

Palace Trucking Academy Inc.



COURSE CATALOG

www.palacetruckingacademy.com

- i 2024-2025 **Palace Trucking Academy Catalog**
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Contact Information

Admissions
 Advising and Counseling
 Bookstore
 Business Services, Cashier

Work Experience Internships
Counseling Services
Financial Aid
Foundation
Graduation Services
Human Resources
Library
Public Safety
Registrar
Student Accessibility Services
Testing Services
Transcript evaluation
Veterans' Services
Writing Center
Study Skills Center
Tutoring Center

Mailing: PO Box 274 Powder Springs, GA 30127

Classroom: 3771 FLOYD RD AUSTELL, GA 30106
www.palacetruckingacademy.com
404-446-9044

The Palace Trucking Academy Inc., prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age, gender, pregnancy, whistleblowing, or any other status protected by federal, state, or local law in any area, activity, or operation of the academy. We also prohibit retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state or local laws.

Under academy policies, equal opportunity for employment, admission, and participation in the academy's programs, services, and activities will be extended to all persons, and the academy will promote equal opportunity and treatment through application of its policies and other efforts designed for that purpose. Persons having questions or concerns about: Title IX, which includes gender-based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking, may contact the Title IX coordinator, Mrs. Quenita Harris at the number above. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104. Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer, Mrs. Quenita Harris.

About Palace Trucking Academy Inc.

Welcome to Palace Trucking Academy Inc.



Palace Trucking Academy Inc., is here to help you to achieve your personal and professional goals. At Palace Trucking Academy Inc., you can obtain the education and training you need to qualify for a job or become an owner operator. Our mission is to remove the narrative of driver shortage by providing opportunities for new and existing company drivers to gain the ability to become business owners in the trucking industry with proper business development, vocational training, and a guided mentorship program. We provide comprehensive Class A driver training, automatic restriction removals, & refresher courses. Our target audience is individuals who are 18 and older, veterans, single mothers and fathers, rehabilitated felons, and persons who are interested in changing careers due to displacement. We are a catalyst for entrepreneurship and a model for trucking business incubation. The faculty and staff members are strongly invested in the ongoing and ultimate personal and professional success of our students. The curriculum is rigorous, and we will complete the accreditation process by June 2027

You can pursue your educational goals in a format that fits your needs. As a full-time student, you can finish a program in 4 weeks.

We also offer classes in schools and other locations in communities throughout the metropolitan Atlanta area. You can even stay home and take a class online that will fit your needs and schedule when permitted, but come in for range training.

Whatever your goals and interests, we are committed to help you enhance the quality of your life through learning.

Note: CDL Classes are taught both In-person or online for ELDT training only; the driving and Range training are strictly in-person.



The Inspiration Behind Palace Trucking Academy Inc.

The Palace Trucking Academy Inc., will be managed by Mrs. Quenita Harris, Executive Director and founder. She is the Principal CEO at Consulting company TDSJ Enterprise, LLC, and the group leader for Truck of Queens & Kings Group, as well as a women and minority trucking company owner of TDSJ Transportation LLC. Truck of Queens was designed to connect women that are owner operators, single mothers, women of all backgrounds to take a look into the world of Transportation to create passive income while creating GENERATIONAL WEALTH for their family! This is a resource house to help individuals that are already in the industry to connect with others, create an opportunity for those that are not, get information based on expert knowledge of those already in the industry! Ms. Harris is certified in education and holds three master's, an MBA, Information Systems & master's certificate in Project Management from Keller Graduate School of Management of DeVry University and a Bachelor of Arts in Business Administration from Philander Smith College . Ms. Harris has directed multiple projects including, material preparation for bank audits, promotional events, bringing an assisted living facility in alignment with state codes and periodic driver file audits for a fortune 500 company. She is highly adaptable and resourceful—rapidly learns new procedures and processes, quickly adjusts to changes in schedule, environment and organizational objectives. She is also detail-oriented with exceptional multi-tasking abilities, self-motivated and goal-oriented, thrives in independent operations and team dynamics, with effective interpersonal and communication skills. In this role she will demonstrate professionalism, tenacity, thoroughness and dedication, with a solid work ethic, insightfully respond to tough situations and find innovative solutions for complex problems. She also demonstrates dynamic leadership skills and has the ability to manage diverse team members while getting results.

The Palace Trucking Academy Inc. Staff and Faculty consists of experienced administrative, educational, and trucking professionals, each committed to working together to provide an excellent service for our students. The senior leaders of admissions, instruction, operations, logistics, HR, and finance serve on the management team as Deans. Each leader is credential, highly qualified, and experienced. Palace Trucking Academy Inc. is dedicated to the removal of geographical, financial, social and cultural barriers that restrict access to and success of drivers in the commercial trucking industry. We provide vocational and occupation training for operators and owner-operators by increasing equality of educational opportunities for both traditional and non-traditional adult learners worldwide. We provide innovative, highly relevant, post-secondary learning opportunities to a broad range of traditional and non-traditional students. For students who wish to continue their careers while they augment their education to realize this multifaceted mission to the greatest certificate possible, the Palace Trucking Academy Inc. has thoughtfully developed and is systematically implementing virtual learning and physical on campus training opportunities. Researchers believe that emerging technologies are rapidly and thoroughly transforming the workplace. Experts predict that by 2030 400 million to 800 million people worldwide could be displaced and need to find new jobs. The ability to adapt and quickly acquire new skills will become a necessity for survival. We are here to help those who have been laid off, downsized, or are advancing with post-secondary education to learn a new skill that is a viable career. Ensuring that guidance is provided by someone with experience in the trucking industry is important, giving an unbiased picture of vocational work and answering questions appropriately with real-life examples and stories related to interested students makes our program distinctive from other trucking schools. High schools and trucking schools such as ours, hold the key to preparing individuals for the future and ensuring individual success. We also hold the key to preparing our nation for future shipping crises and ensuring national success on the world economic stage. The Palace Trucking Academy has the tools to prepare students for the jobs that exist today and, more importantly, we prepare students for the jobs that will exist tomorrow and well into the future.

Programs

Palace Trucking Academy Inc. has one areas of study:

Truck driving courses culminate in students receiving a commercial driver's license (CDL) of class A. Truck driving schools cater to students of all ages, with some students enrolling immediately after high school, and others enrolling later in life with the goal of changing careers. While truck driving has traditionally been a male dominated field, truck driving schools have experienced a growing number of female students. A CDL Class A license is required to operate any combination of vehicles with a gross combination weight rating (GVWR) of 26,001 or more pounds, provided the towed vehicle is heavier than 10,000 pounds. With a CDL Class A license and the proper endorsements, students may drive the following types of vehicles:

- Tractor-trailers
- Truck and trailer combinations
- Tank vehicles
- Livestock carrier

Certification courses in Owner Operator, freight broker, and dispatch. Additional certifications will be added when students reach an 85% completion rate. Truck ownership opportunities will be afforded graduates with one year of driving experience. Our counselors will assist graduates with financing, business management blueprints, and operational partnership.

Internships with trucking companies, government agencies such as the Georgia Workforce Solutions, Georgia Department of Vocational Rehabilitation, Georgia Fatherhood Program, the National Fatherhood Clearinghouse, the Department of Family and Children Services Welfare-to-Work, and not-for-profit programs such as Covenant House, Men's Addiction and Rehabilitation Programs, and other affiliate partners. Our program proposes a "graduated CDL" concept where driver candidates between 18 and 20 are trained during the intra-regional and local haul routes now in high demand, then transition as more experienced drivers migrate to interstate operations. We will provide information and resources to entry level individuals needing a guided plan to starting a trucking business, becoming employable and finding their career. After 5 years we will start courier companies, a driver staffing agency, warehouse P3L, and other logistics as demand increases in those facets of the industry.

Developmental skill building classes are offered for you to learn basic reading, writing, mathematics, and study skills, finish high school, or learn English.

Palace Trucking Academy Inc. schedules classes during the day, & starts new classes every other Monday.

Note: CDL Classes are taught both In-person or online for ELDT training only; the driving and Range training are strictly in-person.

Palace Trucking Academy Inc. Guiding Principles

Vision *Palace Trucking Academy Inc. is a catalyst for individuals and trucking businesses owners to partner, thrive and achieve greatness using a skill they already have.*

Mission

Palace Trucking Academy Inc. provides opportunities for students to explore, learn, and succeed in the trucking industry through quality educational experiences and workforce training. Our mission is to remove the narrative of driver shortage by providing opportunities for new and existing company drivers to gain the ability to become business owners in the trucking industry with proper business development, vocational training, and a guided mentorship program. The Palace Trucking Academy Inc. will provide comprehensive Class A training, automatic restriction removals, & refresher training.



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Values

Collaboration – We collaborate to ensure purposeful, effective programs and services that support all students. A business–education partnership is an agreement of collaboration between schools and businesses, the community, and students to establish goals, and to construct a plan of action for achievement of those goals.

Diversity – We are a learning community enriched by the diversity of our students, staff, and community members. Each individual and group thrives due to mutual respect and appreciation for the differences of perspectives.

Equity – We promote a just and inclusive environment in which all individuals receive equitable support to reach their full potential. We do this through fair treatment, access, opportunity, and advancement for all, aiming to identify and eliminate barriers that have prevented the full participation of each student.

Innovation – We innovate through reflection, analysis, technology integration, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of the trucking industry and our communities in a global society.

Stewardship – We act with personal and institutional integrity for the responsible use of environmental, financial, and human resources to meet the needs of current students without compromising the needs of future generations of students.

2024-2025 Palace Trucking Academy Inc.

Academic Calendar

Fall Term 2024

New classes & Student registration	<input type="checkbox"/> Jan. 2024
Tuition Due	Before starting on Mondays
Instructor Meetings weekly	TBA
Faculty Orientation (<i>initial session</i>)	Every other Saturday before a new class
Classes begin every other Monday or Tuesday if the Monday the school is closed	Every other Monday
Labor Day Holiday (<i>Academy closed</i>)	Sept. 2
Last day to drop a class without a grade	Varies, see advisor
Graduation day	Certificate after Completion

Evaluations are done before driver test	Wed. & Thur. before test
Fall Break (<i>No classes</i>)	TBA
Job fair virtual or in class	Last Friday of the Month
No evening classes	Closed
Thanksgiving Holiday (<i>closed</i>)	Nov. 28 -29
Classes resume 7:30am Monday	Dec. 2
Final Examinations	Week 4 Friday from start of class

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Academic Calendar

Fall Term 2024

Final Grades available to students online portal	Each assessment
Winter Holiday (<i>closed</i>)	Dec. 23 - Jan. 6, 2025

Subject to change

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Faculty

Palace Trucking Academy Inc. employs faculty members who have 2 or more years driving or teaching experience with a rich background that combines education with practical, on-the-job trucking and business management experience. In addition, many of our experienced, professional, faculty members teach classes on subjects directly related to their full-time jobs in the community.

History

Founded in 2022, Palace Trucking Academy has been committed to providing high-quality training for aspiring commercial drivers. Established with the vision of filling the growing demand for well-trained truck drivers, our academy has become a trusted institution in the industry. We began as a small training school, focusing on hands-on, practical experience and comprehensive instruction. Over the years, Palace Trucking Academy has expanded its curriculum to include a variety of courses, from entry-level CDL training to advanced endorsements, always emphasizing safety, compliance, and professional excellence.

Our experienced instructors, who bring years of industry expertise, guide our students through every step of the training process, ensuring they are fully prepared for the challenges of a trucking career. Today, Palace Trucking Academy stands out as a leader in trucking education, proud of our track record of producing skilled, competent, and confident drivers ready to excel in the transportation industry.

2024-2025 **Palace Trucking Academy Inc.**

Accreditation

All policies and procedures are in compliance with the: American Trucking Associations

- ATA Safety Management Council (ATA)
- Commercial Vehicle Safety Alliance (CVSA)
- Commercial Vehicle Training Association (CVTA)
- Council on Occupational Education (COE)
- Federal Motor Carrier Safety Administration (FMCSA)

accreditation standards for quality schools; and federal, state, and local regulations. As members of ATA, we have access to experienced counsel, knowledgeable of the unique legal issues trucking school's encounter.

The Federal Motor Carrier Safety Administration (FMCSA) is set to implement the Entry-Level Driver Training (ELDT) rule in early 2022. That regulation, for the first time, will set high standards that all Commercial Driver's License (CDL) programs in the U.S. will have to meet. ELDT requires all training providers to register and affirm that they meet the stringent standards outlined in ELDT.

We are regulated by the Georgia Department of Driver Services, P.O. Box 80447 Conyers, Georgia 30013. Graduates are eligible to take the Georgia Commercial Driver's License examination. We are seeking accreditation by the Council on Occupational Education which is an agency that has been approved by the U.S. Department of Education to accredit schools. After a year we will have access to federal student loans and grants (such as Stafford Loans and Pell Grants). We will have demonstrated to the accrediting agency that we have met strict standards not only for Commercial Driving Licensing, but also for school administration, staff quality, financial strength, and overall educational quality. Our Teaching and Learning Values are a shared responsibility at the academy and are considered in decision- and policy making arenas. We encourage and promote these values in academy programs, courses, services, and activities.

Location

The Palace Trucking Academy Inc. courses and stimulation are offered online. Driving skills are also taught on campus which is located at: 3771 FLOYD RD. AUSTELL, GA 30106

Palace Trucking Academy Inc. campus includes classrooms, meeting spaces, student resources, and administrative offices; most also have computer labs, resource centers, and technical classrooms.

Admission and Registration

Enrolling at Palace Trucking Academy Inc.

Palace Trucking Academy Inc. has an "open door" policy. In general, you may enroll in Palace Trucking Academy Inc. classes if you are 18 years of age or older and can benefit from the instruction.

Please contact Advising and Counseling Services at 404-446-9044

Before enrolling, talk with an advisor during an advising session about your academic and occupational plans and the requirements for the program that interests you.

If you are younger than 18 and do not have a high school diploma or GED certificate, you should contact the High School Partnerships office for information about underage admission..

New Student Orientation

Orientation is required for all new students. Complete new student orientation online. On the student portal

Placement Assessment

If you are a new student you will be required to take a free placement assessment. The purpose of the test is to determine your skill levels in reading, writing, and mathematics so you can select the classes that are right for you. Depending upon your scores on the reading or writing portion of the test, you may be advised to retest. We will assist you in determining what test is best suited for you.

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Students who prepare in advance of taking the placement test have more accurate test results than students who take the test without preparation. Download CDL prep app to get started before classes to get CDLP. Email info@palacetruckingacademy.com for information about online test preparation, testing locations, and other information. To request disability-related accommodations, call 404-446-9044.

Academic Advising for New Students

Academic advising is required for all new students until successful completion of 180 or more Palace Trucking Academy Inc. hours of instruction.

New students are required to meet with an academic advisor. Schedule an appointment by emailing info@palacetruckingacademy.com

Affirmative Action/Equal Opportunity

It is the policy of Palace Trucking Academy Inc. that discrimination on the grounds of race, religion, color, sex, marital status, national origin, ethnic origin, citizenship status, age, disability, pregnancy and related conditions, family relationship, protected veterans status, tobacco usage during non-working hours, whistle blowing, victim of domestic violence or genetic information will not exist in any area, activity, or operation of the academy as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; Title VI and VII of the Civil Rights Act of 1964; the Age Discrimination Act; the Americans with Disabilities Act of 1990 and the Amendment of 2008; Georgia Civil Rights Law (ORS 659A); and their implementing regulations.

Non-harassment Policies

Academy policy also prohibits harassment on the basis of any of the factors listed above. Harassment is any unwelcome behavior or display, verbal, physical, or visual in nature, which meets any of these criteria:

- is reasonably perceived by the receiver as conduct so severe, pervasive and objectively offensive as to interfere with individuals work or academic performance.*
- refers in a demeaning way to a person's race, religion, color, sex, marital status, national origin, ethnic origin, citizenship status, age, sexual orientation, gender identity, disability, pregnancy and related conditions, family relationship, protected veterans status, or tobacco usage during non-working hours; creates a hostile or adverse work or educational environment; and/or subjects employees or students to different terms or conditions based on the characteristics listed above.*

Questions or complaints may be directed to Mrs. Quenita Harris, Affirmative Action Officer.

Sexual Harassment and Misconduct Statement

Palace Trucking Academy Inc. is also committed to preventing sexual harassment, discrimination, sexual assault, dating violence, domestic violence and stalking. In addition to contacting the Public Safety Office and/ or local law enforcement officials, students are encouraged to contact the Title IX Coordinator, Mrs. Quenita Harris 404-446-9044.

FACULTY - STAFF

Lead Instructor:

Quenita Harris is the lead instructor with over a decade of experience in leadership, transportation, and project management. This position requires a valid CDL Class A, a minimum of 2 years of driving experience, a clean driving record, and GA DDS instructor certification.

