
MARINE TRADES

INSTITUTE

CATALOG

2025 – 2026 ACADEMIC YEAR

CATALOG STATEMENT

Marine Trades Institute makes every effort to ensure the School Catalog is current and accurate. The information contained within this catalog reflects the approved policies and procedures of the School's Executive Committee, as of May 20, 2025. A Student Handbook, which is provided to students at the Orientation at the beginning of the academic year, outlines additional policies and procedures for Marine Trades Institute programs.

The School reserves the right, for educational or financial reasons, to modify, amend, or correct the provisions, policies, procedures, curriculum, tuition, and/or fees described herein as deemed necessary. All changes will be duly published, distributed, and disclosed in accordance with ACCSC's Standards of Accreditation.

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ABOUT THE MARINE TRADES INSTITUTE

Mission

Marine Trades Institute prepares students for rewarding careers in the marine industry.

Vision

To be the leader in marine workforce development.

To accomplish the Mission and Vision, the Marine Trades Institute Board of Directors, Administration, Faculty, and Staff strive to:

- Provide students with exceptional, hands-on instruction focused on the broad knowledge and skills required for careers in the maritime industry.
- Inspire students to seek mastery of craft and technical skill as future workforce leaders.
- Instill employer-identified soft skills to ensure graduate success in the workplace.
- Respect student time and financial resources by offering an intensive curriculum.
- Hire highly qualified faculty with notable industry experience.
- Deliver outstanding career and job placement services.
- Recognize and strengthen the school's foundational community and industry partnerships.

History

Marine Trades Institute, formerly Great Lakes Boat Building School, began in 2005, when a group of Les Cheneaux Islands area enthusiasts, with its impressive history of the building and restoration of wooden boats, learned that there was no wooden boat building school in the Great Lakes region. The thought of establishing such a school became a reality as major fundraising began, and soon thereafter, waterfront property was purchased. By the following year, a 12,000 square foot facility was constructed, complementing the unique local character of the historic boat workshops and boat houses that dot the islands. The first student enrolled in the fall of 2006.

Flash forward through the years and individuals that paved the way for today, and Marine Trades Institute stands as the only accredited boat building school in the State of Michigan. Status as an accredited institution demonstrates that Marine Trades Institute has met nationally recognized standards for the provision of quality education as set by the Accrediting Commission of Career Schools and Colleges (ACCSC). The standards that drive the accreditation process ensure that the educational experience at Marine Trades Institute is well coordinated, competent, and delivered by a skilled and supportive team.

As of the 2025 – 2026 academic year, Marine Trades Institute offers two intensive twelve-month programs that prepare students to be industry-ready crafts workers and technicians. Graduates of the Comprehensive Career Boat Building program gain a foundation in traditional wooden boat construction, repair, and restoration. Graduates of the Marine Service Technology program are prepared to work in a wide range of marine fabrication and maintenance settings. Upon completing the programs, students also have the option to test for American Boat and Yacht Council Advisory certifications and Mercury Marine’s Marine Systems Technician certification, as well as other industry credentials.

Student Body

The size and mix of the school’s student body enables students from various backgrounds, from recent high school graduates, to second-career seekers, to military veterans, to be successful in their chosen program. Students are diverse in background, coming from both near and far. In addition, the student body includes both experienced and not-so-experienced crafts workers and technicians, as well as individuals who have advanced degrees and those with no degree, all of whom meld together and do great work under the guidance of the instructors and staff.

Governance

Marine Trades Institute is registered with the State of Michigan as a 501(c)3 charitable organization, and because of its educational mission, is exempt from federal income taxes as a non-profit corporation. Since its founding, the School has supported itself primarily through donor contributions, fundraising events, student tuition, and boatbuilding activity revenue.

Marine Trades Institute is governed by the Board of Directors and is managed by the administrative staff. In addition, an independent Program Advisory Board, comprised of

representatives from the marine industry community, related businesses, educational institutions, and regulatory bodies, meets regularly to assess and review programming and make recommendations for improvements and new curriculum.

Facilities

The Marine Trades Institute facility includes traditional classrooms, workshop spaces dedicated to wooden boat building and to engine and marine systems, and administrative offices. Specific resources in the facility include:

Learning Resource System

The Learning Resource System offers students access to printers, scanners, and laptop computers, 24 hours a day, 7 days a week. Wi-Fi is available throughout campus, and the library is home to more than 2,000 texts, books, and periodicals focused on boat building and a wide range of maritime subjects. Students also receive a library card for the local Les Cheneaux Community Library, where they have access to the Inter-Library Loan program and additional Wi-Fi.

The Galley

The Galley, a kitchen for students, is always available. It provides students with coffee/tea pots, a toaster oven, stove, full-size refrigerator, microwave, silverware, cooking/eating utensils, cups, plates, pots, pans, and seating.

Housing

The School does not offer on-campus housing, nor does the school guarantee housing for its students. Most students choose to live in either Cedarville or Hessel, a community three miles west of the school. Students often find housing at local resorts, cottages, motels, and hotels.

Industry Affiliations

Akzo Nobel

Through a partnership with Akzo Nobel, Comprehensive Career Boat Building program students have access to products and product literature, in-person spray finishing classes with Akzo Nobel representatives, and opportunities for certification in product application.

American Boat & Yacht Council (ABYC) Membership

The School holds provisional accreditation with the American Boat & Yacht Council's Marine Trades Accreditation Program (www.abycinc.org). Due to this affiliation, graduates are eligible to test for ABYC certifications in Standards, Marine Electrical, Marine Systems, and Marine Engines and Fuel Systems.

Ilmor Engineering

In partnership with Ilmor Engineering, students in the Marine Service Technology program are eligible for certification in Ilmor inboard engine and transmission products through a blend of shop-based instruction and Ilmor's online learning management system.

