SPARTAN COLLEGE OF AERONAUTICS AND TECHNOLOGY
OWNER STATEMENT

Spartan Education Group, LLC is 100% owner d/b/a Spartan College of Aeronautics and Technology, Inglewood, CA. Current board members, administration and faculty are listed on www.spartan.edu, Los Angeles area of California, under Consumer Information (LA) as well as in the Catalog Supplement Volume 5.

WELCOME

A MESSAGE FROM THE PRESIDENT

Welcome to the Los Angeles Campus of Spartan College of Aeronautics and Technology. I am so glad you are taking the time to research our career based aviation programs.

Spartan College is proud of the rich history in the aviation field dating back to 1928. For more than eighty-five years Spartan College has been preparing students to achieve successful careers in the field of aviation maintenance. As an approved FAA Part 147 School, we prepare our graduates for the specific demands that employers require. Our long standing partnerships with employers in the field give us the opportunity to tailor our curriculum to the needs of the industry. Being an accredited College by the Council on Occupation Education, we uphold the highest of standards with respect to student success and measurable outcomes.

We are a military friendly organization by welcoming our Veterans and we are approved to receive all main military educational benefits. In addition, we offer a streamlined and timely review of experience, past education, and electronic certification of educational benefits.

In addition to outstanding academic and hands-on preparation, we are committed to nurturing the potential of all of our students and to giving them the opportunities to develop their talents. We are also committed to encouraging our students to develop a strong work ethic, a deep sense of integrity, an ability to work well with others, and a demonstrated desire for service.

After exploring our website, my hope is that you will decide to visit us and to experience first-hand all that Spartan College has to offer. Congratulations on your decision to join the Spartan family. We are proud to serve as your college of choice!

Sincerely,

Dennis Manzo

Dennis Manzo, Campus President
Spartan College of Aeronautics and Technology – Los Angeles
Definitions ............................................................. 17
Procedures ............................................................... 17-18
Sanctions ................................................................. 18
Examination of Student Records .............................. 18
Directory Information ............................................... 18
CANCELLATION OF CLASSES .......................... 18-19
Insufficient Enrollment ............................................. 18
Inclement Weather .................................................... 18-19
TRANSFERABILITY OF CREDITS .................................. 19
Program Advisory Committee ................................... 19

ACADEMICS – AVIATION PROGRAMS .................. 19-22
Grading System ......................................................... 19
Repeating a Course ................................................... 19
Student Records ....................................................... 19
Withdrawal ............................................................... 20
FAA Certification ....................................................... 20
Satisfactory Academic Progress .............................. 20
Evaluation Points ..................................................... 20
Completion Rate Requirements .............................. 20
Academic Warning/Probation/Extended Enrollment 20
SAP Notices of Federal Financial Aid Probation ..21
Reinstatement as Regular Financial Aid Student ....21
Withdrawals/Repetition/Timeouts/LOA .................... 21
Maximum Timeframe ................................................. 21
Appeals ................................................................. 21
Multiple Attempts .................................................... 21
Graduation Requirements ........................................ 21
Transfer Student ....................................................... 21
Advance Standing .................................................... 21

ATTENDANCE POLICIES ........................................... 22
Absenteeism and Tardiness ...................................... 22
Make-up Work–Excessive Absences-Aviation .......... 22
Leave of Absence Policy ........................................... 22
Class Times ............................................................. 22
Grading System ......................................................... 22-23
Grade Change .......................................................... 23
Class Size ............................................................... 23
Student Progress Reports ......................................... 23

ACADEMIC AWARDS ............................................. 23-24
Graduation Requirements ....................................... 23-24
Graduation Award .................................................... 24
Dean’s List ............................................................... 24

STUDENT INFORMATION SERVICES .................. 24-28
General ................................................................. 24
Grievance Policy and Procedure ............................ 24
Student Conduct and Discipline ............................ 24-25
Conduct Safety & Dress Code ................................ 25
Student Harassment Policy ...................................... 25-27
Drug Free Schools Act ............................................. 27

Random Student Drug Testing ................................ 27
Campus Crime and Security Act ............................. 27
Safety Information ................................................... 27
Graduation Ceremony .............................................. 27
Student Responsibilities .......................................... 27-28
Alumni Services ...................................................... 28

PROGRAMS .......................................................... 29-31
Airframe and Powerplant (Diploma) ......................... 29
Associate of Occupational Studies Aviation ......... 29
Maintenance Technology (Completer Program) ..... 29
Airframe (Diploma) .................................................... 30
Powerplant (Diploma) ................................................. 30
Airframe (Diploma Add-on) ..................................... 31
Powerplant (Diploma Add-on) ................................. 31

COURSE DESCRIPTIONS ........................................... 32-33

CERTIFICATION STATEMENT .............................. 34
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 quality of the students' training experiences and curricula in accordance with the needs of the industry.

GOALS
The goal of Spartan College of Aeronautics and Technology is to ensure our students receive the highest quality education possible, Spartan College staff and faculty focus on the following goals:
1. Provide career focused, competency based technical programs.
2. Provide training of work ethic and citizenship for all students.
3. Employ faculty with appropriate educational credentials and related career experience.
4. Create and maintain an educational environment conducive to learning.
5. Offer services that support the college mission and student success.
6. Provide career-development strategies and employment assistance.
7. Supply qualified graduates to meet the needs of industry.

LICENSING and ACCREDITATION
Spartan College of Aeronautics and Technology’s approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 which was effective January 1, 2010. The act is administered by the Bureau for Private Postsecondary Education under the Department of Consumer Affairs:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959 or (888) 370-7589
(916) 263-1897 fax
www.bppe.ca.gov

Prospective students are encouraged to review the catalog prior to signing an enrollment agreement and to review the School Performance Fact Sheet which must be provided to them prior to signing an enrollment agreement.

Any questions and/or concerns not satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtained on the bureau’s website www.bppe.ca.gov.

See Grievance Policy and Procedures on page 27 to resolve any complaints.

Spartan College of Aeronautics and Technology is accredited by the Council on Occupational Education (COE):

Council on Occupational Education
840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898 or (800) 917-2081
(770) 396-3790 fax
www.council.org

Programs are approved by the Bureau for Private Postsecondary Education and the California State Accrediting Agency for Veterans.

Spartan College is authorized to offer Associate in Occupational Studies with Majors in Aviation Maintenance Technology.

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

The following person has been designated to handle inquiries regarding the non-discrimination policies, The Americans with Disabilities Act (ADA) and the Rehabilitation Act, Section 504.

Sexual harassment is NOT TOLERATED at Spartan. If a student feels they are being or have been discriminated against or sexually harassed they need to notify their campus Department Head and/or the following individual:

Director of Education or Campus President
8911 Aviation Boulevard
Inglewood, CA 90301
(310) 337-4444

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

Disabled Students
Spartan College of Aeronautics and Technology does not discriminate on the basis of disability in admission or access to its program of study or activities. Students should be aware that employment opportunities may be limited for individuals who cannot perform the essential functions of a job. Students who have specific needs are required to provide advance, adequate notice of the disability to the Campus President and allow the school a reasonable period of time to consider the request and provide any reasonable accommodation. Students who request assistance may be required to provide supporting diagnostic test results and professional prescriptions for auxiliary aids.
HISTORY

The history of Crimson Technical College can be traced back to late 1930s when California Flyers, Inc. School of Aeronautics was located at Mines Field which is now Los Angeles International Airport.

In 1942 Northrop Aeronautical Institute was founded by John K. Northrop (founder of Northrop Aircraft Company) and James L. McKinley (aviation educator and author of several aeronautical textbooks) to train allied military personnel in maintaining aircraft during WWII. After the war, the two schools merged and the campus was relocated to Inglewood, CA. The demand for highly skilled technicians to work on the growing number of commercial aircraft was on the rise.

In 1959 the name was changed to Northrop Institute of Technology and then again in 1975 to Northrop University. As the university mechanics and engineering graduates were working around the world, the high standards of education obtained at the school was now receiving global recognition. Dr. James W. Rice and Mrs. Mary Alice Rice founded Rice Aviation which had schools across the nation.

In 1991 they added the Inglewood campus to build the largest system of aircraft maintenance schools in the United States at that time under the name of Northrop Rice Aviation Institute of Technology (NRAIT).

In 1999 Alta Colleges, Inc. purchased the Airframe and Powerplant (A&P) Program in Inglewood and Houston. The name was then changed to Westwood College of Aviation Technology. The number of students increased tremendously. In order to reflect diverse programs, the name was changed in 2006 to Redstone College.

In 2008, Crimson Aero Corporation acquired the campus in Inglewood under the name of Crimson Technical College with the goal of offering quality education in aviation maintenance to students around the world.

In 2014 Spartan SP Investor LLC (the same parent company as Spartan College of Aeronautics and Technology) acquired Crimson Technical College.

March 31, 2015 Crimson Technical College in Inglewood California took on the name of Spartan College of Aeronautics and Technology. This Los Angeles area campus located near Los Angeles International Airport (LAX) has been providing aviation training dating all the way back to 1930.

New Student Registration

New students will complete registration processing at the Aviation Boulevard location. Registration includes check-in, parking stickers, identification badge, admissions, and a meeting with a financial planner. Schedules are available upon completion of the registration process.

Continuing Student Registration

Students enrolled in Technical Programs who are continuing on to the next term are required to finalize their registration in accordance with the “continuing student” registration schedule at their campus.

Orientation

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

STUDENT SERVICES

Student ID Cards

Student identification cards are received during registration orientation for each term. Student ID cards can also be issued through Student Services during regular business hours. Student ID cards are required for ALL tools check out at the tool room.

Student Uniforms

Student uniforms are mandatory. Students do not need to turn in their uniforms if they withdraw or graduate from Spartan College.

Student Insurance

Spartan College of Aeronautics and Technology students are covered by a mandated group accident insurance policy for an additional fee for the duration of the student’s enrollment at Spartan College (see catalog supplement).

Students are advised that while attending Spartan College they are parking and attending at their own risk and should carry proper insurance to protect themselves against damages, injury and theft.

Bookstore

The bookstore issues textbooks and student materials.

Resource Center

The purpose of the Resource Center at Spartan College is to maintain and develop information, resources and services that support the educational goals of students, faculty, and the staff of Spartan College. Online information to include internet access, e-Library, CD-ROMs, up-to-date periodicals, and printed reference resources are available for student use. The staff will assist students in using these or any other resources. Students are encouraged to familiarize themselves with the resource center early in the first block or term.

Veterans Benefits

Students eligible for Veterans Educational Benefits, Chapter 32 (VEAP, Chapter 30 (Montgomery GI Bill), Chapter 31 (Vocational Rehabilitation), Chapter 1606 (Reserve Educational Benefits), or Chapter 35 (Survivors and Dependents Educational Assistance) may use them to attend Spartan College. Spartan College’s Veterans Service Office maintains...
all necessary applications and will provide assistance in applying for benefits once the student is enrolled. Spartan College is approved for the Yellow Ribbon Program.

Visitors
All visitors, including student's guests, must register with the receptionist. The student is responsible for the guest's behavior while visiting our campus.

Where to Get Answers
Business Office:
  Account Balance
  Account Charges
  Cost of Tuition/Terms
  Tuition Payment Schedule
  College Loans

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

Education
  Adding/Dropping a class (Also see Student Records)
  Advanced Standing or Transfer Credits
  Confidential Education Issues
  Disputing a Grade
  Disputing Attendance
  Education Concerns
  Education Policies/Procedures
  Instructor related issues
  Night student concerns
  Program change (must also see Student Records)
  Program of study
  When classes are offered
  Withdrawing from a class (must also see Student Records)
  Withdrawing from school

Financial Aid
  Federal student loans
  Impact to Financial Aid eligibility due to schedule or status changes
  Program change impact on Financial Aid
  Scholarships
  State Grants
  Defaulted Loan
  Pell Overpayment

Transcripts
  Transfer credits if processed
  VA information
  Verification of enrollment
  Employer tuition reimbursement
  General Education schedule
  Registration for continuing students
  Schedule for next term or block

Alumni Retraining
All Spartan graduates are entitled to participate in the Spartan Alumni Retraining program. Students meeting the graduation requirements listed in the Academics section of this catalog can:
  • Audit a class they have already taken*
  • Take an updated course*
  • Learn about new equipment/software*
  *Subject to space availability.

Additional charges may be incurred for any required books, labs, and fees. There is no tuition charge for qualified graduates who participate in the Spartan Alumni Retraining program; however, retraining is limited to the program from which the student graduated. Please see the campus Education Department for more information.

