

Journeyman Advancement Through Education for Construction Industry Workers

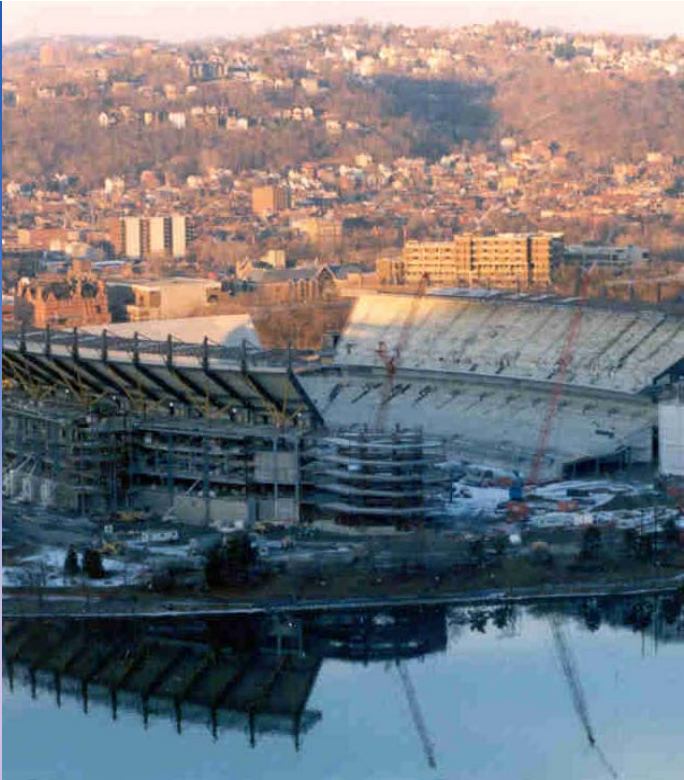


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**For more information, please contact:
Dean of Occupational Technologies
(412) 369-3622**

INTRODUCTION

In 1973, the Community College of Allegheny County began to develop education programs with the building construction trades in Allegheny County. After much discussion and evaluation of curricular needs, the College assumed responsibility for the related training component for the Carpentry Apprenticeship and the Sheet Metal Workers Apprenticeship Programs, and a year later for the Ironworkers. The Carpenters, Sheet Metal Workers, Ironworkers and Plumbers Apprenticeship programs qualify for 24-42 credits depending on the length of the program.

The related training components (i.e., classroom lecture and shop), for these apprenticeship programs were naturally incorporated into the ongoing programming of the Community College. Since the credit value of each apprenticeship program is about half of an associate degree, curriculum work had to be completed for the rest of the program. Students could have completed their degree in business or general studies, but a more specific program was needed to meet the manpower needs of the construction industry. It was considered essential that this associate degree program be designed in such a way that the credits earned would be useful both to the individual and to the industry.

After careful analysis, it was determined that the most appropriate direction for the associate degree curriculum to take, would be that of supervisory training. Traditionally, the construction industry has selected the best journeymen, in a specific trade, to be the foremen on a particular job. Quite frequently, this individual is unable to translate working skills into productive efforts through the best utilization of workers. All parties involved have agreed that one of the primary reasons for these foremen failures has been the result of a lack of preparation. Consequently, the Community College of Allegheny County designed a Building Construction Supervision Associate Degree Program, which addresses the need for supervisory training and leadership in the construction industry.

Since that time, another associate degree program has been developed, the Building Construction Estimating Program. Each associate degree program has been strongly influenced by the building trades in Western Pennsylvania through the Construction Industry Cooperative Education Program. The programs that have been developed in this manner are described in this catalog.

