SPARTAN
COLLEGE OF AERONAUTICS AND TECHNOLOGY

Main Campus
(310) 337-4444
8911 Aviation Blvd.,
Inglewood, CA 90301

Affiliate Campus
(951) 228-9922
4130 Mennes Ave.,
Riverside, CA 92509

COLLEGE CATALOG



CAMPUS LOCATIONS
INGLEWOOD, CA | RIVERSIDE, CA

SPARTAN
COLLEGE OF AERONAUTICS AND TECHNOLOGY

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School Information

This Catalog and Supplement can be found under Consumer Information on www.spartan.edu. Every prospective student or interested person is provided a hyperlink to the catalog. In addition, the catalog is available in print upon request. Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Address and Contact Information

Business, Mailing, and Class Location

Main Campus: 8911 Aviation Blvd., Inglewood, CA 90301 | (310) 337-4444
Affiliate Campus: 4130 Mennes Ave., Riverside, CA 92509 | (951) 228-9922

Certification Statement

Each student is responsible for compliance with the information appearing in this catalog. Failure to read the information and policies will not be considered an excuse for non-compliance. The contents of this catalog are accurate at the time of revision, 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 requiring approval by the state agency will obtain approval prior to implementation.

The Campus President certifies that the information contained in this catalog is true and correct in content and policy.

Financial Standing

Spartan College of Aeronautics and Technology has no pending petitions in bankruptcy. It is not operating as a debtor in possession and has not filed a petition within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et seq.).

Owner Statement

Bounty Island Corporation, a Delaware corporation, is doing business as Spartan College of Aeronautics and Technology (also referred to as “Spartan”, “Spartan College”, “the College” where approved), a private institution owned and operated by Spartan Education Group, LLC, a Delaware corporation.

Catalog Supplement

Please note that the catalog is not considered complete unless the appropriate supplement is included. The supplement can be found at www.spartan.edu under Consumer Information > Campus Location > Catalog. Please refer to the Catalog Supplement for information such as:

1. New Student Start Dates
2. Daily Class Schedules
3. Continuing and Returning Student Calendar
4. Holidays
5. Schedule of Total Charges (Tuition, Books, Equipment, etc.)
6. Miscellaneous Fees
7. Interim Catalog Updates (if applicable)
8. List of Administrative Staff
9. List of Faculty
10. List of Board Members

Approvals

Accreditation

Spartan College of Aeronautics and Technology is accredited by the Commission of the Council on Occupational Education (COE). COE is an accrediting agency recognized by the U.S. Department of Education.

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898 or (800) 917-2081
(770) 396-3790 fax
www.council.org

Spartan College of Aeronautics and Technology is institutionally accredited to offer the following programs:

- Airframe & Powerplant – Main Campus
- Aviation Maintenance Technology (Degree) – Main Campus
- Aviation Maintenance Technology (Diploma) – Affiliate Campus

Home State Licensing

Spartan College of Aeronautics and Technology is a private institution that is approved to operate by the California Bureau for Private and Post-Secondary Education (BPPE), and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. The Bureau does not endorse programs and approval does not mean the institution exceeds

minimum state standards. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
1747 N. Market Blvd., Ste 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
(916) 431-6959 or (888) 370-7589
(916) 263-1897 fax
www.bppe.ca.gov

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7598, option #5, or by visiting osar.bppe.ca.gov.

Please see the College's Student Complaints and Grievance Procedures to assist in resolving any complaints. A student or any member of the public may file a complaint about this institution with the Bureau for Private and Post-Secondary Education (BPPE) by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's website www.bppe.ca.gov.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement and can also be found on our website with the following links.

https://www.spartan.edu/wp-content/uploads/2024/01/BPPE-SPFS-2022-2021-Inglewood-Diploma.pdf
https://www.spartan.edu/wp-content/uploads/2024/01/BPPE-SPFS-2022-2021-Inglewood-AOS.pdf
https://www.spartan.edu/wp-content/uploads/2024/01/BPPE-SPFS-2022-2021-Riverside.pdf

California STRF

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions

regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Federal Aviation Administration

14 CFR Part 147 – Aviation Maintenance Technician Schools

The campus holds an Air Agency Certificate to offer Part 147 training.
Air Agency Certificates: Main Campus #NR0T084K, Affiliate Campus #7BIT627K

Additional Approvals

U. S. Department of Education for participation in the Federal Student Aid Program. The institution participates in federal and state financial aid programs, and all consumer information that is required to be disclosed to students pursuant to federal and state financial aid programs is provided in the appendix of this catalog, on the website under "Consumer Information", and via email distribution as required.

Department of Veterans' Affairs for Veterans benefits.

Student and Exchange Visitor Program (SEVP), a Department of Homeland Security (DHS), that administers the Student and Exchange Visitor Information System (SEVIS), authorizes the College to issue Form I-20 for the F-1 student visas. Visas allow international students to participate in training programs for academic (F-1) or vocational (M-1) courses of study.

Out-of-State State Authorization

Please see the Appendix for complete information.

Consumer Information

Spartan College of Aeronautics and Technology will maintain, make available, and when required distribute consumer information items as listed below. These consumer information items provide details on the college and the financial aid programs available. These items are listed below with the appropriate office or document where the information can be located.

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

Student Rights and Notice of Non-Discrimination

Spartan College of Aeronautics and Technology ("the College") does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the College's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the

Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.
Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the college to comply with Section 504 and ADA.

Inglewood Main: Moise Olavarrieta, Student Services Manager
8911 Aviation Blvd, Inglewood, CA 90301 | (310) 579-9454

Riverside Affiliate of Inglewood: Yvonne Gudino, Dean of Student Affairs
4130 Mennes Ave, Riverside, CA 92509 | (951) 228-9922

The **Student Disability Accommodation & Grievance Policy** is available in the Student Services section.

Digital Signatures

Font-based digital signatures do not meet authentication requirements and are generally not accepted on documents that require a verified signature.

Distance Education (Online Courses)

You must reside in California while taking online courses.

Our History

Spartan College of Aeronautics and Technology was founded in Tulsa, Oklahoma 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.

The Spartan School name became known on a national and international level. People came from all over the world to train at Spartan School of Aeronautics. During World War II and the Korean War, Spartan School of Aeronautics trained pilots and mechanics for our armed forces and allied forces, including the British Royal Air Force, while continuing expansion in the civil aviation field. Much of the credit for this period of expansion goes to J. Paul Getty, who acquired Spartan School of Aeronautics from Skelly in 1942.

In 1944, Mr. Getty formed Spartan Airlines, Inc. In 1945, Spartan School trained TWA pilots in instrument training and between 1945 and 1950, Spartan School of Aeronautics trained G.I. Bill students and United States Air Force mechanics. The aircraft company was involved in Cold War production. The ownership of Spartan School was maintained by Getty until 1968 when it was purchased by Automation Industries, Inc.

