

SCHOOL CATALOG

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NORTH WEST SCHOOL *of* WOODEN BOATBUILDING

Port Hadlock, WA

BOAT BUILDING • MARINE SYSTEMS

ADDENDUM 1, January 2024

SCHOOL YEARS

2023-2024 | 2024-2025

WWW.NWSWB.EDU

Northwest School of Wooden Boatbuilding

42 N. Water Street, Port Hadlock, WA 98339

(360) 385-4948 • www.nwswb.edu • info@nwswb.edu

Publication: Volume 6 - Addendum 1, January 2024



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302
Arlington, Virginia, 22201
(703) 247-4212

The school is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is a recognized institutional accrediting agency by the U.S. Department of Education.

Selected programs of study at the Northwest School of Wooden Boatbuilding (NWSWB) are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

NWSWB does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

The school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Training and Education Coordinating Board
128 10th Ave. SW, PO Box 43105, Olympia, WA 98504-3105
wtb.wa.gov
(360) 709-4600
pvsa@wtb.wa.gov

NWSWB does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, gender, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. The following person has been designated to handle inquiries regarding the nondiscrimination policy:

Carolyn 'Ace' Spragg
Title IX Coordinator
42 N. Water St.
Port Hadlock, WA 98339
(360) 385-4948
ace.spragg@nwswb.edu

For more information about graduation rates, the median debt of students who complete the program, and other important information, please visit our website at: www.nwswb.edu

Addendum

Listed below are the edits and additions to the 2023-2025 School Catalog since its original publication in January 2022. This addendum contains time-sensitive information and should be read in conjunction with the 2023-2025 School Catalog.

Overview of Changes

- **Student Services:**
 - Addition of details regarding contracted counseling services.
 - Deletion of specific event referenced in Career Services.
- **Admissions, Tuition & Fees, and Financial Assistance:**
 - Addition of 2024-2025 Estimated Total Cost of Attendance table.
 - Additional information regarding transfer credit documents and assessment guidelines.
- **School Policies & Procedures:**
 - Addition of Academic Integrity Policy.
 - Addition of the impact of an incomplete grade and the methods by which students are notified.
 - Addition of the impact on graduation with a leave of absence.
 - Addition of the consequences of probation and the impact on scheduled graduation.
 - Addition of the location where the written emergency action plan can be accessed.
 - Addition of the consequences if not maintaining Satisfactory Academic Progress and the impact on scheduled graduation.
 - Addition of the impact on scheduled graduation if a student withdraws.
 - Addition of the methods by which a student may face termination, the ensuing consequences, notification procedures, and the resulting impact on graduation.
 - Change of language from policy titled 'Re-enrollment After Dismissal' to 'Readmission After Termination.' Addition of consequence of serious or dangerous offense and readmission.
 - Clarification of procedures related to complaint policy.
 - Inclusion of supplementary guidelines in order for a complaint form to be processed by the accreditor.

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Changes to Student Services

Addition of information on page 20, 2023-2025 School Catalog, Volume 1- January 2022

Academics, attendance, and conduct oversight is provided in tandem by the Education Director and Student Services Manager. Students requiring professional counseling services can reach out to the school's contracted counselor. Appointments can be scheduled at their convenience by contacting the counselor directly. Contact information and details can be found in the student's orientation documents or by requesting information from the Student Services Manager.

Replacement of information on page 20, 2023-2025 School Catalog, Volume 1- January 2022

Career Services

NWSWB offers career services to its current students and graduates and assistance with job search planning and implementation, resume writing, digital portfolio development, employment application completion, interview and networking skills, and email communications with job opportunities*.

Several networking events are held throughout the year including a career day, an event for current students and alumni to meet and engage with employers, and panel discussions and presentations about employment after graduation.

Career advising is available through instructors or Career Services. The Career Services office may be contacted for more information or to schedule an appointment to receive assistance.

****Student and Career Services staff aid students with training and support needed to apply for jobs in the boatbuilding and marine systems industry, however, no guarantee of employment is offered or implied.***

Changes to Admissions, Tuition & Fees, and Financial Assistance

Addition of information on page 54, 2023-2025 School Catalog, Volume 1- January 2022

Tuition & Fees

The prices and fees listed below reflect costs for the 2023-2024 and 2024-2025 school years.