Administrative Assistant & Operations:

Tyree Cummings: in administrative duties, coordinating schedules, managing communications, and ensuring smooth day-to-day operations at Palace Trucking Academy. He brings strong organizational skills and attention to detail, playing a crucial role in supporting both faculty and student needs.

Daniel Gray: provides technical and operational support to Quenita Harris, assisting with classroom setup, training logistics, and maintaining compliance with GA DDS requirements. He also helps streamline processes to enhance the efficiency of the Academy's programs.

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Registration

Phone number: 404-446-9044

email address: info@palacetruckingacademy.com

See "Steps to Register" in the *Schedule of Classes* for step-by-step procedures for registering for classes. Palace Trucking Academy has a priority registration schedule based on earned Palace Trucking Academy Inc. credits. Log in to My Palace Trucking Academy each term and check your registration status for the specific day, time, and semester you are eligible to register.



You will receive academy credit only if you officially register for the class during the term in which it is offered. You may not register if you owe the Academy money from previous terms, unless you make appropriate arrangements with the Registrar. For more information, call 404-446-9044.

Class Changes

Phone number 404-446-9044

email address: info@palacetruckingacademy.com

Registration and drop deadlines are dependent on the term session for which you are enrolled. Check the *Schedule of Classes* for general deadlines. Specific course deadlines can be found in My Palace Trucking Academy Inc. online. It is recommended that an academic advisor or counselor approve changes. You may incur additional fees or charges when making registration changes.

Enrollment Limitations

Even though Palace Trucking Academy has an open door policy, Academy staff or faculty cannot guarantee that you will be admitted to the program or job placement. Enrollment in a class or program may be restricted because of accreditation requirements, limited staff, space, or equipment. Please apply early for all programs, space is limited in order for instructors to assist each student in reaching their full potential.

Many of Palace Trucking Academy's programs (such as the dispatch or owner/operator classes) are readily available now online. Go to "courses" online to get started now. If you have questions about program requirements, contact the Dean directly 404-446-9044.

Dual Enrollment Programs

Palace Trucking Academy Inc. will partner with career and technical colleges and four-year universities to provide dual enrollment and admission programs that ease the transition from community academy to university. These programs offer students the opportunity to complete one application process for both Palace Trucking Academy and the university. Once accepted to the program, other benefits include access to academic advising, library services, student housing, flexible scheduling for classes, free transcripts, and coordinated financial aid for eligible students.

To be announced...

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Dropping or Withdrawing from Classes
Phone number 404-446-9044
email address info@palacetruckingacademy.com

If an applicant wishes to cancel his or her enrollment agreement to start it will need to be completed before Friday at 12 noon to be considered for refund.

No Show Drop

If you cannot attend the first class session, you must contact your instructor. For online courses, you must participate (log in to the course) by Monday of the first week of class.

If you do not contact your instructor, you will be dropped. If the Academy drops you, you will be notified through your portal. Note: This may affect your eligibility for tuition assistance if you are a veteran, on financial aid, or sponsored by an agency.

Immunizations

In accordance with University System of Georgia Board of Regents Policy 4.8.2, Georgia College requires the following immunizations of all incoming students. Students must submit **proof of required immunizations**, certified by a health official, prior to matriculation.

- **Measles:** Two (2) doses of live measles containing vaccine (combined measles-mumps-rubella or "MMR" meets this requirement), with first dose at 12 months of age or later and second dose at least 28 days after the first dose, or laboratory/serologic evidence of immunity. *Students born before 1957 are exempt from this requirement.*
- **Mumps:** Two (2) doses of live mumps containing vaccine (combined measles-mumps-rubella or "MMR" meets this requirement), with first dose at 12 months of age or later and second dose at least 28 days after the first dose, or Laboratory/serologic evidence of immunity. *Students born before 1957 are exempt from this requirement.*
- **Rubella:** One (1) dose at 12 months of age or later (MMR meets this requirement) or laboratory/serologic

evidence of immunity. *Students born before 1957 are exempt from this requirement.* • **Varicella (Chicken Pox):** Two (2) doses spaced at least 3 months apart if both doses are given before the student's 13th birthday; or two (2) doses at least 4 weeks apart, if first dose given after the student's 13th birthday; or reliable history of varicella disease ("chicken pox"); or laboratory/serologic evidence of immunity or history of herpes zoster (shingles)

• **Tetanus/Diphtheria:** One (1) tetanus/diphtheria containing booster dose within 10 years prior to matriculation. Combined tetanus, diphtheria, and acellular pertussis (whooping cough) booster (Tdap) is preferred but Td is acceptable.

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• **Hepatitis B:** Three (3) dose hepatitis B series (0, 1-to-2, and 4-to-6 months), or three (3) dose combined hepatitis A and hepatitis B series (0, 1-to-2, and 6-to-12 months), or two (2) dose hepatitis B series of Recombivax™ (0 and 4-to-6 months, given at 11-to-15 years of age), or laboratory/serologic evidence of immunity or prior infection. *Not required for students who are 19 years old or older on the first day of enrollment.*

Students who are enrolled in fully online graduate distance learning programs are exempt from immunization requirements as long as they only enroll in fully online courses. Distance education students who enroll in an on-campus course or a course offered at a campus managed facility will be excluded from class until proof of immunization is submitted.

Students who affirm that these immunization requirements conflict with their religious beliefs may request an exemption **using the immunization form**. Students with religious exemptions are subject to exclusion from campus in the event of an outbreak of a disease for which immunization is required. After immunization forms have been certified by a healthcare provider, they may be emailed, mailed or faxed to the registrar's office.

Medical exemption for a vaccine should be filled in only when there is a physical disability or condition that contraindicates immunization for that particular vaccine. There must be an annual review of medical exemptions, and certificates must be reissued with or without indication of exemption. O.C.G.A. §20-2-771(d)

Students who fail to submit proof of immunization will be prevented from registering for subsequent semesters until the required documentation is received. For details about these requirements, contact the office of the associate dean who oversees the program in which you plan to participate.

English Language Learners

Through International Programs, Palace Trucking Academy Inc. offers an outstanding range of services and activities to help international students get started and succeed. Some of these services include: an orientation program, conversation tables, advising, career development and volunteer opportunities, housing assistance, writing center, academic tutoring, leadership training, educational excursions, and clubs.

If you are a citizen of another country, you may enter the Academy at the start of any term. Palace Trucking Academy Inc. has special application materials and deadlines for international students available by mail or on the Academy's www.palacetruckingacademy.com.

Please apply as early as possible so you can get assistance in understanding the United States Citizenship and Immigration Service (USCIS) and academy requirements for admissions.

U.S. government regulations require that all full-time international students on an F-1 Visa have proof that you have the financial ability to pay for the length of your program. You will also need a health insurance plan that meets specific requirements.

Palace Trucking Academy Inc. provides a world of learning for all its students. You are invited to join others and experience Palace Trucking Academy. For more information, contact the registrar.

Tuition and Fees

Payment Information

Tuition and fees are charged to your student account when you register, and payment is due before the first day of the class (to avoid a late fee). The Academy offers multiple payment options for tuition and fee charges, including credit card, cash, check, and automated payment plans. For more information, refer

Tuition on www.palacetruckingacademy.com.

Application Fee (Non-Refundable) \$200.00

Online Technology Fee \$350

Driver Permit Fee Based on your State

4 weeks Class A Course \$5,650 (Rates change with Lodging included)

Dispatcher Course: \$397.00

Freight Broker Course: \$697.00

Refresher Course: \$2000.00

Restriction Removal: \$2500.00

Note: CDL Classes are taught both In-person or online for ELDT training only; the driving and Range training are strictly in-person.

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Failure to Pay

A past due account may result in denial of future Academy services including registration, denial of future entry, impairment of credit history, and additional assessment of collection charges and attorney fees.

By registering for any class at Palace Trucking Academy, you acknowledge that tuition, fees, and other applicable charges incurred will be considered an educational loan between yourself and Palace Trucking Academy Inc. that is non-dischargeable under Section 523(a) (8) of the U.S. Bankruptcy Code. You further agree that, if you fail to make any payments as prescribed above, your student account may be submitted to a collection agency and applicable collection charges may be added to your account balance due. In case legal action is instituted to collect on your account, you agree to pay, in addition to the costs and disbursements provided by law, such additional sums as a court of law may determine as reasonable for attorney's fees and court costs. Georgia state law applies to any dispute over payment and charges due. The Academy Board of Education approves the tuition rate each year. See the chart below to estimate the cost of your course. Some classes include additional fees.

Noncredit Courses

Noncredit courses do not use the tuition rates established by the Board of Education and may vary from program to program. Noncredit courses are offered through a variety of programs and departments including Continuing Education, Adult Basic Education (ABE), General Educational Development (GED), and English for Speakers of Other Languages (ESOL). Refer to the current term Schedule of Classes to identify the cost for these courses and other program specific costs.

Application Fee

An application fee applies to all programs. The fee is paid upon enrollment.

Online Technology Fees

A \$350 fee is charged for each online course in addition to tuition and any applicable course fees.

Lodging for Tuition Purposes

Students understand that tuition amount will increase if enrolled in the program and also need lodging for the entire 4 weeks of program including weekends.

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Veterans' Benefits Improvement Act of 2016

In accordance with Title 38, U.S.C., Section 3679(c), Palace Trucking Academy Inc. will charge no active duty military member, veteran, or eligible dependent who is receiving Veterans Affairs (VA) funding tuition and fees at a rate greater than that charged a resident student.

Refund Policy—How Our Refunds Work

Refund Policy

1. For a student completing up to and including 10% of the total clock hours the school shall refund 90% of the total cost of the program.
2. For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded by the school shall be 55% of the total cost of the program.
3. For a student withdrawing or discontinuing after 25% but within 50% of the program, the tuition charges refunded by the school shall be 30% of the total cost of the program.
4. For a student withdrawing or discontinuing after 50% of the program, the students are entitled to no refund.
5. The school will refund unearned tuition within 30 days of the date of the withdrawal.

Refund credits from dropped courses will first apply to any outstanding amounts due on your student account. Refunds are processed beginning the third week of each term and are credited back to the original source of payment as follows:

- For classes paid by credit card, refunds are credited back to the credit card
- For classes paid by check or through the automated payment plan, refunds are issued as a check or direct deposit
- For classes paid by third party or agency payments, refunds are issued to the original payor
- For classes paid by financial aid resources, credits will be reviewed by the Financial Aid department and may be applied to offset financial aid resources. Any remaining refund authorized by Financial Aid will be issued as a refund check or direct deposit. Refunds are not issued for amounts under \$5. Changes in the number of hours for which you are registered may affect your financial aid, agency, or veteran's benefits.

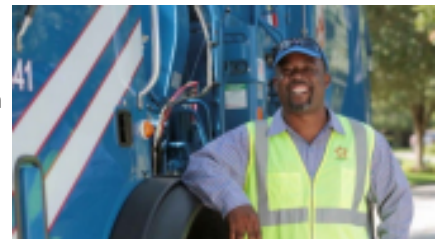
Other Costs and Fees

404-446-9044

www.palacetruckingacademy.com

The cost of books and supplies for full-time students is \$500 per term. In some of Palace Trucking Academy Inc's programs, you will also have to provide your own tools, equipment, and uniforms. These costs are included in the descriptions of the programs on see [page 66](#).

Fees also vary by the course; this information is included in the course descriptions in this catalog.



Veterans' Services—Educational Benefits

404-446-9044

www.palacetruckingacademy.com

Our registrar's office provides information and assistance to veterans. We will offer funding options for veterans after completing the accreditation process (2026).

Veterans & eligible dependents will know how to apply for, receive, and maintain eligibility for all Veterans Affairs (VA) educational programs. Our staff in the registrar's office will assist you in requesting an initial determination of eligibility for VA educational benefits and electronically submitting your benefit request each term. Courses you receive benefits must be required for your stated Palace Trucking Academy Inc. program as outlined in the Academy's academic catalog. We monitor class registration, changes in enrollment status, applicability of classes taken toward certificate completion, and your grades. We will notify VA of any changes that impact benefit payment status and amounts.

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Students using any type of federal VA education benefit, including vocational rehabilitation and employment, are required to have all prior academy credits evaluated. This includes evaluation of your official military training transcript if applicable. Transcripts will be evaluated and credit given where possible to meet the requirements of your Palace Trucking Academy Inc. certificate or program. It is your responsibility to request official transcripts from all previous colleges and universities attended and submit them to our Admission office. This includes schools attended where VA benefits were not received.

You must also complete and submit Requests for Evaluation and Transfer of Previous Credit forms. Students receiving VA educational benefits may receive benefits for a maximum of two terms while waiting for their transcript evaluation to be completed. Your prior credit evaluation must be complete before subsequent terms are certified for VA benefits.

How to Stay Eligible

To continue to receive VA educational benefits, you are required to complete and pass all classes you receive benefits for and maintain a 2.0 grade point average (GPA).

Additional Information

Your monthly benefit payment is based on the VA educational program you are using and the number of credits you register for each term. You may be required to repay some or all of the GI Bill® (GI Bill® is a registered trademark of the U.S. Department of Veterans' Affairs), benefits you have received if you withdraw from a class after the term begins. Questions on these policies can be directed to the registrar's office.

Financial Aid

Financial aid in the form of scholarships, grants, loans, and employment will be available to eligible students who need assistance to attend school. Information on financial aid programs can be found in this publication and on the Financial Aid office's page at www.palacetruckingacademy.com. Once Palace Trucking Academy Inc. applies for accreditation.

Are You Eligible?

To qualify for federal financial aid, you must:

- Be a United States citizen or an eligible non-citizen
- Have a high school diploma, a General Educational Development (GED) certificate, or have completed a home-school program at the secondary level
- Be registered with the Selective Service, if required

- Be admitted and enrolled in coursework towards an eligible certificate or certificate
- Not be in default on a federal student loan or owe a repayment of federal financial aid of any type
- Maintain satisfactory academic progress

To qualify for financial aid from the state of Georgia, you must meet all the criteria above, except some Georgia-based financial aid programs are open to non-citizens who are residents of Georgia. Students ineligible for federal aid, but potentially eligible for Georgia-based financial aid, should apply for financial aid using the Georgia Student Aid Application (GSAA).

How and when to apply?

These programs will be available spring 2024. You should complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov as soon as possible each year after Oct. 1. If you are ineligible for federal financial aid, but are a resident of Georgia, you can complete the Georgia Student Aid Application (GSAA) at Georgiastudentaid.gov as soon as possible each year after Oct. 1. Applications can be filed later in the year, but some funding is limited and may be exhausted.

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You should file your FAFSA or GSAA no later than three months prior to the term in which you plan to start receiving financial aid. Specific recommended timelines are posted to the financial aid www.palacetruckingacademy.com annually. If you apply less than three months prior to the term, you should be prepared to pay for your tuition, fees, and books with your own money while your financial aid application is processed.

Once Palace Trucking Academy receives your FAFSA record, we will post any necessary requirements in the financial aid section of My Palace Trucking Academy and email you at your Palace Trucking Academy Inc. email address to notify you of receipt of your FAFSA and to check your financial aid requirements in My Palace Trucking Academy. You must submit all requirements before a financial aid offer can be made to you.

Once all requirements have been submitted, your file reviewed, and a financial aid offer generated, we will email you at your Palace Trucking Academy Inc. email address with instructions on how to review and accept or decline each type of financial aid.

What type of financial aid is available?

Financial aid is money offered to help you pay for tuition, fees, books, supplies, rent, food, transportation, and personal expenses related to attending school in an eligible certificate or certificate program at Palace Trucking Academy.

There are four types of financial aid programs available: grants, loans, work-study, and scholarships. These funds come from various sources. Program details, including eligibility criteria and dollar amounts, may differ from the following descriptions if applicable laws or regulations governing the programs change after publication of this material.

Questions? Call for information.

404-446-9044

www.palacetruckingacademy.com

Grants

Grants are mostly awarded on the basis of financial need. Grants do not have to be repaid after leaving school. Student financial aid offers include grant funds whenever student eligibility and funding levels permit. Funding for the grant programs administered at Palace Trucking Academy come from the U.S. Department of Education, private foundations, federal programs, and the state of Georgia.

Federal Pell Grant (available 2026)

The Federal Pell Grant program offers awards from \$0–\$2,115 per term depending on your level of financial need demonstrated on the Free Application for Federal Student Aid (FAFSA). The Pell Grant is the first type of federal financial aid awarded to eligible students with other aid awarded after consideration of Pell Grant eligibility. Students who have already earned a Bachelor’s Certificate are ineligible for Federal Pell Grant. There is a lifetime limit of the equivalent of 18 full-time quarters of Pell Grant. You apply for the Pell Grant each year by completing a new FAFSA.

Federal Supplemental Education Opportunity Grant (SEOG) (available 2026)

SEOG awards are federally funded and are offered to students with exceptional financial need. Students who receive a Federal Pell Grant are the first group of students considered for SEOG. SEOG awards range up to \$900 per year. You apply for SEOG each year by completing a new Free Application for Federal Student Aid (FAFSA).

