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

Consumer information available at www.spartan.edu/consumerinformation
SPARTAN COLLEGE OF AERONAUTICS AND TECHNOLOGY
OWNER STATEMENT

Spartan Education LLC is 100% owner d/b/a Spartan College of Aeronautics and Technology. Current board members are listed on www.spartan.edu under Consumer Information and then Administration and Faculty.

WELCOME

A MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Welcome! You’re embarking on a new journey filled with tremendous opportunities. The aviation industry and other industries we serve need high quality, well trained technicians and pilots. If you commit to being a true professional and to working hard while you attend Spartan College of Aeronautics and Technology (Spartan), you will be prepared for future needs.

The focus of our mission is to assist you and other students to develop technical and interpersonal skills that will prepare you for entry level employment opportunities and establish the foundation for a lifelong career. Education and training are your chance to define who you are from this day forward.

The college catalog is a key resource for information about attending Spartan. I encourage you to read it. Please feel free to contact any of our administrative staff to address any questions or concerns about it.

Your commitments to follow the rules and comply with the requirements of a federally regulated industry are the first steps on the path to a bright future.

Congratulations on your decision to join the Spartan family. We are proud to serve as your college of choice!

Sincerely,

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

MISSION

The mission of Spartan College of Aeronautics and Technology is to provide a supportive educational environment for students to actively participate in learning and to provide quality career-oriented higher education programs to a diverse student population. Assessment of the college goals will be conducted on a continual basis to ensure the improvement 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:

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

LICENSING and ACCREDITATION

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

Oklahoma Board of Private Vocational Schools
3700 North Classen Blvd., Suite 250
Oklahoma City, OK 73118-2664
(405) 528-3370

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

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

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

Programs are approved by the Oklahoma State Regents for Higher Education and the Oklahoma State Accrediting Agency for Veterans.

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

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

Notice of Non-Discrimination

Spartan College of Aeronautics and Technology does not discriminate on the basis of race, color national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Director of Personnel
8820 East Pine Street
Tulsa, OK 74115
(918) 831-5212

and/or

Vice President of Compliance
8820 East Pine Street
Tulsa, OK 74115
(918) 831-5231

HISTORY

Spartan College of Aeronautics and Technology was founded as Spartan School of Aeronautics by W.G. Skelly, President of Skelly Oil Company, on September 27, 1928. He established Spartan Aircraft Company and formed the corporation which built Tulsa Municipal Airport (now called Tulsa International Airport). Mr. Skelly was convinced that air transportation would come of age and bring with it a need for skilled aircraft technicians and pilots; therefore, Spartan School of Aeronautics offered both mechanic and flight courses and quickly became a leader in aviation education.
Since 1928 Tulsa has been home to Spartan School. Spartan School quickly made a name for itself within the aviation industry and was soon to become the leader in aviation training. The Spartan School name became known on a national and international level. People came from all over the world to train at Spartan School of Aeronautics. During World War II and the Korean War, Spartan School of Aeronautics trained thousands of pilots and mechanics for our armed forces and allied forces, including the British Royal Air Force, while continuing expansion in the civil aviation field. Much of the credit for this period of expansion goes to J. Paul Getty, who acquired Spartan School of Aeronautics from Skelly in 1942. In 1944 Mr. Getty formed Spartan Airlines, Inc. In 1945 Spartan School trained TWA pilots in instrument training and between 1945 and 1950 Spartan School of Aeronautics trained more than 10,000 G.I. Bill students, trained United States Air Force mechanics and the aircraft company was involved in Cold War production. In 1967 the flight training was relocated to R.L. Jones Airport in south Tulsa. The ownership of Spartan School was maintained by Getty until 1968, when it was purchased by Automation Industries, Inc. Spartan School of Aeronautics built and occupied its south campus on Pine Street in 1969.

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

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

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

DAWN PATROL

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

NEW STUDENT REGISTRATION

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

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

ORIENTATION

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

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

Registration and Orientation are mandatory for the Flight and Technical Programs.

STUDENT SERVICES

The Student Services Department organizes a variety of activities and provides non-academic services for Spartan College students. In conjunction with Spartan College Student Council, the Student Services Department may also provide additional extracurricular activities.
Student Activities Center
Student activity centers are located on all campus locations. Students may use these facilities when not required to be in class. Lounge areas provide a place for additional study or relaxation at the student’s convenience. Information concerning student activities are updated regularly and posted on the bulletin boards around all three campuses. Student activities are also posted in the weekly bulletin. Students may also participate in industry related organizations that apply to their field of study. This includes the AMT Society, Aircraft Electronics Association, ASNT Club and Women in Aviation.

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

Professional Affiliation Organizations
Spartan College staff and faculty members maintain affiliations with many professional organizations in order to keep their services, processes, and programs industry current. Some of these organizations include the following:
• Aircraft Electronics Association AEA
• American Institute of Aeronautics & Astronautics AIAA
• American Society for Nondestructive Testing ANST
• Aviation Maintenance Technician Society
• Aviation Technician Education Council ATEC
• Electronics Technician Association ETA
• Experimental Aircraft Association EAA
• National Association of Flight Instructors
• National Association of Foreign Student Advisors NAFSA
• National Business Aviation Association NBAA
• National Center for Aerospace and Transportation Technologies NCATT
• National Intercollegiate Flying Association NIFA
• Oklahoma Aerospace Commission AAC
• Professional Aviation Maintenance Association PAMA
• The Metropolitan Tulsa Chamber of Commerce
• Tulsa Better Business Bureau BBB
• University Aviation Association UAA
• Women in Aviation International WAI

Student Employment Assistance
The majority of Spartan College students work either full-time or part-time; opportunities are posted regularly to assist students in obtaining part-time and full-time employment. Students are advised on what employment opportunities fit their work experience and are assisted in preparing for interviews. Resume writing and interview technique assistance available.

Medical Care
Spartan College does not assume financial responsibility for students who are hospitalized for injuries occurring on or off the campus. The college does not in endorse or promote insurance carriers and recommends that students purchase insurance in case of accident or illness. The internet provides many options on student health plans. Dependent students should discuss medical insurance needs with parents or guardians prior to the enrollment process.

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

Library
The Spartan College libraries enhance the academic programs by providing students with learning resources that support and supplement the students’ study and research needs. The Main Library is located on the Main Campus and supports all curricula. The Flight Campus Library is specialized and supports the flight programs only. Both libraries provide comfortable reading areas for research and relaxation. Additionally, both facilities are equipped with computers that are available for student word processing requirements as well as Internet access.

Student Bookstores
Student bookstore is located on the Main Campus. Class supplies, books, and tools are available in the bookstore. Note: Only critical items will be stocked at the Flight Campus bookstore. All other items are located at the Main Campus bookstore.

Transportation
It is highly recommended that students have a vehicle while in Tulsa. Spartan College students can use their home state licenses and car tags as long as they are current. Oklahoma law requires that proof of insurance is kept in the vehicle at all times. All flight students must have personal transportation while attending school because of varying schedules.

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

Housing
Spartan Residence Hall (SRH) is a student housing complex within walking distance of the Main Campus. Room availability is limited. Each unit is furnished and includes a washer/dryer, refrigerator, dishwasher, stove, microwave, and furniture. There are four private bedrooms and two full bathrooms per unit.
Spartan College has found students who are away from home for the first time are more successful in college if they reside in student housing during their first year. All single technology students under the age of 21 are encouraged to live in student housing for their first year. All student conduct rules apply while living at the SRH in addition to those outlined by SRH lease agreement.

Spartan Housing is a dry facility; no alcohol permitted.

Due to the distance to the Flight Campus, flight students are encouraged to find independent housing near the Flight Campus. A referral service is provided to Spartan College flight students and students who are married and qualify to live in independent housing.

GRADUATE CAREER CENTER

Students completing their education at Spartan College are prepared for entry into many career areas. Industry is becoming more technology-based with aviation, electronics and quality control leading the way.

The most valuable student service at Spartan College is assisting graduates in finding employment. Through continual contact with industry, Career Center personnel gather information about employment opportunities. Upcoming graduates and alumni are informed about openings relating to their field of study.

The Career Center provides resources and computer access that assist graduates in their personal job search. The career center personnel also arrange for industry representatives to visit Spartan College, as well as coordinate on-campus interviews. All students assume the ultimate responsibility of securing employment in their chosen field. Although Spartan College cannot guarantee employment, the resources mentioned above are designed to provide graduates with skills necessary to launch a successful career search campaign.

A FEW COMPANIES THAT HIRE GRADUATES

American Piping Inspections, Inc.
American Staff Corp.
Aplus RTD
ATP Flight School
Autopilot Central, Inc.
Av Duct
Bell Helicopter
Biz Jet
Boeing Company
Cameron Drilling
Camtronics
Chesapeake Energy
Christiansen Aviation
CRTS
CTR Corporation
DAL Global Services
Direct TV
Duncan Aviation
Employee Solutions
Express Employment
Express Jet
Ferra Aerospace
Flight Safety International
Glob X-Ray
HiTech Testing
Integrity Test & Inspection
International Inspection, Inc.
Jules NDE, LLC
L-3 Communications
Limco Airepair
Lockheed Martin
Lufthansa Tecknik
Mistras Group
Nicholas Brothers, Inc.
Nordam
Omni Air
PCC Structural
Pinnacle Airlines
Pratt & Whitney
Primus International
Randstad North America
Resource MFG
Riverside Flight Center
San Antonio Aerospace

AAR Aircraft Services
Acuren Inspections
Advanced Atomization
Advanced Ultrasound
Aerosim Flight Academy
Aerotek
Alcoa
Allegis
American Airlines
American Eagle Airlines
American Flyers
Schlumberger  
Southwest United Industries  
SpaceX  
Sperry Rail  
Spirit AeroSystems, Inc.  
Stronghold Inspection  
Team Industrial  
Trans States Airlines  
Unicorp  
United States Aviation Academy  
US Steel Tubular  
Volt  
Webco Industries  
Western Technologies, Inc.  
Work Source @ Unicorp  

**FACILITIES**  

**Aviation Maintenance Technical Training**  
The technical facilities accommodate approximately 2,100 students. Air-conditioned classrooms occupy in excess of 47,000 square feet and labs occupy an area of 123,000 square feet. Adequate power, lighting, heating, ventilation and sanitary facilities are provided for all buildings. Wall charts, cutaway units, audio-visual equipment, smart boards, miniature models, display boards and mock-ups are provided for demonstration of principles and procedures. The Aviation Maintenance Training Department has a Boeing 727 cockpit section, a complete Boeing 727 aircraft, an Aero Commander, a C303 Crusader, Cessna C-152, C-182, C-182 RG, one helicopter, a Sabre-liner for static training, and thirteen operational aircraft. The Avionics Department maintains operational aircraft, equipment, and electronics repair shops for training purposes.