APPRENTICE PROGRAMS

The Community College of Allegheny County, in cooperation with four Joint Apprenticeship Committees, offers vocational/technical programs designed to enable students to meet acceptable standards of job performance. An apprentice program will last three to five years and will allow students to accumulate 24-42 credits which can be applied toward an Associate in Science Degree. Upon completion of the structured apprentice program, a student may work for an associate degree by completing 36 additional credits of required and elective courses. The building construction trades included in the apprenticeship agreements are: Carpenter, Ironworker, Plumber, and SheetMetal.

JOURNEYMAN EDUCATION PROGRAMS

Journeyman education programs are conducted according to the schedule below. Each is a 36 credit program which can be taken by journeymen who want to earn an Associate Degree. In combination with apprenticeship credits, these credits can be used toward an associate degree.

The Foreman and Superintendent education program and the Building Construction Estimating Program are most commonly taken by journeymen who decide to build a career in the construction industry. The following pages in this catalog describe each of these programs in detail. The Community College of Allegheny County has an open admission policy which does not require standard achievement tests for admission. **You are required, however, to take placement tests prior to taking English and math courses.** If your test scores indicate that your proficiency in reading, writing, or math skills is not at a college-level, you will be required to take courses to help you be successful. The placement tests may be waived with transcripts showing prior college level work. Students are enrolled on a "part-time" evening basis. Courses are offered August through May.

FOREMAN AND SUPERINTENDENT TRAINING PROGRAM

It has long been recognized that there are numerous foreman and superintendent positions available for talented journeymen. This program helps the student build a broader base of knowledge which includes important work done by many trades to bring a structure to "turn key" operation.

The courses deal with a variety of complex technical and supervisory issues, and provide an atmosphere which encourages journeymen to develop the necessary skills for solving problems. The basic foundation of this program provides for instruction in two primary areas: **Construction Supervision and Construction Technology.**

Supervision courses deal with human behavior and motivation, construction scheduling and contracting, and work toward improving communication skills. Technology course content includes mathematics, blueprint reading, estimating, and surveying, and introduces engineering sciences. The next few pages list the courses in the Foreman and Superintendent Training Program. If you are interested in obtaining further information about this program, please contact:

**Dean of Academic Affairs
CCAC North Campus/West Hills
8701 Perry Highway
Pittsburgh, PA 15237
(412) 369-3622**

FOREMAN AND SUPERINTENDENT TRAINING PROGRAM
ASSOCIATE IN SCIENCE*

FIRST YEAR	
1st Semester	
BLC191 – Const. Industry Supervision	3 Credits
MAT191 – Math for the Industries	3 Credits
2nd Semester	
BUS101 – Introduction to Business	3 Credits
BLC294 – Construction Estimating 1	3 Credits

SECOND YEAR	
1st Semester	
ENG101 – English Composition 1	3 Credits
BLC203 – Surveying	4 Credits
2nd Semester	
ENG103 – Technical Communication	3 Credits
BLC192 – Construction Contracting	3 Credits

THIRD YEAR	
1st Semester	
BLC103 – Const. Planning and Control	3 Credits
SPH101 – Oral Communications	3 Credits
2nd Semester	
PHY100 – Basic Physics	3 Credits
PSY215 – Organizational Psychology	3 Credits

*Applicants must have a certificate in one of the trade technologies. The state of Pennsylvania awards Journeyman working papers to graduates of the apprenticeship certificate programs or approved sponsorship.

COURSE DESCRIPTIONS

BLC103 - Construction Planning and Control

3 credits/3 class hours

A course in the step-by-step procedures and organizational planning for construction projects using Critical Path Method (CPM). Topics include manual and computer methods of construction job scheduling, organization and time planning, the CPM network and monitoring of construction progress, cost control, and the applications and advantages of CPM.

BLC191 - Construction Industry Supervision

4 credits/3 lecture and 2 lab hours

A course in human relations and motivation of workers on the job. Leadership potential is developed by improving communications skills and training participants in problem solving techniques.