Mercury University

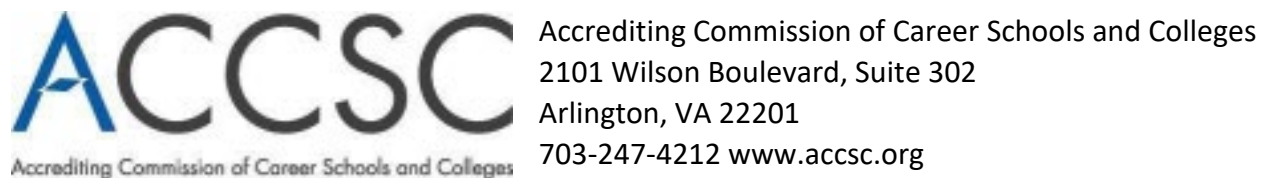
Through a partnership with Mercury University, students are eligible to earn Mercury Marine's Level One Mercury Certification and Marine Systems Technician Certification and have access to Mercury's online education system. Mercury and MerCruiser components and systems are used throughout the programs.

Volvo Penta

Marine Services Technology students are eligible for training through Volvo's Learning Management System. This is provided through Marine Trades Institute's partnership with Volvo Penta.

Accreditation

The Marine Trades Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), an accrediting agency recognized by the U.S. Department of Education.



State Approval

The Marine Trades Institute is approved by the Michigan Department of Labor and Economic Opportunity as a Post-Secondary Proprietary School, www.michigan.gov/leo.

Notice of Non-Discrimination

Marine Trades Institute neither denies admission nor discriminates 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.

Notice of Disability Accommodations

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Marine Trades Institute is committed to providing equal access to educational opportunities to qualified applicants with disabilities. It is the responsibility of an applicant with a disability to contact the Operations Office to request an accommodation or academic adjustment to attend Marine Trades Institute. For this reason, applicants are encouraged to visit the campus as soon as possible, so that an applicant may share with the School any disability, condition, or special need that may require accommodations to meet the physical demands or other requirements of the program. All students, including those with disabilities, have the same obligations to meet Marine Trades Institute standards for academic performance, shop projects, and codes of conduct. Students with disability-related special

needs are required to submit a statement from their medical provider or other medical professional to document their condition and provide recommendations for accommodation.

Consumer Information

All required Consumer Information details are available to students on the website at <https://marinetrades.edu/consumer-information>. Students may receive a paper copy upon request. The Student Handbook and the Marine Trades Institute Catalog also contain numerous Consumer Information topics for student review. Questions about any topic should be addressed to the Operations Office at 906-484-1081.

Notice of Availability of Financial Aid

Marine Trades Institute has several forms of financial aid available for qualifying students. To apply for federal financial aid, students must file the Free Application for Federal Student Aid (FAFSA) using Marine Trades Institute's Federal School Code 042800. Detailed information is provided on the website at <https://marinetrades.edu/financial-aid>. Students may also apply for Institutional Scholarships and Sponsorships using the application form on the website at <https://marinetrades.edu/financial-aid/scholarships>.

ADMISSIONS

The Admissions process at Marine Trades Institute supports the School's mission of preparing students for careers in the marine industry. The School seeks to recruit, enroll, and retain a talented student body that enriches the learning community and environment. Marine Trades Institute is an equal opportunity employer and follows applicable policies with regard to accepting applications from potential students. The School is open to all students, without regard to race, color, religion, age, sex, creed, origin, sexual orientation, gender identity or expression, disability, or marital status. The admission policy follows U.S. Department of Education, Michigan Department of Licensing and Regulation, ACCSC, and Veterans Administration Education Department guidelines.

Marine Trades Institute strongly encourages prospective students to visit the campus prior to applying to the School. A campus visit provides prospective students with the opportunity to talk with instructors and faculty, as well as to tour the facilities, including the shop areas. In addition, spending time in the surrounding community helps provide a sense of what it is like to be a student in the Les Cheneaux area.

Applications are accepted year-round and are reviewed on an ongoing basis leading up to the start of the program year the day after Labor Day. Prospective students are encouraged to submit their applications as early as possible, along with the necessary supporting documentation, as there are limited spaces available in each enrollment class.

Admission application requirements include:

- Completed Application for Admission submitted to Marine Trades Institute via email, postal mail, or online at www.marinetrades.edu
- Interview with Admissions Advisor
- Final high school transcript (including graduation date) or official GED
- VA Certificate of Eligibility (if using Military VA Education Benefits to attend)
- Verification of English language proficiency (if international applicant)
- \$100 Application Fee ****waived for the 2025-2026 academic year****

Enrollment

Upon acceptance, the School will send the admitted applicant a Letter of Acceptance, Enrollment Agreement, and copy of the current Catalog. Given the limited number of students accepted for each enrollment class, failure to return a signed Enrollment Agreement and to submit a \$250 tuition deposit in a timely manner may jeopardize the admitted applicant's status in the program. The tuition deposit is applied to the first semester's tuition.

Wait List

If enrollment for a specific program is full, accepted applicants will be placed on a waitlist. Accepted applicants who are initially placed on a waitlist will be notified of the next available

start date. In the event of a cancellation, students on the waitlist will be notified in the order in which they were added to the list.

Denial of Acceptance

Applicants may be denied acceptance for the following reasons: incomplete admissions documents; not meeting admissions requirements; or not meeting the English language proficiency requirement. Applicants who are denied acceptance are encouraged to address the deficiencies and to reapply.

Orientation

All students are required to attend orientation sessions as part of their registration process. A virtual orientation session is held in August and is focused on preparation for relocating to Cedarville and what to expect in the first weeks of the program. The in-person orientation is held prior to the first class meeting in the fall and provides an opportunity to meet other students, the instructors, and staff. In addition, the in-person orientation session provides an opportunity for students to ask questions, review documents, and view the facility and equipment provided for training. Staff members will be available to meet with students to confirm that all registration materials are complete and to clarify and review financial aid, tuition and fee costs, and payment arrangements. Students will receive a Student Handbook, which includes school policies and procedures, during the in-person orientation. Students are required to abide by all policies listed within the Handbook in order to continue enrollment at Marine Trades Institute.