Georgia Hope Grant (available 2026)

All HOPE programs require students to meet basic requirements. An eligible student must:

1. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
2. Be a legal resident of Georgia;
3. Meet enrollment requirements;

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4. Be in compliance with Selective Service registration requirements;
5. Meet academic achievement standards;
6. Be in good standing on all student loans or other financial aid programs;
7. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;
8. Not have exceeded the maximum award limits for any HOPE program;
9. Regardless of the number of HOPE Grant Paid-Hours or Combined-Paid Hours a student has accumulated, such student is ineligible for HOPE Grant payment if he or she has attained a Baccalaureate Certificate, at any time, from any postsecondary institution, including the equivalent of a Baccalaureate Certificate from a foreign institution as indicated by the foreign academic transcript and/or foreign academic transcript translation.

Program Eligibility

Full-time enrollment in a certificate or diploma program is not required and students are not required to graduate from high school with a specific GPA, however, they must have a postsecondary cumulative 2.0 GPA, at certain checkpoints, in order to maintain eligibility.

Loans

Federal Direct Student Loan Program (Subsidized and Unsubsidized Loans) (available 2025) To be eligible for any student loan, you must be enrolled at least half-time (six or more credits). Prior to disbursement of a student loan, you must complete Entrance Loan Counseling from the U.S. Department of Education at studentaid.gov. Additionally, you must complete a valid Master Promissory Note (MPN) with the U.S. Department of Education online at studentaid.gov. The MPN serves as your legal agreement that you understand you have accepted loan funds and you agree to repay them. The MPN contains detailed information about the terms and conditions of the loan and your rights and responsibilities as a borrower. You may be offered student loans to help cover your educational costs. You are encouraged to borrow the least amount of money possible to fund your education. To qualify for any student loans, you must file a valid Free Application for Federal Student Aid (FAFSA) each year. The amount of loan funding you are eligible for depends on factors such as your enrollment level, cost of attendance, number of credits completed, and dependency status on the FAFSA.

Alternative Student Loans

We offer privately-funded student loan options click the link:

[Palace Trucking Academy INC - Apply NOW](#)

You can also get a loan from a bank or a credit union that is not based on financial need and no federal formula is applied to determine eligibility. However, the amount borrowed cannot exceed the cost of Palace Trucking Academy INC — FlexxBuy attendance minus other estimated financial aid. Interest rates, fees, and repayment terms vary widely but are generally less favorable than Federal Direct Student Loans. Alternative student loans can be used to supplement the federal financial aid programs when the cost of education minus federal financial aid still leaves unmet costs. Students interested in applying for an alternative student loan would do so directly with a bank or credit union.

Work

Federal Work-Study Program (available 2026)

The Federal Work-Study Program provides part-time job opportunities on campus for students with financial need. The amount a student may earn is determined by Academy policy and fund availability. Students earn an hourly wage based on the type of work, their skills, and their experience. Students may work a maximum of 20 hours per week while school is in session.

Federal Work-Study funds typically range up to \$1,200 per term at Palace Trucking Academy Inc. Eligible students are selected for Federal Work-Study based on their answer to the Federal Work-Study screening question on the Free Application for Federal Student Aid (FAFSA), financial need, and timing of application.

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Students interested in Federal Work-Study who did not receive that funding type in their financial aid offer may contact the Financial Aid Office to be placed on a waiting list should additional funds become available. There is no guarantee that students offered Federal Work-Study will find a job placement or earn the full amount of their Federal Work-Study allocation.

Foundation Scholarships

If money is standing between you and your Palace Trucking Academy Inc. education, the Academy obtains grants from a private foundation to provide scholarships and assistance funds. Assistance funds are available upon request. More information can be found at www.palacetruckingacademy.com

How to Maintain Financial Aid Eligibility

To maintain eligibility for financial aid, you must meet Satisfactory Academic Progress (SAP) standards. Federal regulations (34 CFR 668.34) require you to move toward the completion of a certificate or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Academy Inc. academic standards (warning, probation, and denied).

Federal regulations state that Satisfactory Academic Progress standards must include a review of all periods of enrollment, regardless of whether or not aid was received. You must meet all the minimum standards in order to receive financial aid.

Evaluation of Financial Aid Eligibility

- Standards of Satisfactory Academic Progress (SAP) are applied at the end of every term to determine eligibility for the following academic term. SAP standards are calculated using the cumulative GPA and cumulative completion rate. You must maintain an overall grade point average (GPA) of 2.0 or higher and a completion rate of 67% or more.
- Students in good standing will be placed on financial aid warning if they have not met the standards of SAP. If you are on warning, you will need to meet the cumulative 2.0 GPA requirement and complete all

classes during the following term to retain your aid eligibility.

- On financial aid warning, you will need to have a cumulative 2.0 GPA and an overall completion rate of 67% the following term or you will be placed into denied status. While denied, you may need to attach an Academic Plan that is signed off on by an advisor or counselor to the Academic Progress Appeal. If an appeal is granted, you will be placed on probation for the following term.
- If you use financial aid and either officially withdraw or do not complete any credits, you will automatically be placed on denied status and are ineligible for further financial aid. You will need to raise your GPA and/or completion rate to meet the minimum SAP requirements to regain financial aid eligibility or appeal your financial aid denied status, if applicable.
- The evaluation period will be based on attendance in all prior term(s), including transfer credits and all classes attempted whether federal aid was received or not. SAP will be reviewed after each term. Your cumulative GPA and completion ratio must meet the minimum standards or you will be placed on warning, if appropriate, or denied.
- Credits evaluated will include credits attempted at Palace Trucking Academy Inc., transfer credits accepted by Palace Trucking Academy, and courses funded through consortium agreement.
- If you are on probation and following an approved appeal plan, you will be evaluated according to the agreed upon terms of the appeal.
- If you do not meet the standards of SAP, you will be notified via your My Palace Trucking Academy email and your status will be available on My Palace Trucking Academy Inc. under the "Financial Aid" tab.
- You may follow the appeal process or the reinstatement procedures as outlined in the Appeal Process and Reinstatement of Financial Aid sections below. You will not have eligibility for any further federal aid at Palace Trucking Academy Inc. until you have met the standards of SAP or have been granted an appeal approval.

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You must meet the following criteria:

1. You must complete 90% of all credits attempted with a passing grade
2. You must complete your program of study within an 80% on assessments for certificate or eligible certificate program.

A student must have a minimum grade average of 80% at the end of the course, with attendance rate of 90%. The student must have a passing score on the state's Commercial Driver's License (CDL) written and driving examinations. The student will receive a certificate upon satisfying the requirements for graduation.

Note: CDL Classes are taught both In-person or online for ELDT training only; the driving and Range training are strictly in-person.

Maximum Time Frame Eligibility

- If you have attempted more than 150% of the credits required for your program of study, you are not considered to be meeting Satisfactory Academic Progress (SAP) standards and are ineligible for financial aid funds.
- In most cases if you have a bachelor's certificate or higher, you will be considered to have exhausted maximum time frame eligibility. These will be looked at on a case-by-case basis in order for a decision to be made regarding financial aid eligibility. All Palace Trucking Academy credits and all transfer credits will be counted.

Repeated, Audited, Consortium, Remedial Courses, Enrollment

- Financial aid eligibility you have to pass with an 80%
- An unsatisfactory grade of a D may result in some remedial training. This may involve tutoring either before or after class. This may involve up to an additional 5 hours of training with trucks. There will be an additional \$350.00 charge for each day the tutoring and extra truck training for the instructor time.

About this catalog

Palace Trucking Academy Inc. publishes this catalog to give you—our students and public—current information about the academy.

We make every effort to be sure that this information is accurate at the time of publication, however, sometimes the academy finds it necessary to make changes before the next catalog is printed. These changes may affect the costs, academy policies and procedures, the calendar, and some curricula and courses.

Therefore, we do not consider the catalog as a hard and fast contract between you and the academy; rather, we are trying to provide as much relevant information as possible to those who may use our services.

The most current information on Palace Trucking Academy's programs and services can always be found on the academy's website: www.palacetruckingacademy.com.

Appeal Process

If you lost financial aid eligibility due to extenuating circumstances, you may file an Academic Progress Appeal.

- Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond your reasonable control.

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- All appeals must be in writing to the Financial Aid office and must include appropriate documentation. • Examples of documentation that could be included: an obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, employer, etc. Letters from friends and family members do not meet the standards for appropriate documentation.
- The condition or situation must be resolved, the resolution of which will allow the student the ability to complete coursework successfully. If the condition or situation is not resolved, an appeal will not be granted.
- The outcome of an appeal may include a denial or probationary period.
- You will be notified via your My Palace Trucking Academy Inc. email of the results of the appeal and any restrictions or conditions pertaining to your appeal.

The decision on the Academic Progress Appeal is final and there are no additional appeals. If the decision is to uphold the denial, you may not submit any subsequent requests for funding consideration. In order to regain eligibility for financial aid, you would need to meet Satisfactory Academic Progress (SAP) standards or meet specific criteria outlined in the appeal response. Students who do not meet the terms of financial aid probation may permanently lose eligibility for federal student aid at Palace Trucking Academy.

Reinstatement of Financial Aid Eligibility

- If you lose financial aid eligibility, you may be reinstated if your appeal is approved or after you have taken classes to meet the minimum requirements of a 2.0 GPA and a cumulative completion rate of 90% of all credit hours being evaluated.
- You must be able to complete your program within the 90% time frame.
- It is your responsibility to notify the Financial Aid office when this condition has been met.
- After exhausting the 150% time frame and your appeal, you cannot be reinstated for financial aid at Palace Trucking Academy Inc..

What happens if I withdraw from classes or receive all F grades after receiving financial aid? As a result of the Higher Education Act amendments of 1998, if you completely withdraw from classes, receive all F's, or do a combination of both during the term, you may be required to repay a percentage of the Title IV financial aid funds received.

The federal regulations assume that students "earn" their financial aid over the course of a term by attending and participating in classes. You cannot "earn" all of your financial aid unless you attend and/or

academically participate in more than 60% of the term. This calculation counts all calendar days, including the first and last day of each term, weekends, and holidays. A student who completes more than 60% of the term has earned all of their financial aid assistance.

If you withdraw or stop attending before 60% of the term, you have not “earned” all of your financial aid funds. Federal regulations require the Academy to perform a Return to Title IV (R2T4) calculation to determine the amount of any unearned aid you received that must be returned to the federal programs.

EXAMPLE: If you withdraw after completing 30% of the term, you will have “earned” only 30% of the Title IV financial aid, the remaining 70% must be returned.

If you fail to receive a passing grade in any class, you are considered unofficially withdrawn and the midpoint (50%) of the term is used to determine the amount of funding that must be repaid. The Financial Aid office will review official records periodically throughout the term and at the end of each term for student withdrawals. The Academy returns funds to financial aid programs received in the following order:

- Unsubsidized Federal Direct Student Loan*
- Subsidized Federal Direct Student Loan*
- Federal Direct PLUS Loan*
- Federal Pell Grant**
- Federal Supplemental Educational Opportunity Grant (SEOG)**
- Other Title IV Funds**

* Federal loans are repaid under the terms and conditions of the Master Promissory Note (MPN) **

Amounts to be returned by you to federal grant programs will be reduced by 50% of the total grant aid disbursed

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You will be mailed a written copy of the withdrawal calculations, showing the amount of unearned aid the school will refund from institutional costs and the amount you must pay. You have 45 days from the date of the bill to pay the amount shown in full or to make arrangements with the Financial Aid office for a payment plan. If the amount is not paid, or if arrangements are made for a payment plan but payments are not made as scheduled, the balance will be turned over to the U.S. Department of Education for collections.

Academic Information

Student Records and Transcripts

Student academic records are maintained in the registrar’s office. These records may include admission applications, transfer credit evaluations, curriculum substitutions, certificate evaluations, and your academic transcript.

You may view your unofficial transcript or order an official transcript through your portal. If you owe a financial obligation to the Academy, your official transcript will be withheld until the debt is paid in full.

In order to help us keep your records updated, please notify the registrar’s office of any changes to your information.

Social Security Number Disclosure Statement

The Academy will use student Social Security numbers (SSN) for keeping records, complying with federal and state requirements, doing research, reporting, extending credit, and collecting debts. You may be required to provide your SSN to the Academy for compliance with specific federal and state regulations, such as applying for financial aid, loans, grant programs, and tax reporting requirements. Providing your SSN means that you consent to the use of the number in the manner described. Your SSN will not be given to the general public. You will be issued a Palace Trucking Academy Inc. student identification (ID) number (K#) to be used as your primary ID.

Family Educational Rights and Privacy Act (FERPA) Notice

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 postsecondary institution. These rights include:

- The right to inspect and review the student’s education records within 45 days after the day the academy receives a request for access.

Students should submit written requests to the Registrar’s Office that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained by the Registrar’s Office, the student will be notified 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. Students who wish to ask the school to amend a record should write to 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 the Academy decides not to amend the record as requested, the Academy 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.

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- The right to provide written consent before the Academy discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Academy in an administrative, supervisory, academic, research, or support staff position; members of the Threat Assessment Team; a person serving on the Board of Education; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official also may include a volunteer or contractor outside of the Academy 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 PII from education records, such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Academy. Upon request, the Academy may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
 - Family Policy Compliance Office
 - U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202

Definitions

Class—See course.

Course—A course is a subject or an instructional subdivision of a subject, usually offered during a single term.

Credit Hour—The number of credit hours granted for each course varies. In general, a student earns one credit for a lecture class that meets one hour per week per term, or three credits for a lecture class that meets three hours per week. Courses with labs and some other courses may vary from this pattern.

Curriculum—An organized program of study arranged to provide integrated cultural or professional education leading to a certificate or certificate.

Elective—A required, non-specific course.

Sequence—Closely related courses extending through four week term.

Term—Approximately one quarter of the academic year. Fall, winter and spring terms range in length from 4 weeks. Summer term runs for 4weeks.

Directory Information at Palace Trucking Academy:

Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Palace Trucking Academy includes the following:

- Name
- Credit hour status (enrollment status, e.g. full-time, part-time, half-time, not enrolled) •

Dates and terms of enrollment

- Certificate or certificate candidacy and anticipated graduation date, including GED certificate and Palace Trucking Academy high school diploma
- Honors, awards, and scholarships (released only to other academic institutions)

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You may withhold directory information by notifying the registrar's office in writing by filling out a Request for Non-Disclosure form; please note that such withholding requests are binding for all information to all parties other than for educational purposes. You should consider all aspects of the decision to withhold directory information prior to filing such a request. Such designation will call for Palace Trucking Academy Inc. not to release any or all of this directory information. Any future requests for such information from non institutional persons or organizations will be denied. Regardless of the effect upon you, Palace Trucking Academy assumes no liability as a result of honoring your instructions that such information be withheld. Although the initial request may be filed at any time, requests for non-disclosure will be honored by the Academy until removed by the student. Palace Trucking Academy Inc. will honor your request to withhold directory information, but cannot assume responsibility to contact you for subsequent permission to release information.

See the list below of the disclosures that postsecondary institutions may make without consent. FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory

information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The Academy may disclose PII from the education records without obtaining prior written consent of the student: • To other school officials, including instructors, within the Academy whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i) (B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a) (2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible

for supervising the Academy's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation,

or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the

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requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

FERPA Annual Notice Addendum

As of Jan. 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records, including your Social Security number, grades, or other private information, may be accessed without your consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your educational records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Solomon Amendment Disclosure

The Solomon Amendment requires by law that the Academy release to U.S. military recruiters the following student information: name, address, telephone numbers, date of birth, educational level, academic major, and certificates awarded. Completing the special form mentioned under “Student Records Policy” (above)

will cause Palace Trucking Academy to withhold your information from military recruiters.

Grading System

The responsibility for evaluating student performance and for assigning grades rests with the instructor. The responsibility for demonstrating competency within the framework of a course's outcomes and criteria rests with you.

You have the right to know how and on what basis your performance is being evaluated. Final grades are issued at the end of each week. Letter grades are assigned points according to the following system:

Grade/Points

A/100% Excellent. An indication that you have met the stated outcomes and course criteria at the highest level, demonstrating mastery of required knowledge and skills.

B/80% Very Capable. An indication that you have met the stated outcomes and course criteria at a high level, demonstrating mastery of most required knowledge and skills.

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C/70% Competent. An indication that you have met the stated outcomes and course criteria with sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.

D/60% Limited success. An indication that you have only minimally met the stated outcomes and criteria of the course but may not have sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.

F/50%- below Failure. An indication that you have not adequately met the stated outcomes and criteria of the course.

IB/0, IC/0, ID/0, IF/0 Incomplete

Assigned when some essential requirement of the course has not been completed and additional time is granted by the instructor for completion of coursework. An "I" does not satisfy a prerequisite for another course. For more information, see the "Incomplete" section below.

