SPARTAN®
COLLEGE
OF AERONAUTICS AND TECHNOLOGY

2018 ACADEMIC CATALOG

(August 14, 2018 to December 31, 2018)

Tulsa, Oklahoma

Catalog 138 Version 2 ● Revised August 14, 2018

SPARTAN COLLEGE OF AERONAUTICS AND TECHNOLOGY

General Catalog 138, 2018-Version 2
August 14, 2018 through December 31, 2018

WELCOME

Message from the President

Dear Students,

Congratulations on the start of your new journey filled with exciting opportunities in aviation! As the Campus President, it is my sincere pleasure to welcome you to Spartan College of Aeronautics and Technology. Spartan has a long and rich history of training aviators and aviation mechanics since it was founded1928. We are proud of our many of our graduates who have become leaders and managers for Fortune 500 companies such as American Airlines, Boeing, L-3 Communications, and many more.

At Spartan, the knowledgeable, student-centered faculty and staff are committed to providing you with the tools you need for a successful college career. By creating a teaching and training environment which provides a high quality educational experience, students are prepared to learn in the classroom and excel in their careers. Spartan has partnered with several aviation industry leaders to ensure that the quality of our curriculum as well as our technology and labs, are all meeting FAA and industry standards.

As a Spartan College Student, you are entering an exciting and specialized field. As a federally regulated industry, safety is a first priority and therefore, your understanding and compliance with the rules and industry standards are paramount. I encourage you to continue reading the college catalog where you will find all of the important and necessary information that is vital to your success.

I am honored that you have chosen Spartan College to assist you in achieving your educational and professional goals and I congratulate you on your decision to become a Spartan! Best regards,

Kari Pahno
President

Spartan College of Aeronautics and Technology
"Training aviators since 1928"

TABLE OF CONTENTS

WELCOME 1
- Mission and Goals 5
- Licensing and Accreditation 5
- Consumer Information 5
- Notice of Non-Discrimination 5
- History 6
- Dawn Patrol 6

STUDENT SERVICES 6-8
- Student Activities Center 6
- Student Organizations on Campus 6
- Professional Affiliation Organizations 6
- New Student Registration 7
- Orientation 7
- ID Badges 7
- Student Life Coordinator 7
- Student Employment Assistance 7
- Medical Care 7
- Tutoring Services 7
- Library/Resource Center 7
- Student Bookstores 8
- Transportation/Parking 8
- Housing 8

- School Closing 8
- Use of Tobacco 8
- Hired Our Grads 8
- Assistance by Dept 8

FACILITIES 10
- Aviation Maintenance Training 10
- Aviation Electronics 10
- Nondestructive Testing/Quality Control 10
- Flight 10

ADMISSION REQUIREMENTS 11-14
- Application Process 11
- Academic Performance Requirements 11
- Basic Skills Requirements 11
- Acceptable Examinations and Scores 11
- Admission to Bachelor's Program 12
- Age Requirements 12
- Flight Applicants – Medical Requirements 12
- Flight Applicants – TSA Requirements 12
- International Student Requirements 12
- Language Requirements 13
- Transferability of Credits Out 13
- Prior Credit Policy for VA Education Beneficiaries 13
- Transfer of Credits & Advanced Standing 13
- Aging of Transfer Credits 13
- Guidelines for Transferring Credit 14
- Guidelines for Awarding Advanced Standing Cr 14
- Flight Programs 14
- Credit for Flight Training 14
- Credit for Ground School Training 14
- Tuition 14

FINANCIAL PLANNING DEPARTMENT 15-16
- Financial Planners 15
- Eligibility for Financial Aid 15
- Application Process (Initial Application) 15
- Determine Financial Need 15
- Academic Year & Full Time Status Defined 15
- Renewal Process 16
- Verification of Data 16

SATISFACTORY ACADEMIC PROGRESS - FA 17
- Standards Used to Determine SAP 17
- Financial Aid Warning Status 17
- Financial Aid Suspension Status 17
- Reinstatement of Financial Aid Eligibility 17
- Student Loan Default 17

STUDENT FINANCIAL ASSISTANCE 18-20
- Grants 18
- Federal Supplemental Education Opportunity 18
- Federal Direct Stafford Loan 18
- Federal Direct-Plus Loan 18
- Federal Work-Study (FWS) 18
- Alternative Loans 18
- Change of Program 18

OTHER FINANCIAL RESOURCES 18
- Veterans' Educational Assistance 18
- Bureau of Indian Affairs Scholarship Grants 18
- Spartan Grants or Scholarships 18

REFUND & CANCELLATION PROCESS 19-20
- Return of Title IV Funds 19
- Return of Unearned FSA Program Funds 19
- Cancellation before Classes Commence 19
- Termination or Withdrawal after Start of Classes 19
- Refund/Withdrawal from Technical Programs 19
- Refund Policy for Flight Programs 20
- VA Education Beneficiaries 20

ACADEMIC INFORMATION 21-23
- Satisfactory Academic Progress and Academic Probation 21
- Student Class Schedule 21
- Definition of Course Term 21
- Course Grade Cards 21
- Academic Honors 21
- Failures 21
- Course Repeat 22

Grades as a Result of Withdrawal from Classes 22
Incomplete Course Work 22
Academic Advising 22
Auditing Courses 22
Transcripts 22
Enrollment Verification Letter 23
Independent Study 23
Refresher Courses for Graduates 23
Single Course Option 23
Attendance Records for VA Education Benefits 23

ATTENDANCE 24
Leave of Absence Policy 24

WITHDRAWAL POLICIES 24-25
Official Withdrawal 24
International Student Withdrawal 24
Readmission to College after Withdrawal 24
Readmission Procedures 24
Readmission to a Current Class 24
Reinstatement after Suspension or Termination 24
Appeal Procedures 25

GRADUATION 25
Honors 25
Credential Requirements 25
Diplomas, Degrees, Certificates 25
Graduation Ceremony 25

STUDENT POLICIES 26
Privacy of Records 26
Directory Information 26
Student Complaint/Grievance Procedure 26

STUDENT CONDUCT RULES 27-32
Student Dress Code 27
Personal Conduct Rules 27
Weapons 27
Disciplinary Action 27
Suspension for Safety, Rule Infraction & Proficiency 28
Drug-Free Awareness 28
Random Student Drug Testing 28
Criminal Offenses 28
Safety and Security Reporting 28
Federal Copyright Laws 29
Vaccination Policy 29
Textbooks 29
Voter Registration 29
Constitution Day 29
Title IX Non-Discrimination & Anti-Harassment 29-32

COURSE LEGEND 32

PROGRAMS 33-39
Aviation Maintenance Technology 33
Associate of Applied Science Aviation Maintenance Technology 33
Aviation Electronics Technology 34
Associate of Applied Science Aviation Electronics Technology 34
Nondestructive Testing 35
Associate of Applied Science Quality Control Management 35
Aviation Flight Diploma Program 36
Associate of Applied Science Aviation Flight 37
Bachelor of Science Aviation Technology Management 38
Aviation Maintenance Technology Hybrid 39
Associate of Applied Science Aviation Maintenance Technology Hybrid 39

COURSE DESCRIPTIONS 40-56

ENGLISH AS A SECOND LANGUAGE (ESL) 54-60

STATE INFORMATION (Appendix A) 61-66
1. Alabama
2. Arkansas
3. Colorado
4. California
5. Indiana
6. Kansas
7. Louisiana
8. Missouri
9. New Mexico
10. Ohio
11. Tennessee
12. Texas
13. Washington
14. Wisconsin

CERTIFICATION STATEMENT 67

OWNER STATEMENT 67

Spartan College of Aeronautics and Technology, an institution of higher education, is a private technical college offering diplomas, Associate of Applied Science degrees, and Bachelor of Science degrees to a diverse student population. The practical, hands-on training, combined with classroom theory, provides students with the skills necessary to begin various entry level careers. The Federal Aviation Administration approves the Aviation Flight and Aviation Maintenance Technology Programs. Spartan College of Aeronautics and Technology is accredited by the Accrediting Commission of Career Schools and Colleges.

MISSION

The mission of Spartan College of Aeronautics and Technology is to provide a supportive educational environment for students to actively participate in learning and to provide quality career-oriented higher education programs to a diverse student population. Assessment of the college goals is conducted on a continual basis to ensure the quality of the students' training experience and curricula in accordance with the needs of the industry.

GOALS

The goal of Spartan College of Aeronautics and Technology is to ensure our students receive a quality educational experience. Spartan College staff and faculty focus on the following goals:

1. Provide career focused, competency based technical programs.
2. Provide training related to work ethic and citizenship.
3. Employ faculty with appropriate educational credentials and related career experience.
4. Create and maintain an educational environment conducive to learning.
5. Offer services that support the college mission and promote student success.
6. Provide career development strategies and job placement assistance.
7. Train qualified graduates to meet the needs of the industry.

LICENSING and ACCREDITATION

Spartan College of Aeronautics and Technology is licensed by the Oklahoma Board of Private Vocational Schools (OBPVS).

Oklahoma Board of Private Vocational Schools
3700 North Classen Blvd., Suite 250
Oklahoma City, OK 73118-2864
(405) 528-3370

Spartan College of Aeronautics and Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

Oklahoma State Regents for Higher Education:
Spartan complies with Title 70 O.S. §4103 which allows the school to operate educational programs beyond secondary education in Oklahoma.

Spartan College is authorized to offer Associate of Applied Science Degrees with Majors in Aviation Maintenance Technology, Aviation Electronics Technology, Quality Control, Aviation Flight and a Bachelor of Science Degree in Aviation Technology Management.

The Aviation Flight and Aviation Maintenance Technology Programs are approved by the Federal Aviation Administration (Air Agency Certificate No. DF2S766K for Flight and Certificate No. CB9T054R for Aviation Maintenance).

See Complaint/Grievance Procedures on page 26 to resolve any complaints.

Tennessee:
The Spartan College of Aeronautics and Technology is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

Consumer Information

Consumer Information can be found on Spartan's webpage: Go to www.spartan.edu click on "About" tab at top of the page and then click on the "Consumer Information" tab. Additional consumer information and disclosures are available throughout various Spartan publications, memos, and informational materials provided to prospective, new, and continuing students.

As a prospective student, Spartan encourages you to review this catalog prior to signing an enrollment agreement/training agreement. You are also encouraged to review school graduation and employment rates.

Notice of Non-Discrimination

Spartan College of Aeronautics and Technology does not discriminate on the basis of race, color, religion, national origin, sex, gender, gender expression, sexual orientation, disability, or age in its programs, activities, policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

Sexual harassment is not tolerated at Spartan. If a student feels they are being or have been discriminated against or sexually harassed they need to notify campus leadership immediately.

The following persons have been designated to handle inquiries regarding the non-discrimination policies including Title VI, Title VII, Title IX, The Americans with Disabilities Act (ADA), the Rehabilitation Act, Section 504, as well as claims of sexual harassment.

VP/Director of Education or Campus President
8820 East Pine Street
Tulsa, OK 74115
(918) 831-5238

Spartan College of Aeronautics and Technology is in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 (as amended).

HISTORY

Spartan College of Aeronautics and Technology was founded as Spartan School of Aeronautics by W.G. Skelly, President of Skelly Oil Company, on September 27, 1928. He established Spartan Aircraft Company and formed the corporation which built Tulsa Municipal Airport (now called Tulsa International Airport). Mr. Skelly was convinced that air transportation would come of age and bring with it a need for skilled aircraft technicians and pilots; therefore, Spartan School of Aeronautics offered both mechanic and flight courses and quickly became a leader in aviation education.

Since 1928, Tulsa has been home to Spartan School. Spartan School quickly made a name for itself within the aviation industry and was soon to become the leader in aviation training. The Spartan School name became known on a national and international level. People came from all over the world to train at Spartan School of Aeronautics. During World War II and the Korean War, Spartan School of Aeronautics trained pilots and mechanics for our armed forces and allied forces, including the British Royal Air Force, while continuing expansion in the civil aviation field. Much of the credit for this period of expansion goes to J. Paul Getty, who acquired Spartan School of Aeronautics from Skelly in 1942. In 1944, Mr. Getty formed Spartan Airlines, Inc. In 1945, Spartan School trained TWA pilots in instrument training and between 1945 and 1950, Spartan School of Aeronautics trained G.I. Bill students and United States Air Force mechanics. The aircraft company was involved in Cold War production. In 1967, the flight training was relocated to R.L. Jones Airport in south Tulsa. The ownership of Spartan School was maintained by Getty until 1968 when it was purchased by Automation Industries, Inc. Spartan School of Aeronautics built and occupied its south campus on Pine Street in 1969.

In 1971, Spartan School became a subsidiary of National Education Corporation. In the 70s and 80s, Spartan School of Aeronautics trained pilots and mechanics for airlines and countries including EVA Airlines based in Taiwan, Civil Air Defense Command for the United Arab Emirates and in the 90s pilots for Chinese airlines. In 1996, Spartan School of Aeronautics was awarded a five year contract to train technicians for the United States Coast Guard.

National Education Corporation became a subsidiary of Harcourt General Corporation in 1997. Spartan Aviation Industries, Inc. owned Spartan College of Aeronautics and Technology from 2001 to December 2012. Spartan College is currently owned by Spartan Education Group, LLC.

Spartan College of Aeronautics and Technology has trained more than 90,000 technicians and pilots since 1928. Through the performance of its graduates, Spartan College has a significant influence on world aviation. In 2004, Spartan School of Aeronautics changed its name to Spartan College of Aeronautics and Technology to reflect its diversity of programs that can train students in disciplines other than aviation and programs leading up to a bachelor's degree. Spartan College is truly proud of its continuing contribution to aviation and related industries.

DAWN PATROL

The Spartan College Black Cat with the 13 signifies that "Knowledge and Skill Overcome Superstition and Luck". The Black Cat was the original insignia of the Spartan College Dawn Patrol; its origin is an integral part of Spartan College's history going back to 1929. Spartan College's Dawn Patrol was promoted as an exclusive international body. In the course, it provided cross country and formation flying training. The spirit that led to the formation of the Dawn Patrol probably was first evidenced by a group that called themselves the "Three Blind Mice."

STUDENT SERVICES

Now that you know a little about Spartan College of Aeronautics and Technology, we are excited to tell you a little about the student experience! The Student Services Department organizes a variety of activities and provides non-academic services and assistance for Spartan College students.

Student Activities Center

Student activity centers are located on all campus locations. Students may use these facilities when not required to be in class. Lounge areas provide a place for additional study or relaxation at students' convenience. Information concerning student activities are posted on the bulletin boards around each location. Student activities are also posted in the weekly bulletin. Students may participate in industry related organizations that apply to their field of study. This includes the AMT Society, Aircraft Electronics Association, ASNT Club, and Women in Aviation.

Student Organizations on Campus

Aircraft Electronics Association Chapter
Alpha Eta Rho
American Society of Nondestructive Testing Club
AMT Society Chapter
Student Council

Professional Affiliation Organizations

Spartan College staff and faculty maintain affiliations with many professional organizations in an effort to keep their services, processes, and industry knowledge up to date. Some of these organizations include the following:
Aircraft Electronics Association AEA
American Institute of Aeronautics & Astronautics AIAA
American Society for Nondestructive Testing ASNT
Aviation Maintenance Technician Society
Aviation Technician Education Council ATEC
Electronics Technician Association ETA
Experimental Aircraft Association EAA
National Association of Flight Instructors NAFI
National Association of Foreign Student Advisors NAFSA

National Business Aviation Association NBAA
National Center for Aerospace and Transportation Technologies NCATT
National Intercollegiate Flying Association NIFA
Oklahoma Aerospace Commission OAC
Professional Aviation Maintenance Association PAMA
The Metropolitan Tulsa Chamber of Commerce
Tulsa Better Business Bureau BBB
University Aviation Association UAA
Women in Aviation International WAI

NEW STUDENT REGISTRATION

New students will complete registration processing at the Pine Street location (Main Campus). Registration includes check-in, parking stickers, identification badge, admissions, and a meeting with a financial planner. Students will also be scheduled for an admission examination, if acceptable test scores (from an approved test) or other approved equivalent have not previously been provided to the college. The student will continue processing with the Housing Office (if housing assistance is requested). Schedules are available upon completion of the registration process.

Flight students with previous flight time should report one week prior to class to complete a credit evaluation flight.

ORIENTATION

All new students should attend a regularly scheduled orientation prior to their first day of class. Orientation is an opportunity for students to meet department leaders and staff members who will provide support services during their tenure at Spartan College.

A separate orientation is held for flight students. Flight students must arrive at the Richard L. Jones, Jr. Airport (Flight Campus) with the registration process completed.

Identification Badges

While on campus, all students are required to wear a Spartan photo I.D. badge on the front, upper area of the shirt. Badges are issued at the time of registration for new students.

Students must present their I.D. badge when making purchases in the bookstore, check out special tools, and to receive assistance in offices on campus. I.D. badges are required to attend classes and to fly airplanes.

Report lost I.D. badges to the Student Records Office in building 8 of the Main Campus and a replacement I.D. badge will be issued at a small fee. Temporary I.D. badges may be issued for one day if the student forgot to bring the badge with them. Temporary I.D. badges are issued in the Student Records Office on the Main Campus and in the Chief Pilot's office on the Flight Campus.

Student Life Coordinator

The Student Life Coordinator is located in building 8 on the Main Campus next to the Student Records Office. The Student Life Coordinator provides a number of services which include general student advising, housing information, part-time job information, and other services which help students while attending college. This office can answer general questions and is an excellent resource when a student is unsure which department can resolve concerns or answer questions related to college life.

Student Employment Assistance

The majority of Spartan College students work either full-time or part-time while attending school. Opportunities, as available, are posted to assist students in obtaining employment. Resume writing and interview technique assistance is available. The Student Employment Office maintains a current file of Tulsa area employers who are interested in employing Spartan students. The office is located in building 11 on the North Campus and building 8 on the Main campus. Updated computer printouts of available jobs are posted at these locations.

The process of obtaining employment takes work. Students must clearly understand that Spartan can provide you with resources and leads; however, it is important for you to be persistent, professional and active with your job search process. Students are encouraged to visit the Career Center and Student Employment Offices on a regular basis.

Students who do not have a telephone may use this Spartan number for prospective employers (918) 831-5359. The Student Services Office will contact students should they receive employment related calls. Only emergency messages and job related messages will be accepted by Spartan personnel. In the event that an emergency call is received, every reasonable effort will be made to contact the student.

Medical Care

Spartan College does not assume financial responsibility for students who are hospitalized for injuries occurring on or off the campus. The college does not endorse or promote insurance carriers and recommends that students purchase insurance in case of accident or illness. Dependent students should discuss medical insurance needs with parents or guardians.

Tutoring Services

There are tutoring services available to students. Students desiring assistance should contact their Student Services personnel or Director of Education for the schedule.

Library / Student Resource Center

The Spartan College library and resource centers enhance the academic programs by providing students with learning resources that support and supplement the student's study and research needs. The Main Library is located on the Main Campus and supports all curricula. The Flight Campus Resource Center is specialized and supports the flight programs. Both facilities provide reading areas for research and relaxation. Additionally, they are equipped with computers that are available for student word processing requirements as well as internet access.

Student Bookstores

The student bookstore is located on the Main Campus. Class supplies, books, and tools are available in the bookstore. Note: Only certain items are stocked at the Flight Campus bookstore.

Transportation / Parking

It is highly recommended that students have a vehicle while in Tulsa. Spartan College students can use their home state licenses and car tags as long as they are current. Oklahoma law requires that proof of insurance is kept in the vehicle at all times. All flight students must have personal transportation while attending school because of varying schedules. Students may refer to the Student Resource Guide for reference and maps are provided indicating student parking areas.

Students parking on campus lots must have a Spartan College parking permit. Students operating a motor vehicle on Spartan College campuses and in the State of Oklahoma must have a current driver's license and verification of vehicle insurance (with a stated expiration date). Cars improperly parked or abandoned may be towed at the owner's expense.

Housing (Optional)

Spartan Residence Hall (SRH) is a student housing complex within walking distance of the Main Campus. Room availability is limited. Each unit is furnished and includes a washer/dryer, refrigerator, dishwasher, stove, microwave, and furniture. There are four private bedrooms and two full bathrooms per unit. All student conduct rules apply while living at the SRH in addition to those outlined by the SRH lease agreement. The lease is a legally binding contract. Please review all documents thoroughly before deciding whether to live on campus or off campus.

School Closing

In the event of bad weather conditions, Spartan will update their website so students can check to see if classes have been canceled due to severe weather or road conditions. It will be updated for the evening classes as well. The website is www.spartan.edu. Look on the main page under "Latest News" for updates. Be sure to look for the date the message was left to ensure you have not retrieved outdated information.
Regulations may require the missed class time to be made up. On days of bad weather, allow sufficient time to reach school safely and on time. Weather Advisory line (918) 831-5215

Use of Tobacco

Tobacco may only be used in designated "*Tobacco Use*" areas only. Smoking or other use of tobacco (including smokeless tobacco and electronic cigarettes) are not permitted in any Spartan building. Smoking is not permitted within fifty feet of aircraft, outside the lab buildings, or within twenty-five feet of doorways or open windows.

A Few Companies That Have Hired Our Graduates

AAR Aircraft Services
Acuren Inspections
Advanced Atomization
Advanced Ultrasound
Aerosim Flight Academy
Aerotek
Alcoa
Allegis
American Airlines
American Flyers
American Piping Inspections, Inc.
American Staff Corp.
Applus RTD
ATP Flight School
Autopilot Central, Inc.
Av Duct
Bell Helicopter
Biz Jet
Boeing Company
Cameron Drilling
Camtronics
Chesapeake Energy
Christiansen Aviation
CRTS
CTR Corporation
DAL Global Services
Direct TV
Duncan Aviation
Employee Solutions
Express Employment
Express Jet
Ferra Aerospace
Flight Safety International
Globe X-Ray
HiTech Testing
Integrity Test & Inspection
International Inspection, Inc.
Jules NDE, LLC
L-3 Communications
Limco Airepair
Lockheed Martin
Lufthansa Tecknik
Mistras Group
Nicholas Brothers, Inc.
Nordam
Omni Air
PCC Structurals
Pinnacle Airlines
Pratt & Whitney
Primus International
Randstad North America
Resource MFG
Riverside Flight Center
San Antonio Aerospace
Schlumberger
Southwest United Industries
SpaceX
Sperry Rail
Spirit AeroSystems, Inc.
Stronghold Inspection
Team Industrial
Trans States Airlines
Unicorp
United States Aviation Academy
US Steel Tubular
Volt
Webco Industries
Western Technologies, Inc.
Work Source @ Unicorp
General Atomics

EXAMPLES OF ASSISTANCE BY DEPARTMENT

Education

Adding/Dropping a class (also see Student Records)
Advanced Standing
Transfer Credits
Academic Concerns
Disputing a Grade
Disputing Attendance
Academic Policies
Academic Procedures
Instructor related concerns
Program change (also see Student Records)
Withdrawing from a class (must also see Student Records)
Withdrawing from school
When classes are offered

Student Records

Graduation checklist
Class Schedule
Transfer Credit Information
Transcripts
VA/Military Information
Verification of enrollment
Registration for continuing students
Employer Tuition Reimbursement

Business Office

Account Balance
Account Charges
Cost of Tuition/Terms
Tuition Payment Schedule
College Loans

Financial Aid

Federal student loans
Scholarships, grants, state grants
Defaulted Loan
Pell Overpayment
Financial Aid eligibility due to schedule, program, or status changes

Career Development and Employment Assistance

Alumni Information
Application for Work-Study
Work-study opportunities
Education and Career Expos
Graduate Employment
On-campus job fairs
Part-time jobs
Resume Assistance

FACILITIES

Aviation Maintenance Technical Training

The technical facilities can accommodate approximately 2,100 students. Classrooms occupy in excess of 47,000 square feet and labs occupy an area of 123,000 square feet. Power, lighting, heating, ventilation and restroom facilities are provided for all buildings. Wall charts, cutaway units, audio-visual equipment, smart boards, miniature models, display boards and mock-ups are available for demonstration of principles and procedures. The Aviation Maintenance Training Department has various types of operational aircraft. Student-to-instructor ratios have a maximum of 25 students per instructor in a lab environment. Student-to-instructor ratios average approximately 30 students per instructor in lecture classes.

Aviation Electronics Technology

The core electronics portion of the Aviation (Unmanned Aerial Vehicle) Electronics Program provides versatility in several different industries to include manufacturing of unmanned aerial vehicles, medical, oilfield, renewable energy, and other electronic technical fields. A theory based and hands-on combination offer training in electronic circuit testing and troubleshooting.

The program specialty classes provide shop, flight line testing, and repair facilities for navigation, communications, and radar equipment. The college maintains a supply of instruments and aircraft electronics for training purposes. Student-to-instructor ratios average approximately 30 students per instructor.

Nondestructive Testing/Quality Control

Inspection equipment includes a wet horizontal magnetic particle machine, probes, yokes, 260 and 300 KVP x-ray tubes, radiation detection devices, ultrasonic and eddy current testers. Student-to-instructor ratios average approximately 30 students per instructor.

Flight

Various aircraft (for example: Cessna 152s, 172s, Piper Arrows and Piper Seminoles) and an aviation device are available.

A real time weather information system is provided in flight operations. Interactive media materials, charts, cutaway models, smart boards, display boards, video and mock-ups support classroom instruction.

There are approximately 40,000 square feet of classroom, hangar and administrative space. All flight instruction is performed with one instructor to one student. Ground school classes operate with an average of 20 students per instructor. Equipment and aircraft are available except during times of servicing and regularly scheduled maintenance.