Transfer Credits

Marine Trades Institute does not transfer in general education credits earned at accredited colleges and universities, or through military training. The programs offered at Marine Trades Institute do not include a general education component but rather focus on the specifics of the marine industry and the traditional wooden boat building fields.

Marine Trades Institute does not guarantee the transferability of its credits to a trade school, college, university, or any other institution. Any decision on the compatibility, appropriateness, and/or applicability of transfer credit is made by the receiving institution.

International Applicants

Marine Trades Institute is approved by the U.S. Citizenship and Immigration Services as an institution eligible for attendance by non-immigrant applicants. The U.S. Student Exchange and Visitor Information System (SEVIS) requires the applicant to furnish the School, within no more than 90 days, proof of ability to pay the full cost of attendance (tuition, books, tools, fees and living expenses) for one academic year in order to obtain student status (I-20).

All foreign credentials (high school/college transcripts and academic records) must be translated to English and evaluated for U.S. equivalency by an authorized agency, such as World

Education Service (WES), <https://www.wes.org>; or Educational Credential Evaluators (ECE), <https://www.ece.org>.

International students will be asked to submit verification of English language proficiency if English is not their first language. The following are acceptable as evidence of proficiency:

- Test of English as Foreign Language (TOEFL): Score of 60 or higher on internet- based exam
- International English Language Testing System (IELTS): Score in 6.0 band or higher
- Completion of at least two years at a college or university located in an English- speaking country.

International applicants are encouraged to contact the Admissions Advisor as soon as possible to initiate the paperwork required for full acceptance and visa award.

TUITION AND FINANCIAL AID

For the Comprehensive Career Boat Building Program and the Marine Service Technology Program, the Total Program Tuition and Fees for the 2025 - 2026 academic year is \$28,200. Tuition and fees are due 30 days prior to each semester start date, at the rate of \$9,400 per semester (\$9,000 for tuition and \$400 shop fee).

Additional fees include:

- Application Fee \$100 (required and non-refundable) ****waived for the 2025-2026 academic year****
- Additional ABYC Certification Exams \$150/exam (optional)

Late Payment Fee

A late payment fee will be applied if a payment is received after the tuition invoice due date. The amount assessed will be 1.5% of the past due balance, less any pending financial aid. If the student fails to complete the requirements for pending financial aid or financial aid is canceled for any reason, the late fee will be based on the total tuition and fee amount remaining. Late payment fees may be no more than \$141 per semester, based on the per semester charge of \$9,400. Unpaid late fees will be added to the next tuition payment amount due, and additional late fees will occur if unpaid balance remains outstanding.

Financial Aid

Federal Financial Aid is available for those who qualify and complete the required forms. The process for qualifying for financial aid for 2025 – 2026 academic year begins by filing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov, using Marine Trades Institute's Federal School Code 042800. Programs include the Federal Pell Grant; Federal Direct Loans, both subsidized and unsubsidized; Supplemental Educational Opportunity Grant; Federal Work Study; and Federal Parent Plus Loans. For financial aid assistance, contact the Marine Trades Institute Operations Office, the Financial Aid Office, or the Federal Student Aid Information Center at (800) 433-3243.

Students must maintain satisfactory academic progress to remain eligible for federal financial aid. The full description of the Satisfactory Academic Progress standards is found in the Student Handbook and online at <https://marinetrades.edu/satisfactory-academic-progress-sap-policy>.

Scholarships

Marine Trades Institute Scholarship and Tuition Assistance opportunities are available for qualified students based on financial need and merit. To receive more information about scholarships, students are encouraged to contact the Admissions Advisor at (906) 484- 1081. A list of non- Marine Trades Institute scholarships is available on the website at <https://marinetrades.edu/financial-aid/scholarships>. This list is not exhaustive, and students are also encouraged to research other outside scholarship sources.

Michigan Achievement Skills Scholarship

Michigan residents who graduated from high school in Michigan with a diploma or certificate of completion or achieved a high school equivalency certificate in 2023 or after, and who have not yet earned an associate or bachelor's degree, may be eligible for the Michigan Achievement Skills Scholarship. The Michigan Achievement Skills Scholarships provides eligible students with up to \$2,000, per year, for up to 2 years. Funds are applied to student accounts in one lump sum. The student must be in attendance for three weeks before the funds are applied. More information and an application form are available on the MI Student Aid website.

The Michigan Department of Lifelong Education, Advancement, and Potential is not affiliated with National Merit Scholarship Corporation or its registered trademarks National Achievement®, Achievement Scholarship®, or Achievement Scholar®.

Michigan Works

Under the provisions of Michigan Works, the EUP Employment and Training Consortium receives federal and state funding to provide financial assistance for classroom training to eligible residents of Chippewa, Luce, and Mackinac Counties. The purpose of Michigan Works is to prepare the student for immediate employment upon completion of training. The Admissions Advisor can provide additional information, as eligibility requirements vary.

Veteran Benefits

GI Bill® educational benefits may be used by eligible veterans or other eligible persons during their attendance at the school. VA education and training benefits are provided through several programs. Students may qualify for more than one education benefit program and are encouraged to contact their VA representative for more information. In addition, eligible students are encouraged to review the Department of Veteran Affairs website (www.va.gov) for answers and comparisons of their benefit options.

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

Estimated Cost of Attendance for Financial Aid

This is the estimated Cost of Attendance, based on federal requirements for students using Federal Financial Aid. Students are billed for tuition and fees. Other items are estimated expenses associated with attending the programs.