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

In 2004, Spartan School of Aeronautics changed its name to Spartan College of Aeronautics and Technology. In December 2012, the College was acquired by Spartan Education Group, LLC (SEG).

In 2014, Spartan Education Group, LLC acquired Crimson Technical College in Inglewood, CA, which is in the Los Angeles area near Los Angeles International Airport (LAX). This location is separately approved from the Tulsa, OK location. The history of Crimson Technical College can be traced back to the late 1930s when California Flyers, Inc. School of Aeronautics was located at Mines Field which is now Los Angeles International Airport.

In 1942, Northrop Aeronautical Institute was founded by John K. Northrop (founder of Northrop Aircraft Company) and James L. McKinley (aviation educator and author of several aeronautical textbooks) to train allied military personnel in maintaining aircraft during WWII. After the war, the two schools merged and the campus was relocated to Inglewood, CA. In 1959, the name was changed to Northrop Institute of Technology and then again in 1975 to Northrop University. In 1991, Dr. James W. Rice and Mrs. Mary Alice Rice, founders of Rice

Aviation which had schools across the nation, acquired the Inglewood campus. This group of schools was considered to be the largest system of aircraft maintenance schools in the United States at that time under the name of Northrop Rice Aviation Institute of Technology (NRAIT).

In 2014, Spartan Education Group, LLC acquired Crimson Technical College, and in 2015, the College changed its name to Spartan College of Aeronautics and Technology.

In 2015, Spartan College, Inglewood, California, opened an affiliate campus located in Riverside, California, which is in an area known as Inland Empire. The campus is located on the historic Flabob Airport.

In 2016, Spartan Education Group, LLC acquired Redstone College located in Broomfield, Colorado near Denver. This location is separately approved from the Oklahoma and California locations. The Broomfield Campus was founded in 1965 as Colorado Aero Tech to offer airframe and powerplant training, and in 1989 expanded its curriculum to include avionics training. In 2000, the name changed to Westwood College of Aviation Technology. In 2006, Westwood College of Aviation Technology changed its name to Redstone College. After the acquisition by Spartan Education Group, LLC in 2016, the name was changed to Spartan College of Aeronautics and Technology in 2017.

In 2019, Spartan Education Group, LLC acquired McAir Aviation located in Broomfield, CO at the Rocky Mountain Airport. This location is separately approved and not accredited.

As a system, Spartan College of Aeronautics and Technology has trained more than 100,000 technicians and pilots since 1928. Spartan College is truly proud of its continuing contribution to aviation and related industries.

The Spartan College of Aeronautics and Technology Black Cat symbol with the 13 signifies that “Knowledge and Skill Overcome Superstition and Luck”. The Black Cat was the original insignia of the Dawn Patrol; its origin is an integral part of the College’s history going back to 1929. Dawn Patrol was promoted as an exclusive international body. The flight program located in Tulsa, OK provided cross country and formation flying training. The spirit that led to the formation of the Dawn Patrol was first evidenced by a group that called themselves the “Three Blind Mice.”



Mission, Purpose, and Values

The mission of Spartan College of Aeronautics and Technology is to provide career-oriented diploma and degree programs in aviation and technology. We impact generations by providing knowledge and skill to students from across the street and around the world. We value innovation, respect, integrity, safety, and excellence.



Facilities and Equipment

Administration

Administration offices are located on site for each campus (main and affiliate).

Learning Resource Center (commonly called a "Library" or "LRC")

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

All students are given a student email account. To access the computers in the LCR, enter your student email address as the username and Spartan13 as the password. The student email address is your last name and student identification number. For example:

Username: smith123456@spartan.edu

Password: Spartan13

The password will expire after successfully logging in for the first time. If you need assistance recovering your password, please email the IT department at student.helpdesk@spartan.edu

Testing Center

Students can take the FAA certification exams on site at the Los Angeles campus. Please call 310-579-9433 to schedule an appointment. Test Center hours are Monday through Thursday from 10am to 12pm and from 2pm to 4pm. On Fridays, tests are conducted from 9am to 11am and from 1pm to 3pm. The Testing Center is closed Saturday and Sunday.

Airframe & Powerplant (Diploma) – Main Campus

CIP Code: 47.0609
SOC Codes: 49-3011; 51-2011; 17-3021; 49-2091
Maximum student/instructor ratio: Lecture 40:1 and Lab 25:1
Type of instruction: Classroom and Online - Hybrid/online coursework is approved for use as required by course scheduling needs, health emergencies, and other similar circumstances.
The technical facilities can accommodate approximately 500 students. Classrooms occupy in excess of 19,000 square feet and labs occupy an area of 40,000 square feet. The College features an array of industry relevant training aids to include, but not limited to, reciprocating and turbine powerplants; variety of carburetor's, magnetos, turbochargers; propellers; sheet metal shop containing brakes, shears, press and pneumatic drill and riveting equipment; shops used for the

study of wood, fabric, fiberglass, Plexiglas and composites; Aircraft electricity lab; and additional equipment used to study aircraft navigation, flight and communication instruments.

Aviation Maintenance Technology (Degree) – Main Campus

CIP Code: 47.0607
SOC Codes: 49-3011; 51-2011; 17-3021; 49-2091
Maximum student/instructor ratio: Lecture 40:1 and Lab 25:1
Type of instruction: Classroom and Online - Hybrid/online coursework is approved for use as required by course scheduling needs, health emergencies, and other similar circumstances.
The technical facilities can accommodate approximately 500 students. Classrooms occupy in excess of 19,000 square feet and labs occupy an area of 40,000 square feet. The Associates of Occupational Studies in Aviation Maintenance Technology includes all the courses in the Airframe & Powerplant diploma program plus additional knowledge gained through six (6) general education courses: College Algebra, College Intermediate Algebra, College English, College Writing, Sociology and Earth Science. This adds an additional 240 clock hours with a 50% residency requirement to the diploma coursework.

Aviation Maintenance Technology (Diploma) – Affiliate Campus

CIP Code: 47.0607
SOC Codes: 49-3011; 51-2011; 17-3021; 49-2091
Maximum student/instructor ratio: Lecture 40:1 and Lab 25:1
Type of instruction: On-ground
The affiliate campus is located on the historic Flabob Airport and comprises seven (7) classrooms, one (1) breakroom/resource center, 38,000 square feet of laboratory hangar space, and can accommodate up to 350 students. The College features an array of industry relevant training aids to include, but not limited to, reciprocating and turbine powerplants; variety of carburetor's, magnetos, turbochargers; propellers; sheet metal shop containing brakes, shears, press and pneumatic drill and riveting equipment; shops used for the study of wood, fabric, fiberglass, Plexiglas and composites; Aircraft electricity lab; and additional equipment used to study aircraft navigation, flight and communication instruments.