P/0 Pass. Acceptable Performance. A grade of "P" represents satisfactory achievement which would have been graded "C" or better on the regular grading scale, but is given instead of a letter grade. **NP/0 No**

Pass. Unacceptable Performance. Does not satisfy requirements for entry into courses where prerequisites are specified.

CEU Continuing education unit earned.

NOC Continuing education unit not earned.

Your grade point average (GPA) is computed by dividing the total credit hours (except I, P, NP, and PL) into the total points earned.

The following marks may appear on your transcript and are assigned by Enrollment Services:

Mark Meaning

X Audit. This mark is used when you participate in the class but do not wish to receive a grade or credit for the course.

M Missing Grade. This mark appears when an instructor neglects to enter a grade for the course. Students receiving an M should contact the instructor as soon as possible so that a grade change can be submitted to correct the omitted grade.

W Withdrawal. A W mark will appear on your transcript for any class dropped after the deadline to receive a refund and prior to the end of the sixth week of term. Courses marked with a W are not reflected in GPA or total credits calculated.

Incomplete

Incomplete grades are awarded at your request and at the discretion of the instructor. A contract detailing the conditions for completion of work is required and must be completed prior to the end of the term. The default deadline for incomplete work to be submitted is automatically set to the end of the following term,

but may be extended for up to one year at the instructor's discretion. When the requirements of the contract have been met, the instructor will assign the appropriate grade. If the contract is not fulfilled by the deadline, the "I" grade will revert to the specified letter grade assigned at the time the incomplete contract was created.

Auditing Courses

If you enroll in credit courses but do not wish to receive grades or credits, you may audit the courses. You must pay full tuition and fees when auditing a course. Pick up and turn in an Audit Request Form at the registrar's office before the end of the fourth week of the term.

Grade Changes

Awarding grades to students is the responsibility of the instructor of the course in which you are registered.

Once awarded, grades are final. They may not be changed except where evidence is presented (within one calendar year after the grade is assigned) that an error has occurred.

Pass/No Pass

A pass (P) grade indicates satisfactory completion of the course (equivalent to a B or better). A pass grade

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satisfies the prerequisite of B or better required for entry into some courses.

A no pass (NP) grade means the course was not satisfactorily completed and no credit was granted. Some courses offer the option to choose between P/NP and a letter grade, and some courses may be taken for a letter grade only.

You are limited to receiving no more than 80% P/NP credits for an associate certificate.

Continuing Education Classes

A Continuing Education Unit (CEU) course is one that provides general or technical information that is applicable to the professional or technical field and will be of value wherever you are employed. CEUs are not equivalent to credit hours and therefore cannot be used toward Palace Trucking Academy Inc. credit certificates or certificates. Some programs offering CEU classes offer CEU certificates. One CEU is awarded for each 10 hours or their equivalent. Palace Trucking Academy Inc. transcript records are available for CEU hours.

Tuition for CEU courses is charged regardless of the number of credit hours for which the student enrolls. CEU classes do not meet the federal requirements for financial aid or veterans' benefits.

Repeating a Course

Please consult your academic advisor before you repeat a course. Students cannot repeat a course beyond the maximum allowed number of attempts (generally 3). A student may appeal to register for a subsequent attempt through an academic appeals process based on extenuating circumstances and presentation of a plan to successfully complete the course. Meet with an advisor to develop a success plan for completing the course and include your plan with your appeal.

All attempted courses will show on your transcript, but the courses that do not count toward your GPA will be marked as repeated.

Criteria for a course to be considered repeated is below:

- Both the original course and repeated course(s) must have been taken at Palace Trucking Academy • Both the original course and repeated course(s) must be equivalent

Credits from Other Academies or Universities

Credits from other institutions may be accepted toward certificate requirements, if they were completed at any regionally-accredited academy or university. You must be a current Palace Trucking Academy Inc. student to request a transcript evaluation. To request an evaluation, complete and submit the Request for Evaluation and Transfer of Previous Credit form (found www.palacetruckingacademy.com) to the registrar's office. Submit this request after you have requested official transcripts from all schools where you have

previous coursework. Transcript evaluations are performed in the order in which they are received.

All transcripts received by the registrar’s office become the property of Palace Trucking Academy Inc.. The registrar’s office will not provide copies of transcripts from other institutions. We are responsible for determining acceptance of transfer work to meet Academy requirements. Students should plan to meet with an advisor to review program requirements.

Transfer credit accepted by Palace Trucking Academy Inc.appears on the transcript under the heading “Transfer Credit” and “Other Palace Trucking Academy Inc. Credit” on your official transcript. The number of hours accepted from other institutions is recorded, but the grades are not included in your grade point average (GPA).

T Transfer C or better0.0
TD Transfer D.....0.0

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International Credit**

International credit is not awarded.

Military Service Credit

Students using any type of federal Veterans Affairs (VA) education benefit, including vocational rehabilitation and employment are required to have all prior credit history evaluated. Palace Trucking Academy Inc. awards academy credit for military training and coursework based on American Council on Education (ACE) credit recommendations included in military transcripts. Palace Trucking Academy currently does not evaluate military experience. Request an official military transcript be sent to the registrar’s office and submit the Request for Evaluation and Transfer of Previous Credit form.

Note: CDL Classes classroom and range are taught In-person for VA benefits.

Academic Recognition

Palace Trucking Academy Inc. recognizes outstanding academic performance by placing students on one of three lists:

- **Honor Roll Trucker** recognizes students who earn a term grade & performance of a “B” 80%.
- **The Dean’s List Trucker** recognizes students who earn a term Grade & Performance of “A” getting 100% .

Academic Standing

The academy requires students to maintain satisfactory academic progress. Students who are not meeting academic standards may not be eligible for continued enrollment. Financial aid recipients must ensure they meet the financial aid Satisfactory Academic Progress (SAP) policy, which may have separate standards in order for students to maintain financial aid eligibility.

Academic Standing Review

Palace Trucking Academy wants to help you reach your academic goals. To accomplish this, the Academy has initiated an Academic Standing Review that provides intervention at certain points throughout your enrollment at Palace Trucking Academy Inc.. These intervention points are determined by term and/ or cumulative grade point average (GPA) and number of attempted credits. Listed below are the criteria used for determining academic standing:

Good Standing; student meets all below standards:

- A student who has a 80% or higher for Grade & Performance

Academic Warning; student meets at least one of the below criteria:

- A student who has earned a 70% or below
- A student who has attempted 5 or more weeks of training without passing with 80%

Academic Suspension

- A student who has not grasped the concepts or can not properly operate the Commercial Vehicle; you will be immediately removed from the premises.

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Academic Reinstatement & Standing Appeal for Exception

If suspended, a student with extenuating circumstances may file an appeal with the Academic Standing Review Committee or designee.

- Students filing for an appeal must meet with a Palace Trucking Academy Counselor prior to submitting the Academic Standing Appeal for Exception Form
- Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond a student's reasonable control • Examples of documentation that could be included: a police report, an obituary notice, divorce decree, or letter from a physician, attorney, social services agency, employer, etc. Letters from friends and family members do not meet standards for appropriate documentation.
- The outcome of an appeal may include a denial or return back to Academic Probation status
- Students will be notified via their My Palace Trucking Academy portal or email of the results of the appeal and any restrictions or conditions pertaining to your appeal

Course Prerequisites

Prerequisites are specified in the course descriptions. These are conditions you must meet before enrolling in a course. It is your responsibility to fulfill the prerequisite.

Some prerequisites indicate you must complete certain preparatory courses or have the consent of the course instructor. To gain consent, contact the instructor before registering. Consent is based upon the instructor's assessment of your readiness to enroll in the course. If you do not meet the prerequisite for a course, you may be dropped.

Cooperative Work Experience/Internship

As a student, you may be qualified to participate in an internship in your career field through the Cooperative Work Experience (CWE) program. This program allows you to combine your classroom studies with work-related experiences. CWE is offered every term, through every academic program. In this program, a CWE faculty or program faculty member assists you in finding a qualified on the job training site. Your current job may qualify if it relates to your studies and if you are developing new skills. It helps you expand your knowledge and experience in your selected program while you earn academy credit. You gain valuable references for future employment, and you can make the transition from school to career a smooth process.

See your program advisor to determine if CWE is a requirement for certificate completion.

Certificates

You can earn a Professional Truck Driver Training Certificate.

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Information about online courses is available online. A \$350 technology fee is charged for each online class in addition to tuition and applicable course fees. Online courses allow you to work on assignments at your convenience. However, you will be expected to log in starting day one of your enrolled class, respond to online discussions, and use the Internet as a research tool. All online courses are required on-campus range training & to complete assessments in the 2nd week of classes.

Interaction with the instructor and other students is facilitated through discussion posts and email. A student email address will be assigned to you through your My Palace Trucking Academy Inc. portal. This academy-assigned email is to be used for all communication with Palace Trucking Academy Inc. instructors and staff.

Successful completion of online courses requires current technology. You will need access to a computer

with required hardware and software. It will also be necessary to use a browser such as Google Chrome, Firefox, Safari, Microsoft Edge, or Internet Explorer. Microsoft is no longer supporting Internet Explorer 8 or below. We strongly recommend a high-speed broadband connection such as DSL or cable. Some courses with audio, video, or graphic components may not load properly if you are using a slower Internet connection. Go to our website to view the Palace Trucking Academy Inc. Online Start Guide for detailed information in the portal.

Evening and Weekend Classes

Palace Trucking Academy Inc. offers weekday classes · M - F 7:30A - 5:30 PM As our program expands we will work to expand to evening and weekend formats that provide a full range of courses leading to licensure. The innovative format of hybrid courses allows students to begin any term and finish first-year requirements in one year.

Independent Study

If you are ready to learn on your own and are interested in studying a topic, contact your academic advisor or an instructor who teaches that subject. With that person, you can explore the possibility of an independent study project.

Occupational Truck Driving Skills Training

You can earn academy credit and a certificate of completion for work-based training with cooperating employers/training sites throughout the state. Instruction is based on a personalized curriculum created for you by the skills training coordinator, site supervisor, and/or sponsoring vocational consultant, if a sponsoring agency is involved. Relevant classes may also be part of the training if those classes are essential to developing the skills being sought.

Workers' compensation coverage is included. For more information, see the Programs of Study.

On-the-Job Evaluation is designed to provide a way to clarify vocational goals and assess capabilities and potential for a designated job or training area. This is a noncredit, nongraded process that is monitored according to a personalized outcome assessment and provides workers' compensation at the training site.

Student-Instructor Conferences

You may confer with your instructors regarding class assignments and methods of study. Office hours are posted in each faculty office area and are listed on each course syllabus.

Every Palace Trucking Academy Inc. student receives a free student Gmail account and access to Google Apps. Your student email account is used by the Academy to communicate important information, such as course changes, information about your program of study, and notifications about academic recognition. You can also use the account for personal correspondence. You can even take your email account with you; it's there forever, and you can continue to use it even after you complete your educational goals.

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Palace Trucking Academy Inc. offers support services for students with disabilities. If you have a documented disability, including learning, psychiatric, sensory, orthopedic, or other, please know that support services are available for you.

We provide information about academic accommodations for coursework and testing, access to facilities, digital media formats, sign language interpreters, and campus resources. Students are encouraged to contact the SAS early in the academic process to ensure materials and services are provided in a timely manner. We can discuss Academy

processes and help you advocate for your specific needs.

Palace Trucking Academy currently operates a variety of programs, each designed to provide support for low-income, first-generation students and students with disabilities:

- **Student Support Services** offers academic support, advising, individual tutoring, and mentoring to Palace Trucking Academy Inc. students, including those with documented disabilities.

- **Talent Search** provides a path to academy success for middle school and high school students at Palace Trucking Academy Inc. Talent Search grant schools. The program provides access to tutoring and mentoring services to help you thrive at Palace Trucking Academy Inc..

Safety Procedures

1. All drivers are expected to operate within the limits set forth in the federal regulations, and local, municipal and state laws of all jurisdictions operated in. This is inclusive of logging regulations, weight limitations, speed limits, and physical requirements. Drivers who violate these laws will be subject to disciplinary action by The Palace Trucking Academy Inc..
2. Drugs and alcohol are strictly prohibited in any vehicle operating on behalf of The Palace Trucking Academy Inc..
3. Firearms are strictly prohibited in all vehicles operating on behalf of The Palace Trucking Academy Inc..
4. Pets/animals of any kind are expressly forbidden from being in any vehicle operating on behalf of The Palace Trucking Academy Inc..
5. Passengers are not allowed at any time.
6. All instructors, employees, students, and members of the general public are to be treated with respect and courtesy.
7. Paperwork is to be turned in at the end of each trip. If you do not return to the terminal, bills, logs, etc. should be mailed to us in a timely manner.

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8. Accidents must be reported at The Palace Trucking Academy Inc. as soon after the accident as possible. Failure to report accidents will result in the revocation of the driver's safety clearance.
9. All drivers are expected to check calls daily and to stay in touch with The Palace Trucking Academy Inc. as requested by dispatch. This may require several phone calls per day in some instances.
10. C.B. Radios are a valuable tool for drivers. Please use yours with respect for the motoring public. We do not expect our drivers and representatives to use profanity or vulgarities on the radio.
11. It is expressly forbidden for any student, employee or agent of The Palace Trucking Academy to come onto TPA property under the influence of any illegal drug or alcohol.
12. All trucks are expected to use the shortest practical routes. Out of route miles will be charged back to the instructor at the current fuel costs. If a direct route is unsafe due to mountains, narrow highways, or other reasons, please advise your dispatcher and obtain approval for alternate routing.
13. Fuel should be purchased only at authorized fuel stops. If such stops have not been designated, it is the responsibility of the Instructor to help control fuel costs by buying fuel at the lowest prices available.

What to do at the Scene of an Accident

Although we strive to operate accident free, we know that an accident can occur at any time. If you are involved in an accident, please follow these guidelines.

- 1) Secure the scene. This may consist of putting out triangles, activating the ways on all vehicles, setting out flares, (If there is no spill or volatile chemicals such as gas, diesel fuel, etc.) and using other persons for traffic control. In the case of minor accidents it may be advisable to move the damaged vehicles from the roadway. However, if doing so, please photograph or otherwise verify the location of both vehicles prior to moving them.
- 2) Render first aid and/or comfort to injured parties, if necessary. If you do not feel capable of performing this function, try to find someone who can assist.
- 3) Notify the police as quickly as possible

- 4) Notify The Palace Trucking Academy Inc. as quickly as possible
- 5) Get out your accident kit and begin obtaining all the information that is asked for on the accident report.
- 6) If the other party is willing to accept the blame, ask them to fill out the driver exoneration form. Obtain their driver's license and insurance information or police report from the officer responding to the scene of the accident.
- 7) Obtain the names, addresses and phone numbers of any witnesses. If people refuse to provide the above information, record their license plate number and provide that information to the insurance company representative.
- 8) Make no statements to anyone other than the police, and then only respond to questions that they ask.
- 9) If you have a cell phone or camera, take photographs of all aspects of the accident scene.
- 10) Photograph all four sides of all vehicles involved.
- 11) Photograph skid marks, gouge marks, and debris that is in the road as a result of the accident. In these photographs, try to get some landmarks in the background to help identify the location of the items.
- 12) Photograph any temporary situations such as illegally parked vehicles, obscured signs, etc. that were contributory to the accident.
- 13) Photograph the other parties involved. In particular, if they seem healthy and are leaning over, or otherwise showing back and leg mobility, photograph those actions to verify the limits of their injuries.
- 14) Photograph the license plates of all vehicles stopped at the accident scene. These might very well be witnesses that could not otherwise be discovered.

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- 15) Comply with the drug and alcohol testing requirements if necessary. Remember, you must drug and alcohol test if;
 - 1) it is a fatal accident,
 - 2) it is a personal injury accident and you received a citation or
 - 3) it is a property damage accident that results in one or more of the vehicles being towed and you received a citation. All accidents will be evaluated by ThePalace Trucking Academy Inc. for preventability. Any driver who has 2 preventable accidents in a 3 year period will lose their safety clearance.

Controlled Substances, Illegal Alcohol Use, Dishonesty

Any driver applicant who is found to be under the influence of an illegal drug or un-prescribed controlled substance shall be eliminated from consideration for employment. Any driver who is found to be in possession of, or under the influence of any illegal drug or controlled substance shall, without recourse, be terminated. Any driver who is found to be operating a company vehicle while under the influence of alcohol or who is found to be in possession of alcohol while on a company vehicle shall, without recourse, be terminated. Any driver who commits an act of dishonesty while in the scope of employment shall, without recourse, be immediately terminated, and shall not be eligible for rehiring. Acts of dishonesty shall include, but not be limited to the following:

1. Theft of company equipment.
2. Criminal conversion of company property.
3. Illegal use or possession of drugs or controlled substances.
4. Operating a vehicle under the influence of alcohol.
5. Making false statements or statements that are materially incorrect with the intent of misleading The Palace Trucking Academy Inc. regarding any action that might jeopardize the wellbeing of the company.
6. Any act of violence against an instructor, student, employee, customer, or any member of the general public while acting as a representative of Palace Trucking Academy Inc..
7. Any act of a malicious or destructive nature that affects the well-being of The Palace Trucking Academy Inc. or its employees.
8. Conviction of a felony while in the scope of employment or enrollment. The above rules shall apply to all employees, independent contractors, and representatives of ThePalace Trucking Academy Inc..