BLC192 - Construction Contracting

3 credits/3 class hours

A review of project management, objectives, and preparation. Practices for execution of the project are discussed. Emphasis is on the point of view of an operating construction company and the construction organization. Students develop a broad understanding of project management as well as techniques for completing projects on schedule and within budget.

BLC203 - Surveying

4 credits/2 lecture and 4 lab hours

A course in the use, adjustment, and care of the transit, level, plane table and alidades, measuring tapes, and associated equipment. Included are traverses and land surveys, stadia surveying with transit and plane table, and establishing lines and grades, cross sections, and volumes.

PREREQUISITE: MAT116 or background in trigonometry

BLC294 - Construction Estimating 1

3 credits/3 class hours

Techniques for estimating are taught by the quantity survey method. Emphasis is on a uniform method of entering the description and dimensions and computing the quantities of materials for the work in building construction, such as excavation, concrete formwork, masonry, carpentry, and finishes. Each student makes quantity surveys and receives an introduction to estimating labor and material costs.

PREREQUISITE: BLC121 - Construction Materials and Methods and BLC251 - Blueprint Reading 1 or EDD100 - Blueprint Reading and Estimating

COREQUISITE : BLC252 - Blueprint Reading 2

BUS101 - Introduction to Business

3 credits/3 class hours

A survey of modern business and business practices. Topics are principles of management, production, marketing, finance, and personnel; the operation of business in a free enterprise system; the government's role in business; and forms of business ownership and organization.

ENG101 - English Composition

3 credits/3 class hours

A course to promote effective written communication. The student analyzes and synthesizes ideas and expresses them in essay form. Students practice these skills in response to personal experience and discussion, assigned readings, and research. Enrollment in this course is dependent on a satisfactory score on the College placement test or successful completion of the appropriate developmental courses.

PREREQUISITE: English Placement Test or ENG100 - Basic Principles of Composition, plus an IOWA Score of 35 or above or successful completion of DVS101 - College Reading 2 or DVS103 - Advanced College Reading and Study Skills

ENG103 - Technical Communication

3 credits/3 class hours

A course in the organization and writing of technical descriptions, processing instructions, articles, reports, and proposals. This course applies the principles of composition, rhetoric, and research to special fields, such as government, business or industry. This course may substitute for ENG102 in specified technical programs.

PREREQUISITE: ENG101 - English Composition 1 or ENG111 - Technical English

MAT191 - Applied Technical Mathematics 1

3 credits/3 class hours

This is a course designed for students in various technology programs with basic preparation in mathematics. Included are such topics as elementary computations with rational numbers, exponents, radicals, metric conversion, ratios and scientific notation, graphing linear equations, using elementary algebra to solve simple and literal equations with applications, and solving various technical problems in geometry and trigonometry using specific mathematical methods.

PHY100 - Basic Physics

4 credits/3 lecture and 2 lab hours

A course for students with little or no high school preparation in Physics. Students in programs that require college-level Physics should take this course first if they have no previous physics courses. Topics include methods of measurement, problem-solving techniques, and the physical concepts of motion, forces, work and energy, electricity, waves and optics.

PREREQUISITE: MAT090 - Algebra Fundamentals

PSY215 - Organizational Psychology

3 credits/3 class hours

A course in psychological principles to improve employee performance. Emphasis is on developing organizational behaviors that produce profitable results in business, social institutions, and governmental agencies.

SPH101 - Oral Communications

3 credits/3 class hours

A course to develop the students' skill in the organization and oral expression of ideas. Emphasis is on the way people communicate effectively in professional, business, and social situations.

PREREQUISITE: ENG100 - Basic Principles of Composition

BUILDING CONSTRUCTION ESTIMATING PROGRAM

Building Construction Estimating courses have been developed in cooperation with building construction industry representatives from Western Pennsylvania labor unions and management organizations. This Advisory Board of dedicated individuals comprises the Construction Industry Cooperative Education Program (CICEP). Graduates of the program can find jobs as estimators working for general and mechanical contractors and subcontractors. They will be thoroughly educated in methods of construction blueprint reading and materials estimating. Generally, students are employed as estimators while attending class in the evening over a two-year period to become more proficient at their work.