Admissions

Enrollment Procedures

When you determine that Spartan College is your college of choice and before being admitted to any Spartan College program, a prospective student interviews with an admissions representative. The admissions representative will collect all documents and the application fee (if applicable) and submit the documents for review. The College reserves the right to deny admission to any applicant and to change entrance requirements without notice.

Final acceptance and approval to begin college will take place once all admission requirements have been met, which includes approval of all required documentation and any required entrance testing if applicable.

All potential students are strongly encouraged to visit the campus. The decision regarding your education and training investment deserves a full understanding of factors such as the program curriculum, equipment, facilities, and location.

Entrance Requirements

The College does not admit Ability to Benefit Students (students without a valid high school diploma or equivalent).

Applicants must provide valid proof of graduation or equivalent prior to final acceptance and before beginning classes in one of the following ways:

1. Valid high school diploma from an accredited institution; or
2. Valid high school transcript from an accredited institution; or
3. Valid high school equivalency certificate based on the General Education Development (GED) test, or a state recognized equivalent level of education (e.g., HiSET, CAHSEE); or
4. Valid military DD214 (must include graduation date); or
5. Valid proof of high school graduation from a homeschool, and an attestation and passing score on the entrance exam as outlined below.

   Please Note: Without valid proof of graduation as defined by the U.S. Department of Education, a student may be ineligible to receive federal financial aid.

   Entrance Testing Requirement for Homeschool Graduates

   Spartan College requires a third-party entrance exam for all applicants who completed high school through a homeschool program. While homeschool graduates are recognized as having completed high school, homeschool programs are not subject to standardized curriculum oversight, academic benchmarks, or uniform testing requirements. The exam serves as an independent measure to verify foundational academic readiness expected of graduates from traditional high schools.

   Applicants who have completed high school through a homeschool program must provide documentation based on one of two options outlined below prior to final acceptance and before beginning classes:

   Option 1: Homeschool Proof of Graduation Documentation

   - Provide valid proof of high school graduation from a homeschool program; and
   - Complete the Wonderlic WBST entrance examination; and
   - Achieve scores of at least 303 Verbal and 294 Quantitative, as established by the third-party test provider as equivalent to high school completion; and

- Submit a signed attestation of high school graduation.

Option 2: High School Equivalency Documentation

Applicants may instead provide:

- A valid high school equivalency certificate based on the General Education Development (GED) test or a state-recognized equivalent, such as the HiSET or CAHSEE.

Program Demands

Aviation Maintenance Technology and Airframe & Powerplant

As a student in our Aviation Maintenance Technician Program or Airframe & Powerplant Program, you'll face various physical demands. These include standing, using hands for intricate tasks, reaching, effective communication, walking, stooping, kneeling, crouching, crawling, sitting, climbing, balancing, and utilizing senses like taste and smell. You'll regularly lift objects weighing 10-15 pounds and occasionally up to 50 pounds. Essential vision abilities include close and distance vision, color perception, peripheral vision, depth perception, and adaptability to different lighting conditions.

Age Requirements

Technicians (Part 147)

While there is no age requirement to start the program, the FAA requires someone testing for certification to be at least 18 years of age.

Federal Aviation Administration (Additional Requirements)

Technicians (Part 147)

To be eligible for a mechanic certificate and associated ratings, a person must:

a) Meet the age requirement listed above and
b) Read, write, speak, and understand the English language (14CFR Part 65.71)

Distance Education and/or Use of Learning Management System

The College incorporates in all courses a Learning Management System (LMS) regardless of whether the course/program is technically administered through distance education; therefore, as an admissions requirement, prior to enrollment (final acceptance), the College will assess the student's capability to benefit from distance education instruction and/or the use of an LMS, as well as computer technical skills, competencies, and access to technology required in the learning environment. The student must obtain the minimum score for at least one of the three areas (technical competency (45), or technical knowledge (45), or typing speed (25) before starting class and then participate in associated advising during the first course. Admissions does not administer the assessment. The assessment is completed online, and an admissions representative will provide prospective students with results once available.

Please note: The Inglewood, CA main campus is approved for instruction via distance education for students located within the state of California. The Riverside, CA affiliate campus is not approved for instruction via distance education. This requirement still applies to the affiliate campus because the LMS is used to facilitate the ground courses.

Conditional Acceptance

If a prospective student does not have proof of graduation or the equivalent at the time of enrollment, the enrollment and acceptance to the College are conditional. To begin classes, a student must meet all admission requirements.

Final Acceptance

Once all admission requirements are met including valid proof of graduation, a School Official will countersign the enrollment agreement signifying final acceptance to the College. If final acceptance is not secured prior to start, the enrollment agreement is cancelled.

On-Time Start Requirement

New Student (Including Returning Students and Students with Transfer Credits)

Any student beginning classes under a new enrollment agreement, whether enrolling for the first time or returning after withdrawal, must attend the first day of class. The College does not permit late starts or add/drop enrollment adjustments. Classes are fast-paced, and missing even one day can place a student at a significant disadvantage and may immediately trigger attendance policy action. Failure to attend the first scheduled day results in cancellation of enrollment. Tuition is not charged for this period of non-attendance; however, students should refer to the College's refund policy for information regarding any materials or equipment that may have been issued prior to cancellation. Students whose enrollment is cancelled under this provision may contact Admissions to request enrollment in the next available start date, subject to seat availability, current admissions requirements, and applicable tuition and fees. See also **Cancellation, Withdrawal, and Refunds**.

Continuing Student

All continuing students are held accountable to the course and program standard attendance requirements listed in the Academic section of this catalog and outlined in course syllabi. Missing classes is highly discouraged and may result in academic or administrative action in accordance with the College's attendance policy. See also **Attendance**. The student must reside in California while taking the distance education course.

Foreign Transcript Verification (Domestic and International Students)

All foreign transcripts must be translated and evaluated for U.S. equivalency by a National Association of Credential Evaluation Services (NACES) recognized agency or equivalent. The

translation and evaluation process must be completed prior to enrollment and acceptance, as the College is unable to assess equivalency of a foreign education.

Visa Services

The College offers F-1 related visa services through the Student and Exchange Visitor Program (SEVP), a Department of Homeland Security (DHS). Visas allow international students to participate in training programs for academic (F-1) or vocational (M-1) courses of study.

International Students (Additional Requirements)

More detailed information may be obtained from the admissions department.

a) Applicants must have the equivalent of a U.S. high school education. See **Foreign Transcript Verification** for information related to translation and equivalency requirements. The College must receive the translated and evaluated information 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 enough 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 **English Language Requirement** in Admissions Policies.
d) International applicants seeking to enter some programs are required to submit proof of a physical exam. Contact Spartan College's admissions department for a copy of the approved physical form.
e) Students enrolling at Spartan College under contract with an international post-secondary institution or company must follow the requirements of the contract.