Facilities
  Spartan College of Aeronautics and Technology
  8911 Aviation Blvd.
  Inglewood, CA 90301
  310-337-4444
  www.Spartan.edu

All classes are held at the above address. The facilities at Spartan College are designed to provide students with an environment that stimulates learning. Our campus-like setting consists of multiple buildings that house specialized shops and labs for hands-on training. Classrooms are well lit, air conditioned, and furnished with audio visual equipment and specialized training aids.

Spartan College’s shops and laboratories are clean, well-organized, and designed to be efficient. The Career Development Center includes resource material that profiles employers to assist students with career choices. The school’s bookstore offers basic school supplies, textbooks, and tools.

For a complete description of the classrooms and laboratories for each program, please refer to the individual program descriptions in this catalog.

CAREER DEVELOPMENT
Career Development Services
The Career Development Services Department is committed to supporting students and Alumni in launching and advancing their careers.

To support students and graduates in attaining their career goals, Career Development staff focus on both assisting students in developing career search skills and on introducing students to businesses that may help them attain their professional goals.

Students are encouraged to participate in the events and activities that Career Development Services offers each term. Students will be given the chance to interact with business professionals both on and off campus. The more students interact with other professionals and participate in their business communities, the more prepared and positioned students will be to gain employment and be successful in their career endeavors.

Career Development Services provided to students:
1. One-on-one and small group coaching and feedback sessions.
2. Workshops offered either during or outside of class sessions.
3. Resume’ Reviews
4. Mock Interviews
5. Career search tools and techniques
6. Exposure to local business people and companies
7. Networking events
8. A career focused website that provides valuable career development tools, techniques, and resources.

Career Development Advising
New students are introduced to Career Development prior to their first term at Spartan College of Aeronautics and Technology. Students are assigned an Advisor who will learn about students’ professional goals and career aspirations, and will educate students on the services the Career Development Office provides.

Students are encouraged to get to know their Career Advisor and to meet with him/her regularly. The more Career Development Advisors know about a student’s professional goals, the better they are able to assist students in reaching those goals. Career Advisors will work with students to conduct both general and career related job searches, ensure student’s resumes’ and cover letters are professional and ready to present to businesses and to help develop students’ interview skills. Career Advisors will also train and coach students on how to generate their own job leads and will follow-up on students’ interviews to gain valuable feedback from employers.

Student Work Opportunities
Career Development Advisors will work with students throughout their Spartan College experience to assist students in gaining valuable business experience. Whether students are seeking general or career related work experience, Career Services Advisors will provide coaching, job search training, and tools to propel any job search.

Students who would like to work while attending Spartan College are encouraged to seek assistance from their Career Development Advisor to learn about both on and off campus employment opportunities. Upcoming graduates

ADMISSIONS
Admissions Process
Before being admitted to Spartan College of Aeronautics and Technology, prospective students must have an interview with an Admissions Representative.

Federal Aviation Administration Requirements – Aviation Maintenance
General eligibility requirements:
1. To be eligible for a mechanic certificate and associated ratings, a person must:
   a) Must be 18 years of age;
   b) Be able to read, write, speak and understand the English language or in the case of an applicant who does not meet this requirement and who is employed outside of the United States by a U.S. air carrier, have his certificate endorsed “Valid only outside the United State;” and
   c) Have passed all of the prescribed tests within a period of 24 months.

Admissions Requirements
Admission into any program requires the applicant to meet certain admissions requirements including an interview with an Admissions Representative. Additionally, applicants must provide documentation of prior education in order to demonstrate proficiency in basic college-level skills. Applicants from countries where English is not the primary language spoken and applicants whose native language is not English must demonstrate English language proficiency.

The following must be completed and provided by the applicant to qualify for admission to the College for all programs:
1. An application for admission must be submitted to the College by the end of the Add/Drop period (as published in the Academic Calendar) along with a $25 application fee and $75 registration fee. In some cases application fees may be waived or deferred including:

Full Waiver (No application or registration fee due):
   a) Education Alliance Member
   b) Spartan College of Aeronautics and Technology graduate.
   c) Current student upgrading his/her degree
   d) Former student, who has attended school, dropped and returns to school within one year (365 days) of his/her last day of attendance.
   e) Active Veteran and Reserve military personnel (must have current Military ID or DD-214).
   f) Special circumstances with proper documentation.

$75 Waiver ($25 Application Fee due):
   a) Active Veteran and Reserve military personnel’s dependents who are eligible for military tuition
assistance or are eligible for Vocational Rehabilitation benefits.

b) Former student who has attended school, dropped and returns to school more than one year (365 days) after their last day of attendance.

2. One of the following documents must be submitted to the College by the 14th day of the term:
   a) Copy or original high school transcript indicating the applicant fulfilled the requirements for graduation from high school.
   b) Copy or original recognized equivalency certificate such as the General Education Development (GED) or copy or original GED transcript showing fulfillment of the requirements for a GED.
   c) Copy of applicant’s high school diploma, associate’s degree, bachelor’s degree, or master’s degree.
   d) Copy or original of postsecondary school academic transcript which gives proof to one of the following:
      - Completed associate, bachelor or master degree.
      - Completed program of at least two years in length that is acceptable for full-credit toward a bachelor’s degree.
   e) Copy of certificate of completion for a home school program, if the applicant’s home state recognizes the home school. Documentation of the state’s recognition must be evidenced in the applicant’s records.

3. In addition to the requirements listed above, an applicant for the associate’s degree program must also demonstrate successful completion of either:
   a) All of the course and attendance requirements necessary to qualify for an airframe and powerplant diploma as outlined in this catalog; or
   b) Current and verifiable Federal Aviation Administration (FAA) Airframe and Powerplant Mechanic’s Certification.

Language Requirements for Admission
Applicants from countries where English is not the primary language spoken and applicants whose native language is not English must demonstrate English language proficiency by providing Spartan College of Aeronautics and Technology with one of the following:

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL Internet-based Test</td>
<td>Total of 61 or better</td>
</tr>
<tr>
<td>TOEFL Computer-based Test</td>
<td>Total of 173 or better</td>
</tr>
<tr>
<td>TOEFL Paper-based Test</td>
<td>Total of 500 or better</td>
</tr>
</tbody>
</table>

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

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance of the first class session or the seventh calendar day after enrollment whichever is later.

A student who has not visited the school facility prior enrollment will have the opportunity to withdraw without penalty within three days following either attendance of a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

If the Enrollment Agreement is canceled, the school will refund the student any money paid less an application fee not to exceed $100.00 within 45 days of cancellation.

After the end of the cancellation period a student has the right to stop school at any time and has the right to receive a pro-rata refund if they he/she has completed 60 percent or less of the scheduled days in the current payment period of the selected program through the last day of attendance.

A student’s withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including but not necessarily limited to a student’s lack of attendance.

Re-Entry
A student who returns to school within one year of their last day of attendance does not need to pay an additional $25 application fee or complete new application or enrollment agreement unless there has been a program change.

However, a returning student whose start date is beyond one year of their last date of attendance needs to complete another enrollment agreement, application, and pay an additional $25 application fee. In no case does a returning student pay another $75 registration fee.

Students who withdraw from school must be aware that if a program is changed during their withdrawal period, they will automatically be entered into the new version of the program. If this occurs, a new enrollment agreement is required. A program change may include credit hours, clock hours, program length or content.

Returning Students
A returning student who resumes classes within one year (365 days) of his/her last day of attendance does not need to complete another application or pay another $25 application fee; however, if the program has changed (cost, credit/clock hours, etc.) a new enrollment agreement will be required. Students returning to Spartan College after six (6) months from last day of attendance must meet with an Admissions Representative (less than six (6) months will meet with Student Services). A returning student who resumes classes after one year (365 days) must complete another application and pay another $25 application fee. In no case does a returning student pay another $75 registration fee.

Late Admission
Classes start on the date indicated in the catalog supplement under Technical Calendar. Late starts are considered on an individual basis after assessing the student’s ability to make up the work that has been missed. Under no circumstances will a student be allowed to enter class after the last day to Add & Drop classes for technical programs or no more than 10 class hours without the permission of the Campus President.

Add & Drop Period
The first three class days of each term is considered the Add & Drop period.

The Add & Drop period does not apply to students returning from a Leave of Absence (LOA). Students returning from a LOA are expected to attend class on their Expected Return Date. If a student does not return by their Expected to Return Date, they will be dropped effective their Expected to Return Date.

Advanced Standing – Technical Programs
There are a number of ways to achieve advanced standing at Spartan College, including:

1. Transfer credits from accredited colleges or universities,
2. Articulation agreement with selected high schools and colleges.
3. Passing grades on proficiency exams provided by Spartan College of Aeronautics and Technology, primarily in General Education subjects.
4. Advanced placement exams, College Level Examination Program (CLEP) exams, or nationally recognized certification exams.

Students should be aware that receiving advanced standing could affect their financial aid eligibility and graduation date.

Postponement of a Starting Date
Postponement of a starting date, whether at the request of the school or the student, requires a written agreement by the student and the school. The agreement must set forth:

1. Whether the postponement is for the convenience of the school or the student, and
2. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date. The refund will be determined in accordance with the school’s refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Students Approved for Government/Tribal Funding
Any student currently approved for government or tribal funding for college costs or living expenses must inform the campus Financial Aid and Business Offices. Examples of funding sources include Native American Tribes, Bureau of Indian Affairs, VA, Vocational Rehabilitation, Worker’s Compensation, Social Security, Job Retraining, and Workforce Investment Act (formerly JTPA) Programs.

International Student Requirements
Spartan College of Aeronautics and Technology is authorized by the U.S. Department of Homeland Security (DHS) to accept and enroll non-immigrant students. After meeting with a Spartan College Admissions Representative, students who declare a country of citizenship other than the United States and who do not have permanent U.S. residence will be referred to a designated school official at Spartan College during the admission process. Prior to the issuance of a Student Visa Petition (Form I-20 A-B), non-immigrant students must provide originals or verified copies of the following items in addition to meeting the regular Spartan College admission requirements:

1. International Application Documents:
   a) International Applicant Packet Form.
   b) Certified copy of student’s diploma translated and evaluated to U.S. high school equivalency by an approved NACES Inc. (National Association of Credential Evaluation Services) agency.
   c) TOEFL Proficiency Test results. (Applicants should check with their consulate or embassy for other possible requirements.)
   d) Letter of Intent written by applicant explaining why the student wants to study in the U.S.
   e) A signed and notarized Letter of Sponsorship from the student’s sponsor stating:
      I. His or her relationship to the student.
      II. Sufficient funds have been set aside solely for the purpose of the student’s education.
      III. Name, address, and phone number of sponsor.
   f) Applicant’s or sponsor’s bank(s) statement not dated more than 6 months showing twelve months of tuition and living expenses.
   g) Copy of student’s information page from passport.
   h) Copy of VISA/I-94.
   i) Copy of prior I-20 A-B form. (Transfer students only.)

2. Pay Spartan College the I-20 processing fee and international fee. (Fees are posted in the Catalog Supplement.)

3. Students residing outside of the United States shall forward a minimum of the first academic year tuition payment to Spartan College of Aeronautics and Technology no later than the student’s scheduled start date. These fees should be paid in the form of a credit card in the student’s or sponsor’s name or in the form of a check or money order made payable to the address below:

   Business Office
   Spartan College of Aeronautics and Technology
   8911 Aviation Blvd.
4. Documentation that verifies the student has the financial resources to attend Spartan College of Aeronautics and Technology. The documentation must demonstrate the financial ability to pay, at a minimum, the full first academic year costs; including tuition, housing, books, tools, computer, equipment, food transportation, etc. There also needs to be documentation ongoing support will be available for subsequent academic terms. These documents must be provided before an I-20 A-B form to attend the college will be issued to the student. One of the following five forms of financial support documentation is required together with reasonable documentation that will ensure the funds will continue until graduation:
   a) A bank statement of the student, parent, or sponsor showing a balance adequate to fund the first academic year; including tuition, housing, books, equipment, food, transportation, etc. If a parent or sponsor is funding the student’s education then a letter of commitment to pay the student’s educational costs is required.
   b) A letter from the bank (on bank stationery) attesting to the funds in the account.
   c) A letter of sponsorship including an affidavit of support (Form I-134).
   d) Education Assistance Loan approval. Any one of these five documents (i.e. A-D) is sufficient, as determined by the college, if accompanied by reasonable documentation that will ensure the funds will continue until graduation.

In addition, international applicants cannot legally work in the United States without permission from the DHS. Spartan College will not provide employment assistance to international students in their country of permanent residence or in the United States. Although employment placement assistance is not available, Spartan College will provide career advising and career planning strategies for international students if requested.

After receiving the I-20 A-B form the student needs to pay the SEVIS I-901 fee prior to the VISA interview with the American Embassy or Consulate. (Fee amount posted in the Catalog Supplement).