Cost of Attendance 2025 - 2026

	CCBB STUDENT	CCBB STUDENT living with family	MST STUDENT	MST STUDENT living with family
ANNUAL TUITION	\$27,000	\$27,000	\$27,000	\$27,000
SHOP & MATERIAL FEE	\$1,200	\$1,200	\$1,200	\$1,200
REQUIRED COMPUTER <i>(estimated)</i>	\$699	\$699	\$699	\$699
TOOL ALLOWANCE <i>(estimated)</i>	\$1,764	\$1,764	\$1,557	\$1,557
BOOKS & SUPPLIES <i>(estimated)</i>	\$126	\$126	\$180	\$180
HOUSING <i>(estimated)</i>	\$8,082	\$4,848	\$8,082	\$4,848
FOOD – ONE PERSON <i>(estimated)</i>	\$4,041	\$2,424	\$4,041	\$2,424
TRANSPORTATION, PERSONAL & MISC. <i>(estimated)</i>	\$2,292	\$2,292	\$2,292	\$2,292
TOTAL ESTIMATED COA	\$45,204	\$40,353	\$45,051	\$40,200
ESTIMATED COA per SEMESTER	\$15,068	\$13,451	\$15,017	\$13,400

Additional Cost of Attendance Considerations (Professional Judgement Approval Required)

- Additional mileage or travel expense, if daily travel exceeds 10 miles per day.
- Child care/dependent costs, with proof of expenses.
- ABYC certification expenses, with proof of cost.
- Mercury Marine certification expenses, with proof of cost.
- Unusual housing costs, if lower-cost housing is not available.

Cancellation and Tuition Refund Policies

Cancellation Policy

Marine Trades Institute accepts one cohort of students for each program, which begins in the fall semester and continues to the end of the summer semester. Students are not accepted in the spring or the summer semesters. For this reason, the following cancellation policy applies only to students prior to starting school in the fall semester.

For each fall semester:

- An applicant requesting cancellation within three (3) days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid, excluding the application fee.
- An applicant who has been accepted but has not visited the school prior to enrollment may cancel without penalty by requesting cancellation within three (3) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
- An applicant who is requesting cancellation more than three (3) days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, excluding the application fee, minus a registration fee of \$150.

Refund Policy

The School's refund policy is designed to ensure that each student is provided a fair and equitable refund of tuition and fees in situations in which the student has enrolled in and begun coursework in the fall, spring or summer semester and subsequently elects to withdraw, is dismissed by the School, or otherwise fails to complete the semester. Note that this policy applies to non-federal financial student aid. Federal financial aid is addressed in the next section of the catalog.

In each semester:

- A student who notifies the administration, in writing, of their intention to withdraw within the first three (1st– 3rd) business days of the semester is entitled to a 100% refund of tuition and fees, less a \$250 fee.
- A student who notifies the administration, in writing, of their intention to withdraw on the fourth or fifth (4th– 5th) business day of the semester is entitled to a 75% refund of tuition and fees.
- A student who notifies the administration, in writing, of their intention to withdraw between the sixth and the tenth (6th– 10th) business days of the semester is entitled to a 50% refund of tuition and fees.
- A student who notifies the administration, in writing, of their intention to withdraw on or after the eleventh (11th) business day of the semester is not entitled to a refund of that semester's tuition and fees.

The refund policy is structured to balance the opportunity for a student to recoup a portion of the tuition and fees that they have paid for the semester with the costs incurred by the School in planning for that student to attend in a given semester.

The Marine Trades Institute Student Withdrawal Form is completed by staff to document the last date that the student was in class and calculate the refund that is due. A student may complete the initial information on the form, but it is not required as a step in the withdrawal

process, nor for a refund to be processed. The school will make a determination of the student's last day of attendance within 14 days of the student's withdrawal, as determined by the School from its attendance records.

Refunds will be issued within 45 days of the completion of the Student Withdrawal Form.

Federal Financial Aid Withdrawals and the Return of Title IV (R2T4)

Federal student aid programs are authorized under Title IV of the Higher Education Act of 1965. Federal student aid programs include the PELL Grant, Supplemental Educational Opportunity Grant, Direct Stafford Loans, Direct PLUS Loans, and Federal Work Study. These programs are also known as Title IV funds.

Title IV funds are awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student ceases attendance from all courses for any reason, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive or did receive. Federal regulations require that an institution perform a calculation for students who cease attendance to determine if Title IV funds should be returned to the U.S. Department of Education. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they attended. A prorated schedule is used to determine the amount of federal student aid funds earned at the time of the withdrawal (ceased attendance). Once a student has completed more than 60% of a semester, the student is considered to have earned all of the financial aid and will not be required to return any funds. However, the school must still perform a R2T4 to verify the percentage of unearned aid each time a student withdraws.

The amount of funds that is "unearned" and must be returned to the federal government is determined by a federal calculation. The calculation must be done within 30 days of the determination of the withdrawal, and Marine Trades Institute must return the "unearned" funds to the federal government within 45 days. When the school returns the aid, this creates a deficit on the student's account at Marine Trades Institute. If the student does not have any credit balance on their account, this will become a balance owing to Marine Trades Institute. Any balance owing will prohibit a student from registering for future periods.

Funds must be returned by Marine Trades Institute in this order (if applicable): Unsubsidized Direct Loan, Subsidized Direct Loan, Parent PLUS Loan, Pell Grant, and FSEOG for which a return of Title IV funds is required.

Official Withdrawal

The student is strongly encouraged to contact the Operations Office prior to dropping or withdrawing from any classes. The Operations Office staff can help clarify any questions about withdrawing from courses.

The requirements for Title IV program funds when a student withdraws are separate from any refund policy that Marine Trades Institute may have. Therefore, the student may still owe funds

to Marine Trades Institute to cover unpaid institutional charges. Marine Trades Institute may also charge the student for any Title IV program funds that the school was required to return. Please contact Marine Trades Institute Operations Office with questions. Students who have VA Benefits should contact their VA representative to discuss the potential impact of withdrawing from their coursework.

Students must notify the Operations Office if they are withdrawing from any course. The date used in the R2T4 calculation is the date on which the student has completed the Official Withdrawal Request form or the date the student ceased attendance from all courses, whichever is earlier. This would be the date the student attended their last remaining course if they dropped courses on multiple occasions.