**Avionics**  
The core electronics portion of the Avionics Program provides great versatility in several different industries to include medical, oilfield, renewable energy, and other electronic technical fields. A detailed theory and hands-on combination offer excellent training in electronic circuit testing and troubleshooting.

The Avionics specialty classes provide shop, flight line testing, and repair facilities for navigation, communications, and radar equipment. The college maintains a large supply of instruments and aircraft electronics for training purposes.

**Nondestructive Testing/Quality Control**  
Various brands of inspection equipment that include a wet horizontal magnetic particle machine, probes, yokes, 260 and 300 KVP x-ray tubes, radiation detection devices, ultrasonic and eddy current testers.

Student-to-instructor ratios average approximately 25 students per instructor.

**Flight**  
Approximately 41 aircraft and two aviation training devices, including Cessna 152s, 172s and 172 RGs, Piper Seminoles, one Frasca 142 Visual Flight Simulator, and one full-motion Red Bird Advanced Aviation Training Device (AATD) for single and multi-engine.

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

There is approximately 40,000 square feet of classroom, hangar and administrative space. All flight instruction is performed with one instructor to one student. Ground school classes operate with an average of 25 to 1 student-to-instructor ratio. Equipment and aircraft are available except during times of servicing and regularly scheduled maintenance.

**ADMISSIONS**

**Admissions Application Process**  
Enter into all programs requires a personal interview conducted by an Enrollment Manager on campus, in the home via the internet, or via the telephone. Once the interview is completed, the Enrollment Manager may assist the student with the application process. The student will complete all enrollment documents and the Enrollment Manager will collect a $100 Application Fee prior to submitting the application to the Admissions Department for final review. A confidential decision on the application will be made and a letter of notification of acceptance or denial will be sent in a reasonable amount of time.

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

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

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

**Academic Performance Requirement for Admission**

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

1. Applicants must be a high school graduate, or
2. Must have a high school equivalency certificate based on the General Education Development (GED) test, or document equivalent level of education, or
3. If an applicant is a graduate of a private, parochial, or other non-public or foreign high school, which is not accredited by a recognized regional accrediting agency, or is home schooled, the applicant is eligible for admission to Spartan College as follows:
   a) The applicant must have participated in the ACT or SAT program and achieved a score as specified in the Spartan Catalog, Addenda and Supplements.
   b) The applicant’s high school class of his or her peers must have graduated.
   c) The applicant must satisfy the high school curriculum requirements for the institution as certified by the school or for home study, the parent.

**Basic Skills Requirement for Admission**

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

a) Submission of examination scores deemed appropriate by Spartan College for the chosen program of study, (see next section, Acceptable Examinations and Scores) or

b) Attainment of scores appropriate for the chosen program of study on a placement examination administered by Spartan College, or

c) Submission of required documentation indicating acceptable grades in college-level work completed at an accredited institution (a recognized accreditation agency under the federal DOE) may be submitted instead of examination scores. Applicants who have earned 18 or more college-level “academic related” credit hours, within the past 10 years, and have a CGPA of 2.0 or higher (4.0 scale) will not be required to take an examination. At least 6 credit hours must be in a college-level English and Math, or

   d) Satisfactorily completed a significant amount of postsecondary education (i.e. worked on a diploma program such as AMT, NDT, Avionics, etc.) but without the prescribed English and Mathematics may be admitted with the approval of the Vice President of Education.

   e) All special education transcripts will be evaluated by the Vice President of Education and Compliance

**Acceptable Examinations and Scores**

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

### Basic Skills Requirement for Admissions

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>TECHNICAL PROGRAM</th>
<th>FLIGHT PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT ASSET (Note 1)</td>
<td>105</td>
<td>114</td>
</tr>
<tr>
<td>Minimum scores in each skilled area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing Skills</td>
<td>35</td>
<td>35</td>
</tr>
<tr>
<td>Reading Skills</td>
<td>35</td>
<td>35</td>
</tr>
<tr>
<td>Numerical Skills</td>
<td>33</td>
<td>33</td>
</tr>
<tr>
<td>ACT</td>
<td>14</td>
<td>16</td>
</tr>
<tr>
<td>SAT (Verbal + Math)</td>
<td>660</td>
<td>780</td>
</tr>
<tr>
<td>Accuplacer (Note 1)</td>
<td>168</td>
<td>198</td>
</tr>
<tr>
<td>Reading Skills</td>
<td>51</td>
<td>51</td>
</tr>
<tr>
<td>Sentence Skills</td>
<td>53</td>
<td>53</td>
</tr>
<tr>
<td>Arithmetic Skills</td>
<td>57</td>
<td>57</td>
</tr>
</tbody>
</table>

**Note 1:** In addition to having the minimum total score for the respective test, the applicant must also attain the minimum score for 2 of the 3 areas as depicted for the respective subcategories. **One of the two areas successfully passed must be a Mathematic or Numeric subcategory.**

**Note 2:** Individuals using the ASVAB must have a test completion date within the last five (5) years. Anyone with a later test completion date will be required to take an entrance examination.
Note 3: Individuals with cumulative high school CGPAs of 2.5 (on a 4.0 scale) or higher are not required to take an entrance exam.

Academic Performance Requirements for Admission to Bachelor of Science Program

Students who have graduated, or will be graduating, with an A.A.S. degree from Spartan College of Aeronautics and Technology will be eligible to apply for admission.

Interested students should submit an Application for Admission to the Spartan College of Aeronautics and Technology Bachelor’s Degree Enrollment Manager.

Students must also complete the transcript request form for an official transcript from each college previously attended.

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

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

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

Age Requirements

Applicants must be at least 17 years of age prior to starting technical programs, 18 years of age prior to starting the QCT 1827 – Radiation Safety and QCT 2807 Radiography.

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

Flight Medical Requirements

The minimum requirement for flight students pursuing an Aviation Flight program is the Class II Medical Certificate. All flight students must possess their FAA Class II medical certificate before coming to Tulsa. Flight students may contact the nearest FAA Office, or the Admissions Department for a list of approved aviation medical examiners. Current flight medical must be maintained while attending. A student may enroll, with approval of the Department Head with a Class III medical certificate and allowed to attend ground training until a Class II Medical Certificate is obtained.

Additional Requirements for Flight Applicants

TSA Requirements

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

Additional Requirements for International Students

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

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

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

c) See section titled Language Requirements in Admissions Policies.

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

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

Language Requirements for Admission

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

1. A minimum score of 61 on the Internet Based TOEFL (Test of English as a Foreign Language) Internet Based Test (IBT) version of the TOEFL or a 500 on the older Paper Based Test (PBT) version.

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

Transferability of Credits Out
Spartan College does not guarantee transferability of credits to any other college, university or institution. Any decision on the comparability, appropriateness and applicability of credits whether they should be accepted is the decision of the receiving institution. It should not be assumed that any course or program described in this catalog can be transferred to another institution.

Transfer of Credits and Advanced Standing
Spartan College’s policy is to give credit for applicable previous learning experiences. Advanced standing credit may be given for learning experiences outside the classroom (e.g. work experience). Students wishing to transfer credits from another institution of higher education should submit official transcripts with their enrollment application.

Transfer credit will not be awarded for a course after the student has attended the Spartan College course in question. In all cases, credit is given solely at the College’s discretion. Students do not have to take the course(s) for which transfer credit was given. Their total tuition is reduced accordingly. Credits awarded become an official part of the student’s record. Persons wishing to transfer credit after program commencement must obtain prior written approval from program director.

Program applicable credits transferred from an accredited postsecondary college and applicable advanced standing credits will be recorded on the students’ transcript at the time a student starts his/her program at Spartan College. Transfer and advanced standing credits are not included in computing a students’ GPA, but will be counted as credits attempted and credits earned when computing maximum time frame. Academic credits for all programs and courses are recorded as semester credit hours.

(Additional requirements apply to the flight program and bachelor’s degree).

Evaluation of Transfer Credits (Technical Programs)
This section outlines how Spartan College evaluates transfer credits from other institutions, alternative transfer credit options and discusses general policies.

Incoming students should work closely with the admissions office to ensure that all transcripts are reviewed timely. Student must submit an official transcript from all prior colleges. Credit earned from accredited colleges is generally transferable to an equivalent Spartan course if a grade of C or better has been earned in the course.

Transfer credit will not be awarded for a course after the student has attended the Spartan College course in question. In all cases, credit is given solely at the College’s discretion. Credits awarded become an official part of the student’s record.

Diploma Transfer Plan
Students who have completed technical education courses pertaining to the specific diploma program offering may receive transfer credit for those courses that are in alignment. The maximum transfer credit is no more than 75% of the intended program.

Associate Transfer Plan
Students who have completed technical and general education courses pertaining to the specific AAS program offering may receive transfer credit for those courses that are in alignment. The maximum transfer credit is no more than 75% of the intended program.

Bachelor Transfer Plan
Students must have completed an Associate Degree at an accredited institution to fulfill Spartan College’s education requirements for transfer into the Bachelor program. This applies only if the content of the Associate Degree is in alignment with those offered by Spartan College. The maximum transfer credit is no more than 75% of the intended program.