Hours Of Service and Driver's Daily Log

All drivers are expected to operate within the laws set forth by the DOT. A brief explanation of those laws is set forth below.

14 Hour Rule: This rule requires drivers to stop 14 hours after beginning their duty tour. Regardless of how the time is spent, the driver must take a 10-hour break at the end of 14 hours. The 14 hour period begins once the driver ends his 10-hour break by making an entry line 4, on duty, or line 3, driving.

11 Hour Rule: Within the 14 hours allowed to the driver, only 11 of those hours may be spent on line 3, driving. Once the driver has had 11 hours of driving time, he must take a 10-hour break before driving, even if he has time left in his 14-hour period.

70 Hour Rule: This rule states that once you have been working for 70 hours in any 8- day period, you may not drive. In order to comply with this regulation, you need to keep track of your hours. Each day, before you begin driving, you need to add up your total hours on lines 3 and 4 for the past 7 days and subtract the answer from 70. Whatever is left is what you can drive that day. The 70 hours of accumulated time may be eliminated by taking 34 consecutive hours off duty. If the driver has 34 consecutive hours off, his 70 hour total is reduced to 0 and he begins the cycle again.

10 Hour Break: Breaks must be taken in the sleeper berth or off duty. If sleeping in a sleeper berth equipped truck, the time should be logged on line 2, Sleeper berth. Off duty time spent outside of the sleeper should be logged on line 1, Off Duty. If the 10 hour break is uninterrupted by any on duty or driving time, you may combine line 1 and line 2 to achieve your 10 hours.

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Speed: DOT requires that all trucks abide by the speed limits of the states that they are operating in. They also state that in their opinion, if a truck obeys the law, it cannot average more than 5mph less than the speed limit. In the case of 2 lane highways with a 55mph speed limit, DOT believes that the maximum that a truck can average is 45mph. Be sure that your average speeds for the trip do not exceed these maximums.

On Duty Time: All fuel stops, DOT inspections, random drug tests, time spent loading/unloading, breakdowns, vehicle inspections, and accidents must be unloading time should reflect only the time that is spent actually working. Time spent waiting, etc., may be logged off duty or in the sleeper berth

Timely submission: Logs should be turned in as soon after completion as possible. Ideally, all logs should be turned in every time that the truck returns to the terminal. At the very most, DOT requires that the logs be turned in not more than 13 days from the date of completion.

Falsification: Logs must match all timed and dated documents including fuel stops, roadside inspections, toll tickets, Kat Scale tickets, and freight bills. Mileage must be at least the miles listed by PC Miler or Household movers guide. Point to point miles should match as well as total miles for the trip.

Safety

All drivers are expected to operate in a safe and defensive manner at all times. More than one at fault accident in a three-year period will result in the driver's safety clearance being revoked.

Speed: It is expected that all drivers operate within the posted speed limits for the states that they are operating in. Excessive tickets will result in the driver being put on probation or terminated.

Following distances: All drivers are expected to use the National Safety Council's following rule. This requires a minimum of 7 seconds of following distance at highway speeds and 6 seconds at speeds under 40mph. These following distances should be increased by at least 1 second if the roads are wet or slick.

Reduced Traction: Adverse weather conditions can result in reduced traction. In the event of rain, reduce your speed by 25-30% and increase your following distance by at least 1 second. If the rain is heavy enough to require your wipers to be operated on high, or if your visibility is reduced by tire spray, speeds may need to be decreased even further and following distances increased. When operating on snow covered highways, speeds should be decreased by at least 50% and following distances should be increased by at least 2 seconds. This rule applies even if the snow cover on the highway is intermittent. Remember, there may well be icy conditions as a result of snow being compressed by traffic. When operating on icy roads, the best recommendation is "don't." When conditions become icy, find a safe

haven and get off the road. Until you can do this, reduce your speed to a crawl, use your 4-ways, and increase your following distances by at least 2-3 seconds. Remember, ice at 32 certificates can be up to 10 times as slick as ice at 0 certificates. This means that your stopping distances can increase by a factor of 10. (As an example, on wet ice, stopping distances at 30 miles per hour can increase from a normal distance of 100 ft to as much as 800-900 ft.)

Reduced visibility: Conditions such as snow, fog, heavy rain, dust, and smoke can result in reduced visibility. The rule for such conditions is to reduce your speed so that you can stop within your window of visibility. If such a speed reduction creates a hazard of being rear ended, use your 4-way flashers, stay to the right, and find a safe place to exit the highway and park as soon as possible. As a rule of thumb, make sure that you can see at least 8-10 seconds ahead of your vehicle. This gives you the opportunity to see hazards, process the information, and react without an emergency lock-up that increases the risk someone rear-ending you. Courtesy: All drivers are expected to operate in a safe and courteous manner at all times. This is the key to defensive driving, and it doesn't cost you anything to be courteous to other traffic.

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Time management: One of the biggest problems that drivers have is time management. Too often, drivers wait until the last minute to leave home or the terminal. Or, a driver who does leave in a timely manner will spend too much time at the truck stop drinking coffee or playing video games instead of heading down the road. In either case, the driver is now on a tight schedule. Any minor delay along the route will cause a late delivery or will cause the driver to feel "pushed for time". This usually results in speeding, discourtesy, and excessive fatigue on the part of the driver. Schedule yourself properly and watch your time. Don't create emergencies through poor time management. Backing: Backing represents less than 10% of our driving, but represents more than 25% of accidents. Before backing, get out and look. Be sure that the area is clear of obstacles before you back. Begin your back from as close to the dock as you can so that things don't have a chance to change before you get there. If backing across a highway or busy street, be sure to get someone to stop traffic for you before you begin backing. If the shipper/receiver won't help you, call the safety department for assistance. **DO NOT BACK ACROSS A HIGHWAY OR STREET AFTER DARK WITHOUT SOMEONE TO STOP TRAFFIC FOR YOU.** Inspections: Don't wait until the truck breaks down to find the problem. DOT and TPA both require that you do a thorough pre-trip and post-trip inspection on your vehicle. As you do your walk around, be sure to take a rag with you and wipe off your reflective striping, reflectors, lights, and mirrors.

Emergency breakdowns: If for some reason, you are required to stop on the side of the road for emergency reasons, put out your triangles. Be sure that they are far enough behind your truck to warn oncoming motorists and to meet the requirements found in part 392 of motor carrier regulations.

GENERAL INFORMATION

Roadside Inspections: All roadside inspections must be turned into TPA as soon as possible. If you or your truck are placed out of service, call your dispatcher immediately. Remember, it is your responsibility to inspect your equipment and notify The Palace Trucking Academy of any defects. If you receive a citation for faulty equipment, you are responsible for paying the ticket. Overweight: It is the policy of The Palace Trucking Academy to operate in a legal manner, unless we have ordered an overweight and/or oversize permit. You must weigh your load at the first convenient location and immediately report any overweight load. You will then be directed to return the load to the shipper for adjustment. If you fail to weigh your load and receive an overweight ticket, you are responsible for the payment of that ticket.

Fueling: All fueling should be done at designated stops. If no stops are designated, we expect the driver to try to find the least expensive fuel in an area and use that stop. We also understand that the cheapest fuel may not be at a station that provides clean showers. If you incur extra shower costs as a result of fuel savings for TPA, turn in your shower ticket with your expenses. Paperwork: All paperwork must be turned in as soon after delivery as possible. Paperwork should include the signed bill of lading, scale tickets, fuel receipts, the completed trip report, your logs, any toll tickets, and any other expenses that you need to be

reimbursed for. You will not be paid for a load unless all the paperwork is turned in.

Freight Claims: If you are responsible for load and count, you will also be responsible for all shortages or damages. Check your load as it is going onto the truck and as it is coming off. If it is a sealed load or a SLC load, verify the unload count. Immediately call dispatch if there are any damages or shortages. Do not sign for damages or shortages until you have talked to dispatch. Check Calls: Check calls should be made every day before 10am unless otherwise coordinated with dispatch. In addition, if you are going to be late, or have any other Enroute problem, immediately call dispatch. Remember, communication is important. We need to hear from you so that we can tell our customers what to expect.

Breakdowns: In the event of a breakdown, call the shop immediately. Do not attempt to repair the truck unless it is a minor problem that you feel comfortable repairing. Remember to put out your triangles as necessary.

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Emergency Procedures

Palace Trucking Academy Inc. faculty and staff members endeavor to keep everyone safe and has a comprehensive disaster plan in place. In compliance with and exceeding state law safety requirements, PTA practices emergency drills once a month which include Severe Weather drills, Fire drills, and Lock Down drills.

In the event of a disaster or emergency, PTA administration maintains a fully organized and practical procedure with staff trained in First Aid and CPR. An on-site and off-campus evacuation location are identified and discussed with staff members.

Staff

Each staff member has been employed as a qualified and competent truck driver with education, skills, and experience in trucking. All staff members meet or exceed all state regulated requirements including criminal record clearance by the Department of Justice and training in First Aid and Infant/Child CPR. Staff members are also required to continue their education and attend workshops, conferences, and in-service training to stay current and informed.

The success of our image in the community depends on maintaining very high standards of ethics and conduct at all times. We will take responsibility for our own behavior and for the way we interact with our students, our colleagues, and our community. In general, we use good judgment and common sense, based on biblical principles to guide employees to acceptable conduct and make CAST a highly desirable place to work. It is important that all employees work together as a team so that the rights and interests of the children, their families and our colleagues are assured.

Business operations

The school does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, homelessness, immigration or veteran status in its education programs and activities, including admission to or employment in such programs or activities. Our faculty consists of instructional teachers and coordinators. The staff consists of the financial managers, career counselors, registrar, and secretary. Working closely with an Advisory Board of industry experts and a consultant, we have developed a curriculum around the philosophy that trucking expertise shares a deep connection with business. Our program allows our students to experience meaningful learning opportunities in both of these areas. Palace Trucking Academy Inc. students are consistently called upon to practically apply concepts and skills, evaluate issues and create solutions through projects requiring the application of the proficiencies acquired in their courses.

We are a Commercial Driver's License Class A Training School regulated by Georgia Department of Driver Services <https://dds.georgia.gov/certified-cdl-training-school>. Each instructor and student has a satisfactory Criminal Background. We are bonded and insured. Admissions and academic performance records (such as (contract, evaluation forms, attendance forms, student logs, catalogs, tests, exams, videos, road routes, handouts) are maintained in a fireproof file cabinet located at 3771 FLOYD RD. AUSTELL, GA 30106

TEXTBOOKS

Students are required to obtain the following textbooks:

J. J. Keller® Entry-Level Driver Training Obtaining a CDL Student Manual \$49.99

Accurate, up-to-date training that helps student drivers to be knowledgeable, skilled, professional and safe. Complies with FMCSA's ELDT rule.

DOT Handbook: A Compliance Guide for Truck Drivers \$9.89

An easy-to-understand DOT compliance reference specifically written for new CMV drivers. CDL Study Guide 2022-2023: CDL Book with Practice Test Questions and Answers: [4th Edition] \$30.99 Text includes practice questions and test taking strategies.

Instructors are required to be certified via the Professional Truck Driving Institute instructor certification program.

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In 2016, the Federal Motor Carrier Safety Administration (FMCSA) amended the regulation "Minimum Training Requirements for Entry-Level Commercial Motor Vehicle Operators." Mineta Transportation Institute Findings 10 The regulation established training standards for certain individuals applying for their commercial driver's license (CDL) for the first time. Such individuals must complete the entry-level driver training (ELDT) requirements and "complete a prescribed program of instruction provided by an entity that is listed on FMCSA's Training Provider Registry (TPR)."12 Certification information will be sent to State Driver Licensing Agencies (SDLA) who may administer CDL skills tests to eligible participants. In January 2020, the compliance date for the Entry-Level Driver Training was extended from February 7, 2020 to February 7, 2022 so that FMCSA can complete the development of the Training Provider Registry (TPR), which allows training providers to prove their ability to meet training requirements. FMCSA is extending the entire implementation rather than delaying the phases that were initially introduced. This extension is due to unforeseen circumstances overlooked at the time the proposed rule was published.

Class A: Truck trailer or tractor-semitrailer combination in which the combined weight exceeds 26,001 pounds and the unit being towed exceeds 10,000 pounds. Class A drivers may operate Class B and C vehicles with the required endorsements. Applicants must possess a Class C driver's license before obtaining a Class A and be at least 18 years of age. A single driver's license, with a combination of classifications, will be issued to qualified persons who wish to drive various types of vehicles. Class B: Single vehicles weighing 26,001 or more pounds and the unit being towed is less than 10,000 pounds. A class B driver may operate motor vehicles included within Class C. Applicants must possess a Class C driver's license prior to obtaining a Class B driver's license and be at least 18 years of age. Class C: Commercial Driver's Licenses are issued only if the vehicle is designed to transport sixteen or more passengers (including the driver) or utilized to transport hazardous materials in quantities that require placarding.

CDL Test Requirements

Students will need to do the following in order to take the CDL test:

Complete the Commercial Application (CAP) at any Customer Service Center. The CAP fee is \$35. Fees are waived for veterans and school bus drivers who present the required waiver.

The \$35 CAP fee is valid for 4 test attempts. After the fourth failed attempt, a new CAP and the \$35 fee are required. Also, if 360 days pass in between test attempts, a new CAP and the \$35 fee are required. Federal and State regulations require drivers to certify their Driving Category - the type of driving they will be engaged in. Your self-certification will determine if you will be required to provide a copy of your Medical Card.

Provide a Medical Card, if required.

Provide Medical Waivers, if required.

For more information view CDL Medical Certification and Self-Certification Process. Applicants new to Georgia must surrender any out-of-state driver's license/permit/ID card. If you were issued a driver's license/permit/ID card in another state, and that card has been lost or stolen: You must provide a copy of

your driving record or motor vehicle report (MVR) from the state that issued the card.

The MVR must be dated within the last 60 days.

Note: A copy can be faxed to DDS directly from the other state agency.

Documentation showing your identity, residential address, and U.S. citizenship or proof of lawful status in the United States. Please refer to [Real ID Requirements](#) for more information.

When taking the commercial driver's license test, the student must pass a [Vision Exam](#), take and pass the required written knowledge exams, and pay the \$10 permit fee that is paid prior to taking the knowledge exams. If all exams are passed, the \$10 fee pays for the instructional permit. If any of the exams are not passed, the \$10 fee is retained as a testing fee. The \$10 permit fee would be paid again at the next test attempt.

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All CDL written (knowledge) exams must begin at least 45 minutes prior to the Customer Center closing time.

Students download the [Commercial Driver's Manual](#) for more information on test requirements. Students applying for a CDL for the first time or upgrading, must have a valid Class AP or BP Instructional Permit. If they have not held the CLP for 14 days, they will be required to apply for the CLP. NOTE: A CLP issued on or after July 1, 2021, will be valid for 365 days.

If adding endorsements, they must be prepared to take and pass the Endorsement Exams. Lastly, they take and pass the CDL Road Skills Test, take a photo, and pay the license fee.

We recommend supervisors of trucking companies provide support and respond constructively to drivers in order to reduce burnout. Supervisors are also encouraged to observe the work conditions of drivers in order to improve operations and offer a means of coping; allowing drivers to influence and make decisions can be perceived as a reward. We instruct our owner operators to respect and encourage truck drivers to feel pride in their profession. These recommendations result in better truck driver performance.

Student Services

The Bookstore

Book Exchange

Palace Trucking Academy Inc. Book Exchange offers a non-profit, free service to students as an alternative to purchasing new textbooks for their classes. Operated by Student Retention and Academy Life, this exchange allows students to sell textbooks they no longer need to other students who may need them at a reduced price. Because this is a free service to students, we can only take cash (exact change). Only textbooks being used the following term will be accepted.

The Book Exchange is located in the registrar's office. Drop off your textbooks starting finals week of Fall term and Winter term. Buy your textbooks the first and second week of Winter term and Spring term.

Course materials

The Bookstore sells textbooks and you can purchase the required books online.

Buyback

During finals week, the bookstore pays cash for books.

Other items

The bookstore also sells Palace Trucking Academy apparel, school supplies, art supplies, earbuds, flash drives, and more.

Housing

Palace Trucking Academy Inc. does not provide housing. However, the registrar's office has information for all students needing lodging to contact 404-446-9044 get lodging & your tuition rate is subject to change.

Peer Assistants

Peer Assistants are experienced Palace Trucking Academy Inc. students who are trained to help others.

