numeric control (CNC) machining, and additive manufacturing. These makers' skills

include working in plastic, metal, composites and wood mediums, and will provide a gateway into innovative design/prototyping companies or the CNC machine shop environment. The IYRS *Digital Modeling and Fabrication* certificate will provide graduates with a broad range of transferable and scalable skills, experiential knowledge, and operational proficiency to meet the increasing role of technology in global manufacturing. This rigorous nine-month, thirty-six credit hour program will provide students with a range of knowledge and experience that will prepare graduates for entry into the expanding arena of CNC based manufacturing and/or rapid prototyping product design.

A total of 36 credit hours are required to graduate from the Digital Modeling & Fabrication program. Each class and lab does not exceed 24 students.

Digital Modeling & Fabrication Curriculum

DMF-100 - CAD (SolidWorks and “Light-Lift” Software)

The objectives of the course are to equip students to be proficient (to industry standard) in SolidWorks. Students will learn the SolidWorks interface, tool-set use and best practices. Students will learn the characteristics of the various file formats in which 3D designs may be saved and will utilize a wide range of straightforward and “light-lift” (easy-to-use) software platforms—such as Meshmixer, Fusion 360 and SketchUp—to support and streamline the use of the CAD SolidWorks tool. Students will learn to create “watertight” (3D mesh with no holes, cracks or missing features) 3D models. Students will design three-dimensional models that may be produced as actual physical artifacts via Computer Numeric Control (CNC) and Rapid Prototyping (3D Printing).

The course will introduce shop safety standards and will summarize appropriate Federal and State standards associated with Rapid Prototyping equipment, materials and process including SDS Notices and “Right to Know” Law, Personal Protective Equipment (PPE), Machine Tool Safety, Hazardous Waste, and Fire Prevention procedures.

The course will cover intellectual property and copyright infringement law to provide students with a framework from which they can design new product, and to prevent them from developing plagiaristic practices.

DMF-200 - Design Principles I

Students will develop a foundation of design principles, theories and techniques to be used in the service of the creation of consumer and light industrial objects. Students will develop processes for integrating ideation and iteration principles to develop and refine workflow process and designs, and will show an understanding of aesthetic principles to create works that fundamentally engage the user. Students will demonstrate an understanding of volume and space and learn how to use design-thinking strategies in workflow. Students will develop their processes for enabling and building upon their inherent creativity and inspiration. Students will demonstrate an ability to use online digital media and web-based and mobile application technology in workflow and the production of artifacts. Students will demonstrate the ability to integrate basic machine-shop principles and practice, Intro CAM and CNC programming, and CNC machining systems with design principles and additive manufacturing.

DMF-300 - Design Principles II, Laser Scanning and Photogrammetry

Students will receive advanced design-theory principles and demonstrate the ability to use design by alteration to create new work from pre-existing objects. Students will explore design research methods involving observation, empathy, ethnography, participatory design, human factors / biomechanics and the psychology of experience to understand client motivation, environmental systems, and data in the service of novel “consumer and light industrial” work and products.

Students will demonstrate the ability to use contemporary ornamentation in their workflow and work to increase functionality (e.g., informational, usability or faux) and/or aesthetics (e.g., emotion, beauty, physiological). Students will demonstrate the ability to integrate and create unique web-based tools for specific workflows. Students will use design functionality analysis to critique and refine work.

Students will learn fundamental laser scanning and photogrammetry technique in the service of the above and demonstrate comprehension of interface and best practices in specific laser scanning and photogrammetry tools. Students will demonstrate the ability to create 3D files using these tools and demonstrate the ability to use laser scanning and photogrammetry tools in reverse engineering and in their own digital object storage.

DMF-400 Basic Machine Shop Principles and Practices

This course will provide an overview of the broad scope of basic machine shop principles and introduce the student to the machine shop environment, manual machining, turning tools and part holding methods. Students will be equipped with the required understanding for safe material handling, safe operation of equipment, and the importance of proper equipment maintenance. Students will develop an ability to interpret blueprints and understand shop level dimensions and tolerances, along with understanding mathematic skills needed for manufacturing parts. Students will learn to use measurement tools, including calipers, micrometers, height gauges, measurement pins and gauge blocks, and to develop skills for the set-up and safe operation of vertical and horizontal saws, manual milling machine and manual lathe. Students will also develop skills to utilize machine DROs (digital read out) to further assist part set-ups.

DMF-500 Computer Aided Manufacturing

Students will develop an understanding of G and M code language and how they apply to different types of machines. They will understand the CNC Machine Coordinate system and the differences between different machine types, and develop knowledge of different CAD file formats and how the CAD files are used in the manufacture process. Students will develop proper machining and turning methods for different materials and learn how access technical data required for this task. They will learn the MasterCAM User Interface and part modeling tools, create a CNC process model, and produce CNC code to safely function in CNC machines.

Prerequisites for admission to the course: DM300 Basic Machine Shop Practices

DMF-600 CNC Machining Systems

Students will develop a working knowledge of controls for CNC Machining Centers, CNC Turning Centers and 2-Axis CNC Profiling Systems. They will develop an understanding of

the Work Coordinate System as it relates to different types of machines, and understand the setup of CNC tooling and how to apply set-up techniques to different types of machines. Students will develop skills to safely run an initial part, complete a first part inspection, and understand advance fixture and program techniques for efficient production environments.

DMF-700 – Rapid Prototyping and Additive Technologies

To introduce students to a suite of additive technologies tools. Students will develop knowledge of the tool characteristics, best practices, maintenance, consumables/materials and tool tendencies. Students will be introduced to the various additive manufacturing tool interfaces and develop an understanding of the consumables/materials characteristics and specifications for each tool and how to look up needed information to properly accomplish this. Students will be equipped with the skills to predict which tool is best for the production of a specific object/artifact. Students will demonstrate the skills necessary to operate a suite of additive technologies tools using SolidWorks design 3D objects, to be fabricated on each of the tools. Tools will include: powder printing, stereo lithography, FDM (fused deposition modeling), polyjet printing and laser sintering

DMF-800 - Tinkerer Principles

Students will receive theoretical, technical and hands-on experience with do-it-yourself “tinkerer” technologies. Students will qualify in light electronics, sensors, data and user-friendly circuit boards such as Arduino and Raspberry Pi. Students will revisit tools and technologies previously covered and view them through the lens of an inventor or specialist.

DMF-900 - Career Readiness Skills

This course is designed prepare students for gainful employment using the aptitude and knowledge acquired throughout *the Digital Modeling and Fabrication* program, and takes place incrementally through the entirety of the program. Group and individual student counseling sessions are conducted to lead each student to personal insight concerning their preferences for externship experience, and more importantly their long-term vocational interests. Students are taught the importance of soft skills and best practices associated with resume writing and interviewing. Students will also be taught how to leverage a variety of platforms when researching externship opportunities and will visit companies that operate in this industry.

AMT-1000A – Optional Industry Track 1: Innovative Designer / Maker

This track teaches student’s entrepreneurial skills and philosophies, equipping them to work in a new company startup environment, or with an established mid-sized company in a design focused business environment; or to start and manage their own business, developing designs and producing physical artifacts. Students will demonstrate the ability to transform an idea into a product. Demonstrate an understanding of design history as it relates to the convergence of product design and manufacturing and demonstrate an understanding of the concepts behind developing a product that “fills a need”. Students will develop a business model, pitch decks and learn to create a network of colleagues to facilitate the evolution of an idea into a viable product.

DMF-1000B – Optional Industry Track 2: CNC & Additive Technology Technician

This track teaches students how to operate and run a wide variety of additive and subtractive technologies and software packages. Students will demonstrate the ability to be a general problem-solver and liaison between manufacturing and other workplace departments in a wide variety of businesses. Specifically, students will be able to assist a company in improving products and reducing costs and demonstrate the ability to create and give public presentations. Students will demonstrate the ability to integrate workplace culture into their own workflow and work practice, and demonstrate the understanding and principles of team building. Students will receive a background in workers' rights, OSHA requirements and agencies associated to their field.

DMF-1100A & 1100B – Industry Externship

Objectives of course: Students undertake a significant experiential learning opportunity with a company engaged in relevant processes and technologies. The externship represents an educational strategy that links classroom learning and student interest with the acquisition of experience in an applied work setting. Through direct experience students gain an understanding of the work site applied technologies, procedures, and operation. Through direct observation, reflection and evaluation, students gain insight into the company's mission, methods and objectives. This experience is related to the student's educational program and provides a perspective on the relationship of their learned skills and their application in a real-world productive setting. The experiential immersion in a company environment assists students in the formation of career and employment related goals.

Admission Requirements

Students must apply to enter the Certificate programs at IYRS. Admission to the programs is based on the applicant's desire and ability to complete the course of study. Previous experience is not required. A student should demonstrate through education, projects or employment experience a desire and ability to work with their hands. Students are selected without regard to national or ethnic origin, race, sex, age, sexual orientation or religion and must be capable of benefiting from the training offered. All persons applying for admission must have completed high school or the equivalency and have the ability to understand written and oral instruction in the English language.

Applicants who are uncertain of their ability to satisfy any of these requirements should contact the IYRS Admissions office before submitting an application.

Procedures for Application

The Boatbuilding & Restoration and Digital Modeling & Fabrication Programs have one start date in September of each year. The Marine Systems and Composites Technology Programs have two start dates in September and March of each year. Applications are accepted year round. A completed application includes all of the required submissions listed below and an interview with a member of the IYRS Admissions Department.

All applicants are notified of their status after the admissions department has reviewed their completed application. Once a class is full, accepted applicants are placed on a waiting list.