2023-2024 School Year Estimated Total Cost of Attendance

| Item | Boatbuilding AOS Degree Program (12-Month) | Marine Systems Diploma Program (9-Month) | Marine Systems Intensives (5-Day) |
|---|--|--|-----------------------------------|
| Direct Costs Paid to School | | | |
| Tuition/fees | \$23,600 | \$19,500 | \$1,450 |
| Instructional Materials Fee | \$1,800 | \$1,500 | Not applicable |
| Indirect Costs Not Paid to School | | | |
| Tools/books/supplies ¹ | \$1,700 | \$2,000 | Not applicable |
| Housing/Food ² | \$22,016 | \$16,512 | Not applicable |
| Transportation ² | \$2,840 | \$2,130 | Not applicable |
| Misc/Personal ² | \$2,400 | \$1,800 | Not applicable |
| Estimated Cost of Attendance³ | \$54,356 | \$43,442 | \$1,450 |

¹Required to complete program but not included in tuition or fees paid directly to the school. ²Not provided by school or included in tuition and fees. ³Estimated Cost of Attendance (COA) is a federally defined term that includes costs beyond what is invoiced by the school. This COA includes typical additional expenses that NWSWB does not invoice for, such as transportation, housing, and other miscellaneous expenses, and will vary for each student.

2024-2025 School Year Estimated Total Cost of Attendance

| Item | Boatbuilding AOS Degree Program (12-Month) | Marine Systems Diploma Program (9-Month) | Marine Systems Intensives (5-Day) |
|---|--|--|-----------------------------------|
| Direct Costs Paid to School | | | |
| Tuition/fees | \$23,600 | \$19,500 | \$1,450 |
| Instructional Materials Fee | \$1,800 | \$1,500 | Not applicable |
| Indirect Costs Not Paid to School | | | |
| Tools/books/supplies ¹ | \$1,700 | \$2,000 | Not applicable |
| Housing/Food ² | \$23,824 | \$17,868 | Not applicable |
| Transportation ² | \$2,844 | \$2,133 | Not applicable |
| Misc/Personal ² | \$2,600 | \$1,950 | Not applicable |
| Estimated Cost of Attendance³ | \$56,358 | \$44,951 | \$1,450 |

¹Required to complete program but not included in tuition or fees paid directly to the school. ²Not provided by school or included in tuition and fees. ³Estimated Cost of Attendance (COA) is a federally defined term that includes costs beyond what is invoiced by the school. This COA includes typical additional expenses that NWSWB does not invoice for, such as transportation, housing, and other miscellaneous expenses, and will vary for each student.

Replacement of information on page 52, 2023-2025 School Catalog, Volume 1- January 2022

Transfer Credits

From another institution to replace NWSWB coursework: Due to the unique occupational nature of the coursework offered at the Northwest School of Wooden Boatbuilding, transfer credits from other post-secondary institutions are not accepted to replace coursework taught at NWSWB.

From another institution to complete the General Education requirement for the AOS Degree Program:

Transfer credits are only necessary and accepted to complete the General Education requirement for the AOS Degree Boatbuilding program. Additional credits are not required to complete the Marine Systems Diploma program. Students may transfer the four additional credits needed to complete an AOS degree from another approved post-secondary school transcript or from their military transcript. Students without credits to transfer for the required general education or applied general education credits may take an optional course while at NWSWB (see page 36 for the current course option).

Credits awarded may be either general education courses or applied general education courses. General education courses are defined as those designed to develop essential basic academic skills. Examples include courses in written and oral communication, quantitative principles, natural and physical sciences, social and behavioral sciences, humanities, and fine arts. Applied general education courses are defined as those directly applicable to a specific occupational cluster in related natural and physical sciences, social and behavioral sciences, technology, humanities, and fine arts.

Document Guidelines for Credit Evaluation

The school's guidelines for acceptable documentation for transfer credit evaluation are as follows:

- Credits awarded by another accredited post-secondary educational institution recorded on an official transcript.
- Credits awarded by the military for prior learning experience gained through service in the armed forces recorded on an official military transcript.
- The school does not accept credits from non-accredited post-secondary educational institutions, nor awards credit for any prior learning experience acquired outside formal instructional or educational settings (other than through documented military service).

Evaluation and Assessment Guidelines

Transfer credits to complete the General Education requirement will be assessed and awarded using the following guidelines (this applies to either general education or applied general education credits):

- Grade: Students must have achieved a minimum grade of 2.0 for course credits to be considered for transfer.
- Credibility of the source of the class: for example, another accredited educational institution or the military (credits from non-accredited schools are not eligible for transfer).
- Sample Earned Credit Equivalencies: A 3 credit semester-length class at another institution will earn 4 credits at NWSWB. A 5 credit quarter-length class at another institution will earn 3 credits at NWSWB. Therefore, depending on the number of credits per class at a prior institution, more than one class may be required to earn 4 credits at NWSWB and fulfill the credit requirement to complete an AOS degree.
- Records: The school maintains a record of transcript evaluations for students who provide a post-secondary or military transcript to fulfill the General Education requirement for the AOS Degree Boatbuilding Program.