Students who are receiving any type of financial aid and who are considering withdrawing from one or more classes should review the withdrawal and Return of Title IV policy found on the Marine Trades Institute website at <https://marinetrades.edu/withdrawal-policy>. Receiving financial aid for days the student will not complete can impact their future eligibility of institutional, state, federal, and some third-party awards.

Unofficial Withdrawal

Students who fail all courses in which they are registered will be reviewed at the end of each payment period to determine whether they earned a failing grade based on graded work or for attendance issues. The student's last date of attendance or the last date of any academically related activity (exam, paper, quiz, etc.) will be reported by the instructor. If it is determined, by these dates, that a student has stopped attending all of the courses in which they are registered before the payment period is complete, the student will be required to return their "unearned" federal Title IV assistance back to the School so it may be refunded to the federal government. A student has "earned" all or a portion of their federal aid if the student attends through the 60% point of the semester. If a student has continued to attend at least one course past the 60% point of the semester and earned a grade, then the student has "earned" their federal funds. If a student completes the entire semester but earns failing grades, no action is necessary for the current semester, although failed courses may affect eligibility for aid for future semesters. See the Satisfactory Academic Progress policy found on the Marine Trades Institute website at <https://marinetrades.edu/satisfactory-academic-progress-sap-policy> for more details. The date used in the R2T4 calculation for "unofficial withdrawals" is the last date used by an instructor for the student's academically related activity.

Full details of the Withdrawal Policy are available at <https://marinetrades.edu/withdrawal-policy>.

If you have questions about your Title IV program funds, you may call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.gov.

STUDENT SERVICES

Marine Trades Institute takes a team approach to providing student services that are appropriate to the size and diversity of the student body and responsive to individual student needs. The faculty and administration at Marine Trades Institute recognize the importance of developing positive, professional relationships with each student, getting to know them on a one-on-one basis. This approach allows for quick problem resolution when a student is struggling or has a concern or complaint. Well-established lines of communication help students seek assistance when needed.

Advising

To help students be successful in meeting the student learning outcomes, instructors provide regular feedback on the assessments and projects completed during the course. In addition, instructors meet individually with students following the midterm exam and when the final exam is completed. Additional advising sessions are scheduled with any student whose performance warrants immediate attention. Students are also encouraged to track their own progress on the assessments and projects and to request additional feedback and advising from instructors whenever they have questions about their performance.

Career Services

Marine Trades Institute networks with potential employers throughout the United States and around the world. Students work directly with the staff and faculty to search for, apply to, and secure careers within the marine trades. Students and alumni have access to the Director of Education for assistance in searching for a job, writing a résumé, completing employment applications, and building a credentials file. Marine Trades Institute tracks graduates and their employment status. It should be noted that Marine Trades Institute does not and cannot guarantee employment.

Campus Safety and Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires schools to disclose three years of statistics regarding campus crime. The School's report includes policies for campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, emergency preparedness, and other related matters. A copy of the current report is found at <https://marinetrades.edu/wp-content/uploads/Annual-Security-Report-Clery-Act-09.2024.pdf> or may be requested by calling the School at (906) 484-1081.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution at any age. These rights include:

- The right to inspect and review the student's education records within (45) forty-five days after the day Marine Trades Institute receives a request for access. A student should submit, to the Operations Office, a written request that identifies the record(s) the student wishes to inspect. The Operations Office will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Marine Trades Institute to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If Marine Trades Institute decides not to amend the record as requested, Marine Trades Institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Marine Trades Institute discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Marine Trades Institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Marine Trades Institute who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of Personal Identifiable Information (PII) from education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another school official in performing their tasks. A school official typically has a legitimate educational interest if the official needs to review an educational record to fulfill their professional responsibilities for Marine Trades Institute.

Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education;

- Authorized organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- Alleged victim of a crime;
- To comply with a judicial order or lawfully issued subpoena; provided the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law; and
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse.

The school may release information without the student’s consent where the information is classified as “Directory Information.” The following categories of information have been designated by Marine Trades Institute as directory information:

- Name
- Address
- Telephone listing
- Email address
- Photographs
- Certificates, diplomas, honors, awards received
- Program of study

Students who do not want such information released without their consent should notify the Director of Administration.

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

Student Privacy Policy Office
 U.S. Department of Education
 400 Maryland Avenue, SW.
 Washington, DC 20202

ACADEMIC POLICIES

Curriculum Design

Marine Trades Institute programs are designed to provide students with the opportunity to develop the knowledge and skills required for success in their chosen field. For this reason, the learning environment and design of Marine Trades Institute programs is intended to reflect a typical boat yard or boat shop operation. Because the knowledge and skills used for specific tasks and results are difficult to isolate into separate topics, or what would be labeled as “courses” in a more traditional, less hands-on, post-secondary learning setting, the Marine Trades Institute faculty and staff have adopted a holistic, integrated approach to curriculum design and implementation. Rather than isolated, distinct courses held in each semester, Marine Trades Institute programs require three semesters of coursework within which students complete a number of units or topics, demonstrating mastery of the student learning outcomes (SLOs) that have been identified for that unit.

Instructors monitor the map of student learning outcomes to assure the alignment of assessments with learning outcomes. Students earn a grade for their work in each unit, as detailed in the grading framework provided in the course syllabus for the semester. Given the overlapping, integrated nature of the student learning outcomes across units, assessments may be attributed to more than one unit.