An application must include the following:

1. A completed student application form.
2. An application fee of \$75 (online payment or check written to IYRS). This fee may be waived in certain situations

All questions related to the application or admissions process can be directed to the Director of Admissions at 401-848-5777 x220.

Interview

Upon receipt of an application, the applicant will be contacted to set up an interview. If you are unable to visit IYRS an interview may take place over the phone. However, a visit to the school is strongly recommended.

The following criteria is submitted prior to the acceptance of the student.

- 1) If during the interview process the Admissions Counselor may determine that letters of reference will be required to continue the admissions process. Preferably from an employer or teacher. IYRS reserves the right to request additional letters of reference or portfolio submission.
- 2) An official high school transcript, GED or college transcript. Applicants in high school should ensure that the high school forwards the final transcript that includes final grades and graduation date.
- 3) Applicant statements. The statements relate to why an applicant wishes to attend IYRS and what their goals are after completion of the program. This would be required if the applicant has not provided sufficient information on the application form.
- 4) International students must submit an international student addendum and an evaluated and translated secondary school transcript.
- 5) International Students coming from countries where English is not their first language must show proof through English testing scores that they are proficient in the use of the English Language.

Once a student is admitted into the program, he or she will receive an Acceptance Package containing the link to the student handbook, along with an enrollment agreement that must be filled out and returned to IYRS. Given the limited number of students enrolled each year, failure to complete the admissions requirements may jeopardize the student's place in the program.

Waiting List Policy

Students who are placed on the waiting list and do not receive a space in the class for the upcoming program session will be notified in writing. Interested students may defer their acceptance for up to one year and may be asked to update their application materials.

Credit for Experience

In the Boatbuilding & Restoration program, students may be granted credit for previous experience and/or training and may enter the program based on an established level of proficiency as a second year student. Proficiency levels will be established through examination, using the regular IYRS standards of progress. Tuition for students entering a program at the intermediate level will be pro-rated. (This does not apply to either the Marine Systems or Composites Technology programs.)

IYRS School Year Calendar for 2017-2018

Please note, as per the enrollment agreement, that IYRS reserves the right to delay the scheduled start of school, or change the class schedule, due to unforeseen events. In such cases the school calendar will be adjusted to preserve total program hours.

Boatbuilding & Restoration

Classes meet from 8:30am - 5pm, Monday – Friday with the expectation of ½ hour per night of homework.

Classes Begin:	September 5, 2017
Fall Term:	September 5 - December 22, 2017
Winter Vacation:	December 25 – January 5, 2018
Classes resume:	January 8, 2018
Spring Term:	January 8 – May 29, 2018
Mid-Winter Break:	March 5-9, 2018
Graduation:	June 2, 2018
Summer Term (1st Year Students):	June 11 – July 13, 2018
Summer Break:	July 16 – August 31, 2018

Holidays

Columbus Day, October 9, Monday
Thanksgiving, November 22- 24, Wednesday - Friday
Martin Luther King Day, January 15, Monday
Memorial Day, May 28, Monday

Marine Systems & Composites Technology Programs

Classes meet from 8:30am - 5pm, Monday – Friday with the expectation of ½ hour per night of homework.

Fall Session

Classes Begin:	September 5, 2017
Session Term:	September 5 – March 16, 2018
Winter Vacation:	December 25 – January 1, 2018
Classes resume:	January 2, 2018
Externship:	February 19 - March 16
Program Completion:	March 16, 2018
Graduation:	June 2, 2018

Holidays

Columbus Day, October 9, Monday
Thanksgiving, November 22- 24, Wednesday - Friday
Martin Luther King Day, January 15, Monday

Spring Session

Classes Begin:	March 8, 2018
Session Term:	March 8 – August 31, 2018
Externship:	August 6 – August 31, 2017
Program Completion:	August 31, 2018
Graduation:	June 2, 2018

Holidays

Memorial Day, May 29, Monday
Independence Day, July 4, Wednesday

Digital Modeling & Fabrication Program

Classes meet from 8:30am – 4:00pm, Monday - Friday with the expectation of 1 hour per night of homework

Classes Begin: September 5, 2017
Session term: September 5, 2017 – May 18, 2018
Winter vacation: December 25, 2017 – January 5, 2018
Classes resume: January 8, 2018
Externship: April 23, 2018 – May 18, 2018
Program completion: May 18, 2018
Graduation: June 2, 2018

Holidays (No school):

Columbus Day, October 9, Monday
 Thanksgiving, November 22- 24, Wednesday - Friday
 Martin Luther King Day, January 15, Monday
 Memorial Day, May 29, Monday

Standards for Progress & Completion

Assessment Criteria and Evaluation Scale for IYRS Certificate Programs

Each IYRS certificate program is designed to teach specific sets of cognitive and practical skills and exposes students to a wide variety of skills and techniques. In addition, as industry expectations for work values are critically important for the success of their employees, student work value assessments are performed as well. Additional criteria include attitude, effort, and punctuality. The goal of assessment is to assure that each graduate is prepared for employment.

The levels for evaluating a student’s skill are as follows:

GPA	Characterization	Exam/Quiz Scores	Skills Assessment	Practical Skills Evaluation
4.0	Advanced	92.5 - 100.0	4	Student is able to successfully demonstrate skill or knowledge independently and is fully engaged in assigned projects
3.0 – 3.9	Proficient	82.5 – 92	3	Student is able to successfully demonstrate skill or knowledge with minimum guidance by instructor and is appropriately engaged in assigned projects
2.0 – 2.9	Basic	72.5 - 82	2	Student is able to successfully demonstrate skill or knowledge but requires some guidance by instructor and is appropriately engaged in assigned projects
1.0– 1.9	Emerging	65.0 – 72.0	1	Student is able to demonstrate skill or knowledge with significant direction and guidance by instructor and/or is minimally engaged in assigned projects
<1.0	Failure	<65.0	0	Student is unable to successfully demonstrate skill or knowledge and/or is not minimally engaged in assigned projects
N/A	Incomplete		INC	Failed to take course

A student must obtain a level of Basic (2.0) or higher at 100% completion of the program to graduate. All courses must be complete for graduation. Students will have an opportunity to discuss progress with their instructor. Student evaluations are kept on file in the office of the Manager of Student Services.

Grading Criteria

Each criterion is assigned a percentage of the overall evaluation grade. These percentages can change from one course to another due to differences in the amount of classroom and lab time. For example:

Home Assignments 20%
Lab Participation 35%
Work Values 20%
Exam/Quizzes 25%

Work values are an important part of long term success and therefore are considered part of each student's grade.

- Consistently Practices IYRS Shop Safety Rules & Standards
- Is Consistently Punctual
- Consistently Dresses Appropriately & Safely
- Consistently Maintains a Clean Shop Environment
- Accepts Supervision and Follows Directions
- Works Cooperatively As a Team Member
- Learns From One's Mistakes
- Takes Initiative For One's Learning
- Focuses on and Executes Assigned Tasks
- Completes Assignments and Projects On Time

Appeals

A student wishing to appeal an unsatisfactory grade should first direct the appeal to their instructor. If this is unsatisfactory, the student can next appeal to the Curriculum Director.

Boatbuilding & Restoration Program

During the first year of the Boatbuilding & Restoration Program, assessment of a student's achievement and proficiency is conducted at the completion of specific courses and project milestones. Students are also assessed on their work values such as punctuality, timeliness completion of tasks, and working cooperatively as a team member.

During the second year, assessment of a student's proficiency is made through an evaluation process at the end of each semester. This evaluation helps assess which skills are being acquired and how effectively the student applies them to his or her work. Students are evaluated based on their skill level, completion of assigned projects, written tests, quality of work, attitude, and effort. The goal of assessment is to assure that each graduate is prepared for employment.

Composites Technology Program

Over the course of the Composites Technology Program, assessment of a student's achievement and proficiency is conducted at the completion of each of the specific courses through an evaluation process. This evaluation helps assess which skills are being acquired and how effectively the student applies them to his or her work. Students are evaluated based on their skill level, completion of assigned projects, written tests, quality of work, attitude, and effort. Students are also assessed on their work values such as punctuality, timeliness completion of tasks, and working cooperatively as a team member.

Marine Systems Program

Each course in the Marine Systems program is a balance of classroom lecture, demonstrations and lab work. Evaluation criteria include: classroom and lab participation, quality of work, completion of assigned projects, written tests or quizzes, home assignments, in field practicum, and final exams. Additional criteria include work values, attitude, effort, and punctuality. The goal of assessment is to assure that each graduate is prepared for employment.

Digital Modeling & Fabrication Program

The certificate program in *Digital Modeling and Fabrication* is designed to teach specific sets of cognitive and practical skills. Assessment of a student's achievement and performance is ongoing and made through an evaluation process that incorporates observable and measurable outcomes. This evaluation process assesses the level of skill being acquired and how effectively the student applies these skills to work assignments. Students are evaluated based on successful completion of assigned coursework and projects, to include but not limited to written exams & quizzes, practical exercises, demonstrated skill level, attitude, effort, outside reading and other coursework assignments. The goal of assessment is to evaluate students' progress and performance in relation to the requisite student learning outcomes for the program.

Industry Externships

Students in the Marine Systems and Composites Technology program are required to complete 140 hours for their externship. Students in the digital Modeling & Fabrication program are required to complete 150 hours for their externship. Students in the Boatbuilding & Restoration program are required to complete 175 hours for their externship. Students in the first year of the Boatbuilding & Restoration program must complete the externship prior to starting the second year of the program.