ADMISSION REQUIREMENTS

In addition to the general admission requirements stated below, some programs have additional requirements to be met prior to final acceptance.

Admissions Application Process

An enrollment manager is available to present Spartan program options to you by telephone or in person. When you determine that Spartan College is your school of choice, the enrollment manager can assist you with the admissions process. The student will complete enrollment documents and the enrollment manager will collect an application fee prior to submitting the documents to the Admissions Department for final review. A confidential review of the documents will be made and a letter of notification of acceptance or denial will be sent in a reasonable amount of time.

Spartan College reserves the right, in its sole discretion, to deny admission to, suspend or terminate the education of any individual whose presence at Spartan College may pose a threat to the safety or wellbeing of Spartan College students, faculty, employees, agents, or business invitees.

Students must meet all the admission requirements in the areas of academic performance, basic skills, language, and age. Final acceptance and approval to begin college will take place when all of the necessary documents (official transcripts, GED certificate, or equivalent, acceptable test scores if applicable, proof of flight physical if applicable, Transportation Security Administration (TSA) authorization for flight students, etc.) required to verify the applicant meets the admission requirements have been received, reviewed and accepted by the college.

All potential students are strongly encouraged to visit the campus. Your decision regarding this investment in your education and training deserves a full understanding of the program, equipment, facilities, etc.

Conditional Enrollment

If a prospective student does not have proof of graduation or equivalent at the time of enrollment, the enrollment and acceptance to the College are conditional. In order to begin classes, a student must provide at a minimum an unofficial copy of proof of graduation or equivalent (i.e., unofficial transcripts). Once this is received, a School Official will countersign the enrollment agreement signifying formal acceptance to the College. If the proof of graduation or equivalent is not supplied prior to start, the enrollment agreement is cancelled. Official proof of graduation or equivalent are required by the records office within 30 days of starting class. Students without official proof of graduation or equivalent will be ineligible to continue classes.

Academic Performance Requirement for Admission

Applicants may document academic performance for admission to Spartan College in one of three ways:

1. Applicants must be a high school graduate, or
2. Must have a high school equivalency certificate based on the General Education Development (GED) test, or document equivalent level of education, or
3. In rare instances, students may not be able to provide documentation due to issues beyond their control (e.g., loss of records by high school due to fire or flood ((verified through state agency)) or home schooled students). In these rare cases, a school may use an admissions test in lieu of documentation of a high school diploma or its equivalent. Under these circumstances, the student must sign a statement attesting that he or she in fact obtained a high school diploma or its equivalent and state the reason(s) why documentation of the earned credential cannot be provided. The admissions test used under these circumstances must be a standardized third party exam (see list under "Basic Skills and Examination Scores", as well as the GED or equivalent tests). Home schooled students must show proof of completing a state approved program. It is important to note that without an acceptable proof of graduation as defined by the U.S. Department of Education, a student may be ineligible to receive federal financial aid.

Basic Skills Requirement for Admission

Each applicant to degree programs must demonstrate proficiency in college level skills. These skills may be documented by any one of the following:

a) Submission of examination scores deemed appropriate by Spartan College for the chosen program of study, (see next section, Acceptable Examinations and Scores), or
b) Attainment of scores appropriate for the chosen program of study on a placement examination administered by Spartan College, or
c) Submission of required documentation indicating acceptable grades in college-level work completed at an accredited institution (a recognized accreditation agency under the federal DOE) may be submitted instead of examination scores.

Basic Skills and Examination Scores

	TECHNICAL PROGRAM MIN	FLIGHT PROGRAM MIN
ACT Test	14	16
SAT Test (Verbal + Math)	660	780
WONDERLIC SLE (Note 1)	12	17
ASVAB AFQT General	40	50
High School GPA (Note 2)	2.00	2.50
Previous College	18 Credits with CGPA > 2.0 AND 6 credits in college level English & Math	18 Credits with CGPA > 2.0 AND 6 credits in college level English & Math
FAA Certification (Note 3)		

Previous College: 18 Semester Credits (27 Quarter Credits) with CGPA > 2.0.

Note 1: Applicants that do not have CGPA >2.00 (Technical) or 2.50 (Flight) must submit scores for the Wonderlic SLE as outlined above.

- *Classic Accuplacer Scoring vs Next=Generation Accuplacer Scoring*

Note 2: Technology program individuals with cumulative high school CGPAs of 2.0 (on a 4.0 scale) or higher are not required to take an entrance exam. Flight program individuals with cumulative high school CGPAs of 2.5 (on a 4.0 scale) or higher are not required to take an entrance exam.

Note 3: Successful completion of an FAA certification would result in basis for admissions.

Admission to Bachelor of Science Program

The program requires transfer of an earned Associate's Degree from a regionally or nationally accredited institution in order to be eligible to apply for admission. Interested students should submit an Application for Admission to the Spartan College of Aeronautics and Technology Bachelor's Degree Enrollment Manager.

Students may be admitted to the Spartan College Bachelor's Degree program under the following categories:

Regular Admission: Students seeking a degree from Spartan College of Aeronautics and Technology are accepted for regular admission after submitting all required application materials and meeting the admission requirements.

Age Requirements

Applicants must be at least 17 years of age prior to starting technical programs, 18 years of age prior to starting the Radiation Safety and Radiography course.

Flight program applicants must be at least 17 years of age before being issued the Private Pilot Certificate and 18 years of age before being issued the Commercial Pilot Certificate.

Flight Medical Requirements

The minimum requirement for flight students pursuing an Aviation Flight program is the Class II Medical Certificate. All flight students must possess their FAA Class II medical certificate before starting classes. Flight students may contact the nearest FAA Office or the Spartan Admissions Department for a list of approved aviation medical examiners. Current flight medical must be maintained while attending.

Flight TSA Requirements

All U.S. Citizens and Nationals are required to show proof of U.S. Citizenship or National prior to the beginning of flight training. All flight students who are not U.S. Citizens or Nationals will be required to complete the registration process with the Transportation Security Administration for initial flight training, instrument and multi-engine training and should be accomplished prior to orientation. Registration is completed online at http://www.flightschoolcandidates.gov.

Additional Requirements for International Students

More detailed information may be obtained from the International Enrollment Manager.

a) Applicants must have the equivalent of a U.S. high school education. The applicant must send Spartan College an official high school transcript or an equivalent document before the college can accept the student and issue a Certificate of Eligibility (I-20). All documents forwarded must be in English and list the date on which high school equivalency was attained.

b) The applicant should have sufficient funds available to cover the cost of tuition and living expenses prior to and while attending Spartan College. U.S. government regulations require that documents be submitted with the application to prove students have adequate financial support.

c) See section titled Language Requirements in Admissions Policies.

d) International applicants seeking to enter some programs are required to submit proof of a physical exam. Contact Spartan College's International Enrollment Manager for a copy of the approved physical form.

e) All flight applicants who are not U.S. Citizens or Nationals will be required to complete the registration process and receive authorization from the Transportation Security Administration prior to beginning flight training.
Register: http://www.flightschoolcandidates.gov.

f) Students enrolling at Spartan College under contract with an international post-secondary institution must follow the requirements of the contract.

English Language Requirements for Admission

Applicants from countries where English is not the primary language spoken and applicants whose native language is not English can demonstrate English language proficiency by:

- Providing proof of completion of an intensive accredited ESL program meeting one of the requirements listed below.
- Spartan's international interview assessment.
- Or meet the following scores listed below.

TOEFL Internet-based Test	Total of 61 or better
TOEFL Computer-based Test	Total of 173 or better
TOEFL Paper-based Test	Total of 500 or better

OR Equivalent* Test

TOEFL Internet-based Test	TOEFL IBT	57 - 86
International Test of English Proficiency	iTEP	3.5 – 3.9
Common European Framework of Reference for Languages	CEFR	B1

International English Language Testing System	IELTS	5.5 – 6.5
The Pearson Test of English General	PTE General	Level 2
The Pearson Test of English Academic	PTE Academic	43 – 58
TOEIC - Test of English International Communications	TOEIC	600

*Equivalencies by Boston Educational Services, LLC

Test results must be mailed to Spartan College directly from the test administrator. Spartan College's Director of Education will determine an applicant's English proficiency status. If an applicant is able to achieve a score listed above but is still having difficulties in reading, writing or comprehension of the English language, the student will be required to take a prescribed English language course concurrently or before attending Spartan College.

The College or designee may admit a student who fails to meet the above requirements in extraordinary and deserving cases. In these situations, the applicant must have demonstrated his or her proficiency in the English language prior to admission. Such exceptions must be appropriately documented.

Transferability of Credits Out

The transferability of credits you earn at Spartan College of Aeronautics and Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in one of Spartan College's programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at Spartan College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Spartan College to determine if your credits or degree, diploma, or certificate will transfer *(Spartan College does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution)*.

Prior Credit Policy for VA Education Beneficiaries

Students utilizing VA education benefits must provide all transcripts and records of previous education and training to Spartan for evaluation of applicable credit towards their Spartan program enrollment. Upon completion of the evaluation, the student will be notified of eligible transfer and/or advanced standing credit(s). Eligible applicable course credit(s) will not be submitted to the VA for attendance, tuition and/or fee certification. A copy of all transcript(s), education and training records with evaluation outcome(s) will be maintained in the veteran student's file. Failure to provide all transcripts, education and training records for evaluation in a timely manner will delay certification of attendance, tuition and/or fees to the VA until such time these documents are on file. Tuition and program length will be reduced accordingly to Spartan's Transfer of Credits and Advanced Standing Credit policy.

Transfer of Credits and Advanced Standing Credit

Spartan College may be able to give credit for some previous outside learning experiences (e.g. work experience) or successfully completed college level courses. Regardless of program, students must complete at least 25% of all program credit hours through Spartan. Approved program applicable credits transferred from a regionally or nationally accredited postsecondary college and applicable advanced standing credits will be recorded on the student's transcript at the time a student begins attending Spartan College. Total tuition is reduced accordingly. Credits awarded become an official part of the student's record. Transfer and advanced standing credits are not included in computing a student's cumulative grade point average (CGPA), but will be counted as credits attempted and credits earned when computing maximum time frame. Academic credits for all programs and courses are recorded in semester credit hours. Students wishing to transfer credits to Spartan must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received and evaluated prior to the first date of attendance. Transcripts received after the first date of attendance may be considered at the discretion of the Director of Education. Transfer credit will not be awarded for a course after the student has attended the Spartan College course in question.

Aging of Transfer of Credits: Core Curriculum Courses (e.g. aviation courses) and General Education Courses

No restrictions are placed on the age of most course transfer credits as long as they meet the criteria for transferability and are obtained at a nationally or regionally accredited institution (and FAA approved if applicable) at the time the credits were earned with grades of at least a 'C' or better. The College reserves the right to refuse credits for courses where the skills or information from the student's previous training is outdated to the degree that a student would be at a disadvantage in the workforce.

Guidelines for Transferring Credit:

1. The Director of Education (and program instructors as needed) will evaluate requests for transfer of credits.
2. FAA credits may be transferred only as specified by FAA guidelines (FAR Part 147.31). The FAA does not recognize credit earned outside of the United States.
3. Transfer grades of A, B, C, or their numerical equivalent can be accepted from postsecondary courses equivalent to courses offered in the Spartan College curricula.

Guidelines for Awarding Advanced Standing Credit:

Spartan College awards advanced standing credit in two ways:

1. A student presents to the records office an official record that verifies a passing or satisfactory score on a standardized national examination such as the FAA maintenance and flight exams or the CLEP (College Level Equivalency Program) tests,

OR

2. A student can document previous college, civil or military training that is proven to be equivalent (as determined by Spartan) to Spartan College training and score 70% or

higher on the bypass test(s) for the course(s) in which credit is being awarded. (Bypass tests cannot be taken for a course previously attempted at Spartan College).

Students desiring to be awarded advanced standing credit for college, military, or training should follow this procedure:

a) Bring the appropriate documents verifying the training to the records office.
b) Following the preliminary evaluation of the documents, the student will be referred to the Director of Education for final evaluation and scheduling of bypass exam(s).
c) If necessary, the Student Records Department will prepare a new course schedule based on the results of the bypass exam(s).

Flight Programs

Spartan College awards advanced standing credit for Flight and Ground classes according to the following policies.

Credit for Flight Training

1. An applicant with previous flight time or an FAA Pilot Certificate must provide to the Records Office copies of the FAA Certificate or rating that verifies completion of an FAA flight examination.
2. Credit will be awarded according to the "limitation" section of FAA FAR Part 141.77.
3. Applicants will be placed in the flight program according to their performance on a flight evaluation.
4. Use of this provision may prevent the candidate from accumulating the required credit hours for the issuance of a Reduced Minimums ATP (Airline Transport Pilot Certificate).

Credit for Ground School Training

Based on evaluation, credit may be allowed per items (1) or (2) above for those persons transferring a private pilot license.

Tuition

Tuition varies from program to program depending upon program length and total contact hours. Accompanying this catalog is a separate schedule of tuition, application fees, estimated cost of books, tools and equipment costs and is referred to as the "Catalog and Tuition Supplement". Tuition for audited courses is calculated the same as credit granting courses. When a student signs an enrollment agreement with Spartan College and begins classes, the student becomes obligated to pay in accordance with that agreement. Tuition is charged on a per course basis and is required to be paid in advance of the year, or satisfactory arrangements must be made with the financial aid department. Students may be dropped from class for failure to pay outstanding balances on time. If a student postpones their scheduled start date, they will be subject to the tuition in effect for their new start date at the time a new enrollment agreement is executed.

FINANCIAL PLANNING / FINANCIAL AID

Spartan College's Financial Planning Department assists qualified students and their family in obtaining information regarding supplemental funding options to meet the cost of attendance. Financial aid is considered secondary to the efforts of the student and their family in providing financial support. The goal is to provide help to qualified students who would not be able to attend without assistance.

Financial Planners (Financial Aid Representatives)

Financial planners are available to assist and advise students regarding tuition, financial aid, and general consumer information.

Education is an investment in a student's future. While student loans can help some students meet future career goals, over borrowing has become more common in today's society. It is imperative that students become educated regarding student loan debt. The definition of over borrowing is when a student borrows more money than what is absolutely needed to pay for school.

1. There are ways to avoid borrowing more in student loans than absolutely necessary such as working full or part time while attending school. You can make payments to the school while you attend classes.
2. Do you have family willing to send payments on your behalf to the school now and then? You don't know if you don't ask.
3. Every year, countless scholarships go unrequested because students don't take the time or make the effort to apply.

Loans are required to be paid in accordance to the specific loan program policies. The College cautions all students from borrowing more than is absolutely necessary. Defaulting on loans will harm your credit and could result in garnished wages, loss of tax refunds, and other negative impacts. Responsible borrowing of the minimum needed to obtain your training and education can reduce the burden of repayment. At the time of repayment, if you find yourself having difficulty repaying your loans, call our financial aid department for assistance in contacting the appropriate lender.

The types and amounts of financial aid are determined by financial need and available funds. Financial aid programs insured or sponsored by agencies of the United States government are available only to U.S. citizens or permanent residents. A full description of aid available can be found at http://www.studentaid.ed.gov under "Prepare for College."

Eligibility for Financial Aid

To be eligible for financial aid, a student must:

1. Be enrolled as a regular student in an eligible program of study on at least a half-time basis (With the exception of Pell and FSEOG);
2. Have a high school diploma or the equivalent;
3. Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
4. Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
5. Maintain satisfactory academic progress;
6. Provide required documentation for the verification process and determination of dependency status;
7. Have a valid Social Security Number;
8. Not have borrowed in excess of the aggregate loan limits for the Title IV financial aid programs;
9. Be registered for the Selective Service, if required;
10. Sign an updated Statement of Educational Purpose/ Certification Statement on repayment and default.

APPLICATION PROCESS FOR FINANCIAL AID

Initial Application: The amount of financial aid each student will receive is determined by completing the Free Application for Federal Student Aid (FAFSA). A need analysis based on the FAFSA determines the extent of financial need in a consistent and equitable manner by applying a federally approved formula. Family size, income, assets and other resources are evaluated to calculate the expected contributions from the student and possibly parents. The FAFSA should be completed as soon as possible after enrollment. A new FAFSA is required for each award year, which begins on July 1 every year.

Determine Financial Need: The expected family contribution (EFC) is deducted from the student's cost of attendance (COA) for the academic year to determine the student's eligibility for need-based financial aid. The COA is referred to as the student budget and is comprised of tuition and fees, books and supplies, room and board, personal expenses, and transportation. Contact the Financial Planning Office for specific figures related to the award year in question.

Academic Year and Full-Time Status Defined

Financial aid is awarded one academic year at a time. An academic year is defined as five, six-week terms of instruction for technical programs; four, eight-week terms of instruction for night technical programs; fourteen, two-week modules/courses of instruction for flight programs; and three, ten-week terms of instruction for the bachelor's program.

A student that does not maintain full-time status may have financial aid disbursements adjusted accordingly. To be considered a full-time student at Spartan College, technical students must attempt a minimum of 5 semester credit hours each term or 24 clock hours per week and 24 semester credit hours or 900 clock hours per academic year. Flight students must attempt a minimum of 900 clock hours per academic year. Bachelor's degree students must attempt 8 semester credit hours each term and 24 semester credit hours per academic year. Students must satisfactorily complete the semester credit hours or clock hours and the designated number of weeks of instruction for the academic year to be eligible for advancement to the next award level.

Renewal Process

Students are responsible for timely completion of their financial aid paperwork. The individual student is responsible for knowing the renewal dates and the deadlines for submitting the paperwork. A Free Application for Federal Student Aid (FAFSA) must be submitted each award year. Student and parent loans must be renewed each academic year. Student loans will be automatically renewed each academic year utilizing the Master Promissory Note (MPN). However, parent borrowers must approve new loans, either by telephone, mail or online prior to certification of new loans. The Financial Planning Office is available to assist in the application process.

Verification of Data

Certain applicants are selected by the U.S. Department of Education for a process referred to as verification. Verification usually requires the submission of tax transcripts and other documentation. Students will be notified of their obligation to complete verification and the deadline for completing the process. Once verification is complete, the Financial Planning Office will notify the student of any change in their award. No interim disbursements of federal financial aid (also known as Title IV student aid funds) will be made prior to the completion of verification. As required by federal regulations, any suspected case of fraud with respect to Title IV student aid will be reported to the Regional Office of the Inspector General, or if more appropriate, local law enforcement agencies to investigate the matter. Falsification of information on the FAFSA is considered a Federal Offense "If you purposely give false or misleading information, you may be fined up to $20,000, sent to prison, or both."

Satisfactory Academic Progress (SAP) For Financial Aid Eligibility

The U. S. Department of Education mandates that students must be making Satisfactory Academic Progress (SAP) in their academic program to maintain financial aid eligibility. Given the nontraditional nature of Spartan College's educational programs, and the individual nature of each student's start date, Satisfactory Academic Progress will be measured based on the predetermined checkpoints (payment periods) in each program. Students not meeting Satisfactory Academic Progress will be notified in writing.

The standards used to determine Satisfactory Academic Progress for Financial Aid Eligibility consist of:

1. Cumulative Completion Rate Standard: A student must successfully complete greater than 66.6% of the total cumulative and transfer credits attempted to be making Satisfactory Academic Progress.
2. Cumulative Grade Point Average (CGPA) Standard: A student is required to maintain at least a 2.0 cumulative grade point average which is calculated by dividing total number of grade points earned by total credits attempted.
3. Maximum Time Frame Standard: A program of study must be completed within 150% of the number of credit hours required for graduation to maintain financial aid eligibility. The 150% is measured on the basis of attempted credits and transfer credit if awarded. For instance, if a program consists of 66 semester credit hours for graduation, it must be completed within 75 attempted credits (50 credits x 1.5=75 credits).

Financial Aid Warning Status

Once it is determined the student is not meeting SAP, s/he will be placed on Financial Aid Warning. Students will be notified of this status change in writing. Generally, the student is expected to meet SAP standards by the next payment period. If this is not mathematically possible, exceptions may be made. During a period of Financial Aid Warning, the student will retain his/her eligibility to receive Financial Aid. If SAP standards are not met by the next payment period the student will be placed on Financial Aid Suspension.

Financial Aid Suspension Status

Once it is determined that the student fails to meet SAP while on a Financial Aid Warning, the student's Financial Aid will be suspended. Any financial aid previously offered, awarded or reserved for ineligible students will be withdrawn. Withdrawn aid is not necessarily recovered even if the student's Financial Aid eligibility is later reinstated.

Reinstatement of Financial Aid Eligibility

A student may appeal the suspension of Financial Aid eligibility based on extenuating circumstances supported by official documents. Extenuating circumstances are situations that create an undue hardship that caused the student's inability to meet Satisfactory Academic Progress standards. Examples of extenuating circumstances include but are not limited to death of an immediate family member, divorce, injury or illness. To appeal, a student must submit a SAP Appeal Form along with official documentation to the Director of Financial Aid/Financial Planning. The appeal will be evaluated by the Appeals Committee within 10 days of receipt. The student will be given a time to meet with the Appeals Committee to present his/her appeal. Upon review, the student will be notified in person and/or in writing of the appeal decision. If the appeal is approved the student will be placed on Financial Aid Probation. During a period of Financial aid Probation, the student will retain his/her eligibility to receive Financial Aid. An Academic Plan may be required.

A student may choose to continue their education without federal funding (making cash payments) until they meet the standards used to determine Satisfactory Academic Progress for financial aid eligibility. However, it is possible that not meeting SAP can impact the student's ability be earn the credential (degree, diploma, or certificate) for the program depending on the final SAP standing, etc. A student may apply to have their financial aid reinstated once they begin meeting Satisfactory Academic Progress standards again.

Additional information regarding financial aid eligibility is available in the Financial Aid Office.

Student Loan Default

Always remember to stay in contact with the College, even after leaving or graduating. We are here to help you navigate your loan repayment process. Many times, we can answer your questions or explain options. You will be responsible to repay loans obtained for educational programs. They are not treated the same as car loans, for example, and can cause you a great deal of financial heartache for years to come should you fall behind, or worse, fail to pay the loans back. Most federal loans enter default when payments are more than 270 days past due. Other loan types may default sooner.

Student loan default can mean the following:

1. Entire loan balance will be due in full immediately.
2. Collection fees can be added to the outstanding balance.
3. Up to 15% of an individual's paychecks can be taken every pay period.
4. State and Federal tax refunds can be seized.
5. Lose eligibility for future Federal Aid.
6. Lose deferment or forbearance options.
7. Outstanding fees and unpaid interest can be capitalized (added) onto the principal balance.

A defaulted student loan is one of the worst entries that can appear on a credit report. A default entry is far worse than late payments and can mean:

1. Denial of credit cards, car, home loan, or apartment lease.
2. Interest rates may rise on existing loans and credit cards.
3. Banks may refuse opening of a checking account.
4. Denial of a job due to poor credit.
5. Unable to obtain or renew a professional license.

Consult Financial Planning Office with any questions regarding repayment of loans and details about repayment plans.

STUDENT FINANCIAL ASSISTANCE PROGRAMS

Grants (Financial aid which does not have to be repaid)

After the student submits their FAFSA, they will receive a Student Aid Report (SAR) or SAR Acknowledgement Form. The SAR will tell the student whether or not they are eligible for the Federal Pell Grant. The student's SAR also determines their eligibility for other financial aid programs. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's degree. The Pell Grant provides a foundation of financial aid to which other aid may be added.

Federal Supplemental Educational Opportunity Grants

The FSEOG is a grant awarded to students demonstrating the most need. The minimum award of $100 is given to all Pell Grant recipients who have an unmet need. The financial planning department determines increased awards based on a student's unmet need and generally when additional funds are necessary to cover direct costs.

STUDENT LOANS AND WORK STUDY

Federal Direct Stafford Loan

These low-interest subsidized and unsubsidized loans are available from the U.S. Department of Education. The amount of funding available depends on the student's academic level and dependency status. Loan fees up to one percent may be deducted from the loan before it is disbursed.

A subsidized loan is awarded on the basis of financial need. The student will not be charged any interest while loans are "in school deferment status." The federal government "subsidizes" the interest during these periods.

An unsubsidized loan is not awarded on the basis of need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If the student chooses to allow the interest to accumulate, it will be capitalized. Accumulated interest while in school will then be added to the principal amount of the student's loan quarterly or at the time repayment begins. Spartan uses the Master Promissory Note (MPN) for multi-year use for the Direct Stafford Loan Program. Once an MPN has been submitted, Spartan will award Stafford Loans throughout the student's enrollment. Spartan will notify the student of any Direct Stafford Loan awarded by providing an award letter.

If the student would like to request changes to the Direct Stafford Loan awarded, they need to contact the Financial Planning Office. Once the student withdraws, graduates, or drops below half-time status, a grace period of six months (can be less if previous dropped statuses exist) is granted before repayment begins. Depending on the outstanding balance of all loans the student may have ten to thirty years in which to repay.

The first disbursement for a first-time student is not available until the student has been in school for 30 days. As a reminder, the College urges students to borrow only the minimum needed to avoid future repayment struggles.

Federal Direct-Plus Loan

This low-interest loan assists parents of dependent students whose need is not met by the Federal Stafford Loan program. The academic year limit is the cost of education minus any other financial aid. Repayment begins no later than 60 days after the loan is fully disbursed. Spartan uses the Master Promissory Note (MPN) for multi-year use of the Direct PLUS loan program. Parent borrowers will be required to approve new loans either by telephone or on-line prior to certification of new loans. (Loan fees may be deducted from the loan before it is disbursed.)

