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GENERAL CATALOG

Spartan College of Aeronautics and Technology

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Tulsa, Oklahoma 74158-2833

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Spartan North Campus

7304 East Apache Street
Tulsa, Oklahoma 74115
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Satellite Location *

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Tulsa, Oklahoma 74132
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Corporate Offices

Spartan Aviation Industries, Inc.
8820 East Pine Street
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Web Address

www.spartan.edu

E-mail Address

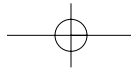
spartan@mail.spartan.edu

This catalog is not complete without a current Catalog and Tuition Supplement.

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* Spartan Flight Campus is recognized by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT) as a satellite location of Spartan College of Aeronautics and Technology at 8820 E. Pine Street, Tulsa, OK 74158

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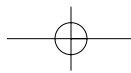
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WELCOME TO SPARTAN COLLEGE OF AERONAUTICS AND TECHNOLOGY



The current demand for highly qualified pilots, maintenance technicians and quality control/non-destructive testing technicians is greater than the number of graduates entering the workforce. The growth in the US and world economies; the advent of new aviation categories such as the VLJ (very light jet), the LSA (light sport aircraft), “air taxis,” and the retirement of the “Baby Boomers” has created unprecedented demand for qualified graduates able to enter the workforce with specialized skills such as those taught at Spartan. These are indeed the “golden years” for the industries into which our graduates enter such as aviation, defense contracting, oil and gas, automotive and electronics.

I encourage you to take the time to read this catalog and understand what we do at Spartan. You will discover that as one of the oldest and largest schools of our kind in the world, Spartan has the “right stuff” to guide you into the corporate world. Our instructors and staff have literally tens of thousands of hours of instructional time here and in the field and truly care about you, your family and your future. From your first step onto our campus, we take the utmost pride and satisfaction in treating you the way you deserve to be treated as a student and future professional. I invite you to make the most of your career choice and attend Spartan now.

Welcome!

A handwritten signature in black ink that reads "Brent L. Mills".

Brent L. Mills, Esq.
President

MISSION & GOALS

Introduction

Spartan College of Aeronautics and Technology, an institution of higher education, is a private technical college offering certificates, diplomas, associate of applied science and bachelors' degrees to a diverse student population. The practical hands-on training, combined with classroom theory, provides students with the skills necessary to begin a successful career and/or continue their education. The Federal Aviation Administration approves the Professional Pilot and Aviation Maintenance Technology Programs. The college is accredited by the Accrediting Commission of Career Schools and Colleges of Technology.

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 will be conducted on a continual basis to ensure the improvement of the students' training experience and curricula in accordance with the needs of the industry.

Goals

To ensure our students receive the highest quality education possible, Spartan staff and faculty focus on the following goals.

- ❖ Provide career focused, competency based technical programs.
- ❖ Provide educational knowledge of work ethic and citizenship for all students.
- ❖ Employ faculty with appropriate educational credentials and related career experience.
- ❖ Create and maintain an educational environment conducive to learning.
- ❖ Offer services that support the college mission and student success.
- ❖ Provide career-development strategies and employment assistance.
- ❖ Supply qualified graduates to meet the needs of industry.

SPARTAN HISTORY



The Spartan Executive is an all-metal monoplane designed in 1934 and first produced in 1935.

Performance: *Cruising*, sea level, 190 m. p. h.; *Maximum rate of climb*, 1530 f. p. m.
Cruising Range, 950 miles; *Service Ceiling*, 22,000 feet; *Gross Weight*, loaded, 4400 pounds.

Spartan School of Aeronautics was founded 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 offered both mechanic and flight courses and quickly became a leader in aviation education. Since 1928 Tulsa has been home to Spartan. Spartan quickly made a name for itself within the aviation industry and was soon to become the leader in aviation training. The Spartan name became known not only on a national level, but also an international level. People came from all over the world to train at Spartan. During World War II and the Korean War, Spartan trained thousands of pilots and mechanics for our armed forces and allied forces 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 from Skelly in 1942.

The ownership of Spartan was maintained by Getty until 1968, when it was purchased by Automation Industries, Inc. Spartan built and occupied its south campus on Pine Street in 1969. In 1971, Spartan became a subsidiary of National Education Corporation. National Education Corporation became a subsidiary of Harcourt General Corporation in 1997. Spartan is currently a wholly owned subsidiary of Spartan Aviation Industries Inc., a company comprised of the existing Management Team. Spartan has graduated more than 80,000 technicians and pilots. Through the performance of its graduates, it 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. Spartan is truly proud of its continuing contribution to aviation and its related industries.

ACCREDITATION & AFFILIATIONS

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

Accrediting Commission of Career Schools and Colleges of Technology

2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212

Spartan College of Aeronautics and Technology is licensed by the Oklahoma Board of Private Vocational Schools. Most programs are approved by the Oklahoma State Accrediting Agency for Veterans (GI Bill).

The Professional Pilot 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).

Spartan is authorized under federal law to enroll eligible international students.

Through the accreditation by the Accrediting Commission of Career Schools and Colleges of Technology, Spartan is authorized to offer Associate of Applied Science Degrees with Majors in Aviation Maintenance, Avionics, Quality Control, Aviation (Flight) and a Bachelor of Science Degree in Aviation Technology Management.



The college, staff, and its faculty members maintain affiliations with many professional organizations in order to keep its services, processes, and programs industry current. Some of these organizations include:

- AIRCRAFT ELECTRONICS ASSOCIATION
- AMERICAN INSTITUTE OF AERONAUTICS
AND ASTRONAUTICS
- AMERICAN SOCIETY FOR NONDESTRUCTIVE TESTING
- ASSOCIATION FOR AVIONICS EDUCATION
- AVIATION INSTRUMENT ASSOCIATION
- AVIATION TECHNICIAN EDUCATION COUNCIL
- ELECTRONICS TECHNICIAN ASSOCIATION
- EXPERIMENTAL AIRCRAFT ASSOCIATION
- NATIONAL ASSOCIATION OF FLIGHT INSTRUCTORS
- NATIONAL ASSOCIATION OF FOREIGN STUDENT ADVISORS
- NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID
ADMINISTRATORS
- NATIONAL INTERCOLLEGIATE FLYING ASSOCIATION (NIFA)
- OKLAHOMA AEROSPACE COMMISSION
- OKLAHOMA ASSOCIATION OF STUDENT FINANCIAL AID
ADMINISTRATORS
- OKLAHOMA PRIVATE SCHOOL ASSOCIATION
- OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
- PROFESSIONAL AVIATION MAINTENANCE ASSOCIATION
- SOUTHWEST ASSOCIATION OF STUDENT FINANCIAL AID
ADMINISTRATORS
- THE METROPOLITAN TULSA CHAMBER OF COMMERCE
- TULSA BETTER BUSINESS BUREAU
- UNIVERSITY AVIATION ASSOCIATION
- WOMEN IN AVIATION INTERNATIONAL

FACILITIES DESCRIPTIONS

TECHNICAL FACILITIES

Spartan's Technical Training facilities can accommodate approximately 2,600 students. Air-conditioned classrooms occupy in excess of 47,000 square feet. Each classroom will seat an average of thirty students. Labs occupy an area of 123,000 square feet. Adequate power, lighting, heating, ventilation and sanitary facilities are provided for all buildings.

Wall charts, cutaway units, audio-visual equipment, overhead projectors, miniature models, display boards and mock-ups are provided for demonstration of principles and procedures. The Aviation Maintenance Training Department has a Boeing 727 cockpit section, an Aero Commander, a C-303 Crusader, six Cessna C-150s, two helicopters, a Sabreliner for static training, and twelve operational aircraft.

The Avionics Department maintains operational aircraft, equipment, and electronics repair shops for training purposes. The avionics program provides shop, flight line testing and repair facilities for navigation, communications, and radar equipment. The instrument portion of the Avionics Program has facilities to teach gyroscopic, pitot/static, and electromechanical instrument repair and calibration. The college maintains a large supply of instruments for training purposes. Additionally there is a local area network (LAN) for training purposes.

The Quality Control Department has various brands of inspection equipment that include: a wet horizontal magnetic particle machine, probes, yokes, 260 and 300 KVP x-ray tubes, radiation detection devices, Staveley ultrasonic and eddy current testers.

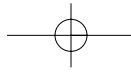
Student-to-instructor ratios average approximately 20 students per instructor. The ratio for lab classes is less than 25 to 1.

Note: Equipment and aircraft available except during times of servicing and regularly scheduled maintenance.



FLIGHT CAMPUS

The Spartan Flight Campus has approximately 50 aircraft and 3 simulators for instruction, including Cessna 152s, 172s and 172 RGs, Piper Seminoles, two Frasca 141 Visual Flight Simulators for single engine and one Frasca 142 Visual Flight Simulator for multiengine. Real time weather information system with NextRad Radar, satellite images, and weather forecast information is provided in flight operations. Interactive media materials, charts, cutaway models, display boards, video and mock-ups support classroom instruction. There is 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 24 to 1 student-to-instructor ratio.



FLIGHT SCHOOL AIRCRAFT

CESSNA C-152 /VFR-110 HP

YEAR	REG.	SERIAL NO.
1978	24708	15280332
1981	4620Q	15285042
1979	4675B	15283576
1979	46873	15283128
1980	4711H	15283968
1979	48568	15283350
1979	48794	15283376
1980	4924H	15284023
1979	49341	15283449
1978	49868	15281371
1981	5086Q	15285069
1981	5101P	15284876
1981	5116Q	15285078
1982	6138Q	15285162
1982	6194Q	15285189
1982	6199Q	15285191
1982	6300Q	15285225
1982	65439	15285287
1979	68725	15282338
1982	68792	15285338
1979	68956	15282415
1982	69199	15285348
1979	89102	15282633
1979	89301	15282706
1983	94112	15285600
1983	94719	15285772
1983	94878	15285805
1984	95028	15285839
1985	95831	15285972

CESSNA 172 IFR-160 HP

YEAR	REG.	SERIAL NO.
1999	9562P	17280499
1999	7275C	17280503
1999	2745M	17280586
1999	4118A	17280629
1999	869CP	17280641
1999	2663X	17280643
1999	9543P	17280644
1999	23675	17280651
1999	2369P	17280657
1999	870CP	17280666

CESSNA 172 RG/IFR-180 HP

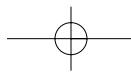
YEAR	REG.	SERIAL NO.
1980	5145U	172RG0258
1980	5243U	172RG0296
1980	6220R	172RG0120
1981	6308V	172RG0616
1980	5242V	172RG0479

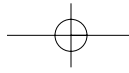
PIPER PA 44 SEMINOLE

YEAR	REG.	SERIAL NO.
1997	9290P	4496019
2005	3126L	4496215

FRASCA SIMULATOR

REG.	MODEL	SERIAL NO.
14158	MD-142	142
14296	MD-141	206
14299	MD-141	207





PROGRAMS OF STUDY

TECHNICAL PROGRAMS

AVIATION MAINTENANCE PROGRAM	Page
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Associate of Applied Science Quality Control (Degree)	12

FLIGHT PROGRAMS

PROFESSIONAL PILOT PROGRAMS	
Associate of Applied Science Aviation (Degree)	13

BACHELOR'S PROGRAM

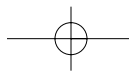
AVIATION TECHNOLOGY MANAGEMENT PROGRAM	
Bachelor of Science Aviation Technology Management	15

Spartan College of Aeronautics and Technology offers diplomas in aviation maintenance technology, avionics technology and nondestructive testing. Associate degrees are offered in aviation maintenance technology, avionics technology, quality control, and aviation (flight).

Education in more than one discipline can often prepare a graduate for expanded career opportunities. Many students add an additional program of study after completing their primary program.

Spartan offers a bachelor's degree in aviation technology management and maintains articulation agreements with several colleges where students can continue their education and earn a master's and doctoral degree.

Spartan reserves the right to delay or cancel the starting date of a program of instruction or a class if a sufficient number of students is not available. Students will be notified as soon as possible if this occurs.



PROGRAM PLACEMENT

PLACEMENT INTO GENERAL EDUCATION COURSES

The mastery of all areas of aviation, electronics and nondestructive testing includes a requirement for students to understand and apply mathematics and possess good oral and written skills. Students entering Spartan come with a wide range of academic backgrounds and experiences. To ensure that all new students have the prerequisite knowledge in the subjects of mathematics and English and possess the necessary communication and study skills, a score from a nationally normed placement examination is required prior to entry. Spartan administers such a test during registration for those students who have not previously submitted their test scores to the college. The results of this examination are used to accurately place new students into the correct entry-level courses.

TRANSITIONAL STUDIES

Transitional studies are offered for new students whose test scores indicate a review in those subjects would benefit their educational experience and success. Grades earned in these subjects will not count toward the student's overall grade point average (GPA) nor will the credits apply toward graduation requirements. The courses include:

ENG 0223	Career Communications
MAT 0124	Applied Technical Math

DIPLOMA PROGRAMS

New students enrolled in a diploma program whose placement test scores indicate a need for transitional studies may have those courses added to their curriculum and likewise have their time and tuition increased.

DEGREE PROGRAMS

The Associate of Applied Science programs include general education courses as graduation requirements. All new students are required to take a nationally normed placement examination. If the placement test results indicate students do not possess the prerequisite knowledge upon entry, they will be placed in the appropriate transitional studies courses and their time and tuition will be increased to cover the additional courses. Additionally, students who have high school curriculum deficiencies may also be placed in transitional courses to make up the deficiencies. See the catalog section regarding High School Curricular Requirements.

NEW STUDENT REGISTRATION

New students must complete registration processing at the Pine Street location (Main Campus). Registration includes check in, parking stickers, identification badge, admissions, and financial aid. Students will also be scheduled for a placement examination, if acceptable test scores (from an approved test) have not previously been provided to the college. The student will then continue processing with the Housing Office (if housing assistance is required). Schedules may be picked up at the bookstore the day following the placement examination or upon completion of the registration process.

ORIENTATION

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

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. This orientation is held the day before class begins and attendance is mandatory.



Early in Spartan's history, student pilots established the tradition of flying at dawn. Due to the early hour of their departure, they called themselves the "Spartan Dawn Patrol". The pilots took the two most superstitious symbols they could think of, combined them and brazenly placed them on their planes as a symbol that luck and superstition was not an option in the air.