This program is designed to prepare students to estimate according to the quantity survey method. This method can be used to estimate any job regardless of size or material used. Students should not expect course work to be limited to one construction material or group of materials. The next few pages of this catalog list the courses and course descriptions included in the Building Construction Estimating Program. For further information you should contact:

**Dean of Academic Affairs
CCAC North Campus/West Hills
8701 Perry Highway
Pittsburgh, PA 15237
(412) 369-3622**

BUILDING CONSTRUCTION ESTIMATING PROGRAM
ASSOCIATE IN SCIENCE*

FIRST YEAR	
1st Semester	
BLC121 – Const. Materials & Methods	3 Credits
MAT191 – Math for the Industries	3 Credits
2nd Semester	
BUS101 – Introduction to Business	3 Credits
BLC294 – Construction Estimating 1	3 Credits

SECOND YEAR	
1st Semester	
ENG101 – English Composition 1	3 Credits
BLC295 – Construction Estimating 2	3 Credits
2nd Semester	
ENG103 – Technical Communication	3 Credits
BLC296 – Advanced Computer Estimating	3 Credits

THIRD YEAR	
1st Semester	
BLC103 – Construction Plng. & Control	3 Credits
SPH101 – Oral Communication	3 Credits
2nd Semester	
PHY100 – Basic Physics	4 Credits
PSY215 – Organizational Psychology	3 Credits

*Applicants must have a certificate in one of the trade technologies. The state of Pennsylvania awards Journeyman working papers to graduates of the apprenticeship certificate programs or approved sponsorship.

COURSE DESCRIPTIONS

BLC103 - Construction Planning and Control

3 credits/3 class hours

A course in the step-by-step procedures and organizational planning for construction projects using Critical Path Method (CPM). Topics include manual and computer methods of construction job scheduling, organization and time planning, the CPM network and monitoring of construction progress, cost control, and the applications and advantages of CPM.

BLC121 - Construction Materials and Methods

3 credits/3 lecture hours

A comprehensive analysis of building materials, products, and systems used in various types of building construction. Analyzed are material usage, building systems, and methods of construction. Techniques of material performance, selection, and installation are evaluated.

BLC294 - Construction Estimating 1

3 credits/3 class hours

Techniques for estimating are taught by the quantity survey method. Emphasis is on a uniform method of entering the description and dimensions and computing the quantities of materials for the work in building construction, such as excavation, concrete formwork, masonry, carpentry, and finishes. Each student makes quantity surveys and receives an introduction to estimating labor and material costs.

PREREQUISITE: BLC121 - Construction Materials and Methods and
BLC251 – Blueprint Reading 1

BLC295 - Construction Estimating

3 credits/3 class hours

An advanced construction estimating course to further prepare students for jobs which require complete construction cost estimates by the quantity survey method. Emphasis will be placed on pricing of direct and indirect labor costs, materials, equipment, subcontractor costs, project overhead, and markup. Each student will complete a cost estimate from take-off to bid for a commercial building.

PREREQUISITE: BLC294 - Construction Estimating 1

BLC296 - Advanced Computer Estimating

3 credits/3 class hours

The purpose of this course is to use the estimating skills acquired in Estimating 1 and 2 in a hands-on computer environment to increase productivity. The student will amend their own data base and calculate total costs of the entire project utilizing a commercially available software package ("COINS"). Value engineering will be utilized where practical.

PREREQUISITE: BLC294 - Construction Estimating 1, BLC295 – Construction Estimating 2

BUS101 - Introduction to Business

3 credits/3 class hours

A survey of modern business and business practices. Topics are principles of management, production, marketing, finance, and personnel; the operation of business in a free enterprise system; the government's role in business; and forms of business ownership and organization.