Guidelines for Transferring Credit:
1. The Registrar will evaluate requests for transfer of credits.
2. Credit may be transferred as recommended by the FAA guidelines (FAR Part 147.31). The FAA does not recognize credit earned outside of the United States.
3. Transfer grades of A, B, C, or their numerical equivalent may be accepted from postsecondary courses equivalent to courses offered in the Spartan College curricula.

Guidelines for Awarding Advanced Standing Credit:
Spartan College awards advanced standing credit in two ways:
1. A student presents to the Registrar an official record that verifies a passing or satisfactory score on a standardized national examination such as the FAA maintenance and flight exams or the CLEP (College Level Equivalency Program) tests, or
2. A student can document previous college, civil or military training that is closely related to Spartan College training and score 75% or higher on the bypass test(s) for the course(s) in which credit is being awarded. (Bypass tests cannot be taken for a course previously attempted at Spartan College).
3. Students desiring to be awarded advanced standing credit for college, military, training should follow this procedure:
a) Bring the appropriate documents verifying the training to the Registrar.
b) Following the preliminary evaluation of the documents, the student will be referred to the appropriate academic Department Head(s) for final evaluation and scheduling of bypass exam(s).
c) If necessary, the Student Records Department will prepare a new course schedule based on the results of the bypass exam(s).

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

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

Credit for Ground School Training
1. Based on evaluation credit will be allowed per items (1) or (2) above for those persons transferring a private pilot license.

Tuition
Tuition varies from program to program depending upon program length and total contact hours. A separate schedule of tuition and application fees, estimates of books, tools and equipment costs and refund policies accompanies this bulletin as the Catalog and Tuition Supplement. Tuition for audited courses will be the same as the regular fee. When a student signs a Training Agreement with Spartan College and begins classes, the student becomes obligated to pay in accordance with that agreement. Tuition is charged on a term basis and is required to be paid in advance of the year, or satisfactory arrangements must be made with the financial aid department.

Students may be dropped from class for failure to pay tuition on time. If a student postpones their scheduled start date, they will be subject to the tuition in effect for their new start date at the time a new Training Agreement is executed.

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

FINANCIAL AID

Spartan College's Financial Aid Department assists qualified students and their families in obtaining supplemental funding to meet the cost of attendance. Financial aid is considered secondary to the efforts of the students and their family in providing financial support. The goal is to provide help to qualified students who would not be able to attend without assistance. The types and amounts of financial aid awarded are determined by financial need and available funds. Financial aid programs insured or sponsored by agencies of the United States government are available only to U.S. citizens or permanent residents. A full description of aid available can be found at [http://www.studentaid.ed.gov](http://www.studentaid.ed.gov) under “Prepare for College.”

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

APPLICATION PROCESS 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: (5) five, six-week terms of instruction for technical programs; (4) four, eight-week terms of instruction for night technical programs; (14) fourteen, two-week modules of instruction for flight programs; and (3) three, ten-week terms of instruction for the Bachelor’s Program.

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

**Renewal Process**

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

**Verification of Data**

Certain applicants are selected for a process referred to as verification. All selected applicants will be verified, which usually requires the submission of tax transcripts and other documentation. Students will be notified of their obligation to complete verification and the deadline for completing the process. Once verification is complete, the Financial 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 consist of:

1. **Cumulative Completion Rate Standard:** A student must successfully complete greater than 66.6% of the total cumulative and transfer credits attempted to be making Satisfactory Academic Progress.

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

3. **Maximum Time Frame Standard:** A program of study must be completed within 150% of the number of credit hours required for graduation to maintain financial aid eligibility. The 150% is measured on the basis of attempted credits and transfer credit if awarded. For instance, if a program consists of 66 semester credit hours for graduation, it must be completed within 75 attempted credits (50 credits x 1.5=75 credits).

**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 Suspension.

**Financial Aid Suspension Status:**

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

Federal Supplemental Educational Opportunity Grants (FSEOG)
The FSEOG is a grant awarded to students demonstrating the most need. The minimum award of $100 is given to all Pell grant recipients who have an unmet need. The financial aid department determines increased awards based on a student’s unmet need, and generally when additional funds are necessary to cover direct costs.

STUDENT LOANS AND WORK STUDY

Federal Direct Stafford Loan
These low-interest subsidized and unsubsidized loans are available from the U.S. Department of Education. The amount of funding available depends on the student’s academic level and dependency status. Loan fees up to one percent (1%) 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 Stafford 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 months is granted before repayment begins. Depending on the outstanding balance of all loans, the student may have ten to thirty years in which to repay.

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

Federal Direct-PLUS Loan
This low-interest loan assists parents of dependent students whose need is not met by the Federal Stafford Loan program*. The academic year limit is the cost of education minus any other financial aid. Repayment begins no later than 60 days after the loan is fully disbursed.

Spartan 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 or on-line prior to certification of new loans.

Federal Perkins Loan
The Perkins loan is a revolving loan fund, from which low interest loans can be made to students with exceptional need. Funds are limited and awards may range from $500 to $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 5% and the student may have up to 10 years for repayment. There is a nine-month grace period after the student graduates, withdraws, or drops below half time status before repayment begins.

Federal Work-Study (FWS)
Student employment is available through the federal work-study program. This program offers employment opportunities on 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.

Alternative Loans
Private loans that are not insured by the Federal Government are available from several sources. These loans often require the student to have a co-signer who is credit worthy. Students may utilize these loans to pay for tuition not covered by Federal Student Aid or to assist with living expenses that are educationally related. Loan proceeds are usually made co-payable to the student and the college. Funds are made available to the student when all tuition obligations have been satisfied.

*Loan fees may be deducted from the loan before it is disbursed.

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

OTHER FINANCIAL AID RESOURCES

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

Bureau of Indian Affairs Scholarship Grants
Students who are at least one-quarter (1/4) American Indian and can prove financial need may qualify. Contact the nearest Bureau of Indian Affairs Office.

Scholarships
The college offers several partial scholarships for which potential students may apply. Contact Spartan College of Aeronautics and Technology for more information. In addition, scholarships in several areas of study are offered through many organizations.

REFUND and CANCELLATION PROCESS

Return of Title IV Funds
The Higher Education Amendments of 1998, in general, require that if a recipient of FSA Program assistance withdraws from a school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of FSA Program assistance the student did not earn and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much FSA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the FSA Program funds.

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

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

Return of Unearned FSA Program Funds
Spartan College of Aeronautics and Technology must return the lesser of the following:
- The amount of FSA Program funds the student does not earn; or
- The amount of institutional costs the student incurred for the payment period; or
- The period of enrollment multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal Direct PLUS Loan) must return or repay, as appropriate:
- Any FSA loan funds in accordance with the terms of the loan and 50% of the unearned FSA Program grant as an overpayment of the grant.
- These refund and cancellation policies are based upon fairness to the student and Spartan College and apply to the technical, flight, and bachelor’s programs. It is expressly understood and agreed refunds shall only be made in accordance with the following terms and conditions except that, if the state of residence of the student has a refund and cancellation policy more favorable than the policy of Spartan College, the state policy will apply.
- This refund policy applies only to tuition and administrative fees. Sales of books, tools and other items from Spartan College’s student stores are considered final and are not subject to this refund policy.
- Any monies due applicants or students shall be refunded within 30 calendar days from the student’s official withdrawal date due to cancellation, withdrawal, termination or failure to appear on or before the first day of a term.
- If the student does not return following an approved Leave of Absence, refunds will be made within 30 calendar days of the end of the Leave of Absence.
- All refunds will be calculated from the last date of actual attendance. If a student does not start classes, all prepaid tuition will be refunded.
• All refunds will be made to the company, organization, or financial aid lender that paid the student’s tuition. Tuition payments in excess of, or not paid by a company, organization, or financial aid lender will be refunded to the student account holder.

Cancellation before Commencement of Classes (Buyers Right to Cancel)
• Applicant may cancel the Agreement in writing at any time before commencement of his/her classes.
• If the Applicant cancels the Agreement in writing within three (3) business days of his/her execution of the Agreement, Applicant shall receive a refund of all monies paid under the agreement.
• If the Applicant cancels the Agreement in writing more than thirty (30) business days after his/her execution of the Agreement, but before the start of classes, Spartan College will retain the $100 Application Fee and refund any other monies paid under the Agreement.
• Applicants who have not visited the College prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation, or following a tour of Spartan College facilities and inspection of equipment.

Termination or Withdrawal after Commencement of Classes Refund Policy for Technical Programs
• Students attending Spartan College of Aeronautics and Technology will be charged tuition by the academic year. An academic year is defined as a period where the student earns at least 24 semester credit hours in a minimum of 30 weeks. There are five six-week terms in the technical academic year.

The following policy will be applied if a student withdraws from a technical program:
• Withdrawal within the first week of the first term of the academic year: Spartan College shall refund 90% of the current academic year’s tuition. The amount retained by the College will not exceed $350.
• Withdrawal after the first week of the academic year, but within the first 25% of the academic year: Spartan College will retain 25% of the academic year tuition plus $150.00.
• Withdrawal after 25% of the academic year but within 50% of the academic year: Spartan College will retain 50% of the academic year tuition plus $150.00.
• Withdrawal after more than 50% of the academic year: The College will retain 100% of the academic year tuition.
• All tuition paid for academic years beyond the academic year of withdrawal or termination will be refunded in full.

Refund Policy for Flight Programs
The Technical Refund Policy applies to all ground and flight school classes.
• The academic year charge for a flight program will include eighteen hours of flight time per month.

• If a flight student interrupts his/her training and has flown in less than eighteen hours per month, a charge will be made for the additional flight hours.

STATE INFORMATION

ALABAMA
Commission on Higher Education – Department of Postsecondary Education
Contact information: PO Box 302130, Montgomery, AL 36130-2130. Phone (334) 293-4500.

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

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

COLORADO
Agents working in Colorado for Spartan College of Aeronautics and Technology are licensed by the Colorado Department of Higher Education, Private Occupational School Board. Complaints may be filed online with the Division of Private Occupational Schools: http://highered.colorado.gov/dpos. Telephone: (303) 866-2723. There is a two-year limitation (from student’s last date of attendance) on the Division taking action on student complaints.