English Language Proficiency Requirement

All instruction is in English.

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

1. Completion of an intensive, accredited ESL program meeting one of the requirements listed in the table below, or
2. Meeting scores on exams in the table listed below, or
3. Completion of an accredited college program in the United States, or
4. Completion of a high school diploma or GED in the United States, or
5. Graduation from a school which uses English as the main language of instruction, or
6. Successful completion of an English language program of study and/or English language proficiency exam.

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

OR Equivalent* Test

International Test of English Proficiency	iTEP	3.5 – 3.9
Common European Framework of Reference for Languages	CEFR	B1
International English Language Testing System	IELTS	5.5 – 6.5
The Pearson Test of English General	PTE General	Level 2
The Pearson Test of English Academic	PTE Academic	43 – 58
TOEIC - Test of English International Communications	TOEIC	600
International Civil Aviation Organization (ICAO) Language Proficiency Scale	ICAO	Level 4

*Equivalencies by Boston Educational Services, LLC

Test results must be mailed to Spartan College directly from the test administrator or school. The Dean or designee will determine an applicant's English proficiency status. If an applicant can achieve the required test score, but is still having difficulties in reading, writing or comprehension of the English language, the student could be required to take a prescribed English language course concurrently or before attending Spartan College. In very limited cases, the College may admit a student who fails to meet these 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 will be appropriately documented.

English as a Second Language (ESL) Services

No ESL services are available.

Transferability of Credits

Transferability of Credits OUT

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR COLLEGE. The transferability of credits you earn at Spartan College of Aeronautics and Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or degree you earn in our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Spartan College of Aeronautics and Technology to determine if your credits will transfer.

The College does not guarantee the transferability of its credits to another institution unless there is a written agreement with another institution. If such agreements exist, information will be included in the following section.

Transfer or Articulation Agreements

Spartan may have established articulation agreements with accredited post-secondary institutions across the country that offer courses comparable in scope and content to Spartan's coursework.

These articulation agreements identify specific coursework at these partner academic institutions that will be recognized as equivalent to coursework at Spartan College. Students who complete this coursework successfully at partner academic institutions will receive a grade of TR for the equivalent course at Spartan College. Additional information about articulation agreements is available through the Dean.

Current Articulation Agreements

1. Spartan Tulsa, OK and Spartan Inglewood, CA 10.5.2021
2. Spartan Tulsa, OK and Spartan Riverside, CA 10.5.2021

Aging of Transfer Credits or Prior Learning Experience

No restrictions are placed on the age* of most course transfer credits or prior learning experience if they meet the criteria for transferability, are obtained at an accredited postsecondary institution at the time the credits were earned with grades of at least a 'C' or better, and all credentials must be valid and in good standing.

*The College reserves the right to refuse credits for courses or equivalencies for certifications/licensures where the skills or information from the student's previous training or experience is outdated to the degree that a student would be at a disadvantage.

Transferability of Credits IN (To Spartan)

Spartan may accept transfer credit for a postsecondary course completed at another accredited institution when comparable in scope and content. Regardless of any consortium, partnership, contractual arrangements, or prior learning credits, at a minimum, 25% of the required curriculum must be completed at any Spartan Campus.

Approved transfer credits will be documented in the student's file and recorded on the student's transcript at the time a student begins attending the College. The student's account balance is reduced accordingly through a credit to the student's account. Credits awarded become an official part of the student's record. Transfer and advanced standing credits are not included in computing a student's cumulative grade point average (CGPA) but will be counted as credits attempted and credits earned when computing maximum time frame (see Maximum Timeframe Definition for Title IV aid).

Appeals Process for Denied Transfer Credits

Students have the right to appeal the College's decision not to approve transfer credits. Students may submit to the Dean a letter of appeal including any back up documentation that supports the claim. Appeals will be evaluated, and a response provided, within 30 days.

Guidelines for Transferring Credit to Diploma or Degree Programs

1. The Dean of Academics or designee, in conjunction with the academic department and registration services, determines whether courses are appropriate for transfer to Spartan College from an accredited postsecondary institution.

2. Evaluations and approvals should be complete prior to the student starting school. Transcripts received after the first date of attendance may be considered at the discretion of the Dean of Academics or designee.
3. Transfer credit will not be awarded for a course after the student has attended the Spartan College course in question.
4. Course equivalencies must be matched through course descriptions (content) and meet the minimum semester credit hours.
5. The combination of courses is allowed, if the combined courses meet the overall competencies of the course for which the transfer credit will be applied. For example, two math courses for three credits each could satisfy a four-credit math requirement if it is determined by course comparisons that the required competencies have been met.
6. Academic credits for all programs and courses are recorded in semester credit hours.
7. Transfer grades of A, B, C, or their numerical equivalent may be accepted from accredited postsecondary courses equivalent to the College's course or subject area (i.e., history, math, etc.). Students wishing to transfer credits to Spartan must have official transcripts mailed or faxed from the previous college directly to Spartan's Office of the Registrar.
8. Advanced Placement (AP) is a program created by the College Board which offers college-level curricula and examinations to high school students. Earning a 3 or higher on an AP exam may qualify for course credit equivalent to the College's course or subject area (i.e., history, math, etc.).
9. The College Level Examination Program (CLEP) is a group of standardized tests created and administered by the College Board. These tests assess college-level knowledge in many general education subject areas and provide a mechanism for earning college credits without taking college courses. The College may be able to award credit for successfully passing a CLEP exam equivalent to the College's course or subject area (i.e., history, math, etc.).
10. FAA credentials may be transferred only as specified by FAA guidelines (FAR Part 141.77 and 141.67). The FAA does not recognize credit earned outside of the United States.

Awarding Credit for Prior Learning Experience and Evaluation Criteria

(Formerly referred to as Advanced Standing)

This policy is part of the Transferability of Credits IN (To Spartan College of Aeronautics and Technology) policy; therefore, for additional information, please refer to that policy.

While not guaranteed, the College may award credit based on an assessment of an incoming student's prior learning experience acquired outside of formal instructional or educational settings. Formerly called advanced standing credit, these prior learning credits may be awarded to those who hold industry certifications or licenses. All requests will be evaluated by the Dean of Academic Affairs (or designee) and the prospective student will be notified of those courses in which credit will be granted. All credentials must be valid and in good standing. Older transcripts will reflect a TR for approved "Advanced Standing Credits" while newer transcripts will reflect a PL for "Prior Learning Credit" awards. Approved prior learning credits will be documented in the student's file and recorded on the student's transcript at the time a student

begins attending the College. The student's account balance is reduced accordingly through a credit to the student's account.