ENG101 - English Composition 1

3 credits/3 class hours

A course to promote effective written communication. The student analyzes and synthesizes ideas and expresses them in essay form. Students practice these skills in response to personal experience and discussion, assigned readings, and research. Enrollment in this course is dependent on a satisfactory score on the College placement test or successful completion of the appropriate developmental courses.

PREREQUISITE: English Placement Test or ENG100 - Basic Principles of Composition, plus an IOWA Score of 35 or above or successful completion of DVS101 - College Reading 2 or DVS103 - Advanced College Reading and Study Skills

ENG103 - Technical Communication

3 credits/3 class hours

A course in the organization and writing of technical descriptions, processing instructions, articles, reports, and proposals. This course applies the principles of composition, rhetoric, and research to special fields, such as government, business or industry. This course may substitute for ENG102 in specified technical programs.

PREREQUISITE: ENG101 - English Composition 1 or ENG111 - Technical English

MAT191 - Applied Technical Mathematics 1

3 credits/3 class hours

This is a course designed for students in various technology programs with basic preparation in mathematics. Included are such topics as elementary computations with rational numbers, exponents, radicals, metric conversion, ratios and scientific notation, graphing linear equations, using elementary algebra to solve simple and literal equations with applications, and solving various technical problems in geometry and trigonometry using specific mathematical methods.

PHY100 - Basic Physics

4 credits/3 lecture and 2 lab hours

A course for students with little or no high school preparation in Physics. Students in programs that require college-level Physics should take this course first if they have no previous physics courses. Topics include methods of measurement, problem-solving techniques, and the physical concepts of motion, forces, work and energy, electricity, waves and optics.

PREREQUISITE: MAT090 - Algebra Fundamentals

PSY215 - Organizational Psychology

3 credits/3 class hours

A course in psychological principles to improve employee performance. Emphasis is on developing organizational behaviors that produce profitable results in business, social institutions, and governmental agencies.

SPH101 - Oral Communication

3 credits/3 class hours

A course to develop the students' skill in the organization and oral expression of ideas. Emphasis is on the way people communicate effectively in professional, business, and social situations.

PREREQUISITE: ENG100 - Basic Principles of Composition

STUDENT SERVICES

ADMISSIONS AND REGISTRATION

Placement Tests

Placement tests in English, Reading and Math must be completed by all program applicants. You cannot fail these tests, but the results will determine whether you will need to complete developmental courses before starting your program.

You should, however, call to schedule a testing time. There is currently no charge for the tests. Please be prepared to spend at least 2 hours to complete these tests.

Credit Transfer From Other Institutions

A student who has successfully completed college courses at other approved institutions may apply to the Admissions Office to have the course work applied toward the associate degree.

The following rules and regulations govern the acceptance of such credits:

1. Application for transfer of credit should be made within 10 years after course work at the other institution is completed. When more than 10 years have elapsed, evaluation and acceptance of credit shall be at the discretion of the appropriate College authorities. Transfer credits are evaluated on the basis of the program for which they were originally taken, the year in which they were earned, and the course grades earned.
2. It is the responsibility of the student to have transcripts forwarded to the appropriate campus. The student may also be responsible for providing the official descriptions of courses for which credit is requested.
3. Only certified transcripts forwarded by mail from a college will be accepted as proof of credits to be considered for transfer.
4. Credits evaluated as acceptable will be entered on a student's transcript and counted toward graduation, but courses will not be computed in the student's Quality Point Average (QPA).
5. Only credits earned at the Community College of Allegheny County will be used to compute the Quality Point Average (QPA).

STUDENT REGULATIONS

The Student Handbook

Academic rules, regulations, and standards of the College as they apply to students are set forth in the Student Handbook. It is intended to serve as a source of information and guide for students, faculty and administration.

Student Ethics

The College assumes, and indeed views as indispensable to a student's academic career, the precept that every student is honor bound not to cheat or act dishonorably in or out of the classroom. Accordingly, when students clearly violate an academic or behavioral rule, they are subject to disciplinary action.