Federal Work Study (FWS)

Student employment is available through the federal work study program. This program offers employment opportunities on and off campus in the areas of Student Services and Community Services. Awards are based on the student's remaining unmet need. Positions are limited and openings are posted as they become available. Applications are submitted to the Financial Planning (Financial Aid) Office.

Alternative Loans

Private loans that are not insured by the Federal Government are available from several sources. These loans often require the student to have a co-signer who is credit worthy. Students may use these loans to pay for tuition not covered by Federal Student Aid or to assist with living expenses that are educationally related. Loan proceeds are usually made co-payable to the student and the college. Funds are made available to the student when all tuition obligations have been satisfied. As a reminder, the College urges students to borrow only the minimum needed to avoid future repayment struggles.

Change of Program

Changing programs may result in the loss of financial aid. Students considering a change of program should always consult the Financial Planning Office before dropping a class or changing programs.

OTHER FINANCIAL RESOURCES

Veterans' Educational Benefits

The School Certifying Official can provide general information on programs approved for VA educational benefits and a general overview of how education benefits are disbursed. Spartan cannot advise any veteran on which education benefit to use. The veteran and the VA will determine which VA educational benefit are right for him/her.

Bureau of Indian Affairs Scholarship Grants

Students who are at least one-quarter American Indian and can prove financial need may qualify for benefits through the Bureau of Indian Affairs. Contact the nearest Bureau.

Spartan Grants or Scholarships

The college offers several partial grants and/or scholarships for which students may apply. In addition, scholarships in several areas of study are offered through many outside organizations.

REFUND and CANCELLATION PROCESS

Withdrawal from Spartan through official notification by the student

The Registrar's Office is the official authority within the college designated to accept withdrawal notification. If a student communicates to the Registrar's office they are withdrawing, that is considered an official notification. Students are urged to submit a signed withdrawal form to the Registrar's Office to show their intent to withdraw. The date the form is submitted to the Registrar is the withdrawal date and the date of notification to the school. Students may also withdraw from Spartan by phone. For a phone withdrawal, the Registrar's Office will fill out the appropriate form and notate the date of withdrawal.

Withdrawal from Spartan without notification by the student (unofficial)

If a student ceases attendance without providing official notification, the student's withdrawal date will be no later than 14 days after the last day of academic attendance as recorded by Spartan's academic records.

Return to Title IV/ Refund Repayments Policy (R2T4)

This policy applies to all recipients of Federal Title IV Financial Aid Funds. Students that are no longer attending Spartan College may still owe funds to the College to cover unpaid tuition. Additionally, Spartan may attempt to collect any funds from a student that the College was required to return as a result of this policy.

Spartan will calculate how much federal aid may be retained or disbursed for a student who withdraws prior to the end of a payment period. The calculated amount is referred to as "Return of Title IV Funds" (R2T4). The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the College. All students subject to this policy will have their eligibility calculated according to the following definitions and procedures, as prescribed by regulation. Regulations require schools to perform calculations within 30 days from the date the school determines a student's complete withdrawal. The school must return the funds within 30 days of the termination date for institutional refunds and within 45 days for return to Title IV refunds.

Rejection. An applicant rejected by the school shall be entitled to a refund of all monies paid minus any stated application fee, not to exceed $25.00. (OBPVS 565:10-11-3. Refunds)

Seven-day cancellation. All monies paid by an applicant shall be refunded, if requested, within seven days after signing an enrollment agreement and making an initial payment. (OBPVS 565:10-11-3. Refunds. Minimum 3 days.)

Other cancellation. An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the course, but in no event, may the school retain more than $150.00. (OBPVS 565:10-11-3. Refunds)

Special cases. In case of documented student prolonged illness or accident, death of immediate family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both. (OBPVS 565:10-11-3. Refunds)

Discontinued class. If a class is discontinued by a school while students are still enrolled in that class, and the school is still offering training in other areas, all monies (student loan, grant, etc.) paid the school for students enrolled in the class at the time it is discontinued shall be refunded to the entity legally entitled to the refund. A school shall have thirty (30) days to restart the class or pay. (OBPVS 565:10-11-3. Refunds)

This refund policy applies only to Tuition and Fees. Sales of books, Tools and other items from Spartan College are considered final and are not subject to this refund policy.

Any monies due applicants or students shall be refunded within 30 calendar days from the student's official withdrawal date for institutional refunds and within 45 days for return to Title IV refunds.

Withdrawal Before 60%

Spartan must perform an R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Withdrawal After 60%

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the College will still calculate eligibility for a post-withdrawal disbursement.

Post-Withdrawal Disbursement

If a student earned more aid than was disbursed to him/her, the student may be eligible for a post-withdrawal disbursement. Spartan will notify the student in writing if he/she is eligible for a post-withdrawal disbursement of Title IV loan funds.

A student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a post-withdrawal disbursement. A post-withdrawal disbursement of Federal grant funds does not require student acceptance or approval. Sparta will seek the student's authorization to use a post-withdrawal disbursement for all other educationally related charges in addition to tuition and fees. Any money owed to the student will be mailed to the address on file within 45 days of the date of determination.

Calculating R2T4

Title IV funds are earned in a prorated manner on a per diem clock hours basis up to the 60% point in the payment period based on calendar days. The payment period for students in the clock-hour programs will be one half of the Academic Year and in the case of credit-hour it will be equal to the entire Term. Title IV aid is viewed as 100% earned after that point in time. The College will determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS loans received on behalf of the student followed by Federal Pell Grants, SEOG and other grants or assistance authorized by Title IV of the Higher Education Act.

If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

When VA Funds are included in refund calculation refer to VA policy for detailed information.

The College will notify the student in writing of the amount and type of any financial aid funds that must be returned.

Example of a Title IV Return of Funds calculation for a Title IV recipient who is considered to have withdrawn:

Institutional Charges	$5,000
Title IV Loans	$2,000
Title IV Grants	$1,000
Total Title IV aid	$3,000

Student withdrew on 35th day of a 110 day payment period.

Percent Earned 35/110 = 32%
Percent Unearned 100% - 32% = 68%
Amount of Title IV aid unearned $3,000 x 68% = $2,040

Spartan College is responsible for returning the lesser of unearned Title IV aid ($2,040 from above) or unearned institutional charges ($5,000 x 68% = $3,400). Spartan College will return aid as follows:

- Title IV Loans $2,000 (students remaining loan debt = 0)
- Title IV Grants $ 40

Student's responsibilities in regard to the Return of Title IV funds

1. Becoming familiar with the Return of Title IV Funds (R2T4) policy and how withdrawing from all courses effects eligibility for Title IV aid;
2. Resolving any outstanding balance owed to Spartan resulting from a required return of unearned Title IV aid;
3. Resolving any repayment to the U.S. Department of Education as a result of an overpayment of Title IV grant funds;
4. The student's responsibility is amount of aid unearned less school responsibility. You will be responsible for repaying any unearned aid that you were not entitled to receive.

The Institutional refund policy will be applied as follows

1. Withdrawal within the first week of the program: Spartan College shall retain a maximum of $350.00 of tuition. (OBPVS 565:10-11-3. Refunds)
2. Withdrawal after the first week of the course start but within 25% of the course: Spartan College will retain 25% of the course Tuition.
3. Withdrawal after 25% of the course but within 50% of the course: Spartan College will retain 50% of the course Tuition.
4. Withdrawal after more than 50% of the course: Spartan College will retain 100% of the Course Tuition

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
   1. Satisfactorily completed at least 90 percent of the required coursework for the program; and
   2. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

VA Education Beneficiaries

If you withdraw from one or more of your courses after the end of the school's drop period, VA may reduce or stop your benefits on the date of reduction or withdrawal. If you withdraw from a course after the end of the drop period, you may have to repay all benefits for the course. For further detail please refer to the education benefits website www.gibill.va.gov.

The cancellation, termination, withdrawal and refund policies are applicable to all students, regardless of whether they receive VA education benefits or not.

ACADEMIC INFORMATION

Satisfactory Academic Progress (SAP) and Academic Probation

Spartan College's grade policy requires a minimum grade of "C" in all courses except general education courses, students may be maintaining a cumulative 2.0 GPA, but can be in danger of not meeting program completion within the 150% time frame; therefore, academic student progress will be reviewed at the end of each course. Student progress will be monitored on a student-by-student basis and appropriate academic advising will be provided as needed to help ensure students can meet program completion within the 150% time frame. Students not meeting Satisfactory Academic Progress and/or are in danger of completing the program within the 150% time frame will be notified in writing by the financial aid department and/or the academic department and are required to meet with an academic leader to develop a plan to promote persistence to graduation. As part of academic progress advising, students may be placed on academic probation status (in addition to various financial aid warning and probationary statuses) for a period of time to show improvement.

Student progress will continue to be monitored at the end of each term. If the student reaches a point whereby s/he cannot complete the program to graduate with a minimum 2.0 GPA, the student's education will be terminated (Dismissed) and the student withdrawn from school. For students who meet the minimum 2.0 cumulative GPA requirement but exceed the maximum timeframe, the student may complete his/her program unless the school has determined that the student has failed to meet school policies that would otherwise warrant termination.

Standards used to determine Satisfactory Academic Progress include:

1. Cumulative Completion Rate Standard: A student must successfully complete greater than 66.6% of the total cumulative and transfer credits attempted to be making Satisfactory Academic Progress.
2. Cumulative Grade Point Average (GPA) Standard: A student is required to maintain at least a 2.0 cumulative grade point average which is calculated by dividing total number of grade points earned by total credits attempted.
3. Maximum Time Frame Standard: A program of study must be completed within 150% of the number of credit hours required for graduation to maintain financial aid eligibility. The 150% is measured on the basis of attempted credits and transfer credit if awarded. For instance, if a program consists of 66 semester credit hours for graduation, it must be completed within 75 attempted credits (50 credits x 1.5=75 credits).

Student Class Schedule

Students will be scheduled according to their program of study. If a student has a 2.5 or higher grade point average after completing one academic year, and scheduling permits, a request may be made to enroll for one course above the normal full-time schedule each term. Such overload scheduling is subject to class availability, financial status, and must be approved on a term-by-term basis by the Director of Education, records office, and Director of Financial Planning (Financial Fid). Other course schedule change requests must be submitted in writing to the Director of Education for approval at least two weeks prior to the effective date. Changes to class schedule may result in future class schedule availability, which could change the student's projected completion time frame or graduation date.

Definition of Course Term

A course term refers to a period of time required for the completion of one full course. Generally, the term period is:

1. Day and afternoon general education, AET and NDT technical courses are 6 weeks/28 days.
2. Day technical (Aviation Maintenance Technology) courses are 3 weeks/14 days.
3. Night NDT technical courses are 8 weeks/33 days (4 nights a week).
4. Bachelor's courses are 10 weeks.
5. Flight module courses are 2 weeks in length.
6. AMT Hybrid course length will vary in length of 8 week (distance education) or 6 week (on campus) periods pending on class.

Term beginning/ending dates for each program are listed in the Catalog and Tuition Supplement.

Course Grade Card

At the conclusion of each course, students may request a printed copy of their course grade card and/or attendance record. The final course grade is calculated with a numeric value and translated into a letter grade (see chart below) which is recorded on the transcript.

Grades	Percentages
A	90-100
B	80-89.99
C	70-79.99
D*	60-69.99
F*	0-59.99

*Many courses at Spartan College are part of FAA approved curriculum and require a minimum passing score of 70%. Refer to the course syllabus to determine the grading scale used.

Academic Honors

Technical students who have demonstrated high scholastic achievement during the calendar quarter are recognized by Spartan College of Aeronautics & Technology. To be considered for quarterly academic recognition, students must earn a minimum 12 semester credit hours in the quarter and achieve a minimum required GPA for the quarter:

Students earning a quarterly 4.0 GPA will become members of the Presidents Honor Roll. Students earning a quarterly GPA of 3.50 – 3.99 will be named to the Dean's List.

Failures

Lab and theory classes in technical courses require a minimum of 70% and General Education courses require a minimum of

60%. When students fail a course, they will be scheduled to repeat that course as soon as possible.

Course Repeat

In the event a student fails any three courses, Spartan College may suspend the student for a reasonable period of time in order for the student to demonstrate that he/she has made the necessary changes in their lives or have completed an agreed upon remediation that will aid in academic progress. The student shall schedule an appeal for readmission consideration by Spartan College.

In the event that a student fails a single course three times, the student will be placed on academic suspension for a period of one academic year and expected to address deficiencies by completing a remediation plan with an accredited community college or institution of higher learning. Upon successful completion and after one academic year the student may appeal to return.

Students with extenuating or unusual circumstances that would like to request an additional attempt without the waiting period, (An attempt is considered either failing or withdrawal from the course prior to completion.) should refer to the section titled Reinstatement after Suspension or Termination.

Grades as a Result of a Withdrawal from Classes

When students withdraw prior to the end of a course, their instructor calculates the grade-to-date in the course. The student is then given a "WP" or "WF" for the course(s), if the withdrawal occurs during the first 75% of the course. During the final 25% of a course, a grade of "F" is assigned for any students not completing the course. Students who audit a course are not given final performance grades; their transcripts will merely indicate "AU" for an audit. Similarly, Spartan College does not record grades when awarding advanced standing credit. Instead a "CR" is recorded. When a student repeats a course, the last chronological grade for that course replaces the original course grade (even if the original course grade was higher), and is used, along with the student's other grades to calculate the grade point average. All grades will appear on the transcript and be counted as credit hours attempted.

Incomplete Coursework

On rare occasions, owed time and incomplete class assignments may extend beyond the end of the term. This can only happen with the express permission of the Director of Education. The student's grade card will be noted with an "I" for incomplete as the final grade. All time owed and incomplete class assignments must be made up in accordance with department instructions. If a student fails to make up time missed or fails to complete class assignments within the approved timeframe (usually between a few days and one course term depending on the amount of time or work needed), the student will be awarded an "F" for the respective course.

Definition of Incomplete Coursework for the Flight Program

When a student has not completed required flight hours by the end of the course, a grade of Incomplete ("I") may be granted upon approval of the Chief Pilot or their designee. Reasons for an Incomplete may include illness, fulfilling reserve duty, bad weather, mechanical issues, leave of absence, and so forth. All remaining flight hours must be completed within the following term/semester. If a student does not complete the hours within this approved timeframe, the student will be awarded an ("F") for the respective course and may be eligible to re-take the course

Academic Advising

Academic advising is an essential part of the educational services offered by Spartan College of Aeronautics and Technology. It is intended to interpret, enhance and enrich the academic programs the college offers its students. The Director of Education and/or department lead instructors are the designated academic advisor for each program. If you are struggling academically or failing to meet Satisfactory Academic Progress (SAP), it is imperative to your success that you meet with an academic advisor to develop a plan for tutoring and other options to assist you.

Auditing Courses

When students audit a course, they attend to acquire the knowledge and skill being taught, not to satisfy program requirements or to earn credit. Students may audit on a space available basis; tuition is the same whether a course is audited or taken for credit, and all policies must be followed while in attendance. To apply for an audit course, students must have written approval from the Director of Education prior to the first day of the course. Students who audit a course are not given final performance grades; their transcripts will merely indicate "AU" for an audit.

Transcripts

A transcript is a copy of the student's permanent academic record. A student in active status may request an unofficial transcript at the Student Records Office by presenting their valid school issued ID badge.

To receive or send an Official Transcript elsewhere, the student must submit a Transcript Request Form to the Student Records Office with fee payment. The Transcript Request Form is available in the Student Records Office or at http://www.spartan.edu. Students must settle all financial obligations to Spartan College before an official transcript will be released.

Spartan College uses the standard 4.0 grade point system in computing grade point average (GPA). The GPA is determined by multiplying the number of credits for each course by the number of points awarded for the letter grade received (see chart below) and dividing the total number of grade points earned by the number of credits attempted.

Letter Grade	Points
A	4
B	3
C	2
D	1
F	0
WP, WF	0

Additionally, the letter grades TR, CR, and/or AU may appear on the transcript. These grades have no point value, and are not used in calculating GPA.

All courses in which a student has a recorded grade will remain on the student transcript. In the case of a repeated course, only the most recent attempt of a repeated course is used to calculate cumulative GPA.

Enrollment Verification Letter

A letter verifying a student's enrollment status for health and/or insurance companies, scholarships, job or housing applications, etc. can be obtained from the Student Records Office.

Independent Study

Independent Study involves a high level of responsibility and self-direction on the part of the student to read, conduct research, and complete written reports, research papers, tests and/or assignments designed to measure the student's grasp of the subject matter. Under the supervision of a faculty member, a learning contract shall be developed which outlines specific learning objectives, texts, supplemental readings, course requirements, evaluative criteria, test dates, and deadlines. Because independent study courses are the exception and not the rule, the number of courses that a student will be allowed to take independently will be limited.

Students will not be permitted to take an independent study course in order to accelerate their original graduation date or to study outside of their regular program. Students must have written approval for an independent study from the Director of Education. Arrangements for the independent study course should be made at least one week prior to the beginning of the term in which the student wishes to take the course, and the independent study course must be completed by the end of the term of enrollment. To qualify for independent study, students must:

1. Be actively pursuing a degree from Spartan College or have completed all courses except the general education courses; and
2. Be making satisfactory academic progress and have demonstrated a good attendance record; and
3. Need to fulfill a course requirement due to relocation or scheduling issues.

Note: Not all courses are eligible for independent study based on regulatory issues or lab constraints. See the Director of Education for more information.

The Director of Education or designee will monitor the study and ensure the student receives a syllabus, projects, assignments and deadlines. Instruction or guidance will be provided as agreed upon for consultation and support and to grade and return assignments.

While on independent study, the student will agree to:

1. Meet all expectations set forth in the syllabus.
2. Consult with the instructor as required throughout the term.
3. Complete assignments, projects, and papers by the assigned due dates.

No student is allowed to take more than 10% of any program via independent study. Additionally, the combination of independent study and transfer credits cannot exceed 75% of a student's program. Tuition will be charged on a per credit hour basis. (See Catalog and Tuition Supplement)

Refresher Courses for Graduates

Spartan College is pleased to offer graduates the opportunity to audit courses in programs from which they are a graduate. As technology advances and industries change, graduates may find a need to upgrade skills to stay current in the workplace. Course audits can be scheduled with the Student Records Department at Spartan College. Course audits are on a space available basis. While there is no tuition fee, the student must purchase the textbooks and any other tools or supplies for the course, and may be subject to a processing fee. Course audits are limited to two courses in any twelve month period.

Single Course Option

Spartan College is pleased to offer some courses in its programs as a single course option. Cost is calculated on a per credit hour basis as defined in the current Catalog and Tuition Supplement. The refund policy for the single course option is also listed in the Catalog and Tuition Supplement. Single courses are not eligible for financial aid. Students are eligible to receive an official transcript for the single courses. School policies remain in effect.

Attendance Records for VA Education Beneficiaries

Spartans' Attendance Policy requires a record of daily attendance by the class instructor. All students are expected to maintain a minimum 90% attendance record per class. Students not meeting the 90% attendance requirement are subject to being dropped/withdrawn from the class with a punitive grade posted to his/her transcript per Attendance Policy. Exceptions to the Attendance Policy are determined on a case-by-case basis for extenuating circumstances as listed in the policy.

VA education benefits for the dropped/withdrawn class, regardless of reason, will be terminated effective on the day following the last date of class attendance. Additionally, the student may be responsible for repaying any VA monies already paid on the dropped class. VA education benefits will be reinstated at next applicable available class attendance.

VA education benefits will be terminated while student is on any leave of absence period and/or school drop status. Students receiving VA education benefits are encouraged to meet with the VA School Certifying Official any time there is a change in his/her school status to help ensure accurate reporting to the VA.

ATTENDANCE POLICIES

Spartan programs are intended to prepare students for various entry level positions. Some programs are federally regulated. Federally regulated programs require students to maintain a minimum of 90% attendance in each course. The college has adopted this industry standard for all its programs, as strong attendance habits are expected in the workplace across all industries. See course syllabi for specific attendance and tardy policies. Students that do not abide by the Attendance Policy for a specific program will be advised by the Director of Education or his/her designee and the result may be disciplinary action. Missed time or excessive tardiness may lead to disciplinary action including being withdrawn from a course, probation, suspension, or withdrawn from the program.

Leave of Absence Policy

Students may be granted a leave of absence (LOA) for a period of up to 180 days for certain specific and acceptable purposes which may include, but are not limited to: medical issues, jury duty and military duty. Multiple leaves of absence may be granted provided the total of all leaves does not exceed 180 days during any 12 month period.

In order for a leave of absence to be granted, Spartan College must have a signed request for an LOA from the student that has been approved by the financial planning department, the Director of Education, and the Student Records Office. The written request must include the reason the student is requesting a leave of absence.

Supporting documentation may be required. Students who fail to return from an LOA on the date indicated in their written request will be terminated from the training program.

Official Withdrawal

Withdrawal from a course or program of study may significantly alter the course of a student's life and financial aid eligibility status. The decision to withdraw should be made very carefully and be based on the best available advice. Students considering withdrawing from school should meet with the Director of Education to start the withdrawal process. As part of the withdrawal process, the student will be required to visit each department relevant to their withdrawal so they understand the financial and/or academic consequences of their decision to withdraw.

The deadline to withdraw from any class with a withdrawal grade (WP-WF) is within the first 75% of the course. A grade of "F" will be assigned as a result of withdrawal in the last 25% of the course.

Students returning to school after a withdrawal are not guaranteed that the courses required to maintain normal progression in their training program will be available at the time of re-entry or throughout the remainder of their program. They will be required to repeat the entire course from which they elected to withdraw prior to receiving a final grade. They may have to wait for the appropriate sequence of courses to be repeated or take a reduced course load. Financial aid eligibility and tuition costs may be affected.

International Student Withdrawal

If an international student does not attend classes without just cause for a period of at least three months or if a student is suspended or expelled by Spartan College, the U.S. Immigration Service will be notified of the student's non-attendance. If the student wishes to resume attendance at Spartan College, he or she must apply to the INS to be reinstated to student status.

Readmission to College after Withdrawal

A student may re-enter a program after a temporary interruption by applying for readmission through the Student Records Office. A rescheduling fee is required when re-entering for any reason other than the following:

1. Interruption due to scheduling that is initiated by the college.
2. Interruption due to illness or hospitalization when verified by a letter from a physician.
3. Interruption due to mandatory military duties when verified by military orders or a letter from a student's commanding officer or designated representative.

Readmission Procedures

Students who are withdrawn from class due to poor attendance are generally prohibited from reapplying for re-entry to current classes except for reasons identified in the next section.

Students interested in reentering college should contact the Student Records Office. Application for re-entry should be made as soon as possible. Re-entry may require the completion of financial aid documents prior to the student beginning class. Additional restrictions for flight students may apply and are outlined in the Flight Operations Policy and Procedures Manual.

Readmission to a Current Class

The attendance policy allows a student to miss up to 10% and still be enrolled in the course. This represents the maximum amount of curriculum time a student can generally miss and still have the opportunity to pass the course. Re-entry after missing in excess of 10% is rare and only applies to the following circumstances:

1. Documentation of the death of a close family member
2. A documented situation beyond the student's control
3. Documented hospitalization.

Students should contact the Director of Education as soon as a situation arises in order to make arrangements for re-entry to class. The Director of Education has the final decision on determining whether or not the circumstances warrant an exception to the attendance policy.

Reinstatement after Suspension or Termination

Students may apply for reinstatement to the College by submitting a letter of appeal to the Student Records Office. The letter of appeal should state whether the suspension was for academic or disciplinary reasons and an explanation of how the student's circumstances have changed to enable them to be successful in college. The appeal should be submitted at least

three weeks prior to the term in which the student is applying for reinstatement. Spartan College's Appeals Committee shall review the case and make a determination. Part of the reinstatement process will include the requirement to meet with financial planning to determine updated eligibility information. There may be a fee for reinstatement/readmission.

Appeal Procedures

Every Spartan College student has the right to appeal the following:

1. Course grades
2. Official disciplinary action (warning, probation, suspension or expulsion/withdrawal from the program) taken against him or her by the college.

At the conclusion of each course students have 10 class days to initiate an appeal of their grade. This process should begin with the Director of Education who will consult with the appropriate parties to reach a final decision. After 12 weeks there will be no appeal of any grades.

GRADUATION

Students must complete their program with a minimum cumulative 2.0 GPA and successfully pass all required courses in their program within that program's maximum allowable timeframe. (Maximum timeframe is defined as credit hours attempted and cannot exceed 1.5 times the credit hours required to complete the program. The maximum allowable program length for each program can be obtained from the Student Records Office.) Students completing their program exceeding maximum timeframe will not receive a graduate credential (Diploma, AAS Degree, or BS Degree).

Honors

Graduating students who have demonstrated superior academic performance are recognized with "Highest Honors" or "Honors" designation on their diploma. Graduates with 4.0 cumulative GPA are recognized with Highest Honors and Honors recognition is awarded to those graduates with a cumulative GPA of 3.50 – 3.99.

Graduation Credential Requirement

To receive a graduate credential, students must meet the following criteria:

1. Achieved a minimum 2.0 cumulative grade point average;
2. Be in active status at Spartan College at the completion of all program course requirements;
3. Pass all courses in their program of study within the prescribed period of one and a half times.
4. Earn at least 25% of the total program credit hours from Spartan College;
5. If BS degree, a minimum 50% BS general education courses must be completed at Spartan College;

Having earned a graduation credential, graduates must complete the following requirements prior to the release of their diploma and official transcript:

1. Complete and submit to the graduate career center a typed resume and a graduate assistance form.
2. Pay all tuition and other fees owed to Spartan College.
3. Complete Financial Aid exit counseling.