Spartan College of Aeronautics and Technology has established the following Prior Learning Experience as eligible for review for potential credit awards under this policy:

1. Federal Aviation Administration certifications valid and in good standing at the time of review. The FAA does not recognize credit earned outside of the United States.
2. Related United States Military Training that meets FAA guidelines. Military training related to the Aviation Maintenance Technology Program and are seeking credit within that program are required to take bypass exams for training received. The veteran must submit a Joint Services Transcript or Community College of the Air Force transcript for evaluation. The transcript will be evaluated by the Dean of Academic Affairs to determine which bypass exam will be allowed. All Bypass Exams must be taken by the date specified by the Dean of Academic Affairs and must be passed with a 70% minimum passing grade.
3. Other certifications, licenses, and prior learning experience may be eligible for review and consideration depending on whether the experience is comparable in scope and content to the College's coursework.

Bypass Exams: The Aviation Maintenance Technology programs offered by Spartan College of Aeronautics and Technology are certified by the Federal Aviation Administration (FAA) under the Code of Federal Regulations 14, Part 147. The College may use bypass exams to measure whether a student has the required level of competency to be awarded credit for previous training. The cost of bypass exams, if applicable, can be found in the Catalog Supplement. The Campus will establish the guidelines under which bypass exams may be given.

Prospective students seeking transfer credit or credit for prior learning experience must provide transcripts and course description from a certified/approved (FAA), accredited post-secondary school or certifications/licenses valid and in good standing to the Dean of Academic Affairs (or designee) at the campus in which attendance is desired. The Dean of Academic Affairs will evaluate the documents and determine if any credit will be given and whether any bypass exams will be allowed/required. All bypass exams must be taken by the date specified by the Dean of Academic Affairs and must be passed with a 70% minimum passing grade.

Prior Credit Policy for Veterans' Education Beneficiaries

Students using VA education benefits must provide all transcripts and records of previous education and training to the College for evaluation of applicable credit towards Spartan program enrollment prior to enrollment or within the first term with approval by the Dean. Upon completion of the evaluation, the student will be notified of eligible transfer and/or advanced standing credit(s). Eligible applicable course credit(s) will not be submitted to the VA for attendance, tuition and/or fee certification. A copy of all transcript(s), education and training records with evaluation outcome(s) will be maintained in the

veteran student's file. Failure to provide all transcripts, education and training records for evaluation in a timely manner will delay certification of attendance, tuition and/or fees to the VA until such time these documents are on file. Program length will be reduced according to Spartan's Transfer of Credits and Advanced Standing Credit policy. The student's account balance is reduced accordingly through a credit to the student's ledger.

Transfer Between Programs

Students who desire to transfer programs within the institution must go through the Admissions process. Any previously earned credits will be reviewed by the Dean of Academics to determine whether transfer credits are available.

Transfer from Another School

The College does not directly transfer a student from another school, whether the school is a Spartan affiliate or not. This includes between the main and affiliate campus. Students wishing to attend a Spartan College location will be a new student and previous credits earned will be reviewed using the standard transfer of credit policies and procedures. **For the purposes of the Council on Occupational Education (COE) annual report, students moving between main and affiliate will be considered a transfer within the institution.**

Student Finance

Spartan College's Student Finance Department's purpose is to assist qualified students and their family in obtaining information regarding supplemental funding options to meet the cost of attendance. Financial aid (also referred to as Title IV funding) is considered secondary to the efforts of the student and their family in providing financial support. The goal is to provide help to students who would not be able to attend school without assistance. The student finance team is available to assist and advise students regarding tuition, financial aid, and general consumer information.

General Financial Aid Information

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

1. Working full or part time while attending school and making payments to the school while you attend classes.
2. Do you have family willing to send payments on your behalf to the school? Maybe a birthday or other holiday gift to help fund your education? Ask your family to invest in you.
3. Every year countless scholarships go unrequested because students don't take the time or make the effort to apply.

Student Loan Default

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

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

Student loan default can mean the following:

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

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

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

Consult the Student Finance Office with any questions regarding repayment of loans and details about repayment plans.

Eligibility and Application Process for Financial Aid

The types and amounts of financial aid are determined by financial need and available funds. Financial aid programs insured or sponsored by agencies of the United States government are available only to U.S. citizens or permanent residents. A full description of Federal Aid available can be found at http://www.studentaid.gov To be eligible for financial aid, a student must:

1. Be enrolled as a regular student in an eligible program of study on at least a half-time basis (With the exception of Pell and FSEOG);

2. Have a high school diploma or the equivalent;
3. Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
4. Have financial need (except for some loan programs) as determined by a need analysis system approved by the U.S. Department of Education;
5. Maintain satisfactory academic progress;
6. Provide required documentation for the verification process and determination of dependency status;
7. Have a valid social security number;
8. Not have borrowed in excess of the aggregate loan limits for the Title IV Financial Aid programs;
9. Sign an updated Statement of Educational Purpose/Certification Statement on repayment and default.
10. Not owe a refund on a federal student grant or be in default on a federal student loan.
11. Not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans). If you have such a conviction, you must complete the Student Aid Eligibility Worksheet to determine if you are eligible for aid or partially eligible for aid.

FAFSA

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

Determination of Financial Need

A student's financial need is calculated by subtracting their Student Aid Index (SAI) from the cost of attendance (COA) at a specific college, with a lower SAI indicating a higher financial need and therefore greater eligibility for need-based aid; essentially, the difference between your SAI and the COA represents the amount of financial assistance you may require to attend that institution. 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 Student Finance 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 24 credits and 30 weeks, comprised of two, fifteen-week terms of instruction. 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:

1. Students must attempt a minimum of 12 credit hours each term and a minimum of 24 credit hours per academic year.
2. Students must satisfactorily complete the credit hours and the designated number of weeks of instruction for the academic year to be eligible for advancement to the next award level.

Verification of Data

Certain applicants are selected by the U.S. Department of Education for a process referred to as verification. Verification usually requires the submission of tax transcripts and other documentation. Students will be notified of their obligation to complete verification and the deadline for completing the process. Once verification is complete, the Student Finance Office will notify the student of any change in their award. No interim disbursements of federal financial 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. Falsification of information on the FAFSA is considered a Federal Offense "If you purposely give false or misleading information, you may be fined up to $20,000, sent to prison, or both."

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 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 using the Master Promissory Note (MPN); however, parent borrowers must approve new loans in a written request prior to certification of new loans. The Student Finance Office is available to assist in the application process.

Types of Financial Assistance Programs (to those who qualify)

Definition of Title IV Financial Aid

Title IV Financial Aid is paid by the U.S. Department of Education and includes Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Direct Loans, and Federal Direct-Plus Loans.

Pell Grants

After the student submits the FAFSA, they will receive a Student Aid Report (SAR) or SAR Acknowledgement Form. The SAR will tell the student whether they are eligible for the Federal Pell Grant. The student's SAR also determines eligibility for other federal 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. These grants do not require repayment once earned.