In order to qualify for an externship, a student must be in good academic and financial standing as of the proposal due date and receive a passing grade on the externship proposal and resume assignment. If the student is not in good standing, the student is ineligible to participate in the externship. There will be two evaluation criteria associated with the externship; completion of the externship/job proposal and resume and an evaluation of the externship.

Graduation Requirements

Students who successfully complete the program will receive a Certificate of Proficiency in Boatbuilding & Restoration, Marine Systems, Composites Technology or Digital Modeling & Fabrication. To be eligible for graduation, a student must satisfactorily complete all

program requirements, to include evaluation criteria and attendance requirements. All financial obligations to the school must be fulfilled before receiving the certificate.

Students will receive a copy of their formal transcript upon graduation. This is compiled from term evaluations and includes skill assessments, attendance record and documentation of work where available. In general, copies of transcripts are available only to the student upon written request to the Manager of Student Services.

Satisfactory Academic Progress

To receive federal financial aid for attendance at IYRS, students are required to make academic progress toward completion of a certificate. Satisfactory progress for a clock hour program is evaluated at the end of each payment period. Below are the detailed requirements that must be met and a description of the consequences if they are not met. This policy applies to all federal and state aid programs, including Pell Grant, Stafford Loan, and PLUS Loan.

To be considered eligible for the financial aid programs named above, a student must be meeting **all** of the following conditions:

Qualitative - A student must obtain a level of 2.0 or higher (based on the above grading scale).

Quantitative - Pace of Progress All students must successfully complete 95% of their cumulative attempted clock hours.

- Attempted clock hours are the hours a student attends each payment period.
- Excused absences must be made up

Maximum Time Frame - All students must complete their program requirements within 150% of the time it normally takes to complete the certificate program (as measured in clock hours).

Warning Period

A student who fails to meet the Satisfactory Academic Progress standards outlined above will be placed on financial aid warning for the following semester. During the warning term, the student is still eligible to receive financial aid. At the end of the warning term, student progress will again be reviewed. Failure to meet academic progress standards at this time will result in financial aid suspension. Students who are suspended from receiving financial aid may appeal the decision.

Appeals

A student determined ineligible for aid may appeal this determination by writing to the Manager of Student Services, stating the basis for the appeal. Exceptions may be made based on extenuating circumstances including, but not necessarily limited to, documented illness, or change of program. The Director or designee will inform the student in writing of

the decision, specifying the conditions, if any, under which an exception has been made, or explaining the reason(s) for denying the appeal and detailing the actions necessary for the student to regain eligibility.

Re-establishing Eligibility

A student who failed to make progress may re-establish his/her financial aid eligibility in either of the following ways:

- Enroll at the student's own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame.
- Approval of their SAP appeal: the student will regain eligibility and is placed on financial aid probation for the following term.

Notification

Students will be sent written notification if their financial aid eligibility changes as a result of the SAP evaluation.

Attendance Policy

Because of the experiential nature of the IYRS programs and the emphasis on teamwork, any absence from the programs affects not just the absent student but also the entire team. Therefore, the school takes absences from the programs, even when appropriately scheduled in advance very seriously.

The Boatbuilding & Restoration, Composites Technology and Marine Systems school day runs from 8:30am to 5pm. Digital Modeling & Fabrication school day runs from 8:30am to 4pm. All programs have two (2) 15-minute breaks and a one-hour (1) lunch break from 12pm – 1pm. Classes start promptly at 8:30am each morning and at 1pm each afternoon. Students are expected to return promptly from each break.

Students will be expected to make up all time missed (both excused and unexcused) at the earliest possible time.

The following procedures for tracking and coping with absences will apply:

- 1)It is the student's responsibility to clock in and out and notify instructor of any failure to do so.
- 2)Any lateness or absence must be approved in advance by the student's instructor. An absence may be considered **excused** for a doctor-approved illness, death in the family, school snow day or an unforeseen but serious circumstance. If a lateness or absence is not approved by an instructor, it will be considered an **unexcused** absence.
- 3)A full absence is equivalent to one (1) school day or two (2) half-day absences.
- 4)Consistent lateness will result in administrative probation. Four (4) late arrivals or early departures in any combination in one term equal a full absence.
- 5)Students who have missed more than 4% of a program year, even when the absences have been approved, may be dismissed from the program. (36 hours for the Marine Systems and Composites Technology programs, 49 hours for the

second year of the Boatbuilding & Restoration program; 57 hours for the first year of the Boatbuilding & Restoration program.)

Excused Absences

A student may have three (3) excused absences in the Composites Technology and Marine Systems program and three (3) excused absences per term for the Boatbuilding & Restoration program. (Only one (1) absence will be allowed during the Summer Term for the Boatbuilding & Restoration program.) The student will be expected to make up all time missed at the earliest possible time. IYRS will make every effort to facilitate remedial or make-up work when students experience legitimate, excused absences. The student will develop a make-up work plan, which will be approved by the instructor.

Unexcused Absences

- 1) **First** Unexcused Absence – A student will receive a verbal warning. Under the instructor's direction the student will be required to develop a work plan to make up the time missed at the earliest possible time.
- 2) **Second** Unexcused Absence – The student will receive a written warning that will be placed in their academic file. Under the instructor's direction the student will be required to develop work plan to make up the time missed at the earliest possible time.
- 3) **Third** Unexcused Absence - A student with three unexcused full absences in any term will be put on Administrative Probation.

Probation

Academic and Administrative Probation periods provide both the school and the student with an opportunity to address issues that may affect the student's ability to complete a Certificate program. Students will be formally notified in person and in writing by the Manager of Student Services when they are placed on probation and when they are removed from probation. Under the instructor's direction the student will be required to develop a plan to make up the time missed in order to be removed from probation. Students who are on probation and unable to meet the requirements of their make-up work plan may be asked to withdraw from the program. Once a student is removed from probation, continued unsatisfactory academic progress or failure to meet attendance requirements will result in termination.

Leave of Absence

Students may apply for a leave of absence in writing to the VP of Education. In no case will leaves totaling an absence of more than 180 days within a 12 month period be approved. Students who do not return from a leave of absence will be considered withdrawn as of the last day of attendance. The refund policy as stated in this handbook will apply.

Additional Time to Complete the Program

Some students may require additional time beyond the regularly scheduled clock hours to achieve the appropriate performance and evaluation levels, or to simply make up missed

class time or work. Such students will be allowed to repeat courses or conduct remedial studies. An additional pro-rated tuition will be charged when students attend school for terms beyond the scheduled program term. All courses must be completed to graduate. Incomplete status or withdrawal status that is not addressed will result in failing status and is automatically grounds for termination. When a course is repeated or remediation is taken, the highest of the resulting grades (according to the evaluations standards) will be documented on the student's record.

Financial Information

Program Expenses

The following table outlines the tuition and fees for the IYRS Certificate programs.

Program	Tuition	Fees	Additional Expenses
Boatbuilding & Restoration (20 months)			
2017 – 2018	\$20,200	\$1,500 shop and materials fee	\$1,500 approximate cost for tools and books
2018 – 2019	\$20,800	\$1,500 shop and materials fee	\$1,500 approximate cost for tools and books
Marine Systems (6 months) 2017-18	\$17,300	\$1,685 shop and materials fee \$175 Membership fee to ABYC \$1,270 ABYC & NMEA certification exam fee	\$1,500 approximate cost for tools, laptop and books
Composites Technology (6 months) 2017-18	\$17,300	\$2,600 shop and materials fees \$460 ACMA certification exam fee	\$1,500 approximate cost for tools, laptop and books
Digital Modeling & Fabrication (9 months) 2017-18	\$20,200	\$1,500 shop and materials fees	\$1,500 approximate cost for tools, laptop and books

These fees are non-refundable except as stated in the refund policy. Fees, exam fees and tuition are subject to change upon written notice. In addition to tuition and fees, students must purchase required tools, texts and computer equipment. A list of tools and textbooks can be obtained by contacting the Manager of Student Services.

On April 1st of the first year of the Boatbuilding & Restoration program, students will be required to enroll for the second year. A deposit of \$500 is required with enrollment. A waiver of the deposit may be requested from Student Services at: eenos@iyrs.edu. Failure to enroll on time may jeopardize a student's place in the program. Students will be notified in writing before the start of the school year, of any changes to tuition or fees.

Students in the Marine Systems will take three (3) American Boat & Yacht Council (ABYC) certification exams and one (1) National Marine Electronics Association (NMEA) exam. These exams are required; however, passing them is not required for graduation.

Students in the Composites Technology will sit for three (3) American Composites Manufacturers Association (ACMA) exams. These exams are required; however, passing them is not required for graduation.

Financial Aid

IYRS participates in the following Federal Financial Aid Programs (for those who qualify): Pell Grant Program, Direct Stafford Loan Program and the Plus Loan Program. IYRS is approved to participate in the Veterans Benefit Program. IYRS also offers institutional scholarships and financial aid. Many of these grants and loans have application deadlines well in advance of the start of the school year. For more information, or to apply for financial aid, contact the Manager of Student Services at 401-848-5777, ext. 205.

Payment Policy

IYRS establishes an account for each of its students that functions like a credit plan for the purpose of charging tuition and fees and other applicable charges.

Payment of all charges for a term is due six weeks prior to the start of the term to which the charges apply. Through this account, students can pay the full account balance at that time or an amount less than the full amount. Students who pay less than the total amount due by the respective due date will be assessed a monthly late payment fee of 1.5% on the remaining unpaid portion, with a minimum late fee charge of \$0.50.