Diplomas, Degrees, and Certificates

Spartan College awards diplomas to all students who complete technical (diploma) programs in Aviation Maintenance Technology, Aviation Electronics Technology, and Nondestructive Testing. Additionally, Spartan College is authorized by the FAA to award graduation certificates to students who successfully complete a flight rating and a certificate of completion to students who complete an FAA approved program in Generals, Airframe or Power-plant.

Spartan College awards Associate of Applied Science Degrees to each student who successfully completes a program of study in Aviation Maintenance Technology, Aviation Electronics Technology, Quality Control or Aviation Flight. Spartan College awards a Bachelor of Science Aviation Technology Management to students who complete the Bachelor's Program.

Graduation Ceremony

Spartan College holds formal graduation ceremonies to honor students who have completed their program. These ceremonies are held approximately two times per year. Graduates are encouraged to participate in the ceremony. Students should have all course requirements completed to participate in graduation ceremonies. Exceptions must be approved. Please be reminded that because of certain exceptions, participating in graduation ceremonies in and of itself does not signify that all requirements have been met to be considered a graduate of Spartan College and/or to receive your diploma, certificate, degree, and/or transcripts.

STUDENT POLICIES

Privacy of Records

In compliance with Public Law 93-380 "The Family Educational Rights and Privacy Act" (FERPA), which is Section 438 of the General Education Provision Act, the college has adopted policies and procedures which permit students the opportunity to view their educational records upon request.

Educational records are those records, files, documents, and other materials that contain information directly related to a student. Educational records do not include working papers concerning students such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff member and are not accessible or revealed to any other person. Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely.

The college will not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons:

1. When records are required by Spartan College officials in the proper performance of their duties;
2. Organizations conducting studies for educational and governmental agencies;
3. U. S. Government agencies as listed in Public Law 93-380;
4. Accrediting agencies;
5. Parents of dependent students as defined by the Internal Revenue Code;
6. Appropriate persons in connection with an emergency;
7. In connection with the awarding of financial aid; and
8. In response to legal court orders.

Directory information

As required by the U.S. Department of Education, directory information can be released without the student's permission unless the student specifically requests in writing that it be withheld. Spartan College has designated the following items as directory information: Student name, address, telephone number, date of birth, enrollment status, dates of attendance, program of study, anticipated completion date and certificates/ diplomas/ degrees received.

Student Complaint / Grievance Procedure

Spartan College's administration is committed to helping students. As in a student's future workplace, proper communication is important. Students with a concern should follow the grievance procedures below. All formal grievances are responded to in writing as to the outcome of the grievance.

1. First, see the instructor or the department personnel appropriate for your question or concern.
2. If the problem persists or the question remains unanswered, contact the program lead instructor and/or the Director of Education/Director of the Department.
3. If not resolved, contact the Campus President. All persons involved in the complaint will have the opportunity to be heard at any final step at the institutional level, including, but not limited to, an appeal.
4. It is our goal to work with you to resolve all concerns and answer your questions. We strive to provide the support that will help you persist to graduation. We have created three additional helplines should you need them. These helplines are:
    i. TulsaPresident@Spartan.edu
    ii. SpartanStudent.Corporate@Spartan.edu or 918.831.8663 voicemail
    iii. Compliance411@Spartan.edu or 918.831.8663 voicemail
5. Should you feel unsatisfied with our response, you can contact the Oklahoma Board of Private Vocational Schools (OBPVS) or your home state. Please see State Section for agency information (page 5)
6. Lastly, if a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the accreditor (ACCSC). All complaints considered by ACCSC must be in written form, with permission from the complainant(s) for ACCSC to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by ACCSC. See page 5 for contact information.

STUDENT CONDUCT RULES

Students have chosen to attend Spartan College to be trained for a career field. Accordingly, they are expected to maintain professional attire, appearance and conduct that is consistent in the workplace/field.

Student Dress Code

A career in aviation is a professional endeavor and requires a professional appearance. Spartan College is training students for employment in industries where dress codes are part of the employment requirements. Additionally, many courses at Spartan College involve working with machinery and tools where clothing protects the operator. To establish work safety and dress ethics, Spartan College has established a dress code for both technical and flight students. Students are required to adhere to the dress code applicable to their program at all campus locations. While there may be some employers with less strict standards, Spartan has implemented standards based on the recommendations of our program advisory board members (comprised of industry experts) and employers who employ our graduates. The following is only a summary of the dress code. For full details, please refer to your course syllabi and other program documents.

For full details refer to your course syllabi, Student Resource Guide, or Flight Policies and Procedures Manual.

PERSONAL CONDUCT RULES

Students are required to adhere to the following standards of conduct. Students may be subject to disciplinary actions for violations of Spartan College's conduct standards that include, but are not limited to:

1. Dishonesty (including cheating, plagiarism, giving false information to staff or faculty members, or soliciting test or quiz information);
2. Unprofessional conduct (including unprofessional appearance/failing to follow student dress code, fighting, or the use of abusive, threatening, or obscene language);
3. Misuse of college records or documents (includes forgery, alteration and destruction);
4. Possession, sale, distribution or use of alcohol, illegal drugs, or prescription drugs prescribed for another person (includes being under the influence of alcohol or drugs);
5. Unauthorized use of college premises or property;
6. Damage to college, staff, or student property (includes defacement or vandalism);
7. Theft of college, staff, or student property;
8. Gambling;
9. Disobedience to faculty or staff or disrespect for faculty, staff or students;
10. Unlawful possession or use of weapons (No firearms are allowed on Spartan College property);
11. Disruption of classes, assemblies, or activities of any kind;
12. Noncompliance with Spartan College safety rules or federal, state or local laws;
13. Any misconduct which at the discretion of Spartan College adversely affects the safety, integrity of the College or its programs, reputation of the College and its graduates, quality of education, or the morale of other students, or indicates the student's unsuitability for further training.
14. Cell phone use or sleeping in class;
15. Students are not allowed to bring food into the classroom or lab areas. Please enjoy your food in appropriate break areas. At the discretion of the instructor, beverages may be brought into some areas as long as they are in a non-glass container with a self-sealing lid that prevents spilling.
16. Computer users using the Spartan College networks will abide by all software licenses, copyright and intellectual property policies and applicable federal and state laws.

All Spartan College, instructors have the authority to dismiss disrespectful and/or disorderly students from class. Any student who is asked to leave a classroom or lab must report immediately to the Director of Education or designee. If a student refuses to leave the classroom or lab, he or she is subject to the full range of disciplinary action.

Weapons

The carrying of a concealed or unconcealed firearm on campus is prohibited. This is to include, but not limited to, the possession or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on campus. Exceptions to this policy are police and those who have been called to assist or to perform law enforcement duties on campus, police and peace officers in their official on-duty capacities and in the performance of their duties, or authorized by the provisions of Title 21 § 1290.22.B.C.

Title 21 § 1290.22 Business Owner's Rights

B. No person, property owner, tenant, employer, place of worship or business entity shall be permitted to establish any policy or rule that has the effect of prohibiting any person, except a convicted felon, from transporting and storing firearms in a locked vehicle on any property set aside for any vehicle.

C. A property owner, tenant, employer, place of worship or business entity may prohibit any person from carrying a concealed or unconcealed firearm on the property. If the building or property is open to the public, the property owner, tenant, employer, place of worship or business entity shall post signs on or about the property stating such prohibition.

Disciplinary Actions

Students who violate Spartan College's personal conduct standards may be given a warning, placed on probation, suspended or expelled/withdrawn from the program. The punishment shall be determined by the seriousness of the act and the number of previous offenses; however, Spartan College reserves the right to invoke any level of discipline described below even for a first offense if, at Spartan College's discretion, such discipline is warranted.

1. Warning: The purpose of a warning is to inform students they must stop acting in a certain way or change a pattern of misconduct. Warnings are given for minor offenses.
2. Probation: A student may be placed on probation for violation of the personal conduct rules. Further infractions may then result in suspension or expulsion from the college.
3. Suspension: A student may be suspended for a period of one day to two terms for violating Spartan College's conduct rules. A student must submit a letter of appeal to the college to petition for re-entry. Letters of Appeal should be submitted at least three weeks prior to the desired re-entry term.
4. Expulsion (withdrawal from the program): A student may be expelled (permanently dismissed) from Spartan College for violating Spartan College's conduct rules. There is no provision for re-entry once a student has been expelled.

NOTE: The previously described disciplinary actions (warnings, probation, suspension, and expulsion) may be exercised by the college's administration for acts involving serious and/or unlawful misconduct ON CAMPUS OR OFF CAMPUS if the act reflects discredit upon the college and student population. Depending upon the seriousness of the offense, a student may be expelled or otherwise disciplined even if the offense is the student's first violation.

Suspension for Safety, Rule Infractions, and Proficiency

Flight students are required to comply with all regulatory requirements. Sound judgment and safe operating practices are a must. Probation and additional training may be part of corrective action. In some cases involving repeated violations, flight safety, or lack of proficiency, students may be suspended.

Proficiency and Safety Suspension may be invoked for:
1. Rule infractions/violations
2. Unsafe operating practices
3. Inability to solo
4. Failure to complete flight lesson(s) or stage check(s).

Students who are observed to be flying in an unsafe manner such as airspace violations, flying below minimum altitude levels, practicing unauthorized maneuvers, or other violations of Spartan College procedures, may be suspended from the program.

Drug-Free Awareness

The Drug-Free Schools and Communities Act of 1989 requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Spartan College prohibits the manufacture and unlawful possession, use or distribution of drugs (illicit or prescription), and alcohol by students and employees on its property and at any college activity.

Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees) even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

Web links to information regarding Drug-Free Resources, Drug Counseling Programs and Centers, Drug Abuse Effects, and Drug Sales/Trafficking sanctions and penalties can be found in the student resource guide or by speaking with the Director of Campus Security or VP/Director of Education.

Random Drug Testing

Success in the aviation industry and by many employers across industries requires a commitment to excel and the discipline to avoid unsafe practices. The use of illegal drugs or the abuse of prescription drugs or alcohol constitutes an unsafe practice and is incompatible with an aviation environment. Therefore, Spartan College reserves the right to immediately suspend or dismiss any student who uses or possesses drugs.

In an effort to provide and maintain a work and education environment that is safe for employees and students, Spartan College established a random drug screening program. Each student shall be subject to random urinalysis drug screening while attending Spartan College. Spartan College will notify the parents of students under the age of 21 who commit any drug or alcohol offense.

All flight students are required to pass a urinary drug screening prior to their first solo flight.

Criminal Offenses

It is imperative to understand that employers, the Federal Aviation Administration, and other agencies could deny employment, certification, licensure, or related benefits should you have a record of misdemeanor or felony activity. It is the student's responsibility to research whether any past offenses may prevent or could limit opportunities in the field of study chosen. Students must keep his/her record clear of any issues. The College has no control over how past or future offenses impact employability or the student's ability to become certified or licensed.

Safety and Security Reporting

Spartan is committed to assisting all members of the Spartan community in providing for their own safety and security. The annual security and fire safety compliance document is distributed annually in the student resource guide. If you would like to receive the combined Security and Fire Safety Report that contains this information, you can stop by the Campus Security office located on the Main Campus in Bldg. 2. The information regarding campus security and personal safety including topics such as: crime prevention, fire safety, college law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. It also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Spartan; and on public property within or immediately adjacent to and accessible from the campus. This

information is required by law and is provided by The Spartan Safety Department.

Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Vaccination Policy

There are no vaccinations required by the College.

Textbook Information

A textbook list complete with ISBN numbers is provided at orientation for on ground students and emailed to online students. The list may be requested sooner from the admissions department. Textbooks are not required to be purchased directly from the College, but they are required and needed as part of your training. Students are welcome to purchase used textbooks from other sources; however, we recommend checking with the instructor to ensure that the edition will satisfy course requirements.

Voter Registration

Students can register online to vote by stopping by the library resource center. https://www.usa.gov/register-to-vote

Constitution Day

On September 17, 1787, the delegates to the Constitutional Convention met for the last time to sign the document they had created. The observance of Constitution Day was signed into law by President George W. Bush to commemorate the signing of the Constitution. The Congress, by joint resolution, designated September 17 as Constitution Day in 2005. Each year, Spartan is honored to join with students and the country in observing this day in new ways each year.

Title IX Non-Discrimination and Anti-Harassment Policy

The College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The college considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sexual harassment, whether verbal, physical, or visual, is inconsistent with the expectations of the college and may constitute a form of sex discrimination prohibited by this policy.

Sexual harassment also includes sexual violence/assault. Examples of specific conduct that constitutes sexual harassment and sexual violence/assault are set forth below.

It is the policy of The College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the college's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The college has designated the following Title IX coordinator for the entire college system to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Dr. Kate Osio-Gipson, Chief Compliance Officer
(918) 831-5238 or Kate.Osio@Spartan.edu
Keisha Sosias, Human Resources Director
(303) 410-2428 or Keisha.Sosias@Spartan.edu
10851 W. 120th Avenue
Broomfield, Colorado 80020

The College has designated the Human Resources Representative in Tulsa as the deputy Title IX coordinator to coordinate Title IX compliance and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Jodi Elston, HR Generalist
8820 E. Pine Street, Tulsa, OK 74115
(918) 831-5233 or Jodi.Elston@Spartan.edu

The College encourages students, faculty, staff and third parties to file complaints of sex discrimination with the Title IX coordinator. A person may also file a complaint of sex discrimination with the U.S. Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

Sexual Harassment

Sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
2. Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment Examples of Sexual Harassment

Some examples of sexual harassment include:

1. Pressure for a dating, romantic, or intimate relationship

2. Unwelcome touching, kissing, hugging, or massaging
3. Pressure for sexual activity
4. Unnecessary references to parts of the body
5. Sexual innuendos or sexual humor
6. Obscene gestures
7. Sexual graffiti, pictures, or posters
8. Sexually explicit profanity
9. Asking about, or telling about, sexual fantasies
10. E-mail and Internet use that violates this policy
11. Sexual violence/assault (as defined below)

Further examples of sexual harassment may be found in the Frequently Asked Questions section of the college website at www.Spartan.edu.

Sexual Violence/Assault

Sexual violence/assault is a form of prohibited sexual harassment. Sexual violence/assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

Some examples of sexual violence/assault include:

1. Sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
2. Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation
3. Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent
4. Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
5. Prostituting another student
6. Non-consensual video or audio-taping of sexual activity
7. Knowingly transmitting a sexually transmitted disease to another

Further examples of sexual violence may be found in the Frequently Asked Questions section of the college website at www.Spartan.edu.

Definition of Consent

Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

1. If coercion, intimidation, threats, and/or physical force are used, there is no consent.
2. If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
3. If a person is asleep or unconscious, there is no consent.
4. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
5. Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

Domestic Violence, Dating Violence, and Stalking

The crimes of domestic violence, dating violence, and stalking can also constitute sexual harassment when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction […], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

For state law definitions covering domestic violence see:

1. Oklahoma § 644
2. Texas § 22.01

"Dating violence" means violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    A. The length of the relationship
    B. The type of relationship
    C. The frequency of interaction between the persons involved in the relationship

For state law definitions covering dating violence see:

1. Oklahoma 22 § 60.1
2. Texas § 71.002

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress

For state law definitions of stalking see:

1. Oklahoma § 1173
2. Texas § 42.072

Other state law definitions can be found at www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-laws/criminal-stalking-laws-by-state

Roles and Responsibilities

It is the responsibility of the Title IX coordinator to coordinate dissemination of information and education and training programs to:

1. Assist members of the college community in understanding that sex discrimination and sexual harassment are prohibited by this policy
2. Ensure that investigators are trained to respond to and investigate complaints of sex discrimination and sexual harassment

3. Ensure that faculty, staff, and students are aware of the procedures for reporting and addressing complaints of sex discrimination and sexual harassment

The appropriate deputy Title IX coordinator is also responsible for implementing the complaint resolution procedures for the campus to which the complaint pertains.

It is the responsibility of deans, department chairs, and managers (i.e., those that formally supervise other employees) to:

1. Inform employees under their direction or supervision of this policy
2. Notify the Title IX coordinator or appropriate deputy
3. Title IX coordinator for their campus promptly if they receive reports, witness, or otherwise learn of complaints of sex discrimination and sexual harassment
4. Implement any corrective actions that are imposed as a result of findings of a violation of this policy

It is the responsibility of all employees and all students to review this policy and comply with it.

When the college is aware that a member of the college community may have been subjected to or affected by conduct that violates this policy, the college will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sex discrimination or sexual harassment. The college will act in accordance with its complaint resolution procedures.

Complaints

Making a Complaint

All students, employees and staff have a duty to report sex discrimination and sexual harassment to the Title IX coordinator. Students and other persons may also file a complaint with the U.S. Department of Education's Office for Civil Rights, as set forth in Section II above.

Content of the Complaint

So that the college has sufficient information to investigate a complaint, the complaint should include the following information:

1. The date(s) and time(s) of the alleged conduct
2. The names of all person(s) involved in the alleged conduct, including possible witnesses
3. All details outlining what happened
4. Contact information for the complainant so that the college may follow up appropriately

A complainant will be given a copy of the document titled Explanation of Rights and Options After Filing a Complaint Under the Title IX: Non-Discrimination and Anti-Harassment Policy.

Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sex discrimination or sexual harassment that also constitutes a crime — including sexual violence/assault, domestic violence, dating violence, or stalking — is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. A victim may decline to notify such authorities.

If you are the victim of sexual violence/assault, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. The College recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence/assault, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence/assault, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

Once a complaint of sexual violence/assault, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

1. Contacting parents or a relative
2. Seeking legal advice
3. Seeking personal counseling (always recommended)
4. Pursuing legal action against the perpetrator
5. Pursuing disciplinary action
6. Requesting that no further action be taken

Protecting the Complainant

Pending final outcome of an investigation, the college will take steps to protect the complainant from any further harassment or retaliation. This may include assisting and allowing the complainant to change his/her academic, transportation, work, or living situation if options to do so are reasonably available. Such changes may be available regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

If a complainant has obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX coordinator or appropriate deputy Title IX coordinator for his/her campus. The college will take all reasonable and legal action to implement the order.

The college encourages persons to make complaints of sex discrimination and sexual harassment as soon as possible because late reporting may limit the college's ability to investigate and respond to the conduct complained of.

All complaints of sex discrimination and sexual harassment will be promptly and thoroughly investigated in accordance with the

complaint resolution procedures. The college will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the college cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the college will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the college's ability to respond may be limited. The college reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the college community.

If a complaint of sex discrimination or sexual harassment is found to be substantiated, the college will take appropriate corrective action. Students, faculty, and staff found to be in violation of this policy will be subject to discipline up to and including termination, expulsion, or other appropriate institutional sanctions; affiliates and program participants may be removed from the college programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

While the college encourages all good faith complaints of sex discrimination and sexual harassment, the college has the responsibility to balance the rights of all parties. Therefore, if the college's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline. It is a violation of this policy to retaliate against any person for making a good faith complaint of sex discrimination or sexual harassment and/or cooperating in the investigation of (including testifying as a witness to) such complaint.

This policy and the complaint resolution procedures apply to the conduct of vendors, contractors, and third parties. If a member of the college community believes that he/she has been subjected to sex discrimination or sexual harassment by a vendor, contractor, or third party, the person should make a complaint in the manner set forth in Section V above. The college will respond to the complaint as appropriate, given the nature of its relationship to the vendor, contractor, or third party.

While the college is committed to the principles of free inquiry and free expression, sex discrimination and sexual harassment are neither legally protected expression nor the proper exercise of academic freedom.

Please refer to www.Spartan.edu under consumer information for the complete policy and procedure document.

……

COURSE LEGEND

ACC	Accounting	Hybrid	Teaching Method - on ground & online
AET	Aviation Electronics Technology	L	Laboratory Course
AMT	Aviation Maintenance Technology	MAT	Mathematics
ARF	Airframe	MGT	Management
ARF (DE)	Airframe Online Delivery Class	MKT	Marketing
ARF (L)	Airframe Lab Class	NDT	Nondestructive Testing
AVE	Aviation Education	PHY	Physics
AVF	Aviation Flight	PLO	Ethics
BSL	Business Law	PPT	Powerplant
DE	Distance Education (Online Delivery Course)	PPT (DE)	Powerplant Online Delivery Course
ECN	Economics	PPT (L)	Powerplant Laboratory Course
ENG	English	PSC	Political Science
GEN	Aviation Maintenance General Course	PSY	Psychology
GEN (DE)	Aviation Maintenance General Online Course	QCT	Quality Control Management
GEN (L)	Aviation Maintenance General Lab Course	SOC	Sociology
HIS	History	SPH	Speech

……

PROGRAM

Aviation Maintenance Technology (Diploma)
Aviation Maintenance Technology (Degree – Associate of Applied Science)

(Airframe and Powerplant Mechanic D.O.T. 621.281-014)
These programs are designed to teach students the technical skills required to become entry-level airframe and power-plant technicians or obtain employment in related professions. Successful completion qualifies the graduates to take the written, oral and practical tests with the Federal Aviation Administration for the Mechanic's Certificate with both Airframe and Power-plant Ratings. The skills and knowledge gained from the diploma program are applicable to other maintenance industries and professions as well as aviation. The knowledge gained through the additional general education courses in the associate degree program enhance the students' background and intellectual proficiency so they are more competitive in their chosen professions. For a brief synopsis of each course, refer to the section entitled COURSE DESCRIPTIONS.

COURSES		Diploma Program Credit Hours	Degree Program Credit Hours
GEN 1113	Aviation Fundamentals I	3	3
GEN 1123	Aviation Fundamentals II	3	3
GEN 1133	Basic Electricity & Electronics	3	3
GEN 1143	Basic Electricity, Materials and Processes	3	3
GEN 1153	Records, Publications, Corrosion Control & Engine Electrical	3	3
PPT 2113	Aircraft Electrical Systems & Fire Protection	3	3
PPT 2123	Reciprocating Powerplants and Related Systems	3	3
PPT 2133	Overhaul of Reciprocating Engines	3	3
PPT 2143	Engine Fuel and Fuel Metering Systems	3	3
PPT 2153	Reciprocating Powerplant Ignition systems and Propellers	3	3
PPT 2163	Gas Turbine Powerplants	3	3
PPT 2173	Gas Turbine Powerplant Inspection, Servicing & Auxiliary Power	3	3
ARF 2213	Basic Sheetmetal, Forming and Construction	3	3
ARF 2223	Sheetmetal Repair, Non-metallic Structure & Composites	3	3
ARF 2233	Basic Welding, Paints & Finishes and Flight Controls	3	3
ARF 2243	Aircraft Hydraulics and Landing Gear Systems	3	3
ARF 2253	Airframe Systems I	3	3
ARF 2263	Airframe Systems II	3	3
PPT 2183	Engine Instrumentation, Inspections & Test Cell Operations	3	3
ARF 2273	Aircraft Inspection, Airworthiness, Documentations	3	3
GENERAL EDUCATION COURSES			
ENG 1123	English Composition I		3
HIS 1163	American History: 1865 to Present		3
MAT 1794	Intermediate Algebra		4
PHY 2134	College Physics		4
PSC 1193	American Federal Government		3
SPH 2113	Fundamentals of Public Speaking		3
	Total Credit Hours	60	80
	Total Clock Hours	1960	2296
	Total Terms	10	12
	Total Months	15	18

Note: The Aviation Maintenance programs are approved by the Federal Aviation Administration (FAA) and meet the requirements established in the Code of Federal Regulations, Title 14, Chapter 1, Subchapter H, Part 147. The skill sets learned in this program will provide for a wide variety of employment opportunities inside and outside of the aviation industry; therefore, certification is not required to obtain employment upon graduation. Obtaining an A&P certificate provides additional options should you choose to pursue certification.

PROGRAM

Aviation Electronics Technology (Diploma)
Aviation Electronics Technology (Degree – Associate of Applied Science)

(Electronics Technician D.O.T. 828.261-22, 003.161-014, 726.687-010 and Avionics/UAV Technician 823.261-026).

These programs are designed to prepare graduates to become entry level Electronics Technicians in any Technical field, Avionics Maintenance Technicians or Unmanned Aerial Vehicle (UAV) Maintenance Technicians in the Aerospace Industry. Through the use of industry current training devices and curriculum developed for the next generation electronics and aircraft technicians, these students gain the technical skills sought after by employers in today's advance electronics and aerospace industries. Students study FAA regulations, learn to read and use aircraft maintenance manuals, and how to read and interpret aircraft commercial drawings and electronics schematics. They learn the proper use of basic tools and test equipment, study electronic theory, and have extensive hands-on training in the installation, troubleshooting and repair of electronic and avionic systems. In addition, associate degree students focus on interpersonal skills such as oral and written communication, customer service and diversity in the workplace. For a brief synopsis of each course, refer to the section entitled COURSE DESCRIPTIONS.