Class Attendance

All students are expected to attend classes, seminars, and labs regularly and on time. The quality of work required of students who are absent from class is the same as if they were present. Excessive absenteeism generally results in poor performance, a consequent reduction in grade, and possibly failure. More specific attendance rules are set by the instructor in each class.

When absence is due to illness or other uncontrollable causes, students should notify the instructor. When the absence is prolonged (more than two class meetings), students should also notify the Office of the Dean of Students in writing.

Change of Address

Every student is responsible for notifying the Academic Services and Records Office of any change of address and/or telephone number. Grade reports, transcripts, and other official communications are sent by mail. Non-delivery because of inaccurate address is, therefore, the student's responsibility.

Withdrawal From One or More Courses - Voluntary Withdrawal

Students who desire to withdraw from one or more courses must appear in person to file a withdrawal form at the Records Office.

Students who cannot appear in person on Campus to follow the withdrawal procedure must send the Records Office a letter stating their name, social security number, campus, date and reason for withdrawal, as well as the name(s) of the class(es) from which they wish to withdraw. The student should retain a copy of the letter in the event that a question arises concerning the withdrawal.

Tuition and Grade Policies on Withdrawal

Students who withdraw from any or all of their classes during the first two weeks of a semester may receive a 75% refund of tuition in accordance with the Fee and Tuition Schedule. There is no refund of tuition for withdrawal after the first two weeks.

A course dropped during the first three weeks of a semester will not be recorded on a student's transcript. Withdrawal from a course after the fourth week and before the end of the tenth week of classes is indicated with a "W" grade.

Failing to attend class, or merely notifying the instructor does not constitute proper withdrawal. Students who leave without filing proper withdrawal forms may be given an "F" in the course.

Involuntary Withdrawal

The College has the right to cancel the registration of a student at any time for just cause, be it academic, behavioral or financial. When a student is dismissed for behavioral reasons, notice of the dismissal is sent to the College Registrar and to the student's major department and sponsor, and there is no tuition refund.

Privacy

The College subscribes to the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). This Act was designed to protect the privacy of individual students, and further, to allow students access to their official records. A complete copy of this College policy is available from the Dean of Students.

SERVICES

Academic Advisement

To help them select their courses and programs, students receive assistance and guidance from members of the faculty and administration. An advisor's signature is required on course changes and other changes that affect student programs or progress.

Transcripts of Academic Record

Official transcripts (those bearing the signature and seal of the Registrar) are issued only upon the request of the student at no charge. Forms for request of transcripts, available in the Office of Transfer Services or the Academic Services and Records Office, must be filed at least two weeks in advance of the date that the transcript is desired.

Transcripts on file from other institutions cannot be reissued by the Community College of Allegheny County. Students desiring a transcript of their record at another institution should apply for it directly to that institution.

ACADEMIC STANDARDS

Grades and Quality Points

The Quality Point Average (QPA), based on course grades, is the measure of a student's academic standing used by the Community College. The quality point value assigned to each grade is as follows:

A	Superior	4 quality points per credit
B	Above Average	3 quality points per credit
C	Average	2 quality points per credit
D	Below Average	1 quality point per credit
F	Failure	0 quality points per credit
I	Incomplete	Not counted in the QPA
L	Audit	Not counted in the QPA
P	Passing	Not counted in the QPA
W	Withdrawal	Not counted in the QPA

Incomplete (I) on the transcript indicates that a student has had advance permission from an instructor to postpone the completion of certain required term work not to exceed 8 weeks into the following semester. A formal (I) grade contract must be completed and signed by both the student and the instructor. Instructors will submit a change of grade authorization when the required work has been completed or the agreed period of time has elapsed.

Audit (L) on the transcript indicates that a student audited a course on a non-credit basis.