Today this logo is still proudly displayed and reminds all who see it that "Knowledge and skill overcome superstition and luck."

TECHNICAL PROGRAMS

AVIATION MAINTENANCE TECHNOLOGY (Diploma)

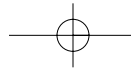
ASSOCIATE OF APPLIED SCIENCE AVIATION MAINTENANCE TECHNOLOGY (Degree)

(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 powerplant 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 Powerplant 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' backgrounds 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.

	Diploma Program Credit Hours	Degree Program Credit Hours
Core Maintenance Courses		
ARF 1118 Aviation Fundamentals	8	8
ARF 1188 Basic Mechanics	8	8
PPT 1168 Basic Electricity & Nondestructive Testing	8	8
PPT 2008 Ignition Systems & Electrical Systems	8	8
Airframe and Powerplant Specialty Courses		
ARF 2118 Airframe Fabrication & Repair	8	8
ARF 2128 Airframe Structures	8	8
ARF 2138 Airframe Systems	8	8
ARF 2148 Airframe Inspection & Troubleshooting	8	8
PPT 2018 Reciprocating Powerplants	8	8
PPT 2028 Reciprocating Powerplant Systems	8	8
PPT 2038 Gas Turbine Powerplants	8	8
PPT 2048 Powerplant Inspection & Troubleshooting	8	8
General Education Courses		
ENG 1123 English Composition I	-	3
GEN 1021 College Survival	1	1
GEN 2013 Research Issues in the Discipline	-	3
HIS 1163 American History: 1865 to Present	-	3
MAT 1164 Intermediate Algebra	-	4
PHY 1174 Intermediate Physics	-	4
PHY 2134 College Physics	-	4
PSC 1193 American Federal Government	-	3
SPH 2113 Fundamentals of Public Speaking	-	3
Total Credit Hours	97	124
Total Clock Hours	2160	2640
Total Terms	12	15
Total Months	18	23

NOTE: If placement test results indicate a student does not possess the prerequisite knowledge upon entry, the student will be placed in the appropriate transitional studies classes and their time and tuition will be increased to cover the additional courses.



TECHNICAL PROGRAMS

AVIONICS TECHNOLOGY (Diploma)

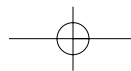
ASSOCIATE OF APPLIED SCIENCE AVIONICS TECHNOLOGY (Degree)

(Avionics Technician D.O.T. 823.261-026, Avionics and Radar Technician D.O.T. 823.261-026)

These programs are designed to teach students the technical skills needed to become entry-level Avionics Technicians in the aviation industry or obtain employment in a related industry where electronics are used. Students are introduced to microprocessor technology and receive instruction in electronic communication. Students in the associate degree program gain additional knowledge in aircraft instrumentation, repair, and calibration. The general education courses enhance the students' backgrounds 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.

	Diploma Program Credit Hours	Degree Program Credit Hours
Core Electronic Technology Courses		
AIE 1305 Fundamentals of Electronics	5	5
AIE 1308 Fundamentals of DC	8	8
AIE 1328 AC Circuits and Electronic Devices	8	8
AIE 2318 Amplifiers	8	8
AIE 2328 Digital Electronics	8	8
AIE 2338 Microprocessor Technology	8	8
AIE 2359 Electronic Communication	9	9
Specialty Courses		
AIE 2408 Introduction to Avionics	8	8
AIE 2418 Aircraft Communication and Navigation Systems . . .	8	8
AIE 2428 Aircraft Pulse Systems	8	8
AIE 2438 Automatic Flight Control and Avionics Systems Line Maintenance	8	8
AIE 2448 Pressure Actuated Instruments		8
AIE 2468 Gyroscopic and Electromechanical Instruments		8
General Education Courses		
ENG 1123 English Composition I	-	3
GEN 1021 College Survival	1	1
GEN 2013 Research Issues in the Discipline	-	3
HIS 1163 American History: 1865 to Present	-	3
MAT 1164 Intermediate Algebra	4	4
PHY 1174 Intermediate Physics	4	4
PHY 2134 College Physics	-	4
PSC 1193 American Federal Government	-	3
SPH 2113 Fundamentals of Public Speaking	-	3
Total Credit Hours	95	130
Total Clock Hours	2084	2780
Total Terms	12	16
Total Months	18	24

NOTE: If placement test results indicate a student does not possess the prerequisite knowledge upon entry, the student will be placed in the appropriate transitional studies classes and their time and tuition will be increased to cover the additional courses.



TECHNICAL PROGRAMS

NONDESTRUCTIVE TESTING (Diploma)

ASSOCIATE OF APPLIED SCIENCE QUALITY CONTROL (Degree)

(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 and gamma ray equipment. The associate degree courses in quality control provides the technical training for professional certification in the specialty. The knowledge gained by the additional general education courses enhance the students' backgrounds 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.

	Diploma Program Credit Hours	Degree Program Credit Hours
Nondestructive and QC Specialty Courses		
QCT 1808 Introduction to NDT	8	8
QCT 1819 Radiation Safety	9	9
QCT 2808 Radiography	8	8
QCT 2818 Ultrasonic Inspection	8	8
QCT 2828 Eddy Current Inspection	8	8
QCT 2830 Leak Testing Codes and Standards	10	10
QCT 2908 Metrology	-	8
QCT 2928 Manufacturing Processes	-	8
QCT 2938 Statistical Quality Control	-	8
QCT 2948 Total Quality Management	-	8
General Education Courses		
ENG 1123 English Composition I	-	3
GEN 1021 College Survival	1	1
GEN 2013 Research Issues in the Discipline	3	3
HIS 1163 American History: 1865 to Present	-	3
MAT 1164 Intermediate Algebra	4	4
PHY 1174 Intermediate Physics	4	4
PHY 2134 College Physics	4	4
PSC 1193 American Federal Government	-	3
SPH 2113 Fundamentals of Public Speaking	-	3
Total Credit Hours	67	111
Total Clock Hours	1396	2308
Total Terms	8	13
Total Months	12	20

NOTE: If placement test results indicate a student does not possess the prerequisite knowledge upon entry, the student will be placed in the appropriate transitional studies classes and their time and tuition will be increased to cover the additional courses.

FLIGHT PROGRAM

ASSOCIATE OF APPLIED SCIENCE AVIATION (Degree)

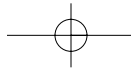
(Airplane Pilot Commercial D.O.T. 196.263-014)

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 Credit Hours
Professional Pilot Ground Courses	
AVE 1503 Aviation Regulations I	3
AVE 1513 Basic Aerodynamics & Systems.	3
AVE 1553 Basic Meteorology & Navigation	3
AVE 1573 Basic Instruments	3
AVE 1613 Flight Planning & Navigation.	3
AVE 1693 Aviation Medicine.	3
AVE 2503 Aviation Regulations II	3
AVE 2513 Advanced Aerodynamics	3
AVE 2553 Advanced Meteorology	3
AVE 2563 Advanced Aircraft Systems	3
AVE 2573 Advanced Instruments	3
AVE 2603 Air Traffic Control Operations & Procedures	3
AVE 2613 Testing and Measurement	3
AVE 2623 Educational Psychology.	3
AVE 2633 Practical Certified Flight Instructor.	3
AVE 2643 Practical Certified Flight Instructor Instrument	3
Flight Courses	
AVF 1562 Private Pilot Certification Flying.	2
AVF 2572 Instrument Rating Flying	2
AVF 1763 Commercial Pilot Certification Flying Part I	3
AVF 2583 Commercial Pilot Certification Part II	3
AVF 2651 Certified Flight Instructor Flying	2
AVF 2671 Certified Flight Instructor Instrument Flying	1
General Education Courses	
ENG 1123 English Composition I	3
GEN 2013 Research Issues in the Discipline.	3
HIS 1163 American History: 1865 to Present.	3
MAT 1164 Intermediate Algebra.	4
PHY 1174 Intermediate Physics	4
PHY 2134 College Physics	4
PSC 1193 American Federal Government	3
SPH 2113 Fundamentals of Public Speaking	3
Total Credit Hours	87
Total Months	30

NOTE: If placement test results indicate a student does not possess the prerequisite knowledge upon entry, the student will be placed in the appropriate transitional studies classes and their time and tuition will be increased to cover the additional courses.





* FAA FLIGHT RATING CERTIFICATES

MULTIENGINE RATING (AIRPLANE)

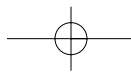
- AVE 2713 Multiengine Aerodynamics & Maneuvers (50 Theory Hours)Semester Credits 3
Students learn about the characteristics of multiengine airplanes including principles of flight, use of performance charts, weight and balance calculations, turbo prop and turbo jet flight principles and maneuvers, and multiengine flight maneuvers.
- AVE 2753 Multiengine Systems & Operations (50 Theory Hours)Semester Credits 3
Students are introduced to various systems on multiengine airplanes to include propeller, fuel, electrical, ice control, cooling, environmental, and oil systems. The course also covers the operational theory of reciprocating and turbine engines and the safe operating limitations of multiengine airplanes.
- AVF 2751 Multiengine Rating Flying (17 Theory Hours)Semester Credits 1
The student must complete 17 hours of dual multiengine flight and be familiar with flight operation and maneuvers. Students learn engine-out, other emergency procedures and operation of aircraft emergency equipment.

MULTIENGINE INSTRUCTOR RATING (AIRPLANE)

- AVE 2823 Multiengine Fundamentals of Instruction (50 Theory Hours)Semester Credits 3
This course teaches the fundamentals of multiengine flight instruction as students learn to analyze flight maneuvers and techniques. This includes determining objectives, developing teaching techniques, and evaluating student performance. Analyzing flight maneuvers includes common student errors, control functions and effects, safety, and pre- and post-flight briefings.
- AVE 2833 Practical Multiengine Flight Instructor (50 Theory Hours)Semester Credits 3
Students learn application of flight instruction and how to analyze flight maneuvers and techniques as they apply to multiengine instruction. This includes common student errors, control functions, principles of safety and FAA regulations.
- AVF 2831 Multiengine Flight Instructor Flying (27 Theory Hours)Semester Credits 1
This course requires a minimum of 27 dual flight hours during which the student applies the fundamentals of instruction and its application to multiengine training. Proficiency of commercial pilot maneuvers, procedures, and single engine work is required which will build the instructional skills and increase competency in describing, recognizing, analyzing, and correcting common student errors.

Students may not receive federal student assistance or veterans' benefits for this training; however, alternative financing is available for those who qualify. Students must meet FAA Part 141 approved training course outline prerequisite requirements for enrollment in these courses.

**These certificates are FAA FAR Part 141 training and are designed to provide students with an opportunity, should they so desire, to obtain an additional flight rating. These certificate programs are not approved by ACCSCT to fall within the scope of the institution's accreditation.*



BACHELOR OF SCIENCE PROGRAM

AVIATION TECHNOLOGY MANAGEMENT

(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 Technology, Aviation Maintenance Technology, Quality Control, or Aviation (Flight) specialties. Students who have earned diplomas and degrees at Spartan 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.

	Degree Program Credit Hours
Aviation/Technical Electives *	60*
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
Total Credits Transferred in	76
Specialty Courses	
ACC 3123 College Accounting.	3
BSL 3183 Business Law.	3
CSC 3163 Computing for Business	3
ECN 3143 Introduction to Economics.	3
ENG 3133 Business Communications	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
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 Hours Transferred from AAS Programs and a minimum of 128 credit hours required for graduation. ** Beyond AAS Degree.

STUDENT SERVICES

STUDENT SERVICES

The Student Services Department at Spartan organizes a variety of extracurricular activities and provides non-academic services for Spartan students. The extracurricular activities may include a variety of intramural sports such as bowling, basketball, golf outings and other social functions. Spartan students and staff get involved with the community by participating in activities sponsored by the United Way, Red Cross, and other non-profit agencies.

STUDENT ACTIVITIES CENTER

Student activity centers with game rooms are located at both technical campus locations and the flight campus.

Spartan arranges to make discounted tickets available to students at many local and regional attractions.

Information concerning student activities (bus trips, tournaments, intramural sports, etc.) is updated regularly and posted on bulletin boards around the three campuses. Maps and directions to locations in Tulsa and surrounding areas are readily available at the student activities centers.

STUDENT EMPLOYMENT ASSISTANCE

The majority of Spartan students work either full-time or part-time. Opportunities are posted regularly to assist students in obtaining part-time and full-time employment. Students are advised on what employment opportunities fit their work experience and are assisted in preparing for interviews.

LIBRARY

The Spartan libraries enhance the academic programs by providing students with learning resources that support and supplement the students' study and research needs. The Main Library is located on the Main Campus and supports all curricula. The Flight Campus Library is specialized and supports the flight programs only.

Both libraries provide comfortable reading areas for research and relaxation. Additionally, both facilities are equipped with computers that are available for student word processing requirements as well as Internet access.

STUDENT HOUSING ASSISTANCE

The Landing is a student housing complex within walking distance of the Main Campus. Availability of rooms is limited. Each unit is furnished to include a washer/dryer, refrigerator, dishwasher, stove, microwave, and furniture. There are four private bedrooms and two full bathrooms per unit. Each room has access to high-speed Internet and cable TV; activation of these services is optional and will incur addition cost. The Landing is a dry facility, no alcohol permitted. Spartan has found students who are away from home for the first time are more successful in college if they reside in student housing during their first year. To maximize a student's chance for success in Spartan's programs, all single students under the age of 21 are required to live in student housing for their first year. The exception to this requirement would be if the student is a commuter. Spartan students who are married and those students who qualify to live in local apartments independently can be provided a referral to a leasing company.

MEDICAL CARE

Spartan does not assume financial responsibility for students who are hospitalized for injuries occurring on or off the campus. The college recommends that students purchase insurance to cover themselves in case of accident or illness. Inquiries concerning insurance should be directed to a Student Services Office.

TRANSPORTATION

It is highly recommended that students have a vehicle while in Tulsa. Not only do students need to get back and forth to college, but also back and forth to work. Spartan 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.

STUDENT PARKING

There are ample parking facilities on campus. Students parking in these areas must have a Spartan parking permit. Students operating a motor vehicle on Spartan 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 may be towed at the owner's expense.