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

Postponement of starting date, whether at the request of the college or the student, requires a written agreement signed by the student and the college. The agreement must set forth: a) whether the postponement is for the convenience of the college
Refund Policy
Spartan College of Aeronautics and Technology shall pay a refund to the student in the amount calculated under the refund policy specified, no later than their-one (31) days of the student’s request for cancellation or withdrawal.

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

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

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

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

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

6. A student withdrawing from an instructional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

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

KANSAS
Kansas students may contact the Kansas Board of Regents should they feel their complaint has not been resolved at the school level. Contact information: 1000 SW Jackson, Suite 520, Topeka Kansas 66612-1368. Phone (785) 296-3421.

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

Student complaints relative to actions of school official's shall be addressed to: Louisiana Board of Regents, Proprietary School Section, PO Box3677, Baton Rouge, LA, 70821 (Phone Number: 225-342-4253) only after the student has unsuccessfully attempted to resolve the matter with the school; having first filed a written and signed complaint with the school’s officials.

MINNESOTA
Cancellation Policy
Five day cancellation policy per Minnesota State.
Notwithstanding anything to the contrary, a school that uses a written contract or enrollment agreement shall refund all tuition, fees and other charges paid by a student, if the student gives written notice of cancellation within five business days after the date on which the contract was executed regardless of whether the program has started.
When a student has been accepted by the school and has entered into a contractual agreement with the school and written notice of cancellation following the fifth business day after the date of execution of contract, but before the start of the program in the case of resident schools, or before the first lesson has been serviced by the school in case of distance education schools, all tuition, fees and other charges, except 15 percent of the total cost of the program but not to exceed $50, shall be refunded to the student.

Spartan College of Aeronautics and Technology is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

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

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

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

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

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

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

TENNESSEE

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


TEXAS - (Effective 5-1-2012)
Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

Cancellation Policy
A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed or within the students first three scheduled class days (does not apply to Seminars).

Refund Policy
1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
   a) The last day of attendance, if the student is terminated by the school;
   b) The date of receipt of written notice from the student; or
   c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 is nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student’s academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade “incomplete” and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   a) An enrollee is not accepted by the school;
      If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   b) If the student’s enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representative of the school.

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

8. Refund Policy for Students Called to Active Military Services. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
   a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; a grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
   c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
      1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
      2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

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

**More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

WASHINGTON
Washington Workforce Training and Education Coordinating Board Refund Policy after Entering Class
The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.

1. The school must refund all money paid if the applicant cancels within five business days (excluding Saturdays, Sundays, and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

2. The school may retain as established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.

3. If training is terminated after the student enters classes, the school may retain the registration fee established under (c) of the subsection, plus a percentage of the total tuition as described in the following table:
   (1) If student terminates during the first week or 10 percent of a term, whichever is less, Spartan may retain 10 percent of the tuition cost plus application fee.
   (2) If student terminates after the first week or 10 percent of a term, whichever is less, but prior to completion of 25 percent of a term, Spartan may retain 25 percent of the tuition cost plus application fee.
(3) If student terminates after completion of 25 percent and up to and including 50 percent of a term, the school may retain 50 percent of the tuition cost plus application fee.

(4) If student terminates after completion of more than 50 percent of a term, Spartan may retain the full tuition cost plus application fee.

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

(a) When the school receives notice of the student’s intention to discontinue the training program; or,

(b) When the student is terminated for a violation of a published school policy which proved for termination; or,

(c) When a student, without notice, fails to attend classes for thirty calendar days.

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

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

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

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

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro-rata refund as follows:
1. The first day of class 100%
2. 90% after completion of at least 1 unit/class but prior to completion of 10% of the program.
3. 80% after completion of at least 10% but prior to completion of 20% of the program.
4. 70% after completion of at least 20% but prior to completion of 30% of the program.
5. 60% after completion of at least 30% but prior to completion of 40% of the program.
6. 50% after completion of at least 40% but prior to completion of 50% of the program.
7. 40% after completion of at least 50% but prior to completion of 60% of the program.
8. No refund after completion of at least 60% of the program.

As part of this policy, the school will retain a one-time application fee of $100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of the termination date. If a student withdraws after completing 60% of the instruction, and the withdrawal is due to mitigating circumstances beyond the student’s control the school will refund a pro-rata amount. A written notice of withdrawal is not required. The school will make a “good faith” effort to make a refund, if necessary, by sending certified mail to students and parents permanent address.

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

ACADEMIC INFORMATION

Student Class Schedule
Students will be scheduled according to their program of study. If a student has a 2.5 or higher grade point average after completing one academic year, and scheduling permits, a request may be made to enroll for one course above the normal full-time schedule each term. Such overload scheduling is subject to class availability, financial status, and must be approved on a term-by-term basis by the Department Head, Registrar, and Director of Financial Aid. Should a situation arise whereby the student feels the need to change his/her schedule, they must submit their request to change in writing to the Department Head for approval at least two weeks prior to the effective date. Changes to class schedule may result in future class schedule availability, which could change.
the students projected completion time frame or graduation date.

**Definition of Course Term**
A course term refers to a period of time required for the completion of one full course. Generally, the term period is:
- Day general education, AVT and NDT technical courses are six (6) weeks/28 days.
- Day technical (Aviation Maintenance Technology) courses are three (3) weeks/14 days.
- Night technical classes are eight (8) weeks/33 days (4 nights a week).
- Bachelor's courses are ten (10) weeks.
- Flight module courses are two (2) weeks in length.

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

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

<table>
<thead>
<tr>
<th>Grades</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89.99</td>
</tr>
<tr>
<td>C</td>
<td>70-79.99</td>
</tr>
<tr>
<td>D*</td>
<td>60-69.99</td>
</tr>
<tr>
<td>F*</td>
<td>0-59.99</td>
</tr>
</tbody>
</table>

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

**Failures**
Students will fail a course when a grade below 70% is made for either lab or theory in all technical programs. A grade below 60% is considered a failure for all General Education courses.

When students fail a course, they will be scheduled to repeat that course as soon as possible. Students failing to successfully complete a course after three attempts will be terminated from their training program for a minimum of one academic year period unless the student presents extenuating or unusual circumstances that would allow for an additional attempt. An attempt is considered either failing or withdrawal from the course prior to completion. Students terminated from their training program may appeal for reinstatement after one academic year. See section titled Reinstatement after Suspension or Termination for appeal procedure.

**Grades as a Result of a Withdrawal from Classes**
When students withdraw prior to the end of a course, their instructor calculates the grade-to-date in the course. The student is then given a “WP” or “WF” for the course(s), if the withdrawal occurs during the first 75% of the course. During the final 25% of a course, a grade of “F” is assigned for any students not completing the course. Students who audit a course are not given final performance grades; their transcripts will merely indicate “AU” for an audit.

Similarly, Spartan College does not record grades when awarding advanced standing credit. Instead a “CR” is recorded. When a student repeats a course, the last chronological grade for that course replaces the original course grade (even if the original course grade was higher), and is used, along with the student’s other grades to calculate the grade point average. All grades will appear on the transcript and be counted as credit hours attempted.

**Incomplete Coursework**
On rare occasions, owed time and incomplete class assignments may extend beyond the end of the term. This would only happen with the express permission of the Department Head. The student’s grade card will be noted with ‘I’ incomplete as the final grade. All timed owed and incomplete class assignments must be made up in accordance with Department Instructions. If a student fails to make up time missed or fails to complete class assignments, the student will be awarded an “F” for each respective course.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4</td>
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<td>B</td>
<td>3</td>
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<td>C</td>
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<td>F</td>
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<td>I</td>
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<td>WP, WF</td>
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Additionally, the letter grades TR, CR and/or AU may appear on the transcript. These grades have no point value, and are not used in calculating GPA.

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

**OTHER ACADEMIC INFORMATION**

To become eligible for graduation, students must complete their program with a minimum cumulative 2.0 GPA and successfully pass all required courses in their program within that program’s maximum allowable timeframe. (Maximum timeframe is defined as credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. The maximum allowable program length for each program can be obtained from the Registrar).

Because Spartan College’s grade policy requires a minimum grade “C” in all courses except general education courses, students may be maintaining a cumulative 2.0 GPA, but can be in danger of not meeting program completion within the 150% time frame. Therefore, academic progress will be reviewed at the end of each term. Students who receive a letter grade of “D”, “F” “WP” or “WF” at the third occurrence will be placed on Academic Probation status. The student will receive written notice that they are on Academic Probation and what steps must be taken to ensure they can meet academic progress to graduate.

Student progress will continue to be monitored at the end of each term. If the student reaches a point whereby he/she cannot complete the program to graduate with a minimum 2.0 GPA, the students’ education will be terminated and the student withdrawn from school. For students who meet the minimum 2.0 cumulative GPA requirement but exceed the maximum timeframe, the student may complete his/her program unless the school has determined that the student has failed to meet school policies that would otherwise warrant termination. Students completing their program exceeding maximum timeframe will not receive a graduate (Diploma, AAS Degree or BS Degree) credential.

**Academic Honors and Recognition**

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

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

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

**Graduation Credential Requirement**

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

- Achieved a minimum 2.0 cumulative grade point average;
- Be in active status at Spartan College at the completion of all program course requirements;
- Pass all courses in their program of study within the prescribed period of one and a half time;
- Earn at least 25% of the total program credit hours in residence at Spartan College;
- If BS degree, a minimum 50% BS general education courses must be completed at Spartan College;
- Achieved a minimum 2.0 cumulative grade point average;
- Satisfactorily completed all required courses in their program course requirements;
- Achieved a minimum 2.0 cumulative grade point average;
- Be in active status at Spartan College;
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authorized by the FAA to award graduation certificates to students who successfully complete a flight rating and a certificate of completion to students who complete a FAA approved program in Generals, Airframe or Power-plant.

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

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

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

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

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

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

The Department Head, or their designee, will conduct the study and ensure the student receives a syllabus, projects, assignments and deadlines. Instruction or guidance will be provided as agreed upon for consultation and support, and to grade and return assignments.