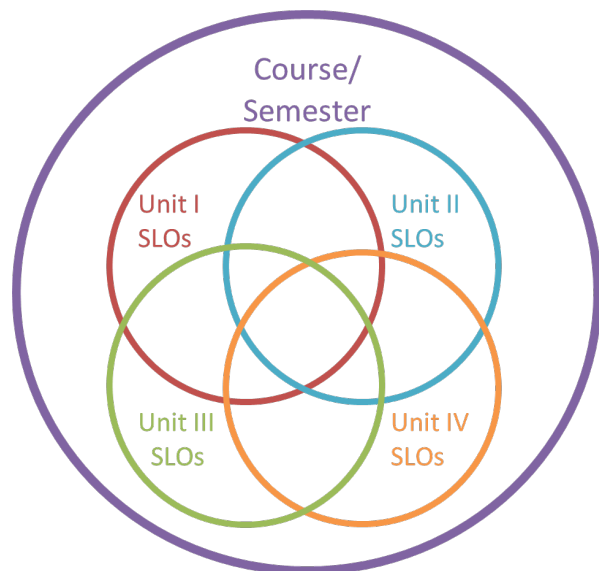
Terminology

Program – defined three-semester sequence leading to a diploma or certificate

Course – one-semester sequence of instruction and assessment

Course Syllabus – document for one semester of work which includes unit-level student learning outcomes, assessments, and grading framework

Unit – component within a course on a specific topic with defined student learning outcomes



Assessment and Evaluation

Student grades for each unit are determined by the following grading scale.

Grading Scale		
Percentage	Letter Grade*	Grade Points**
93-100%	A	4.0
90-92.9%	A-	3.7
87-89.9%	B+	3.3
83-86.9%	B	3
80-82.9%	B-	2.7
77-79.9%	C+	2.3
73-76.9%	C	2
70-72.9%	C-	1.7
67-69.9%	D+	1.3
63-66.9%	D	1
60-62.9%	D-	.7
Less than 59.9%	F	0

* Letter grade that will appear on transcript

** Points that are used in calculating cumulative Grade Point Average for financial aid and other purposes.

Assessment Tools

The standard Marine Trades Institute assessment process contains the following four components, which are applied and adapted to meet the needs of each unit in the program.

- Learning Resource System Projects
- Projects and Shop Rubrics
- Quizzes and Exams
- Professionalism and Shop Etiquette Rubric

In addition to the assignments noted above, each unit uses one or more required textbooks, and students will complete assigned readings prior to coming to each class meeting. The

specific assignments and criteria for the evaluation framework will be included on each course syllabus and will be discussed in class.

Graduation Criteria

Students must meet three criteria to be eligible for graduation:

1. **Course Completion:** Students must earn a grade of at least a C (73% or higher) in each unit within a course (semester).
2. **Attendance:** Students must maintain at least 90% for a course (semester).
3. **Professionalism and Shop Etiquette Rubric:** Students must earn a Pass on the rubric for each course (semester).

A student who does not meet the graduation criteria will be placed on probation and must submit a written appeal to the Lead Instructor detailing a plan for improvement in the subsequent course (semester). The appeal will be reviewed by the Director of Education and the President, who will jointly determine whether the student will be allowed to continue their academic work at Marine Trades Institute. In order to move from one semester to the next, a student must make satisfactory academic progress. Students not meeting criteria for satisfactory academic progress may be dismissed from Marine Trades Institute.

Incomplete Grades

A student may be given an incomplete grade if, for reasons beyond their control, they fail to complete a class project or unit by the end of a semester. The student must submit a written request for an incomplete that includes the reason(s) an incomplete is warranted and a plan for completing the required work. An incomplete grade will not be awarded to a student who has not leveraged instructional and shop time appropriately during regular school hours. The instructor will determine whether an incomplete will be assigned and will monitor the completion of work according to the plan submitted by the student. Instructors have sole discretion as to whether to assign an incomplete grade.

Make-up Work

If approved for either an incomplete grade or for other unit-level reasons approved by the instructor, a student will be expected to make up all assignments, reading material, quizzes, and shop projects at the earliest possible opportunity, but no later than the end of the semester. Make-up work is accepted for credit at the sole discretion of the instructor.

Student Conduct and Behavioral Standards

Marine Trades Institute maintains the right to make, change, and enforce rules for conduct and behavior (both on and off campus) during the time a student is enrolled at Marine Trades Institute. Admission to Marine Trades Institute carries with it the expectation that students will conduct themselves as responsible members of the Marine Trades Institute family, maintaining high standards of integrity and honesty and respecting the rights, privileges, and property of others.

Violations of the Student Conduct and Behavior Standards may include actions or behavior that affect other students, such as threatening remarks or behavior, disruptive use of profanity, misuse of alcohol or other drugs, and other similar actions. In addition, violations may include behavior that affects Marine Trades Institute staff, faculty, and board members, such as disruptive behavior in class, academic dishonesty, improper use of technology and shop tools, and failure to comply with directives in keeping with school policies. Finally, violations may include actions that affect school property, including intentionally or negligently damaging school property or property of others, smoking in prohibited areas, or having weapons on campus.

Disciplinary Action

One or more of the following disciplinary actions may be taken if a student is found responsible for violating a conduct or behavior standard:

Warning:

- Verbal or written notice that a violation of the Student Conduct and Behavioral Standards has occurred
- A written letter of the warning will be documented in the student's personal file
- Future violations may result in more severe sanctions

Loss or Restriction of Privileges:

- Limitation or removal of specific privileges, e.g. use of shop/mill after regular school hours
- Loss or restriction of privileges will be outlined in writing for the student
- Failure to abide by the loss or restriction of privileges may result in dismissal

Dismissal

Depending on the severity of the violation, a student may be dismissed for a violation at the discretion of the Executive Committee of the Board of Directors.

In addition, a student may also be dismissed for one of the following reasons:

- Failure to maintain graduation eligibility by earning a minimum grade of "C" in each unit and a Pass on the Professionalism and Shop Etiquette Rubric
- Failure to comply with the School's attendance policy
- Non-payment of tuition by the due date

Student Complaint Policy

The School takes all complaints seriously and seeks appropriate and timely resolutions. Student complaints are a way to measure whether the School is keeping a pulse on how well information is appropriately communicated and disclosed in the Catalog and Enrollment Agreement. Students are encouraged to try to resolve problems as they arise by talking with the individual(s) most directly involved or responsible. If direct communication is not appropriate or fails to alleviate the problem, students should discuss their complaints,

grievances, or questions with their instructor(s). If direct communication does not satisfy the student's grievance and the instructor was not able to resolve the grievance, a formal written complaint may be filed. A formal written complaint form may be acquired in the Operations Office and the complaint submitted to the Director of Education. If the student feels they have experienced harassment or have otherwise been negatively affected by the behavior of some student or School personnel, the student must notify the Director of Education immediately in writing.