Late payment fees will not be assessed under the following conditions. The student:

- Has signed up for our monthly payment plan and is current on payments
- Has pending or authorized financial aid (awaiting disbursement) that covers full or remaining balance
- Has a pending third-party sponsor credit on their account (indicated as a memo) paying full or all of remaining balance
- Has a pending outside scholarship or loan credit on their account (indicated as a memo) needing their signature that covers full or remaining balance

Returned Payment Charge: Payments unpaid by your financial institution may be subject to a returned payment charge of \$25.00.

Any student whose account balance is not paid in full by the posted billing due dates, or who has not made payment arrangements (such as financial aid or written payment plans) will be withdrawn from the program. Late fees will be assessed. In addition, a hold will be placed on his/her academic records. This hold will prohibit the student from obtaining official transcripts and/or registering for future term classes until the account balance is paid-in-full.

Financial Responsibility: By registering for courses at IYRS, the student accepts financial responsibility for payment in full of the student account plus (if necessary) any additional costs which may be incurred by the school in the collection of these debts. Late payment fees will be applied to past due amounts. Failure to pay a past due debt may result in the debt being referred to a collection agency and/or other authorized legal debt collection procedures. Under such circumstances, the student is responsible for all fees and costs incurred by the school in the collection of the past due debt, including the collection fees and/or attorney's fees.

Refunds

Before School Begins

Tuition and fees will be refunded in full when a student requests the cancellation and/or refund within three (3) business days of signing the enrollment agreement, and before classes have begun. A student who has not visited the campus may cancel the enrollment agreement up to three (3) business days following orientation for a full refund of tuition, materials and exam fees paid.

After School Begins

After the program commences, if the student withdraws or is terminated by IYRS, tuition will be refunded based on a pro-rated percentage. If a student's enrollment is terminated after 75% of the program term has taken place, there will be no tuition refund. The following formula will apply to refunds for students that cancel enrollment prior to completing 75% of program term delivery:

Boatbuilding & Restoration

Instructional Hours Remaining in Term / 665 X (Term's Tuition) = Refund Due.

Marine Systems and Composites Technology

Instructional Hours Remaining in Term / 450 X (Term's Tuition) = Refund Due.

Digital Modeling & Fabrication

Instructional Days Remaining in Term / 82 X (Term's Tuition) = Refund Due.

Tuition payments made in advance for the following year will be refunded in full if a student withdraws or is terminated before beginning that year. Termination will be considered effective on the last day of attendance, if the student is terminated by the school. The effective date if a student withdraws will be the earliest of the following: 1) postmarked date of written notice from the student or 2) ten school days following the last day of attendance.

Refunds will be made within 30 days of the termination or withdrawal of a student.

For more information regarding the refund or return of Title IV funds, Veterans Administration funds, and other loan or grant programs, please contact the Manager of Student Services at 401-848-5777, ext. 205.

Notice of Non-Discrimination

IYRS does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy or marital status, or any other unlawful basis, in the administration of its education policies, admission policies, scholarship and loan programs, or other school administered programs.

In accordance with Title IX, IYRS does not discriminate on the basis of sex in its programs, activities or employment. Complaints should be made to IYRS's Title IX Coordinator. Liz Enos, Manager of Student Services, serves as IYRS's Title IX Coordinator. The Title IX Coordinator's office address is 449 Thames Street, Newport, RI 02840. The Title IX Coordinator can be contacted at (401) 848-5777 x205 or at eenos@iyrs.edu. The Title IX Coordinator is responsible for monitoring compliance with Title IX and other applicable laws and regulations that prohibit discrimination and harassment.

Inquiries may be referred to the Title IX Coordinator or the United States Department of Education, Office for Civil Rights, at OCR@ed.gov or (800) 421-3481.

This Policy is in compliance with applicable legal requirements including Title IX of the Education Amendments of 1972; relevant provisions of the Violence Against Women Reauthorization Act of 2013; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; and other applicable federal and Rhode Island state laws.

Disability Accommodations

All students are encouraged to visit campus and tour their program of interest to ensure they make a decision that fits their needs and abilities. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, IYRS is committed to providing equal access to educational opportunities to qualified students with disabilities. It is the responsibility of the student with a disability to contact the Student Services Office if the student would like to request an accommodation or academic adjustment.

The Manager of Student Services, after reviewing all necessary documentation, collaborating with the student and consulting other educational, medical, or psychological professionals, as appropriate, will issue a written decision either approving or denying the request or offering alternative accommodations or adjustments.

The student may, within three (3) business days of receiving the written decision, appeal the decision in writing to the Chief Operating Officer. The Chief Operating Officer will review the decision and will notify the student in writing of the outcome of the appeal. The decision of the Chief Operating Officer shall be final.

Questions about disability accommodations or academic adjustment should be directed to the Manager of Student Services, who serves as IYRS's 504 Coordinator. Inquiries about compliance with disability laws may be directed to the Office for Civil Rights, US

Department of Education, at 5 Post Office Square, 8th Floor, Boston, MA 02109, 617-289-0111.

Technical Standards

The following technical standards are essential to the programs of instruction at IYRS and may also reflect industry standards and requirements. Please contact the Manager of Student Services, who serves as the 504 Coordinator, with any questions.

To participate in the ***Boatbuilding & Restoration Program***, all students, with or without reasonable accommodations, must be able to safely and effectively:

- Participate in an industry-relevant activity for up to six continuous hours, often standing, squatting, and kneeling;
- Lift and transport a minimum weight of 25 pounds;
- Perform basic computer hardware and software navigation;
- Ability to climb a ladder or scaffolding;
- Ability to safely cut and shape wood using hand held power tools including, but not limited to, a circular saw, jig saw and router;
- Ability to safely cut and shape wood using a variety of stationary power tools including, but not limited to, a table saw, band saw, chop saw and thickness planer; and
- Perform mathematical functions involving addition, subtraction, multiplication, division of decimals or fractions and execute multi-step procedures.

To participate in the ***Marine Systems Program***, all students, with or without reasonable accommodations, must be able to safely and effectively:

- Participate in industry-relevant activity for up to six continuous hours, often standing, squatting, and kneeling;
- Lift and transport a minimum weight of 25 pounds;
- Perform basic computer hardware and software navigation;
- Ability to safely cut and shape wood using hand held power tools including, but not limited to, a drill and router; and
- Ability to safely cut and shape wood using a variety of stationary power tools including, but not limited to, a table saw, band saw, and chop saw.

To participate in the ***Composites Technology Program***, all students, with or without reasonable accommodations, must be able to safely and effectively:

- Participate in industry-relevant activity for up to six continuous hours, often standing, squatting, and kneeling;
- Lift and transport a minimum weight of 25 pounds;
- Perform basic computer hardware and software navigation; and
- Ability to safely cut and shape wood using a variety of stationary power tools including, but not limited to, a table saw, band saw, and chop saw.

To participate in the ***Digital Modeling & Fabrication Program***, all students, with or

without reasonable accommodations, must be able to safely and effectively:

- Participate in industry-relevant activity for up to six continuous hours, often standing, squatting, and kneeling; and
- Perform basic computer hardware and software navigation.

IYRS Code of Student Conduct and Student Grievance Process

IYRS believes that its students have the power to Make Anything Possible™; and with that power comes great responsibility. Accordingly, students at IYRS are expected at all times to conduct themselves in a manner consistent with good citizenship.

Individual behavior can have either a positive or a negative effect on the IYRS community. As such, students must be mindful of how their behavior impacts those around them; and refrain from any actions that violate or infringe upon the rights of others.

CODE OF STUDENT CONDUCT:

Students found responsible for committing or attempting to commit the following violations (either on or off campus) during their enrollment at IYRS will be subject to sanctions:

I. Conduct Affecting Others

- a. Threatening or causing harm to any person, or behaving in a manner that would offend or frighten any person.
- b. Endangering the health or safety of others.
- c. Violating IYRS's Sexual Misconduct and Relationship Violence Policy.
- d. Harassing or discriminating against an individual on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy or marital status, or any other unlawful basis.
- e. Violations of the Code of Student Conduct that are committed with bias, hatred or animus based on race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy or marital status, or any other unlawful basis.
- f. The provision of alcohol and/or other drugs to an individual for the purpose of committing or facilitating sexual misconduct. (The sexual misconduct does not have to actually occur for the individual to be found responsible for the provision of alcohol and/or other drugs).
- g. Hazing.
- h. Retaliation against any individual who reports a complaint or participates in the Student Grievance Process.

II. Conduct Affecting the IYRS Community

- a. Failing to adhere to IYRS rules regarding safety and security.
- b. Failing to adhere to IYRS rules regarding technology use.

- c. Failing to comply with the directions of IYRS employees and/or representatives acting in the performance of their official duties.
- d. Intentionally initiating or causing a false report to be made.
- e. Unauthorized use of IYRS's name, logo or seal.
- f. Academic dishonesty.
- g. Conduct that interferes with student learning or the mission of IYRS.
- h. Failing to participate in the Student Grievance Process when requested by an IYRS employee to do so.

III. Conduct Affecting Property

- a. Intentionally or negligently damaging IYRS property or the property of others.
- b. Tampering with fire safety or emergency equipment.
- c. Possessing the property of others without consent from the owner.

IV. Violations of IYRS's Alcohol and Drugs Policy

- a. Failing to adhere to the Standards of Conduct outlined in IYRS's Alcohol and Drugs Policy (**Note:** IYRS offers Medical Amnesty. If students are seeking medical attention for themselves or others, or reporting a violation of IYRS's Sexual Misconduct and Relationship Violence Policy, IYRS will not pursue Code of Student Conduct charges for alcohol or drug violations against the reporting student(s) and/or the student(s) involved in the incident).