STUDENT SERVICES

GRADUATE CAREER CENTER

Students completing their education at Spartan are prepared for entry into many career areas. Industry is becoming more technology-based with aviation, electronics and quality control leading the way. The skills and theory learned in the Spartan programs are directly transferrable into many applications in the new technology-based industries of the future and open up many career areas for our graduates.

The most valuable student service at Spartan is assisting graduates in finding employment. Through continual contact with industry, Career Center personnel gather information about employment opportunities. These openings are posted and distributed to graduating students and are also made available to alumni. The Career Center houses a resource library of reference books and publications to assist graduates in their personal job search. The Career Center personnel also arrange for industry representatives to visit Spartan, as well as coordinate on-campus interviews. All students assume the ultimate responsibility of securing employment in their chosen field. Although Spartan cannot guarantee employment, the resources mentioned above are designed to provide graduates with skills necessary to launch a successful career search campaign.

TUTORING SERVICES AVAILABLE

There are tutoring services available to students having difficulty with certain subjects. The tutors will be flexible and work around the schedule of the student if at all possible. Students desiring assistance should contact their Department Director to arrange a schedule.

STUDENT BOOKSTORES

Student stores are located at all facilities. Class supplies, books, tools, T-shirts, hats, and a variety of other useful items are available.

ADMISSIONS POLICIES

APPLICATION PROCESS

Entry into all programs requires a personal interview conducted by an Admissions Representative on campus, in the home, or via the telephone. Once the interview is completed, the representative will determine whether or not a student should make application to the college. The representative will complete all enrollment documents and collect a \$100 Application Fee prior to submitting the application to the Admissions Department for final review. A confidential decision on the application will be made and a letter of notification of acceptance or denial will be sent in a reasonable amount of time. International students residing outside the United States may be interviewed via email or written correspondence. In addition to the general admission requirements stated below, some programs have additional requirements to be met prior to final acceptance.

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

Students must meet all the admission requirements listed below in the areas of academic performance, basic skills, language, age and medical condition. Students may be provisionally accepted and processed for admission. Final acceptance and approval to begin college will take place when all of the necessary documents (official transcripts or GED certificates, acceptable test scores, proof of flight physical, DD214s, etc.) required to verify the applicant meets the admission requirements have been received and reviewed by the college.

REQUIREMENTS FOR ADMISSION

A. Academic Performance Requirement for Admission

Applicants may document academic performance for admission to Spartan in a number of ways:

1. Must be a high school graduate, or
2. Must have earned a high school equivalency certificate based on the General Education Development (GED) tests, or document an equivalent level of education, or
3. If educated by home study, must have a completion certificate or transcript, and the student's high school class must have graduated.

B. Basic Skills Requirement for Admission

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

1. Submission of examination scores deemed appropriate by Spartan for the chosen program of study, (see next section, Acceptable Examinations and Scores) or
2. Attainment of scores appropriate for the chosen program of study on a placement examination administered by Spartan, or
3. Submission of required documentation indicating acceptable grades in college-level work completed at an accredited institution (nationally or regionally) may be submitted instead of examination scores. Applicants who have earned 18 or more college-level "academic related" credit hours, within the past 10 years, and have a CGPA of 2.0 or higher (4.0 scale) will not be required to take an examination. At least 6 credit hours must be in a college-level English and Math.

ACCEPTABLE EXAMINATIONS AND SCORES:

Scores from any one of the following examinations will be considered by the Admissions Department: ACT, SAT, COMPASS, ASVAB, ACCUPLACER, or ASSET tests. Acceptable scores for entry into a chosen program of study are published in the current Catalog and Tuition Supplement. Scores are subject to change. Students who change start dates after initial application may be subject to the scores in effect at the time of the change.



ADMISSIONS POLICIES

C. Academic Performance Requirements For Admission to Spartan's Bachelor of Science Program

Students who have graduated, or will be graduating, with an A.A.S. degree from Spartan College of Aeronautics and Technology will be eligible to apply for admission. Additionally, individuals who hold an associate degree from another college or who have earned adequate credits in the technical areas of avionics, aviation (flight), aviation instruments, aviation maintenance, nondestructive testing, quality control, or other related aviation discipline are also eligible to apply for admission. Interested students should submit an Application for Admission to the Spartan College of Aeronautics and Technology Bachelor's Degree Representative. Students must also complete the transcript request form for an official transcript from each college previously attended.

Students may be admitted to the Spartan 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.

PROVISIONAL ADMISSION: Students applying just prior to the desired term of enrollment and who are unable to provide all the material required for admission may be admitted provisionally. Provisional acceptance allows the student one term after acceptance to submit all required admission materials for the term in which the student enrolls. A request for provisional enrollment is to be completed and approved prior to the first day of class.

D. Language Requirements for Admission

Foreign students applying for admission to Spartan College of Aeronautics and Technology whose first language is not English must validate their English proficiency in one of the following manners:

1. The qualifying minimum score for all programs of study is 500 (173 on the computerized test) on the Test of English as a Foreign Language (TOEFL), or
2. Demonstrate English proficiency by submission of examination scores deemed appropriate by Spartan for the chosen program of study, (see previous section, Acceptable Examinations and Scores) or
3. The President 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.

E. Age Requirements

Applicants must be at least seventeen years of age prior to starting technical courses, eighteen years of age prior to starting the Quality Control or Nondestructive Testing courses, seventeen years of age before being issued the Private Pilot Certificate and eighteen years of age before being issued the Commercial Pilot Certificate.

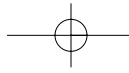
F. Medical Requirements

Spartan recommends that each technical school applicant submit a medical evaluation completed by a physician that gives reasonable assurance he or she is physically capable of employment. Spartan can provide the questionnaire, or the applicant may submit the standard one used by his or her physician.

The minimum requirement for flight students pursuing a professional pilot program is the Class II Medical Certificate. All flight students must possess their FAA medical certificate before coming to Tulsa. Flight students may contact the nearest FAA Office, or the Admissions Department for a list of approved aviation medical examiners.

G. Additional Requirements for Flight Applicants

All U.S. Citizens and Nationals are required to show proof of U.S. Citizenship or National prior to beginning 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 prior to beginning flight training.



ADMISSIONS POLICIES

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL STUDENTS

Additional admission policies for international students are listed below. More detailed information may be obtained from the International Admissions Representative.

- A. Applicants must have the equivalent of a U.S. high school education. The applicant must send Spartan 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. U.S. government regulations require that documents be submitted with the application to prove students have adequate financial support.
- C. Language Requirements-see Section D. in Admissions Policies.
- D. International applicants seeking to enter a technical program are required to submit proof of a physical exam. Contact Spartan's International Admissions Representative 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 with the Transportation Security Administration prior to beginning flight training.

TRANSFERABILITY OF CREDITS

Spartan does not guarantee transferability of credits to any other college, university or institution. Spartan enjoys an excellent relationship with many postsecondary institutions and mutual acceptance of credit is often possible. Information concerning other colleges and schools that may accept our credits toward their programs may be obtained by contacting the Registrar's Office. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution. It should not be assumed that any course or program described in this catalog can be transferred to another institution.

TUITION

Tuition varies from program to program depending upon program length and total contact hours. A separate schedule of tuition and application fees, estimates of books, tools and equipment costs and refund policies accompanies this bulletin as the Catalog and Tuition Supplement. Tuition for audited courses will be the same as the regular fee.

When a student signs a Training Agreement with Spartan and begins classes, the student becomes obligated to pay in accordance with that agreement. Tuition is charged on an academic year basis and is required to be paid in advance of the year, or satisfactory arrangements must be made with the financial aid department.

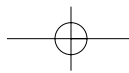
The student is responsible for making sure tuition is paid on time. If financial aid is to be used to pay any part of the tuition fee, the student will need to apply for such aid in time for it to be received in advance of the first day of class. Students may be dropped from class for failure to pay tuition 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 Training Agreement is executed.

ADDITIONAL FEES

Replacement Identification Card	\$ 5.00
Transcripts	\$ 5.00
Change of Program Fee	\$ 10.00
Replacement of Diplomas	\$ 10.00
Advanced Standing Examination Fee (per credit hr.)	\$ 10.00
Diploma Covers	\$ 10.00
Schedule Change Fee	\$ 10.00
Returned Check Fee	\$ 25.00
Rescheduling Fee (after withdrawal)	\$ 50.00

Students must purchase their own books, tools, and equipment. An estimate of these costs is included in the Catalog and Tuition Supplement.



ADMISSIONS POLICIES

TRANSFER OF CREDITS AND ADVANCED STANDING

Spartan's policy is to give credit for applicable, previous learning experiences. Advanced standing credit may be given for learning experiences outside the classroom (e.g. work experience). Students wishing to transfer credits from another institution of higher education should submit official transcripts with their enrollment application. Transfer credit will not be awarded for a course after the student has attended the Spartan course in question.

In all cases, credit is given solely at the college's discretion. Students do not have to take the course(s) for which transfer credit was given. Their total tuition is reduced accordingly. Credits awarded become an official part of the student's record only after completion of a program at Spartan.

A. Guidelines for Transferring Credit:

1. The Registrar will evaluate requests for transfer of credits.
2. Credit may be transferred as recommended by the FAA guidelines (FAR Part 147.31) or the REPORT OF CREDIT GIVEN BY EDUCATIONAL INSTITUTIONS. The FAA does not generally recognize credit earned outside of the United States.
3. Transfer grades of A,B,C (or their numerical equivalent) may be accepted.
4. Credit may be granted for postsecondary courses equivalent to courses offered in the Spartan curricula.

B. Guidelines for Awarding Advanced Standing Credit:

Spartan awards advanced standing credit in two ways:

1. A student presents to the Registrar 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 experience that is closely related to Spartan training and score 75% 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 failed at Spartan). Students desiring to be awarded advanced standing credit for college, military, or work experience should follow this procedure:
 - a. Bring the appropriate documents verifying the experience to the Registrar.
 - b. Following the preliminary evaluation of the documents, the student will be referred to the appropriate academic Department Director(s) 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).

RESIDENCY REQUIREMENTS

The total number of credits awarded by transfer and advanced standing cannot exceed 75% of the total credits in the student's program. Therefore, a student must earn at least 25% of the total program credit hours in residence at Spartan. (Additional requirements apply to the flight programs and bachelor's degree). Credits transferred from an accredited postsecondary college and advanced standing credits will be recorded on the student's transcript when the student completes the program. Transfer credits are not included in computing a student's GPA. Also, the maximum time frame allowed for completion of the student's program is reduced in proportion to the amount of credit awarded. Academic credits for all programs and courses are recorded as semester credit hours.

ADMISSIONS POLICIES

FLIGHT PROGRAMS

Spartan awards advanced standing credit for Flight and Ground classes according to the following policies. Both items A & B below must be met to award advanced standing credit.

A. Credit for Flight Training

1. An applicant presents to the Registrar a flight certificate that verifies completion of an FAA flight examination.
2. Credit that cannot be verified by above item (1) 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.

B. Credit for Ground School Training

1. Credit will be allowed per items (1) or (2) above for those persons transferring up to a private pilot license.
2. Transferring of additional licenses beyond the private license are based on the following criteria.
 - a. Course(s) transferred from an approved FAA FAR Part 141 curriculum school must meet at least 85% of Spartan flight course(s) content or the applicant must pass a bypass test with a score of 75% or higher in each of the courses for which transfer credit is requested.
 - b. No transfer of ground school credit will be awarded from an FAA FAR Part 61 training program.

In addition to the 25% residency requirement for the program, applicants desiring to graduate from a Spartan flight program must, at a minimum, complete 25% of the total flight credit hours and 25% of the ground school courses at Spartan. The general education courses included in the associate degree program are not counted in the 25% ground school course completion requirement.

BACHELOR'S DEGREE PROGRAM

Applicants to the Bachelor Program may receive transfer credit for the Aviation/Technical Electives and the General Education courses at the Associate Degree level. In addition to the 25% residency requirement for the program, a minimum of at least 50% of the Bachelor's Degree courses must be completed at Spartan to earn the Bachelor's Degree. For example, the Bachelor's Degree Program requires 128 semester credit hours in order to graduate from Spartan. The student must complete 32 semester credit hours at Spartan.

FINANCIAL AID

FINANCIAL AID FOR STUDENTS

Spartan's Financial Aid Department assists qualified students and their families in obtaining supplemental funding to meet the cost of education. Financial aid is considered secondary to the efforts of the students 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. The types and amounts of financial aid awarded 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 in the brochure FUNDING EDUCATION BEYOND HIGH SCHOOL: THE GUIDE TO FEDERAL STUDENT AID. This pamphlet is available at high school counselors' offices or online at:

www.studentaid.ed.gov then select "Publications."

ELIGIBILITY FOR FINANCIAL AID

To be eligible for financial aid, a student must:

- 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);
- Have a high school diploma or the equivalent;
- Be a U. S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if required;
- Sign an updated Statement of Educational Purpose/Certification Statement on repayment and default.

APPLICATION PROCESS

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 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.

DETERMINING FINANCIAL NEED: The effective 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 Aid 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 for technical programs, eight, four-week terms for flight programs, and three, ten-week terms 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, technical students must attempt a minimum of 5 semester credit hours each term and 24 semester credit hours per academic year. Flight students must attempt a minimum of 24 semester credit hours per academic year. Bachelor 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 for the academic year to be eligible for advancement to the next award level.

FINANCIAL AID

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. However, parent borrowers must approve new loans, either by telephone, mail or online prior to certification of new loans. The Financial Aid Office is available to assist in the application process.

VERIFICATION OF DATA

Certain applicants are selected for a process referred to as verification. All selected applicants will be verified, which usually requires the submission of tax returns and other documentation. Applicants will have one month to submit the requested documentation or make other arrangements for payment with the college. Students will be notified of their obligation to complete verification and the deadline for completing the process. Once verification is complete the financial aid office will notify the student of any change in their award. No interim disbursements of Title IV aid 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.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance, as well as to remain eligible to continue as a student of the college. Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the college and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

Students withdrawing from college while using financial aid may lose all or part of that financial aid and must contact the Financial Aid Office in order to ascertain the effect of the interruption. See the section regarding Satisfactory Academic Progress and Maximum Program Completion Time in the Academic Information section of this catalog.