If requested or deemed necessary, the Director of Education will assist a student in connecting with an off-campus counseling service. The School will make every reasonable attempt to assist, correct, aid, and resolve the student's situation.

Unsatisfactory Resolution of Complaints

Student Complaint Procedure

If the complaint has not been adequately addressed by Marine Trades Institute leadership, students may mail their complaint to:

Employment & Training, Postsecondary Schools & State Approving
Michigan Department of Labor and Economic Opportunity
PO Box 30805
Lansing, MI 48933

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. A student may also 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-Center/Complaints>.

ACADEMIC PROGRAMS

Program options at Marine Trades Institute include the Comprehensive Career Boat Building Program and the Marine Service Technology Program. Both prepare graduates for employment in the marine industry, while offering options for the specific settings and careers in which they may work. Prospective students are encouraged to review the program and unit descriptions found in this section of the catalog when considering which program to pursue.

A Day in the Life of a Marine Trades Institute Student

Fundamental to all programs at Marine Trades Institute is a strong focus on hands-on, applied learning, which is reflected through the daily schedule during the semester. A typical day begins with students meeting with the instructor in a classroom to discuss the assigned reading, which introduces the concepts and terminology that will be used during the day. The instructor also provides an overview of the tasks for the remainder of the day. After approximately an hour in the classroom, the students and instructor move to the shop to begin their work. Direct instruction by the instructor continues in the shop, as students make connections between the classroom discussion and the tools and materials found in the shop. As students begin the assigned tasks, the instructor monitors their progress, providing feedback and suggestions on an individual and small group basis. As individual students demonstrate their competence on specific tasks, they move to more independent work on additional tasks. A typical day may include up to four hours in the shop with an instructor or shop assistant present, with an hour lunch break, as well as individual time in the shop or library to complete assigned projects and to prepare for future class meetings.

COMPREHENSIVE CAREER BOAT BUILDING PROGRAM

Program Description and Outcomes

The Comprehensive Career Boat Building Program (CCBB) prepares individuals for employment in wooden boat building, restoration, and service settings. Graduates develop well-rounded and adaptable knowledge and skills required in the wooden boat industry. They find employment with boat and yacht manufacturers and maintenance facilities, as well as in high-end woodworking shops.

Graduates are able to:

- Work with wood and composite materials to build, repair, and restore a variety of boat types and styles
- Utilize critical thinking to analyze problems and develop solutions
- Perform as an effective employee in service-related settings
- Demonstrate professionalism, oral and written communication skills, and time management skills

The Comprehensive Career Boat Building program requires 44 semester credits of coursework, including instruction in the classroom and in the shop, hands-on application in supervised lab

time in the shop, and team and individual projects in the shop. The program is completed in three 15-week semesters over a 12-month period. At the completion of the program, students will receive a diploma. The maximum number of students in a typical classroom or laboratory/shop setting is 24.

Program Outline

First Semester – *Introduction to Boat Building*

Introduction to Comprehensive Boat Building - 4 credits

Shop and Boatyard Practices and Safety - 4 credits

Basic Woodworking - 4 credits

Traditional Boat Building - 4 credits

Second Semester - *Wood Composites*

Wood as Structural Material - 4 credits

Laminating Planking Techniques - 4 credits

Wood Composite Repair - 3 credits

Hardware and Composite Parts - 3 credits

Third Semester - *Restoration*

Hull Shape and Construction - 4 credits

Reconstruction - 4 credits

Mechanical Installation - 3 credits

Interior and Hardware - 3 credits

Unit Descriptions

Introduction to Comprehensive Boat Building

This unit provides students with the basic knowledge and skills necessary for working in the wooden boat industry, across each of the specializations that they might choose to pursue as they continue in the program. Key components of the unit include customer service skills and career exploration.

Shop and Boatyard Practices and Safety

This unit focuses on the best practices and safety standards related to the range of shop and boatyard settings in which students, and in turn graduates, will work. Key components of the unit include general shop safety and practices and an introduction to boatyard operations.

Basic Woodworking

The unit provides an introduction to woodworking knowledge and skills that are used in wooden boat building, as well as in construction of other wood projects. This is a foundational unit for the program, assuring that all students are competent as woodworkers.

Traditional Boat Building

This unit focuses on the classic woodworking skills required to build vessels in the traditional methods, namely carvel and lapstrake planking. Students will be introduced to the modern techniques and materials specific to the construction of traditional boats.

Wood as Structural Material

This unit addresses modern wooden boat building techniques utilizing epoxy and reinforcing fabric to make wood composite structures and hulls. Emphasis includes lamination, working with epoxies and construction of wood/epoxy composite boats.

Laminating Planking Techniques

This unit focuses on the use of plywood, veneers and the vacuum bagging process, and further techniques for working with laminates.

Wood Composite Repair

This unit introduces the steps involved in basic repair of wooden boats, including identifying the extent of damage and developing recommendations regarding repair. Initial work on removing damaged material to minimize the impact of repair on the boat is undertaken.

Hardware and Composite Parts

This unit introduces basic fastening and bonding techniques used in installing hardware on wooden and composite boats. Students apply techniques in installation practice.

Hull Shape and Construction

This unit introduces the steps in analyzing the critical fixes necessary to restore a boat to original condition, incorporating aspects of traditional construction of a boat. Included is practice in analyzing hull shape and construction method of a specific boat. In addition, students will utilize appropriate tools to disassemble a boat, preserving the wood in the process.