Transfer credits from NWSWB to another institution: Credits earned at NWSWB may or may not be transferable to other institutions depending upon the policies of the receiving institution. Students wishing to transfer credits outside NWSWB should contact the receiving institution to determine which courses and how many credits might be transferable.

Changes to School Policies & Procedures

Addition of information on page 64, 2023-2025 School Catalog, Volume 1- January 2022

Academic Integrity

Maintaining an ethical learning environment rooted in honesty, fairness, and responsibility is paramount for academic integrity. This policy explicitly forbids various forms of academic misconduct, including cheating, plagiarism, fabrication, collusion, and unauthorized collaboration. Students are required to independently complete all assignments and assessments unless the instructor explicitly allows otherwise. Additionally, any unauthorized collaboration, communication, or use of unapproved materials or technology during assessments is strictly prohibited. To reinforce these principles, all students are required to sign a code of conduct, affirming their commitment to academic honesty and personal responsibility for their own work and actions. Violations of academic integrity may lead to various consequences, including a written warning, a reduced grade, or assignment marked as failed. More severe outcomes such as academic probation or termination may be imposed based on the severity of the violation in accordance with the school's policies.

Replacement of information on page 66, 2023-2025 School Catalog, Volume 1- January 2022

Incompletes

A student receives an incomplete grade due to an inability to finish a class for any reason. Affected students will be notified in writing that they are ineligible to progress to the next quarter and graduate as scheduled. To resume training, the student must restart their program in the incomplete quarter. Students who wish to return must meet the conditions of readmission (see Conditions for Re-admission policy on page 65).

Replacement of information on page 66, 2023-2025 School Catalog, Volume 1- January 2022

Leave of Absence Policy

Students must apply in writing to the Student Services Manager for absences that exceed five working days. If circumstances require, a leave of absence may be granted for a maximum period of up to 30 calendar days. Students taking a leave of absence must still meet all other training standards, including passing grades in all courses. If a student fails to return from a leave of absence and a period of 30 days passes from the date of last attendance, the student's enrollment will be considered terminated. The student will be notified in writing of the termination and that they will not graduate as scheduled. If a student wishes to return after termination, they must meet the conditions of Readmission after Termination.

Replacement of information on page 67, 2023-2025 School Catalog, Volume 1- January 2022

Probation

Students who fail to meet the minimum published standards for attendance, grades, or conduct may be placed on probation. The Education Director and Student Services Manager will determine the length of the probationary period, which should reflect a reasonable period during which the deficiency can be corrected. The student will be notified in writing of their probationary status and will be informed that persistent failure to adhere to policies related to attendance, grades, or conduct may lead to the cancellation of their enrollment. At the end of the probationary period, the student's progress will be reviewed, after which the probationary status may be removed, extended, or — if it appears unlikely that further progress is possible — enrollment may be terminated. If enrollment is terminated, the student will not graduate as scheduled. Refunds will be given in accordance with the school's refund policy (additional rules may apply for students receiving Federal Student Aid or Veterans Benefits). Students are prohibited from applying to additional programs if on probation.

Replacement of information on page 68, 2023-2025 School Catalog, Volume 1- January 2022

Safety Rules

The school environment, like any woodworking or shop area, contains potential dangers: power tools are operating continuously; wood shavings constitute a fire hazard; sawdust and fumes from paints, varnishes, and other materials can be detrimental to the respiratory system. This environment is unsafe only if those working within it fail to comply with approved operating procedures. Sensible precautionary measures are always required, and a detailed safety briefing is part of the orientation process. Students will receive training and are required to follow all procedures and safety protocols. To protect the health and safety of students and staff at the school, students can be dismissed if they do not follow these procedures. Students will find copies of the school's written emergency preparedness plan, titled 'Emergency Action Plan,' clearly marked in each shop and the administration building. Additional copies are available upon request.