STUDENT FINANCIAL ASSISTANCE PROGRAMS

GRANTS - AID WHICH DOES NOT HAVE TO BE REPAYED

FEDERAL PELL GRANTS: After submitting your FAFSA, you will receive a Student Aid Report (SAR) or SAR Acknowledgement Form. Your SAR will tell you whether or not you are eligible for this grant. Your SAR also determines your 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 (FSEOG):

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

FINANCIAL AID

STUDENT LOANS AND EMPLOYMENT

FEDERAL STAFFORD LOAN: These low-interest subsidized and unsubsidized loans are available from banks and credit unions. The amount of funding available depends on the student's academic level and dependency status. Loan fees up to three 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 before beginning repayment or during authorized periods of deferment. 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 principle amount of the student's loan quarterly, or at the time repayment begins.

Our college utilizes the Master Promissory Note (MPN) for multi-year use for the Stafford Loan Program. Once a MPN has been submitted to us, we will automatically award Stafford Loans throughout your enrollment. We will notify you of any Stafford Loan awarded by providing an award letter. If you would like to request changes to the Stafford Loan awarded, you will need to contact the Financial Aid Office.

Once the student withdraws, graduates, or drops below half-time status, a grace period of six months 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.

FEDERAL 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 60 days after the loan is fully disbursed.

Our college utilizes the Master Promissory Note (MPN) for multi-year use for the PLUS loan program. Parent borrowers will be required to approve new loans, either by telephone or on line prior to certification of new loans.

FEDERAL PERKINS LOAN: The Perkins loan is a revolving loan fund, from which low interest loans can be made to students with exceptional need. Funds are limited and awards may range from \$500 to \$4,000, based on financial need and availability. The financial aid department will determine awards based on a student's unmet need, giving priority to students with the greatest unmet need, and when additional funds are necessary to cover direct costs. The interest rate is 5% and the student may have up to 10 years for repayment. There is a nine-month grace period after the student graduates, withdraws, or drops below half time status before repayment begins.

FEDERAL WORK-STUDY (FWS): Student employment is available through the federal work-study program. This program offers employment opportunities on-campus 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 Aid Office.

FINANCIAL AID

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-borrower who is creditworthy. Students may utilize 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.

CHANGE OF PROGRAM

Changing programs may result in the loss of financial aid. Students considering a change of program should always consult the financial aid office before dropping a class or changing programs. Students will only be permitted to change their program of study twice while at Spartan. Program changes must be approved by the Registrar before being considered final.

OTHER FINANCIAL AID RESOURCES

VETERANS' EDUCATIONAL ASSISTANCE:

Spartan's Admissions Office can provide information on VA programs. Students should complete VA 1990 or VA 1995 Form and send it to the Admissions Office with a copy of the DD214 discharge paper for processing through the Oklahoma Regional Office.

BUREAU OF INDIAN AFFAIRS SCHOLARSHIP GRANTS: Students who are at least one-quarter (1/4) American Indian and can prove financial need may qualify. Contact the nearest Bureau of Indian Affairs Office.

SCHOLARSHIPS: The college offers several partial scholarships for which potential students may apply. Contact the college for more information. In addition, scholarships in several areas of study are offered through the Experimental Aircraft Association, the Aircraft Electronics Association, and the Civil Air Patrol.

EMPLOYMENT AND AGENCIES: Other potential sources for financial help include full-time and part-time job search assistance from Spartan's Student Services Department, Vocational Rehabilitation Assistance and various scholarships which may be researched through parents' employers, guidance counselors and public libraries.

RETURN OF TITLE IV FUNDS

The Higher Education Amendments of 1998, in general, require that if a recipient of SFA Program assistance withdraws from a school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much SFA Program 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 SFA Program funds.

The percentage of the payment period or period of enrollment completed is determined by:

The percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the day the student withdrew.

**Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also not included in the calendar days for the payment period or period of enrollment. The day the student withdrew is counted as a completed day.*

Return of Unearned SFA Program Funds

The school must return the lesser of –

The amount of SFA Program funds that the student does not earn; or

The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

Any SFA loan funds in accordance with the terms of the loan; and 50% of the unearned SFA Program grant as an overpayment of the grant.

ACADEMIC INFORMATION

GRADES

Spartan uses the standard 4.0 grade point system in computing grade point average (GPA). As indicated on the scale below, A=4 grade points, B=3, etc. Students enrolled in a four credit course who earn an "A," will receive 16 (4x4) grade points for the course. The student's final GPA is calculated by adding all the grade points and dividing by the total number of credits earned.

The final grades recorded on student grade cards are in percentages. Using the scale listed below, these percentages are translated into letter grades and grade points.

Grade	Percentages	Points
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D*	60-69	1.0
F*	0-59	0.0

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

In addition to these grades, a student may also receive the following grades:

Grade	Grade Meaning	Points
AU	Audit	N/A
CR	Advanced Standing	N/A
I	Incomplete	N/A
P	Pass	4.0
TR	Credit for Previous Education	N/A
WF	Withdrawal Failing	N/A
WP	Withdrawal Passing	N/A

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 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.

GRADE CARDS

At the conclusion of each course, students will receive a copy of their grade card. This card will indicate the title, course number and hours of attendance established for that course. The grade card will also indicate a record of the student's attendance during the class. In addition, the grade card will show all grades for theory and lab, including examinations, quizzes, projects, and exercises. This record is kept as part of the student's permanent file.

FAILURES

Students will fail a course when a grade below 70% is made for either lab or theory in any FAA Part 147 or Part 141 course, General, Core, Specialty, Ground class, or Flight course. A grade below 60% is considered a failure for all General Education degree classes and Specialty courses in the Bachelor's Program.

When students fail a course, they will be scheduled to repeat that course as soon as possible. Failure to repeat a failed course may affect satisfactory academic progress.

Students failing to successfully complete a course after three attempts will be suspended from their training program. An attempt is considered either failing the course or withdrawal from the course prior to completion. Students may appeal to Registrar if they believe unusual circumstances should allow for an additional attempt.

DEFINITION OF ACADEMIC TERMS

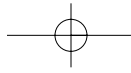
A term refers to a period of time required for the completion of one full course. This period is normally 4 weeks for flight ground courses, 6 weeks for technical and general education courses and 10 weeks for Bachelor's Degree courses.

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. To apply for an audit, students must have written approval from the appropriate Department Director prior to the first day of the course.

ACADEMIC ADVISING

Academic advising is an essential part of the educational services offered by Spartan College of Aeronautics and Technology. It is expected to interpret, enhance and enrich the academic programs the college offers its students. The Department Director is the designated academic advisor for each program.



ACADEMIC INFORMATION

SATISFACTORY ACADEMIC PROGRESS

Spartan students must maintain satisfactory progress and be able to complete their training within the time frame prescribed.

Students failing to meet these standards will be suspended or terminated from college. For a description of how satisfactory academic progress affects a student's eligibility for financial aid refer to the Financial Aid section of this catalog.

Satisfactory Academic Progress (SAP) means a student must:

1. Maintain a minimum cumulative grade point average of 2.0 at the end of each evaluation period or,
2. Be on academic probation during the evaluation period. At the end of the probationary evaluation period:
 - a. If the student's cumulative grade point average is less than 2.0, and the student has earned an evaluation period grade point average of less than 2.0, then the student will be suspended.
 - b. If the student's cumulative grade point average is less than 2.0, but the student has obtained an evaluation period grade point average of at least 2.0, then the student will be placed on probation for an additional evaluation period.
 - c. If the student's cumulative grade point average is raised to 2.0 or above, then the student will be removed from academic probation.

There are four evaluation periods per year. These twelve-week periods begin in January, April, July and October.

Grades of "WP", "WF", and "I", are counted as credit hours attempted but not complete and will be counted in the total hours attempted when calculating the percentage of hours completed

MAXIMUM PROGRAM COMPLETION TIME

Students must complete the entire training program within one and one-half times the planned program length measured in credit hours attempted.

In order to complete the training within the specified time period students must maintain a satisfactory rate of progress; a certain percentage of the program must be completed at set measurement points during the program.

Students who have reached the end of their first academic year (24 semester hours attempted) must have successfully completed 45 percent of the credit hours attempted. Students will be measured each academic year thereafter and measured against the following progress tables:

DIPLOMA & ASSOCIATE DEGREE PROGRAMS

CREDIT HOURS ATTEMPTED	PERCENT OF COMPLETION REQUIRED
2445%
4850%
7260%
96 and greater67%

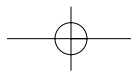
BACHELOR'S PROGRAM

Students entering the Bachelor's Program will generally enter with 76-82 semester credits transferring from their Associate's Degree. Students who have reached the end of their first academic year in the Bachelor's Program (24 semester hours attempted) must have successfully completed 50% of the credit hours attempted. Students will be measured each academic year thereafter.

The following table is a sample progress table:

CREDIT HOURS ATTEMPTED	PERCENT OF COMPLETION REQUIRED
2450%
4860%
72 and greater67%

Measuring the rate of progress ensures that students have completed enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. The maximum completion and rate of progress for each program can be obtained from the Registrar. If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program may be terminated. No probationary status is required prior to termination.



ACADEMIC INFORMATION

STUDENT SCHEDULES

Students will be scheduled according to their program of study. If students have a 2.5 or higher grade point average, 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 Department Director, Registrar, and Director of Financial Aid.

Students may request a course or schedule change by seeing their Department Director. All changes should be processed at least two weeks prior to the effective date of the change.

FLIGHT LESSON POLICY

Each flight lesson is a scheduled appointment and is a joint commitment between the student and flight instructor. Failure to attend a flight lesson without prior notice will result in a "no show" and result in an additional charge to the student. The "no show" fee is to be paid by the student and cannot be billed or paid by sponsoring agencies. This fee may be waived by the Chief Pilot if circumstances warrant. Students may cancel a flight lesson without penalty by giving 24 hours notice to the Flight Campus. Detailed procedures for scheduling and canceling flights are outlined in the Flight Operations Policy and Procedures Manual.

Successful completion of flight lessons depends on maintaining a consistent flight schedule. A minimum number of flight hours per month is required throughout the program. Failure to maintain consistency in flight may result in additional hours and delays in training. Flight progress will be tracked and student progress monitored to ensure flights occur on a regular basis. Students may be placed on flight probation and/or flight suspension for non-compliance. Refer to the section regarding suspensions in the Student Conduct section. Since flight training is integrated into the entire course, students who drop or cancel flight training may be subject to additional review hours upon reentry.

TARDINESS

A student missing 1 to 6 minutes of a class period will be recorded as missing 6 minutes or .1 hour for each occurrence. All time missed will be recorded in tenths of an hour increments.

INCOMPLETE TIME

Students are expected to attend all classes in which they are enrolled. It is also the responsibility of the students to consult with their instructor when an absence is unavoidable. Students are responsible for making up all work, examinations, and lab projects missed. If students are absent (including tardiness or leaving early) more than 10% in the Aviation Maintenance, or 20% in the other technical, General Education, Flight Ground or Bachelor classes, of the total scheduled class hours in the course, they will be dropped for non-attendance. Students dropped from a course for non-attendance prior to the last 25% of the course will have a grade issued by their instructor of "WP" (withdrawal passing) or "WF" (withdrawal failing) and entered on their transcript. Students who drop during the final 25% of a course will receive a grade of "F" for that course.

BACHELOR ATTENDANCE POLICY

Due to the accelerated nature of the course delivery, attendance is mandatory for each session of every course. Should an unforeseen circumstance cause a student to miss one session of a course, he or she is required to meet with the Program Chair for permission to make up the missed work as instructed by the faculty member.

INCOMPLETE COURSE WORK

Students are expected to complete all course examinations, quizzes, papers, labs, projects, and homework by the last day of the course. If, at the end of a term, course work is missing (due to a situation beyond the student's control), a grade of incomplete or "I" will be assigned. If the missing course work is completed by the 10th day after course completion, and graded as satisfactory by the instructor, the grade will be amended to reflect the completed course work. Course work that has not been made up within 10 days will become a "0" and the final grade will be calculated. All situations involving incomplete course work must be reviewed and approved prior to the end of the course by the student's Department Director. **BACHELOR PROGRAM:** Incomplete means that a student has done satisfactory work in a course but has failed to complete a portion of the course requirements due to extenuating circumstances. Incomplete grades are not granted automatically but require approval from the instructor prior to the end of the course. Incomplete grades must be made up by the fifth week of the following term or the grade will be changed to a grade of "F."

ACADEMIC INFORMATION

ATTENDANCE POLICIES

AVIATION MAINTENANCE (PART 147 COURSES)

Students are required to attend all classes in which they are enrolled or make up the time within the established timeframe. It is also the responsibility of the students to consult with their instructor when an absence is unavoidable. Students are responsible for making up all work, examinations, and lab projects missed. If students are absent (including tardiness or leaving early) more than 10% in any FAA Part 147 course (aviation maintenance technology core and specialty courses), they will be withdrawn for non-attendance. The percentage will be calculated using the total scheduled class hours in the course.

Refer to the sections regarding Incomplete Time and Incomplete Course Work for further policy guidelines.

AVIATION (FLIGHT GROUND CLASSES (PART 141 COURSES))

Students are required to attend all classes in which they are enrolled or make up the time (additional charges will apply) within the established timeframe. It is also the responsibility of the students to consult with their instructor when an absence is unavoidable. Students are responsible for making up all work, examinations, and lab projects missed. If students are absent (including tardiness or leaving early) more than 20% in any FAA Part 141 course (flight ground classes), they will be withdrawn for non-attendance. The percentage will be calculated using the total scheduled class hours in the course.

Refer to the sections regarding Incomplete Time and Incomplete Course Work for further policy guidelines.

ATTENDANCE AND DROPS FOR FLIGHT

Each flight lesson is a scheduled appointment and is a joint commitment between the student and flight instructor. Failure to attend a flight lesson without prior notice will result in a "no show" for the flight lesson. Detailed procedures for scheduling and canceling flight are outlined in the Flight Operations Policy and Procedures Manual.

Successful completion of the flight lessons depends on maintaining a consistent flight schedule. A minimum of 8 flight hours per month is necessary throughout the program. Failure to maintain consistency in flight can result in additional hours and delays in training.