Students are now limited to 12 semesters (or 600%) of Pell Grant eligibility during their lifetime. Students may view their percentage of Pell Grant used by logging onto NSLDSFAP.ed.gov. Student's "Lifetime Eligibility Used" will be displayed in the "Grants" section.

Federal Supplemental Educational Opportunity Grants (SEOG)

The SEOG 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 Student Finance department determines increased awards based on a student's unmet need and generally when additional funds are necessary to cover direct costs. FSEOG funding is limited, therefore all eligible students may not receive this award. This grant is typically awarded on a first-come first-served basis.

Federal Student Loans

As a reminder, the College urges students to borrow only the minimum needed to avoid future repayment struggles caused by "over-borrowing."

Federal Direct Loan

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 may be deducted from the loan before it is disbursed.

A subsidized loan is awarded based on financial need. The student will not be charged any interest while loans are in school deferment status. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period), and during a period of deferment (a postponement of loan payments).

An unsubsidized loan is not awarded based on need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If the student chooses to allow the interest to accumulate, it will be capitalized. Accumulated interest while in school will then be added to the principal amount of the student's loan quarterly or at the time repayment begins. Spartan uses the Master Promissory Note (MPN) for multi-year use for the Direct Loan Program. Once an MPN has been submitted, Spartan will award Direct Loans throughout the student's enrollment. Spartan will notify the student of any Direct Loan awarded by providing an College Finance Plan .
If the student would like to request changes to the Direct Loan awarded, they need to contact the Student Finance Office. Once the student withdraws, graduates, or drops below half-time status, a grace period of six months (can be less if previous dropped statuses exist, as the time is cumulative) 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 US Department of Education's 150% Rule for Subsidized Loans Effective as of July 1, 2013 students with a $0 balance in loans will be limited to the amount of Subsidized Loans they can receive during their undergraduate career. A student who does not complete their program of study by the end of the 150% timeframe will have their subsidized loans converted to unsubsidized loans and interest will be accrued through when the original subsidized loan was.

Federal Direct-Plus Loan

This low interest loan assists parents of dependent students whose need is not met by the Federal Direct Loan program. The academic year limit is the cost of education minus any other financial aid. Repayment begins no later than 60 days after the loan is fully disbursed. Spartan uses the Master Promissory Note (MPN) for multi-year use of the Direct PLUS loan program. Parents must request an increase or additional loan amounts by email or in the form of a written request. A deferment (postponement of payments) can be requested by the parent if the student is enrolled at least half-time or for an additional six months after the student graduates, leaves school, or drops below half-time enrollment. During any time when you're not making payments, interest will accrue on your loan.

Alternative Loans

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

Veterans' Educational Benefits

Background:

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

Pending Payment Compliance:

In accordance with Title 38 US Code 3679(e), Spartan College of Aeronautics and Technology adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31)

benefits, while payment to the institution is pending from VA. Spartan College of Aeronautics and Technology will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at **https://www.benefits.va.gov/gibill.**

Scholarships and Grants

The college may offer or have access to several partial grants and/or scholarships for which students may apply. Available grants and/or scholarships may have specific submission criteria that must be met prior to submitting application, contact the campus Student Finance Department for more details. Any student receiving a Spartan College Employee Scholarship will not be eligible for additional Spartan College scholarships.

Cal Grant Program

Cal Grant B and C are State Grant programs administered by the State of California and are available to eligible California residents who have applied before the relevant deadline. The Cal Grant funds are awarded based on enrollment status during the award year. Student eligibility which must be approved by the California Student Aid Commission Grants are based on funds available from the State and do not have to be repaid. All students awarded the Cal Grant Access Awards (Books, Supplies and Cal Grant B Access portion of the award) will be issued a stipend check. The student finance office will notify students via email or the student portal about the availability of their stipend check. Students may use the funds to pay for Tuition, Books or Supplies if they choose.

Chafee Grant Program

Chafee Grant is a State Grant programs administered by the State of California and are available to eligible California residents who have applied before the relevant deadline. The Chafee Grant funds are awarded based on enrollment status during the award year. Student eligibility which must be approved by the California Student Aid Commission Grants are based on funds available from the State and do not have to be repaid.

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 Student Finance Office.

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 SAP will be notified in writing.

Standards

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

Financial Aid Actions

Warning

Once it is determined the student is not meeting SAP, s/he will be placed on Financial Aid Warning. Students will be notified of this status change. Generally, the student is expected to meet SAP standards by the end of next payment period. If this is not

mathematically possible, exceptions may be made on a case-by-case basis. 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 end of the next payment period, the student will be placed on Financial Aid Suspension.

Suspension

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

Dismissal

Any "Active" or "Probation" student that did not meet all the required academic, financial, and/or conduct standards set by the college is withdrawn from the program.

Appeal and 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 the SAP Appeal Form within 14 days along with official documentation to the Director of Student Finance. The appeal will be evaluated within 10 days of receipt. The student will be given a time to meet with the director and/or an Appeals Committee to present his/her appeal. Upon review, the student will be notified of the appeal decision.

If the appeal is approved, the student will be placed on Financial Aid Probation. During a period of Financial Aid Probation, the student will retain his/her eligibility to receive Financial Aid. An Academic Plan may be required.

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

A student may apply to have their financial aid reinstated once they begin meeting Satisfactory Academic Progress standards. Additional information regarding financial aid eligibility is available in the Student Finance Office.

Cancellation, Withdrawal, and Refunds

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. Specific information regarding any applicable third-party funding agency refund or return of funds policies (i.e., Title IV, Veterans Administration, WIA, etc.) may be obtained from the Student Finance Department.

Student's Right to Cancel

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within seven (7) calendar days are entitled to a full refund of all tuition and fees paid. Students who withdraw after seven (7) calendar days or through attendance of the first class session, whichever is later, are entitled to a full refund of all tuition and fees paid except any applicable application fee. In the case of students withdrawing after commencement of classes, the school will calculate a percentage of tuition and fees, which is based on the number of days attended. The refund is based on the official date of determination (DOD). See **Definition of Withdrawal or Termination Date**.

Postponement of Start Date

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

a. Whether the postponement is for the convenience of the school or the student, and;
b. The postponed start date not to exceed 180 days; and
c. Available alternative start dates, if any.

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

Discontinued Class or Program/Special Cases

If a class or program is discontinued by the College while students are still enrolled in that class or program, and the College is still in operation, all monies paid to the College at the time of discontinuation shall be refunded to the entity legally entitled to the refund unless the College ceases operation. A school shall have thirty (30) days to restart the class or pay. In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both.