Replacement of information on page 68, 2023-2025 School Catalog, Volume 1- January 2022

Satisfactory Academic Progress

Students must maintain at least a passing grade average of 2.0 for each course throughout their program. Students not achieving the minimum standard for any course will be given written notice of probation and its consequences and will be allowed a period of time deemed reasonable by the instructor to improve their grades. If a student fails to meet the minimum standards within the probationary time period, the student may be dismissed, may not continue to the next quarter, and will be ineligible to graduate with their class. Students receiving Federal Student Aid must make satisfactory academic process (SAP) in order to be eligible for federal financial aid. More details are available on page 61.

Replacement of information on page 69, 2023-2025 School Catalog, Volume 1- January 2022

Withdrawal

Students choosing to withdraw from the school are required to submit an official withdrawal form for the process to be considered complete. Withdrawal forms are available from the Student Services Manager and must be signed by the student, Student Services Manager, and Finance Manager. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance. Withdrawal from a program will result in the student being ineligible to graduate with their class.

Replacement of information on page 72, 2023-2025 School Catalog, Volume 1- January 2022

Termination

Should a student fail to attain the minimum knowledge, skills, and competencies required by the program objectives, as determined by the school's assessment criteria and satisfactory academic progress policy, and/or if they are found to have violated the Standards of Conduct, they may face termination. The school administration will conduct a comprehensive assessment to determine if the student has met the minimum requirements and/or violated the Standards of Conduct. Termination will deem a student ineligible for their scheduled graduation date. The termination notice will be provided in writing, clearly outlining the reason(s) for this action. If a student wishes to return to the school after termination, they must meet the conditions of Readmission after Termination.

Replacement of information on page 72, 2023-2025 School Catalog, Volume 1- January 2022

Readmission After Termination

Students intending to reapply after being dismissed from the school are required to write a letter addressed to the Education Director that clearly states the following:

1. The reason for termination,
2. The actions taken after the termination period to resolve the problem, and
3. Their plan to successfully complete the program

Additionally, a student who is terminated from the school due to a serious offense, or if they pose a danger to other students and staff, will not be considered for readmission.

Replacement of information on page 79, 2023-2025 School Catalog, Volume 1- January 2022

Filing Complaint with the School

The school values open communication and strives to address any concerns raised by students promptly and effectively. This policy outlines the structured procedure for resolving student complaints in a fair and transparent manner, as well as the process of appealing a complaint investigation and outcome.

Resolution Process

- Students are encouraged to initiate discussions with their instructors when confronting issues, as it is recognized that the most effective method for resolution often lies in direct communication.
- In cases where the complaint can not be resolved at the instructor level, the student should bring the matter to the Education Director.
- If the issue remains unresolved after involving the Education Director, the student will be asked to complete the school's designated written complaint form and submit it to the Student Services Manager. This step aims to gather essential details and create a formal record of the complaint for reference during resolution proceedings.
- The Education Director and Student Services Manager will then arrange a meeting with the student complainant to discuss the issue and review options for resolving it.
- Following the meeting, the Student Services Manager will document the outcome of the discussion and resolution.

Complaint Appeal Process

If a student is not satisfied with the outcome of the resolution, they may submit an appeal to the Executive Director. The written request should include the following information:

- Student's full name and current address;
- A statement of the concern including dates, times, instructors or staff members if applicable, and/or other students involved if applicable;
- Date of complaint letter and signature of the student and;
- Three dates in which the student would be available for a meeting with the Executive Director. These dates should be within 10 business days of the complaint.

The Executive Director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of staff members will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school, the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

The school will not retaliate against a student for lodging a complaint nor attempt to prevent a student from making a complaint to the WTECB (state licensing agency) or ACCSC (accreditor). Students are not required to file a complaint with the school before filing one with the WTECB or ACCSC.

Replacement of information on page 79, 2023-2025 School Catalog, Volume 1- January 2022

Filing Complaint with the State

The aforementioned policy does not prohibit students from reaching out to the Workforce Board (the state licensing agency) at any time with a concern or complaint. The agency can be contacted at:

Workforce Training and Education Coordinating Board
128 Tenth Ave
PO Box 43105
Olympia, WA 98504-3105
(360) 709-4600
workforce@wtb.wa.gov

More information can be obtained by referencing RCW's Title 28C > Chapter 28C.10 or 28C.10.084 (10) and 28C.10.120 or WACs > Title 490 > Chapter 490-105 > Section 490-105-180

Replacement of information on page 80, 2023-2025 School Catalog, Volume 1- January 2022

Filing a Complaint with the Accreditor (ACCSC)

STUDENT COMPLAINT PROCEDURE

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

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

www.accsc.org | complaints@accsc.org

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

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