Student not attending ground school classes and who have exceeded 20 days without flying can be withdrawn from the program. Documented exceptions to the 20 days for flight lesson cancellations may include weather, military duty, illness, hospitalization, or death in family. Flight progress will

be tracked and student progress monitored to ensure flights occur on a regular basis. Students may be placed on flight probation and/or flight suspension for non-compliance.

Since flight training is integrated into the entire course, students who drop, cancel or are withdrawn from flight training may be subject to additional review hours upon reentry.

ALL OTHER TECHNICAL, GENERAL EDUCATION, AND BACHELOR COURSES

Due to the accelerated nature of the course delivery, attendance is expected for each session of every course. It is also the responsibility of the students to consult with their instructor when an absence is unavoidable. Students are responsible for making up all work, examinations, and lab projects missed. If students are absent (including tardiness or leaving early) more than 20%, they will be withdrawn for non-attendance. The percentage will be calculated using the total scheduled class hours in the course.

Refer to the section regarding Incomplete Course Work for further policy guidelines.

GRADES AS A RESULT OF A WITHDRAW FROM CLASS

Students withdrawn from a course for non-attendance or any other reason prior to the last 25% of the course will have a grade issued by their instructor of "WP" (withdrawal passing) or "WF" (withdrawal failing) and entered on their transcript. Students who drop during the final 25% of a course will receive a grade of "F" for that course.

LEAVE OF ABSENCE POLICY

Students may be granted a leave of absence for a period 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, the college must have a signed request for an LOA from the student that has been approved by both the Financial Aid Department and the Office of Student Records. 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 the leave on the date indicated in their written request will be terminated from the training program.

ACADEMIC INFORMATION

EFFECTS OF LEAVE OF ABSENCE ON SATISFACTORY ACADEMIC PROGRESS

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors will affect their ability to graduate within the planned program completion time. Students returning from a leave of absence are not guaranteed the courses required to maintain the 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 and/or tuition costs may be affected.

If the student was granted an approved leave of absence while a term was in progress that course will not count as attempted credit hours when calculating the Progression Toward Completion component of Satisfactory Academic Progress.

OFFICIAL WITHDRAWAL

Withdrawal from a course or program of study may significantly alter the course of a student's life and financial aid status. The decision to withdraw should be made very carefully and be based on the best available advice. Therefore, before students officially withdraw they must seek the advice and approval of their academic and financial aid advisors. If a withdrawal is approved, the Department Director will initiate the paperwork. The deadline to withdraw from any class with a withdrawal grade (WP-WF) shall be prior to the last 25% of the course. (A grade of "F" will be assigned as a result of withdrawal after this point.)

Students returning to school after a withdrawal are not guaranteed the courses required to maintain the 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 and/or 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, the U.S. Immigration Service will be notified of that student's non-attendance. If the student wishes to resume attendance at Spartan, 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 Office of Student Records. A rescheduling fee of \$50.00 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 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 Re-entry Coordinator in the Office of Student Records. Application for re-entry should be made as soon as possible but no later than at least one week prior to the start of classes. 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 20% of the total class time except for AMT courses which allows for 10%, and still be enrolled in the course. This represents the maximum amount of the curriculum a student can generally miss and still be successful in passing the course. Therefore, re-entry after missing in excess 20% (10% of AMT classes) of a class is rare and only applies to the following circumstances:

1. A death in the family.
2. Circumstances the Department Director believes warrants an exception.
3. Hospitalization.

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

ACADEMIC INFORMATION

REINSTATEMENT AFTER SUSPENSION

Students may apply for reinstatement to college and for financial aid eligibility by submitting a letter of appeal to the Office of Student Records. 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's Appeals Committee shall review the case and make a determination.

RIGHTS OF APPEAL

Every Spartan student has the right to appeal the following:

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

At the conclusion of each course, students will have a 12 week period to initiate an appeal of their grade. This process should begin with the Department Director who will consult with the appropriate parties to reach a final decision. After the 12 week period there will be no appeal of any grades recorded.

Disciplinary actions and suspensions must be appealed before Spartan's Appeals Committee. The process for appealing grades or disciplinary actions is described in the Student Handbook.

TRANSCRIPTS

When a student completes a program of study at Spartan, an official record of all grades earned for each course in the program is issued to the student. This record of grades is called a "transcript." The transcript is included with each diploma, associate degree, and bachelor's degree. Additional copies may be requested from the Office of Student Records for a fee of \$5.00 each. Official transcripts will not be issued to students who owe a balance to the college. A student may request a copy of their transcript by completing a form in the Student Records Office, by phoning the transcript request line at 1-800-331-1204 ext. 5238, or on the website: www.spartan.edu.

ACADEMIC HONORS

Students with outstanding academic performance will be admitted to the President's Honor Roll or the Dean's Honor Roll. An Honors reception is held quarterly to recognize their achievements. Students may be eligible to graduate with highest honors or honors if they meet the academic standards published in the student handbook.

- President's Honor Roll requires a 4.0 GPA.
- Dean's Honor Roll requires a 3.5 GPA or higher.

GRADUATION REQUIREMENTS FOR ALL STUDENTS

To become eligible for graduation students must fulfill the following requirements:

- complete and submit to the graduate career center a typed resume and a graduate assistance form,
- maintain a 2.0 (C) cumulative grade point average,
- pass all courses in their program of study,
- earn at least 25% of the total program credit hours in residence at Spartan,
- be enrolled as a student at Spartan at the time of graduation,
- pay all tuition and other fees owed to Spartan.

Degrees and diplomas will not be issued to those students who do not meet the graduation requirements. Diplomas, transcripts, and other certificates will be held if a student's account has not been paid in full.

CEREMONIES

Spartan holds formal graduation ceremonies to honor all students who have completed their program. These ceremonies are held four times each year in March, June, September and December. All graduates are encouraged to attend the ceremony and to wear a cap and gown. Students who expect to complete their training during a month when a graduation ceremony is not scheduled may choose to participate in the ceremony immediately prior to or following completion. However, students must have completed all course work to be considered for any academic honors.

DIPLOMAS, DEGREES, AND CERTIFICATES

Spartan awards diplomas to all students who complete technical programs in Aviation Maintenance Technology, Avionics Technology, and Nondestructive Testing.

Additionally, Spartan 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 Airframe or Powerplant.

Spartan awards Associate of Applied Science degrees to each student who successfully completes a program of study in Aviation Maintenance Technology, Avionics Technology, Quality Control or Aviation (Flight).

Spartan awards a Bachelor of Science in Aviation Technology Management to students who complete the Bachelor's Program.

ACADEMIC INFORMATION

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 their Department Director. 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.

To qualify for independent study, students must:

1. Be actively pursuing a degree from Spartan College of Aeronautics and Technology 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: All courses are not eligible for independent study based on regulatory issues or lab constraints. See the Department Director for more information.

The Department Director or their designee will conduct 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 Spartan 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)

COMPLETION PROGRAM

Former students who have received a diploma from the college or who had to withdraw before completing their AAS degree have the opportunity to complete the AAS degree by completing the required college level courses at another institution and transferring those credits to Spartan. The college courses required are the same as those required for a student who completes a degree in residence. Transfer credits will only be accepted from institutions that are nationally or regionally accredited. Courses must be completed with a grade of "C" or higher to qualify for transfer credit.

Students desiring to complete a degree in absentia must enroll in and pass a capstone course as defined in the course description section of this catalog. Due to the nature of this completion program it is highly recommended that students contact Spartan to work out a degree completion plan prior to enrolling for courses at another institution.

FREE AUDIT OF COURSES FOR GRADUATES

Spartan is pleased to offer graduates a free audit of course 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. Free audits can be scheduled with the Student Records department at Spartan. Audits are on a space available basis and the student must purchase the textbooks for the course. Free audits are limited to two courses in any twelve month period.

SINGLE COURSE OPTION

Spartan is pleased to offer any of the courses in its programs as a single course option. Cost would be 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.

Students who enroll to take single courses are considered to be in a special status and not considered to be a regular student. Single courses are not eligible for financial aid. Students are eligible to receive an official transcript for the single courses.

ACADEMIC INFORMATION

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Spartan's administration operates an open-door policy. Students with a problem should first see their Department Director or Registrar to solve issues. Students wishing to get further clarification may see the Dean of Academic Affairs or the appropriate Vice President. In addition to the Spartan process, the accrediting commission may be contacted. Spartan College of Aeronautics and Technology is accredited by the: Accrediting Commission of Career Schools and Colleges of Technology.

STUDENT COMPLAINT/GRIEVANCE POLICY

Colleges accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission 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 the Commission. Please direct all inquiries to:

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

A copy of the Commission's Complaint Form is available at the college and may be obtained by contacting the Student Records office.

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 mean those records, files, documents, and other material 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 and are not accessible or revealed to any other person.

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:

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

Directory information will be released without the student's permission unless the student specifically requests in writing that it be withheld.

STUDENT CONDUCT & DRESS CODE

STUDENT DRESS CODE

A career in aviation is a professional endeavor and requires a professional appearance. Spartan is training students for employment in industries where dress codes are part of the employment requirements. Additionally, many courses at Spartan involve working with machinery and tools where clothing protects the operator. To establish work safety and dress ethics, Spartan 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. The following is only a summary of the dress code. For full details, refer to the Student Handbook or the Flight Standard Operating Procedures Manual.

DRESS FOR TECHNICAL STUDENTS

- The Spartan uniform shirt (navy blue), during winter months an approved sweatshirt may be worn.
- full length pants of a jean or docker style that are blue, black or tan in color.
- approved shorts.
- full cover shoes and socks.
- baseball style caps only.
- no facial piercings allowed.

DRESS FOR FLIGHT STUDENTS

- White aviator shirt with shoulder boards.
- Dark navy or black dress slacks or shorts.
- Dark blue or black socks, and black shoes.
- Dark belt.
- Maroon tie (optional until student enters CFI and CFII training).

The shirt, shoulder boards, and tie are available at the flight campus bookstore.

The Spartan I.D. Badge is considered part of the uniform and must be displayed on the front part of the body above the waist when on campus.

STUDENT CONDUCT

Students are being trained for a career in a professional field. Accordingly, they are expected to maintain professional attire, appearance and conduct.

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's personal conduct standards that include, but are not limited to:

1. Dishonesty, (includes cheating, plagiarism, giving false information to staff or faculty members, or soliciting test or quiz information);
2. Unprofessional conduct (includes unprofessional appearance, such as failing to follow student dress code, fighting and 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 or illegal drugs (includes being under the influence of alcohol or illegal 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 property);
11. Disruption of classes, assemblies, or activities of any kind;
12. Noncompliance with Spartan safety rules or federal, state or local laws; and
13. Any other misconduct which, at the discretion of Spartan, adversely affects the safety, integrity, or morale of other students, or indicates the student's unsuitability for further training.

All Spartan 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 Department Director or designee who is responsible for the course. If a student refuses to leave the classroom or lab, he or she is subject to the full range of disciplinary action.

STUDENT CONDUCT & DRESS CODE

DISCIPLINARY ACTIONS

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

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.

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.

SUSPENSION

A student may be suspended for a period of one day to two terms for violating Spartan's personal conduct rules. A student must submit a letter of appeal to the college to petition for reentry. Letters of Appeal should be submitted at least three weeks prior to the desired reentry term.

EXPULSION

A student may be expelled (permanently dismissed) from Spartan for violating Spartan's personal conduct rules. There is no provision for reentry 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 the 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 in 40 hours.
4. Failure to complete a flight lesson after four attempts or any two flight lessons in a single course.

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

DRUG-FREE AWARENESS

The Drug-Free Schools and Communities Act of 1989 require institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Spartan College of Aeronautics and Technology prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs 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.

MANDATORY STUDENT DRUG TESTING

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

In the effort to maintain a work and education environment that is safe for employees and students, Spartan has established a mandatory random student drug testing program. Spartan will notify the parents of students under the age of 21 who commit any drug or alcohol offense.

COURSE DESCRIPTIONS

PROGRAM LEGEND

ACC	Accounting
AIE	Instrument/Electronics
ARF	Airframe
AVE	Aviation Education
AVF	Aviation Flight
BSL	Business Law
CSC	Computer Science
ECN	Economics
ENG	English
GEN	General Education
HIS	History
IND	Independent Study
MAT	Math
MGT	Management
PHY	Physics
PLO	Ethics
PPT	Powerplant
PSC	Political Science
PSY	Psychology
QCT	Quality Control/ Nondestructive Testing
SOC	Sociology
SPH	Speech

Course numbers beginning with a 1 are normally taken during the first academic year of study; those beginning with a 2, 3, and 4 are normally taken during the second, third and fourth academic years.

NOTE: One semester credit hour equals 16 clock hours for theory classes and one semester credit hour equals 32 clock hours for laboratory classes. A clock hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction



COURSE DESCRIPTIONS

ACC 3123

College Accounting
3 Semester Credits

This course is accounting concepts and procedures with an emphasis on the use of financial statements. Applications for accounting in personal and organizational decision making will be explored to aid the student in understanding accounting methods in business.

Prerequisite: MAT 2123

(48 Theory Hours)

AIE 0920

FCC General Radiotelephone License
Non-credit Preparation Course

*Not within the scope of approvals by ACCSCT

This FCC license preparation course is a review which prepares students to take the FCC General Radiotelephone Examination (Elements 1 and 3). Students must purchase FCC Study Guides for Elements 1 and 3. The final examination is the FCC General Radiotelephone Examination (Elements 1 and 3). The FCC GENERAL RADIOTELEPHONE LICENSE PREPARATION COURSE is available only to Oklahoma residents.

Prerequisites: The student must have an understanding of basic electronics

(32 Theory Hours)

AIE 1305

Fundamentals of Electronics
5 Semester Credits

This introductory course will focus on the basic principles and concepts used in the electronics industry. The student will learn the basic standards and Regulatory agencies for electronics. Students will learn soldering fundamentals and techniques, basic schematic reading, and test equipment usage. Wiring concepts used throughout the electronics industry will be taught. Students will be introduced to electrical and electronics safety and CPR basics.

(48 Theory Hours - 64 Lab Hours)

AIE 1308

Fundamentals of DC
8 Semester Credits

In this course students learn the fundamental laws and concepts of electronics theory. They will begin to use common tools and learn to remove and replace electronic components using approved soldering techniques. They will learn to calculate and measure DC voltage, current, and resistance and will be introduced to the concepts of alternating current, inductance and capacitance.