FINANCIAL AID
Spartan College of Aeronautics and Technology firmly believes that access to education beyond high school is the right of every individual. Lack of financial resources alone should not be a barrier to this preparation. Therefore, Spartan College is an eligible institution participating in federal and state Financial Aid Programs. Financial Aid is available to those who qualify.

The purpose of Financial Aid is to assist those students who, without such aid, would be unable to attend our school. The primary responsibility for meeting the costs of education rests with individual students and their families. Financial Aid funds are available to supplement whatever funds students and their families can reasonably provide. Early application is encouraged to ensure availability of funds. Students should complete the Financial Aid Applications upon enrollment and they will be notified of funding by a Spartan College Official.

Each student is initially processed for Financial Aid based on the standard enrollment status as defined by the school for each particular program. Eligibility and disbursements of Financial Aid may change based on enrollment status for each block or term. Because of federal Financial Aid regulations (excluding Pell), students whose enrollment status is less than half-time will have zero Financial Aid eligibility for that block or term. Due to these eligibility requirements, it is extremely important that students work with their Director of Education or designees to ensure full-time enrollment status for each block or term. A change from full-time enrollment status could cause a loss of Financial Aid eligibility and create a cash pay situation for some students. Please consult a Financial Aid Administrator with any questions regarding enrollment status and Financial Aid eligibility.

Tuition, Charges and Materials/Tool Kits
A complete listing of tuition and charges (accident insurance, uniforms, etc.) is contained in the catalog supplement. Spartan College reserves the right to adjust tuition rates at the beginning of any academic term, but increases will be announced at least sixty (60) days in advance.

If a student re-enters within 180 days, the drop adjustment calculated will be reversed to show charges. If a student re-enters after 180 days, but within a year, the student will be charged based on Financial Aid packaging and based on original enrollment agreement. If a student re-enters after one year, charges are based on new enrollment agreement.

For Technical Programs, tuition is charged to each student’s account every term, based on the enrollment status for that term. Tuition for Aviation Programs is charged to each student’s account each academic year. Students should review the enrollment agreement or contact the Business Office for information about the charges for each program. Tools are charged to each student’s account in the term in which the tools are issued.

Books will be charged to a student’s account with tuition and reviewed after issuance. The amount of the charge will be based on the current or book prices. Used books are occasionally available for discounted price. Charges to a student’s account (tuition, tools, and/or books) must be paid by the end of each term for Technical Programs, either by Financial, agency payments, cash payments, or through the Spartan’s Loan Program. The toolkit, textbooks, and supplies may be purchased through Spartan College or from an outside supplier, but must be the tool kit, textbooks, and supplies required by Spartan. Students who have tools which meet the requirement for suitability will receive credit for the tool kit price (see
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.
- Not have a Pell Overpayment

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

Determine Financial Need
The expected family contribution (EFC) is deducted from the student’s cost of attendance (COA) for the academic year to determine the student’s eligibility for need-based Financial Aid. The COA is referred to as the student budget and is comprised of tuition and fees, books and supplies, room and board, personal expenses, and transportation. Contact the Financial 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 six (6) five week blocks of instruction for Aviation programs.

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, sign new Tuition Finance Plans document, 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, students can use the IRS Data Retrieval Tool to transfer tax data to your FAFSA or submission of IRS Tax Transcript and other documentation. Students will be notified of their obligation to complete verification and the deadline for completing the process. Once verification is complete, the Financial 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 (SAP) for Financial Aid Eligibility
The U.S. Department of Education mandates that students must be making Satisfactory Academic Progress (SAP) in their academic program to maintain financial aid eligibility. Given the nontraditional nature of Spartan College’s educational programs and the individual nature of each student’s start date, Satisfactory Academic Progress will be measured based on the predetermined checkpoints (payment periods) in each program. Students not meeting Satisfactory Academic Progress will be notified in writing.

The Standards Used to Determine Satisfactory Academic Progress for Financial Aid Eligibility

Note: Non-Title IV credit balances can be held to student accounts until tuition/fees are paid for the academic year. If additional funds are left over after paying for tuition and fees for the academic year, the remaining will be refunded to the student within fourteen (14) business days. See the Business Office for further information and calculations.
1. **Cumulative Completion Rate Standard:** A student must successfully complete greater than 66.6% of the total cumulative and transfer credits attempted to be making Satisfactory Academic Progress.

2. **Cumulative Grade Point Average (GPA) Standard:** A student is required to maintain at least a 2.0 cumulative grade point average which is calculated by dividing total number of grade points earned by total credits attempted.

3. **Maximum Time Frame Standard:** A program of study must be completed within 150% of the number of clock hours required for graduation to maintain financial aid eligibility. The 150% is measured on the basis of attempted clock hours and transfer credit if awarded. For instance, if a program consists of 2100 clock hours for graduation, it must be completed within 3150 clock hours.

**Financial Aid Warning Status**

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

**Financial Aid Suspension Status**

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

**Reinstatement of Financial Aid Eligibility**

A student may appeal the suspension of Financial Aid eligibility based on extenuating circumstances supported by official documents. Extenuating circumstances are situations that create an undue hardship that caused the student’s inability to meet Satisfactory Academic Progress standards. Examples of extenuating circumstances include but are not limited to death of an immediate family member, divorce, injury or illness. To appeal, a student must submit a SAP Appeal Form along with official documentation to the Director of Financial Aid. The student will be given a time to meet with the Appeals Committee to present his/her appeal. Upon review, the student will be notified in person and writing of the appeal decision. A student may choose to continue their education without federal funding until they meet the standards used to determine Satisfactory Academic Progress for Financial Aid eligibility. A student may apply to have their Financial Aid reinstated once they begin meeting Satisfactory Academic Progress standards again.

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

**STUDENT FINANCIAL ASSISTANCE PROGRAMS**

**Grants – Aid which does not have to be repaid.**

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

Students are now limited to 12 semesters (or 60%) of Pell Grant eligibility during their lifetime. Students may view their percentage of Pell Grant used by logging onto NSLDS.ed.gov. Student’s “Lifetime Eligibility Used” will be displayed in the “Grants” section.

**Federal Supplemental Educational Opportunity Grants (FSEOG)**

The FSEOG is a grant awarded to students demonstrating the most need. It is only available to students who have not earned a bachelor’s degree and Pell Grant eligible. These federal grants are very limited in number and amount. Like the Pell Grant, they do not need to repay. The Financial Aid Department determines amount of the student’s awards and increasing awards based on a student’s unmet need. The minimum award for FSEOG is $100.

**Cal Grants**

These grant programs provide funds to eligible students to help pay tuition and fees. There are three different funds available and the California Student Aid Commission makes the final selection. A student must also be a California resident and show need. Several other guidelines apply. Please contact your campus Financial Aid Office for complete details.

Applying for a Cal Grant takes two forms! FAFSA + Your Verified GPA = a Cal Grant Application. File your Free Application for Federal Student Aid (FAFSA) and Cal Grant Grade Point Average (GPA) Verification Form by the March 2 deadline for a Cal Grant – that’s money you don’t have to pay back. **However, the number of Cal Grant awards is limited. You must apply by March 2 to maximize your opportunity to receive an award.**

**STUDENT LOANS AND WORK STUDY**

**Federal Direct Stafford Loan**

These low-interest subsidized and unsubsidized loans are available from the U.S. Department of Education. The amount of funding available depends on the student’s academic level and dependency status. Loan fees up to (1.068%) may be deducted from the loan before it is disbursed. A subsidized loan is awarded on the basis of financial need. The student will not be charged any interest while loans are “in school.
deferment status.” The federal government “subsidizes” the interest during these periods.

An unsubsidized loan is not awarded on the basis of need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If the student chooses to allow the interest to accumulate, it will be capitalized. Accumulated interest while in school will then be added to the principle amount of the student’s loan quarterly or at the time repayment begins.

Spartan College of Aeronautics and Technology utilizes the Master Promissory Note (MPN) for multi-year use for the Direct Staff Loan Program. Once a MPN has been submitted, Spartan College will automatically award Stafford Loans throughout the student’s enrollment. Spartan College will notify the student of any Direct Stafford Loan awarded by providing an award letter.

If the student would like to request changes to the Direct Stafford Loan awarded, they need to contact the Financial Aid Office. Once the student withdraws, graduates, or drops below half-time status a grace period of six (6) months is granted before repayment begins. Depending on the outstanding balance of all loans, the student may have ten (10) to thirty (30) years in which to repay.

The first disbursement for a first-time student is not available until the student has been in school for thirty (30) days.

Direct Loan Entrance Counseling
The U.S. Department of Education requires all new Federal Subsidized, Unsubsidized borrowers to complete loan entrance counseling. Upon leaving Spartan, student loan borrowers will also need to complete loan exit counseling.

Federal Direct-PLUS Loan
This low-interest loan assists parents of dependent students whose need is not met by the Federal Stafford Loan Program™. The academic year limit is the cost of education minus any other financial aid. Your Direct PLUS Loan enters repayment once your loan is fully disbursed (paid out). Loan fees up to 4.272% may be deducted from the loan before it is disbursed.

Spartan College of Aeronautics and Technology utilizes the Master Promissory Note (MPN) for multi-year use of the Direct PLUS Loan Program. Parent borrowers will be required to approve new loans, either by telephone, sign new Tuition Finance Plans document or online prior to certification of new loan.

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 $5,500 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 five (5%) percent and the student may have up to ten (10) years for repayment. There is a nine (9) month grace period after the student graduates, withdraws, or drops below half-time status before repayment begins.

Loan Notification
The Business Office will notify students or parents in writing when loan funds are being credited to a student’s account.

Department of Education’s New 150% Rule for Subsidized Loans
Effective as of July 1, 2013 students with a $0 balance in loans will be limited to the amount of Subsidized Loans they can receive during their Undergraduate Career.

A student who does not complete their program of study by the end of the 150% time frame will have their subsidized loans converted to unsubsidized loans and interest will be accrued through when the original subsidized loan was.

Federal Work-Study (FWS)
Student employment is available through the Federal Work-Study Program. This program offers employment opportunities on and off campus in the areas of Student Services and Community Services. Awards are based on the student’s remaining unmet need. Positions are limited and openings are posted as they become available. Applications are submitted to the Financial Aid Office.

Institution Payment Plan
Spartan College has partnered with UNISA, Inc. to provide a payment plan that assists students and parents in managing educational expenses. Please contact a member of the Business Office for further details.

Other Aid Programs
Veterans’ Educational Assistance
The prospective VA eligible student needs to complete Application for VA Educational Benefits online at www.gibill.va.gov. Students will need copies of discharge document DD214.

Students will receive a Letter of VA Eligibility from the Veteran Administration of eligibility of benefits.

Students should keep file copies of all VA eligibility documents and provide copies of Eligibility Letter and DD214 to the school.

The school will certify student enrollment status when student starts the program of study.

Students can also contact the Veteran Administration for more information at 888-442-4551.

Students may, if eligible, receive funds to meet educational costs from Veterans Administration Benefits, Social Security, The Workforce Investment Act, The Bureau of Indian Affairs, The Division of Vocational Rehabilitation, Worker’s Compensation, employee tuition waivers, and other organizations and agencies.
providing scholarships and grants. Please contact the Business Office regarding these funding sources.

Notice to Applicants of Financial Aid
An offer of Financial Aid is contingent upon receipt of funds from all funding sources. The Financial Aid Office reserves the right to revise offers of Financial Aid at any time during the academic year based on availability of funds and/or procedures mandated by the state or federal authorities. Pursuant to the Privacy Act of 1974, applicants for Student Financial Aid are hereby notified that the disclosure of their social security number is required to verify the identity of each applicant.

Educational Purpose
Any funds received under the Federal Pell Grant, the Federal Supplemental Education Opportunity Grant, state grants, the Federal Perkins (National Director) Student Loan Program, or the Federal Direct Loan Program are to be used solely for expenses related to attendance at Spartan College. The student is responsible for repayment of a prorated amount of any portion of payments made which cannot reasonably be attributed to meeting educational expenses related to attendance at Spartan College. The amount of such repayment is to be determined on the basis of criteria set forth by the United States Department of Education and the appropriate state agency.

REFUND & CANCELLATION PROCESS
Return of Title IV – Credit Hours
Title IV funds are earned in proportion to the percentage of the payment period that is completed with 100% of the funds awarded after 60% of the payment period is completed; for instance, if the payment period lasts 100 days, 100% of the Title IV funds are earned after 60 days are completed. If a student withdraws after 60% of the payment period is completed, Title IV funds are not required to be returned. When a student withdraws prior to the completion of 60% of the payment period, Spartan College must determine if the Title IV funds the student has received exceed the amount earned. This calculation is based on the number of days completed in the payment period as of the student’s withdrawal date. If the amount received by the student exceeds the amount earned, Spartan College must return the excess funds to the Title IV programs in the sequence mandated by the U.S. Department of Education.