COURSES		Diploma Program Credit Hours	Degree Program Credit Hours
AET 1607	Aircraft and UAV Electronics Fundamentals	7	7
AET 1617	Theory of Alternating Current and Reactive Devices	7	7
AET 1627	Electronic Circuits and Amplifiers	7	7
AET 2637	Digital Circuits and Devices	7	7
AET 2647	Principles of Electronic Communications	7	7
AET 2657	Aircraft/UAV Instrument and Autonomous Navigation Systems	7	7
AET 2667	Aircraft/UAV Communication & Dependent Navigation Systems	7	7
AET 2677	Aircraft/UAV Radar Systems & Flight Line Maintenance	7	7
AET 2687	Unmanned Aerial Systems (UAS) & Maintenance	7	7
GENERAL EDUCATION COURSES			
ENG 1123	English Composition I		3
HIS 1163	American History: 1865 to Present		3
MAT 1794	Intermediate Algebra		4
PHY 2134	College Physics		4
PSC 1193	American Federal Government		3
SPH 2113	Fundamentals of Public Speaking		3
	Total Credit Hours	63	83
	Total Clock Hours	1620	1956
	Total Terms	9	11
	Total Months	13	16

PROGRAM

Nondestructive Testing (Diploma)
Quality Control Management (Degree– Associate of Applied Science)

(Nondestructive Tester D.O.T. 011.261-018) (Quality Control Technician D.O.T. 012.261-014)
These programs prepare students for entry-level employment with many inspection companies. Students learn to operate equipment used in making magnetic particle and liquid dye penetrant inspections. They also learn the basic principles of radiation safety, metallurgy, ultrasonic inspection, eddy current leak detection, and codes and standards. Students process and interpret film using x-ray equipment. The associate degree courses in quality control provide the technical training for professional certification in the specialty. The knowledge gained by the additional general education courses enhances the students' background and intellectual proficiency so they are more competitive in their chosen profession. For a brief synopsis of each course, refer to the section entitled COURSE DESCRIPTIONS.

COURSES		Diploma Program Credit Hours	Degree Program Credit Hours
QCT 1807	Fundamentals of Nondestructive Testing	7	7
QCT 1817	Introduction to Nondestructive Testing	7	7
QCT 1827	Radiation Safety	7	7
QCT 2807	Radiography	7	7
QCT 2817	Ultrasonic Inspection	7	7
QCT 2827	Eddy Current Inspection	7	7
QCT 2838	Leak Testing Codes and Standards	8	8
QCT 2907	Quality Control Management I		7
QCT 2917	Quality Control Management II		7
GENERAL EDUCATION COURSES			
ENG 1123	English Composition I		3
HIS 1163	American History: 1865 to Present		3
MAT 1794	Intermediate Algebra		4
PHY 2134	College Physics		4
PSC 1193	American Federal Government		3
SPH 2113	Fundamentals of Public Speaking		3
	Total Credit Hours	50	84
	Total Clock Hours	1260	1956
	Total Terms	7	11
	Total Months	11	17

PROGRAM

Aviation Flight (Diploma)
Private Pilot Certification Module; Instrument Rating Module; Commercial Module; and CFI Module
This program is designed to provide the necessary education and skills that will enable the students to be prepared both technically and professionally for entry-level aviation positions. The ground school courses equip the students with the academic knowledge to safely and efficiently perform flight duties and also prepare them for their required FAA written examinations. The flight training prepares students for their respective FAA Flight tests in accordance with the FAA Practical Standards. Aviation safety, professionalism, and precision flying are emphasized in all courses. For a brief synopsis of each course, refer to the section titled COURSE DESCRIPTIONS.

COURSES		Diploma Program Instructional/Credit Hours
AVE 1112	Private Pilot Module 1 (Introduction to Aviation)	2
AVE 1122	Private Pilot Module 2 (Fundamentals of Flight)	2
AVE 1132	Private Pilot Module 3 (Aerodynamics and Aircraft Systems)	2
AVE 1142	Private Pilot Module 4 (Aircraft Performance and Weather)	2
AVE 1152	Private Pilot Module 5 (Preflight Preparation and Flight Planning)	2
AVE 1162	Private Pilot Module 6 (Private Pilot Knowledge Review and Examination)	2
AVE 1212	Instrument Module 1 (Attitude Instrument Flight and Flight Instruments)	2
AVE 1222	Instrument Module 2 (Weather Theory and Flight Information)	2
AVE 1232	Instrument Module 3 (Air Traffic Control Procedures and Navigation Systems)	2
AVE 1242	Instrument Module 4 (Instrument Flight Navigation and Enroute Procedures)	2
AVE 1252	Instrument Module 5 (Instrument Flight Planning and Approach Procedures)	2
AVE 1262	Instrument Module 6 (Instrument Rating Knowledge Review and Examination)	2
AVE 2112	Commercial Module 1 (Advanced Systems and Fundamentals of Flight)	2
AVE 2122	Commercial Module 2 (Advanced Flight Control and Systems)	2
AVE 2132	Commercial Module 3 (Flight Physiology and Crew Resource Management)	2
AVE 2142	Commercial Module 4 (Multiengine Operations and Emergency Maneuvers)	2
AVE 2152	Commercial Module 5 (Navigation and Flight Planning)	2
AVE 2162	Commercial Module 6 (Advanced Flight Planning and Operations)	2
AVE 2172	Commercial Module 7 (Federal Aviation Regulations and ADM)	2
AVE 2182	Commercial Module 8 Commercial Pilot Knowledge Review and Examination)	2
AVE 2212	CFI Module 1 (Testing and Measurement)	2
AVE 2222	CFI Module 2 (Practical Flight Instructor Airplane)	2
AVE 2232	CFI Module 3 (Educational Psychology)	2
AVE 2242	CFI Module 4 (Practical Flight Instructor Instrument)	2
AVF 1564	Private Pilot Certification – Airplane - Flying	4
AVF 2543	Instrument Rating – Airplane – Airplane Flying	3
AVF 2585	Commercial Pilot Certification – Airplane SEL/MEL – Flying	5
AVF 2652	Certified Flight Instructor – Flying	2
	Total Instructional/Credit Hours	62
	Total Clock Hours	1572
	Total Months	12

PROGRAM

Aviation Flight (Degree – Associate of Applied Science)
(Airplane Pilot Commercial D.O.T. 196.263-014)
This program is designed to provide the necessary education and background that will enable the students to be prepared both technically and professionally for entry-level aviation positions. The ground school courses equip the students with the academic knowledge to safely and efficiently perform flight duties and also prepare them for their required FAA written examinations. The flight training prepares students for their respective FAA flight tests in accordance with the FAA Practical Test Standards. The general education courses are designed to enhance students' aviation background and intellectual proficiency so they are more competitive in their aviation profession. Aviation safety, professionalism, and precision flying are emphasized in all courses. For a brief synopsis of each course, refer to the section titled COURSE DESCRIPTIONS.

		Degree Program Instructional/Credit Hours
Lower Division Flight Diploma Transfer Credit Hours		62*
AVE 2312 CFII Module 1 (Educational Psychology)		2
AVE 2322 CFII Module 2 (Practical Certified Flight Instructor Instrument)		2
AVF 2671 Certified Flight Instructor Instrument – Flying		1
GENERAL EDUCATION COURSES		
ENG 1123 English Composition 1		3
HIS 1163 American History		3
MAT 1794 Intermediate Algebra		4
PHY 2134 College Physics		4
PSC 1193 American Federal Government		3
SPH 2113 Fundamentals of Public Speaking		3
	Total Instructional/Credit Hours	87**
	Total Clock Hours	2044
	Total Months	17

*A minimum of 62 hours transferred from Flight Diploma Program.
**A minimum of 87 credit hours required for graduation. (AAS-Aviation Flight)

PROGRAM

Aviation Technology Management (Degree – Bachelor of Science)
Aviation Technology Management (Degree – Bachelor of Science – Distance Education)

(Aircraft Maintenance Supervisor D.O.T. 621.131-014) (Field Service Representative Supervisor D.O.T. 621.221-010) (Airplane Pilot Commercial D.O.T. 196.263-014)

The purpose of the Bachelor of Science in Aviation Technology Management is to prepare the graduate for an entry level supervisory or management position within the aerospace industry. Students earn a professional technical certification through their choice of a career program from among the following: Avionics Maintenance Technology, Aviation Maintenance Technology, Quality Control, or Aviation (Flight) specialties. Students who have earned diplomas and degrees at Spartan College or other institutions will be able to combine their aviation-technical training with education in the management area to prepare them to meet the challenges in the field of management. The program combines general academic preparation with the development of business management skills and specialized knowledge of the aspects of the aviation industry, through both management and technical courses. Graduates of the program will have the necessary skills in communication, quantitative reasoning and critical thinking; the understanding of general business practices; and the knowledge of the aviation industry to meet the requirements for entry into career positions in industry. Graduates of the aviation technology management degree program are prepared for work in the general aviation industry, airline industry, airports, electronics or manufacturing.

LOWER DIVISION GENERAL EDUCATION TRANSFER CREDITS 60*		Diploma Program Credit Hours
ENG 1123	* English Composition I	3
HIS 1163	* American History: 1865 to Present	3
PHY 2134	* College Physics	4
PSC 1193	* American Federal Government	3
SPH 2113	* Fundamentals of Public Speaking	3
		(76 AAS)
UPPER DIVISION GENERAL EDUCATION COURSES		
ACC 3123	College Accounting	3
BSL 3183	Business Law	3
ECN 3143	Introduction to Economics	3
ENG 3133	Business Communication	3
HIS 3173	Aviation History	3
MAT 2123	College Algebra	3
MAT 3153	Elementary Statistics for Business	3
MGT 3193	Fundamentals of Management	3
MGT 4103	Human Resource Management	3
MGT 4113	Management Information Systems	3
MGT 4133	International Business Practices	3
MGT 4143	Financial Management	3
MGT 4163	Aviation Business Strategies	3
MGT 4171	Research in Aviation Management	1
MKT 4123	Introduction to Marketing	3
PLO 4123	Business Ethics	3
PSY 3113	Introductory Psychology	3
SOC 3103	Modern Sociology	3
	Total Credit Hours	128*
	Total Months	16**

*A minimum of 60 credit hours transferred from AAS Programs and a minimum of 128 credit hours required for graduation.
**Beyond AAS Degree

PROGRAM

Aviation Maintenance Technology - Hybrid (Diploma)
Aviation Maintenance Technology - Hybrid (Degree - Associate of Applied Science)

(Airframe and Powerplant Mechanic D.O.T. 621.281-014) These programs are designed to teach students the technical skills required to become entry-level airframe and power-plant technicians or obtain employment in related professions. Successful completion qualifies the graduates to take the written, oral and practical tests with the Federal Aviation Administration for the Mechanic's Certificate with both Airframe and Power-plant Ratings. The skills and knowledge gained from the diploma program are applicable to other maintenance industries and professions as well as aviation. The knowledge gained through the additional general education courses in the associate degree program enhance the students' background and intellectual proficiency so they are more competitive in their chosen professions. For a brief synopsis of each course, refer to the section entitled COURSE DESCRIPTIONS.

AMT and AMTD Program Course Outline COURSES		DIP CR	DEG CR	COURSES		DIP CR	DEG CR
GEN 1113 (DE)	Aviation Fundamentals I	2	2	ARF 2213 (DE)	Basic Sheetmetal, Forming, & Construction	2	2
GEN 1113 (L)	Aviation Fundamentals I	1	1	ARF 2213 (L)	Basic Sheetmetal, Forming, & Construction	1	1
GEN 1123 (DE)	Aviation Fundamentals II	2	2	ARF 2223 (DE)	Sheetmetal Repair, Non-Metallic Structure & Composites	2	2
GEN 1123 (L)	Aviation Fundamentals II	1	1	ARF 2223 (L)	Sheetmetal Repair, Non-Metallic Structure & Composites	1	1
GEN 1133 (DE)	Basic Electricity & Electronics	2	2	ARF 2233 (DE)	Basic Welding, Paints and Finishes, & Flight Control	2	2
GEN 1133 (L)	Basic Electricity & Electronics	1	1	ARF 2233 (L)	Basic Welding, Paints and Finishes, & Flight Control	1	1
GEN 1143 (DE)	Basic Electricity, Materials, & Process	2	2	ARF 2243 (DE)	Aircraft Hydraulics & Landing Gear Systems	2	2
GEN 1143 (L)	Basic Electricity, Materials, & Process	1	1	ARF 2243 (L)	Aircraft Hydraulics & Landing Gear Systems	1	1
GEN 1153 (DE)	Records, Publications, Corrosion Control, & Engine Electrical Systems	2	2	ARF 2253 (DE)	Airframe Systems I	2	2
GEN 1153 (L)	Records, Publications, Corrosion Control, & Engine Electrical Systems	1	1	ARF 2253 (L)	Airframe Systems I	1	1
PPT 2113 (DE)	Aircraft Electrical Systems & Fire Protection	2	2	ARF 2263 (DE)	Airframe Systems II	2	2
PPT 2113 (L)	Aircraft Electrical Systems & Fire Protection	1	1	ARF 2263 (L)	Airframe Systems II	1	1
PPT 2123 (DE)	Reciprocating Powerplants & Related Systems	2	2	PPT 2183 (DE)	Engine Instrumentation, Inspections, & Test Cell Operations	2	2
PPT 2123 (L)	Reciprocating Powerplants & Related Systems	1	1	PPT 2183 (L)	Engine Instrumentation, Inspections, & Test Cell Operations	1	1
PPT 2133 (DE)	Overhaul of Reciprocating Engines	2	2	ARF 2273 (DE)	Aircraft Inspection, Airworthiness & Documentation	2	2
PPT 2133 (L)	Overhaul of Reciprocating Engines	1	1	ARF 2273 (L)	Aircraft Inspection, Airworthiness & Documentation	1	1
PPT 2143 (DE)	Engine Fuel & Fuel Metering Systems	2	2				
PPT 2143 (L)	Engine Fuel & Fuel Metering Systems	1	1				
PPT 2153 (DE)	Reciprocating Powerplant Ignition Systems & Propellers	2	2	GENERAL EDUCATION			
PPT 2153 (L)	Reciprocating Powerplant Ignition Systems & Propellers	1	1	ENG 1123	English Composition I		3
PPT 2163 (DE)	Gas Turbine Powerplants	2	2	HIS 1163	American History 1865 to Present		3
PPT 2163 (L)	Gas Turbine Powerplants	1	1	MAT 1794	Intermediate Algebra		4
PPT 2173 (DE)	Gas Turbine Powerplant Inspection & Servicing; Auxiliary Power	2	2	PHY 2134	College Physics		4
PPT 2173 (L)	Gas Turbine Powerplant Inspection & Servicing; Auxiliary Power	1	1	SPH 2133	Fundamentals of Public Speaking		3
				PSC 1193	American Federal Government		3
					Total Credit Hours	60	80
					Total Clock Hours	1960	2296
					Total Terms	12	14
					Total Months	20	23

COURSE DESCRIPTIONS

ACC 3123 – College Accounting | 3 Semester Credits
This course covers accounting concepts and procedures with an emphasis on the use of financial statements. Applications for accounting in personal and organizational decision making are explored to aid the student in understanding accounting methods in business. (48 Didactic Hours)

AET 1607 – Aircraft and UAV Electronics Fundamentals | 7 Semester Credits
This course will provide information on mechanics' privileges as outlined in the Federal Aviation Administration Regulations, Part 65. The students will learn to read, select, and use FAA and manufacturers' aircraft maintenance specification data sheets, manuals, publications, technical data, and related FAA regulations. The theory of Aircraft and UAV flight and control surfaces will be covered along with aircraft and electrical safety procedures. Students will read and interpret aircraft drawings and repairs using standard drawing symbols. Students will also complete a review of basic mathematical concepts and learn the fundamentals of DC Electronic Circuits. Students will learn the use of test equipment to perform related lab experiments. Students will learn soldering skills to aviation standards and build an electronic trainer. (90 Theory Hours, 90 Lab Hours)

AET 1617 – Theory of Alternating Current and Reactive Devices | 7 Semester Credits
In this course, students will study alternating current theory, including capacitance, inductance, and reactance. Students will learn about magnetism, transformers, power supplies, and will use Oscilloscopes and various test equipment to perform related lab experiments. (90 Theory Hours, 90 Lab Hours) Prerequisite AET 1607

AET 1627 – Electronic Circuits and Amplifiers | 7 Semester Credits
Students in this course will study various types of resonance and filter circuits found in electronics, including amplifiers, wave-shaping circuits, and operational amplifiers. Students will use test equipment to perform related lab experiments. Extensive use of NIDA trainers will be used for Electronic Diagnostics and troubleshooting. (90 Theory Hours, 90 Lab Hours) Prerequisite AET 1617

AET 2637 – Digital Circuits and Devices | 7 Semester Credits
Students will learn the basic logic gates and families and learn various logic circuits such as flip-flops, counters, and decoders. Digital devices and interfacing will be studied. The students will study the microprocessor and common parts of a computer system. Also, the students will learn the applications of computers in aviation, aviation data busses, and troubleshooting techniques. Students will use test equipment to perform related digital lab experiments. (90 Theory Hours, 90 Lab Hours) Prerequisite AET 1617

AET 2647 – Principles of Electronic Communications | 7 Semester Credits
Students in this course will learn the theory and operation of communication equipment. Areas of study include receivers, transmitters, and antennas. Students will also learn how microwave devices and optical devices are used in aviation. UAV ground and Satellite Communication Systems will be studied. Students will use test equipment to operationally build, test, and troubleshoot communication equipment. (90 Theory Hours, 90 Lab Hours) Prerequisite AET 1617

AET 2657 – Aircraft/UAV Instrument and Autonomous Navigation Systems | 7 Semester Credits
Students will learn both DC and AC power systems for aircraft and UAVs including batteries, generators, and power distribution systems. The students will study synchrony and servo systems used by the Autonomous Navigation Systems and basic aircraft instruments. The student will understand how pressure setting systems are used in aviation. UAV and aircraft altitude and heading systems will be studied. Students will service batteries and perform tests on aircraft. (90 Theory Hours, 90 Lab Hours) Prerequisite AET 2647

AET 2667 – Aircraft/UAV Communication & Dependent Navigation Systems | 7 Semester Credits
Students in this course, will study the theory of aircraft and UAV communication and dependent navigation systems including automatic flight control systems and inflight entertainment systems. The student will understand how onboard aircraft safety systems are installed and maintained. Students will learn the basics of troubleshooting and will perform labs doing testing and troubleshooting of aircraft and aircraft components. (90 Theory Hours, 90 Lab Hours) Prerequisite AET 2647

AET 2677 – Aircraft/UAV Radar Systems & Flight Line Maintenance | 7 Semester Credits
In this course, students will learn basic aircraft and UAV radar principles and their application in weather radar and secondary surveillance systems. Students will design and complete an aircraft Avionics installation, will learn basic troubleshooting techniques for aircraft and UAVs, and will perform flight-line testing of avionics systems and learn impact of aircraft weight and balance. Flight-line Safety along with proper tools and equipment use will also be covered. (90 Theory Hours, 90 Lab Hours) Prerequisite AET 2667

AET 2687 – Unmanned Aerial Systems (UAS) & Maintenance | 7 Semester Credits
In this course, students will learn UAS command and control requirements, ground control station set-up, maintenance, airspace classifications, airspace restrictions, FAA and Government UAS restrictions, and uses. Students will build a UAV and will learn basic troubleshooting techniques for ground control stations and UAVs. They will perform flight testing, following Flight and Ground Safety Rules along with proper maintenance tools and equipment use. (90 Theory Hours, 90 Lab Hours) Prerequisite AET 2667

ARF 2213 – Basic Sheetmetal, Forming and Construction | 3 Semester Credits
Students learn the basic techniques necessary to perform sheet metal repairs on aircraft structures; this includes studying applicable Federal Aviation Administration regulations. Students develop skills using sheet metal tools, laying out parts and forming parts with bending machines. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: GEN1113, GEN1123 (40 theory hours, 58 lab hours)

ARF 2213 (DE) – Basic Sheetmetal, Forming, and Construction | 2 Credit Hours
Students learn the basic techniques necessary to perform sheet metal repairs on aircraft structures; this includes studying applicable Federal Aviation Administration regulations. Students develop skills using sheet metal tools, laying out parts and forming parts with bending machines. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: PPT 2113 (DE) (49 theory hours)

ARF 2213 (L) – Basic Sheetmetal, Forming, and Construction | 1 Credit Hours
Students learn and apply the basic techniques necessary to perform sheet metal repairs on aircraft structures; this includes studying applicable Federal Aviation Administration regulations. Student projects help develop skills using sheet metal tools, laying out parts and forming parts with bending machines. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: ARF 2113 (DE) (49 lab hours)

ARF 2223 – Sheetmetal Repair, Non-metallic Structure & Composites | 3 Semester Credits
In this class, the student will learn forming metal by hand, and repairing various structural airframe components. Additionally, students learn to inspect and evaluate honeycomb or laminated structural damage as well as damaged transparent acrylic materials. They develop skills in removing and repairing damaged honeycomb and laminated structural materials and repairing acrylic materials. Students will also discuss aircraft wood structures and fabric covered aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: ARF2213 (40 theory hours, 58 lab hours)

ARF 2223 (DE) – Sheetmetal Repair, Non-Metallic structure & Composites | 2 Credit Hours
In this class, the student will learn the processes in forming metal by hand, and repairing various structural airframe components. Additionally, students learn to inspect and evaluate honeycomb or laminated structural damage as well as damaged transparent acrylic materials. They will learn the process for removing and repairing damaged honeycomb and laminated structural materials and repairing acrylic materials. Students will also discuss aircraft wood structures and fabric covered aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: ARF 2213 (DE) (49 theory hours)

ARF 2223 (L) – Sheetmetal Repair, Non-Metallic Structure & Composites | 1 Credit Hours
Students conduct basic welding operations to include soldering brazing and gas welding. Additionally, they apply finishing materials and identify finish defects. The students will disassemble, reassemble, and rig aircraft flight control systems and components in accordance with manufacturers' procedures and FAA specifications. They learn the operation of flight controls for fixed-wing and rotary-wing aircraft and the application of aerodynamic principles. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: ARF 2233 (DE) (49 lab hours)

ARF 2233 – Basic Welding, Paints & Finishes and Flight Controls | 3 Semester Credits
Students discuss basic welding operations to include soldering brazing and gas welding. Additionally they apply finishing materials and identify finish defects. The students are able to disassemble, reassemble, and rig aircraft flight control systems and components in accordance with manufacturers' procedures and FAA specifications. They learn the operation of flight controls for fixed-wing and rotary-wing aircraft and the application of aerodynamic principles. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: ARF2223 (40 theory hours, 58 lab hours)

ARF 2233 (DE) – Basic Welding, Paints and Finishes and Flight Control | 2 Credit Hours
Students discuss basic welding operations to include soldering brazing and gas welding. Additionally they learn the procedures of disassembly, reassembly, and rigging aircraft flight control systems and components in accordance with manufacturers' procedures and FAA specifications. They learn the operation of flight controls for fixed-wing and rotary- wing aircraft and the application of aerodynamic principles. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: ARF 2223 (DE) (49 theory hours)

ARF 2233 (L) – Basic Welding, Paints and Finishes and Flight Control | 1 Credit Hour
Students conduct basic welding operations to include soldering brazing and gas welding. Additionally, they apply finishing materials and identify finish defects. The students will disassemble, reassemble, and rig aircraft flight control systems and components in accordance with manufacturers' procedures and FAA specifications. They learn the operation of flight controls for fixed-wing and rotary- wing aircraft and the application of aerodynamic principles. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: ARF 2233 (DE) (49 lab hours)

ARF 2243 – Aircraft Hydraulics and Landing Gear Systems | 3 Semester Credits
In this class, the student will learn to identify and select hydraulic fluids, determine the correct seal to use, and apply the proper techniques during seal removal and installation. Students are able to explain the operating principles and basic troubleshooting techniques of hydraulic and pneumatic power systems. In addition, students will discuss and apply concepts on disassemble, inspection, reassembly, troubleshooting and operationally checking aircraft landing gear systems and their related components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: GEN1113, GEN1123, GEN1133, GEN 1143, GEN1153 and PPT2113 (40 theory hours, 58 lab hours)

ARF 2243 (DE) – Aircraft Hydraulics and Landing Gear Systems | 2 Credit Hours
In this class, the student will learn how to identify and select hydraulic fluids, determine the correct seal to use, and apply the proper techniques during seal removal and installation. Students are able to explain the operating principles and basic troubleshooting techniques of hydraulic and pneumatic power systems. In addition, students will discuss and apply concepts on disassemble, inspection, reassembly, troubleshooting and operationally checking aircraft landing gear systems and their related components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: PPT 2113 (DE) (49 theory hours)

ARF 2243 (L) – Aircraft Hydraulics and Landing Gear Systems | 1 Credit Hour
In this class, the student will identify and select hydraulic fluids, determine the correct seal to use, and apply the proper techniques during seal removal and installation. Students are able to explain the operating principles and basic troubleshooting techniques of hydraulic and pneumatic power systems. In addition, students will discuss and apply concepts on disassemble, inspection, reassembly, troubleshooting and operationally checking aircraft landing gear systems and their related components. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: ARF 2243 (DE) (49 lab hours)

ARF 2253 – Airframe Systems I | 3 Semester Credits
In this class, the students are able to explain the operating principles and basic troubleshooting techniques fuel, pressurization, oxygen, anti-ice, de-ice, vapor-cycle, and heating systems and their respective components. Students are able to determine the airworthiness of systems, subsystems, and components by using operational checks, servicing procedures, and inspections contained in approved data. In addition students will discuss aircraft instrument systems and position and warning systems. Also, students inspect and troubleshoot airframe electrical malfunctions to maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: ARF2243 (40 theory hours, 58 lab hours)