Prerequisites: MAT 1164 and PHY 1174 or equivalent

(90 Theory Hours - 90 Lab Hours)

AIE 1328

AC Circuits & Electronic Devices
8 Semester Credits

In this course students analyze the operation of inductive, capacitive, and resistive circuits, filters, and resonance. They also study diodes, power supplies, transistors, F.E.T.s and other electronic devices. Students use test equipment to perform related laboratory experiments.

Prerequisite: AIE 1308

(90 Theory Hours - 90 Lab Hours)

AIE 2318

Amplifiers
8 Semester Credits

Students in this course study the various types of amplifiers and circuitry commonly found in electronic equipment. They study small signal and power amplifiers. They also study radio frequency amplifiers, oscillators, operational amplifiers (op-amps), and other linear IC devices.

Prerequisite: AIE 1328

(90 Theory Hours - 90 Lab Hours)

AIE 2328

Digital Electronics
8 Semester Credits

This course will introduce students to the basic concepts and application of digital electronics. Students will study number systems, logic gates, and truth tables. The students will learn the application by studying digital circuits and devices, and will work with computer memory and logic units.

Prerequisite: AIE 1328

(90 Theory Hours - 90 Lab Hours)

AIE 2338

Microprocessor Theory and Application
8 Semester Credits

In this course students will analyze the operation of microprocessors and their associated devices. Students will study interfacing, machine language, and higher language programming. They will work with computers to learn about different types of software and applications.

Prerequisite: AIE 2328

(90 Theory Hours - 90 Lab Hours)

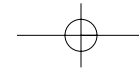
AIE 2359

Electronic Communication
9 Semester Credits

Students in this course begin a study of communication equipment, associated devices and circuitry. They study amplitude and frequency modulation, receivers, transmitters, antennas, and radio wave propagation. Students also study microwave devices, troubleshooting, and communication procedures.

Prerequisite: AIE 2318

(126 Theory Hours - 54 Lab Hours)



COURSE DESCRIPTIONS

AIE 2408

Introduction to Avionics 8 Semester Credits

This course is an introduction to aviation electronics (avionics) technology. Students study the various agencies that govern the aviation industry, and are given an overview of the most common avionics systems. Students also study aircraft power distribution, synchro and servo theory, pitot-static and aircraft instruments systems.

Prerequisites: PPT 1168, AIE 1328 or equivalent courses in Basic Electronics

(90 Theory Hours - 90 Lab Hours)

AIE 2418

Aircraft Communication and Navigation Systems 8 Semester Credits

Students in this course study radios such as VHF (very high frequency) transceivers, as well as satellite and other communications systems used in aircraft. They will study the theory and operation of navigation systems including ADF (automatic direction finders), VOR, (VHF navigation), INS (inertial navigation systems), GPS (global positioning systems), LORAN, and various precision landing systems.

Prerequisite: AIE 2408

(90 Theory Hours - 90 Lab Hours)

AIE 2428

Aircraft Pulse Systems 8 Semester Credits

Students in this course will study radar and passive weather systems. They will also analyze pulse systems such as ATC transponders, Mode S transponders, distance measuring equipment, TCAS/ TCAD (traffic alerting and collision avoidance systems), ground proximity warning systems, and radio altimeters.

Prerequisite: AIE 2408

(90 Theory Hours - 90 Lab Hours)

AIE 2438

Automatic Flight Control & Avionics Systems Line Maintenance 8 Semester Credits

Students in this course will study and analyze remote compass systems. They will study Attitude Heading Reference Systems (AHRS), Automatic Flight Control Systems (AFCS), Electronic Flight Instrument Systems (EFIS), Flight Management Systems (FMS). Students will also perform flight line maintenance, calibration, and maintenance of avionics systems installed in aircraft.

Prerequisites: AIE 2418 and AIE 2428

(90 Theory Hours - 90 Lab Hours)

AIE 2448

Pressure Actuated Instruments 8 Semester Credits

Students in this course begin a study of the operating characteristics and construction of pressure and vacuum driven instruments. They study fuel, oil, and manifold pressure gauges. They also learn about airspeed indicators and altimeters and use tools and test equipment to inspect, repair and calibrate these instruments.

Prerequisite: AIE 2408

(90 Theory Hours - 90 Lab Hours)

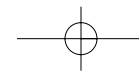
AIE 2468

Gyroscopic and Electromechanical Instruments 8 Semester Credits

Students will use skill and knowledge to inspect, repair, and calibrate gyroscopic and electromechanical aircraft instruments. They study the operation and construction of rate gyros, directional gyros, attitude gyros, and turn-and-bank indicators. Students also study the operation and construction of tachometer, temperature, fuel quantity, synchro, electrical gyro, and vertical scale indicators.

Prerequisite: AIE 2408

(90 Theory Hours - 90 Lab Hours)



COURSE DESCRIPTIONS

ARF 1118

Aviation Fundamentals 8 Semester Credits

In this course students will gain a knowledge of how to exercise the mechanic's privileges within the limitations of the Federal Aviation Administration (FAA), Federal Aviation Regulation Part 65. They will learn to read, select and use FAA and manufacturer's aircraft maintenance specification data sheets, manuals, publications, technical data and related FAA regulations. Students will learn mathematics in an applied format that includes: fractions, decimals, ratio and proportions, percentages, signed numbers, transformation of formulas, powers and roots, basic geometry, number bases, scientific notation, basic trigonometric functions, and basic vectors. As a final subject the students will study the basic concepts of physics as applied to aviation which includes: matter, fluid dynamics, atmospheric properties, machines, work, power, energy, motion, heat and temperature, sound, and basic aerodynamics.

(120 Theory Hours - 34.4 Lab Hours)

ARF 1188

Basic Mechanics 8 Semester Credits

In this course the students will read and interpret aircraft drawings and construct basic shop drawings of parts and repairs using standard drawing symbols. Students will gain basic knowledge and skills in the use of basic mechanic's hand tools, hardware, safety methods, fabrication and installation of fluid lines and fittings, aircraft ground operations and servicing, corrosion control methods and techniques. The students will also weigh an aircraft, perform weight and balance computations using typical forms, graphs, charts and manufacturers' data.

Prerequisite: ARF 1118

(90 Theory Hours - 90 Lab Hours)

ARF 2118

Airframe Fabrication and Repair 8 Semester Credits

In this course 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 in these areas: using sheet metal tools, laying out parts, forming parts with bending machines, 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.

Prerequisites: Core Courses

(90 Theory Hours - 90 Lab Hours)

ARF 2128

Airframe Structures 8 Semester Credits

In this course the students learn the basic techniques of oxy-acetylene gas welding operation and fabricates tubular structural repairs in accordance with acceptable data. The students will learn how stainless steel, aluminum, magnesium, and titanium are repaired by welding and soldering processes. They will be able to select, apply and repair fabric coverings, identify wood defects and perform repairs to wood structures. Additionally they will apply finishing materials and identify finish defects. The students will be able to disassemble, reassemble, and rig aircraft flight control systems and components in accordance with manufacturers' procedures and FAA specifications. They will learn the operation of flight controls for fixed-wing and rotary-wing aircraft and the application of aerodynamic principles.

Prerequisite: Core Courses

(90 Theory Hours - 90 Lab Hours)

ARF 2138

Airframe Systems 8 Semester Credits

In this course the students learn to identify and select hydraulic fluids, determine the correct seal to use, and apply the proper techniques during seal removal and installation. The students will be able to explain the operating principles and basic troubleshooting techniques of hydraulic, pneumatic, fuel, pressurization, oxygen, anti-ice, de-ice, vapor cycle, and heating systems and their respective components. The students will be able to determine the airworthiness of systems, subsystems, and components by using operational checks, servicing procedures, and inspections contained in approved data.

Prerequisite: Core Courses

(90 Theory Hours - 90 Lab Hours)

ARF 2148

Airframe Inspection & Troubleshooting 8 Semester Credits

In this course 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. Also, students will inspect and troubleshoot airframe electrical malfunctions.

Prerequisites: ARF 2118, ARF 2128, and ARF 2138

(90 Theory Hours - 90 Lab Hours)

COURSE DESCRIPTIONS

AVE 1503 Aviation Regulations I 3 Semester Credits

This course is designed to teach the basic knowledge of the Federal Aviation Regulations (FAR) and the Aeronautical Information Manual (AIM) required for initial pilot certification. Specific areas covered are safety of flight, Spartan local procedures, medical factors, charts and publications, operating procedures, airport data, and air traffic control. The student will also learn all Federal Aviation Regulations under Parts 1, 61, and 91 that govern the operation of aircraft.
(50 Theory Hours)

AVE 1513 Basic Aerodynamics and Systems 3 Semester Credits

This course will teach the fundamentals of aerodynamics, including the forces that affect an airplane in flight, the principles of airfoils, and factors that affect each of these aerodynamic fields. The student will learn how an airplane's performance is affected by these factors as well as how weather elements and loading of the aircraft influence the operation in flight and how the aircraft systems can control the situation.
(50 Theory Hours)

AVE 1553 Basic Meteorology and Navigation 3 Semester Credits

This course provides students with the necessary basic knowledge of meteorology that includes VFR weather minimums and special VFR minimums required for safe aircraft operation. Also, the student will learn the fundamentals of navigation using pilotage, dead-reckoning, and the use of radio navigation to verify his/her position or route of flight. This course prepares the student to take the FAA Private Pilot Airman Knowledge Test.
(50 Theory Hours)

AVE 1573 Basic Instruments 3 Semester Credits

This course provides students with the basic theoretical knowledge and weather briefing experience required to earn an Instrument Rating. The course familiarizes students with the function and use of flight instruments. It also covers performance charts, meteorology and weather charts. Students will learn basic navigation procedures upon which they will build the skills necessary for the practical application during the associated flight courses.
Prerequisite: Private Pilot Certificate or Stage 3 Stage Test completed
(50 Theory Hours)

AVE 1613 Flight Planning & Navigation 3 Semester Credits

This course will cover the necessary planning and preparation for a flight to include checking aircraft certificates and documents, obtaining weather, both current and forecasted, determining aircraft performance and limitations, cross-country requirements, and safety such as emergency action and aeromedical factors. The student will learn the advanced fundamentals of navigation using intercept and tracking of VOR/VORTAC radials, DME arcs, and NDB bearings. Additionally, the student will obtain advanced knowledge of navigational systems and their application through the national and international airways.
Prerequisite: AVE 1503, AVE 1513 and AVE 1553 or Private Pilot Certificate or equivalent
(50 Theory Hours)

AVE 1693 Aviation Medicine 3 Semester Credits

This course is designed to teach aviation physiology and its application to the pilot. The student will learn the human anatomy and how outside factors affect its performance, especially in a flight environment. Some of the environmental elements include fatigue, disease or illness, drugs or alcohol, hypoxia, and weather or lighting conditions. This will not only teach the student the effects on his or her own body, but will teach the signs to watch for in other pilots or students.
(50 Theory Hours)



COURSE DESCRIPTIONS

AVE 2503

Aviation Regulations II 3 Semester Credits

This course is designed to teach the advanced knowledge of the Federal Aviation Regulations and the Airman's Information Manual required for commercial pilot certification. Specific areas covered are navigational aids, aeronautical lighting, airport marking, airport data, emergency procedures, aeronautical charts and publications, air traffic control, air traffic procedures, and airspace. The student will also learn the FARs under Parts 119, 121, 135, and 141 that govern commercial operations and flight training.

Prerequisite: Private Pilot Certificate or AVE 1503 or equivalent
(50 Theory Hours)

AVE 2513

Advanced Aerodynamics 3 Semester Credits

This course consists of a review of the forces that act upon any physical object such as gravity, lift, thrust, and drag, and all the other laws of nature that affect an aircraft in flight. The student will gain an in-depth understanding of aircraft design and its role in increasing efficiency, speed, and control.

Prerequisite: Private Pilot Certificate or equivalent or AVE 1513 and Intermediate Algebra or equivalent
(50 Theory Hours)

AVE 2553

Advanced Meteorology 3 Semester Credits

This course provides students with the necessary advanced knowledge of meteorology to include take-off and landing minimums that will allow compliance with departure, enroute, and arrival procedures and clearances. Weather reports and forecasts, radar summaries, and significant weather prognostics will be covered in detail.

Prerequisite: Private Pilot Certificate or AVE 1553 or equivalent
(50 Theory Hours)

AVE 2563

Advanced Aircraft Systems 3 Semester Credits

This course provides students with advanced knowledge of aircraft systems to include detailed studies of Pitot-Static and vacuum, complex landing gear, powerplants, propellers, fuel and oil, hydraulic, electrical, and environmental factors.

Prerequisite: Private Pilot Certificate or AVE 1513 or equivalent
(50 Theory Hours)

AVE 2573

Advanced Instruments 3 Semester Credits

This course provides students with the advanced theoretical knowledge and weather briefing knowledge required to earn an FAA Instrument Rating. The course covers the advanced fundamentals of navigation using intercept and tracking of VOR/VORTAC radials, DME arcs, and NDB bearings. Both precision and non-precision instrument procedures will be taught to prepare the student for the practical application during the related flight courses. This course prepares the student to take the FAA Instrument Rating Airman Knowledge Test.

Prerequisites: Private Pilot Certificate and AVE 1573
(50 Theory Hours)

AVE 2603

Air Traffic Control Operations & Procedures 3 Semester Credits

This course provides students with a detailed understanding of air traffic control plus services and requirements. Included in this course are explanations of radar services, lighting control, airspace rules and restrictions, communications procedures and phraseology, lost communication procedures, automatic terminal information service, air traffic control facilities, such as Air Route Traffic Control Centers, control towers, and Flight Service Stations. This course prepares the student to take the FAA Commercial Pilot Airman Knowledge Test.

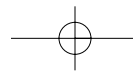
Prerequisites: Commercial Ground Classes or equivalent
(50 Theory Hours)

AVE 2613

Testing and Measurement 3 Semester Credits

In this course, students learn the fundamentals of flight instruction with an emphasis on effectively organizing instruction and evaluating student progress. Students learn how to write valid training objectives and tests. This course prepares the student to take the FAA Fundamentals of Instruction Airman Knowledge Test.