The normal refund calculations will be applied after the Title IV return calculation has been made. If you have any questions about this policy, please visit the Financial Aid or the Business Office for complete examples.

Return of Title IV – Clock Hours
Spartan College will use a payment period to determine when excess Title IV Financial Aid funds are returned to the originating programs. During a student’s first and second academic years, a payment period of 450 hours will be used at Spartan. During a student’s third academic year, a payment period is determined by the number of hours the student is scheduled to attend up to 450 hours.

Title IV funds are earned in proportion to the percentage of payment period that is completed with 100% of the funds awarded after 60% of the payment period has been completed; for instance, a student in his/her first or second academic year will earn 100% of the Title IV funds after completing 270 scheduled hours (270 is 60% of the 450 hour payment period). Similarly, a student in his/her third academic year will earn 100% of the Title IV funds after completing 180 hours (180 hours is 60% of the 300 hour payment period).

The normal refund calculation will be applied after the Title IV return calculation has been made. Visit the Financial Aid Office or Business Office for complete examples or if you have questions.

Minimum Cancellation and Settlement Policy
Spartan College of Aeronautics and Technology requires an application and registration fee at the time of enrollment. All refund requests must be in writing and by mail. The following policies apply to the two fees:

1. All monies paid by an applicant are refunded if requested within seven (7) calendar days after signing an enrollment agreement or making an initial payment.
2. An applicant requesting cancellation more than seven (7) days after signing an enrollment agreement or making an initial payment but prior to touring or visiting the School is entitled to a refund of all monies paid to the School minus the application and registration fee.
3. An applicant who is rejected by the School is entitled to a full refund.
4. An applicant who has signed an enrollment agreement but not toured the campus before the first day of class, who then requests cancellation within 72 hours of a tour of the campus and facilities/equipment or within 72 hours of attending a scheduled orientation is entitled to a full refund.
5. An applicant who requests cancellation more than seven (7) days after signing an enrollment agreement or making an initial payment but prior to touring or visiting the School is entitled to a refund of all monies paid to the School minus the application fee.
6. An applicant who is rejected by the School is entitled to a refund of all monies paid.
7. An applicant who is accepted by the School is entitled to a refund of all monies paid.
8. An applicant receives a refund of the application and registration fees paid if the School discontinues a course or program during a period of time within which the student could have reasonably completed it.
9. Examples of the application of Spartan College of Aeronautics and Technology’s refund policies are available in the Business Office.

Definitions:
1. Academic Year – A period of enrollment not less than 30 weeks in length and for students enrolled in Aviation Programs during which a full-time student completes 900 clock hours.
2. Last Day of Attendance – The last day a student physically attends class.
3. **First-Time Student** – A student who has not previously attended Spartan College and who has not previously incurred institutional charges.

4. **Administrative Charge** – A charge to the student which defrays the cost of processing a student withdrawal.

5. **Period of Enrollment** – The time frame for which a student has been charged.

6. **Payment Period** – The time frame in which students earn Title IV disbursements.

---

**STATE REFUND POLICIES**

**California State Refund Policy – Clock Hour**

Students who withdraw from Spartan College of Aeronautics and Technology are entitled to a fair and equitable refund. The refund policy used will be one of the following depending on the method of payment used for tuition and when a student elects to withdraw or is withdrawn:

1. **Students Receiving Title IV Funds – Withdrawal during first period of enrollment:** Under Federal Regulations, Spartan College is required to apply this policy to refund calculations for first-time students who withdraw before the 60% point of the first period of enrollment for which they have been charged.

   Students are charged for each academic year of attendance. An academic year consists of 900 clock hours.
   
   a) **Termination within the first 10%** of the academic year results in a 90% refund.
   
   b) **Termination after 10% but within 20%** of the academic year results in an 80% refund.
   
   c) **Termination after 20% but within 30%** of the academic year results in a 70% refund.
   
   d) **Termination after 30% but within 40%** of the academic year results in a 60% refund.
   
   e) **Termination after 40% but within 50%** of the academic year results in a 50% refund.
   
   f) **Termination after 50% but within 60%** of the academic year results in a 40% refund.
   
   g) **Termination after 60% results in no refund**

   An Administration Fee of $100 will be added to the amount retained by Spartan College.

2. **For students not receiving Title IV funding who withdraw or are withdrawn during the first 12 months, the following applies to the first 12 month period only:**
   
   a) **After the first day of classes and during the first 10%** of the period of financial obligation, the institution shall refund at least 90% of the tuition.
   
   b) **After the first 10% of the period of financial obligation and until the end of the first 25%** of the period of obligation, the institution shall refund at least 50% of the tuition.
   
   c) **After the first 25% of the period of financial obligation and until the end of the first 50%** of the period of obligation, the institution shall refund at least 25% of the tuition.
   
   d) **After the first 50% of the period of financial obligation, the institution may retain all of the tuition.**

3. **For students who withdraw or are withdrawn after the first 12 months and are not receiving Title IV funding, Sections 2a through 2d apply to the entire tuition due for the 17.5 month program period.**

---

**California State Refund Policy – Credit/Clock Hours**

Refunds must be calculated from the last date of recorded attendance. The refund policy is for students who have completed 60% or less of the term. A student who has completed greater than 60% of the term will not be entitled to a refund. The following calculations reflect this policy:

1. **Divide the total tuition charge (exclusive of the registration fee) by the number of hours in the program.**

2. **The quotient is the hourly charge for the program.**

3. **The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours scheduled to be attended through the last date of attendance by the hourly charge for instruction plus the amount of the registration fee and other materials obtained by the student (i.e. books and equipment).**

4. **The refund shall be any amount paid in excess of the figure derived in “3” that was paid by the student.**

   For Example:
   
   **Program Information:** 103 credit hours/1162 clock hours
   
   1st term – 14 credit hours/200 clock hours
   
   2nd term - $2,833 total tuition charge

   The student enters a 200-hour term, having paid $2,833 in tuition, $75 registration fee, and $500 equipment/book charges. If the student withdraws after completing 30 hours or 15% of the term, the refund calculation would be:

   $2,833 (tuition charge) X 30 Hours = $425.10
   
   200 (total hours in term)

   **Total amount paid:**
   
   $2,833 + $75 + $500 = $3,408

   **Total amount charged:**
   
   $425.10 + $75 + $500 (if equipment/books are not returned = $1,000.10

   **Refund = $3,408.00 - $1,000.10 = $2,407.90**

   If a student received equipment and/or books and they are in excellent condition, the student will be able to return them for a refund within seven (7) calendar days from the effective date of withdrawal. If the student fails to return equipment and/or books in excellent condition within seven (7) calendar days, Spartan College of Aeronautics and Technology may retain the
documented cost of the equipment and/or books and offset them against the calculated above.

Exit Counseling
All student loan borrowers must complete exit loan counseling when they drop below half-time enrollment, withdraw or graduate. An exit counseling can be completed online at www.studentloans.gov, in the Financial Aid Office or return attached exit material sent to the student.

Discontinued Programs
If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a prorate refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued or relocated and the refund must be paid within 30 days after receipt of such a request.

Application of Refund Policies
The refund amount will be refunded within 45 days of the day Spartan College determines the student is no longer enrolled (effective date). The effective date of termination (cancellation / withdrawal) is defined as:

1. The date of receipt of student’s notification; or
2. The date the institution determines the student is no longer attending; or
3. The effective date of termination for students on an approved excused leave or an approved leave of absence would be their expected return date or the date the student notifies Spartan College of his/her non-return whichever date is earlier; or
4. The date that is 14 consecutive calendar days from the student’s last date of attendance (assuming the student is not on an approved excused leave or leave of absence); or
5. All previously completed blocks, terms, and/or payment periods are charged at 100%; or
6. This policy is administered on a term-by-term, block-by-block and/or payment period basis.

Withdrawals
Each student of the institution has the right to withdraw from a course of instruction at any time.

Within 30 days of the day on which the refund is made Spartan College will notify the student in writing of the date on which the refund was made, the amount of the refund, and the name and address of the entity to which the refund was sent.

Refund and Distribution Policy
Spartan College of Aeronautics and Technology adheres to the refund policy as published in this catalog. This refund policy is in accordance with the guidelines prescribed by the state of California and other states as noted in the enrollment agreement or addenda, and by the federal government. If a student withdraws from Spartan College and a refund is due, the following return of funds and refund distribution policy will be observed.

Amounts of Title IV refunds will be allocated in compliance with federal regulations in the following manner:
1. Direct Unsubsidized Stafford Loan
2. Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Direct PLUS Loans
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV, HEA assistance, federal, state, private, and institutional student financial assistance received by the student.

If after all required Title IV funds are returned based on the Return of Title IV calculation and the state or institutional refund has been calculated and a credit balance still exists, the credit must be first applied to the Apex Loan (if applicable). If a credit balance still remains all Title IV loans will first be refunded beginning with the current period of enrollment and going backward, then to any other private loan, federal grants, state grants, and finally the student.

Any credit balance on the student account at graduation will first be applied to the Apex Loan (if applicable) prior to sending to the student.

Tuition and Charges Repayment
Repayment
When a student receives Title IV and funds for living expenses and then withdraws from Spartan College, the Financial Aid Administrator must determine if the student owes a repayment on funds received in excess of calculated living expenses for the enrollment period.

Note: The Financial Aid Administrator keeps track of the repayment amount because Financial Aid transcripts must reflect any outstanding repayment due by the student.

Financial Obligation
Students who fail to make prompt monthly cash payments, issue personal checks that are returned by banks or fail to take a good faith effort to process their Financial Aid paperwork on a timely basis are subject to Spartan College’s disciplinary action. It is Spartan College’s policy that students must satisfy all financial obligations to Spartan prior to the start of the next term. No academic records will be released to any institution or individual until all financial obligations are satisfied.

Errors, Fraud, and Abuse
If a staff member becomes aware that a student and/or a student’s parents have provided incorrect information on the student’s aid application, the staff member will report the situation to the Director of Financial Aid. The Director of Financial Aid will make an appointment with the student in an effort to correct the information. If the student and/or parents correct the information, the Director of Financial Aid will compute the student’s awards based on the corrected information and, if
necessary, submit such corrections or information to the appropriate agencies.

**Remedial and Make-up Charges**
In the event a student is required to repeat a block of instruction, the additional class requirements will extend the original enrollment agreement by adding the additional block to the original agreement. Additional blocks are then billed and the charges are based on any new tuition rates in effect at that time. See the Campus Business Office for information regarding retakes.

**Method of Payment**
Students should keep in mind as they review the tuition information there are many options available to them in order to afford a quality education.

If a tuition balance remains after deducting all sources of Financial Aid or if the student is using only personal funds to pay his/her tuition, the account balance may be paid on a monthly basis throughout the period of training without interest or carrying charges.

Payments are due on the 15th day of each month and are considered late on the 25th day of the month. An interruption in training may occur if payments are not received by the 25th day of the month. All tuition must be paid in full prior to graduation. Spartan College of Aeronautics and Technology accepts cash, checks, money orders, Visa, MasterCard, and American Express for payment of enrollment fees and tuition.

**Loan Repayment**
If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student Financial Aid funds, the student is entitled to a refund of the monies not paid from Federal Student Financial Aid Program Funds.

**Final Thought**
These Financial Aid guidelines and procedures may be a combination of federal and state regulations and are constantly changing. For information regarding any current charges, please contact the College Financial Aid Office.

**ACADEMICS**

**Transcripts**
Students may request an unofficial copy of his/her transcript from the Registrar. Official academic transcripts may also be requested from the Registrar; however, Spartan College reserves the right to withhold an official transcript if the student’s financial obligations to the College, state loan, or federal loan are not current. A fee per official transcript may be charged by the College.

**Academic Integrity Policy**
The Academic Integrity Policy is designed to foster a fair and impartial set of standards of conduct against which academic honesty will be judged. All students are required to adhere to these standards. This system defines dishonest acts as those which are cited in the following paragraphs. This list is not all inclusive as instructors may establish other standards based upon the nature of the course or the setting in which the course material may be delivered or applied. The following however constitutes the minimum standards against which academic integrity will be measured.

**Prevention Techniques**
All Spartan College students have a responsibility to adhere to the Academic Integrity Policy, as do all members of the Spartan College community. Students are expected to prevent and confront academic integrity violations by:

1. Reporting violations of the Academic Integrity Policy to:
   a) The faculty member teaching the course;
   b) The Director of Education or designee; or
   c) Director of Education.