Passing (P) on the transcript indicates that a student has passed a course which has been graded on the pass-fail basis.

Withdrawal (W) on the transcript indicates that a student has officially withdrawn from a course according to the guidelines established by the College, as explained in the Student Handbook.

How to Compute the Semester and Cumulative Quality Point Averages

The Quality Point Averages are computed on two bases - the semester QPA and the cumulative QPA.

The semester QPA is computed dividing the total number of quality points earned during a semester by the total number of credit hours for which a student has received a final grade.

The cumulative QPA is based on the total number of credit hours attempted by the student during all terms at the College. It is this average which determines a student's academic standing.

The "I, L, P, and W" grades have no quality point value, are not included in grade averages, and are not computed in either the semester or the cumulative QPA.

Repeating Courses

Students with "D" or "F" grades in a course are permitted to repeat the course, and the repeat grade is used to calculate their cumulative QPA. The earlier grade will thereafter be disregarded in determining academic standing but will remain on the transcript. It should be noted, however, that some educational institutions include all grades in their computation of averages for admission.

Scheduling Special Exams After Absence

Students who are absent from a final examination for reasons beyond their control may apply to the appropriate dean for permission to take a special examination.

Academic Probation

In order to remain in good academic standing, students must maintain a cumulative QPA of 2.00 or better. Those whose QPA falls below 2.00 are classified as probationary students and should limit their load to four courses or a 14-credit maximum. Full-time students who are on academic probation run the risk of losing full-time status.

More detailed rules are set forth in the Student Handbook published by the Office of the Dean of Students.

Changing Incorrect Grades

Students who receive incorrect grades should request that the instructor who taught the course submit a Change of Grade form to the appropriate dean's office.

Graduation with Honors

Students whose academic achievement has earned them a cumulative QPA of 3.50 to 3.69 are graduated with "Honors." Those who have earned a cumulative QPA of 3.70 to 3.89 are graduated with "High Honors," and those who have earned a cumulative QPA of 3.90 - 4.00 are graduated with "Highest Honors."

REQUIREMENTS FOR GRADUATION

Degrees in General Studies

Students who fulfill minimum degree requirements but do not meet the specifications of any one program as outlined in this catalog will be awarded an Associate in Arts in General Studies, an Associate in Science in General Studies, or an Associate in Applied Science in General Studies.

Requirement for a Second Associate Degree

A student who desires a second associate degree must complete at least 21 additional credits and fulfill the second curriculum course requirements as outlined in the current catalog.

The second degree must be earned within a time limit of seven years from the date of the first degree. This limitation may be waived on justifiable grounds at the discretion of the appropriate dean.

Graduation

One commencement exercise is conducted every calendar year at the end of the spring semester. A student being graduated at the end of the fall semester is eligible to participate in the ceremony held the following spring, and is encouraged to do so.

To be considered for graduation with a degree, diploma, or certificate, a student must file an application with the appropriate academic department. This should be done as early as possible in the semester in which requirements are to be completed. All applications for graduation should be received by the Student Services Department by February 1 for graduation in the following spring ceremony. **Students are eligible for only one academic award per year.**

STUDENT SPONSORSHIP

A representative from the Community College of Allegheny County serves as an educational consultant to the Construction Industry Cooperative Education Program (CICEP). The College provides curriculum development services, teaching faculty, supervision of teaching methods, academic counseling, publicity activities, and other appropriate services.

CICEP is a jointly sponsored (labor and management) program and is dedicated to meeting the educational needs and manpower development of Western Pennsylvania. The members of CICEP include all of the major trade unions and employer associations who are dedicated to training their members and to enhancing the growth of the construction industry in Western Pennsylvania.

The Community College of Allegheny County and the Construction Industry Cooperative Education Program have joined together to design and sponsor the programs outlined in this catalog. Because of the close association that has grown out of this cooperative effort, the programs continually to attract students interested in building a career in the construction industry.