Prerequisite: Stage 5 stage check of AVF 2583, or Commercial Pilot Certificate with Instrument Rating
(50 Theory Hours)



COURSE DESCRIPTIONS

AVE 2623 Educational Psychology
3 Semester Credits

In this course, 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: AVE 2613 or Stage 5 stage check of AVF 2583 or equivalent
(50 Theory Hours)

AVE 2633 Practical Certified Flight Instructor
3 Semester Credits

In this course, students will learn to apply methods of flight instruction including objectives, teaching techniques, and evaluation criteria. Analysis of flight maneuvers includes common student errors, control functions, effects and principles of safety and FAA regulations. In conjunction with AVE 2613 and AVF 2651, the student will be prepared to take the FAA Flight Instructor-Airplane Airman Knowledge Test.
Prerequisite: Commercial Pilot Certification with Instrument Rating, and AVE 2613 or equivalent
(50 Theory Hours)

AVE 2643 Practical Certified Flight Instructor Instrument
3 Semester Credits

In this course, students will apply instructional techniques for instrument flight instruction and learn to analyze instrument flight maneuvers and techniques. This course 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. In conjunction with AVE 2623, and AVF 2671, the student will be prepared to take the FAA Flight Instructor-Instrument Airman Knowledge Test.
Prerequisite: Commercial Pilot Certificate with Instrument Rating, and AVE 2623 or equivalent
(50 Theory Hours)

AVF 1562 Private Pilot Certification Flying
2 Semester Credit

In this course a student is required to fly a minimum of 35 hours, of which 30 hours are dual flight and 5 hours are supervised solo. During this course, the student will learn basic flying, taxiing, parking, straight and level flight, turns, climbs, maneuvers, and cross-country flying. In conjunction with related aviation education courses, the student will be prepared to take the FAA Private Pilot Practical test.
Prerequisite: Student Pilot Certificate and Class II Medical
(30 Theory Hours - 5 Lab Hours)

AVF 1763 Commercial Pilot Certification Flying, Part I
3 Semester Credits

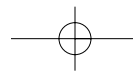
In this course, a student is required to fly a minimum of 56 hours, 48 hours of dual and 8 hours of supervised solo. The course covers basic flying, taxiing, parking, straight and level flight, turns, as well as applicable Federal Aviation Regulations, meteorology, aerial navigation, radio communications, and safety practices. This course provides students with theoretical knowledge and required pre-flight briefings and post-flight briefings prerequisite to AVF 2583, Commercial Pilot Certification Flying, Part II, and in conjunction with AVF 2583, prepares the students to take the FAA Practical Test for a Commercial Pilot.
Prerequisite: Private Pilot Certificate with Instrument Rating or concurrent enrollment in AVF 2572 or equivalent
(48 Theory Hours - 8 Lab Hours)

AVF 2572 Instrument Rating Flying
2 Semester Credits

In this course, students must complete a minimum of 35 dual flight hours. This course concentrates on instrument flying, both basic and navigational. This course, in conjunction with other courses, helps prepare the student for the FAA Instrument Rating Practical test.
Prerequisite: Private Pilot Certificate or equivalent
(35 Theory Hours)

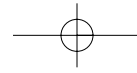
AVF 2583 Commercial Pilot Certification Flying, Part II
3 Semester Credits

In this course, students must complete 64 hours of flying, 48 hours of dual flight and 16 hours of supervised solo flight. These hours are divided into three segments: advanced maneuvers, navigation, and recognition of critical flight situations including constant speed propeller and retractable gear aircraft. Upon completion of this course, in conjunction with AVF 1763 the student will be prepared to take the FAA Instrument and Commercial Practical tests.
Prerequisite: Private Pilot Certificate with Instrument Rating or completion of AVF 1763 and concurrent enrollment in AVF 2572
(48 Theory Hours - 16 Lab Hours)



COURSE DESCRIPTIONS

<p>AVF 2651 Certified Flight Instructor Flying 1 Semester Credit</p> <p>This course requires a minimum of 25 hours dual flying and 5 hours of Practice Ground Instruction, during which the student gains experience in the application of the training received in AVE 2613 and AVE 2633. This course prepares the student to take the FAA Flight Instructor Rating Practical test.</p> <p>Prerequisite: Commercial Pilot Certificate with Instrument Rating (30 Theory Hours)</p>	<p>ENG 0223 Career Communications 3 Semester Credits</p> <p>Students will learn basic grammar, research skills, resume development, job search and business communications skills, and basic oral and written communications skills. In addition, the students will learn basic word processing skills, time and financial management skills, and develop an understanding of their personal learning style. (48 Theory Hours)</p>
<p>AVF 2671 Certified Flight Instructor Instrument Flying 1 Semester Credit</p> <p>This course requires a minimum of 18 hours of dual instrument flight instruction. The course provides student teachers with right seat instrument flying and teaching experience applying the techniques learned in AVE 2573, AVE 2623, AVF 2651, and AVE 2643 related to instrument instruction. At the end of this course, the student will be ready to take the FAA Instrument Flight Instructor Practical test.</p> <p>Prerequisite: Commercial Pilot Certificate with Instrument Rating (18 Theory Hours)</p>	<p>ENG 1123 English Composition I 3 Semester Credits</p> <p>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 Theory Hours)</p>
<p>BSL 3183 Business Law 3 Semester Credits</p> <p>This course will explore the law as applied to a person, a citizen, and to a business person. Students will 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 Theory Hours)</p>	<p>ENG 3133 Business Communications 3 Semester Credits</p> <p>This course is a survey of day-to-day written communication in business. This course provides students intensive practice in letter, memo, and resumé writing. Business Communications is primarily for the student interested in acquiring knowledge necessary for employment in the business field.</p> <p>Prerequisite: ENG 1123 (48 Theory Hours)</p>
<p>CSC 3163 Computing for Business 3 Semester Credits</p> <p>This course is a review of terminology and concepts for data processing in business. Topics include computer hardware and software, information systems, and an introduction to computer programming in a business-oriented language.</p> <p>Prerequisite: MAT 2123 (48 Theory Hours)</p>	<p>GEN 1021 College Survival 1 Semester Credit</p> <p>Students will be exposed to learning strategies. Concepts to be covered include managing college life, note taking, study skills, test preparation, research and reporting techniques, and keyboarding. (17 Theory Hours - 11 Lab Hours)</p>
<p>ECN 3143 Introduction to Economics 3 Semester Credits</p> <p>This course is an integrated approach to macroeconomics and microeconomics designed to give the student 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 will be discussed.</p> <p>Prerequisite: MAT 3153 (48 Theory Hours)</p>	<p>GEN 2013 Research Issues in the Discipline 3 Semester Credits</p> <p>In this course the student will conduct a research topic related to their discipline and prepare a research paper to be presented in class. Interviewing skills, communication skills both oral and written, presentation skills, and industry ethics will be covered. Internet search engines, posting of resumes to the Web and job search techniques will also be introduced. (32 Theory Hours - 32 Lab Hours)</p>



COURSE DESCRIPTIONS

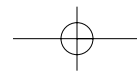
HIS 1163 American History: 1865 to Present
3 Semester Credits
This course traces the economic, political, social, and intellectual development that shaped modern America. Students investigate in detail the impact of industrialization in shaping the emerging nation.
(48 Theory Hours)

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 Theory Hours)

MAT 0124 Applied Technical Math
4 Semester Credits
The students will work problems in all areas of introductory algebra. Included in the course will be operations with integers, fractions, decimals, percents, perimeter, area, volume, formulas, algebraic expressions, linear equations, polynomials, graphing, systems of equations, ratio, proportion, and quadratic equations. Students are assigned to this course based on the skill level demonstrated during placement testing.
(64 Theory Hours)

MAT 1164 Intermediate Algebra
4 Semester Credits
This course is required in the instrument, electronics, and quality control programs. It covers the following: signed numbers, exponents, solving various types of equations, basic operations on polynomials and complex numbers, trigonometry, logarithms, imaginary numbers, and number base conversions.
Prerequisite: MAT 0124 or Equivalent
(64 Theory Hours)

MAT 2123 College Algebra
3 Semester Credits
This course covers 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.
Prerequisite: MAT 1164 or Equivalent
(48 Theory Hours)



COURSE DESCRIPTIONS

<p>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. This course is designed to develop an understanding of the types of skills needed to succeed in business. Prerequisite: MAT 2123 (48 Theory Hours)</p>	<p>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, ECN 3143, and MAT 3153 (48 Theory Hours)</p>
<p>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. Prepares student for further studies in management. (48 Theory Hours)</p>	<p>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 will use the business strategy process to develop and run a business simulation for a small corporation in the aviation industry. Subject areas will include principles of aviation maintenance, flight and flight line operations, fleet planning, air cargo, safety and liability. Prerequisite: MGT 3193 and MGT 4143. Concurrent enrollment in Research in Aviation Management. (48 Theory Hours)</p>
<p>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 Theory Hours)</p>	<p>MGT 4171 Research in Aviation Management 1 Semester Credit In this course the student will select a research topic related to aviation management practices and prepare a research paper to be presented in class. Emphasis will be on current, relevant problems in planning, implementing, or managing various operations in the aviation and aerospace industry. The instructor must approve the topic. Prerequisite: Concurrent enrollment in MGT 4163 and permission of the instructor (48 Lab Hours)</p>
<p>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 will be discussed. Methods of application in business will be examined. Prerequisite: MGT 3193 and CSC 3163 (48 Theory Hours)</p>	<p>PHY 1174 Intermediate Physics 4 Semester Credits This course is required in the instrument, electronics, and quality control programs. It includes theory and application in the following areas: mechanics (force, motion, energy, orbital mechanics), fluid dynamics (buoyancy, Bernoulli's Principle, gas laws, and Pascal's Principle), sound, heat, electricity, and magnetism. (48 Theory Hours - 32 Lab Hours)</p>
<p>MGT 4133 International Business Practices 3 Semester Credits This course is 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 Theory Hours)</p>	

COURSE DESCRIPTIONS

PHY 2134

College Physics

4 Semester Credits

This course is an algebra-based 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.

Prerequisite: PHY 1174 or Equivalent
(48 Theory 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 will be examined from a philosophical point of view to evaluate certain business practices. Course will emphasize the relationship between managerial decisions and ethics.

Prerequisite: MGT 3193
(48 Theory Hours)

PPT 1168

Basic Electricity & Nondestructive Testing

8 Semester Credits

In this course the students study the fundamentals of magnetism and electricity. They perform analysis of electrical circuits and determine resistance, current, voltage, inductance, capacitance, impedance, power, and digital logic. They study the use of electrical measuring instruments, troubleshooting procedures, and they learn about batteries. The students learn the principles of nondestructive testing including eddy current, ultrasonic, magnetic particle, and dye penetrant procedures. They perform laboratory experiments in each of these procedures.

Prerequisite: ARF 1118
(90 Theory Hours - 90 Lab Hours)

PPT 2008

Ignition Systems & Electrical Systems

8 Semester Credits

In this course students study 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. Students learn the use of the multimeter to troubleshoot electrical circuits. They select and install wiring and electrical components, disassemble, inspect, reassemble and operationally check AC and DC generators, alternators, motors, inverters, rectifiers and related aircraft systems. Students will inspect, service, and repair engine and aircraft fire detection and protection systems.

Prerequisite: PPT 1168
(90 Theory Hours - 90 Lab Hours)

PPT 2018

Reciprocating Powerplants

8 Semester Credits

In this course students study the theory of operation and overhaul procedures and techniques for reciprocating aircraft engines. They clean, disassemble, inspect, repair, and reassemble engines and engine components in accordance with manufacturers' and generally accepted procedures. They study and reference applicable manufacturers' approved and acceptable data, and FAA regulations. When available, operational engines and engine components are used for practical projects.

Prerequisites: All core courses
(90 Theory Hours - 90 Lab Hours)

PPT 2028

Reciprocating Powerplant Systems

8 Semester Credits

In this course the students study the fundamentals of fuels, induction systems, fuel systems and propeller systems. Students will study and reference applicable manufacturers' data and FAA regulations. They will perform maintenance and make adjustments to various fuel system and propeller system components.

Prerequisite: PPT 2018
(90 Theory Hours - 90 Lab Hours)

PPT 2038

Gas Turbine Powerplants

8 Semester Credits

In this course the students learn the principles of jet propulsion, the principle parts of a gas turbine engine and their operations. The students will disassemble, inspect, reassemble, remove, install, troubleshoot and operate a gas turbine engine in accordance with applicable manufacturers' and Federal Aviation Administration publications and airworthiness directives. The students will also learn the principles of operation, inspection, servicing and troubleshooting of airborne auxiliary power units.

Prerequisite: PPT 2028
(90 Theory Hours - 90 Lab Hours)

PPT 2048

Powerplant Inspection & Troubleshooting

8 Semester Credits

In this course students study operational maintenance and troubleshooting procedures for reciprocating powerplant systems. They study engine removal and installation, powerplant inspection, engine controls, and engine operating procedures. They study and reference applicable manufacturers' data and FAA regulations. Students perform operational checks, 100-hour inspections and remove and install engines. In a test cell environment, they troubleshoot and repair engine malfunctions on operational powerplants, with emphasis on safety and the application of the proper techniques and logic.