They provide information and referrals, locate resources, and assist students to use the services within the administrative office.

Testing Center

Palace Trucking Academy Inc. Testing Center is located 3771 FLOYD RD. AUSTELL, GA 30106 . Proctoring services are available to all Palace Trucking Academy Inc. students. Please contact us by phone or email [404-446-944](tel:404-446-944) or info@palacetruckingacademy.com to schedule an appointment. We also offer Third party testing and there are additional fees for failed test.

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Advising and Counseling Services

Advising and Counseling services can assist you with academic, career, and life transitions, including career planning, education plans, and personal support to navigate barriers to academic success.

Academic Advising

Academic advisors assist with interpreting placement test results, transitioning to a four-year university or academy, developing educational plans, selecting and registering for classes, and understanding academy procedures.

All students are required to meet with an academic advisor until they successfully complete 30 or more Palace Trucking Academy Inc. credits (80% or higher). Counselors work with students to assist in determining a student's academic program of study.

Career Counseling and Career Planning Classes

Career counselors and career planning courses assist students in choosing or changing careers by helping students gain a better understanding of their interests, values, and skills, relating characteristics to a wide variety of careers, finding accurate information about occupations and labor market trends, and developing a personal plan of action.

Counseling Services

Counselors are available for free, confidential, short-term counseling services for currently enrolled Palace Trucking Academy Inc. students. They can help with career exploration, research, decision-making and planning, personal counseling and support, academic counseling, and finding community resources to address barriers to success.

Palace Trucking Academy Inc. Trucking Company Development Center

The Palace Trucking Academy Inc. Company Development Center provides consulting services for every stage of your Trucking business, whether you are planning a new business, launching, expanding, renewing, or moving on, the TCDC provides education and advising services to all entrepreneurs. Areas of assistance include, but are not limited to, pre-venture feasibility, business plan development, strategic planning, financial analysis, personnel and organization issues, financing, truck purchases, and marketing. The online courses offer an opportunity for Trucking business owners in all stages of business to earn academy credit while taking courses that use their own business idea or existing business as their case study. Courses include evaluation of business skills and ability to successfully operate an entrepreneurial venture, develop a business plan, and manage finances.

Services include:

- **Employee Skill Development**

A wide array of employee and organizational development training is available including, customer service, business writing, presentation training, leadership, supervision, safety, continuous process improvement, and project management. Courses and training are tailored to meet employer needs.

- **Assessments**

We can help you with a needs assessment to determine your company or industry's training needs and design a customized training plan.

Continuing Education Classes

Palace Trucking Academy offers a variety of Continuing Education classes. These noncredit, personal enrichment and professional development classes vary in length from two hours to ten weeks. Classes start every other Monday throughout the term and are offered during daytime..

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The Continuing Education department is always interested in ideas for new classes and potential instructors who have teaching experience, enthusiasm, and a desire to share knowledge. To share your ideas, call the registrar for additional information.

Certificate of Completion

You will receive a Certificate of Completion if you meet the requirements of courses and submit evaluation forms.

Information and curriculum outlines for these programs are included.

You may earn a Certificate of Completion by meeting these requirements:

- Satisfactorily complete 80% the required to pass
- Complete 90% attendance in the course..

At Palace Trucking Academy Inc., our mission is to provide high-quality, accessible career education that meets the needs of professionals and employers. You will be working with experienced faculty, using today's technology, paying a fraction of the cost of private training companies. The course material is developed to help you prepare for the certification test and succeed on the job. Contact the departments or individuals listed below or check the pages indicated for more information.

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Course Descriptions

About these course descriptions

This list of course descriptions reflects the diversity and scope of the many credit courses Palace Trucking Academy Inc. currently offers. Some of our current courses may not be included here as the academy may add classes after this catalog is published.

You will find prerequisites specified in many of these course descriptions. You must meet these conditions before you enroll in a course. It is your responsibility as a student to fulfill the prerequisite. Some prerequisites indicate that you must complete certain preparatory courses or must have the consent of the course instructor. To gain consent, meet with the instructor. Consent is based on the instructor's assessment of your readiness to enroll in the course. Consult with Palace Trucking Academy's faculty program advisor for transfer information.

Commercial Truck Driving

Course Overview

Catalog Year/Term 2024-2025 Semester

COVID-19 Protocols Students must immediately report a positive/pending Covid-19 test to their instructor. Students may self-report to email address info@palacetruckingacademy.com

Recording Policy

Disability Statement If you have a disability (learning, mental, physical) that affects your ability to participate effectively and have access to any program or service at Palace Trucking Academy Inc. please contact the Dean for assistance.

The Dean's Disability Service facilitates access to all programs and services according to the ADA, Americans with Disabilities Act and Section 504 of the Rehabilitation Act, as well as other federal and state laws.

Palace Trucking Academy Inc. Web Accessibility Policy Statement:

Palace Trucking Academy Inc. is committed to providing equal access to all programs and services, including all working, learning, and service environments that affect equal access for persons with disabilities. This commitment to provide equal access and opportunity for persons with disabilities is in compliance with federal and state law. Palace Trucking Academy also strives to provide Electronic and Information Resources (EIR) that are accessible to all authorized users.

If you find you are unable to access material in an accessible format please contact the Dean's office. This office will work in conjunction with other campus resources to address and accommodate your issue in a timely manner.

Statement for Mental Health and Advocacy & Resource Center:

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Palace

Trucking Academy Inc. offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus by calling the Dean's office. Also, if you are in need of social services (affordable housing, utilities, transportation, food, clothing, childcare, medical/dental/vision, legal), please call the Dean's office.

Palace Trucking Academy The Tutoring for Success policy applies to any student whose grade or performance in the

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Tutoring for Success Policy: course falls below a departmentally determined minimum threshold. In either of those cases, the instructor will direct the student to the appropriate tutoring service, which may be faculty-led, discipline-specific, and/or general. Under this policy, the instructor will follow specific departmental guidelines governing the use, duration, and grade component of the tutoring needed. \$350.00 will be assessed to the student for each day needed for tutoring.

Administrative Drop Policy Students who do not attend class on or prior to the census date will be administratively dropped.

Student Withdrawal Procedures

Students who wish to withdraw from a course must

complete all steps indicated on the Academic Withdrawal Request form by the course withdrawal deadline.

Privacy Statement The Palace Trucking Academy Inc. Privacy Policy is found on our website, and applies to all Palace

Trucking Academy students. If you have questions about this privacy statement or you believe that your personal information has been released without your consent, send email to the office .

Course Commercial Driver's License

Prerequisites None

Course Description Overview of the State of Georgia Class A Commercial Driver's License written test and preparation for mastery of the Commercial Driver's License written examination.

Student Resources

Department Expectations

Occupational License Disclaimer

Students enrolled in an educational program in preparation for obtaining certain occupational licenses are potentially ineligible for such licenses if the student has been convicted of an offense. For further information, please contact the Dean.

Hours

Notice to Students enrolled in an educational program for preparation of issuance of certain occupational licenses:

Class Type Online Course

Syllabus Information

Textbooks

J.J. Keller Entry-Level Driver Training Manual Obtaining A CDL ISBN 978-1-68008-493-1

Georgia Commercial Motor Vehicle Drivers Handbook

Supplies

Blue Ink Pen

Highlighter

Student Performance

Course Competencies:

Explain all state and federal laws with respect to the Commercial Driver's License

Identify various components of the vehicle and explain their application to the safe operation of a commercial vehicle

Apply classroom knowledge to lab assignments

Students Rights and Responsibilities

Student Rights and Responsibilities

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Log into the Portal

You will receive an email with login information once registration is completed.

Expected Student Behavior

All students must abide by the Palace Trucking Academy Inc. "Code of Professional Conduct".

Required attire for classroom/lab:

Long pants without rips or tears - no sagging

Closed toe shoes

Tucked in Palace Trucking Academy Inc. shirt

Grading Criteria

Each student's grade will be based upon their performance on the quizzes over the 33 chapters in the textbook attendance and participation in lecturettes.

Grading Section Percentage

Quiz Scores 100%

Assignments

All chapters must be read and videos must be watched to receive credit for each chapter quiz. All assignments are due by noon on the last day of class and must be completed on-time to receive a grade. Any chapter not completed by the due date will receive a grade of zero (0). Students are allowed to work ahead of the scheduled assignment dates. Attendance in a class is regarded as a requirement, and an obligation for learning. Please remember the deadline for dropping a class is published in the official Palace Trucking Academy Schedule of Classes if you stop attending class and do not officially drop the course by the deadline, you will receive an "F" for the course.

Calendar

Module 1

Read and highlight chapters 1 and 2 in the Driver Training Manual
Complete quizzes over chapters 1 and 2

Module 2

Read and highlight chapters 3 and 4 in the Driver Training Manual
Complete quizzes over chapter 3 and 4

Module 3

Read and highlight chapters 5 and 6 in the Driver Training Manual
Complete quizzes over chapters 5 and 6

Module 4

Read and highlight chapters 7 and 8 in the Driver Training Manual
Complete quizzes over chapters 7 and 8

Module 5

Read and highlight chapters 9 and 10 in the Driver Training Manual
Complete quizzes over chapters 9 and 10

Module 6

Read and highlight chapters 11 and 12 in the Driver Training Manual
Complete quizzes over chapters 11 and 12

Module 7

Read and highlight chapters 13 and 14 in the Driver Training Manual
Complete quizzes over chapters 13 and 14

Module 8

Read and highlight chapters 15 and 16 in the Driver Training Manual
Complete quizzes over chapters 15 and 16

Module 9

Read and highlight chapters 17 and 18 in the Driver Training Manual
Complete quizzes over chapters 17 and 18

Module 10

Read and highlight chapters 19 and 20 in the Driver Training Manual
Complete quizzes over chapters 19 and 20

Module 11

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Read and highlight chapters 21 and 22 in the Driver Training Manual
Complete quizzes over chapters 21 and 22

Module 12

Read and highlight chapters 23 and 24 in the Driver Training Manual
Complete quizzes over chapters 23 and 24

Module 13

Read and highlight chapters 25, 26, and 27 in the Driver Training Manual
Complete the quizzes over chapters 25, 26, and 27

Module 14

Read and highlight chapters 28, 29, and 30 in the Driver Training Manual
Complete the quizzes over chapters 28, 29, and 30

Module 15

Read and highlight chapters 31, 32, and 33 in the Driver Training Manual
Complete the quizzes over chapters 31, 32 and 33

Module 16

Read and highlight chapters 34 and 35 in the Driver Training Manual
View the Truckers Against Trafficking Video

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Business Administration

Palace Trucking Academy Inc. offers a number of business courses. Our certificate program emphasizes skill development for those interested in pursuing

Owner operator status or a position in the field of procurement, including specializations in the areas of contract management, inventory management, materials management, production management, quality control and quality

assurance, distribution, and transportation. As a graduate of Palace Trucking Academy Inc. Professional Truck Driver Training certificate program you may begin as a management trainee or other entry-level employee of a small business, mid-size organization, or large firm. You may select individual courses to meet your needs, or you may work toward a certificate or certificate. Students may also prepare to become freight brokers or agents with this course. Freight brokers find carriers for shippers to haul their freight. They also assume financial responsibility in the shipping process by invoicing shippers, paying carriers and agents, extending credit and more. A freight agent acts as an independent salesperson for a freight brokerage or independent broker. Freight agents may work on commission bringing in new customers.

Program Outcomes

Students completing the Business Management certificate should be able to:

Understand the relationship between business and society.

Identify issues through a managerial approach, using three main themes: business ethics, sustainability and stakeholder management.

Understand the concept of sustainability through environmental, economic, and social norms.

Know and understand business ethics and ethics management.

Identify both internal and external stakeholders impacting organizational activities.

Compose, proofread, and produce business documents using appropriate software and equipment to meet mailability standards within specified timelines.

Follow professional business procedures and standards.

Store, retrieve, distribute, and manage information to support office and management personnel. Integrate computer, computation, communication, and critical thinking skills to accomplish complex office tasks, enter bookkeeping data, prepare and review financial records, and solve problems.

Apply knowledge of the internal organization and management of an office.

Work both independently and as part of a team.

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Students completing the Entrepreneurship and Small Business Management certificate should be able to: Explain how the strategic plan of a business interrelates with functional areas in order to fulfill the mission and purpose of an organization.

Use effective communication strategies including writing, listening, speaking, negotiating, and persuading skills.

Use technology to produce research and interpret financial, marketing, or business reports.

Demonstrate working knowledge of relevant small business financial topics including finding sources, capital structure, cash flow, and financial planning.

Students completing the Management certificate should be able to:

Explain how the strategic plan of a business interrelates with functional areas in order to fulfill the mission and purpose of an organization.

Work as a team member and/or leader using effective communication strategies including writing, listening, speaking, negotiating, and persuading skills.

Use technology to produce, research, and interpret financial, marketing, or business reports.

Identify the legal, ethical, and financial consequences of decisions to business organizations.

Students completing the Procurement Management certificate should be able to:

Demonstrate a basic understanding of procurement and supply chain literacy through use of terms and concepts.
Apply math and computer skills requisite with industry expectations.
Apply industry standards in making ethical decisions in situations involving procurement and supply chain activities.
Use procurement sourcing methods to locate supplies or services through market research.
Apply project management tools and processes for on-time and on-budget completion of projects.
Relate contract administration and management activities to procurement practices.

In addition to the Procurement Management certificate outcomes, students completing the Procurement and Supply Chain Management certificate should be able to:

Identify systems that track and control the acquisition and movement of goods and services.

Entrepreneurship and Small Business Management

The Entrepreneurship and Small Business Management certificate prepares students for self-employment, provides career opportunities in managing a small business or participating in family-owned businesses, and gives students the skills, knowledge and resources to begin their own business. The program helps develop students' abilities to evaluate small business ideas, understand marketing resources, apply best practices in the area of human resource management, and manage the finances of a small or new trucking business.

You may earn a certificate of completion by completing courses with a grade of "C" or better in all courses. The program is offered on an open entry/open exit basis. Program terms are standard length but you may start the program any time during the year.

Trucking Business Management

Instructor Quenita Harris

Email: qsharris2122@tdsjenterprise.com

Office Hours: MON - FRI. 7:30 AM - 5:30 PM

Course Syllabus

Course Description

A course on how to start and operate a small business in the trucking industry. The course includes facts about a small business, essential management skills, the actual preparation of a business plan, understanding financial statements, marketing strategies, trucking regulations, and legal and accounting issues.

This competency-based course trains students in business administration & management. This course will provide students with an understanding of the basic theories and principles by which businesses are organized and managed in modern society. They will demonstrate competency by analyzing management functions, principles, and processes that contribute to the achievement of organizational goals. Second semester students will understand the elements of a business plan and its effect on the success of small businesses. This course includes classroom instruction and business simulations.

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Student Outcomes and Objectives:

Students will:

1. Define and explain the major management functions.
2. Compare and contrast a variety of organizational structures.
3. Explain how economic and social changes affect the trucking industry and other businesses.
4. Describe methods, which an organization can use to effectively manage its personnel policies, practices and resources.
5. Examine the effects of domestic and international business on management practices.
6. Compare and contrast management styles.
7. Describe the planning and problem-solving process.
8. Explain the process that converts resources, such as labor and raw materials into finished goods and services.
9. Discuss the impact of research on business planning and development.
10. Demonstrate competency by preparing, describing and representing a business plan. Integrated throughout the course are career preparation standards, which include basic academic skills, communication, interpersonal skills, problem solving, workplace safety, technology, and employment literacy.

Office Hours

Please feel free to contact me concerning any problems that students are experiencing in this course. Students do not need to wait until they have received a poor grade before asking for my assistance. Student performance in my class is very important to me. I am available to hear student concerns and just to discuss course topics. Office hours are upon request.

Textbook Information

Scarborough, Norman M. and Thomas W. Zimmer, *Effective Small Business Management*, Tenth Edition, Prentice Hall, Upper Saddle River, New Jersey, 2012. ISBN: 978-0-13-2157436-9. Ninth edition accepted.

Students are required to purchase the book for this class

Prerequisites and Lab Requirements

None

Hours: 180

Academic Discipline/Program Learning Outcomes

1. Identify essential management skills necessary for career success.
2. Describe the relationships of social responsibility, ethics, and law in business.
3. Construct a business plan.
4. Examine the role of strategic human resource planning in support of organizational mission and objectives.