New Student
(Including Returning Students and Students with Transfer Credits)

Any student beginning classes under a new enrollment agreement, whether enrolling for the first time or returning after withdrawal, must attend the first day of class. The College does not permit late starts or add/drop enrollment adjustments. Classes are fast-paced, and missing

even one day can place a student at a significant disadvantage and may immediately trigger attendance policy action. Failure to attend the first scheduled day results in cancellation of enrollment. Tuition is not charged for this period of non-attendance; however, students should refer to the College's refund policy for information regarding any materials or equipment that may have been issued prior to cancellation. Students whose enrollment is cancelled under this provision may contact Admissions to request enrollment in the next available start date, subject to seat availability, current admissions requirements, and applicable tuition and fees. See also **On-Time Start Requirement, New Students** as well as **Refund of Non-Tuition Fees (Merchandise)**.

Determining Withdrawal or Termination Date

Definition of Date of Determination (DOD)

The College uses DOD as the final date of withdrawal (also referred to as the termination date). The DOD is calculated in one of the following ways:

1. The date a student begins the school's withdrawal process or the date the student otherwise provided official notice in writing or orally to a designated school official in an official capacity (school documents oral notification in the system of record). If both dates are triggered, use the earlier date.
2. Should a student fail to notify the school of their withdrawal and stops attending, the effective date of determination should be no more than 14 days from the students last day of attendance.
3. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

Definition of Last Date of Attendance (LDA)

A. The last day the student attended class in courses in which attendance is taken by an instructor;
B. The last day on which a student actively participated in an online class which attendance is not regularly taken.

Financial Impact of Changing Programs or Withdrawal

Be advised that changing programs or withdrawing from classes will adversely impact Title IV financial aid.

Withdrawal (Official) by Notification from Student

A designated official, specifically the Registrar's Office or other designated on campus official, possesses the power and responsibility to accept withdrawal notifications within the designated college. When a student notifies the registrar or designated campus official about their intention to withdraw, it is deemed an official notification. The withdrawal date and the

date of notification to the school correspond to the day when the office receives the withdrawal notice, whether it is communicated verbally or in writing.

Withdrawal (Unofficial) Without Notification from Student

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

International Student Withdrawal

If an international student does not attend classes without just cause for a period of 14 days or if a student is suspended or expelled by Spartan College, the U.S. Immigration Service will be notified of the student's non-attendance and the student must leave the U.S. within 15 days of termination. If the student wishes to resume attendance at Spartan College, he or she must apply to the INS to be reinstated to student status.

Maximum Timeframe (Credits)

Students must complete the entire program within one-and-one-half times (150%) the standard program length, which is defined by the college as the total number of credit hours in the program. Should a student exceed the 150% maximum credit requirement, s/he will be dismissed. Spartan College, as directed by the federal government, does not allow students who do not raise their Cumulative Grade Point Average (CGPA) or completion rates of progress to the necessary minimums to continue to receive federal financial assistance regardless of the students' circumstances.

Refund Timeline

Any refunds due to Federal Title IV funding sources (as calculated in the "R2T4") or monies due to applicants or students ("Institutional Refunds") shall be refunded within 30 days from the student's official date of determination (DOD).

Refund of Non-Tuition Fees (Merchandise)

A student may return their merchandise to the College only if the items meet the following criteria and if returned within twenty (20) days of originally receiving the materials. Please note that in accordance with the California Private Postsecondary Education Act of 2009 refund and cancellation regulations, the California campuses distribute materials and equipment to new students on or after day two (2) of the first course.

> **Computer:** Spartan College student issued laptops/notebooks contain proprietary academic content. The laptop may be returned prior to registering the computer. The registration triggers the warranty and software license. If the laptop was registered and the pre-loaded software and/or any other licensed software is initiated, the computer cannot be returned.

Toolkit: A toolkit may be returned if the tools have not been used. The toolkit must contain the complete and original inventory of tools issued.

Uniform Pack: A uniform pack may be returned if unopened (including all properly tagged original contents).

Textbooks: Hard copy textbooks may be returned prior to removing wrapping (if applicable) and without any markings, highlights, or any other physical damage.

Insurance: Once a student starts school, insurance refunds are prorated based on the percentage of school s/he attended.

Material Fees: Once a student starts school, material fee refunds are prorated based on the percentage of school they attended.

Technology Fee: Once a student starts school, technology fee refunds are prorated based on the percentage of school they attended.

FAA Certification Fee: Once a student starts school, FAA Certification fee refunds are prorated based on the percentage of school they attended.

Refund Repayments / Return to Title IV (R2T4)

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

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

This refund policy applies only to tuition. See **Refund of Non-Tuition Related Fees** for information related to books, tools, and other items.

Withdrawal Before 60%

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

Withdrawal After 60%

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

Special Circumstances

In case of documented student prolonged illness or accident, death of immediate family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both.

Post-Withdrawal Disbursement

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

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

Calculating Return to Title IV (R2T4)

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

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

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

When VA Funds are included in refund calculation refer to VA policy for detailed information. The College will notify the student in writing of the amount and type of any financial aid funds that must be returned.

Example: Title IV Return of Funds Calculation for a Title IV Recipient Who is Considered to Have Withdrawn

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

Student withdrew on 35th day of a 110-day payment period.
Percent Earned 35/110 = 32%
Percent Unearned 100% - 32% = 68%
Amount of Title IV aid unearned $3,000 x 68% = $2,040

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

Spartan College of Aeronautics and Technology will return aid as follows:

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

Student's Responsibilities Regarding the Return of Title IV Funds

Become familiar with the Return of Title IV Funds (R2T4) policy and how withdrawing from courses impacts eligibility for Title IV aid. Be sure to resolve any outstanding balance owed to Spartan resulting from a required return of unearned Title IV aid and/or any repayment to the U.S. Department of Education as a result of an overpayment of Title IV grant funds. Your responsibility is the amount of aid not earned after the College's responsibility. You will be responsible for repaying any unearned aid that you were not entitled to receive.

Institutional Refunds

Definition of Institutional Refunds

Institutional refunds are non-Title IV refunds made to agencies and/or the student (or applicant) after the return of Title IV funds to the U.S. Department of Education. The institutional refund policy is applicable to both school-determined and student driven

enrollment terminations. Any applicable third-party funding agency refund or return of funds policy can be obtained from the Financial Aid Office. Students are encouraged to contact the Financial Aid Office directly to inquire about specific policies related to third-party funding agencies, including guidelines on refunds or the return of funds.

Policy for Institutional Refunds

Non-title IV refunds will be made within 30 days from the date of termination. See **Definition of Withdrawal or Termination Date**.