V. Violations of IYRS Rules, Standards and Policies

- a. Failing to adhere to any IYRS rule, standard or policy.
- b. Failing to adhere to shop safety rules and standards.
- c. Habitually arriving late to class and or mandatory events or meetings.
- d. Failing to dress appropriately and/or in accordance with safety rules.
- e. Failing to maintain a clean shop environment.

SANCTIONS

One or more of the following sanctions may be assigned if a student is found responsible for violating the Code of Student Conduct:

I. Warning:

Verbal or written notice that a violation of the Code of Student Conduct has occurred. Future violations may result in more severe sanctions. A notation of the warning may be reflected in the student's education records.

II. Loss or Restriction of Privileges:

Limitation or removal of specific privileges. The loss or restriction of privileges will be outlined in writing for the student and a notation of the loss or restriction of privileges may be reflected in the student's education records. Failure to abide by the loss or restriction of privileges will result in additional sanctions.

III. Educational Assignment:

Specific educational assignment(s) directly related to the violation committed. A notation of the specific educational assignment(s) may be reflected in the student's

education records. Failure to complete the educational assignment(s) by the due date will result in additional sanctions.

IV. Community Service:

A designated number of hours of community service that the student must complete. The community service must be appropriate to the violation(s) for which the student was found responsible. A notation of the community service may be reflected in the student's education records. It is the responsibility of the student to find an appropriate non-profit organization for the community service and provide IYRS with a letter from the non-profit organization confirming that the required number of hours were completed. Failure to complete the community service by the due date will result in additional sanctions.

V. Restitution:

Reimbursement by the student to IYRS, appropriate individuals or organizations for damage, personal injury, or misappropriation. A notation of the restitution may be reflected in the student's education records. Failure to make restitution by the due date will result in additional sanctions.

VI. Probation:

A specific probationary period. The Student may continue enrollment at IYRS during the specific probationary period, however, if the student is found responsible for any additional violations of the Code of Student Conduct during the probationary period, enrollment at IYRS may be suspended or revoked. A notation of the probation may be reflected in the student's education records.

VII. Deferred Suspension:

A deferment of suspension from enrollment at IYRS for a specific period of time. During the deferred suspension, the Student may continue enrollment at IYRS. If the student is found responsible for the same or similar violation(s) during the deferred suspension, the student's enrollment at IYRS will be immediately suspended or terminated. A notation of the deferred suspension may be reflected in the student's education records.

VIII. No Contact Order:

Restrictions placed on a student's contact with another individual(s). A notation of the no contact order may be reflected in the student's education records. Failure to abide by the no contact order will result in additional sanctions, which may include an interim suspension.

IX. Interim Suspension:

A temporary removal from campus. If it is determined that a student's continued presence on campus may constitute an immediate threat of harm to the student, to other individuals, and/or to IYRS property, the Manager of Student Services or designee may temporarily suspend the student from being on campus pending the resolution of the Student Grievance Process. Prior to issuing the interim suspension, the student will be given the opportunity to show why the interim suspension should not

be implemented, including the opportunity to challenge the evidence that IYRS is relying upon in imposing the interim suspension. In determining the appropriateness of the interim suspension, the rights of the student and the risk of threat to the IYRS community will be taken into consideration.

Interim suspensions may also be used when a student is facing criminal charges and wishes to postpone the Student Grievance Process pending resolution of the student's criminal case.

During an interim suspension, the student may not be on campus without written permission from the Manager of Student Services or designee. A notation of the interim suspension may be reflected in the student's education records.

X. Suspension:

Suspension from enrollment at IYRS for a designated period of time. During the suspension period, the student must remain off campus unless the student has received verbal or written permission to be on campus from an employee of IYRS. At the end of the suspension period, the student will be eligible for reenrollment provided there is no other encumbrance upon the student's return (financial or otherwise). A notation of the suspension will be reflected in the student's education records.

XI. Dismissal:

Permanent removal from enrollment at IYRS without the possibility of future readmission. The student must remain off campus unless the student has received written permission to be on campus from an employee of IYRS. A notation of the dismissal will be reflected in the student's education records and may be noted on the student's transcript.

Student Grievance Process

For purposes of the Student Grievance Process, the person making the complaint (i.e., alleging that a violation of the Code of Student Conduct has occurred), or the person who was directly impacted by the violation(s), will be referred to as the "Complainant." The student responding to the complaint (i.e., the student accused of violating of the Code of Student Conduct) will be referred to as the "Respondent."

The Student Grievance Process will be conducted by officials who, at a minimum, receive annual training on relevant issues (including issues related sexual misconduct, relationship violence and other crimes of violence, if applicable) and on how to conduct the Student Grievance Process in a way that protects safety and promotes accountability.

I. Standard of Evidence:

The preponderance of the evidence standard (more likely than not) will be used for investigating and making findings.

II. Filing a Complaint:

Alleged violations of the Code of Student Conduct should be reported to the Manager of Student Services or designee. Any individual, regardless of affiliation with IYRS, may report a Complaint alleging a violation.

When the Manager of Student Services or designee becomes aware of the alleged violation(s), the Manager of Student Services or designee will conduct an initial threat assessment to determine whether there is reasonable cause to believe that the Respondent poses a continuing, significant threat of harm to the health, safety, and welfare of others or to the IYRS community, and whether interim measures are necessary to alleviate or mitigate that risk. Additionally, the Manager of Student Services or designee will review the allegation(s) to determine whether it was made in good faith and whether there is sufficient information to institute the Student Grievance Process.

If the Manager of Student Services or designee determines that the allegation(s) was made in good faith and there is sufficient information to institute the Student Grievance Process, the Respondent will be required to meet with the Manager of Student Services or designee for a Preliminary Meeting. In cases involving sexual misconduct, relationship violence or other crimes of violence, the Complainant will be invited to attend a separate Preliminary Meeting during which the Complainant will be provided with complete information about the Student Grievance Process. *For more information about a Complainant's rights in cases involving sexual misconduct or relationship violence, please see IYRS's Sexual Misconduct and Relationship Violence Policy.*

III. Preliminary Meeting:

At the Preliminary Meeting, the Respondent will be provided with information about the Student Grievance Process and the potential sanctions that may be imposed if the student is found responsible for the behavior.

At the conclusion of the Preliminary Meeting, the Respondent may: (I) admit responsibility and execute a written Waiver of the Student Grievance Process (at which point the Respondent will be assigned a sanction(s) and the Student Grievance Process will be concluded); or (II) request that the alleged violation(s) be adjudicated in accordance with the Student Grievance Process. A Respondent who executes a written Waiver of the Student Grievance Process is not entitled to an appeal.

The Student Grievance Process constitutes the institution's formal student grievance process. IYRS does not have an informal student grievance process and mediation is not available.

If the Respondent fails to appear at the Preliminary Meeting after proper notification, the Manager of Student Services or designee may place a conduct hold on the Respondent's records, or proceed with the Student Grievance Process without the Respondent's participation.

IV. Investigation and adjudication:

If the Respondent requests that the alleged violation be adjudicated in accordance with the Student Grievance Process, the Manager of Student Services or designee will appoint an investigator(s). The investigator will conduct an investigation, issue a finding

regarding responsibility and assign sanctions if necessary. The Manager of Student Services or designee will have the discretion to appoint an internal investigator(s) or an external investigator(s).

V. Investigation:

IYRS will ensure an adequate, reliable and impartial investigation of all complaints alleging violations of the Code of Student Conduct. The investigation will include interviews with the Respondent (and the Complainant if the allegation(s) involves sexual misconduct, relationship violence or other crimes of violence), relevant witnesses, and a review of any other relevant evidence (including text messages and other social media) if applicable. The investigator will determine, in the investigator's sole discretion, what information is relevant. Character evidence will not be considered; and pattern evidence (evidence of previous conduct) will only be considered if the previous conduct is so substantially similar to the conduct cited in the instant matter to indicate a pattern of behavior. Additionally, medical and counseling records are privileged and confidential. Therefore, those records will not be required to be disclosed.

In cases involving sexual misconduct, past sexual history will typically not be considered except possibly where consent is at issue. Specifically, prior consensual sexual activity between the Complainant and the Respondent, while not determinative, may be relevant to determining whether consent was sought and received. Past sexual history may also be considered under very limited circumstances, for example, to explain injury. However, consent to one sexual act will never be considered to constitute consent to another sexual act.

At the conclusion of the investigation, the investigator will complete an Investigation Report.

VI. Investigation Report:

Once the Investigation Report has been completed, the investigator will schedule a meeting with the Respondent (and with the Complainant if the allegation(s) involves sexual misconduct, relationship violence or other crimes of violence) to review the Investigation Report. The Respondent (and the Complainant if the allegation(s) involves sexual misconduct, relationship violence or other crimes of violence) will have the opportunity to respond to the investigator in writing, within three (3) business days after reviewing the Investigation Report, to offer additional comments, clarify information previously shared, suggest additional witnesses, or identify any other relevant information or evidence to assure the thoroughness and sufficiency of the investigation. If, in the sole discretion of the investigator, no further inquiry is required, the investigation will be deemed complete and final. If, in the sole discretion of the investigator, further inquiry is necessary, the investigator will follow up on the information before finalizing and completing the investigation.

VII. Adjudication and Sanctions:

Once the investigation is deemed by the investigator to be complete and final, the investigator will make a finding of "Responsible" or "Not Responsible" for each alleged violation. The investigator will also issue sanction(s) for each "Responsible" finding. The

investigator may consider prior violations of the Code of Student Conduct for which the Respondent was found Responsible only when determining what sanction(s) to impose.