ARF 2253 (DE) – Airframe Systems I | 2 Credit Hours
In this class, the students are able to explain the operating principles and basic troubleshooting techniques fuel, pressurization, oxygen, anti-ice, de-ice, vapor-cycle, and heating systems and their respective components. Students are able to determine the airworthiness of systems, subsystems, and components by using operational checks, servicing procedures, and inspections contained in approved data. In addition students will discuss aircraft instrument systems and position and warning systems. Also, students will learn the processes to inspect and troubleshoot airframe electrical malfunctions. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: ARF 2243 (DE) (49 theory hours)

ARF 2253 (L) – Airframe Systems I | 1 Credit Hour
In this class, the students will perform projects using the operating principles and basic troubleshooting techniques for fuel, pressurization, oxygen, anti-ice, de-ice, vapor cycle, and heating systems and their respective components. Students will determine the airworthiness of systems, subsystems, and components by using operational checks, servicing procedures, and inspections contained in approved data. In addition students will complete projects on aircraft instrument systems and position and warning systems. Also, students inspect and troubleshoot airframe electrical malfunctions. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: ARF2253 (DE) (49 lab hours)

ARF 2263 – Airframe Systems II | 3 Semester Credits
In this class, the student discuss ice and rain control systems, their principles of operation and basic troubleshooting concepts. The student will also discuss and apply information on aircraft fuel systems to include operational checks. In addition, the student will discuss the various communication and navigation systems found onboard a modern aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: ARF2253 (40 theory hours, 58 lab hours)

ARF 2263 (DE) – Airframe Systems II | 2 Credit Hours
In this class, the student discuss ice and rain control systems, their principles of operation and basic troubleshooting concepts. The student will learn the process for conducting operational checks on aircraft fuel systems. In addition, the student will discuss the various communication and navigation systems found onboard a modern aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: ARF 2253 (DE) (49 theory hours)

ARF 2263 (L) – Airframe Systems II | 1 Credit Hour
In this class, the student will troubleshoot ice and rain control systems. The student perform projects on aircraft fuel systems to include operational checks. In addition, the student will operate the various communication and navigation systems found onboard a modern aircraft. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: ARF 2263 (DE) (49 lab hours)

ARF 2273 – Aircraft Inspection, Airworthiness, Documentations & 737NG Fam | 3 Semester Credits
Students learn to use the following: FAA type certificate data sheets, aircraft records; maintenance publications; and Federal Regulations pertinent to airframe inspections. Students also develop skills in performing airworthiness inspections on the airframe and its systems, including avionics, instruments and fuel systems. Students will complete a familiarization course on a large transport airframe and its related systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: All general and Airframe Classes (40 theory hours, 58 lab hours)

ARF 2273 (DE) – Aircraft Inspection, Airworthiness and Documentation | 2 Credit Hours
Students learn to use the following: FAA type certificate data sheets, aircraft records; maintenance publications; and Federal Regulations pertinent to airframe inspections. Students also develop skills in performing airworthiness inspections on the airframe and its systems, including avionics, instruments and fuel systems. Students will complete a familiarization course on a large transport airframe and its related systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: All (DE) Courses (49 theory hours)

ARF 2273 (L) – Aircraft Inspection, Airworthiness and Documentation | 1 Credit Hour
Students will perform projects using the following: FAA type certificate data sheets, aircraft records; maintenance publications; and Federal Regulations pertinent to airframe inspections. Students also perform airworthiness inspections on the airframe and its systems, including avionics, instruments and fuel systems. Students will familiarization projects on a large transport airframe and its related systems. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: All (DE) Courses (49 lab hours)

AVE 1112 – Private Module 1 | 2 Semester Credits
This course introduces the fundamental principles of flight including: aircraft design, aircraft flight control systems, and basic aerodynamic principles. Students will learn the theory of flight by study of the basic flight maneuvers to obtain the required foundation for future training. (17.5 Didactic Hours, 32.5 Lab Hours)

AVE 1122 – Private Module 2 | 2 Semester Credits
This course continues developing understanding of the aircraft and aircraft systems including: weight and balance, fuel systems, oil systems, electrical systems, propellers, and aircraft engines. Students learn how to obtain weather information needed to conduct a flight safely. Students will learn the Federal Aviation Regulations (CFR Part 61 and 67) that directly relate to pilot certification and medical requirements. Students will be prepared to perform basic maneuvers including: slow flight, steep turns, stalls, emergency landings, and takeoffs and landings. (13 Didactic Hours, 37 Lab Hours)

AVE 1132 – Private Module 3 | 2 Semester Credits
This course covers the methods of calculating aircraft performance from the performance charts and the principles of the operation of the flight instruments. Students will learn the regulations that apply to the operation of the aircraft and develop proficiency in local traffic pattern operations, including landings and takeoffs from an airport with an operating air traffic control tower.
(14 Didactic Hours, 36 Lab Hours)

AVE 1142 – Private Module 4 | 2 Semester Credits
This course further develops understanding of the FAR's Part 61, 67, and 91 and their applications. Students will learn cross country navigation planning and the use of aeronautical charts. Students will learn how to safely operate in the traffic pattern to be able to complete a first solo flight. Understanding of weather information and flight planning will continue to develop and the completion of the Stage 1 Stage Check will be achieved during this module. (14 Didactic Hours, 36 Lab Hours)

AVE 1152 – Private Module 5 | 2 Semester Credits
Students will complete the training required to safely conduct a cross country flight including: the use of air traffic control radar services, radio communications, sources of flight information for navigation, radio navigation, pilotage, dead reckoning, and flight computers (E6B).
(15 Didactic Hours, 35 Lab Hours)

AVE 1162 – Private Module 6 | 2 Semester Credits
This course reviews all of the knowledge required for a private pilot certificate. Students will review the flight computer (E6B), weather information, aerodynamics, aircraft performance and limitations, regulations, flight navigation, and the operation of the aircraft. The prerequisite for this module is the satisfactory completion of Private modules 1 through 5. Upon the satisfactory completion of this course, the student will be issued a graduation certificate which will allow them to take the required FAA Private Pilot Knowledge Test.
(20 Didactic Hours, 30 Lab Hours)

AVE 1212 – Instrument Module 1 | 2 Semester Credits
This course covers the basics of the construction and principles of operation of the flight instruments. Students will learn how to use the flight instruments safely to control the aircraft during basic maneuvering without the use of outside visual references. This module serves as the foundation for the instrument training to follow. (16 Didactic Hours, 34 Lab Hours)

AVE 1222 – Instrument Module 2 | 2 Semester Credits
This course covers the basic theory of weather including the forecasting and weather services available to the pilot. Radio navigation theory of VOR, NDB, and GPS systems will be covered and the student will learn the basics of using the VOR, NDB, and GPS systems for navigation. (13 Didactic Hours, 37 Lab hours)

AVE 1232 – Instrument Module 3 | 2 Semester Credits
This course provides a complete review of instrument fundamentals, weather system patterns, and navigation systems. The students will complete this review in preparation for the Stage 4 Stage Check. The course will also introduce the student to instrument approach procedures and the methods used to conduct approaches. The navigation procedures and instrument flight procedures covered will be used in the flight course as the students practice in simulated instrument flight. (19 Didactic Hours, 31 Lab Hours)

AVE 1242 – Instrument Module 4 | 2 Semester Credits
This course further develops the student's knowledge of the instrument approach procedures with a focus on advancing the knowledge of navigation systems by use of scenarios. Students will learn advanced communications procedures for approach and enroot instrument flight and the procedures for operating under simulated failed navigation and communications systems.
(19 Didactic Hours, 31 Lab Hours)

AVE 1252 – Instrument Module 5 | 2 Semester Credits
This course further develops the student's knowledge of precision instrument approach systems. This course covers all instrument regulations of CFR Part 91 required to operate as an instrument pilot. The information learned in this course will be used to practice planning IFR cross country flights and lead to the ability to conduct an actual instrument cross country flight in an aircraft.
(15 Didactic Hours, 35 Lab Hours)

AVE 1262 – Instrument Module 6 | 2 Semester Credits
This course will conduct a full review of the previously learned information including instrument approach systems, navigation systems, weather theory and reports, ATC operations, enroute instrument procedures, arrival instrument procedures, IFR cross country flight planning, and IFR emergencies. The prerequisite for this module is the satisfactory completion of Instrument modules 1 through 5. Upon the satisfactory completion of this course, the student will be issued a graduation certificate which will allow them to take the required FAA Instrument Rating Knowledge Test (10.5 Didactic Hours, 39.5 Lab Hours)

AVE 2112 – Commercial Module 1 | 2 Semester Credits
This course will introduce the student to aircraft construction and design, advanced aircraft power-plants and propeller systems, and aircraft systems including hydraulic and electrical systems. Students will start a study of the commercial flight maneuvers required by the Practical Test Standards. Aviation medical factors related to the requirements of flight will be learned and the student will be introduced to crew resource management concepts. (14 Didactic Hours, 36 Lab Hours)

AVE 2122 – Commercial Module 2 | 2 Semester Credits
This course develops the students' knowledge and understanding of advanced aircraft systems and the operation of high performance aircraft. The student will learn about aircraft supercharging, turbo charging, anti-icing and deicing systems, electrical system components and configurations, and advanced flight control systems. Students will learn more about how to perform commercial flight maneuvers.
(7 Didactic Hours, 43 Lab Hours)

AVE 2132 – Commercial Module 3 | 2 Semester Credits
This course will develop the student's understanding of flight physiology as it applies to commercial flight operations. The course covers situational awareness, basic human anatomy, crew resource management (CRM), stress management, atmospheric impacts on flight, and medical emergencies. The students will be introduced to the aerodynamic factors associated with operating a multi-engine aircraft and the specific aircraft systems used on a multi-engine aircraft. (11 Didactic Hours, 39 Lab Hours)

AVE 2142 – Commercial Module 4 | 2 Semester Credits
This course continues to advance the student's knowledge of multi-engine aircraft and their operation. Students will learn the specific commercial maneuvers required to be demonstrated in a multi-engine aircraft including: simulated engine failures, in flight engine shutdown and restart, in flight emergencies, emergency descents, and landings with a single engine operating. Students will advance their knowledge of aeromedical factors by learning about: sleep and fatigue awareness, spatial disorientation, health management, and the medical standards for pilot certification. (10 Didactic Hours, 40 Lab Hours)

AVE 2152 – Commercial Module 5 | 2 Semester Credits
This course will cover VFR long distance cross country flight planning including a comprehensive set of lessons covering: weather information, atmospheric compositions, causes for seasonal weather changes, effects of humidity, cloud formations and classifications, stability, air masses and fronts, and mid latitude cyclonic activity. Students will learn more about commercial flight maneuvers and in-flight hazards to flight by the use of scenarios. (10 Didactic Hours, 40 Lab Hours)

AVE 2162 – Commercial Module 6 | 2 Semester Credits
This course uses advanced scenarios to develop the student's knowledge and understanding of cross country planning and navigation systems. The course includes: precipitation, wind changes, global movements of pressure systems, thunderstorms, tornadoes, hurricanes, and other weather hazards. The student will learn the procedures for conducting instrument flight in a multi-engine aircraft. The course will review regulations from CFR Part 61 and 91 that apply to commercial operations. (11 Didactic Hours, 39 Lab Hours)

AVE 2172 – Commercial Module 7 | 2 Semester Credits
This course provides a summary of all areas of operation required for commercial pilot certification. The course includes: certificates and documents, weather, aircraft systems, emergency procedures, performance and limitations, aeromedical factors, and aeronautical decision making, and regulations. The student will develop the knowledge and understanding of the maneuvers required by the FAA Practical Test Standards (PTS) for a commercial pilot airplane single and multi-engine. (11 Didactic Hours, 39 Lab Hours)

AVE 2182 – Commercial Module 8 | 2 Semester Credits
This course completes all of the oral knowledge areas required by the FAA ACS for the commercial pilot. The prerequisite for this module is the satisfactory completion of Commercial modules 1 through 7. Upon the satisfactory completion of this course, the student will be issued a graduation certificate which will allow them to take the required FAA Commercial Pilot Knowledge Test. The completion of this course ensures that students are qualified to pass the oral knowledge areas of the FAA Commercial Pilot Certificate Practical Test.
(13 Didactic Hours, 37 Lab Hours)

AVE 2212 – CFI Module 1 | 2 Semester Credits
This course provides an introduction to the Fundamentals of Instruction and develops the student's ability to effectively communicate as a Certified Flight Instructor. During this course the student will study: human behavior, the learning process, effective communication, and various teaching methods. The course covers the instructional knowledge of advance aeromedical factors, use of visual scanning and distractions, and aircraft flight control systems. (30 Didactic Hours, 20 Lab Hours)

AVE 2222 – CFI Module 2 | 2 Semester Credits
This course will provide the student with an understanding of the methods of critique and evaluation, designing an instructional activity, and the responsibilities/professionalism of a flight instructor. Students will learn how to: efficiently and effectively communicate, the importance of flight planning and navigation systems, night operations, risk management, and regulations related to providing flight instruction as a Certified Flight Instructor. The student will complete the Stage 2 Stage Check during this course.
(32 Didactic Hours, 18 Lab Hours)

AVE 2232 – CFI Module 3 | 2 Semester Credits
This course will teach the student how to write and evaluate written exams and how to create instructional goals and objectives in accordance with the FAA publications. The student will learn how to properly sign and endorse student pilot logbooks and be given training in the Federal Aviation Regulations which govern endorsements for Private Pilot, Instrument Rating, and Commercial Pilot Certificates. The student will develop a portfolio of flight and ground lesson plans and will learn how to make a proper assessment of student training activities. (33 Didactic Hours, 17 Lab Hours)

AVE 2242 – CFI Module 4 | 2 Semester Credits
This course prepares the student for oral portion of the FAA Certified Flight Instructor – Airplane Practical Test. The course will develop the student's ability to measure validity, summarize flight data, and utilize performance based scenarios to aid in a student pilots learning. Students will review the areas of operations required by the FAA PTS for the FAA practical test to confirm knowledge and understanding of all of the PTS requirements. The student will complete a comprehensive written test and FAA knowledge Test for Flight Instructor Airplane prior to completion of the CFI End of Course Exam. (25 Didactic Hours, 25 Lab Hours)

AVE 2312 – CFII Module 1 | 2 Semester Credits
Students explore a number of issues related to the psychology of instruction in the flight environment including: the relation of specific learning styles; mainstreaming issues; and learning challenges to the flight training environment; how teachers can foster self-esteem in their students; techniques for motivating adult learners; and how to encourage the development of critical thinking skills. Prerequisite: Completion of the Diploma Program (50 Didactic Hours)

AVE 2322 – CFII Module 2 | 2 Semester Credits
In this course, students apply instructional techniques for instrument flight instruction and learn to analyze instrument flight maneuvers and techniques. It includes determining objectives, teaching techniques, and evaluation criteria as well as analysis of instrument flight maneuvers including common student errors, control functions as they pertain to aircraft control, effects and principles of safety, and applicable FAA regulations. The student will be prepared to take the FAA Flight Instructor – Instrument Airman Knowledge Test. Prerequisite: Completion of the Diploma Program. (50 Didactic Hours)

AVF 1564* – Private Pilot Certification – Airplane – *Flying* | 4 Semester Credits
Students receive the FAA required training in the aeronautical knowledge subjects and receive flight training in all FAA required flight proficiency areas of operation for issuance of a Private Pilot Certificate – Airplane Single Engine Land. The procedures include: Landings and Go-arounds; Performance Maneuvers; Ground Reference Maneuvers; Navigation; Slow-flight and Stalls; Basic Instrument Maneuvers; Emergency Operations; Night Operations; and Post-flight Procedures. The course includes planned flight time of 24 hours ground instruction, 52.5 hours dual instruction and 5.5 hours of supervised solo. In conjunction with the required related Aviation Education Courses, the student is prepared to attempt the FAA Private Pilot Airplane Single Engine Land Practical test. Prerequisite: FAA Student

Pilot Certificate and a current Basic Med, Third (3rd) Class or higher FAA Medical Certificate. AVF 1564 is completed concurrently with AVE Private Modules. (Minimum Courses – 76.5 Didactic Hours and 22 Lab Hours including 0.5 Pre/Post Hours per flight = 98.5 Instructional hours = 58 flight hours)

AVF 2543* – Instrument Rating – Airplane – Flying | 3 Semester Credits
Students receive all FAA required training in aeronautical knowledge subjects and receive flight training in all FAA required flight proficiency areas of operation for issuance of an instrument Airplane Rating. Students receive training in and learn: Pre-flight Preparation; Pre-flight Procedures; Air Traffic Control Clearances and Procedures; and Post-flight Procedures. The course includes planned flight time of 26 hours ground Instruction and 52 hours dual flight instruction. In conjunction with the required related Aviation Education Courses, the student will be prepared to attempt the FAA Instrument Airplane Rating Practical Test. Prerequisite: Successful completion of Stage 3 PPCC Stage Flight Test or equivalent, a FAA Private Pilot Airplane Certificate, and a current Basic Med, Third (3rd) Class or higher FAA Medical Certificate. AVF 2543 is completed concurrently with AVE Instrument Modules. (Minimum Course – 78 Didactic Hours and 13 Lab Hours including 0.5 Pre/Post Hours per flight = 91 Instructional hours = 52 flight hours)

AVF 2585* – Commercial Pilot Certification – Airplane SEL/MEL – Flying | 5 Semester Credits
This course provides the training required in the aeronautical knowledge subjects and flight proficiency areas of operation for issuance of a Commercial Pilot Certificate with Airplane Single and Multi-Engine Land Ratings. Topics covered in the course include: Pre-flight Preparation; Preflight Procedures; Airport Operations; Take-offs; Landings and Go-arounds; Performance and Ground Reference Maneuvers; Navigation; Slow-flight and Stalls; Emergency Operations; Multi-engine Operations; High Altitude Operations; and Post-flight Procedures. The course is divided into two sections; Part I training time is 80 hours total with 31 hours Dual Instruction in a Single-Engine airplane and 23 hours Multi-Engine airplane. The course includes 14 hours of Ground Instruction; 8 hours in a single engine Flight Training Device and 8 hours in a Multi-Engine Flight Training Device; 10 hours performing the duties of Pilot in Command under supervision of a Flight Instructor in a Multi-engine Airplane. Part I prepares the student to attempt the FAA Commercial Pilot Airplane Multi Engine Land FAA Practical Test. Part II training time is 12 hours dual in a Single Engine Airplane with 4 hours Ground Instruction. This course is taken in conjunction with the required related Aviation Education Courses. Part II prepares the student to attempt the FAA Commercial Pilot Airplane Land – Additional Rating Practical test. Prerequisite: Successful completion of Instrument Rating Course Stage 5 End-of-Course; an FAA Private Pilot Airplane Certificate with Instrument Rating or concurrent enrollment in the Instrument Rating Certification Couse; and a current Basic Med, Third Class or higher FAA Medical Certificate (Minimum Course Hours – 100 Didactic Hours – 29 Lab Hours including 0.5 Pre/Post Hours per flight)

AVF 2652 – Certified Flight Instructor – Flying | 2 Semester Credits
This course requires a minimum of 25 hours dual flying and 20 hours of Practice ground instruction, during which the student gains experience in the application of the training received in AVE 2212 through AVE 2242, the CFI Modules. It prepares the student to take the FAA Flight Instructor Rating Practical test. Prerequisite: Commercial Pilot Certificate with Instrument Rating.
(Minimum Course – 45 Didactic Hours – 12.5 Lab Hours including 0.5 Pre/Post Hours per flight)

AVF 2671 – Certified Flight Instructor Instrument Flying | 1 Semester Credit
A minimum of 18 hours of dual instrument flight instruction and 2 hours of Practice Ground instruction is required. The course provides student teachers with right seat instrument flying and teaching experience applying the techniques learned in AVE 2212, AVE 2222, AVE 2232, and AVE 2242 related to instrument instruction. At the end of this course, the student is prepared to take the FAA Instrument Flight Instructor Practical test. Prerequisite: Commercial Pilot Certificate with Instrument Rating
(Minimum Course -28 Didactic Hours – 8 Lab Hours including 0.5 Pre/Post Hours per flight)

BSL 3183 – Business Law | 3 Semester Credits
Students explore the law as applied to a person, a citizen, and to a business person. Students develop critical thinking skills enabling them to make intelligent decisions. This course aids in understanding the interrelationship of law and life and how the law may be applied to solve basic questions in business. (48 Didactic Hours)

ECN 3143 – Introduction to Economics | 3 Semester Credits
Students are taught an integrated approach to macroeconomics and microeconomics designed to give a comprehensive view of economics and its place in today's world. Fundamental economic concepts such as cost and benefit, supply and demand, trade, and economic systems are discussed. (48 Didactic Hours)

ENG 1123 – English Composition I | 3 Semester Credits
This course is a practical expository writing experience in standard usage and essential writing skills. Emphasis is given to the development of the basic sentence, paragraph and essay. (48 Didactic Hours)

ENG 3133 – Business Communications | 3 Semester Credits
This course is a survey of day-to-day written communication in business. It provides students with intensive practice in letter, memo, and resume writing. Business Communications is primarily for the student interested in acquiring knowledge necessary for employment in the business field. (Prerequisite: ENG 1123 (48 Didactic Hours)

GEN 1113 – Aviation Fundamentals I | 3 Semester Credits
In this class, the student will study the concepts of aircraft aerodynamics, ground operations and servicing and aircraft drawings. The student will also study maintenance human factors which affect aircraft maintenance as well as mechanics privileges and limitations. The students also study basic mathematics which will be in an applied format and will include: fractions, decimals, ratios and proportions, percentages, sine numbers, transforming formulas, powers and roots, basic geometry, number bases, scientific notation, basic trig functions, and basic vectors. Students study aircraft drawings and make drawings of aircraft parts and repairs to aircraft parts. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: none (40 theory hours, 58 lab hours)

GEN 1113 (DE) – Aviation Fundamentals I | 2 Credit Hours
In this class, the student will study the concepts of aircraft aerodynamics, ground operations and servicing, and aircraft drawings. The student will study mechanics privileges and limitations and the human factors which affect aircraft maintenance. The students also study basic mathematics which will be in an applied format and will include: factions, decimals, ratios and proportions, percentages, sign numbers, transforming formulas, powers and roots, basic geometry, number bases, scientific notation, basic trig functions, and basic vectors. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: None (49 theory)

GEN 1113 (L) – Aviation Fundamentals I | 1 Credit Hour
In this class, the student will complete projects concerning aircraft aerodynamics, ground operations and servicing. They develop aircraft drawings of aircraft parts and repairs. The student will complete projects on maintenance human factors which affect aircraft maintenance as well as mechanics privileges and limitations. The students also complete projects using basic mathematics in an applied format and will include: fractions, decimals, ratios and proportions, percentages, sign numbers, transforming formulas, powers and roots, basic geometry, number bases, scientific notation, basic trig functions, and basic vectors. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: GEN 1113 (DE) (49 lab hours)

GEN 1123 – Aviation Fundamentals II | 3 Semester Credits
In this class, students will study the concepts of physics which include: matter, fluid dynamics, atmospheric properties, machines, work, power, energy, motion, heat and temperature and sound as they apply to an aircraft. The students will study aircraft weight and balance and understand effects of weight and balance on the proper operation of an aircraft, the student will weigh an aircraft, perform weight and balance computations using typical forms, graphs, charts and manufacturer's data. The students will also discuss and fabricate aircraft fluid lines and fittings and their installation in the aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: GEN1113 (40 theory hours, 58 lab hours)

GEN 1123 (DE) – Aviation Fundamentals II | 2 Credit Hours
In this class, students will study the concepts of physics which include: matter, fluid dynamics, atmospheric properties, machines, work, power, energy, motion, heat and temperature and sound as they apply to an aircraft. The students will study aircraft weight and balance and understand effects of weight and balance on the proper operation of an aircraft. The students will also discuss aircraft fluid lines and fittings and their installation in the aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: GEN 1113 (DE) (49 theory hours)

GEN 1123 (L) – Aviation Fundamentals II | 1 Credit Hour
In this class, students will perform projects in physics which include: matter, fluid dynamics, atmospheric properties, machines, work, power, energy, motion, heat and temperature and sound as they apply to an aircraft. The students will perform aircraft weight and balance checks and complete computations using typical forms, graphs, charts and manufacturer's data. The students will fabricate aircraft fluid lines and fittings and perform typical installations on an aircraft trainer. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: GEN 1123 (DE) (49 lab hours)

GEN 1133 – Basic Electricity & Electronics | 3 Semester Credits
In this class, students will study fundamentals of magnetism and electricity. They perform analyses of electrical circuits and determine resistance, current, voltage, inductance, capacitance, impedance and power. In addition students study the use of electrical measuring instruments and basic troubleshooting procedures. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: GEN1113 (40 theory hours, 58 lab hours)

GEN 1133 (DE) – Basic Electricity & Electronics | 2 Credit Hours
In this class, students will study fundamentals of magnetism and electricity. They perform analyses of electrical circuits and determine resistance, current, voltage, inductance, capacitance, impedance and power. In addition students learn to use electrical measuring instruments and basic troubleshooting procedures. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: GEN 1123 (DE) (49 theory hours)

GEN 1133 (L) – Basic Electricity & Electronics | 1 Credit Hour
In this class, students will perform projects on the fundamentals of magnetism and electricity. They perform analyses of electrical circuits and determine resistance, current, voltage, inductance, capacitance, impedance and power using electrical measuring instruments and basic troubleshooting procedures. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: GEN 1133 (DE) (49 lab hours)