While on independent study, the student will agree to:
1. Meet all expectations set forth in the syllabus.
2. Consult with the instructor as required throughout the term.
3. Complete assignments, projects, and papers by the assigned due dates.

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

DISTANCE EDUCATION

Assess Degree Completion
Former students who have received a diploma from the college or who had to withdraw before completing the General Education courses required for the AAS degree have the opportunity to complete the required college level course through the Spartan College Degree Completion Program via Distance Education.

The primary purpose of Distance Education is to maximize student access to Spartan College’s Associate and Bachelor’s Degree Programs via alternative methods of instruction delivery. Distance education refers to a type of instruction delivery in which distance or time separates the instructor and the student. Distance education may include delivery by television, interactive video conferencing, computer networks, internet, or other electronic methods.

Applicant for the AAS online degree completion courses at Spartan College must meet the following conditions:

1. Must be a graduate of the Aviation Maintenance Technology, Avionics Maintenance Technology, and Nondestructive Testing diploma programs, or
2. Have completed all of the technical classes in the Quality Control program and all flight classes in Aviation Flight without having graduated due to non-completion of the General Education requirements, and
3. Have previously met all entrance requirements listed under Requirements For Admission in the General Catalog, and
4. Students who have been out of school for over ten (10) years must show currency in the technical field through
licensing or certification by a regulatory agency, national professional certification agency, or employment in the field, and

5. Verify the fact that he/she can be expected to learn through distance education by completing online programs.

**Bachelor Degree Completion**

Applicants for the online Bachelor of Science Degree completion courses at Spartan College must meet the following conditions:

1. Must be a graduate of the Aviation Flight, Aviation Maintenance Technology, Avionics Maintenance Technology or Quality Control AAS programs, and
2. Verify the fact that he/she can be expected to learn through distance education by completing online programs.

**Free Audit of Courses for Graduates**

Spartan College is pleased to offer graduates a free audit of courses from which they are a graduate. As technology advances and industries change, graduates may find a need to upgrade skills to stay current in the workplace. Free audits can be scheduled with the Student Records department at Spartan College. Audits are on a space available basis and the student must purchase the textbooks for the course. Free audits are limited to two courses in any twelve month period.

**Single Course Option**

Spartan College is pleased to offer any of the courses in its programs as a single course option. Cost would be calculated on a per credit hour basis as defined in the current Catalog and Tuition Supplement. The refund policy for the single course option is also listed in the Catalog and Tuition Supplement. Students who enroll to take single courses are considered to be in a special status and not considered to be a regular student. Single courses are not eligible for financial aid. Students are eligible to receive an official transcript for the single courses.

**ATTENDANCE POLICIES**

Spartan College of Aeronautics and Technology has a 100% attendance policy. The importance of regular attendance cannot be overstated. Regular attendance ensures the best chances for good grades, classroom participation, and keeping on track with all related educational projects and development.

Perfect attendance should be the goal of all students. One of the goals of Spartan College is to prepare students for success in the industries in which they are training. Good attendance in the industries is mandatory. Spartan College provides a training environment that fosters good attendance and adequately prepares students to meet high employment standards.

Recognizing that emergency situations do occur and student must miss time, such situations will be handled on a case-by-case basis by the instructors and/or the Department Head. Attendance will be taken at least twice daily as outlined in Spartan College’s Attendance and Make-up Policy. Specific attendance policies may vary between Spartan College’s Technical, General Education, and Flight Programs. Good attendance is also a requirement of the Department of Education (DOE) for participation in the Title IV Student Financial Aid Program, the Federal Aviation Administration (FAA), and including but not limited to the Veteran’s Administration.

A student or prospective student may receive a written copy of the detailed Attendance Policy for a specific Program(s) by requesting a copy from a Program’s Department Head. Additionally, attendance policies will be outlined in the student handbook.

Students that do not abide by the Attendance Policy for a specific Program will be counseled by the Department Head of the Program, and a copy of the applicable Attendance Policy placed in the student’s records. Continuation of missed time may lead to disciplinary action including being withdrawn from a course, probation, or suspension.

*NOTE: Term is defined as 6 weeks of training. Module in flight aviation is defined as 2 weeks of training.*

**Course Repeat**

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

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

**Leave of Absence Policy**

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

In order for a leave of absence to be granted, Spartan College must have a signed request for a LOA from the student that has been approved by both the Financial Aid Department and
the Student Records office. The written request must include the reason the student is requesting a leave of absence.

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

**Official Withdrawal**
Withdrawal from a course or program of study may significantly alter the course of a student’s life and financial aid status. The decision to withdraw should be made very carefully and be based on the best available advice.

Students wanting to withdraw from school should meet with their Vice President of Education, Program Director, or Student Records Manager, to start the withdrawal process. As part of the withdrawal process, the student will be advised to visit each department relevant to their withdrawal so they understand the financial and/or academic consequences of their decision to withdraw.

The deadline to withdraw from any class with a withdrawal grade (WP-WF) shall be prior to the last 25% of the course. A grade of “F” will be assigned as a result of withdrawal in the last 25% of the course.

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

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

**Readmission to College after Withdrawal**
A student may re-enter a program after a temporary interruption by applying for readmission through the Office of Student Records. A rescheduling fee of $50.00 is required when re-entering for any reason other than the following:

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

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

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

**Readmission to a Current Class**
The attendance policy allows a student to miss up to 10% and still be enrolled in the course. This represents the maximum amount of curriculum time a student can generally miss and still be successful in passing the course. Therefore, re-entry after missing in excess 10% of a class is rare and only applies to the following circumstances:

1. A death in the family.
2. A situation beyond the student’s control.
3. Hospitalization.

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

**Reinstatement after Suspension or Termination**
Students may apply for reinstatement to college and for financial aid eligibility by submitting a letter of appeal to the Office of Student Records. The letter of appeal should state whether the suspension was for academic or disciplinary reasons, and an explanation of how the student’s circumstances have changed to enable them to be successful in college. The appeal should be submitted at least three weeks prior to the term in which the student is applying for reinstatement. Spartan College’s Appeals Committee shall review the case and make a determination.

**Appeal Procedures**
Every Spartan College student has the right to appeal the following:

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

At the conclusion of each course, students will have 10 class days to initiate an appeal of their grade. This process should begin with the Department Head who will consult with the appropriate parties to reach a final decision. After the 12 week period there will be no appeal of any grades recorded.
Disciplinary actions and suspensions must be appealed before Spartan College’s Appeals Committee. The process for appealing grades or disciplinary actions is described in the Student Handbook.

STUDENT POLICIES

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

Educational records mean those records, files, documents, and other materials that contain information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

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

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

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

Student Complaint/Grievance Procedure
Spartan College’s administration operates an open-door policy. Students with a problem should follow the grievance procedures below:

- Contact their Department Head or Registrar to resolve any issues.
- If not resolved contact the Vice President of Education.
- If further clarification is needed contact the President.
- Any unresolved issues should be sent to the Oklahoma Board of Private Vocational Schools (OBPVS) for resolution.
- And lastly any unresolved issues then may be sent to the Accrediting Commission of Career Schools and Colleges (ACCSC) for final resolution.

If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting ACCSC. All complaints considered by ACCSC must be in written form, with permission from the complainant(s) for ACCSC to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by ACCSC. See page 4 for contact information.

STUDENT CONDUCT RULES

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

Student Dress Code
A career in aviation is a professional endeavor and requires a professional appearance. Spartan College is training students for employment in industries where dress codes are part of the employment requirements. Additionally, many courses at Spartan College involve working with machinery and tools where clothing protects the operator. To establish work safety and dress ethics, Spartan College has established a dress code for both technical and flight students. Students are required to adhere to the dress code applicable to their program at all campus locations. The following is only a summary of the dress code.


Dress for Technical Students

- The Spartan College uniform shirt (black); during winter months an approved sweatshirt may be worn.
- Full length pants jean or docker style that are blue, black or tan in color.
- Approved shorts.
- Full cover shoes and socks.
- Baseball style caps only.
- No facial piercings allowed.
- Dark belt must be worn.

Dress for Flight Students

- Summer uniform is a white polo shirt with dark shorts or slacks.
- Tie mandatory.
- White aviator shirt with shoulder boards.
- Dark navy or black dress slacks or shorts.
- Dark blue or black socks and black shoes.
- Dark belt must be worn.
- Maroon tie (optional until students enters CFI and CFII training).
- The shirt and tie are available at the main campus bookstore. The shoulder boards are available at the flight campus testing center.
The Spartan College I.D. Badge is considered part of the uniform and must be displayed on the front part of the body above the waist when on campus.

**Personal Conduct Rules**

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

1. Dishonesty (including cheating, plagiarism, giving false information to staff or faculty members, or soliciting test or quiz information);
2. Unprofessional conduct (includes unprofessional appearance, such as failing to follow student dress code, fighting and the use of abusive, threatening, or obscene language);
3. Misuse of college records or documents (includes forgery, alteration and destruction);
4. Possession, sale, distribution or use of alcohol or illegal drugs (includes being under the influence of alcohol or illegal drugs);
5. Unauthorized use of college premises or property;
6. Damage to college, staff, or student property (includes defacement or vandalism);
7. Theft of college, staff, or student property;
8. Gambling;
9. Disobedience to faculty or staff or disrespect for faculty, staff or students;
10. Unlawful possession or use of weapons (No firearms are allowed on Spartan College property);
11. Disruption of classes, assemblies, or activities of any kind;
12. Noncompliance with Spartan College safety rules or federal, state or local laws; and
13. Any other misconduct which, at the discretion of Spartan College, adversely affects the safety, integrity, or morale of other students, or indicates the student’s unsuitability for further training.
14. Computer users using the Spartan College networks will abide by all software licenses, copyright and intellectual property policies and applicable federal and state laws.
15. Cell phone use or sleeping in class.