Prerequisites: PPT 2018, PPT 2028, and PPT 2038
(90 Theory Hours - 90 Lab Hours)

COURSE DESCRIPTIONS

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 will be 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 Theory 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 Theory Hours)

QCT 1808 Introduction to NDT
8 Semester Credits

In this course the student will gain an overview of manufacturing processes and the major NDT inspection methods. The student 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 student will 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. Students will discuss basic hand tools, their application and usage and discuss applicable publications and data sheets.
Prerequisites: MAT 1164 and PHY 1174 or equivalent
(94 Theory Hours - 86 Lab Hours)

QCT 1819 Radiation Safety
9 Semester Credits

In this course students learn the fundamentals of radiation safety and radiographic inspection safety techniques. Students study the causes of radiation accidents and pertinent federal and state regulations. Students also develop the skills to successfully change a source and set up a gamma ray projector and accessories.
Prerequisites: MAT 1164 and PHY 1174 or equivalent
(116 Theory Hours - 64 Lab Hours)

QCT 2808 Radiography
8 Semester Credits

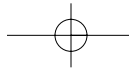
Students review and utilize their previous (QCT 1819) radiation safety training and continue to develop skill and proficiency at producing a radiograph (with x-ray tubes and radioactive isotopes) safely and correctly. Students also learn manual film processing, handling and basic film interpretation.
Prerequisites: QCT 1808 and QCT 1819
(90 Theory Hours - 90 Lab Hours)

QCT 2818 Ultrasonic Inspection
8 Semester Credits

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 in set-up and calibration of ultrasonic testing instruments, using straight beam and angle beam contact testing. They also learn the basic theory of immersion testing.
Prerequisites: QCT 1808 and QCT 1819
(90 Theory Hours - 90 Lab Hours)

COURSE DESCRIPTIONS

<p>QCT 2828 Eddy Current Inspection 8 Semester Credits In this course the student will learn the principles and methods of eddy current inspections. Students study inspection reports, cleaning process, types of sensing elements, factors affecting coil impedance, coupling, field strength, test frequencies, and equipment design. The student will develop 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 that is standard to the industry. Prerequisites: MAT 1164 and PHY 1174 or equivalent (90 Theory Hours - 90 Lab Hours)</p>	<p>QCT 2938 Statistical Quality Control 8 Semester Credits In this course students learn the basic principles and concepts of quality control functions, cost analysis, inspection methods and quality audits. They study basic theories of statistics and probability, data organization, mean and standard deviation and probability distributions. They construct process control charts, standard sampling plans and determine product reliability. Prerequisite: QCT 2830 or permission of the Department Director (90 Theory Hours - 90 Lab Hours)</p>
<p>QCT 2830 Leak Testing, Codes and Standards 10 Semester Credits In this course, students learn 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. Students 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. Prerequisites: QCT 2808 and QCT 2818 or permission of the Department Director (150 Theory Hours - 30 Lab Hours)</p>	<p>QCT 2948 Total Quality Management 8 Semester Credits In this course the student will learn the basic principles and techniques of total quality management as applied to quality control. Topics covered in this course include, but are not limited to, human relations, motivating employees, managerial leadership, process organization, planning and controlling. Students study and analyze case histories relevant to these topics. In addition, students will learn about International Organization for Standardization 9000 (ISO 9000). The students will plan and create their own companies under and in accordance with ISO 9000 quality policies. Prerequisite: QCT 2830 or permission of the Department Director (90 Theory Hours - 90 Lab Hours)</p>
<p>QCT 2908 Metrology 8 Semester Credits In this course 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. Prerequisite: QCT 2830 or permission of the Department Director (90 Theory Hours - 90 Lab Hours)</p>	<p>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 Theory Hours)</p>
<p>QCT 2928 Manufacturing Processes 8 Semester Credits In this course students learn the manufacturing processes used to assemble and finish materials. These processes include the following: casting, molding, forming, material removal, welding, adhesive joining, mechanical fastening, cleaning, and coating. In addition the students will study heat treating and metallurgy. Prerequisite: QCT 2830 or permission of the Department Director (90 Theory Hours - 90 Lab Hours)</p>	<p>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. Prerequisite: ENG 1123 or equivalent (48 Theory Hours)</p>



ADMINISTRATION

EXECUTIVE ADMINISTRATION

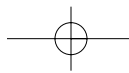
Name	Degree/License/Certification
Mills, Esq., Brent L. President, Chief Executive Officer	JD, BBA (17)
Walker, John A. Executive Vice President, Chief Financial OfficerMS, BS, CPA (31)
Gibson, Jeremy D., Executive Vice President, Chief Operating Officer	BBA, MBA (18)

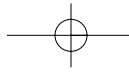
SENIOR ADMINISTRATION

Name	Degree/License/Certification
Bowling, Damon Vice President, Admissions & MarketingBS, AET, AAS (17)
Hamilton, John A. Sr. Vice President, EducationMS, BS, AAS (21)
Riling, Dean Vice President, Administration	(16)
Worthington, Ron Vice President, Aviation TrainingARE, PPT (31)
Walker, Blaine Vice President, Flight OperationsBA (2)

DEPARTMENT ADMINISTRATION

Name	Degree/License/Certification
Brasher, Pam Director, Human ResourcesBSB/M, MABA/HRM (24)
Boyd, Marie Manager, Accreditation and Licensing	(6)
Choquette, Denise Director, Career ServicesBS, AAS (11)
Cox, Rick Director, Financial Aid	(20)
Davis, Jim LibrarianBA (37)
Licht, Howard Director of CounselingM. DIV, B.S. (27)
Slayton, Dr. Larry Dean of College Programs	PhD, MA, BA (16)
Wyman, Bill Chief Flight InstructorBBA, AAS, AT, CP, IR, CFI, CFII, MER, MEI, AGII (13)
Watts, Melody Library DirectorBA (37)





TECHNICAL FACULTY

Aviation Maintenance Technology

Name	Degree/License/Certification
Anderson, Roger	ARE, PPT (43)
Baldwin, Rex	BSOE, AA, ARE, PPT, FCC (37)
Carson, Donald	BS, ARE, PPT, FCC, PP, NASA (55)
Crandell Gene	DME, AS, ARE, PPT, PP (20)
Crowell, Clifford L.	ARE, PPT (25)
Cuenca, Donald E.	BS, AAS, ARE, PPT, IA, PP (28)
Daczewitz, Francis J.	AAS, FCC, ARE, PPT, CP, MER (40)
Hildebrand, Larry	AAS, ARF PPT (32)
Keith, Richard A.	ARE, PPT, PP, IR, MER, MEI (38)
Moore, Phillip	ARE, PPT (25)
Neil, Lowell Wade	ARE, PPT, DME, CP, CFI, MER (48)
Passley, Robin J.	AGI, ARE, PPT, PP, CP, IR, CFI (35)
Redden, Samuel E.	ARE, PPT, PP, FCC (46)
Snow, Howard	M.Ed., BA, AAS, ARE, PPT (24)
Stevens, Mark	AAC, IR, AGI, ARE, PPT, PP (28)
Werner, Alan C.	BA, ARE, PPT (16)
Williams, Samuel	ARE, PPT (55)
Wilson, Raymond	ARE, PPT (40)
Wilson, Robert L.	AAS, ARE, PPT, PP, MER (46)

Avionics

Name	Degree/License/Certification
Adams, Douglas	BS, AA (29)
Banham, Victor A.	FCC (35)
Bowles, James O.	SBE, FCC (49)
Browning, William	BS, AAS, BE, A+, CETma, ARE, PPT, CP, IR, MER, CFI, GSI, FCC (36)
Chaney, John	BS, AAS, ARE, PPT, FCC (18)
Clark, Douglas	BS, AAS (18)
Guedry, Brian P.	AAS, FCC (21)
Josserand, Joe D.	AAS, FCC, ARE, PPT (29)

General Education

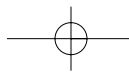
Name	Degree/License/Certification
Anderssen, Leigh	M.Ed., BA (17)
Bornemann, Frederick	MS, BS (43)
Coleman, Kathy L.	MS, BA (15)
Cowden, Frances	Ph.D., M.Ed., BS (21)
Harker, Ralph	MS, BS (27)
Myers, Shirley A.	MS, BA, BS (17)
Owen, John T.	BS (33)
Potts, James	MNS, BS (42)
Stiles, Warren D.	BS, FCC (14)

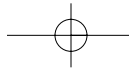
Bachelor's Degree

Name	Degree/License/Certification
Chaney, John	BS, AAS, ARE, PPT, FCC (19)
Jackson, Felicia	MA, BA (8)
Klense, Stephen	BS, MPH (6)
Licht, Howard	M.DIV, BA (12)
Mills, Esq., Brent L.	JD, BBA (19)
Pendergrass, James Franklin	ABD, MS, BS, FCC (53)
Slayton, Larry J.	Ph.D., MA, BA (16)
Stump, Michael	MS, BS (5)

Nondestructive Testing and Quality Control

Name	Degree/License/Certification
Driskill, David E.	BBA, AAS, QC, NDT (34)
Hingey Jr., James P.	NDT, EPRI (33)
Hunt, Sally A.	AAS, QC (14)
Ray, Robert C.	BA, AAS, NDT (29)





FLIGHT FACULTY

Flight

Name	Degree/License/Certification
Abczynski, Janusz	.BA, CP, IR, CFI, CFII, MER, MEI, DE (30)
Bergrin, Cheryl	.AAS, CP, IR, CFI, CFII, AGI, IGI (4)
Berry, Nathan	.AAS, CP, IR, CFI, CFII, MER, AGI, IGI (4)
Black, Dustin	.AAS, CP, IR, CFI, CFII, MER, MEI, AGI, IGI (8)
Blasco, Luis	.BS, AAS, CP, IR, CFI, CFII, MER, MEI, AGI (8)
Burke, Randy	.CP, IR, CFI, CFII, MER (5)
Clay, Jason	.AAS, CP, IR, CFI, CFII, AGI (7)
Cummings, Robert	.CP, IR, MER, MEI, ATP, AGII, IGI (40)
Davis, Robert	.CP, IR, MER (55)
Daniels, Brad	.AAS, CP, IR, CFI, CFII, MER, MEI, IGI (6)
Duenas, Ralph	.AAS, CP, IR, CFI, CFII (3)
Evans, Betty	.AAS, CP, IR, CFI, CFII, AGI, IGI (4)
Gentiluomo, Edward	.BA, AAS, CP, IR, CFI, CFII, MER, MEI (10)
Harper, Jason	.AAS, CP, IR, CFI, CFII (7)
Hoffman, Dustin	.AAS, CP, IR, CFI, CFII (4)
Hollander, Codi	.BS, CP, IR, CFI, CFII, MER, MEI (4)
Hynes, Kristen	.BS, AAS, CP, IR, CFI, CFII, AGI (3)
Keener, Jr., Ronald	.AAS, CP, IR, CFI, CFII, MER, MEI, AGI, IGI (2)
Killebrew, Bryce	.AAS, CP, IR, CFI, CFII, MER, AGI, IGI (4)
Lane, Jr., Lloyd	.AAS, CP, IR, CFI, CFII, MER, MEI (7)
Lincoln, Jared	.BS, AAS, CP, IR, CFI, CFII, MER, MEI (10)
Lindholm, Craig	.AAS, CP, IR, CFI, CFII, AGI, DE (35)
Martin, Casey	.AAS, CP, IR, CFI, CFII, MER, MEI, AGI, IGI (3)

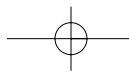
Flight

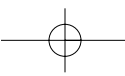
Name	Degree/License/Certification
McBroom, Matti	.AAS, CP, IR, CFI, CFII, MER, AGI, IGI .(4)
Meier, Brian	.MA, BA, AAS, CP, IR, CFI, CFII, MER, MEI, AGI, IGI .(10)
Naskovski, Vladimir	.BS, AAS, CP, IR, CFI, CFII .(6)
Oh, Jeong	.MBA, BA, AAS, CP, IR, CFI, CFII, MER, AGI, IGI (5)
Osborn, Toby	.BA, AAS, CP, IR, CFI, CFII, MER, MEI (9)
Ostegar, Joseph	.BA, AAS, CP, IR, CFI, CFII, MER, MEI, AGI, IGI (6)
Perkins, Zachary	.BS, AAS, CP, IR, CFI, CFII (5)
Rinehart, Sean	.AAS, CP, IR, CFI, CFII, MER, MEI, AGI, IGI (10)
Saathoff, Lorin	.AAS, CP, IR, CFI, CFII, MER, MEI, ATP (41)
Salafonov, Dmitri	.BA, AAS, CP, IR, CFI, CFII, MER, MEI, AGI, IGI (7)
Schumacher, Joshua	.AAS, CP, IR, CFI, CFII, MER, AGI, IGI (8)
Shabandar, Abraham	.AAS, CP, IR, CFI, CFII, MER, MEI, A&P (9)
Stephens, Jason	.AAS, CP, IR, CFI, CFII, MER, AGI, IGI (4)
Stricker, Joel	.AAS, CP, IR, CFI, CFII (6)
Underhill, Derrik	.AAS, CP, IR, CFI, CFII, AGI, IGI (4)
Visser, Terry	.BS, AAS, CP, IR, CFI, CFII, MER, MEI, AGI, IGI (15)
Warda, James	.AAS, CP, IR, CFI, CFII (3)
Wilkerson, David	.MA, BA, AAS, CP, IR, CFI, CFII, MER, MEI (38)
Williams, David	.AAS, CP, IR, CFI, CFII (3)
Williams, Travis	.AAS, CP, IR, CFI, CFII, MER, AGI, IGI (4)
Wyman, Jennifer	.BS, AAS, CP, IR, CFI, CFII, MER, MEI (9)
Wyman, William	.AAS, ATP, CP, IR, CFI, CFII, MER, MEI, AGI, IGI (9)

LEGEND:

AGI	Advanced Ground Instructor	
AIET	Graduate, Aviation Instrument/Electronics	
AIGI	Advanced Instrument Ground Instructor	
ARF	Airframe Certificate	
ATP	Airline Transport Pilot	
A+	A+ Certification	
CET	Certified Electronics Technician	
CETma	Master Certified Electronics Technician	
CETsr	Senior Certified Electronics Technician	
CFI	Certified Flight Instructor	
CFII	Instrument Flight Instructor	
CHP	Commercial Helicopter Pilot Rating	
CP	Commercial Pilot Certificate	
CNA	Certified Network Administrator	
DE	FAA Designated Examiner	
DME	Designated Mechanical Examiner	
EET	Electronic Engineering Technology	
EPRI	Electrical Power Research Institute	
FCC	Federal Communication Certificate	
FE	Flight Engineer	
GSI	Ground School Instructor	
IA	Inspection Authorization	
IGI	Instrument Ground Instructor	
IR	Instrument Rating	
MEI	Multiengine Instructor	
MER	Multiengine Rating	
MSCE	Microsoft Certified Engineer	
NASA	NASA Certification	
NDT	Graduate, Nondestructive Testing	
PP	Private Pilot Certificate	
PPT	Powerplant Certificate	
SBE	Society of Broadcast Engineers, Broadcast Technologist	

NOTE: Number in parentheses indicates years of experience applicable to current position.





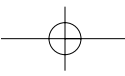
STUDENT COMPLIANCE AND INDIVIDUAL RESPONSIBILITY

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.

Certification Statement

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

Brent L. Mills
President, Chief Executive Officer





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