GEN 1143 – Basic Electricity, Materials and Processes | 3 Semester Credits
In this class, students will study aircraft batteries. The student will perform laboratory experiments relating to electrical and electronic circuits. In addition they are able to read and interpret aircraft electrical circuit diagrams; to include digital and solid state circuits and logic functions. Students gain basic knowledge and skills in the use of basic mechanics hand tools, hardware and safety methods, In addition the principles of nondestructive testing including eddy current, ultrasonic, magnetic particle and dye penetrant procedures are taught, and the student perform laboratory experiments in these procedures. The student's use of precision measurement equipment including micrometers, calipers and dial indicators. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: GEN1133 (40 theory hours, 58 lab hours)

GEN 1143 (DE) – Basic Electricity and Materials and Process | 2 Credit Hours
In this class, students will study aircraft batteries. In addition they are able to read and interpret aircraft electrical circuit diagrams; to include digital and solid state circuits and logic functions. Students will learn the use of basic mechanics hand tools, hardware and safety methods. In addition the principles of nondestructive testing including eddy current, ultrasonic, magnetic particle and dye penetrant procedures are taught. The students will learn the reading and interpretation of precision measurement equipment including micrometers, calipers and dial indicators. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: GEN 1133 (DE), (49 theory hours)

GEN 1143 (L) – Basic Electricity and Materials and Process | 1 Credit Hour
In this class, students perform projects on aircraft batteries. They will perform laboratory experiments relating to electrical and electronic circuits. In addition they read and interpret aircraft electrical circuit diagrams; to include digital and solid state circuits and logic functions. Students will perform projects in the use of basic mechanics hand tools, hardware and safety methods. The student will perform projects using the principles of nondestructive testing including eddy current, ultrasonic, magnetic particle and dye penetrant procedures. In addition the students perform laboratory experiments using precision measurement equipment including micrometers, calipers and dial indicators. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course.70% or better for the course. Prerequisite: GEN 1143 DE (49 lab hours)

GEN 1153 – Records, Publications, Corrosion Control & Engine Electrical | 3 Semester Credits
In this class, students will read, select, and use FAA and manufacturer's aircraft maintenance specifications, data sheets, manuals, publications, technical data, related Federal Aviation Regulations and aircraft records keeping. In addition the students will study aircraft cleaning and corrosion control methods and techniques. Students will discuss various types of electrical motors and their functions, study inverters, rectifiers and related aircraft power distribution systems system. They select and install wiring and electrical components, and

use of the multi-meter to troubleshoot electrical circuits. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: GEN1143 (40 theory hours, 58 lab hours)

GEN 1153 (DE) – Records, Publications, Corrosion Control and Engine Electrical Systems | 2 Credit Hours
In this class, students will read, select, and use FAA and manufacturer's aircraft maintenance specifications, data sheets, manuals, publications, technical data, related Federal Aviation Regulations and aircraft records keeping. In addition the students will study aircraft cleaning and corrosion control methods and techniques. Students will discuss various types of electrical motors and their functions, study inverters, rectifiers and related aircraft power distribution systems system. They select for installation wiring and electrical components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: GEN 1143 (DE) (49 theory hours)

GEN 1153 (L) – Basic Electricity and Materials and Process | 1 Credit Hour
In this class, students perform projects to include selection and use FAA and manufacturer's aircraft maintenance specifications, data sheets, manuals, publications, technical data, related Federal Aviation Regulations and aircraft records keeping. In addition the students conduct projects in aircraft cleaning and corrosion control methods and techniques. Students will perform projects with various types of electrical motors, inverters, rectifiers and related aircraft power distribution systems system. They select and install wiring and electrical components, and use a multi-meter to troubleshoot electrical circuits. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: GEN 1153 (DE) (49 lab hours)

HIS 1163 – American History: 1865 to Present | 3 Semester Credits
Students trace the economic, political, social, and intellectual development that shaped modern America. They investigate in detail the impact of industrialization in shaping the emerging nation. (48 Didactic Hours)

HIS 3173 – Aviation History | 3 Semester Credits
This course is a comprehensive study of aviation history from its early development to the present. Focus will be on significant events, personalities, and aircraft that have influenced the development of both civilian and military aviation. (48 Didactic Hours)

MAT 1794 – Intermediate Algebra | 4 Semester Credits
After completing this course, students will be able to perform the mathematical calculations necessary to be successful in many different technical career fields. They will review basic mathematical concepts, become familiar with geometry and trigonometry, and be able to explain how algebra is used as a problem-solving tool in many areas. The student will be able to solve various types of equations and perform operations on polynomials, quadratic functions, logarithms, and imaginary and complex numbers. Students will demonstrate their competence in these areas by achieving a minimum weighted grade of 60%. (64 Didactic Hours)

MAT 2123 – College Algebra | 3 Semester Credits
Topics include linear, quadratic, polynomial, exponential, logarithmic, and rational functions and equations; linear, quadratic, and rational inequalities; imaginary and complex numbers; systems and matrices, sequences and series; conic sections and graphing methods; and simple logic problems. (48 Didactic Hours)

MAT 3153 – Elementary Statistics for Business | 3 Semester Credits
This course is an introduction to descriptive methods, probability, sampling, estimation and testing, regression and correlation, and analysis of variance. It is designed to develop an understanding of the types of skills needed to succeed in business. Prerequisite: MAT 1773 or Equivalent (48 Didactic Hours)

MGT 3193 – Fundamentals of Management | 3 Semester Credits
This course is an Introduction to management principles and techniques with a view toward developing essential skills in the field. Both the history of management and contemporary issues will be discussed. It prepares student for further studies in management.
(48 Didactic Hours)

MGT 4103 – Human Resource Management | 3 Semester Credits
This course is an introduction to the field of human resources; recruitment, training, utilization, and evaluation of these resources within the company and throughout the economy. Topics include staffing, human resource development, compensation, legal considerations, and labor relations. Prerequisite: MGT 3193 (48 Didactic Hours)

MGT 4113 – Management Information Systems | 3 Semester Credits
This course is an overview of current principles and practices in the management of business information systems. The value of information, databases, building and managing information systems, the impact of information systems, and computer ethics are discussed. Methods of application in business are examined. Prerequisite: MGT 3193 (48 Didactic Hours)

MGT 4133 – International Business Practices | 3 Semester Credits
An in-depth study of managerial practices needed for business in today's global marketplace. Subject areas include managerial theory and several special topics including a global perspective on management in the world economy. Case studies illustrating managerial problems and solutions are widely used. Prerequisite: MGT 3193 (48 Didactic Hours)

MGT 4143 – Financial Management | 3 Semester Credits
This course is an introductory course in financial administration of the firm. Topics include short-term and long-term sources of funds, allocation of funds, capital policy, capital budgeting, and cost of capital. Prerequisite: ACC 3123 (48 Didactic Hours)

MGT 4163 – Aviation Business Strategies | 3 Semester Credits
This course is an in-depth study of strategic business planning and development. It is designed as a culmination of previous courses in the management program. Students use the business strategy process to develop and run a business simulation for a small corporation in the aviation industry. Subject areas include principles of aviation maintenance, flight and flight line operations, fleet planning, air cargo, safety and liability. Prerequisite: MGT 3193 and MGT 4143. (48 Didactic Hours)

MGT 4171 – Research in Aviation Management | 1 Semester Credit
Students select a research topic related to aviation management practices and prepare a research paper to be presented in class. Emphasis is on current, relevant problems in planning, implementing, or managing various operations in the aviation and aerospace industry. The instructor must approve the topic. Prerequisite: Permission from the instructor (48 Lab Hours)

MKT 4123 – Introduction to Marketing | 3 Semester Credits
This course is a managerial approach to the methods and practices of marketing. Subjects will include consumer behavior, product strategy, social responsibility in marketing, and managing return on marketing. The student will explore new marketing technologies in the digital age and marketing in a global economy. (48 Didactic Hours)

PHY 2134 – College Physics | 4 Semester Credits
An introductory course covering the principles of mechanics, fluids, waves, sound and heat. Practical examples of the role of physics in other disciplines are provided. Laboratory work is included. (48 Didactic Hours, 32 Lab Hours)

PLO 4123 – Business Ethics | 3 Semester Credits
This course is a systematic investigation of both general ethical theory and specific business practices. Case studies are examined from a philosophical point of view to evaluate certain business practices. Course emphasizes the relationship between managerial decisions and ethics. Prerequisite: MGT 3193 (48 Didactic Hours)

PPT 2113 – Aircraft Electrical Systems & Fire Protection | 3 Semester Credits
In this class, students will learn the use of the multi-meter to troubleshoot electrical circuits, disassemble, inspect, reassemble and operationally check AC and DC generators and alternators. Students inspect, service, and repair engine and aircraft fire detection and protection systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: GEN1153 (40 theory hours, 58 lab hours)

PPT 2113 (DE) – Aircraft Electrical Systems and Fire Protection | 2 Credit Hours
In this class, students will learn the procedures for the use of the multi-meter to troubleshoot electrical circuits, disassemble, inspect, reassemble and operationally check AC and DC generators and alternators. Students learn the procedures for inspection, service, and repair of engine and aircraft fire detection and protection systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: GEN 1153 (DE) (49 theory hours)

PPT 2113 (L) – Aircraft Electrical Systems and Fire Protection | 1 Credit Hour
In this class, students will use the multi-meter to troubleshoot electrical circuits, disassemble, inspect, reassemble and operationally check AC and DC generators and alternators. Students will perform an inspection, service, and repair engine and aircraft fire detection and protection systems. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: PPT 2113 (DE) (49 lab hours)

PPT 2123 – Reciprocating Powerplants and Related Systems | 3 Semester Credits
In this class, students will study the theory of operation for reciprocating aircraft engines. Students disassemble, clean and reassemble an engine using manufacturers' approved and acceptable data, and FAA regulations. They will discuss the function and operation of engine internal components and the engine lubricating systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: GEN1113, GEN1123, GEN1143 and GEN1153 (40 theory hours, 58 lab hours)

PPT 2123 (DE) – Reciprocating Powerplants and Related Systems | 2 Credit Hours
In this class, students will learn the theory of operation for reciprocating aircraft engines and study the processes for disassembly, cleaning and reassembly of an engine using manufacturers' approved and acceptable data, and FAA regulations. They will discuss the function and operation of engine internal components and the engine lubricating systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: PPT 2113 (DE) (49 theory hours)

PPT 2123 (L) – Reciprocating Powerplants and Related Systems | 1 Credit Hour
In this class, students will perform projects concerning the operation of reciprocating aircraft engines. Students will disassemble, clean and reassemble an engine using manufacturers' approved and acceptable data, and FAA regulations. They will conduct projects concerning the function and operation of engine internal components and the engine lubricating systems. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: PPT 2123 (DE) (49 lab hours)

PPT 2133 – Overhaul of Reciprocating Engines | 3 Semester Credits
In this class, students will discuss and apply and overhaul procedures and techniques as they apply to an aircraft reciprocating engine. Student will inspect and repair engine components in accordance with manufacturers generally accepted procedures. Students will also discuss engine exhaust systems, and engine cooling systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: PPT2123 (40 theory hours, 58 lab hours)

PPT 2133 (DE) – Overhaul of Reciprocating Engines | 2 Credit Hours
In this class, students will learn the overhaul procedures and techniques as they apply to an aircraft reciprocating engine. Student will learn the processes to perform of inspection and repair of engine components in accordance with manufacturers generally accepted procedures. Students will also learn engine exhaust systems, and engine cooling systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: 2123 (DE) (49 theory hours)

PPT 2133 (L) – Overhaul of Reciprocating Engines | 1 Credit Hour
In this class, students apply the overhaul procedures and techniques to an aircraft reciprocating engine. Student will inspect and repair engine components in accordance with manufacturers generally accepted procedures. Students will perform projects on engine exhaust systems, and engine cooling systems. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: PPT 2133 (DE) (49 theory hours)

PPT 2143 – Engine Fuel and Fuel Metering Systems | 3 Semester Credits
In this class, students will discuss the fundamentals of engine fuel systems and fuel metering systems. Students will disassemble, inspect, reassemble and test various engine fuel systems components and fuel metering system components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: PPT2133 (40 theory hours, 58 lab hours)

PPT 2143 (DE) – Engine Fuel and Fuel Metering Systems | 2 Credit Hours
In this class, students will discuss the fundamentals of engine fuel systems and fuel metering systems. Students will learn the procedures to inspect, reassemble and test various engine fuel systems components and fuel metering system components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: PPT 2133 (DE) (49 theory hours)

PPT 2143 (L) – Engine Fuel and Fuel Metering Systems | 1 Credit Hour
In this class, students will perform projects on engine fuel systems and fuel metering systems. Students will disassemble, inspect, reassemble and test various engine fuel systems components and fuel metering system components. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: PPT 2143 (DE) (49 lab hours)

PPT 2153 – Reciprocating Powerplant Ignition systems and Propellers | 3 Semester Credits
In this class, students will discuss reciprocating engine ignition systems, component construction and theory of operation. They identify, disassemble, inspect, repair, and reassemble ignition system components and controls in accordance with FAA and manufacturers' approved data. They internally time magnetos, operationally check ignition systems and analyze and/or troubleshoot ignition systems. In addition propeller systems are studied. Students study and reference applicable manufacturers' data and FAA regulations. They perform maintenance and make adjustments to various propeller system components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: PPT2143 (40 theory hours, 58 lab hours)

PPT 2153 (DE) – Reciprocating Powerplant Ignition Systems & Propellers | 2 Credit Hours
In this class, students will discuss reciprocating engine ignition systems, component construction and theory of operation. They will learn the procedures necessary to identify, disassemble, inspect, repair, and reassemble ignition system components and controls in accordance with FAA and manufacturers' approved data. They learn the procedure to internally time magnetos, operationally check ignition systems and analyze and/or troubleshoot ignition systems. In addition propeller systems are studied. Students study and reference applicable manufacturers' data and FAA regulations. They will learn steps the maintenance and make adjustments to various propeller system components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: PPT 2143 (DE) (49 theory hours)

PPT 2153 (L) – Reciprocating Powerplant Ignition Systems & Propellers | 1 Credit Hour
In this class, students will apply the proper maintenance procedures for reciprocating engine ignition systems and component construction. They will identify, disassemble, inspect, repair, and reassemble ignition system components and controls in accordance with FAA and manufacturers' approved data. They will internally time magnetos, operationally check ignition systems and analyze and/or troubleshoot ignition systems. In addition propeller systems will perform maintenance and make adjustments to various propeller system components. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: PPT 2153 (DE) (49 lab hours)

PPT 2163 – Gas Turbine Powerplants | 3 Semester Credits
In this class, students study the principles of jet propulsion, the principle parts of a gas turbine engine and their operations. They disassemble, inspect, reassemble, remove and install a gas turbine engine in accordance with applicable manufacturers' and Federal Aviation Administration publications and airworthiness directives. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: All General Classes (40 theory hours, 58 lab hours)

PPT 2163 (DE) – Gas Turbine Powerplants | 2 Credit Hours
In this class, students study the principles of jet propulsion, the principle parts of a gas turbine engine and their operations. They will learn the procedures to disassemble, inspect, reassemble, remove and install a gas turbine engine in accordance with applicable manufacturers' and Federal Aviation Administration publications and airworthiness directives. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: PPT 2153 (DE) (49 theory hours)

PPT 2163 (L) – Gas Turbine Powerplants | 1 Credit Hour
In this class, students perform procedures concerning the principles of jet propulsion, the principle parts of a gas turbine engine and their operations. They disassemble, inspect, reassemble, remove and install a gas turbine engine in accordance with applicable manufacturers' and Federal Aviation Administration publications and airworthiness directives. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: PPT 2163 (DE) (49 lab hours)

PPT 2173 – Gas Turbine Powerplant Inspection, Servicing & Auxiliary Power | 3 Semester Credits
In this class, students learn principles of inspection and servicing of a gas turbine engine. Students discuss various engine systems to include fuel controls, oils systems, ignition systems engine instrumentation and monitoring systems, exhaust and reverser systems as well as maintenance and troubleshooting of these systems. In addition they will discuss airborne auxiliary power units and un-ducted fan systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: PPT2163 (40 theory hours, 58 lab hours)

PPT 2173 (DE) – Gas Turbine Powerplant Inspection & Servicing; Auxiliary Power | 2 Credit Hours
In this class, students learn principles of inspection and servicing of a gas turbine engine. Students discuss various engine systems to include fuel controls, oils systems, ignition systems engine instrumentation and monitoring systems, exhaust and reverser systems as well as maintenance and troubleshooting of these systems. In addition they will discuss airborne auxiliary power units and un-ducted fan systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: PPT 2163 (DE) (49 theory hours)

PPT 2173 (L) – Gas Turbine Powerplant Inspection & Servicing; Auxiliary Power | 1 Credit Hour
In this class, students perform inspections and servicing of a gas turbine engine. Students perform projects on engine systems to include fuel controls, oils systems, ignition systems engine instrumentation and monitoring systems, exhaust and reverser systems as well as maintenance and troubleshooting of these systems. In addition they perform projects on airborne auxiliary power units and un-ducted fan systems. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: PPT 2173 (DE) (49 lab hours)

PPT 2183 – Engine Instrumentation, Inspections & Test Cell Operations | 3 Semester Credits
In this class, the student will learn the various types of engine instruments used on an aircraft. Students will apply all materials learned in powerplant related courses to start, ground operate and troubleshoot various powerplant systems. In addition, the student will perform a powerplant conformity inspection in accordance with all applicable approved data. They will write condition reports, maintenance records and determine compliance with all approved data. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: All General and Powerplant Courses (40 theory hours, 58 lab hours)

PPT 2183 (DE) – Engine Instrumentation, Inspections and Test Cell Operations | 2 Credit Hours
In this class, the student will learn the various types of engine instruments used on an aircraft. Students will apply all materials learned in powerplant related courses to learn the steps to start, ground operate and troubleshoot various powerplant systems. In addition, the student will learn the steps necessary to conduct a powerplant conformity inspection in accordance with all applicable approved data. They will the necessary methods for development of condition reports, maintenance records and determining compliance with all approved data. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: All (DE) Courses (49 theory hours)

PPT 2183 (L) – Engine Instrumentation, Inspections and Test Cell Operations | 1 Credit Hour
In this class, the student will perform projects on the various types of engine instruments used on an aircraft. Students will apply all materials learned in powerplant related courses to start, ground operate and troubleshoot various powerplant systems. In addition, the student will perform a powerplant conformity inspection in accordance with all applicable approved data. They will write condition reports, maintenance records and determine compliance with all approved data. To maintain satisfactory academic progress, the student must satisfactorily complete all projects for the course. Prerequisite: All (DE) Courses (49 lab hours)

PSC 1193 – American Federal Government | 3 Semester Credits
This is an introductory course in American Government, intended to provide students with an overview of the way the American Government functions. Emphasis is on the Constitution, the specific branches of government, the role of politics in the government, and the relationship between the government and the individual. (48 Didactic Hours)

PSY 3113 – Introductory Psychology | 3 Semester Credits
This course is an introduction to the field of social science and applications of the science of psychology. History and methodologies of psychology are explored, with particular attention devoted to human diversity and the role it plays in this discipline. (48 Didactic Hours)

QCT 1807 – Fundamentals of Nondestructive Testing | 7 Semester Credits
Students will understand and apply common mathematical functions commonly used in Nondestructive Testing. Concepts include fractions, decimals, ratios and proportions, percentages, sign numbers, transforming formulas, powers and roots. The student will learn the basic concepts of physics to include pressures, fluid dynamics, heat and temperature, matter, energy, work power, motion, and sound. Students study the proper use of precision measurement equipment. Equipment includes: vernier calipers, dial indicators, vernier height gage, depth micrometers, inside micrometers, outside vernier micrometers, and gage blocks. Students also learn the fundamentals of blueprint reading. Topics include dimensions, symbols, scaling, title block and bill of materials, geometric dimensioning and tolerancing. To meet all course objectives and maintain satisfactory academic progress, students must achieve a course grade of 70% or higher. This course is taught to meet or exceed the requirements of the current edition of SNT-TC-1A. Prerequisites: None (116 Didactic, 64 Lab Hrs)

QCT 1817 – Introduction to NDT - Magnetic Particle and Liquid Penetrant | 7 Semester Credits
Students will know how basic raw materials are processed to produce steel, aluminum, magnesium, copper, tin, lead, and precious metals. The student will learn how the physical properties of metals are altered by alloying and heat-treatment. Students will gain an overview of manufacturing processes such as hot working and cold working processes. They will be able to interpret S.A.E. steel codes, the codes used to identify various types aluminum alloys, and the degree of temper and hardness. Students will practice proper work place safety and understand the scope and content of Safety Data Sheets (S.D.S.). Students will learn the basic principles and methods of magnetic particle and dye penetrant inspections. Students study inspection reports, cleaning process, magnetism, field strength, properties of liquid

penetrants, and equipment design. The students develop skills in equipment set-up and calibration, flaw detection, liquid dye penetrant tests, and magnetic particle testing using equipment that is standard to the industry. They will be able to clean parts, locate defects, and prepare written reports of their findings using proper terminology. Students discuss basic hand tools and their application and usage. To meet all course objectives and maintain satisfactory academic progress, students must achieve a course grade of 70% or higher. This course is taught to meet or exceed the requirements of the current edition of SNT-TC-1A. Prerequisites: QCT 1807 (90 Didactic, 90 Lab Hours)

QCT 1827 – Radiation Safety | 7 Semester Credits
Students learn the fundamentals of radiation safety and radiographic inspection safety techniques. Students will study the causes of radiation accidents and pertinent federal and state regulations. Students also develop the skills to successfully change a dummy source and set up a gamma ray projector and accessories. To meet all course objectives and maintain satisfactory academic progress, students must achieve a course grade of 70% or higher. This course is taught to meet or exceed the requirements of the current edition of SNT-TC-1A. Prerequisites: QCT 1807 (116 Didactic Hours, 64 Lab Hours)

QCT 2807 – Radiography | 7 Semester Credits
Students review and utilize their previous (QCT 1819) radiation safety training and continue to develop skill and proficiency at producing a radiograph (with x-ray tubes and radioactive isotopes) safely and correctly. Students also learn manual film processing, handling and basic film interpretation. The student will be introduced to the concepts of digital radiography to include CR and DR concepts, digital radiography equipment, advantages and its practical applications. To meet all course objectives and maintain satisfactory academic progress, students must achieve a course grade of 70% or higher. This course is taught to meet or exceed the requirements of the current edition of SNT-TC-1A. Prerequisites: QCT 1807 and QCT 1827 (90 Didactic Hours, 90 Lab Hours)

QCT 2817 – Ultrasonic Inspection | 7 Semester Credits
Students will be able to demonstrate knowledge of the basic principles of ultrasonic testing and ultrasonic flaw detectors and perform specific setup and calibration procedures. Students learn the fundamental properties of sound waves, principles of wave propagation, and generation of ultrasonic waves. Students learn the fundamental properties of sound waves, principles of wave propagation, generation of ultrasonic waves, ultrasonic testing methods, and the use of testing equipment. Students develop skills using straight beam and angle beam contact testing. They also learn the basic theory of immersion testing and become familiar with the advantages and disadvantages of such testing systems. Students will accurately report test results and will calculate specific test perimeters. To meet all course objectives and maintain satisfactory academic progress, students must achieve a course grade of 70% or higher. This course is taught to meet or exceed the requirements of the current edition of SNT-TC-1A. Prerequisites: QCT 1807 (90 Didactic Hours, 90 Lab Hours)

QCT 2827 – Eddy Current Inspection | 7 Semester Credits
Students will understand the basic theory of eddy current testing and perform standard calibrations using multipurpose eddy current equipment. They study inspection reports, cleaning processes, types of sensing elements, factors affecting coil impedance, coupling, field strength, test frequencies, and equipment design. The student develops skills in instrument set-up and calibration, conductivity measurement for sorting of materials, thickness measurement, crack detection, plotting of impedance curves, operating point section and use equipment standard to the industry. Using the knowledge gained from classroom instruction and lab exercises, the student will conduct eddy current inspections, evaluate indications, and communicate their results in the proper format. To meet all course objectives and to maintain satisfactory academic progress, the student must achieve an overall course grade of 70% or higher and attain a 70% grade average in theory. This course is taught to meet or exceed the requirements of the current edition of SNT-TC-1A and covers the topics contained in the current Mil-Spec document. Prerequisites: QCT 1807 (90 Didactic Hours, 90 Lab Hours)

QCT 2838 – Leak Testing, Codes and Standards | 8 Semester Credits
Students will understand and apply the basic principles and methods of leak testing. Students learn basic visual inspection techniques, the physical properties of gases and safety hazards involved with leak testing. They study technical data prepared by the American Welding Society (AWS), the American Petroleum Institute (API), the American Society for Testing and Materials (ASTM), and MIL standards. The student is required to successfully complete the level I and Level II, General and Specific written examinations in accordance with the American Society for Nondestructive Testing Recommended Practice No. SNT-TC-1A, Personnel Qualification and Certification in Nondestructive Testing in the following methods: Eddy Current Testing (ET); Liquid Penetrant Testing (PT); Magnetic Particle Testing (MT); Ultrasonic Testing (UT); and Radiographic Testing (RT). To meet all course objectives and maintain satisfactory academic progress, students must achieve a course grade of 70% or higher. Prerequisites: QCT 1807, QCT 1817, QCT 1827, QCT 2807, QCT 2817, and QCT 2827 or permission of the Department Head. (150 Didactic Hours, 30 Lab Hours)

QCT 2907 – Quality Control Management I | 7 Semester Credits
Students will compare and contrast differences in engineering data used in various industries, including aerospace. The student will be introduced to the concept of Digital Product Definition and Model Based Definition. Students will be introduced to the concepts of geometric dimensioning and tolerancing (GD&T) and its applied math. Familiarization with current technologies like coordinating measuring machines, optical inspection systems, and laser scanning systems will be included while stressing the technical abilities required using this type of equipment. Students will get additional training in metrology with hands on use of inspection equipment such as calipers, micrometers, height gages, etc. and apply GD&T previously learned. Calibration techniques, standards, and database maintenance will be reviewed. Students will review concepts of First Piece and First Article Inspection with familiarization in the first piece, in process, final inspections, and documenting formal first articles (AS9102). At this point the student should be able to read and understand all flag notes or a bill of materials and know how they apply to the finished product. Students will become familiar with statistically valid sampling plans and statistical process control (SPC). To meet all course objectives and maintain satisfactory academic progress students must achieve a course grade of 70% or higher. Prerequisites: All NDT classes or permission of the Department Head (90 Didactic, 90 Lab Hours)

QCT 2917 – Quality Control Management II | 7 Semester Credits
Students will gain understanding of Quality Management Systems (QMS) including ISO9001 and AS9100. Students will discuss document hierarchy with an overview of the types of documents found in a QMS, including quality manuals, procedures, work instructions and technical data components. Document and record control will also be included. Students will review audit procedures including internal audits, customer audits and regulatory audits. Corrective and preventive action procedures will be discussed, including root cause analysis techniques and control of non-conforming product. Students will understand the theories behind setting and measuring quality objectives and quality planning. Supplier assessments and customer communications techniques will be demonstrated. Students will review Lean Manufacturing tools providing a basic understanding of Kaizen events, 5S, Kanban, Six Sigma, and others. To meet all course objectives and maintain satisfactory academic progress, students must achieve a course grade of 70% or higher.
Prerequisites: All NDT classes or permission of the Department Head (90 Didactic Hours, 90 Lab Hours)

SOC 3103 – Modern Sociology | 3 Semester Credits
This course is a study of the role society plays in the lives of individuals and groups. The increased diversity in an ever-shrinking world requires students to acquire a better understanding of the social and cultural factors that will influence their future lives and careers.
(48 Didactic Hours)

SPH 2113 – Fundamentals of Public Speaking | 3 Semester Credits
This is an introductory course in oral communication emphasizing effective listening, group discussion and group problem-solving techniques, organizational skills, use of evidence and persuasion, and effective delivery techniques. (48 Didactic Hours)

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL Course Information

Course Description: The College's ESL course includes an immersive language skills development program. The College's curriculum leverages and integrates DynEd International (www.dyned.com) ESL courseware and is instructor led in both classroom and laboratory environments. The curricula includes classroom and computer based training methods of instruction. The College will infuse STEM and aviation terminology into this curricula with increasing levels of content as the student progresses through the coursework. The College will supplement the DynEd curricula with aviation terminology taken extensively from the College's several vocational programs (aviation maintenance technology and aviation electronics technology programs), from the AMA Dictionary of Aeronautical Terms and DynEd's Aviation English module.