VIII. Notice of Outcome:

Once the investigator has determined the sanction(s), the investigator will provide the Respondent (and simultaneously to the Complainant, in cases involving sexual misconduct, relationship violence or other crimes of violence) with a written Notice of Outcome, which will include the finding(s), rationale and sanction(s) (if applicable).

IX. Appeal:

The Respondent (and the Complainant in cases involving sexual misconduct, relationship violence or other crimes of violence) has the right to appeal and participate in the appeal process if: (1) the Student Grievance Process was not followed; (2) new (material) evidence has come to light, which was not reasonably available prior to the investigator issuing the Notice of Outcome; and/or (3) the sanction(s) is clearly contrary to the weight of the evidence.

Requests for appeal must be submitted in writing to the Manager of Student Services or designee within three (3) business days following delivery of the Notice of the Outcome. Appeals are heard by the Chief Operating Officer or designee and will be strictly limited to the grounds for appeal outlined above. The Chief Operating Officer or designee is an impartial decision-maker and will conduct the appeal in an impartial manner.

If the appeal is denied, the matter will be closed, and the investigator's decision will be final. If the appeal is granted, the Chief Operating Officer or designee may: (1) remand the case for a new investigation (the results of the new investigation, including the finding(s) and sanction(s) will be final and not subject to further appeal); or (2) make modifications to the sanction(s) imposed. The Chief Operating Officer or designee will provide written Notice of Outcome of the Appeal to the Respondent (and simultaneously to the Complainant, in cases involving sexual misconduct, relationship violence or other crimes of violence) within a reasonable period of time. The decision of the Chief Operating Officer or designee regarding the appeal will be final.

X. Timeframe for the Student Grievance Process:

IYRS will make its best efforts to complete the Student Grievance Process (including the investigation and appeal process) within sixty (60) days of receipt of the Complaint. However, because the length of investigations may vary due to the complexity and unique factors of each case, the timeframe outlined herein may be extended for good cause to ensure that the Student Grievance Process is prompt, but also fair and impartial. The Respondent (and the Complainant in cases involving sexual misconduct, relationship violence or other crimes of violence) will be provided with periodic status updates as necessary.

XI. Law Enforcement:

IYRS will comply with law enforcement requests for cooperation. Such cooperation may require IYRS to temporarily suspend an investigation, for a short period, while law enforcement gathers evidence. IYRS will promptly resume its investigation as soon as it is notified by law enforcement that its evidence gathering process is complete.

XII. Confidentiality:

IYRS will keep all complaints and investigations private to the extent possible, and information will be disclosed only on a “need to know” basis. It is the expectation of IYRS that all individuals involved in the Student Grievance Process will also maintain confidentiality and share information only on a “need to know” basis. However, individuals are not restricted from discussing and sharing information related to complaints made by or against them with others who may support or assist them in presenting their case in the Student Grievance Process.

XIII. Requests for Anonymity or No Action:

If the Complainant requests anonymity or asks IYRS not to take any action, IYRS will strongly consider the Complainant’s request. However, in certain circumstances, IYRS may not be able to grant the Complainant’s request due to various factors, including when there is a risk of imminent harm to an individual or others or a threat to the health and safety of the IYRS community.

XIV. Conflicts of Interest:

The Respondent (and the Complainant if the allegation(s) involves sexual misconduct, relationship violence or other crimes of violence) may notify the Manager of Student Services or designee in writing if there is a concern that the investigator assigned creates a conflict of interest. The Manager of Student Services or designee will make adjustments only if a substantiated conflict of interest exists.

XV. Confrontation/Cross-Examination:

If applicable, the Complainant and the Respondent will always be interviewed separately, and will never be required to attend any meetings together. Additionally, the Complainant and Respondent will not be permitted, at any point during the Student Grievance Process, to confront or cross-examine each other.

XVI. Retaliation:

Retaliation is prohibited against any individual who reports a complaint or participates in the Student Grievance Process.

SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE POLICY

IYRS does not discriminate on the basis of sex in its programs, activities or employment. IYRS is committed to maintaining a safe and secure environment free from any form of unlawful discrimination or harassment, including sexual misconduct and relationship violence.

** For purposes of this Policy, the person making the complaint (i.e., alleging that a violation has occurred), or the person who is directly impacted by the violation(s), will be referred to as the “Complainant.” The student responding to the complaint (i.e., the student accused of committing the violation(s)) will be referred to as the “Respondent.” This Policy outlines the rights of the Complainant and the Respondent when a violation(s) of this Policy is alleged.*

I. Title IX Coordinator

Liz Enos, Manager of Student Services, serves as IYRS's Title IX Coordinator. The Title IX Coordinator's office address is 449 Thames Street, Newport, RI 02840. The Title IX Coordinator can be contacted at (401) 848-5777 x205 or at eenos@iyrs.edu. The Title IX Coordinator is responsible for monitoring compliance with Title IX; and coordinating and implementing a prompt, fair, impartial and equitable grievance process from the time a report is made, or when IYRS learns about prohibited behavior, until the final result.

II. Application of this Policy

This Policy applies to complaints made against students enrolled in IYRS by other students, employees and/or third-parties. This Policy applies to all forms of sexual misconduct and relationship violence, including complaints of sexual harassment, sexual assault, non-consensual sexual conduct, sexual exploitation, hostile environment, dating violence, domestic violence and stalking. *For more information on the grievance process for complaints made against employees, please contact the Title IX Coordinator.*

III. Privacy and Confidentiality

IYRS will protect the confidentiality of the Complainant, Respondent and other necessary parties by keeping all complaints and investigations private to the extent possible and will only disclose on a "need to know" basis. IYRS expects that all individuals involved in the enforcement of this Policy will do the same. Notwithstanding, the Complainant and the Respondent are not restricted from discussing and sharing information with others who may support or assist them in the Student Grievance Process.

If the Complainant requests anonymity, IYRS will strongly consider the Complainant's request. However, in certain circumstances, IYRS may not be able to grant the Complainant's request due to various factors, including when there is a risk of imminent harm to an individual or others or a threat to the health and safety of the IYRS community. In cases where the Complainant's request is granted, IYRS will continue to complete publicly available recordkeeping in accordance with relevant laws, including the Clery Act reporting and disclosures, without the inclusion of personally identifying information about the Complainant.

IYRS will maintain, as confidential, any accommodations or protective measures provided to the Complainant, to the extent that maintaining such confidentiality does not impair the ability of the IYRS to provide the accommodations or protective measures.

IV. Employees' Responsibility to Report Violations of this Policy

Unless specifically designated as a confidential resource by the Title IX Coordinator, all employees of IYRS are deemed to be "Responsible Employees" and are required to immediately report incidents of alleged sexual misconduct and relationship violence (of which they are aware or should be aware) to the Title IX Coordinator or designee. The Responsible Employee must report all known details of incidents of prohibited conduct including the names of the Complainant and Respondent, other students involved, and relevant facts (including date, time, and location). Those individuals designated by the Title

IX Coordinator as Confidential Resources (if applicable) can maintain the confidentiality of a Complainant's disclosures and will not share any information with IYRS except to satisfy their obligations under the Clery Act.

V. Violations

The types of sexual misconduct and relationship violence prohibited by this Policy are defined below. (It is important to note that sexual misconduct and relationship violence is prohibited regardless of the sexual orientation, gender, gender identity, or gender expression of the Complainant or Respondent).

A. Sexual Harassment:

Sexual Harassment prohibited by this Policy includes unwelcome behavior of a sexual nature that is severe, persistent or pervasive. Sexual harassment includes the following:

i. Sexual Assault:

Sexual assault is any oral, anal or vaginal penetration, to any degree, with any part of the body or other object, by any person upon another, without consent.

ii. Non-Consensual Sexual Contact:

Non-consensual sexual contact includes any touching (however slight) with any part of the body or other object, by any person upon another, without consent, for the purpose of sexual gratification.

iii. Sexual Exploitation

Sexual Exploitation is purposefully taking sexual advantage of another person without consent. (Sexual exploitation may include, but not be limited to, voyeurism; disseminating, streaming, or posting pictures or videos of another in a state of undress or of a sexual nature without the person's consent; exposing one's genitals to another person without consent, etc.)

iv. Hostile Environment:

Severe, persistent or pervasive conduct that includes unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course, program or activity; (2) submission to or rejection of such conduct is used as the basis for employment or academic decisions; or (3) viewed from the perspective of both the individual and a reasonable person in the same situation, the conduct interferes with performance, limits participation in IYRS programs

or activities, or creates an intimidating, hostile, or offensive environment. Examples of conduct that may create a hostile environment include, but are not limited to: persistent and inappropriate personal attention in the face of repeated rejection; inappropriate verbal conduct, including unwelcome sexual jokes, language, advances or propositions; unwelcome comments about an individual's sexual orientation, gender, gender identity, or gender expression; inappropriate written conduct containing comments, words, jokes, or images that are lewd or sexually suggestive or relate in an unwelcome manner to an individual's sexual orientation, gender, gender identity, or gender expression. IYRS will consider the effects of both on and off campus conduct when evaluating whether there is a hostile environment on campus.

B. Dating Violence:

Dating violence is defined as physical violence or the threat of physical violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with an individual. The existence of such a relationship shall be determined based on factors such as the length and type of relationship, and frequency of interaction between the persons involved.

C. Domestic Violence:

Domestic violence is defined as physical violence or the threat of physical violence committed by a current or former spouse of an individual, by a person with whom the individual has a child in common, by a person who is cohabiting or has cohabitated with the individual (as determined under applicable law), or by any other person against an individual who is protected from that person's acts by applicable domestic or family violence laws.