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

**Disciplinary Actions**

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

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

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

**Suspension for Safety, Rule Infractions, and Proficiency**

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

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

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

**Drug-Free Awareness**

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

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

**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.

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

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**COURSE LEGEND**

ACC – Accounting
AIE – Avionics
ARF – Airframe
AVE – Aviation
AVF – Aviation Flight
BSL – Business Law
ECN – Economics
ENG – English
GEN – General Education
HIS – History
MAT – Math
MGT – Management
MKT – Marketing
PHY – Physics
PLO – Ethics
PPT – Powerplant
PSC – Political Science
PSY – Psychology
QCT – Quality Control/Nondestructive Testing
SOC – Sociology
SPH - Speech

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

**Note:** Semester credit hours are awarded in all Spartan College of Aeronautics and Technology programs.
PROGRAM

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

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

<table>
<thead>
<tr>
<th>COURSES</th>
<th>Diploma Program Credit Hours</th>
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<tbody>
<tr>
<td>GEN 1113  General Module 1</td>
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<td>PPT 2183  Powerplant Module 19</td>
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<td>ARF 2273  Airframe Module 20</td>
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GENERAL EDUCATION COURSES

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<th>COURSES</th>
<th>Diploma Program Credit Hours</th>
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<tr>
<td>ENG 1123  English Composition I</td>
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<td>HIS 1163  American History: 1865 to Present</td>
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<td>PHY 2134  College Physics</td>
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<td>PSC 1193  American Federal Government</td>
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<td>SPH 2113  Fundamentals of Public Speaking</td>
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<tr>
<td>MAT 1794  Intermediate Algebra</td>
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</table>

Total Credit Hours  60  80
Total Clock Hours  1960  2296
Total Terms  10  12
Total Months  15  18
PROGRAM

Avionics Maintenance Technology  (Diploma)
Associate of Applied Science Avionics Maintenance Technology  (Degree)


These programs are designed to prepare graduates to become entry level Avionics Maintenance Technicians or technicians in other industries where similar electronics education and training are required. With the use of industry current training devices and a curriculum developed for the next generation aircraft technician, these students gain the technical skills sought after by employers in today’s aerospace industry. Students study FAA regulations, learn to read and use aircraft maintenance manuals, and how to read and interpret aircraft drawings. They learn the proper use of basic tools and test equipment, study electronic theory, and have extensive hands-on training in the installation, troubleshooting and repair of avionics systems. In addition, associate degree students focus on interpersonal skills such as oral and written communication, customer service, and diversity in the workplace. For a brief synopsis of each course, refer to the section entitled COURSE DESCRIPTIONS.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>Diploma Program Credit Hours</th>
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<tr>
<td>AIE 1108 Introduction to Electronics</td>
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<td>ARF 1118 Aviation Fundamentals</td>
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<td>ARF 1188 Basic Mechanics</td>
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<td>AIE 1718 AC Theory &amp; Semiconductor Devices</td>
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<td>AIE 1728 Electronic Circuits</td>
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<td>AIE 2738 Digital Circuits &amp; Devices</td>
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<td>AIE 2748 Principles of Electronic Communication</td>
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<td>AIE 2758 Aircraft Systems</td>
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<td>AIE 2768 Aircraft Communication &amp; Navigation Systems</td>
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<tr>
<td>AIE 2778 Aircraft Radar Systems &amp; Avionics Line Maintenance</td>
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<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
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<tbody>
<tr>
<td>ENG 1123 English Composition I</td>
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<tr>
<td>Total Months</td>
<td>15</td>
<td>18</td>
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</table>
PROGRAM

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

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

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>QCT 1807 Fundamentals of Nondestructive Testing</td>
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<td>QCT 1817 Introduction to Nondestructive Testing</td>
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<td>QCT 1827 Radiation Safety</td>
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<td>QCT 2807 Radiography</td>
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<td>QCT 2838 Leak Testing Codes and Standards</td>
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<td>QCT 2907 Quality Control Management I</td>
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<td>QCT 2917 Quality Control Management II</td>
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GENERAL EDUCATION COURSES

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<th>COURSES</th>
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<td>SPH 2113 Fundamentals of Public Speaking</td>
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Total Credit Hours  50  84
Total Clock Hours  1260  1956
Total Terms  7  11
Total Months  11  17
PROGRAM

Aviation Flight (Diploma)
Private Pilot Certification Module; Instrument Rating Module; Commercial Module; and CFI Module

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

<table>
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<tr>
<th>COURSES</th>
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<td>AVE 1162 Private Pilot Module 6</td>
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<td>AVE 1212 Instrument Module 1</td>
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<td>AVF 2543 Instrument Rating – Airplane – Airplane Flying</td>
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<tr>
<td>AVF 2652 Certified Flight Instructor – Flying</td>
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Total Credit Hours 62
Total Clock Hours 1572
Total Months 12
PROGRAM

Associate of Applied Science Aviation Flight  (Degree)
(Airplane Pilot Commercial D.O.T. 196.263-014)

This program is designed to provide the necessary education and background that will enable the students to be prepared both technically and professionally for entry-level aviation positions. The ground school courses equip the students with the academic knowledge to safely and efficiently perform flight duties and also prepare them for their required FAA written examinations. The flight training prepares students for their respective FAA flight tests in accordance with the FAA Practical Test Standards. The general education courses are designed to enhance students' aviation background and intellectual proficiency so they are more competitive in their aviation profession. Aviation safety, professionalism, and precision flying are emphasized in all courses. For a brief synopsis of each course, refer to the section titled COURSE DESCRIPTIONS.

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<tr>
<td>AVE  2322  CFII Module 2</td>
<td>2</td>
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<tr>
<td>AVF  2671  Certified Flight Instructor Instrument – Flying</td>
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GENERAL EDUCATION COURSES

| ENG  1123  English Composition 1 | 3 |
| HIS  1163  American History | 3 |
| MAT  1794  Intermediate Algebra | 4 |
| PHY  2134  College Physics | 4 |
| PSC  1193  American Federal Government | 3 |
| SPH  2113  Fundamentals of Public Speaking | 3 |
| Total Credit Hours | 87** |
| Total Clock Hours | 2044 |
| Total Months | 17 |

*A minimum of 62 hours transferred from Flight Diploma Program.

**A minimum of 87 credit hours required for graduation. (AAS-Aviation Flight)
PROGRAM

Bachelor of Science Aviation Technology Management

(Aircraft Maintenance Supervisor D.O.T. 621.131-014) (Field Service Representative Supervisor D.O.T. 621.221-010) (Airplane Pilot Commercial D.O.T. 196.263-014)  
The purpose of the Bachelor of Science in Aviation Technology Management is to prepare the graduate for an entry level supervisory or management position within the aerospace industry. Students earn a professional technical certification through their choice of a career program from among the following: Avionics Maintenance Technology, Aviation Maintenance Technology, Quality Control, or Aviation (Flight) specialties. Students who have earned diplomas and degrees at Spartan College or other institutions will be able to combine their aviation-technical training with education in the management area to prepare them to meet the challenges in the field of management. The program combines general academic preparation with the development of business management skills and specialized knowledge of the aspects of the aviation industry, through both management and technical courses. Graduates of the program will have the necessary skills in communication, quantitative reasoning and critical thinking; the understanding of general business practices; and the knowledge of the aviation industry to meet the requirements for entry into career positions in industry. Graduates of the aviation technology management degree program are prepared for work in the general aviation industry, airline industry, airports, electronics or manufacturing.

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

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

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

AIE 1108 – Introduction to Electronics | 8 Semester Credits
Upon completion of this course, students will use Ohm’s Law and Kirchhoff’s Law to build simple and complex series, parallel, and series-parallel DC circuitry and solve for values of voltage, current, resistance, and power in them. Students will troubleshoot those circuits for opens, shorts, or other faults using basic test equipment and trainers. Students will describe the principles of magnetism and electron magnetic induction and the basic concepts of inductance and capacitance. Finally, students will identify, install, and solder Plated-Through-Hole (PTH) and other components to construct a functional trainer, which includes test equipment.
(90 Didactic Hours – 90 Supervised Lab Hours)

AIE 1718 - AC Theory & Semiconductor Devices | 8 Semester Credits
Students study alternating current theory, including capacitance, inductance, and reactance. Resonance and frequency sensitive filters are covered. Semiconductor theory and devices, including diodes, transistors, and other electrical devices, are covered. Students learn about transformers and power supplies and use test equipment to perform related lab experiments.
(90 Didactic Hours - 90 Lab Hours)

AIE 1728 - Electronic Circuits | 8 Semester Credits
Students study various types of circuits found in electronics, including amplifiers, wave-shaping circuits, and operational amplifiers. Optical devices, fiber optic cable, and applications of optics in aviation are discussed. Students use test equipment to perform related lab experiments.
Prerequisite: AIE 1718
(90 Didactic Hours - 90 Lab Hours)

AIE 2738 - Digital Circuits and Devices | 8 Semester Credits
Students learn the basic logic gates and families and learn various logic circuits such as flip-flops, counters, and decoders. Digital devices and interfacing are studied. The students study the microprocessor and common parts of a computer system. Also, the students learn the applications of computers in aviation, data busses, and troubleshooting techniques. Students use test equipment to perform related lab experiments.
Prerequisite: AIE 1718
(90 Didactic Hours – 90 Lab Hours)

AIE 2748 - Principles of Electronic Communication | 8 Semester Credits
Students learn the theory and operation of communication equipment. Areas of study include receivers, transmitters, and antennas. Students also learn how microwave devices and optical devices are used in aviation. Students use test equipment to operationally test and troubleshoot communication equipment.
Prerequisite: AIE 1728
(90 Didactic Hours - 90 Lab Hours)

AIE 2758 - Aircraft Systems | 8 Semester Credits
Students learn both DC and AC power systems for aircraft, including batteries, generators, and power distribution systems. They study synchrony and servo systems and basic aircraft instruments. Aircraft attitude and heading systems are studied. Students service batteries and perform tests on aircraft.
Prerequisites: AIE 2748
(90 Didactic Hours - 90 Lab Hours)