Note: The 600 clock hour ESL Course is approved as a "course"; however, it is sometimes referred to as a program, as there are sections, otherwise known as courses, within the 600 hours (seven months).

ESL Course Disclosures

1. The ESL course is not vocational in nature and does not lead to initial employment.
2. The course is 600 clock hours, which will take seven months to complete. Please see above for specific Course Description information.
3. Educational scope of the course or description: This Course is designed for students wishing to enroll in a Spartan College vocational program at the school, but whose English language skills are insufficient to pass entrance requirements.
4. The course is not a prerequisite and does not provide credit toward any vocational program offered within the school. Instead, this course is optional to help students improve their English language skills in preparation to apply to one of the College's approved programs. All students in vocational programs must meet the admissions requirements, which includes passing the basic skills test and, for non-native English speakers, achieving the required score on the TOEFL.
5. Upon successful completion of the ESL 600 clock hour course, students will receive a certificate of completion.
6. The refund policy for the ESL course can be found just after the Tuition and Fees section below.
7. Please see the College Catalog for questions related to Student Complaints or Grievances.

Course Composition. The 600 clock hour course includes an initial placement test to assign students to a level of learning appropriate for their entry level of English language proficiency. The coursework comprises nine (9) distinct sections (also referred to as individual courses), one or more of which students will complete, based on entry level proficiency. The courses are comprised of commercially available software augmented and infused with STEM and aviation terminology and contextual usage.

It is important to understand that while a student may test out of basic sections within the 600 clock hours, this does not change the price or total clock hour requirement of the course. Instead, a student that tests out of sections will simply have more time to master and complete the more advanced sections. The approved course requires 600 clock hours.

Admissions Requirements: Students must meet the same requirements as other Spartan College programs except for the Basic Skills Test and TOEFL Test scores. These tests can be taken or repeated during or after the ESL course should a student wish to advance to a Spartan program such as Aviation Maintenance Technology. All students from the ESL course will be required to show proof of meeting the Basic Skills Test and TOEFL Test requirements before they can enroll in a (non-ESL) Spartan College Program.

Tuition and Fees:

COURSE TITLE	Clock Hrs.	Tuition	Software Subscription	IT Equipment Fee	Total Course Cost
ESL Course	600	$16,695	$525	$875	$18,095

Fees are based on the required six hundred (600) clock hours.

Successful completion of the program results in a certificate of completion.

The course can be repeated if the student does not successfully complete in 600 clock hours. In that event, a new Enrollment Agreement and course fees will be assessed.

ESL Course Refund Policy

A student of the school or college who withdraws from the ESL course in which the student is enrolled:

The Institutional refund policy will be applied as follows

A) Tuition and fees will be charged at the beginning of the course in full.
B) Withdrawal within the first week of the program: Spartan College shall retain a maximum of $350.00 of tuition. (OBPVS 565:10-11-3. Refunds)
C) Withdrawal after the first week of the course start but within 25% of the course: Spartan College will retain 25% of the course Tuition.
D) Withdrawal after 25% of the course but within 50% of the course: Spartan College will retain 50% of the course Tuition.
E) Withdrawal after more than 50% of the course: Spartan College will retain 100% of the Course Tuition

Rejection. An applicant rejected by the school shall be entitled to a refund of all monies paid minus any stated application fee, not to exceed $25.00. (OBPVS 565:10-11-3. Refunds)

Seven-day cancellation. All monies paid by an applicant shall be refunded, if requested, within seven days after signing an enrollment agreement and making an initial payment. (OBPVS 565:10-11-3. Refunds)

Other cancellation. An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the course, but in no event, may the school retain more than $150.00. (OBPVS 565:10-11-3. Refunds)

Special cases. In case of documented student prolonged illness or accident, death of immediate family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both. (OBPVS 565:10-11-3. Refunds)

Discontinued class. If a class is discontinued by a school while students are still enrolled in that class, and the school is still offering training in other areas, all monies (student loan, grant, etc.) paid the school for students enrolled in the class at the time it is discontinued shall be refunded to the entity legally entitled to the refund. A school shall have thirty (30) days to restart the class or pay. (OBPVS 565:10-11-3. Refunds)

This refund policy applies only to Tuition and Fees. Sales of books, Tools and other items from Spartan College are considered final and are not subject to this refund policy.

Any monies due applicants or students shall be refunded within 30 calendar days from the student's official withdrawal date for institutional refunds and within 45 days for return to Title IV refunds.

Individual Course/Section Completion (individual sections within the 600 clock hours) Requirements: Course completion requires completion of 80 percent of each section of the applicable course and the passing of all intermediate and end-of-course mastery tests. Minimum passing score on all mastery tests is 85 percent. Students that fail any mastery test, must retake the test a minimum of seven (7) days and six (6) hours of DynEd CBT study after the same failed mastery test. Examinations are computer based and are mechanized to deter and prevent plagiarism.

Full Course Completion (All 600 Clock Hours) / Certification Requirements: Program completion occurs when the student completes the required courses (minimum 20 hours), the instructor physically unlocks the appropriate certification CBT test, the student passes the associated end-of-course mastery test(s) and achieves a minimum required score (B1) on the certification examination as aligned to the Common European Framework of Reference for Languages (CEFR). The CEFR B1 level certification identifies students who complete this course that can understand the main points of clear, standard input on familiar matters regularly encountered in work, school, and leisure. They can communicate on topics that are familiar or of personal interest and describe their experiences and events, dreams,

hopes and ambitions, and briefly give reasons and explanations for their opinions. DynEd's "Analytics System" assists the instructor in identifying when the student has met CEFR certification standards. Alternatively, students may test using TOEFL or other recognized assessment as stated in the College's English Language requirements (above). Upon successful program completion, students will also take a skills assessment prior to matriculating to the College's programs.

Basic Level Sections/Courses (as applicable, based on initial assessment of English language proficiency level)

ASE 1001 – First English. First English is an English language learning course for beginners. It has been designed specifically to help students succeed in a school setting. The course starts at a beginning level and systematically helps students comprehend, practice, internalize and build the core framework of English necessary for long-term success. The course's visuals and comprehension exercises engage the learner in ways that a text-based approach cannot. Language items appropriate for this age group are modeled, practiced, reviewed and recycled in an expanding spiral sequence so that students build on what they have learned, step-by-step. (90 Theory Hours, 30 Lab Hours)

ASE 1002 – New Dynamic English. (Core course) New Dynamic English is a multimedia course for beginning through advanced-level students of spoken English. Created by experienced teachers and based on classroom-proven instructional strategies, New Dynamic English maximizes the effectiveness of multimedia by focusing on the key skill necessary to acquire language: listening. (300 Theory Hours, 100 Lab Hours)

Intermediate Level Sections/Courses (one or more courses required to meet minimum English proficiency level)

ASE 2001 – The Lost Secret. The Lost Secret is a video-based, supplementary course in spoken English. This English language course provides listening and speaking tasks that motivate students to learn English in new ways. Within this drama, the English language is presented and sequenced through a complete structural and functional syllabus, beginning at an elementary level and progressing to an intermediate level. The language used throughout is British and American English, spoken naturally and in context by a cast of highly-acclaimed actors. (90 Theory Hours, 30 Lab Hours)

ASE 2002 – Dynamic Business English. This 6-part course develops listening, oral fluency, and presentation skills. The focus is on major themes that are universal in business, including employee and company history, job description, areas of responsibility, product comparisons, decision making, and planning. As students go through the course, they develop their listening comprehension, oral fluency, meeting skills, and confidence in English. The course focuses on the language concepts, grammar, and vocabulary needed to communicate in business situations across a wide range of industries. Information questions and answers, oral presentations, and interviews form the core of the course. Ideally, these skills need to be developed in classroom activities or in other teacher-supported interactions that support the course. A comprehensive Teacher's Guide is available, with classroom suggestions, handouts, and suggestions for further extension. (60 Theory Hours, 20 Lab Hours)

ASE 2003 – English by the Numbers. This course prepares students to make presentations involving numbers and graphs. Students learn to ask and answer questions about quantitative relationships. Topics include energy, health, safety, and job issues. English by the Numbers helps develop the skills to do business over the phone, understand and make numerical presentations in English, and participate in question-and-answer sessions involving the exchange of numerical information. (60 Theory Hours, 20 Lab Hours)

ASE 2004 – Aviation English. Aviation English for Pilots has 6 units, built around a core language syllabus designed to develop listening and speaking fluency. The aviation focus is on communication examples. Dialogs and examples include exchanges provided by NASA, industry associations, public transcripts, and original materials written to specification by experts to illustrate key points. Each unit presents language examples of normal and non-normal situations, spoken with a variety of voices and background noise. In addition to dialogs and comprehension questions, each unit has exercises that develop pronunciation, oral fluency, vocabulary and syntax. (60 Theory Hours, 20 Lab Hours)

Advanced Level Sections/Courses (optional courses above College's minimum English proficiency level)

ASE 3001 – Functioning in Business. Functioning in Business is a video-based business English course. It prepares students to deal with a range of common business situations. The language of the course is presented in the context of an executive's business trip to the US. Video presentations and interactive exercises give students the chance to learn and practice the language necessary to operate successfully in business interactions such as making an appointment, meeting in a restaurant or hotel, and supervising a co-worker. In addition to listening and speaking skills, Functioning in Business focuses on general business vocabulary and important language functions, such as requesting, refusing, suggesting, confirming, and clarification. Ideally, these points can be developed further in classroom activities or in other teacher-supported interactions that support the course. (60 Theory Hours, 20 Contact Hours)

ASE 3002 – Advanced Listening. Advanced Listening is a strategy-based listening course for advanced ESL/EFL students built around authentic lectures from university professors. The lectures include real video segments of actual presentations, including a Pulitzer Prize winner and a MacArthur Foundation "genius grant" recipient. Advanced Listening specifically develops high-level listening and note-taking skills for those striving to succeed in academic or professional environments. (60 Theory Hours, 20 Contact Hours)

ASE 3003 – Dialogue. Dialogue is a supplementary course that uses interviews originally broadcast on an international television network with international experts on topics of general interest as the basis for focused listening practice. This advanced content is suitable for higher-level learners preparing for university lectures, discussion groups, conference participation or international business presentations and discussions in English. (60 Theory Hours, 20 Contact Hours)

APPENDIX A

STATE INFORMATION

ALABAMA

Commission on Higher Education – Department of Postsecondary Education

Contact information: PO Box 302130, Montgomery, AL 36130-2130. Phone (334) 293-4500.

Alabama Community College System

135 South Union Street, Montgomery, AL 36104. (334) 293-4653.

ARKANSAS

State Board of Private Career Education

If a student believes that their rights have been violated, we always suggest they first, seek to resolve the problem by following the schools complaint process. Next, meet with the School Administrator and discuss their concerns with him/her. If the problem is not solved at the school level, the student may contact us at (501) 683-8000.

We will take the following steps to resolve the problem:

1. A complaint form is mailed to the student (complaints must be submitted in writing on the forms provided).
2. Once the completed form has been returned to us, we forward the complaint to the school administrator.
3. The school administrator then has ten (10) calendar days to respond in writing to this complaint.
4. The school's response is then forwarded to the student tor review.
5. The student then has ten (10) calendar days from receipt to respond in writing. If additional correspondence is not received from the student by the tenth (10th) calendar day after receipt by the student, the schools response shall be considered accepted by the student.
6. At any time the Board Staff may attempt to seek an informal resolution of the complaint.

COLORADO

LICENSES, PERMITS, REGISTRATIONS

Spartan College is a private institution approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.

Agents working in Colorado for Spartan College of Aeronautics and Technology are licensed by the Colorado Department of Higher Education, Private Occupational School Board. Complaints may be filed online with the Division of Private Occupational Schools: http://highered.colorado.gov/dpos. Telephone: (303) 862-3001. There is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints.

Potential students are advised to check with all appropriate Colorado regulatory agencies to confirm completion of the program/course offered by Spartan College of Aeronautics and Technology will satisfy initial or renewal licensing or certification requirements of that agency.

Postponement of starting date, whether at the request of the college or the student, requires a written agreement signed by the student and the college. The agreement must set forth: a) whether the postponement is for the convenience of the college or the student, and; b) a deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning Private Occupational Education Act of 1981. The college will provide a full refund if education service is discontinued by the college, EXCEPT IF THE COLLEGE CEASES OPERATION.

Student Complaints (Colorado students only.)

Student Complaints should be brought to the attention of the School Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. The student may also file a written complaint online with the Colorado Division of Private Occupational Schools at http://highered.colorado.gov/dpos or by requesting a complaint form at (303) 862-3001. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school.

Student is responsible to check with appropriate Colorado regulatory agencies to confirm program/course work will satisfy initial or renewal licensing or certification of that that agency.

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within seven (7) calendar days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after seven (7) calendar days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of $150.00. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

*Student is entitled to upon withdrawal/termination **	Refund †
Within first 10% of program (Same for Ground/Online courses)	90% less cancellation charge
After 10% but within first 25% of program (Same for Ground/Online courses)	75% less cancellation charge
After 25% but within first 50% of program (Same for Ground/Online courses)	50% less cancellation charge
After 50% but within first 75% of program (Same for Ground/Online courses)	25% less cancellation charge
After 75% (Same for Ground/Online courses, if paid in full, cancellation charge is not applicable)	NO Refund

* The refund is based on the official date of termination or withdrawal. The above calculations are performed on a term-by-term basis as determined by the term in which a student withdrew.

† Exclusive of books, tools, and supplies

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. Non-title IV refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
    a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
    b. The date on which the student violates published school policy, which provides for termination.
    c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

CALIFORNIA * (Pending Approval)

Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the

Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:
"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."
(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:
"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.
To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:
1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.
A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.
However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

INDIANA

Notice of Cancellation

Indiana students may cancel, without any penalty or obligation, within six business days from the date on the "Notice of Cancellation" form, excluding Saturdays, Sundays, and holidays. Refer to the form for instructions.

Refund Policy

Spartan College of Aeronautics and Technology shall pay a refund to the student in the amount calculated under the refund policy specified, no later than their-one (31) days of the student's request for cancellation or withdrawal.

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
   (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
   (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
   (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational instruction.
   (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation less an application/enrollment fee to ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instruction program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation less an application/enrollment fee of ten percent (`10%) of the total tuition, not to exceed one hundred dollars ($100).
6. A student withdrawing from an instructional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

This institution is authorized: The Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 670, Indianapolis, IN 46204-1984, 317-464-4400 Ext. 138 or 317-464-4400 Ext. 141.

KANSAS

Private & Out-of-State Postsecondary
Education Kansas Board of Regents
1000 SW Jackson, Suite 520
Topeka, KS 66612
Telephone: 785-430-4240

Kansas students may contact the Kansas Board of Regents should they feel their complaint has not been resolved at the school level. Contact information: 1000 SW Jackson, Suite 520, Topeka Kansas 66612-1368. Phone (785) 430-4240.

LOUISIANA

Spartan College of Aeronautics and Technology is licensed by the Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary School's Advisory Commission.

Student complaints relative to actions of school official's shall be addressed to the: Louisiana Board of Regents, Proprietary School Section, PO Box3677, Baton Rouge, LA, 70821 (Phone Number: 225-342-7084) only after the student has unsuccessfully attempted to resolve the matter with the school; having first filed a written and signed complaint with the school's officials.

MISSOURI

Spartan College of Aeronautics and Technology is duly certified to operate pursuant to Section 173.600 through 173.618 RSMo for purposes of student recruitment. Missouri Department of Education, Proprietary School Certification contact information: 205 Jefferson Street, Jefferson City, MO 65102. Phone (573) 751-2361

The applicant may cancel the Agreement within three (3) business days, exclusive of Saturday, Sunday and holidays for a full refund of all monies paid.

Cancellation before commencement of classes (Buyer's Right to Cancel): Applicant may cancel the agreement in writing at any time before the commencement of classes. If the applicant cancels the agreement in writing before the commencement of classes, all monies will be refunded.

NEW MEXICO

Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of at least three work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is longer. During the cooling off period the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

New Mexico Higher Education Department contact information: 2048 Galisteo Street, Santa Fe, NM 87505.
Phone (505) 476-8400.

OHIO

Spartan College of Aeronautics and Technology is registered as a private institution with the Ohio State Board of Career Colleges and Schools. Registration is not an endorsement of the institution.

State Board of Career Colleges and Schools contact information: 30 East Broad Street, 24th Floor, Suite 2481, Columbus Ohio 43215-3414. Phone (614) 466-2752.

TENNESSEE

Tennessee Higher Education Commission Statement: Spartan College of Aeronautics and Technology is authorized by the Tennessee Higher Education Commission. The Authorization must be renewed each year and is based on evaluation by minimum standards concerning quality of educational, ethical business practices, health and safety, and fiscal year responsibility.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

Tennessee Higher Education Commission contact information: Parkway Towers, Suite 1900, 404 James Robertson Parkway, Nashville, TN 37219. Phone (615) 741-3605.

TEXAS - (Revised 07/14)

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
   a) The last day of attendance, if the student is terminated by the school;
   b) The date of receipt of written notice from the student; or
   c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (*More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.)*

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
    a) An enrollee is not accepted by the school;
    b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
    c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representative of the school.

***A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

WASHINGTON

Washington Workforce Training and Education Coordinating Board Refund Policy after Entering Class

The school must refund all money paid if the applicant is not accepted. This includes instances where a staring class is cancelled by the school.

1. The school must refund all money paid if the applicant cancels within five business days (excluding Saturdays, Sundays, and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
2. The school may retain as established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
3. If training is terminated after the student enters classes, the school may retain the registration fee established under (c) of the subsection, plus a percentage of the total tuition as described in the following table:
    (1) If student terminates during the first week or 10 percent of a term, whichever is less, Spartan may retain 10 percent of the tuition cost plus application fee.
    (2) If student terminates after the first week or 10 percent of a term, whichever is less, but prior to completion of 25 percent of a term, Spartan may retain 25 percent of the tuition cost plus application fee.
    (3) If student terminates after completion of 25 percent and up to and including 50 percent of a term, the school may retain 50 percent of the tuition cost plus application fee.
    (4) If student terminates after completion of more than 50 percent of a term, Spartan may retain the full tuition cost plus application fee.

When calculating refunds, the official date of a student's termination is the last day of recorded attendance.

(a) When the school receives notice of the student's intention to discontinue the training program; or,
(b) When the student is terminated for a violation of a published school policy which proved for termination; or,
(c) When a student, without notice, fails to attend classes for thirty calendar days.

All refunds must be paid within thirty calendar days of the student's official termination date.

Discontinued Programs:

If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued or relocated and the refund must be paid within 20 days after receipt of such a request.

In the event there is an increase in tuition while the student is attending school, the student will not be affected unless voluntarily signing a Training Agreement reflecting the new tuition rate.

Spartan College of Aeronautics and Technology is licensed under Chapter 28C.10 RCW; Inquiries or complaints regarding this or any other private vocational school may be made to the Washington Workforce Board, 128-10th Ave. SW, Box 43105, Olympia, WA 98504. Web: wtb.wa.gov / Phone: (360) 753-5662 / E-mail Address: wtecb@wtb.wa.gov.

WISCONSIN

Notice of Cancellation

Wisconsin Stats. 38.50 (7) (e) provides that a student shall have the right to cancel enrollment for a program until midnight of the third business day after receipt of notice of acceptance. This notice of the cancellation privilege shall be given to the student upon enrollment. In this document, seller refers to the school and buyer refers to the student. Persons with questions regarding the use and applicability of this form should contact the staff of the Educational Approval Board: State of Wisconsin, Educational Approval Board, 201 West Washington Avenue, 3rd Floor, Madison, WI 53708. Phone: (608) 266-1996.

Refund Policy

The student will receive a full refund of all money paid if the student cancels within a three-business-day cancellation period.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro-rata refund as follows:

1. The first day of class 100%
2. 90% after completion of at least 1 unit/class but prior to completion of 10% of the program.
3. 80% after completion of at least 10% but prior to completion of 20% of the program.
4. 70% after completion of at least 20% but prior to completion of 30% of the program.
5. 60% after completion of at least 30% but prior to completion of 40% of the program.
6. 50% after completion of at least 40% but prior to completion of 50% of the program.
7. 40% after completion of at least 50% but prior to completion of 60% of the program.
8. No refund after completion of at least 60% of the program.

As part of this policy, the school will retain a one-time application fee. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of the termination date. If a student withdraws after completing 60% of the instruction, and the withdrawal is due to mitigating circumstances beyond the student's control the school will refund a pro-rata amount. A written notice of withdrawal is not required. The school will make a "good faith" effort to make a refund, if necessary, by sending certified mail to students and parent's permanent address.

Wisconsin students unable to resolve complaints through the school's normal complaint process as stated in school catalog may file a complaint with the Wisconsin Educational Approval Board by calling (608) 266-1996.

CERTIFICATION STATEMENT

Each student is responsible for compliance with the information appearing in this catalog. Failure to read the regulations and policies will not be considered an excuse for non-compliance. The contents of this catalog are provided for informational purposes. It is accurate at the time of printing, but it is subject to change. The college reserves the right to change its regulations, policies, training equipment, course content, course length, starting dates, hours of attendance, tuition, and fees if such changes are deemed necessary to improve the quality of student education or training. Any such changes must be approved by the Oklahoma Board of Private Vocational Schools prior to implementation. Time of arrival in Tulsa should allow for adequate time to select living accommodations and complete all personal arrangements in order to be ready for class attendance on dates listed. Registration is held the week prior to class start date. Each student (with the assistance of his or her physician) bears the responsibility of determining whether his or her mental and physical health meet the requirements of his or her chosen career. Spartan College of Aeronautics and Technology shall not be responsible for making any such determination.

I certify that the information contained in this catalog is true and correct in content and policy.

Kari Pahno
President

OWNER STATEMENT

Spartan Education Group, LLC is 100% owner d/b/a Spartan College of Aeronautics and Technology. Current board members, administration and faculty are listed www.spartan.edu under Consumer Information as well as in the Catalog Supplement.

www.spartan.edu

Spartan Education LLC
8820 East Pine Street
Tulsa, OK 74115
918-836-6886 · Toll Free: 800-331-1204
Fax: 918-831-5287

Spartan College Main Campus
8820 East Pine Street
Tulsa, OK 74115
918-836-6886 · Toll Free: 800-331-1204
Fax: 918-831-5287

Spartan College Flight Campus
123 Cessna Drive
Tulsa, OK 74132
918-836-6886 · Toll Free: 800-331-1204

This catalog is not complete without a current Catalog, Term Schedule, and Tuition Supplement. Appropriate regulating bodies will be notified of changes to the information in this supplement and the catalog prior to implementation.

Consumer information available at www.spartan.edu/consumerinformation