E. Stalking

Stalking occurs when a person engages in a course of conduct directed at a specific person that would cause a person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

VI. Relevant Definitions

A. Consent:

Consent is an affirmative and willing agreement to engage in specific forms of sexual contact with another person. Consent requires an outward demonstration, through mutually understandable words, conduct or action, indicating that an individual has freely chosen to engage in sexual activity or contact. Consent cannot be obtained through: (1) the use of coercion or force; or (2) by taking advantage of the incapacitation of another individual. Silence, passivity, or the absence of resistance does not imply consent. Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must immediately stop. Prior consent does not imply current or future consent; even in the context of an ongoing relationship, consent must be sought and freely given for each instance of sexual activity or contact.

B. Incapacitation:

Incapacitation means the person is incapable of giving consent. A person is incapacitated if that person is in a physical or mental state that causes the person to be unable to make a knowing and voluntary choice to engage in the sexual activity or contact. A person may also become incapacitated due to many factors, including the use of alcohol and/or drugs, or when the person is asleep or unconscious. When alcohol and/or drugs are involved, incapacitation requires more than impairment or intoxication. When determining incapacitation, the inquiry is whether the Respondent knew, or whether a sober, reasonable person in the Respondent's position should have known, that the Complainant was incapacitated and could not provide consent.

VII. Procedures Individuals Should Follow to Report a Complaint

To report violations of this Policy, individuals (including students, employees and/or third-parties) should follow the procedures outlined below:

A. Reporting a Complaint

Violations of this Policy may be reported to the Title IX Coordinator or to any IYRS employee. The employee(s) will provide all known details of the violation(s) to the Title IX Coordinator or designee. The Title IX Coordinator or designee will review the report(s) in accordance with IYRS's Student Grievance Process.

- Confidential Reporting:** confidential reports can be made to Coastline EAP at 1-800-445-1195.

- Law Enforcement:** While not required, IYRS strongly encourages anyone who becomes aware of behavior that may constitute a violation of Rhode Island State Law to report the incident to local law enforcement. IYRS can provide support, resources and assistance to those who do so.

Regarding the involvement of law enforcement, the Complainant has the following options: (1) to notify proper law enforcement authorities, including local police; (2) to be assisted by campus authorities in notifying law enforcement authorities if the Complainant chooses; or (3) to decline to notify such

authorities. The Complainant's choice to report to law enforcement will not impact the implementation of accommodations and/or protective measures if applicable.

- **Time Limits:** There is no time limit on reporting violations of this Policy, although IYRS's ability to respond fully may be limited with the passage of time.
- **Written Explanation of Rights and Options:** When an individual reports a violation of this Policy, whether the offense occurred on or off campus, IYRS will provide the individual with a written explanation of the Complainant's rights and options.

B. Preserving Evidence

In cases of sexual misconduct or relationship violence, it is critical that the Complainant preserve evidence because doing so may assist in proving that the alleged behavior occurred and/or may be helpful in obtaining a protective order.

VIII. Procedures IYRS Will Follow When a Complaint is Reported

IYRS will investigate and address all complaints of sexual misconduct and relationship violence in accordance with its Student Grievance Process. The Student Grievance Process outlines the procedures for institutional disciplinary action that IYRS will undertake when violations of this Policy are alleged.

The Student Grievance Process is the disciplinary proceeding used by IYRS when violations of this Policy are alleged. IYRS has only one type of disciplinary proceeding. The Student Grievance Process outlines the steps, anticipated timelines and decision-making process for the disciplinary proceeding; including how to report a complaint, the standard of evidence that will be used (preponderance of the evidence); and a list of all possible sanctions that IYRS may impose following the results of the Student Grievance Process.

The Student Grievance Process will be conducted by officials who, at a minimum, receive annual training on relevant issues (including issues related sexual misconduct, relationship violence and other crimes of violence, if applicable) and on how to conduct the Student Grievance Process in a way that protects safety and promotes accountability.

IYRS will provide for an adequate, reliable and impartial investigation of all complaints, which will include: interviews with the Complainant, the Respondent and any relevant witnesses; a review of any other relevant evidence; an equal opportunity for the parties to present witnesses and other evidence and equal access to information being considered in the Student Grievance Process (in accordance with the Family Educational Rights and Privacy Act).

The Complainant and the Respondent will receive simultaneous notification, in writing, of the result of the Student Grievance Process; the procedures for the Complainant and the Respondent to appeal the result of the Student Grievance Process; any change to the result; and when such results become final.

IX. Advisors

The Complainant and the Respondent have the same opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. IYRS will not limit the choice of advisor or presence for either the Complainant or Respondent in any meeting or proceeding during the Student Grievance Process.

The advisor's role is to provide support only. The advisor may not participate in any manner. The advisor may not speak during any meeting or proceeding, nor may the advisor make comments, pass notes, or otherwise disrupt the meeting(s) and/or proceeding(s). The Complainant or the Respondent may ask for one break during any meeting and/or proceeding to allow the Complainant or the Respondent to confer with their respective advisors in private. Advisors who do not follow the guidelines outlined in this Policy will be asked to leave the meeting(s) and/or proceeding(s).

X. Remedial and Protective Measures

IYRS may provide interim measures, such as counseling, academic assistance, and no-contact orders, to protect, support or provide for the safety of the Complainant and the campus community during the Student Grievance Process. Requests for interim measures may be made by or on behalf of the Complainant to the Title IX Coordinator or designee. The Title IX Coordinator or designee will be responsible for the implementation and coordination of interim measures. Interim measures will not disproportionately impact the Complainant, and are available even if the Complainant does not report or continue to pursue a complaint.

If requested by the Complainant, IYRS will promptly implement a one-way no contact order (with the burden of no contact on the Respondent) if the College has made a finding of responsibility under this Policy, even if an appeal may be filed, or has been filed and is pending. If requested, IYRS will assist the Complainant in obtaining orders of protection, restraining orders or similar lawful orders issued by a criminal, civil or tribal court.

IYRS may provide interim measures for the Respondents where reasonable and appropriate under the circumstances as determined by the Title IX Coordinator or designee.

XI. Retaliation

Retaliation is prohibited against any individual who reports a complaint under this Policy or who participates in an investigation.

XII. Resources:

When a complaint is made, IYRS will provide written notification to the Complainant about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services that may be available for the Complainant at IYRS and in the community. The written information will include options for, available assistance in, and how to request changes to academic and working situations or protective measures.

The following resources are available in the community:

Women & Infants Hospital
101 Dudley Street
Providence, RI
(401) 274-1100

401-847-1306

RI State Police
401-444-1000

Newport Hospital
11 Friendship Street
Newport, RI
(401) 846-6400

Day One (Sexual Assault and Trauma
Center)
100 Medway Street
Providence, RI
[\(401\) 421-4100](tel:4014214100)

Rhode Island Hospital
593 Eddy Street
Providence, RI
(401) 444-5411

RI Crisis Assistance Center
(401) 714-2388

Newport Police
120 Broadway
Newport, RI 02840

Coastline EAP (Counseling and Referral
Services)
(800) 445-1195

XIII. Prevention and Awareness Programs

IYRS conducts ongoing educational and primary prevention and awareness programs for all faculty, staff and employees (including incoming students and new employees) to: promote awareness; prevent sexual misconduct and relationship violence; and to remind the entire IYRS Community of its prohibition against sexual misconduct and relationship violence, including the crimes of dating violence, domestic violence, sexual assault and stalking.

XIV. Bystander Intervention

Bystander intervention refers to safe and positive options that may be carried out by an individual(s) to prevent violations of this Policy against a person(s) other than the individual. Safe and positive options for bystander intervention include: recognizing prohibited conduct, overcoming barriers to intervening, identifying effective ways to intervene and take action provided that the intervention or action can be undertaken in a way that ensures the safety of the individual(s).

XV. Violations of Rhode Island State Law

First Degree Sexual Assault (RIGL § 11-37-2): A person is guilty of first degree sexual assault if he or she engages in sexual penetration with another person, and if any of the following circumstances exist: (1) The accused, not being the spouse, knows or has reason to know that the victim is mentally incapacitated, mentally disabled, or physically helpless. (2) The accused uses force or coercion. (3) The accused, through concealment or by the element of surprise, is able to overcome the victim. (4) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification, or stimulation.

Second Degree Sexual Assault (RIGL § 11-37-4): A person is guilty of second degree sexual assault if he or she engages in sexual contact with another person and if any of the following circumstances exist: (1) The accused knows or has reason to know that the victim is mentally incapacitated, mentally disabled, or physically helpless. (2) The accused uses force or coercion. (3) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification, or stimulation.

Third Degree Sexual Assault (RIGL § 11-37-6): A person is guilty of third degree sexual assault if he or she is over the age of 18 years and engages in sexual penetration with another person over the age of 14 years and under the age of consent, 16 years of age.

Stalking (RIGL § 11-59-2): Any person who (1) harasses another person; or (2) willfully, maliciously, and repeatedly follows another person with the intent to place that person in reasonable fear of bodily injury, is guilty of the crime of stalking. "Harasses" means a knowing and willful course of conduct directed at a specific person with the intent to seriously alarm, annoy, or bother the person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, or be in fear of bodily injury. "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct."

Cyberstalking and Cyberharassment (RIGL § 11-52-4.2): Whoever transmits any communication by computer or other electronic device to any person or causes any person to be contacted for the sole purpose of harassing that person or his or her family is guilty of a misdemeanor.