AIE 2768 - Aircraft Communication and Navigation Systems | 8 Semester Credits
Students study the theory of aircraft communication and aircraft navigation systems, including automatic flight control systems. Students learn the basics of troubleshooting and perform labs doing testing, and troubleshooting of aircraft and aircraft components.
Prerequisite: AIE 2748
(90 Didactic Hours - 90 Lab Hours)
COURSE DESCRIPTIONS

AIE 2778 - Aircraft Radar Systems and Avionics Line Maintenance | 8 Semester Credits.
Students learn basic radar principles and their application in weather radar and secondary surveillance systems. Students design and complete an aircraft installation, learn basic troubleshooting techniques for aircraft, and perform flight-line testing of avionics systems. The use of built-in-test equipment (BITE) is discussed.
Prerequisites: AIE 2748, AIE 2768
(90 Theory Hours - 90 Lab Hours)

ARF 1118 - Aviation Fundamentals | 8 Semester Credits
Upon completion of this course, the students will know how to exercise their privileges, within the limitations prescribed by FAR Part 65. In addition, students are able to read, select, and use FAA and manufacturer’s aircraft maintenance specifications, data sheets, manuals, publications, technical data and related Federal Aviation Regulations. The students also study basic mathematics which will be in an applied format and will include: fractions, decimals, ratios and proportions, percentages, sign numbers, transforming formulas, powers and roots, basic geometry, number bases, scientific notation, basic trig functions, and basic vectors. Students study aircraft drawings and make drawings of aircraft parts and repairs to aircraft parts. As the final subject, students will study the basic concepts of physics which include: matter, fluid dynamics, atmospheric properties, machines, work, power, energy, motion, heat and temperature, sound, and basic aerodynamics. Prerequisites: None
(90 Didactic Hours – 90 Lab Hours)

ARF 1188 - Basic Mechanics | 8 Semester Credits
Students gain basic knowledge and skills in the use of basic mechanics hand tools, hardware, safety methods, fabrication and installation of fluid lines and fittings, aircraft ground operations and servicing, corrosion control methods and techniques. The students also weigh an aircraft, perform weight and balance computations using typical forms, graphs, charts and manufacturer’s data. In addition the principles of nondestructive testing including eddy current, ultrasonic, magnetic particle and dye penetrant procedures are taught, and the student perform laboratory experiments in each of these procedures. The students use precision measurement equipment including micrometers, calipers and dial indicators.
Prerequisites: ARF 1118 or AIE 1708
(90 Didactic hours – 90 Lab Hours)

ARF 2213 - Airframe Module 13 | 3 Semester Credits
Students learn the basic techniques necessary to perform sheet metal repairs on aircraft structures; this includes studying applicable Federal Aviation Administration regulations. Students develop skills using sheet metal tools, laying out parts and forming parts with bending machines. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: Module 1, 2 and 4
(40 theory hours - 58 lab hours)

ARF 2223 - Airframe Module 14 | 3 Semester Credits
In this class the student will learn forming metal by hand, and repairing various structural airframe components. Additionally, students learn to inspect and evaluate honeycomb or laminated structural damage as well as damaged transparent acrylic materials. They develop skills in removing and repairing damaged honeycomb and laminated structural materials and repairing acrylic materials. Students will also discuss aircraft wood structures and fabric covered aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: Module 13
(40 theory hours - 58 lab hours)

ARF 2233 - Airframe Module 15 | 3 Semester Credits
Students discuss basic welding operations to include soldering brazing and gas welding. Additionally they apply finishing materials and identify finish defects. The students are able to disassemble, reassemble, and rig aircraft flight control systems and components in accordance with manufacturers’ procedures and FAA specifications. They learn the operation of flight controls for fixed-wing and rotary-wing aircraft and the application of aerodynamic principles. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: Module 14
(40 theory hours - 58 lab hours)
COURSE DESCRIPTIONS

ARF 2243 - Airframe Module 16 | 3 Semester Credits
In this class the student will learn to identify and select hydraulic fluids, determine the correct seal to use, and apply the proper techniques during seal removal and installation. Students are able to explain the operating principles and basic troubleshooting techniques of hydraulic and pneumatic power systems. In addition, students will discuss and apply concepts on disassemble, inspection, reassembly, troubleshooting and operationally checking aircraft landing gear systems and their related components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: Module 1 through 6
(40 theory hours - 58 lab hours)

ARF 2253 - Airframe Module 17 | 3 Semester Credits
In this class the students are able to explain the operating principles and basic troubleshooting techniques fuel, pressurization, oxygen, anti-ice, de-ice, vapor-cycle, and heating systems and their respective components. Students are able to determine the airworthiness of systems, subsystems, and components by using operational checks, servicing procedures, and inspections contained in approved data. In addition students will discuss aircraft instrument systems and position and warning systems. Also, students inspect and troubleshoot airframe electrical malfunctions to maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: Module 16
(40 theory hours - 58 lab hours)

ARF 2263 - Airframe Module 18 | 3 Semester Credits
In this class the student discuss ice and rain control systems, their principles of operation and basic troubleshooting concepts. The student will also discuss and apply information on aircraft fuel systems to include operational checks. In addition, the student will discuss the various communication and navigation systems found onboard a modern aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: Module 17
(40 theory hours - 58 lab hours)

ARF 2273 - Airframe Module 20 | 3 Semester Credits
Students learn to use the following: FAA type certificate data sheets, aircraft records; maintenance publications; and Federal Regulations pertinent to airframe inspections. Students also develop skills in performing airworthiness inspections on the airframe and its systems, including avionics, instruments and fuel systems. Students will complete a familiarization course on a large transport airframe and its related systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: All Modules
(40 theory hours - 58 lab hours)

AVE 1112 – Private Module AVE 1503 1 | 2 Semester Credits
This course introduces the fundamental principles of flight including: aircraft design, aircraft flight control systems, and basic aerodynamic principles. Students will learn the theory of flight by study of the basic flight maneuvers to obtain the required foundation for future training.
(17.5 Didactic Hours 32.5 Lab Hours)

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

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

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

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

AVE 1162 – Private Module 6 | 2 Semester Credits
This course reviews all of the knowledge required for a private pilot certificate. Students will review the flight computer (E6B), weather information, aerodynamics, aircraft performance and limitations, regulations, flight navigation, and the operation of the aircraft. Students will complete the Stage 2 Stage Check, the End of Course Exam, and the FAA Private Pilot Knowledge Test during this course. (20 Didactic Hours 30 Lab Hours)

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

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

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

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

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

AVE 1262 – Instrument Module 6 | 2 Semester Credits
This course will conduct a full review of the previously learned information and provide the knowledge to successfully complete the oral portion of the End of Course exam and FAA instrument Check-ride. The areas reviewed include: instrument approach systems, navigation systems, weather theory and reports, ATC operations, enroute instrument procedures, arrival instrument procedures, IFR cross country flight planning, and IFR emergencies. A comprehensive test will be given at the completion of this course.
COURSE DESCRIPTIONS

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

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

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

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

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

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

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

AVE 2182 – Commercial Module 8 | 2 Semester Credits
This course completes all of the oral knowledge areas required by the FAA PTS for the commercial pilot. The student will be given a comprehensive written test at the completion of this course over all of the areas of operation required by the FAA Commercial Pilot Practical test standards. Students will complete the required FAA commercial pilot knowledge test in order to take the Stage 6 End of Course flight examination and the Stage 7 End of Course examination. The completion of this course ensures that students are qualified to pass the oral knowledge areas of the FAA Commercial Pilot Certificate.
COURSE DESCRIPTIONS

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

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

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

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

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

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

AVF 1564 – Private Pilot Certification – Airplane - Flying | 4 Semester Credits
Students receive the FAA required training in the aeronautical knowledge subjects and receive flight training in all FAA required flight proficiency areas of operation for issuance of a Private Pilot Certificate – Airplane Single Engine Land. The procedures include: Landings and Go-arounds; Performance Maneuvers; Ground Reference Maneuvers; Navigation; Slow-flight and Stalls; Basic Instrument Maneuvers; Emergency Operations; Night Operations; and Post-flight Procedures. The course includes planned flight time of 24 hours ground instruction, 52.5 hours dual instruction and 5.5 hours of supervised solo. In conjunction with the required related Aviation
Education Courses, the student is prepared to attempt the FAA Private Pilot Airplane Single Engine Land Practical test. Prerequisite: FAA Student Pilot Certificate and a minimum of an FAA 2nd Class or higher Medical Certificate. (Minimum Courses – 76.5 Didactic Hours and 22 Lab Hours including 0.5 Pre/Post Hours per flight)

COURSE DESCRIPTIONS

AVF 2543 – Instrument Rating – Airplane - Flying | 3 Semester Credits
Students receive all FAA required training in aeronautical knowledge subjects and receive flight training in all FAA required flight proficiency areas of operation for issuance of an instrument Airplane Rating. Students receive training in and learn: Pre-flight Preparation; Pre-flight Procedures; Airport Operations; Take-offs; Landings and Go-arounds; Performance Maneuvers; Ground Reference Maneuvers; Navigation; Slow-flight and Stalls; Emergency Operations; High Altitude Operations; and Post-flight Procedures. The course includes planned flight time of 26 hours ground Instruction and 52 hours dual flight instruction. In conjunction with the required related Aviation Education Courses, the student will be prepared to attempt the FAA Instrument Airplane Rating Practical Test. Prerequisite: Successful completion of Stage 3 CPCC Stage Flight Test or equivalent and the FAA Student Pilot Certificate and a minimum of an FAA 2nd Class or higher Medical Certificate. (Minimum Course – 78 Didactic Hours and 14 Lab Hours including 0.5 Pre/Post Hours per flight)