Reconstruction

This unit focuses on broadening the scope of wooden boat restoration. Students will be exposed to methods and viewpoints that encourage a higher level of thought required to restore a boat to its original condition. Advance work with finishes and stains is included.

Mechanical Installation

This unit explores the processes in mechanical restoration so that students are prepared to put things back as they were in traditional wooden boats, without sacrificing modern safety requirements. Work includes wiring, gauges, and engine and running gear.

Interior and Hardware

This unit focuses on restoration of the interior and hardware of traditional boats. This includes complete cockpit replacement including floors, interior paneling, and dash, and the replacement of sheer clamps and deck frames.

MARINE SERVICE TECHNOLOGY PROGRAM

Program Description and Outcomes

The Marine Service Technology (MST) Program is designed to prepare individuals to become well-rounded, entry-level marine technicians. Marine technicians work in settings such as marinas, marine dealerships, boat repair yards, marine manufacturing facilities, and yacht clubs. They perform installation and maintenance services on recreational and light commercial boats.

Program Outcomes

Graduates are able to:

- Apply industry standards to the full-range of installation and maintenance tasks of marine propulsion and non-engine systems
- Utilize critical thinking to analyze problems and develop solutions
- Perform as an effective employee in service-related settings
- Demonstrate professionalism, oral and written communication skills, and time management skills

The Marine Service Technology program requires 42 semester credits of coursework, including instruction in the classroom and in the shop, hands-on application in supervised lab time in the shop, and team and individual projects in the shop. The program is completed in three 15-week semesters over a 12-month period. At the completion of the program, students will receive a certificate and will be eligible to test for ABYC certifications. The maximum number of students in a typical classroom or laboratory/shop setting is 24.

Program Outline

First Semester – Introduction to Marine Service Technology

Introduction to Marine Service Technology - 3 credits

Shop Practices and Safety - 4 credits

Marine Engine Fundamentals - 4 credits

Introduction to Boatyard Operations - 3 credits

Second Semester – Marine Propulsion

Electrical and Electronic Marine Systems - 4 credits

General Boat Construction - 4 credits

Marine Drive and Exhaust Systems - 4 credits

Marine Steering Systems - 3 credits

Third Semester – Marine Systems

Seasonal Maintenance - 4 credits

Advanced Boatyard Operations - 3 credits

Marine Plumbing Systems - 3 credits

Marine Climate Control Systems - 3 credits

Unit Descriptions

Introduction to Marine Service Technology

This unit provides students with the foundational knowledge and skills necessary for a Marine Service Technician, across each of the specializations that they might choose to pursue as they continue in the program. Key components of the unit include customer service skills and career exploration.

Shop Practices and Safety

In this unit, students will develop their skills in using standard tools and equipment found in marine manufacturing and maintenance settings, in keeping with industry and governmental safety standards.

Marine Engine Fundamentals

This unit focuses on inboard and outboard marine engines. Students will develop knowledge and skills related to the operating principles of internal combustion engines and the identification of specific parts and systems. Students will know the different types of installation and maintenance considerations of both gasoline and diesel engines.

Introduction to Boatyard Operations

This unit introduces students to fundamental knowledge and skills required for working in a boatyard setting, both in the yard and in the office. Skills include written and oral communication and a knowledge of typical boatyard workflow and expectations.

Electrical and Electronic Marine Systems

This unit is centered on the electrical and electronic systems found on boats. Students develop knowledge and skills related to the installation, operation, and maintenance of electrical and electronic equipment. Emphasis is on proper safety and troubleshooting techniques, as well as on documentation and knowledge of interaction between systems.

General Boat Construction

This unit provides students with the opportunity to develop knowledge and skills related to boat terminology and marine construction materials and techniques. Marine service technicians must have a broad understanding of these topics, as they have application in all settings in which technicians will work.

Marine Drive and Exhaust Systems

This unit focuses on the systems most closely related to the engines that are required to make boats operate. Students will develop knowledge and skills related to the operating principles of marine gears and exhaust systems, as well as installation and maintenance considerations.

Marine Steering Systems

This unit focuses on the steering and control systems found on boats. Students will develop knowledge and skills related to these systems and will have the opportunity to apply them in installation and maintenance situations.

Seasonal Maintenance

This unit provides students with the knowledge and skills related to winterizing and commissioning boats. The content builds on and is related to aspects of boatyard operations that were introduced in earlier units.

Advanced Boatyard Operations - Storage Procedures: Moving Boats, Blocking

This unit expands students' knowledge and skills related to all aspects of boatyard operations. The unit builds on basic shop and customer service skills, as well as on the general boat knowledge and skills from the first semester.

Marine Plumbing Systems

This unit provides students with the knowledge and skills required to install, operate and maintain plumbing systems found on various types of boats. Fluid flow, materials, parts, and standards compliance are paramount. Ergonomics and safety are widely considered.

Marine Climate Control Systems

This unit focuses on the various types of climate control systems on boats, including heating, air conditioning and other ventilation systems. Students apply knowledge and skills in the installation, operation, and maintenance of systems on boats.

ACADEMIC CALENDAR

The following is the projected academic calendar.
Adjustments may be made due to class cancellations or other events.

2025 – 2026 Academic Year (Projected)

Fall Semester

September 2, Tuesday – Orientation, First day of Classes

October 13, Monday – Indigenous Peoples' Day – no classes

November 26 noon – 28, Thanksgiving Recess – no classes Wednesday noon - Friday

December 12, Friday – Last day of semester

Spring Semester

January 5, Monday – First day of Semester

February 16, Monday Presidents Day – no classes

Feb 23 – 27, Monday - Friday Spring Break – no classes

April 24, Friday – Last day of semester

Summer Semester

May 4, Monday – First day of semester

May 25, Monday Memorial Day – no classes

July 3, Friday Fourth of July Holiday – no classes

August 13, Thursday – Last day of Classes

August 14, Friday – Graduation

Marine Trades Institute

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