2. Making it difficult and unacceptable for other students to violate the policy.

**Definitions**
For the purpose of this policy, dishonest acts are defined as those which permit a student to gain an unfair advantage over other students by any of the listed means. These include but are not limited to:

1. **Copying** – Any act of copying information from another student or for another student by any means to obtain an advantage for oneself or for another student.

2. **Plagiarism** – Student’s submission of word-for-word passages of others work without proper acknowledgement.

3. **Collaboration** – Any act of two or more students actively cooperating on any assignment when such cooperation has not be expressly permitted by the instructor.

4. **Alteration of Records** – Altering of records by yourself or someone else.

5. **Aids** – Any use of aids that have not been expressly permitted.

6. **Bribery** – Offering money, any item, or any service to a faculty member or any other person to gain academic advantage for oneself or another.

7. **Lying** – The deliberate misrepresentation by words, actions, or deeds of any situation or fact, in part or in whole, for the purpose of enhancing one’s academic standing.

*Also see Student Conduct and Discipline section.*

**Procedures**
Any member of the Spartan College community may report a violation of the standards of conduct by completing a Student Action Report as described in the Academic Integrity Policy.

Upon receipt of the Student Action Report, the Director of Education or designee will review the record to determine
whether the incident is the student’s first, second, or third offense.

Sanctions
For each offense, the mandatory sanction will be the minimum imposed on the student. The discretionary sanctions for each offense may be imposed if deemed appropriate by the Director of Education or designee.

Examination of Student Records
The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their educational records.

Spartan College of Aeronautics and Technology complies with FERPA as follows:

1. Students have the right to inspect and review their educational records within 45 days of the day Spartan College receives a request for access.
2. The Registrar oversees the maintenance of the education records. Students may request a review of their records by writing to the Registrar or his/her designee. Such review will be allowed during regular school hours under appropriate supervision. A copy of the records may be obtained for a fee per page (see catalog supplement “additional fees”). When grades are included, the transcript fee applies.
3. A student may request that Spartan College amend his/her educational records on the grounds they are inaccurate, misleading, or in violation of his/her right of privacy.
4. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing with the reason fully stated; however, the following apply:
   a) The Director of Education involved will review the written challenge and meet with the student. A decision will then be made to retain, change, or delete the disputed data.
   b) Should further review be requested, a grievance hearing will be held at which time the student will be afforded a full and fair opportunity to present evidence relevant to the disputed issues.
   c) A copy of the challenge and/or a written explanation of the contents will then be included as part of the student’s permanent record.

The following are exceptions to the Privacy Act:

1. A parent's confidential statement and other financial need data cannot be reviewed by a student seeking to view his/her own educational records.
2. A parent who would not normally have access to his/her child’s educational records may be granted such access if the parent can certify that the student is financially dependent; defined in Section 152 of the 1954 Internal Revenue Code. This access is granted at the discretion of the institution.

3. Access to a student’s educational record is granted to a school official who has a legitimate educational interest and needs to review an educational record in order to fulfill his/her professional responsibility. A school official is a person employed by Spartan College in an administrative, supervisory, academic, research, or support staff position (including law enforcement); a person or company with whom Spartan College has contracted (such as an attorney, auditor, collection agent, employment agency, or loan management agency); a person serving on the Board of Directors; or a student serving on an official committee or assisting another school official in performing his/her tasks.
4. A student may not view confidential letters of recommendation received by the College prior to January 1, 1975. As to such letters received after 1975, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors.
5. Education records do not include College security records kept by the College’s Security Department and are thus not protected under FERPA.
6. Education records do not include employment records for College employees as long as they are not also current students. Thus, these records are not protected by FERPA.
7. Education records do not include records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment. These records are therefore not protected by FERPA.
8. Records requested through court action or subpoena can be released without a student’s written consent.

Directory Information
With the exception of requests by qualified government agencies, it is Spartan College’s policy to NOT release ANY information about any student without written consent. This includes information that is generally considered “Directory Information.”

CANCELLATION OF CLASSES
Insufficient Enrollment
Spartan College of Aeronautics and Technology reserves the right to cancel any course or program for which there is insufficient enrollment. In the unfortunate event that Spartan College must cancel a course or program, every effort will be made to teach students through a teach-out agreement with another institution offering similar programs. Students also will have the option to transfer to another course or program or accept a mutually agreed upon arrangement between the student and Spartan College, not excluding refund.

Inclement Weather
Generally Spartan College’s policy is to remain open regardless of weather conditions and to hold classes with as many students and instructors as can safely reach the school.

If Spartan College administration should determine that the building must be closed due to inclement weather, the announcement will be broadcast on major radio and television stations. Students may call the school to listen to a recorded message or call the Emergency Call Center at (888) 302-1806 as directed by the campus.

TRANSFERABILITY OF CREDITS
Notice concerning transferability of credits and credentials earned at our institution:
The transferability of credits earned at Spartan College of Aeronautics and Technology is at the discretion of an institution to which a student may seek to transfer. Acceptance of the diploma or certificate earned in Aviation Maintenance Technician program is also at the complete discretion of the institution to which a student seeks to transfer. If the certificate or diploma earned at Spartan College are not accepted at the institution to which a student seeks to transfer, he/she may be required to repeat some or all of the coursework at that institution. For this reason students should make certain that their attendance at Spartan College will meet their educational goals. This may include contacting an institution to which the student may seek to transfer after attending Spartan College of Aeronautics and Technology to determine if the diploma or certificate will transfer.

Program Advisory Committees
To uphold Spartan College of Aeronautics and Technology’s commitment to high quality, career-oriented education and training and to the maximum employability of its graduates Spartan College has established Program Advisory Committees for each career program.

Program Advisory Committees are comprised of industry members who formally meet at least twice per calendar year with Spartan College’s staff and faculty and who may be called on as needed to make recommendations to Spartan College regarding curriculum changes, equipment purchases, or program enrichment.

ACADEMICS – AVIATION PROGRAMS
The policies in this section apply only to students enrolled in aviation diploma programs.

<table>
<thead>
<tr>
<th>Class Times</th>
<th>Evening Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day Classes</strong></td>
<td><strong>Class</strong></td>
</tr>
<tr>
<td>Class</td>
<td>7:30 – 9:14 a.m.</td>
</tr>
<tr>
<td>Break</td>
<td>9:14 – 9:45 a.m.</td>
</tr>
<tr>
<td>Class</td>
<td>9:45 – 11:29 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:29 – 12:00 p.m.</td>
</tr>
<tr>
<td>Class</td>
<td>12:00 – 1:45 p.m.</td>
</tr>
<tr>
<td><strong>Class</strong></td>
<td>5:30 – 7:14 p.m.</td>
</tr>
<tr>
<td>Break</td>
<td>7:14 – 7:45 p.m.</td>
</tr>
<tr>
<td>Class</td>
<td>7:45 – 9:29 p.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>9:29 – 10:00 p.m.</td>
</tr>
<tr>
<td>Class</td>
<td>10:00 – 11:45 p.m.</td>
</tr>
</tbody>
</table>

The degree program is offered from 6p.m to 10p.m M-TH.

Grading System
Students are graded at the completion of each block of instruction and must satisfactorily complete the blocks before they proceed. Students are graded on a 0-100 percentile scale and a grade of 70% is considered passing. All required notebooks, drawings, projects or hand-in materials must be completed on or before completion of the block. Students are graded on class and lab work during each block using the following formula: 1) Academic grade = 50%. 2) Shop or Lab Projects = 50%. In all cases, students must achieve a passing grade on both lecture and laboratory areas to pass each block.

Grades which appear on the student’s transcript are a combination of written test scores and a professional appraisal of technical knowledge and performance of laboratory/shop projects. The final block grade must be 70% or higher for a student to pass the block.

Repeating a Course (R)
If a student re-takes and completes a course, the higher or latest grade achieved in the repeated course is recorded in the academic record; however, the original grade also remains on the academic record as converted to an R, indicating the course has been re-taken. Students still earn credits attempted for R grades, but only the course with the highest grade is used in computing the GPA. Students should be aware that repeating a course may result in additional charges, as additional block may be required to complete the program.

The Grading System is as follows. The primary means for tracking grades is based on numerical grading.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>70 – 79</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>69 &amp; below</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Grades</th>
<th>Receive Credit</th>
<th>Affects GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>I – Incomplete</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>W – Withdrawal</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>R – Re-take</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>LOA – On Leave</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>TR – Advanced Credit</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Student Records
Following the completion of each instructional unit, students are informed of grades and of any time deficiencies by means of a grade report.
**Withdrawals**

If a student chooses to withdraw from any course or from a program of study, the student is requested (although not required) to notify the appropriate Director of Education or designee in writing prior to the date of withdrawal, detailing the intended date of withdrawal and reasons for withdrawing. Prior to the date of withdrawal, the student must have an exit interview with the appropriate Director of Education or designee and a representative from the Financial Aid Office.

Students who are enrolled in a program of study and fail to register for the subsequent block will be withdrawn from his/her program of study at the school.

**FAA Certification**

Upon graduation, students will be eligible to take the Federal Aviation Administration (FAA) knowledge tests for the Airframe and Powerplant Mechanics Certificate (as applicable based on which Spartan program the student completed). FAA testing consists of three (3) written tests and three (3) parts to an oral and practical (O&P) exam. Spartan College is a Designated FAA Test Center for the written tests. Spartan will provide one-time all the required written tests at no additional cost to the student provided that:

1. The student is a Spartan College program graduate.
2. He/she has fulfilled all financial obligations to Spartan College.
3. Written tests are taken at Spartan College within thirty (30) days of graduation.
4. Successful completion and passing of practice exams with a score of at least 90% in each of the three (3) subject areas (General, Airframe, and Powerplant).

Students not completing their written tests within thirty (30) days of graduation will pay the market rate for the FAA written tests. Each of the three (3) written tests is given only once time free of charge if taken within thirty (30) days of graduation. Students who fail any of the written tests must pay market rate for the re-take regardless of whether or not the re-take is accomplished within thirty (30) days of graduation or not. Furthermore, students who test off campus are responsible for paying the costs of their tests.

After successful completion of the written knowledge tests, and oral and practical (O&P) examination is given to each graduate by a Designated Mechanic Examiner. The cost of the O&P examination is the responsibility of the student. Spartan College does not provide this test nor is the cost of the test included in any tuition fees the student paid as part of their enrollment.

Upon passing the oral and practical (O&P) examinations and written tests, the FAA will issue the appropriate certificate (Airframe, Powerplant, or Airframe and Powerplant).

**Satisfactory Academic Progress**

To be in good academic standing with the College and to be eligible to receive Title IV Financial Aid, students must maintain Satisfactory Academic Progress. At the end of each three (3) terms each student is evaluated on three (3) components to determine if he/she is maintaining Satisfactory Academic Progress:

1. Cumulative grade point average (CGPA).
2. Successful course completion rate.
3. Credits attempted relative to the maximum credits attempted that are allowed (1.5 times the credits in the student’s program).

**Evaluation Points**

Satisfactory Academic Progress evaluations are conducted after the third, sixth, ninth, twelfth, and fifteenth terms. Students not meeting SAP requirements will have up to three (3) terms to meet the requirements.

**Completion Rate Requirements**

At each evaluation point students must have completed 66.67% of the combined credits attempted to be making satisfactory progress. Any credits for which the student has remained enrolled past the Add/Drop period and has incurred a financial obligation are considered in this calculation.

**Counting Grades for the Completion Rate Calculation**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits Attempted</th>
<th>Credits Completed</th>
<th>Calculated in GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-C</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Withdrawal (W)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Repeated Course (R)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Pass (P)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>No Pass (N)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Transfer Credit (TR)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Proficiency Credit (PR)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Audited Course (None)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**Academic Warning, Probation, and Extended Enrollment**

At the end of each evaluation point, after grades have been posted, student’s CGPAs and completion rates are reviewed to determine whether the students are meeting the above requirements.
SAP Notices and SAP Federal Financial Aid

If a student falls below the SAP criteria the student will be notified in writing that he/she is not making Satisfactory Academic Progress and a consultation with a Spartan College official may be scheduled. At that time, the student will be placed on probation during which Title IV and State funds may be disbursed and the student will be warned that failure to return to making Satisfactory Academic Progress will result in being dismissed from the school. A probation period lasts for three (3) terms. At the end of the probation period, if a student has not satisfied the specified requirements, financial assistance will be withheld and the student will be notified in writing that he/she has been dismissed from Spartan College.