Course Student Learning Outcomes (SLO)

1. Describe important issues about small business
2. Identify essential management skills required of a successful entrepreneur
3. Conduct trucking industry profile and marketing research using Internet resources in order to develop a marketing plan for a business
4. Develop cost and revenue projections that are utilized in constructing projected financial statements
5. Utilize tax and cash flow methodologies in order to manage an enterprise as an entrepreneur
6. Construct a business plan

Learning Objectives

1. Describe important issues about small business
2. Identify essential management skills required of a successful entrepreneur
3. Conduct trucking industry profile and marketing research using Internet resources in order to develop a marketing plan for a business
4. Develop cost and revenue projections that are utilized in constructing projected financial statements
5. Utilize tax and cash flow methodologies in order to manage an enterprise as an entrepreneur
6. Construct a business plan and company manuals

Course Goals

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The primary objective is to give the student an understanding of the entrepreneur's role and required tasks in a trucking business enterprise by writing a complete business plan. The plan may be real or fictitious. This will entail learning essential management skills required of a successful entrepreneur and understanding important aspects of accounting. Course Requirements and Grading Policy

Class Participation: 50 points

Quizzes: 100 points (5 quizzes x 20 points each)

Assignments: 250 points (2 assignments x 100 points each)

Online Discussions : 50 points

Business Plan (Final): 250 points

TOTAL: 500 points

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FREIGHT DISPATCHER

Certificate Course Syllabus

At the conclusion of the dispatcher training curriculum, the individual involved will be able to successfully demonstrate his knowledge of the regulations, policies, and procedures applicable to specific blocks of instruction by correctly answering 70 percent of the questions. All open book tests must be corrected to 100 percent. Following the completion of the air operators specific training candidates must satisfactorily complete the specified on-job training requirements set out in the

operations manual This course teaches dispatchers, schedulers and their managers how to take orders, schedule, and deliver concrete that meets all the requirements as agreed to with customers (see course syllabus below). It begins with a discussion of technical standards as they specifically relate to dispatcher's job functions, including a dispatcher's job skills, including taking orders, dealing with priority customers, using advance notices to ease scheduling and delivery, callbacks, clean ups, add on orders, will calls, small load charges, excessive unloading times, scheduling math, plant vs. central dispatch, and managing the dispatch office and personnel. Technical job performance is addressed and also rapid problem solving skills, including value selling, expert phone listening skills, and maintaining a proper attitude under stress. All skills are immediately applicable when the participant returns to his/her workplace. This course will provide a comprehensive overview and in-depth knowledge into all of the key areas of truck dispatching.

Business Set-up
Freight Brokerage
Freight Matching
Route Management
Authorities & Permits
Border Crossing
e-Manifest
Record Keeping
Specialized Freight
TL,LTL Shipments
Order Management
Introduction to IT
Freight Pricing
Negotiation Skills
Policies and Procedures
Bonded Carriers
Accounting Principles
Business Growth
Account Management

Upon completion of this course you will possess all the skills necessary to become an independent dispatcher. If you're new to the transportation industry, you'll learn important facts about logistics, types of cargo, and the equipment used to transport it. You'll also learn where to look for freight and discuss the different types of load boards. This course will also cover, step-by-step, how to book a load and illustrate this by reviewing actual transcripts of typical conversations during the booking process. The course will identify additional services you can provide to your clients and increase your profitability, and tips on client retention. The textbook includes a set of documents helpful to the operation of a trucking business (client contracts, spreadsheets, scripts etc.). Students will master the basics of trucking, finding freight, load booking process, problem resolutions and marketing of your future business.

Once you complete all the lessons and pass graded quiz you will receive a digital Certificate of Completion.

Textbook

Dispatch Manual Trucking 2020 Edition: Your Revenue will go up, when you dispatch like a Pro. J. W. Lessing This course provides all the tools and information an independent Owner Operator needs to successfully dispatch his or her own truck(s). It explains how to set up your mobile office, lists important business contacts, and provides information about laws and regulations as well as required documents. It describes how to provide excellent customer service, build successful business relationships and effectively manage time and stress. It explains freight volume and facts affecting load availability. It guides you through the process of obtaining your own loads and dispatching your own truck(s). And you also learn about proper freight handling and important delivery procedures. Finally, this publication dispels myths and common misconceptions about the trucking industry, provides you with facts to disprove "truck stop" gossip, and makes the process of dispatching transparent.

Grading

You may earn a certificate of completion by completing courses with a grade of "B" or better in all courses. The program is offered on an open entry/open exit basis. Program terms are standard length but you may start the program any time during the year.

Student Rights and Responsibilities

A. Introduction

Palace Trucking Academy provides opportunities for students to explore, learn and succeed through quality educational experiences and workforce training. The Student Rights and Responsibilities explains the rights and expectations for individuals who choose to become part of the Palace Trucking Academy community.

B. Student Rights

1. Right to Protection from Improper Academic Evaluation
 - i. Students have the right to consistent academic evaluation in relation to other students.
 - ii. Students are free to take reasoned exceptions to the data or views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course.
 - iii. Students have the right to be informed about classroom requirements and academy policies and procedures.
2. Right to Freedom from Harassment and Non-discrimination
 - i. Palace Trucking Academy is committed to providing everyone with an environment focused on learning and growth, free of harassment or discrimination.
3. Right to Access Student Records and Protection from Improper Disclosure
 - i. Palace Trucking Academy shall maintain student records procedures consistent with the requirements of applicable state and federal laws and guidelines and use student records to promote the growth and welfare of students within the mission of the academy.

Student Code of Conduct

A. Introduction

Admission to and participation at Palace Trucking Academy requires students to conduct themselves as responsible citizens and members of the academic community. Students are afforded due process in regards to disciplinary concerns, as well as fair and balanced systems for other complaint resolution. This document is not intended to be exhaustive, and the Academy reserves the right to impose sanctions on students for personal actions, which may not be expressly identified.

B. Student Responsibilities

It is the responsibility of each student to know and abide by Palace Trucking Academy's Code of Conduct, policies and procedures, and academic department guidelines. Responsibility for good conduct rests with students as individuals.

C. Authority

1. The Student Code of Conduct will apply to conduct that occurs on academy premises, at academy-sponsored activities, on-line learning environments, and to off-campus conduct that impacts the academy community and/or the pursuit of its objectives. ii. Confidentiality of student records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.
4. Rights Concerning Participation in Co-Curricular Activities
 - i. Students have the right to form student clubs and organizations, which may use available academy facilities according to academy policy and procedures.
 - ii. Students have the right to freedom of expression, association and assembly, as referenced in the Free Speech Guidelines. This right may be exercised by the use of written or spoken words, by acts such as picketing and mass assemblies and demonstrations, subject to Academy regulations on time, place and manner of such activity.
 - iii. Students may express their views on academy policy or matters of general interest, and may support causes by any orderly means that do not disrupt the operation of the academy.
 - iv. Students have the right to participate in self-governing student bodies which provide channels of communication and means for using democratic processes to solve problems.
 - v. Students have the right to participate in the institutional governance and policy formation as defined by the appropriate governing body.
2. The Student Code of Conduct applies for the duration of enrollment, including conduct that occurs before classes begin or after classes end, even if the student withdraws from school after the alleged misconduct has occurred.
3. The Student Code of Conduct will apply to off-campus conduct that threatens Palace Trucking Academy, such as threats of violence or physical harm, unlawful harassment or other behavior which may have a negative impact or may place its community (inclusive of students, employees or faculty) at risk. The Executive Dean of Students or designee will determine whether the Student Code of Conduct will be applied to incidents occurring off-campus, on a case-by-case basis.
4. Academy disciplinary proceedings are separate and independent of any civil or criminal proceedings. **D. Scope**
 1. The Student Code of Conduct establishes rules governing academic and social conduct of students, including due process rights.
 2. The term "student" includes all persons taking courses at the academy, both full-time and part-time, pursuing credit or non-credit classes or enrolled in any special program approved by the academy, within the last year.

E. Community Standards

As members of a community of people seeking to foster growth through education, Palace Trucking Academy students are expected to act in a manner that promotes the academy's mission, vision and values. In addition, choosing to join the academy community obligates

each member to adhere to the Academy's Community Standards as defined below:

1. **Civility**—Students are expected to uphold the dignity of all members of the Academy Community.
2. **Accountability**—Students are expected to bear the ultimate responsibility for the effects of their decisions and behavior.
3. **Academic Honesty and Personal Integrity**— Students are expected to be truthful, ethical and fair in their interactions with members of the academy community. They are expected to practice academic honesty by not cheating, plagiarizing, or misrepresenting their coursework in any way.

F. Violations of Local, State, and Federal Law

Students bear the ultimate responsibility for the effects of their decisions and behavior. Students shall abide by all federal, state, and local laws. The Code of Conduct process may be instituted without regard to the status of civil or criminal litigation in court or criminal arrest and prosecution. Sanctions imposed, as a part of this process, shall not be subject to change based on the outcome of any civil or criminal process. The academy will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus. Members of the academy community, acting in their personal capacities, are free to interact with governmental representatives, as they deem appropriate.

G. Conduct Violations

1. **Academic Honesty**—Understanding, developing and practicing academic honesty is expected of all students at Palace Trucking Academy Community Academy. Academic dishonesty is any form of cheating and/ or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Acts of academic dishonesty will not be tolerated, and students engaging in such conduct may be subject to classroom and/or institutional disciplinary sanctions.

2. **Assaulting, endangering, unlawfully harassing, or threatening others**—

Examples include, but are not limited to:

- i. Any means of assault, abuse, unlawful harassment, intimidation, or threats toward a student, employee, vendor, visitor, or guest of Palace Trucking Academy;
- ii. Engaging in other forms of unwanted conduct directed at another person that:
 - a. Threatens, endangers or harms a person's physical or mental health or their property;
 - b. Creates a reasonable fear of such a threat or action; or
 - c. Interferes with the person's ability to participate in the educational or operational aspects of Palace Trucking Academy.

3. **Bullying**—Bullying is the systematic intentional behavior that may take many forms. It may be targeted at an individual or group, and it creates an intimidating and/or threatening environment which results in a fear of psychological and/or physical harm. Examples include, but are not limited to:

- i. Repeated unwanted physical, verbal, or written acts which are hostile or offensive
- ii. Cyber stalking or cyber bullying
- iii. Exclusionary behaviors such as ignoring or dismissing individuals or groups
- iv. Behaviors that express contempt, disgust, and/or incite confrontation toward an individual and/or their property
- v. Behaviors that intimidate, threaten, disrupt, and humiliate individuals or groups
- vi. Making derogatory remarks that mock, ridicule, condescend or insult
- vii. Using obscene, vulgar language including profanity, shouting inappropriately, using obscene gestures or mimicking the actions of an individual in an attempt to mock them.

4. **Classroom Misconduct**—All students have the right to learn without interference from others. Classroom misconduct is any behavior which disrupts or interferes with the learning experience.

Primary responsibility for managing the classroom environment rests with the faculty. Faculty members are authorized to define, communicate, and enforce appropriate standards of behavior in classrooms, offices, and other instructional areas under their supervision.

Examples include, but are not limited to:

- i. Creating distractions and disturbances by talking in class while the faculty member or other students are speaking, holding side discussions irrelevant to the subject matter, using offensive language, sleeping, reading unrelated materials, and moving about the classroom.
 - ii. Creating distractions and disturbances by using cell phones or other electronic devices in a way that disrupts the learning process or teaching environment such as viewing or interacting with unrelated content, sending and receiving communications unrelated to the class activity, or engaging in other off-task behavior.
 - iii. Entering the classroom late or leaving the classroom prior to the end of class is considered a disruption to the learning process and should be avoided unless exceptional circumstances arise
 - iv. Any conduct construed as disrespectful behavior or actions towards another student or faculty member
5. **Complicity in Violating the Student Code of Conduct**—If a student has knowledge of an individual or group of individuals committing or attempting to commit a violation of this Code, he or she is required to remove him or herself from the situation and report it to the Academy. This includes attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this Code.

6. **Copyright Infringement**—Palace Trucking Academy's Appropriate Use and Software Copyright policies prohibit the use of the Palace Trucking Academy network or computer systems for the unauthorized duplication, use, or distribution of copyrighted digital materials, movies, music, and videos, regardless of the method employed (e.g. web pages, peer-to-peer (P2P), file sharing, email, etc.).

7. **Discrimination/Harassment**—Discrimination and harassment is misconduct incited by an individual's perceived or real affiliation with a protected class. It can be defined by repeated, malicious mistreatment, verbal abuse, or conduct that is threatening, intimidating,

humiliating, or insulting. Discrimination/ harassment may also include behaviors that isolate people or undermines their reputation through verbal or non-verbal communications. See also Bullying.

Engaging in discrimination/harassment against any member of the academy community based on a protected class is prohibited in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. Discrimination or Harassment is prohibited when it is based on any of the following protected classes:

- Race
- Sexual orientation
- Color
- Gender identity
- Ethnic origin
- Family relationships
- National origin
- Marital status
- Religion
- Pregnancy and related conditions
- Age
- Citizenship status
- Disability
- Veterans status
- Sex

• Tobacco usage during non-working hours Individuals from these classes are protected from:

i. The implicit or explicit expectation that they submit to harassing or discriminatory conduct as a condition of employment or as a basis for academic evaluation or participation;

ii. Severe or pervasive conduct that creates an intimidating, hostile or offensive work or academic environment and has the purpose or effect of interfering with any individual's work or academic performance. **Disruptive Behavior**—Disruption may include: disorderly conduct, lewd or indecent behavior, breach of peace, or aiding, abetting or procuring another person to breach the peace on Academy premises or at functions sponsored by or participated in by the Academy. This includes the disruption of Academy activities and Academy business in classes, programs, meetings, office spaces/departments, and student activities. See also Classroom Misconduct.

Examples include, but are not limited to:

iii. Any behavior that is disorderly or disruptive to the educational or administrative processes of Palace Trucking Academy as determined by a Palace Trucking Academy official.

iv. Conduct that interferes with Palace Trucking Academy's educational responsibility of ensuring the opportunity for all members of Palace Trucking Academy community to attain their educational objectives.

8. Ethical and Acceptable Use of Technology— The use of Palace Trucking Academy Network, Technology and Communications resources is subject to all federal, state and local laws, and to the Academy's applicable policies and guidelines. **9. Forgery, furnishing false information, identity theft, or dishonest conduct**

Examples include, but are not limited to:

i. Attempts to Defraud

ii. Misrepresentation: Any activity intended to misrepresent any official document or identification used by or issued by the Academy. Includes representing or acting on behalf of the Academy or another individual when not authorized to do so.

10. Gangs—A gang is defined as a group of individuals with identifiable leadership that conspire and act in concert, mainly for criminal purposes. Involvement in gang-related activities includes, but is not limited to, the display of gang symbols, gang paraphernalia, colors, signs, or graffiti. Behavior on or about Academy premises or at Academy-sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger to life or property, or disrupts orderly operation is prohibited.

11. Hazing—Hazing means any act committed on Palace Trucking Academy property or in connection with any Palace Trucking Academy related group or activity that endangers the mental or physical health or safety of an individual including, without limitation, an act intended to cause degradation, cruelty, or humiliation, or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization. In response to allegations of hazing under this regulation, it is not a defense that:

i. The victim gave consent to the conduct;

ii. The conduct was not part of an official organizational event or sanctioned or approved by the organization;

iii. The conduct was not required as a condition of membership in the organization

12. Illegal or Unauthorized Possession/Use of Alcohol and Drugs—Palace Trucking Academy is committed to providing an environment which fosters excellence in learning for its students and community, and in work performance for all of its employees. The misuse and/or illegal use of alcohol and drugs is contrary to this effort. In keeping with federal and state statutes, the illegal use, possession, distribution, manufacture, or sale of alcohol and/or drugs is not permitted on academy-owned or academy-controlled property. Being under the influence of alcohol and/or drugs is not permitted on academy-owned or academy controlled property or while representing the academy on business or in academy-sponsored activities.

13. Illegal or Unauthorized Possession/Use of Weapons—The possession of any illegal weapon, firearm, or knife with a blade exceeding four (4) inches, is prohibited on academy property, or academy controlled property, in accordance with both State and Federal Law. Law enforcement officers are exempt from this policy. The academy president/chief executive officer, or designee, may grant other exemptions for training or safety purposes.

14. Indecent or Obscene Behavior— Examples include, but are not limited to:

- i. Indecent exposure
- ii. Urinating or defecating in public
- iii. Public indecency
- iv. Lewd conduct
- v. Obscene Displays
- vi. Voyeurism

15. Misuse or Unauthorized Possession or Use of Public or Private Property—

Examples include, but are not limited to:

- i. Theft or the taking or unauthorized use or possession of public or private property or unauthorized use or acquisition of services. ii. Conduct that defaces, destroys, damages, or litters any property of the Academy or any property of an individual or group whether on Campus or at an Academy function.

16. Obstruction/Abuse of Student Conduct Process— Examples include, but are not limited to:

- i. Failure to comply with a request to participate in the student conduct process
- ii. Falsification, distortion, or misrepresentation of information
- iii. Disruption or interference with the orderly process of a conduct investigation
- iv. Attempting to discourage an individual's proper participation in or use of the student conduct process v. Attempting to influence the impartiality of a conduct officer prior to and/or after the student conduct process vi. Verbal or physical harassment and/or intimidation of a conduct officer
- vii. Failure to comply with decisions, recommendations or sanctions imposed
- viii. Influencing or attempting to influence another person to commit an abuse of the conduct process.