XVI. Complaints and Inquires

Complaints regarding the application or enforcement of this Policy should be made to IYRS's Title IX Coordinator. Liz Enos, Manager of Student Services, serves as IYRS's Title IX Coordinator. The Title IX Coordinator's office address is 449 Thames Street, Newport, RI 02840. The Title IX Coordinator can be contacted at (401) 848-5777 x205 or at eenos@iyrs.edu.

Inquiries regarding the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or designee, or to the United States Department of Education, Office for Civil Rights, at OCR@ed.gov or (800) 421-3481.

This Policy is in compliance with applicable legal requirements including Title IX of the Education Amendments of 1972; relevant provisions of the Violence Against Women Reauthorization Act of 2013; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; and other applicable federal and Rhode Island state laws.

IYRS Alcohol and Drugs Policy

IYRS complies with all federal and state regulations pertaining to the abuse of alcohol and drugs, including the Drug-Free Schools and Communities Act Amendments of 1989. Accordingly, IYRS requires all employees, and all students (regardless of the length of the student's program of study), to be aware of and comply with the following:

I. Standards of Conduct:

IYRS prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on IYRS's property or as part of IYRS's programs and activities. IYRS also prohibits any individual from being under the influence of any alcohol or drugs (regardless of whether the use is lawful) while in the shop or while operating any IYRS machinery or equipment.

II. Sanctions:

IYRS will impose sanctions on students and employees who violate the Standards of Conduct set forth in this Policy. Students and employees who are found responsible for violating the Standards of Conduct will be subject to sanctions up to and including dismissal from enrollment at IYRS, termination of employment, and/or referral for prosecution. Sanctions may also include the completion of an appropriate rehabilitation program. For more information regarding state criminal prosecution for alcohol and drug offenses and the criminal penalties related thereto, please see the Rhode Island General Laws, which can be found at: <http://webserver.rilin.state.ri.us/Statutes/>

III. Prevention and Resources:

For information regarding alcohol and drug abuse prevention and other resources please visit:

- Prevention: <https://www.samhsa.gov/about-us/strategic-initiatives>
- Resources: http://www.bhddh.ri.gov/sections/link_and_resource.php

V. Health Risks:

The abuse of alcohol and drugs can cause physical and mental injury, and some injury may be severe enough to cause death. The abuse of alcohol and drugs can also negatively impact the body in many ways, including, but not limited to, creating an increased risk of cancer, cardiovascular disease, liver and kidney failure, hypertension, depression, immune and reproductive functions, and many other health problems.

- For more information please visit: <https://addiction.surgeongeneral.gov/>

Termination from an IYRS Program

The school and the student have a mutual right to terminate enrollment in an IYRS program at any time. A student may be terminated from the school for the following

reasons: failure to comply with the rules, policies and procedures of the school; unacceptable conduct and behavior; deliberate violation of safety procedures or repeated negligence in the use and care of school property; violation of the drug and alcohol policy; failure to comply with the attendance policy; consistently poor performance; nonpayment of tuition. The school reserves the right at any time to take whatever action it deems appropriate with regard to dismissal. Students who believe that they have been terminated from the program unfairly may apply to the President in writing for an appeal. Appeals will be heard by the Program Advisory Committee of the Board of IYRS. The student will be notified in writing of their actions.

Student Services and General Information

IYRS offers a variety of services, programs and resources to support students in their educational goals and career development -- from the time they first inquire about programs at IYRS through their time at the school and after they graduate. Students should feel free to contact the following staff members about our services.

Student Services can assist you with financial aid, scholarships, housing and local services. 401-848-5777 x205; StudentServices@iyrs.edu

Experiential Education & Career Services offers a variety of career services including workshops focused on professional communication, resume writing, and job interviewing. Individual career counseling and resume critique as well as an industry externship course and annual career fair are also offered. These services can assist students in building skills to obtain employment and independently manage their careers. 401-848-5777 x216; hashton@iyrs.edu

Alumni Services

IYRS Alumni are able to access a number of the same services offered through Career Services. The IYRS Alumni Association is an extension of the school's resources and career services. The primary function of the association is to support career training, career networking opportunities, and promote communication across the group and in the industry. All graduates from IYRS full-time programs are members of the IYRS Alumni Association.

IYRS Student Council

The IYRS Student Council provides a forum for the student body to implement ideas, experiences, and improvements designed to enhance the student experience. Students from each year of the Boatbuilding & Restoration program and from the Marine Systems, Composites Technology & Digital Modeling and Fabrication programs volunteer to represent their classes. The Student Council meets on a regular basis. Student Council representatives bring the ideas of the student body to the forum for an open discussion. Representatives should be selected who will effectively communicate the discussions and information back to the student body. The Manager of Student Services serves as the staff advisor to the Council.

Housing

IYRS does not have campus housing but we assist prospective students in locating housing. We have an extensive number of contacts with realtors and landlords in the Newport area for students seeking housing. For assistance, please contact Student Services at 401-848-5777 x205.

Student Records and Confidentiality

Student records are maintained in the office of the Manager of Student Services. Student transcripts are maintained permanently. Other records such as admission documents and basic student data are maintained for at least five years (unless a review indicates that materials should be retained for a longer period) before destroyed. Financial Aid files are closed when students withdraw or graduate, or all loans are repaid. Students may request to see their records, requests must be in writing. Parents' financial statements are kept confidential unless they indicate in writing a willingness to share information with their child.

Under the Family Education Rights and Privacy Act of 1974, student educational records may not be released without the student's written permission, except to instructors and employees with a legitimate interest, or to organizations and individuals empowered by law to gain access. However, directory information (e.g., name, address, phone number, date and place of birth, program, and date of graduation) can be released upon request unless a student requests in writing that it be withheld.

Shop Safety

The school environment, like any woodworking or mechanical shop, contains certain hazards, including: power tools, equipment, metal or wood-shavings, sawdust and fumes from paints, varnishes and solvents. This environment is unsafe only if those working within it fail to comply with approved operating procedures. All students at IYRS begin their studies by completing the Shop Safety course. A formal safety policy and manual will be issued to each student, and safe operating procedures are strictly adhered to. Students are expected to conform to the IYRS safety policy at all times. Students who have passed the Safety Test may use shop machines during non-school hours provided a qualified individual is in the building. Students must be aware of and in agreement with proper use of the machines.

A qualified individual is defined as either employed by IYRS as an instructor, or is a Resident Assistant, having taken the full Safety Course and passed the Safety Test.

Parking

Students are welcome to park in the IYRS lots, but vehicles must display a parking sticker, which is available from Student Services. All cars in the lot must be available to be moved at any time. No student is guaranteed a parking place. Parking is first come, first served.

Cleanup

Daily cleanup of the shop space is essential to maintain a safe and efficient working environment. At the end of each class day there will be a thorough clean up of the projects, boats, machinery and workbenches. The floors will be swept and all tools put in their

proper place. On a weekly basis, there will be a more thorough clean up including sorting out scrap materials, cleaning machinery and the tool room.

Cell Phones

Cell phones should only be used during scheduled breaks and for emergency use. Students may receive emergency messages through the main office at 401-848-5777. If the call is an emergency the student will be notified immediately, otherwise messages will be delivered during breaks. IYRS recognizes the need to stay in touch and be available during school hours. Please be considerate.

Library

The main library is located on the fourth floor of the Mill building on the Newport campus. Books and school materials such as drafting equipment may not be removed from school property. A library with materials specific to the Marine Systems, Composites Technology and Digital Modeling & Fabrication programs are located in the Spring Wharf Building. Students are expected to handle library materials in a safe and appropriate manner and are expected to enter the library premises clean and without debris on clothes or shoes. Hours for the library will be posted.

Inclement Weather Policy

The intent of this policy is to ensure the safety of IYRS School of Technology & Trades' ("IYRS") students and ensure efficient operation of IYRS during severe/hazardous weather. In no cases should students travel to campus if the local weather conditions are unsafe. Given the distances and local weather conditions, IYRS will accept personal judgment concerning the safety of travel. In the event of inclement weather, IYRS *generally* follows the lead of the public school systems. Tune in to your local morning news or www.RIBroadcasters.com and listen for announcements for Newport Public Schools regarding school delays or cancellations. If the Newport Public Schools are closed or delayed due to weather the IYRS Newport campus *may* be closed or delayed accordingly.

All missed hours will be rescheduled.

General Student Complaint/Grievance Procedure

All staff members at IYRS are available to discuss problems and complaints. An appropriate first point of contact to voice a complaint is normally the Instructor or the Manager of Student Services, who will, if necessary, arrange a meeting of the appropriate staff and complainant to discuss and attempt to resolve the problem. If the student feels that this course of action is unsatisfactory, a formal complaint should be addressed in writing to the President. ***For complaints involving the conduct of fellow students, please see the Student Conduct Process section on page 30 of this catalog.***

ACCSC Student Complaint/Grievance Procedure

Schools accredited by the Accrediting Commissions of Career Schools (ACCSC) must have a published procedure 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. 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 and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org*

A copy of the Commission Complaint form is also available at the school and may be obtained by contacting the Manager of Student Services or online at www.accsc.org.

RI Council on Postsecondary Education Student Complaint/Grievance Procedure

Written complaints and supporting documentation should be filed with the Commissioner of Postsecondary Education at the

Commissioner of Postsecondary Education
RI Office of the Postsecondary Commissioner
560 Jefferson Blvd.
Warwick, Rhode Island 02886-1304
(401)-736-1100
www.riopc.edu

IYRS Location

449 Thames Street, Newport, RI 02840; Phone: 401-848-5777; fax 401-842-0669

IYRS Teaching and Administrative Staff

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