Reestablishment as a Regular (Federal Financial Aid Title IV Eligible) Student and Extended Enrollment Status

Students who fail to maintain the qualitative and quantitative minimums outlined above may apply to continue their studies at the institution in an extended enrollment status. During this time, the student is not eligible to receive Financial Aid or loans and must attempt to improve the deficient areas that led to the failure to maintain the qualitative and quantitative minimums by re-taking courses from which the student withdrew or which he/she failed. The student will be responsible for all costs incurred while on extended enrollment status and must make acceptable arrangements with the Business Office in order to continue.

Students on extended enrollment status will have their progress evaluated at the completion of each term by the Director of Education. Students on extended enrollment who do not make improvement as determined by the Director of Education may be dismissed from the institution. A student on extended enrollment who reestablishes Satisfactory Academic Progress may return to a regular status. If the Director of Education determines that the student has the academic ability and desire to successfully continue the program, the student will meet with the Director of Financial Aid or designee to determine eligibility for Title IV aid.

Withdrawals, Repetitions, Timeouts, and Leaves of Absence

A drop grade is issued for a term of instruction from which a student withdraws either voluntarily or involuntarily. These drops are not counted in the grade average, but are counted in the terms attempted.

Maximum Time Frame

Students must complete their programs within a specified time frame. A program time frame has been set up by Spartan College as no longer than 1.5 times the normal time it would take to complete the program.

Appeals

Students who wish to appeal the determination that they are not maintaining Satisfactory Academic Progress must submit a letter to the Director of Education. The letter should describe any circumstances the student feels deserve further consideration. An appeal decision will be made and the student notified. The decision of the Director of Education is final.

Multiple Attempts

Students who voluntarily withdraw from Spartan College or who are withdrawn for academic, disciplinary, or attendance reasons may re-enter the College. Students must complete the Re-entry Process as outlined by the Director of Students Services to be considered eligible for re-entry. If a re-entering student attends classes before the end of the Drop/Add Period, the student will be returned to “active” status. If the student does not attend classes after the Drop/Add Period of the re-entry term, the student retains his/her status as a withdrawn. Student.

Graduation Requirements

A completion certificate and transcript will be issued only after satisfactory completion of all blocks, tests, financial, and other obligations have been satisfied.

Requirements for graduation are as follows:
1. Completion of total clock hours required.
2. Passing grade average of 70% or better in each block of instruction.
3. Accounts must be paid in full or other arrangements made.
4. Completion of professional resume and graduate information form.
5. Student has scheduled and confirmed dates to take the written and oral FAA tests post-graduation.

Transfer Student

After the College has determined which courses will be accepted for transfer credit from a non-Spartan College of Aeronautics and Technology, the student’s transcript will be changed to reflect these courses. The standard program length will be shortened to reflect the transfer courses and the maximum time frame recalculated. The student will start with a 0.0 GPA and 0% courses attempted. If a student transfers credits to a new program from the same or other Spartan College of Aeronautics and Technology, the courses will be counted in the calculation of completion and in the calculation of GPA. These transfer credits may shorten the maximum time frame for the new program.

Advanced Standing

Students wishing to transfer from another approved FAA Part 147 school will be placed into the appropriate point in the curriculum as determined by transcript evaluation. For advanced standing, the student must submit official transcripts and the official school catalog. Former military personnel having aviation experience may also be eligible for advanced standing by submitting all documentation to the Admissions Office.

A student requesting transfer credit from another approved FAA Part 147 school or applicable aviation experience, must submit
official documentation (i.e., official transcripts, military experience and/or FAA certifications, etc.) at the time of enrollment.

ATTENDANCE POLICIES
Absenteism and Tardiness
All absences from the assigned classes are recorded. Tardiness is counted on a minute-by-minute basis toward the total time missed in each unit. Absences are counted in increments of 1/10th of an hour.  

Example:  1 to 6 minutes equals 0.1; 6 to 12 minutes equals 0.2; and 1 hour and 30 minutes equals 1.5.

Any student who withdraws or fails to complete a block for any reason will be required to retake the block at an additional cost.

(All shop projects, tests, and other course work for each subject must be satisfactorily completed to receive a passing grade).

Make-Up Work
(Absences – Aviation Diploma Programs Only)
Regular attendance is expected and is to be reflected in the student's grades. Since the material discussed in class will be included in the examinations, it is to the students' advantage to attend all classes. It is essential that students absent from school make-up all work missed during unexcused absences.

The time the FAA permits a student to miss will be considered an excused absence. Options for completing make-up work:

- One-on-one meeting with an Instructor to make-up the material missed during the excused absence.
- Audit classes in the same block of instruction at a different session.
- Extra session assignment from the Instructor or Director of Education to be completed on a designated day.

Leave of Absence (LOA)
The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave school for an extended period of time without withdrawing or affecting his/her Satisfactory Academic Progress calculations. The appropriate Director of Education or designee or a designee may authorize a leave of absence under the following circumstances.

- A leave of absence may only be granted to a student who has completed a block of instruction and has not been in class past day 19.
- The student must provide a signed written request for the leave of absence. The last date of attendance and return date must be clearly identified on the accompanying Student Action Report.
- The student has not completed his/her program.
- Under no circumstances will a leave of absence be extended beyond 180 days.
- Multiple leave of absences may be granted during any 12-month period beginning with the start of the most recent leave of absence as long as the total days do not exceed 180.

- The student will incur no additional tuition charges during an approved leave of absence.
- If the student is eligible under the authority of the Higher Education Relief Opportunities for Students (HERDES) Act he/she may verbally request the leave; however, all other conditions apply.

Reasons for granting a leave of absence may include but are not limited to:

- Serious student medical problems.
- Pregnancy
- Military duty
- Death of an immediate family member

If a student does not resume classes on or before the approved return date, the student will be withdrawn from the program.

Note: If a student does not return from and approved leave of absence, the grace period for Stafford and Perkins Loans will begin with the last date of attendance. The length of the remaining eligibility of the grace period is contingent upon any portion of the time frame previously used for the leave of absence. * The AOS Degree program does not accept LOA's.

Class Times
Typically, day section classes will be scheduled between 7:00 a.m. and 6:00 p.m. Monday through Friday. Typically, night section classes will be scheduled between 5:00 p.m. and 11:45 p.m. two (2) to five (5) nights a week. Although every effort is made to schedule classes for students' convenience, Spartan College of Aeronautics and Technology reserves the right to alter scheduling if proper facilities, equipment, or staff are not available. On rare occasions and with permission from the Campus President, independent study may be available. There will be fifty (50) minutes of instruction with a ten (10) minute break for each hour of instruction. Mealtimes are included in each program's schedule based upon class schedules.

Grading System
Spartan College of Aeronautics and Technology students will be evaluated and assessed using quizzes, lab exercises, tests, projects, written and oral reports, and presentations. Students will receive additional course requirements in each course syllabus.

Spartan College of Aeronautics and Technology uses a traditional A – F (4.0 – 0.0) grading system with A representing Excellent work, B representing Above Average work, C designating Average work, and F indicating a Failure by the student.

In addition to these grades, the College uses the following designations:

- Transfer (TR) – A credit designation of TR indicates that the student has demonstrated competence in the content of a course by successfully completing an equivalent course at an accredited college or
nautics and Technology strives to
ed and received by the appropriate
izes, and written

- Repeating a Course (R) – If a student retakes and completes a course, the higher or latest grade achieved in the repeated course is recorded in the academic record; however, the original grade also remains on the academic record as converted to an R indicating the course has been retaken. Students will earn credits attempted for R grades, but only the course with the highest grade is used in computing the GPA.

Students should be aware that repeating a course may result in additional charges as either: a) an additional term may be required to complete the course; or b) the repeated course may increase the student’s credit load, the basis for all tuition charges (i.e. from three-quarter time to full-time).

A complete listing of all grades for the associates degree program and GPA values is located in the following table.

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Grade Change
All grades are considered final when recorded by the Registrar’s Office. Any grade change, other than completion of an “I” grade, must be made within 30 days after the end of the term in which the grade was earned. All requests for grade changes must be submitted in writing to the Director of Education or designee.

Class Size
Spartan College of Aeronautics and Technology strives to maintain a low student-to-instructor ratio, especially in laboratory settings. Some lecture classes may be larger depending on the nature of the subject matter. Class sizes will be appropriate to the course of instruction and shall contribute to the achievement of the course objectives.

Student Progress Reports
Students are apprised of their academic status at the conclusion of every term and students are encouraged to communicate with their instructors when dealing with concerns about their progress. Students who are placed on probationary status are informed at the time the action is taken and appropriate advising is provided.

Student progress is evaluated through daily assignments, assessments of hand-on work, quizzes, and written examinations. Progress is measured by use of the grad-point system.

ACADEMIC AWARDS
Graduation Requirements
A student is eligible for graduation if all of the following are true:

1. The student has completed all courses required by his/her program of study with a passing grade by the last day of the graduating term.
2. The student has accumulated the total number of credits required for graduation from his/her program of study.
3. The student has a cumulative grade point average of 2.0 or better.
4. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the College.

The student may qualify for graduation while on academic probation if at the end of the probationary term, the student meets the satisfactory progress requirements.

Grievance Policy and Procedure
Spartan College of Aeronautics and Technology recognizes that students may have a concern or issue that necessitates a prompt and fair resolution. When a problem between a student and the school arises, students should make every effort to resolve the issue by following the Spartan College Grievance Policy and Procedure. In order to address any concern or issue students need to follow the prescribed series of steps in an effort to obtain a mutual and satisfactory resolution.

For an academic issue or concern, the first person to speak with is the instructor. If consulting with the instructor does not result in a satisfactory resolution, the next steps are to speak with the Director of Education or designee then the Director of Education. These staff members can resolve a vast majority of concerns or issues.

For a non-academic issue or concern, the first person with whom the student should speak with is the Director of the Department where the concern is focused.

If a resolution has not been met, then the next step in the process is to speak with the Campus President who will attempt to coordinate a mutual and satisfactory resolution with the individuals or departments involved with the issue or concern and the student. The student can then write to the President of Spartan College if a resolution is not met in the previous steps. Students may send an email to StudentVoice.LAX@Spartan.edu with their issues or concerns.

If still no mutual and satisfactory resolution is made after following the previous steps to resolve an issue or concern, the student may consider contacting the State of California, Department of Consumer Affairs, Bureau of Private Postsecondary Education (BPPE) or the Council on Occupational Education (COE). All complaints considered by the agency must be in written form. Complaints to the BPPE must utilize their Complaint Form which can be found on their website, http://www.bppe.ca.gov/students/index.shtml. Letters to the Council on Occupational Education must contain the student's mailing address. The complaint must contain the nature of the problem(s), the approximate date the issue occurred, names of individuals concerned or involved, and any documentation, copies or other information regarding the problem(s), as well as evidence that the institution's formal complaint process was followed: (See page 5 of this catalog for information on BPPE and COE).

Student Conduct and Discipline
The following behaviors are unacceptable with the educational goals of Spartan College:

1. Act in such a manner as to bring unfavorable criticism upon Spartan College, staff or any fellow student.
2. Academic dishonesty such as cheating, plagiarism, or knowingly furnishing false information to Spartan College.
3. Forgery, alteration, misuse, or mutilation of Spartan College’s documents, records, identifications, educational materials, or property.
4. Obstruction or disruption of teaching administration, disciplinary procedures, or other activities including public service functions or other authorized activities on the campus.
5. Physical or verbal abuse of any person, or conduct which threatens or endangers health or safety.
6. Theft of or damage to property of Spartan College or using or attempting to use Spartan College property in a manner inconsistent with its designated purpose.
7. Unauthorized entry to, use, or occupation of Spartan College facilities.
8. Intentional and unauthorized interference with a right of access to Spartan College facilities or freedom of movement or speech of any person the premises.
9. Use or possession of firearms, ammunition, or other dangerous weapons, substances, or materials (except as expressly authorized by Spartan College, bombs, explosives, or incendiary devices prohibited by law.
10. Disorderly conduct or lewd, indecent, or obscene conduct or expressions.
11. Violation of a federal, state, or local ordinance, including but limited to, those covering alcoholic beverages, narcotics, dangerous drugs, gambling, sex offenses, or arson, which violation occurs on Spartan College property.
12. Rioting or aiding, abetting, encouraging, or participating in a riot.
13. Failure to comply with the verbal or written direction of any Spartan College official acting in the performance of his/her duty and in the scope of his/her employment or resisting a security officer while acting in the performance of his/her duties.
14. Aiding, abetting, or inciting others to commit any act of misconduct set forth in 1 through 13 above.
15. Conviction of a serious crime. (Upon the filing of charges in civil court involving an offense which is of a serious nature and upon determination that the continued presence of the student would constitute a threat or danger to the Spartan College community. Such student may be temporarily suspended pending disposition of charges in civil court).
16. It is against school policy to consume or possess alcohol on school property. It is also against policy to report to class under the influence of alcohol.
17. The sale, purchase, use, or possession of non-medically prescribed drugs on or off school property is against school policy. This applies to all forms of narcotics, depressants, stimulants, or hallucinogens whose sale, use, or possession is prohibited by law. The only exception is taking physician prescribed drugs. However, you must advise your instructor that you are taking medication.
18. Smoking is not permitted in any building, facility, or on the aircraft ramp areas. Smoking is also prohibited within 50 feet of any aircraft and/or 50 feet of any shop area. Smoking is permitted at Spartan College only in the designated smoking areas.