17. Refusal to Identify and/or Comply— Examples include, but are not limited to:

- i. Disobedience or insubordination toward Academy officials or designees acting in the performance of their duties
- ii. Refusal to produce proper identification for an Academy official when asked.

18. Safety Violations—

Examples include, but are not limited to:

- i. Conduct that endangers the health or safety of others
- ii. Intentionally or recklessly starting a fire or causing an explosion
- iii. Misusing fire safety equipment, fire escapes or elevators
- iv. Intentionally or recklessly endangering the welfare of any individual
- v. Intentionally or recklessly obstructing fire, police, or emergency services
- vi. Using, possessing, or storing dangerous chemical, fireworks, or explosives
- vii. Using, possessing, or storing any object classified as a weapon by the State of Georgia on academy property
- viii. Utilizing any instrument in a manner that endangers or tends to endanger any person
- ix. Obstructing the free flow of pedestrian or vehicular traffic
- x. Falsely alerting others about an emergency
- xi. Blocking or preventing the use of access to exit doors, fire exits, and building hallways

19. Stalking—Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his, her or other's safety, or to suffer substantial emotional distress.

20. Theft or damage to property— Examples include, but are not limited to:

- Theft or the taking or unauthorized use or possession of public or private property or unauthorized use or acquisition of services
- ii. Conduct that defaces, destroys, damages, or litters any property of the Academy or any property of an individual or group whether on Campus or at an Academy function

21. Threatening Behavior—A student can be found responsible for threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to harm.

Examples include, but are not limited to:

- i. Any written or oral communication, conduct or gesture, which is directed toward any member of the Palace Trucking Academy community including any conduct that threatens or causes physical injury or endangers another person's or one's own health or safety including, but not limited to, physical violence, assault, or the threat to use physical violence
- ii. Interference by force, threat, harassment or duress with personal safety, academic efforts, employment, and/or participation in Academy- sponsored activities

22. Unauthorized access and use of facilities and services—Palace Trucking Academy facilities, equipment and related property shall

only be used for academy-related activities.

Examples include, but are not limited to:

- i. Unauthorized access or entry to Academy buildings, structures or facilities, information systems, or obtaining or providing to another person the means of such unauthorized access
- ii. Unauthorized possession, duplication or use of keys or access cards for any Academy property
- iii. Continued occupation of any Academy facility after being requested to leave by an Academy employee, official or designee acting in the performance of their duties

23. Violations of Academy policies, procedures, and guidelines—Students are responsible for making themselves aware of and complying with Academy policies, procedures and guidelines

Examples include, but are not limited to:

- i. Academic Honesty Policy and Procedure
- ii. Smoke-Free Policy
- iii. Use of Academy Network, Technology, Communications Resources Policy
- iv. Use of Copyright Materials Policy
- v. Harassment/Discrimination Policy
- vi. Sexual Harassment, Discrimination, and Misconduct Policy
- vii. Service Animals Policy and Procedure
- viii. Affirmative Action/Non-harassment/Hate Crimes/ Bias Incident

H. Removal of Student from a Classroom/Office/ Campus

A student who is disruptive to the learning environment may be removed from a classroom, office, campus or center, using the one or more of the following measures:

1. **Temporary Exclusion** is the removal of a student from a class or service area, not to exceed one class session, one day, or removal from an academy- sponsored function for the duration of the function. If an employee deems that the language, manner, or physical behavior of a student violates an atmosphere conducive to learning, safety, the orderly administration of the academy, or the rights of the members of the academy community, the employee may request the student to leave. Reinstatement may be sought in accordance with the Student Rights and Responsibilities procedures. A written report of the circumstances requiring this action shall be submitted to the appropriate Dean/Director and Executive Dean following the incident with specific directions, expectations and consequences for non-compliance.
2. **Disciplinary Probation** is a written warning to a student, which may include interim exclusion. Interim exclusion may not exceed five days. The appropriate Dean/Director may impose disciplinary probation.
3. **Suspension** is the exclusion of a student from classes in a program or service area, and academy-sponsored functions for a specified period of time as set forth in the notice of suspension. The Executive Dean of Students or designee may impose suspension from classes in a program, from a service area, or from academy-sponsored functions in consultation with the appropriate Dean/Director. Suspension may not exceed one term.
4. **Expulsion** is the permanent separation of a student from a program or service area or conditional separation from the academy. The Executive Dean of Students or designee may impose expulsion. Conditions of readmission, if any, shall be stated in the order of expulsion.

I. Charges of Student Misconduct

The Student Code of Conduct procedures are designed to afford complainants and respondents a fair and accessible process that educates students about their rights and responsibilities, holds students accountable for their actions, and provides due process. Palace Trucking Academy emphasizes the importance of direct, courteous, and respectful communication to informally resolve concerns and complaints whenever possible. In most cases, issues involving student misconduct are able to be resolved using an informal process. This may include a meeting with the Executive Dean of Students or designee and/or referral to Counseling or other academy services. This meeting is typically considered a learning opportunity for the respondent to make behavioral changes and no further action is necessary. However, when the misconduct rises to a level that informal resolution cannot be reached, the formal disciplinary process, as outlined below, may be initiated.

Process

1. Any member of the academy community may submit a complaint against a student for violation of the code of student conduct. Any formal complaint must be submitted in writing to the Office of Student Affairs ten (10) business days from the date the person became aware, or reasonably can be expected to have become aware, of the alleged violation.
2. The Executive Dean of Students or designee will schedule an initial meeting with the respondent to discuss the complaint. 3. During the initial meeting, the Executive Dean of Students or designee will explain the process, the respondent's rights and responsibilities, and review the complaint and alleged violation(s) of the code of student conduct. The Executive Dean of Students or designee will seek information from the respondent regarding the allegations and gather additional information from other involved parties or observers as part of the investigatory process.
4. If there is more than one respondent involved in the complaint, the Executive Dean of Students or designee has sole discretion to permit the conferences concerning each respondent to be conducted either separately or jointly.
5. The Executive Dean of Students or designee will investigate to determine if there is a preponderance of evidence (i.e., more likely than not) that the complaint has merit and will take one of the following actions:
 - i. If determined that the case has no merit, the case will be dismissed.

ii. If determined that the case has merit, the Executive Dean of Students or designee will attempt to resolve the complaint informally through a meeting with the goal of creating a learning opportunity and encouraging behavior modification. iii. If determined the case has merit, and behavior(s) are deemed egregious, a formal process of disciplinary steps and sanctions will be enforced to bring resolution to the complaint.

6. If the respondent and the Executive Dean of Students or designee mutually agree to the resolution of the complaint, which may or may not include sanctions, the resolution will be put in writing and there will be no subsequent proceedings. 7. If the respondent disagrees with the Executive Dean of Students or designees' decision and resolution of the complaint, the respondent may appeal the decision to the Vice President of Instruction and Student Services within ten (10) business days, see Appeal Process section.

8. At any time during this process, failure to respond to the Executive Dean of Students, or designee may subject the respondent to an academic hold and the outcome of the complaint will be reviewed in the respondent's absence.

J. Sanctions

Any student found to have violated the Code of Conduct will be subject to one or more of the following consequences:

1. **Warning:** Written notice to a student that the student has been in violation of academy policy or has otherwise failed to meet the academy's standards of conduct. Such warnings will include the statement that continuation or repetition of the specific conduct involved or other misconduct may result in one of the more serious consequences.

2. **Reprimand:** Written action censuring a student for violation of academy policy or otherwise failing to meet the academy's standards of conduct. The written reprimand will be filed in the Office or designee for the duration of the student's attendance at the academy. A reprimand will include the statement that continuation or repetition of the specific conduct involved, or other misconduct may result in one of the more serious consequences.

3. **Probation:** Conditions placed upon the student's continued attendance for violation of this chapter. Notice will be made in writing and specify the period of probation and the conditions to be met by the student. Disciplinary probation may be for a specific term or for an indefinite period, which may extend to graduation. Violation of the terms of the probation or violation of any academy policy during the probation period may be grounds for additional consequences.

4. **Loss of privileges:** Denial of specified privileges for a designated period of time.

5. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

6. **Withholding admission or certificate:** Admission to or a certificate awarded from the academy may be withheld for a specified amount of time.

7. **Revocation of admission or certificate:** Admission to or a certificate awarded from the academy is revoked and noted on the transcript. In general, this action is reserved for conduct that includes, but is not limited to, acts of dishonesty.

8. **Other possible consequences:** Work assignments, essays, service to the academy, or other related discretionary assignments. 9. **No contact:** The student may have no contact with other stated members of the academy community. 10. **Suspension:** Exclusion of a student from classes in a program or service area, and academy-sponsored functions for a specified period of time as set forth in the notice of suspension. The Executive Dean of Students or designee may impose suspension from classes in a program, from a service area, or from academy-sponsored functions in consultation with the appropriate Dean/Director. Suspension may not exceed one term.

11. **Expulsion:** Permanent separation of a student from a program or service area or conditional separation from the academy. The Executive Dean of Students or designee may impose expulsion. Conditions of readmission, if any, shall be stated in the order of expulsion.

12. **Emergency suspension:** In certain circumstances, the Executive Dean of Students or designee, may impose an emergency suspension. Emergency suspension may be imposed:

i. To ensure the student's own physical or emotional safety and well-being; or

ii. To ensure the safety and well-being of members of the academy community or preservation of academy property; or iii. If the student poses an ongoing threat of disruption or interference with the normal operations of the academy. iv. During the emergency suspension, a student will be denied access to the campus (including classes) and/or all other academy activities or privileges for which the student might otherwise

be eligible, as the Executive Dean of Students or designee determines to be appropriate.

13. **Emergency suspension procedures:** The student will be notified in writing of this action and the reasons for the emergency suspension. The student will also be informed in writing of the time, date and place of an initial meeting. i. An initial meeting will take place within five (5) business days of the emergency suspension.

At the initial meeting the student may show cause why his or her continued presence on the campus does not constitute a threat. ii.

At the initial meeting, the Executive Dean of Students or designee or designee will decide to uphold the emergency suspension, dismiss it, or impose other consequences. The student will be informed in writing of this decision within ten (10) business days of the meeting date.

iii. The emergency suspension does not replace the code of student conduct procedures, which will proceed on the normal schedule, up to and through the student conduct appeal process, if required.

14. Sanctions of suspension, expulsion or revocation or withholding of a certificate will become a permanent part of a student's record in the Office of Student Affairs.

K. Appeal Procedures for Conduct Sanctions

1. Grounds for appeal:

i. Academy policies and procedures were not followed

ii. New evidence previously unavailable may be presented

2. All appeals must be submitted in writing to the Vice President of Instruction and Student Services within ten (10) business days of the Executive Dean of Students or designees' final determination.

3. This final level of appeal is a review of written documentation only. If it is not filed within this timeframe, the student will forfeit his or her final appeal opportunity.
4. If the student fails to follow through with the above outlined process or does not meet grounds for appeal, the appeal opportunity will be forfeited
5. After reviewing the written decision, along with the written appeal from the student, the Dean shall have ten (10) business days to render a written decision to the student. The Dean's decision shall be final, binding and mailed to the student by first-class mail and via email to the student's My Palace Trucking Academy account
6. The Dean has the authority to:
 - i. Alter, amend and/or overturn disciplinary action if information on appeal merits such action
 - ii. Schedule a rehearing if specified procedural errors or errors in interpretation of Academy regulations were so substantial as to deny the student a fair hearing, or if new and significant evidence becomes available
 - iii. Dismiss the case if the finding is held to be unsupported by the evidence
7. Disciplinary action for suspension or dismissal may be deferred while an appeal is pending, unless, in the discretion of the Vice President of Instruction and Student Services, the continued presence of the student on the campus poses a substantial threat to him or herself, to others, or to the stability and continuance of normal Academy functions.

L. Non-conduct Related Conflict Resolution Process

1. **Charges of Staff Misconduct**—Complaints in this dispute type refer to perceived violation of law or academy policy, Student Rights, of this document. These complaints, made by a student, do not include grade issues. Except for sexual harassment and discrimination complaints, the faculty and staff members of the Academy are subject to collective bargaining agreements and formal disciplinary rules which are beyond the scope of this document. For this reason, complaints concerning the conduct of a faculty or staff member shall be made to the faculty and/or staff member's supervisor (i.e., Director or Dean) and shall be subject to dispute resolution procedures as the supervisor determines appropriate. If the student believes that the supervisor has not resolved the issue, the student may contact the next person in the chain of authority (i.e., Dean or Executive Dean).

2. **Charges of Harassment**—Palace Trucking Academy is committed to providing everyone with an environment focused on learning and growth, free of discrimination or harassment. Such behaviors will not be tolerated and are against academy policies. Contact the Dean or President to report any such instance immediately.

3. **Instructional Concerns and Complaints**—If students have instructional concerns or questions, they are encouraged to contact their instructor first to allow them the chance to address the student's concerns.

If this has already been done without satisfaction, the student may contact the appropriate Academic Dean or Director for assistance.

4. **Grade Appeals**—Students are encouraged to maintain frank and open communication with their instructor concerning their progress and performance throughout the duration of the course. For more information, refer to the academy Guideline for Grade Appeals.

i. When a student believes that he or she has been given an inappropriate grade, the student will speak directly with the instructor in an attempt to resolve the issue.

ii. If a student receives an unsatisfactory or no response from the instructor, the student may appeal the grade by completing the online grade appeal form and attaching supporting documentation of the facts cited in the appeal.

iii. The appeal must be submitted no later than 30 calendar days after the grade is posted for the academic term of the dispute. No exceptions will be made to this deadline. Please note,

professional-technical program specific deadlines for Grade Appeals supersede this academy-wide deadline for appeal. iv.

Upon submission, the appeal and supporting documentation is routed to the appropriate Academic Dean or Director. v.

The Academic Dean or Director has 30 calendar days from the date of receipt to respond to the student via email. vi.

The decision of the Academic Dean or Director is final, and there is no further appeal beyond this point. vii. The Academic

Dean or Director will keep a copy of the appeal for one year.

5. **Student Complaints Alleging Violation of an Academy Rule, Policy or Procedure**—This type of complaint is used when a student believes that the academy, as a matter of practice, is violating its own rules, policies or procedures.

The student will submit a complaint in writing to the Executive Dean of Students or designee that include the student's name and nature of the complaint, and any necessary related supporting documentation.

ii. Upon receipt of the complaint, the Executive Dean of Students or designee will schedule a meeting with the student filing the complaint. At that meeting, the Executive Dean of Students or designee shall attempt a resolution of the complaint. iii. In the event that the resolution proposed by the Executive Dean of Students or designee is not acceptable to the student, the student may make a secondary appeal to one of the administrators. Upon receipt of the student's appeal, the Vice President/Associate Vice President shall schedule a meeting with the student to discuss the complaint.

iv. The Vice President/Associate Vice President will issue a written decision to the student within thirty (30) calendar days of this meeting. A copy of the decision will be given to the Executive Dean of Students or designee.

v. The decision of the Vice President/Associate Vice President will be final and not subject to further appeal.

M. Retaliation

The Academy seeks to foster an environment in which all employees and students feel free to report incidents of misconduct without fear of retaliation or reprisal. Therefore, the Academy strictly prohibits retaliation against any individual for filing a complaint or for participating in an investigation. Retaliatory conduct is considered a violation of this code.

All allegations of retaliation will be swiftly and thoroughly investigated. If it is determined that retaliation has occurred, the Academy will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary

action, up to and including expulsion and/or termination.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents to the Executive Dean of Students or designee, or the Director of Human Resources. **N.**

Interpretation and Revision

1. Any question of interpretation or application of the code of student conduct will be referred to the Executive Dean or designee or his or her designee for final determination.
2. The code of student conduct will be reviewed every three years under the direction of the Executive Dean of Students.

O. Student Records

1. Disciplinary sanctions will be made part of both the complainant's and the respondent's education record. The records may be expunged of disciplinary consequences, other than expulsion, seven years after the academy term in which the incident occurred. The exceptions are Academic Honesty infractions, which may be expunged after 2 years of the incident
2. Records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent(s) and the student(s) claiming to be the victim.

Academy Contact Information

Office of Student Affairs

Academy Policy and Procedures Web Resources

Academic Honesty

Affirmative Action

Palace Trucking Academy Policies

Complaints and Concerns

Family Educational Rights and Privacy Act (FERPA) and Student Records

Free Speech Guidelines

Grade Appeal

Harassment/Discrimination

Public Safety

Service Animals

Sexual Harassment, Discrimination and Misconduct Policy and Procedure

Smoke-Free Policy

Unlawful use or possession of firearms or illegal weapons

Unlawful use or possession of drugs or narcotics

Use of Academy Network, Technology, Communications Resources Policy

Use of Copyright Materials Policy

The Palace Trucking Academy Inc. provides opportunities for students to explore, learn, and succeed through quality educational experiences and workforce training.