AVF 2585 – Commercial Pilot Certification – Airplane SEL/MEL Flying | 5 Semester Credits
In this course, students receive all FAA required training in aeronautical knowledge subjects and receive flight training in all FAA required flight proficiency areas of operation for issuance of a Commercial Pilot Certificate – Airplane Single and Multi-Engine Land. Students receive training in and learn: Pre-flight Preparation; Pre-flight Procedures; Airport Operations; Take-offs; Landings and Go-arounds; Performance Maneuvers; Ground Reference Maneuvers; Navigation; Slow-flight and Stalls; Emergency Operations; High Altitude Operations; and Post-flight Procedures. The course includes: planned flight time of 64 hours Dual Instruction in a Single-engine and Multi-engine Airplane; 22 hours of Ground Instruction; 6 hours in a Multi-engine Flight Training Device; 10 hours performing the duties of Pilot in Command under supervision of a Flight Instructor in a Multi-engine Airplane; and 16 hours solo in a Single –engine Airplane. In conjunction with the required related Aviation Education Courses, the student is prepared to attempt the FAA Commercial Pilot Airplane Land – Additional Rating Practical test. Prerequisite: Successful completion of Stage 5 CPCC Stage Flight Test and a minimum of an FAA 2nd Class or higher Medical Certificate. (Minimum Courses – 86 Didactic Hours – 38 Lab Hours including 0.5 Pre/Post Hours per flight)

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

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

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

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


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

**COURSE DESCRIPTIONS**

**ENG 1223 - English Composition II | 3 Semester Credits**
This course is a continuation of ENG 1123 (English Composition I) and involves critical reading, thinking, and writing techniques. Emphasis is placed on the use of credible sources, analysis, and organization of research. Prerequisite: ENG 1123 (48 Didactic Hours)

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

**GEN 1113 - General Module 1 | 3 Semester Credits**
In this class the student will study the concepts of aircraft aerodynamics, ground operations and servicing and aircraft drawings. The student will also study maintenance human factors which affect aircraft maintenance as well as mechanics privileges and limitations. The students also study basic mathematics which will be in an applied format and will include: fractions, decimals, ratios and proportions, percentages, sign numbers, transforming formulas, powers and roots, basic geometry, number bases, scientific notation, basic trig functions, and basic vectors. Students study aircraft drawings and make drawings of aircraft parts and repairs to aircraft parts. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: none
(40 theory hours - 58 lab hours)

**GEN 1123 - General Module 2 | 3 Semester Credits**
In this class students will study the concepts of physics which include: matter, fluid dynamics, atmospheric properties, machines, work, power, energy, motion, heat and temperature and sound as they apply to an aircraft. The students will study aircraft weight and balance and understand effects of weight and balance on the proper operation of an aircraft, the student will weigh an aircraft, perform weight and balance computations using typical forms, graphs, charts and manufacturer's data. The students will also discuss and fabricate aircraft fluid lines and fittings and their installation in the aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: Module 1
(40 theory hours - 58 lab hours)

**GEN 1133 - General Module 3 | 3 Semester Credits**
In this class students will study fundamentals of magnetism and electricity. They perform analyses of electrical circuits and determine resistance, current, voltage, inductance, capacitance, impedance and power. In addition students study the use of electrical measuring instruments and basic troubleshooting procedures. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: Module 1
(40 theory hours - 58 lab hours)

**GEN 1143 - General Module 4 | 3 Semester Credits**
In this class students will study aircraft batteries. The student will perform laboratory experiments relating to electrical and electronic circuits. In addition they are able to read and interpret aircraft electrical circuit diagrams; to include digital and solid state circuits and logic functions. Students gain basic knowledge and skills in the use of basic mechanics hand tools, hardware and safety methods. In addition the principles of nondestructive testing including eddy current, ultrasonic, magnetic particle and dye penetrant procedures are taught, and the student perform laboratory experiments in these procedures. The student’s use of precision measurement equipment including micrometers, calipers and dial indicators. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: Module 3
(40 theory hours - 58 lab hours)

**GEN 1153 - General and Powerplant Module 5 | 3 Semester Credits**
In this class students will read, select, and use FAA and manufacturer's aircraft maintenance specifications, data sheets, manuals, publications, technical data, related Federal Aviation Regulations and aircraft records keeping. In addition the students will study aircraft
cleaning and corrosion control methods and techniques. Students will discuss various types of electrical motors and their functions, study inverters, rectifiers and related aircraft power distribution systems system. They select and install wiring and electrical components, and use of the multi-meter to troubleshoot electrical circuits. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: Module 4
(40 theory hours - 58 lab hours)

 COURSE DESCRIPTIONS

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

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

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

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

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

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

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

MGT 4113 - Management Information Systems | 3 Semester Credits
This course is an overview of current principles and practices in the management of business information systems. The value of information, databases, building and managing information systems, the impact of information systems, and computer ethics are discussed. Methods of application in business are examined.
Prerequisite: MGT 3193
(48 Didactic Hours)
MGT 4133 - International Business Practices | 3 Semester Credits
An in-depth study of managerial practices needed for business in today’s global marketplace. Subject areas include managerial theory and several special topics including a global perspective on management in the world economy. Case studies illustrating managerial problems and solutions are widely used.
Prerequisite: MGT 3193
(48 Didactic Hours)

COURSE DESCRIPTIONS

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

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

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

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

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

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

PPT 2113 - Airframe and Powerplant Module 6 | 3 Semester Credits
In this class students will learn the use of the multi-meter to troubleshoot electrical circuits, disassemble, inspect, reassemble and operationally check AC and DC generators and alternators. Students inspect, service, and repair engine and aircraft fire detection and protection systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: Module 5
(40 theory hours - 58 lab hours)

PPT 2123 - Powerplant Module 7 | 3 Semester Credits
In this class students will study the theory of operation for reciprocating aircraft engines. Students disassemble, clean and reassemble an engine using manufacturers’ approved and acceptable data, and FAA regulations. They will discuss the function and operation of engine
internal components and the engine lubricating systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.  
Prerequisite: Module 1, 2, 4 and 5  
(40 theory hours - 58 lab hours)

COURSE DESCRIPTIONS

PPT 2133 - Powerplant Module 8 | 3 Semester Credits
In this class students will discuss and apply and overhaul procedures and techniques as they apply to an aircraft reciprocating engine. Student will inspect and repair engine components in accordance with manufacturers generally accepted procedures. Students will also discuss engine exhaust systems, and engine cooling systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.  
Prerequisite: Module 7  
(40 theory hours - 58 lab hours)

PPT 2143 - Powerplant Module 9 | 3 Semester Credits
In this class students will discuss the fundamentals of engine fuel systems and fuel metering systems. Students will disassemble, inspect, reassemble and test various engine fuel systems components and fuel metering system components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.  
Prerequisite: Module 8  
(40 theory hours - 58 lab hours)

PPT 2153 - Powerplant Module 10 | 3 Semester Credits
In this class students will discuss reciprocating engine ignition systems, component construction and theory of operation. They identify, disassemble, inspect, repair, and reassemble ignition system components and controls in accordance with FAA and manufacturers' approved data. They internally time magnetos, operationally check ignition systems and analyze and/or troubleshoot ignition systems. In addition propeller systems are studied. Students study and reference applicable manufacturers' data and FAA regulations. They perform maintenance and make adjustments to various propeller system components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.  
Prerequisite: Module 9  
(40 theory hours - 58 lab hours)

PPT 2163 - Powerplant Module 11 | 3 Semester Credits
In this class students study the principles of jet propulsion, the principle parts of a gas turbine engine and their operations. They disassemble, inspect, reassemble, remove and install a gas turbine engine in accordance with applicable manufacturers' and Federal Aviation Administration publications and airworthiness directives. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.  
Prerequisite: Module 1 through 5  
(40 theory hours - 58 lab hours)

PPT 2173 - Powerplant Module 12 | 3 Semester Credits
In this class students learn principles of inspection and servicing of a gas turbine engine. Students discuss various engine systems to include fuel controls, oils systems, ignition systems engine instrumentation and monitoring systems, exhaust and reverser systems as well as maintenance and troubleshooting of these systems. In addition they will discuss airborne auxiliary power units and un-ducted fan systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.  
Prerequisite: Module 11  
(40 theory hours - 58 lab hours)

PPT 2183 - Powerplant Module 19 | 3 Semester Credits
In this class the student will learn the various types of engine instruments used on an aircraft. Students will apply all materials learned in powerplant related modules to start, ground operate and troubleshoot various powerplant systems. In addition, the student will perform a powerplant conformity inspection in accordance with all applicable approved data. They will write condition reports, maintenance records and determine compliance with all approved data. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.  
Prerequisite: All General Education and Powerplant Module Courses  
(40 theory hours - 58 lab hours)

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

COURSE DESCRIPTIONS

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

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

QCT 1817 - Introduction to NDT | 7 Semester Credits
Students will know how basic raw materials are processed to produce steel, aluminum, magnesium, copper, tin, lead, and precious metals. The student will learn how the physical properties of metals are altered by alloying and heat-treatment. Students will gain an overview of manufacturing processes such as hot working and cold working processes. They will be able to interpret S.A.E. steel codes, the codes used to identify various types aluminum alloys, and the degree of temper and hardness. Students will practice proper work place safety and understand the scope and content of M.S.D.S. sheets. Students will learn the basic principles and methods of magnetic particle and dye penetrant inspections. Students study inspection reports, cleaning process, magnetism, field strength, properties of liquid penetrants, and equipment design. The students develop skills in equipment set-up and calibration, flaw detection, liquid dye penetrant tests, and magnetic particle testing using equipment that is standard to the industry. They will be able to clean parts, locate defects, and prepare written reports of their findings using proper terminology. Students discuss basic hand tools and their application and usage. To meet all course objectives and maintain satisfactory academic progress, students must achieve a course grade of 70% or higher. This course is taught to meet or exceed the requirements of the current edition of SNT-TC-1A. Prerequisites: QCT 1807 (90 Didactic Hours – 90 Lab Hours)

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

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

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

COURSE DESCRIPTIONS

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

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

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

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

Prerequisites:
All NDT classes or permission of the Department Head
(90 Didactic Hours – 90 Lab Hours)

COURSE DESCRIPTIONS

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

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

CERTIFICATION STATEMENT

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

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

Peter H. Harris
Chief Executive Officer
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