Violation of any of the above may subject the student to any of the following:
1. Reprimand
2. Specific restrictions
3. Disciplinary probation
4. Temporary suspension
5. Expulsion

After being suspended, a student may be readmitted only after the Campus President approves a written request. Readmission will be on a probationary basis only. Any further infraction of the policies and rules will necessitate permanent suspension.

Conduct, Safety, and Dress Code – Aviation Programs Only
The purpose of this policy is to ensure students’ compliance with established industry safety standards.

The following safety rules and regulations will be adhered to by the students:
1. Uniforms are to be worn at all times.
2. Any hair that extends below the bottom of the shirt collar must be restrained while at school. The hair must be restrained behind the head in the form of a ponytail.
3. Ties are prohibited in all shop areas.
4. Open footwear is not permitted and socks must be worn with your shoes.
5. Safety glasses are required in all of the shop areas. Prescription glasses do not normally meet safety standards and are not acceptable.
6. Areas where high noise levels are encountered or areas designated by signs require single hearing protection (either earmuffs or earplugs). Double ear protection (earmuffs and earplugs) must be worn when working within 50 feet of operating un-muffled engines. It is against school policy to commit any act, which will compromise the safety of students or staff. If you are told by an instructor, staff member, or safety coordinator that you are committing an unsafe act, take the necessary steps to correct that act. Failure to do so will result in disciplinary action including suspension or termination.

Student Harassment Policy
Spartan College of Aeronautics and Technology intends to provide an educational environment that is free from harassment of students based on sex, race, color, religion, national origin, age, disability, veteran, or marital status. This policy prohibits any student, employee, or visitor from harassing another student, employee, or any visitor on the basis of sex, race, color, religion, national origin, age, disability, or veteran or marital status.

1. Forms of Prohibited Harassment
   a) Any verbal, physical or other conduct based on a person’s sex, race, color, religion, national origin, age, disability, sexual orientation, veteran, or marital status that has the purpose or effect of threatening, intimidating, or coercing another or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits instructor harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.
   b) Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or school setting. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and therefore, interferes with academic performance.
c) The victim does not have to be the person toward whom the unwelcome conduct is directed but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or student may create for another employee or student an intimidating, hostile, or offensive environment.

2. Definition of Sexual Harassment
   a) Any act of “quid pro quo” (“something for something”) sexual harassment where a student, supervisor, instructor, or other employee with the power or authority to grant or withhold benefits or privileges demands sexual favors in exchange for benefits or privileges. No student or employee should so much as imply that another student or employee’s “cooperation” with sexual demands will have any effect on academic performance, career development, or any other aspect of education.
   b) Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating or hostile environment.
   c) Examples of conduct that is prohibited by this policy to include, but are not limited to, the following conduct:
      - Explicit or implicit demands for sexual favors in return for benefits or privileges.
      - Unwelcome letters, e-mail communications, or telephone calls of a sexual nature.
      - Distribution or display of materials of a sexual nature including posters, screen savers or computer graphics, calendars, or pictures of men or women who are dressed in a suggestive manner.
      - Utilizing the Spartan College facilities, time, or resources in relation to any form of entertainment such as strippers or belly dancers that tends to present men or women as sexual objects.
      - Physical assaults of a sexual nature or coerced sexual contact.
      - Unwelcome and deliberate touching, leaning over, cornering, pinching, or other untoward sexual behavior.
      - Unwelcome sexually suggestive looks or gestures.
      - Unwelcome pressure for sexual favors or dates.
      - Unwelcome teasing, jokes, remarks, innuendos, insults, questions, or vulgar language that relates to or is based on a person’s sex. Students and staff are asked to be mindful of others around them. Comments not intended as harassment and not perceived as such by the person to whom they are directed may be offensive and unwelcome to another employee or student who overhears them.
      - Affording favorable treatment to those who grant sexual favors or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.
   d) This policy prohibits sexual harassment of people of the opposite sex (male toward female, female toward male) or people of the same sex (male toward male, female toward female). This policy not only prohibits instructor sexual harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.

3. Student Responsibilities for Reporting Prohibited Harassment Including Sexual Harassment
   a) It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment.
   b) Any student who believes that he/she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that their behavior is offensive and unwelcome and to stop.
   c) If the misconduct continues or if the student feels uncomfortable about confronting the harasser, he/she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure.
      1. Any student who believes that he/she is being harassed should promptly report their concerns to the Campus President.
      2. It is the responsibility of each supervisor within his/her area of control to report student complaints in writing to the Campus President.
      3. Spartan College will investigate all harassment complaints, including talking with witnesses as appropriate and in doing
so will make every effort to treat the complaint and resulting investigation discretely.

4. If the report of prohibited harassment is substantiated, Spartan College will take appropriate action. Based on the severity of the offense in the case of an employee violator, the action may include, but is not limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a student violator, the action may include, but is not limited to, oral, written reprimand, suspension, or expulsion.

d) If students have any questions regarding sexual harassment in the workplace or this policy, they should contact the Campus President.

e) The law prohibits retaliation for reporting any form of illegal harassment or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. Spartan College will take appropriate measures to ensure that no such retaliation occurs.

f) Continued compliance with these policies will assure that the learning environment at Spartan College remains harassment free and that employees and students treat each other with mutual respect.

4. **False Claim**

   As harassment charges are taken with tremendous concern, any person who knowingly makes a false claim of harassment may be subject to disciplinary action up to and including expulsion from Spartan College.

**Drug Free Schools Act**

Spartan College of Aeronautics and Technology forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere on Spartan College’s property or at Spartan College sponsored events off campus. Anyone in violation of federal, state, or local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and campus disciplinary action.

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

**Campus Crime and Security Act**

Spartan College of Aeronautics and Technology is in compliance with the Campus Crime and Security Act of 1990 and publishes an annual report on approximately October 1 of each year. Should students become witnesses to or victims of a crime on campus, they should immediately notify Spartan College officials and report the incident to the local law enforcement agency. Emergency numbers are located throughout each campus.

**Safety Information**

The security of all members of the campus is a primary concern to Spartan College. Each year Spartan College publishes a report outlining security and safety information and crime statistics for the campus community. This report provides important policy information about emergency procedures, reporting of crimes, and information about support services for victims of sexual assault.

The report on such crimes is available from the Campus President who is responsible for maintaining records of all crimes that occur on campus.

**Graduation Ceremony**

A graduation ceremony is held for graduating students, their guests, and family members. Numerous awards are presented to students for outstanding achievement in academics and attendance.

Upcoming graduates should plan to meet with their Career Development Advisor three (3) terms prior to graduating to formally kick off their career-related job search.

**Students’ Responsibilities**

Students are ultimately responsible for their job search and for attaining both general career related employment. Those responsibilities include:

1. Creating and executing a job search plan with their Career Development Advisor.
2. Making and keeping regular appointments with their Career Development Advisor.
3. Informing their Career Development Advisor of life changes including: Changes of career goals, employment status, mailing and e-mail addresses, and contact phone numbers.
4. Completing and submitting job search materials to Career Services, including a cover letter, resume, and work samples, if appropriate.
5. Actively searching for jobs which includes: Attending networking events, generating business relationships, calling potential employers, applying for jobs, and following up on those applications.
6. Dressing appropriately for all company site visits, informational and formal job interviews, and arriving to all scheduled meetings and interviews on time.
7. Calling to reschedule all appointments (both on and off campus) that students will not be able to attend.

Alumni Services
Career advising continues after students graduate from Spartan College. Alumni are always welcome to contact any Spartan Career Development Office for assistance conducting a job search. Alumni are also encouraged to take advantage of Spartan College’s tuition-free retraining in their program of study. Alumni should contact the Education Department to learn more about how to take advantage of tuition-free retraining. **Note:** Other fees, laboratory, books, etc. may apply.
PROGRAM

Airframe and Powerplant (A&P) (Diploma)
The 70 Week A&P Program is divided into 14 units of instruction. The curriculum includes three (3) General units, five (5) Airframe units, five (5) Powerplant units, and one (1) Inspection and Review unit. Each unit lasts five (5) weeks and covers a specific area of aircraft maintenance and repair. Student-to-instructor ratio in labs will not exceed 25 to 1. Classroom lecture, discussion and hand-on training, including the completion of individual projects are some of the instructional strategies used to enhance student training.

Associate of Occupational Studies – Aviation Maintenance Technology (Degree)
The 85 week AOS program is designed to give students additional knowledge gained through six (6) general education courses. Students that attend the 70 week A&P Diploma Program may apply to attend to the additional 15 week general education program in order to complete the associates level requirements.

Program Objectives – A&P Technicians keep airplanes in safe flying condition. They are certified by the Federal Aviation Administration and work for airlines, aircraft manufacturers, general aviation, aerospace companies, and the U.S. government. A&Ps are trained to service, repair and overhaul aircraft components and systems including the airframe, piston engines, turbine engines, electrical systems, hydraulic systems, propellers, rigging, control surfaces, instrumentation, warning systems, and environmental systems. A graduate from Spartan College’s A&P program is qualified for many entry-level positions such as Airframe and Powerplant Technician, Airframe Mechanic Technician, or Powerplant Mechanic/Technician.

Laboratories and Equipment - The college features a vast array of industry relevant training aids to include, but not limited to, reciprocating and turbine powerplants; variety of carburetor’s, magnetos, turbochargers; propellers; sheet metal shop containing brakes, shears, press and pneumatic drill and riveting equipment; shops used for the study of wood, fabric, fiberglass, Plexiglas and composites; Aircraft electricity lab; and additional equipment used to study aircraft navigation, flight and communication instruments. For a brief synopsis of each course, refer to the section entitled COURSE DESCRIPTIONS.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF 111</td>
<td>Metallic Structures</td>
<td>150</td>
</tr>
<tr>
<td>AF 112</td>
<td>Non-Metallic Structures</td>
<td>150</td>
</tr>
<tr>
<td>AF 113</td>
<td>Hydraulic and Pneumatic Systems</td>
<td>150</td>
</tr>
<tr>
<td>AF 114</td>
<td>Aircraft Systems</td>
<td>150</td>
</tr>
<tr>
<td>AF 115</td>
<td>Aircraft Flight Control and Fuel Systems</td>
<td>150</td>
</tr>
<tr>
<td>GN 101</td>
<td>Aviation Science</td>
<td>150</td>
</tr>
<tr>
<td>GN 102</td>
<td>Electrical Theory</td>
<td>150</td>
</tr>
<tr>
<td>GN 103</td>
<td>Aviation Maintenance Procedures</td>
<td>150</td>
</tr>
<tr>
<td>IR 130(A)</td>
<td>Inspection and Review</td>
<td>150</td>
</tr>
<tr>
<td>PP 121</td>
<td>Reciprocating Engines</td>
<td>150</td>
</tr>
<tr>
<td>PP 122</td>
<td>Powerplant Systems</td>
<td>150</td>
</tr>
<tr>
<td>PP 123</td>
<td>Turbine Engine Theory &amp; Operation</td>
<td>150</td>
</tr>
<tr>
<td>PP 124</td>
<td>Propellers and Exhaust Systems</td>
<td>150</td>
</tr>
<tr>
<td>PP 125</td>
<td>Fuel Metering and Lubrication Systems</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td><strong>Total Program Clock Hours</strong></td>
<td><strong>2100</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOS 100</td>
<td>College Algebra</td>
<td>40</td>
</tr>
<tr>
<td>AOS 110</td>
<td>College Intermediate Algebra</td>
<td>40</td>
</tr>
<tr>
<td>AOS 200</td>
<td>College English</td>
<td>40</td>
</tr>
<tr>
<td>AOS 210</td>
<td>College Writing</td>
<td>40</td>
</tr>
<tr>
<td>AOS 300</td>
<td>Sociology</td>
<td>40</td>
</tr>
<tr>
<td>AOS 400</td>
<td>Earth Science</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><strong>Program Clock Hours</strong></td>
<td><strong>240</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Degree Hours</strong></td>
<td><strong>2340</strong></td>
</tr>
</tbody>
</table>

Note: Courses may be taught in a sequence that differs from the order represented above.
PROGRAM

AIRFRAME (Diploma)
Day Session:  45 Weeks
Evening Session:  45 Weeks

Program Description: Upon completion of the Airframe Single Rating program, airframe technicians have opportunities to work almost anywhere in the United States. These technicians can be placed in manufacturing, repair stations, fixed-based operations, airplane structures repair, and other airframe specialty areas. For a brief synopsis of each course, refer to the section entitled COURSE DESCRIPTIONS.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF 111</td>
<td>Metallic Structures</td>
<td>150</td>
</tr>
<tr>
<td>AF 112</td>
<td>Non-Metallic Structures</td>
<td>150</td>
</tr>
<tr>
<td>AF 113</td>
<td>Hydraulic and Pneumatic Systems</td>
<td>150</td>
</tr>
<tr>
<td>AF 114</td>
<td>Aircraft Systems</td>
<td>150</td>
</tr>
<tr>
<td>AF 115</td>
<td>Aircraft Flight Control and Fuel Systems</td>
<td>150</td>
</tr>
<tr>
<td>GN 101</td>
<td>Aviation Science</td>
<td>150</td>
</tr>
<tr>
<td>GN 102</td>
<td>Electrical Theory</td>
<td>150</td>
</tr>
<tr>
<td>GN 103</td>
<td>Aviation Maintenance Procedures</td>
<td>150</td>
</tr>
<tr>
<td>IR 130(A)</td>
<td>Inspection and Review</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td><strong>Total Program Clock Hours</strong></td>
<td><strong>1350</strong></td>
</tr>
</tbody>
</table>

Note: Courses may be taught in a sequence that differs from the order represented above.

PROGRAM

POWERPLANT (Diploma)
Day Session:  45 Weeks
Evening Session:  45 Weeks

Program Description: Upon completion of the Powerplant Single Rating program, powerplant technicians have opportunities to work almost anywhere in the United States. These technicians can be placed in manufacturing, repair stations, fixed-based operations, engine overhaul and repair facilities and other powerplant specialty areas. For a brief synopsis of each course, refer to the section entitled COURSE DESCRIPTIONS.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GN 101</td>
<td>Aviation Science</td>
<td>150</td>
</tr>
<tr>
<td>GN 102</td>
<td>Electrical Theory</td>
<td>150</td>
</tr>
<tr>
<td>GN 103</td>
<td>Aviation Maintenance Procedures</td>
<td>150</td>
</tr>
<tr>
<td>IR 130(A)</td>
<td>Inspection and Review</td>
<td>150</td>
</tr>
<tr>
<td>PP 121</td>
<td>Reciprocating Engines</td>
<td>150</td>
</tr>
<tr>
<td>PP 122</td>
<td>Powerplant Systems</td>
<td>150</td>
</tr>
<tr>
<td>PP 123</td>
<td>Turbine Engine Theory &amp; Operation</td>
<td>150</td>
</tr>
<tr>
<td>PP 124</td>
<td>Propellers and Exhaust Systems</td>
<td>150</td>
</tr>
<tr>
<td>PP 125</td>
<td>Fuel Metering and Lubrication Systems</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td><strong>Total Program Clock Hours</strong></td>
<td><strong>1350</strong></td>
</tr>
</tbody>
</table>

Note: Courses may be taught in a sequence that differs from the order represented above.
**PROGRAM**

**AIRFRAME**  (Add-on)

**Day Session:**  30 Weeks  
**Evening Session:**  30 Weeks  

**Program Description:**  Upon completion of the Airframe Add-On Certificate program, technicians have opportunities to work almost anywhere in the United States. These technicians can be placed in manufacturing, repair stations, fixed-based operations, and repair facilities. For a brief synopsis of each course, refer to the section entitled COURSE DESCRIPTIONS.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF 111</td>
<td>Metallic Structures</td>
<td>150</td>
</tr>
<tr>
<td>AF 112</td>
<td>Non-Metallic Structures</td>
<td>150</td>
</tr>
<tr>
<td>AF 113</td>
<td>Hydraulic and Pneumatic Systems</td>
<td>150</td>
</tr>
<tr>
<td>AF 114</td>
<td>Aircraft Systems</td>
<td>150</td>
</tr>
<tr>
<td>AF 115</td>
<td>Aircraft Flight Control and Fuel Systems</td>
<td>150</td>
</tr>
<tr>
<td>IR 130(A)</td>
<td>Inspection and Review</td>
<td>150</td>
</tr>
</tbody>
</table>

**Total Program Clock Hours**  900

**Note:** Courses may be taught in a sequence that differs from the order represented above.

**PROGRAM**

**POWERPLANT**  (Add-on)

**Day Session:**  30 Weeks  
**Evening Session:**  30 Weeks  

**Program Description:**  Upon completion of the Powerplant Add-on Certificate program, powerplant technicians have opportunities to work almost anywhere in the United States. These technicians can be placed in manufacturing, repair stations, fixed-based operations, and repair facilities. For a brief synopsis of each course, refer to the section entitled COURSE DESCRIPTIONS.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IR 130(A)</td>
<td>Inspection and Review</td>
<td>150</td>
</tr>
<tr>
<td>PP 121</td>
<td>Reciprocating Engines</td>
<td>150</td>
</tr>
<tr>
<td>PP 122</td>
<td>Powerplant Systems</td>
<td>150</td>
</tr>
<tr>
<td>PP 123</td>
<td>Turbine Engine Theory &amp; Operation</td>
<td>150</td>
</tr>
<tr>
<td>PP 124</td>
<td>Propellers and Exhaust Systems</td>
<td>150</td>
</tr>
<tr>
<td>PP 125</td>
<td>Fuel Metering and Lubrication Systems</td>
<td>150</td>
</tr>
</tbody>
</table>

**Total Program Clock Hours**  900

**Note:** Courses may be taught in a sequence that differs from the order represented above.
COURSE DESCRIPTIONS

AF 111 - Metallic Structures | 150 Clock Hours / 5 Weeks
In this course, students learn aircraft structures, techniques of sheet metal repair using proper tools, parts layout, and forming and bending aluminum materials.

AF 112 – Non-Metallic Structures | 150 Clock Hours / 5 Weeks
In this course, students learn how to service, troubleshoot, and repair hydraulic and pneumatic systems and components. Inspection and repair of landing gear and aircraft electrical systems complete this block of study.

AF 113 – Hydraulic and Pneumatic Systems | 150 Clock Hours / 5 Weeks
In this course, students learn how to service, troubleshoot, and repair hydraulic and pneumatic systems and components. Inspection and repair of landing gear and aircraft electrical systems complete this block of study.

AF 114 – Aircraft Systems | 150 Clock Hours / 5 Weeks
The student studies the operating, inspecting, servicing, and troubleshooting of aircraft oxygen, pressurization, heating and air conditioning systems, position and warning systems, as well as aircraft instrument, communication and navigation systems.

AF 115 – Aircraft Flight Control and Fuel Systems | 150 Clock Hours / 5 Weeks
Students will learn the basic logic gates and families and learn various logic circuits such as flip-flops, counters, and decoders. Digital devices and interfacing will be studied. The students will study the microprocessor and common parts of a computer system. Also, the students will learn the applications of computers in aviation, aviation data busses, and troubleshooting techniques. Students will use test equipment to perform related digital lab experiments.

AOS 100– College Algebra | 40 Clock Hours
After completing this course the student will be able to apply mathematical concepts to solving problems in the business world. The course covers applications to Statistics, Accounting, Economics and Finance. The student will demonstrate their competence in these areas by achieving a minimum grade of 60% in this course.

AOS 110 – Intermediate Algebra | 40 Clock Hours
The student will gain understanding of English essay composition and will employ various rhetorical modes such as narration description, illustration, and process analysis; identify an audience and adapt a composition to it; restrict a subject and define a clear purpose for writing, construct sentences that emphasize meaning and make the writing interesting; unify an essay around a compelling; clearly defined message or thesis; create a coherent essay with an orderly progression of ideas; write focused detailed, coherent paragraphs that help develop ideas; incorporate other sources into the writing by quoting, paraphrasing, summarizing and documenting correctly; use the library and other refereed sources for research; engage in the writing process by pre-writing, drafting, revising, editing/proofreading, and rewriting. The student will demonstrate their competence in these areas by achieving a minimum weighted grade of 60%.

AOS 200 - College English | 40 Clock Hours
After completing this course the student will be able to apply English concepts to communicating in the business world. The student will demonstrate their competence in these areas by achieving a minimum grade of 60% in this course.

AOS 210 - College Writing | 40 Clock Hours
The student will gain understanding of English essay composition and will employ various rhetorical modes such as narration description, illustration, and process analysis; identify an audience and adapt a composition to it; restrict a subject and define a clear purpose for writing, construct sentences that emphasize meaning and make the writing interesting; unify an essay around a compelling; clearly defined message or thesis; create a coherent essay with an orderly progression of ideas; write focused detailed, coherent paragraphs that help develop ideas; incorporate other sources into the writing by quoting, paraphrasing, summarizing and documenting correctly; use the library and other refereed sources for research; engage in the writing process by pre-writing, drafting, revising, editing/proofreading, and rewriting. The student will demonstrate their competence in these areas by achieving a minimum weighted grade of 60%.

AOS 300 – Sociology | 40 Clock Hours
This course is designed to introduce you to a range of basic sociological principles so that you can develop your own sociological imagination. You will learn about the origins of sociology as a discipline and be introduced to major sociological theories and methods of research. You will also explore such topics as sex and gender, deviance, and racism. The student will demonstrate their competence in these areas by achieving a minimum weighted grade of 60%.
AOS 400 – Earth Science | 40 Clock Hours
This course explores the foundations of Earth Science in the following related topics / fields: Earth’s place in the universe, dynamic Earth processes, Energy in the Earth system, biochemical cycles, structure and composition of the atmosphere, and California geology. Students will have the opportunity for self-assessment as well as for teacher guidance and assessment throughout the course including the preparation and finalization of two semester Problem Solving Projects, which focus on research, organization, and drafting strategies. The course covers scientific terminology, historical and cultural advances in science, vocabulary building, test taking strategies, and several simulated labs, hands-on labs, the essay, workplace documents, and science projects using the scientific method.

GN 101 – Aviation Science | 150 Clock Hours / 5 Weeks
This course develops skills in basic algebra and calculator mathematics. Basic Physics includes concepts of motion fluid dynamics, heat, sound, and aerodynamics. It also incorporates an introduction to maintenance forms and records as well as maintenance publications.

GN 102 – Electrical Theory | 150 Clock Hours / 5 Weeks
This course concerns the fundamentals of magnetism and electricity, basic electricity includes performing analysis on electrical circuits as well as calculation of resistance, impedance, and power. An introduction to aircraft materials and processes is also included in this course.

GN 103 – Aviation Maintenance Procedures | 150 Clock Hours / 5 Weeks
This course develops skills interpreting aircraft drawings, blueprints and schematics, fabricating hydraulic lines and fittings, aircraft and engine ground operations, handling and servicing, identification of corrosion and treatment procedures. Also included in this course are mechanic privileges and limitations and an introduction to non-destructive testing (NDT).

IR 130 (A) – Inspection and Review | 150 Clock Hours / 5 Weeks
This course involves Engine Change, Inspection, Review, and Testing. Students perform Airframe and Powerplant inspections and manage documentation using FAA Aircraft Records and Maintenance Publications. An engine change, using checklists and appropriate aircraft/engine manuals, will complete this course. Course review and final testing are also accomplished in this block.

PP121 – Reciprocating Engines | 150 Clock Hours / 5 Weeks
This course introduces designs, construction, and operations of radial and opposed reciprocating engines. The techniques used in disassembling, cleaning, inspecting, and repair of such engines are also emphasized.

PP122 – Powerplant Systems | 150 Clock Hours / 5 Weeks
This course involves the fundamentals of operation, inspection and repair of fire protection, ignition and starting, engine instruments and engine electrical systems.

PP123 – Turbine Engine Theory and Operation | 150 Clock Hours / 5 Weeks
This course introduces the basic theory, maintenance techniques, and troubleshooting procedures used on gas turbine engines. Disassembling, inspecting, reassembling, and adjusting turbine engines are major elements of this subject area. Basic operation and repair of exhaust systems complete this course.

PP124 – Propellers and Exhaust Systems | 150 Clock Hours / 5 Weeks
This course studies the theory and operations of propellers as well as their disassembly, inspection, repair and maintenance. The detailed study of engine exhaust and cooling systems and fuel systems is also included.

PP125 – Fuel Metering and Lubrication Systems | 150 Clock Hours / 5 Weeks
This course studies inspection and repair of simple and complex fuel metering devices. Induction and lubricating systems complete this course.
CERTIFICATION STATEMENT

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

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

Dennis Manzo,

Dennis Manzo

Campus President