Refund Table for Institutional Refunds

<table>
<tr><th colspan="3">Refund Table</th></tr>
<tr><td colspan="3">Eligible Refund: The Tech and Bachelors programs use a programmatic billing method, therefore the weighted attendance Pro Rata calculation is used to calculate the eligible charges. This is calculated by taking the days attended weighted against the total days required to complete the current academic year (payment period), not to exceed 75%. The Pro Rata Ratio is applied to the total tuition, fees, and qualifying costs.</td></tr>
<tr><td colspan="2">Example: Weighted Attendance Pro rata
Course Total 25 Days
Attended 5 Days

Pro Rata Ratio (5/25 days) 20%
Tuition, Fees, & Qualifying Costs $2,500
Eligible Charges (2,500 * 20%) $500
Refund (2,500 * 80%) $2,000.00</td><td>If the Pro Rata Ratio is less than 75% the eligible charges will equal the calculated ratio multiplied by Tuition, fees, and qualifying costs.

If the student has completed 75% or more of the total number of days required, they will not be eligible for a refund and eligible charges will be retained at 100%.</td></tr>
<tr><td colspan="3">The refund ratio is reliant on the academic time completed, if the student completed 31% of the Academic Year (payment period), then 31% of the cost will be retained.</td></tr>
<tr><td colspan="3">The refund calculation is based on the academic Year (payment period).</td></tr>
<tr><td colspan="3">The above calculations are performed on an academic year (payment period) basis as determined by the date period in which a student withdrew. All charges are based on the student's contract price of the program.</td></tr>
<tr><td colspan="3">Exclusive of books, tools, and supplies</td></tr>
<tr><td colspan="3">The policy for granting credit for previous training will not impact the refund calculation.</td></tr>
<tr><td colspan="3">Distance Education courses are calculated based on the Weighted attendance pro rata (time-based) method. (Inglewood campus only)</td></tr>
</table>

Students Called to Active Military Service

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

1. 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;
2. 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

3. 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:
   a) Satisfactorily completed at least 90% of the required coursework for the program; and
   b) Demonstrated mastery of the program material to receive credit for completing the program.

Veterans' Education Beneficiaries

The cancellation, termination, withdrawal and refund policies are applicable to all students, regardless of whether they receive VA education benefits or not. If you receive VA benefits and withdraw from one or more of your courses after the end of the school's drop period, the VA may reduce or stop your benefits on the date of reduction or withdrawal. If you withdraw from a course after the end of the drop period, you may have to repay all benefits for the course. For further detail please refer to the education benefits website www.gibill.va.gov.

Academic Information

Academic Advising

Academic advising is an essential part of the educational services offered by Spartan College of Aeronautics and Technology. It is intended to interpret, enhance, and enrich the academic programs the College offers its students. The Dean and/or Program Chair are designated academic advisors for each program. If you are struggling academically or failing to meet Satisfactory Academic Progress (SAP), it is imperative to your success that you meet with an academic advisor to develop a plan for tutoring and other options to assist you. Course withdrawals, course incompletion, and course failures can affect your ability to complete your program timely. In the event of an expected graduation date change, you will be notified by email.

Communication and Response Timelines
(All classes, including distance education when applicable)

Spartan College is committed to supporting students through timely communication and feedback. To help ensure consistent and effective interactions, the following response timelines apply:

- Grading & Feedback: Assignments submitted in person or through the Learning Management System (LMS) will be graded with appropriate feedback within 48 business hours of the due date. Some complex assignments, such as Capstone projects or a large number of essays, may require additional time.
- End-of-Course Grading: For on-ground courses, all assignments must be graded by the end of class on the last day of the course. For distance education courses, grading will be completed within 24 hours after the course ends.

Standards of Student Achievement/ Satisfactory Academic Progress (SAP) for Academic Eligibility

Spartan College of Aeronautics and Technology's grade policy requires students to maintain a cumulative 2.0 CGPA. Students not maintaining a 2.0 CGPA are in danger of not completing the program within the 150% timeframe; therefore, academic student progress will be reviewed at key checkpoints throughout the program.

Academic advising will be provided as needed to help ensure students can meet program completion within the 150% timeframe. Students not meeting Satisfactory Academic Progress and/or are in danger of exceeding the 150% timeframe requirement will be notified by the financial aid department and/or the academic department and are required to meet with an academic leader to develop a plan to promote persistence to graduation. As part of academic progress advising, students may be placed on academic probation status (in addition to various financial aid warning and probationary statuses) for a period to monitor improvement.

Student progress will continue to be monitored at the end of each term. If the student reaches a point where s/he cannot complete the program with a minimum 2.0 CGPA and within 150% of the program credits, the student's education will be terminated (Dismissed) and the student withdrawn from school. Students who meet the minimum 2.0 CGPA requirement but exceed the maximum timeframe in credits may be allowed to continue. At this point, the student is ineligible for Title IV financial aid unless the proper appeals process has been followed, and the student has been granted an academic plan, and approved to continue receiving Title IV until the next monitoring period.

Standards to Determine SAP

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

Academic SAP Related Actions

In addition to the Financial Aid SAP related actions of financial aid warning, financial aid probation, and SAP dismissal, a student may be placed on an academic probation for not meeting minimum expectations of academic performance and/or attendance. Once the student reaches acceptable academic performance and/or attendance as outlined in this catalog and as

determined by the Dean of Academic Affairs, the student will be removed from academic probation.

Warning

Once it is determined the student is not meeting SAP, s/he will be placed on Academic Warning. Students will be notified of this status change. Generally, the student is expected to meet SAP standards by the end of the next payment period. If this is not mathematically possible, exceptions may be made on a case-by-case basis. If SAP standards are not met by the end of the next payment period, the student will be placed on Academic Probation.

Probation

Once it is determined that the student fails to meet SAP while on Academic Warning, the student will be placed on probation for not meeting minimum expectations of academic performance and/or attendance. Once the student reaches acceptable academic performance and/or attendance as outlined in this catalog and as determined by the Dean of Academic Affairs, the student will be removed from academic probation.

Dismissal

Any "Active" or "Probation" student that did not meet all the required academic, financial, and/or conduct standards set by the College is withdrawn from the program.

Grading Criteria

Students receive a final grade at the completion of each course. Refer to the course syllabus to determine the specific requirements.
A minimum passing score of 60% is required in the following courses:

- General education* courses such as history, English, etc.

A minimum passing score of 70% is required in the following courses:

- All courses **except** general education* (such as history, English, etc.)

*MAT1001 and PHY1001 for all FAA technical courses require a minimum score of 70%. Many courses at Spartan College are part of FAA approved curriculum and require a minimum passing score of 70%. Refer to the course syllabus to determine the grading scale used.

Grade Scales

At the conclusion of each course, students may request a printed copy of their grades 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.

Courses Requiring 60%		Courses Requiring 70%		Courses Requiring 80%	
Grade	**Percentage**	**Grade**	**Percentage**	**Grade**	**Percentage**
A	90-100	A	90-100	A	90-100
B	80-89.99	B	80-89.99	B	80-89.99
C	70-79.99	C	70-79.99	F	0-79.99
D	60-69.99	F	0-69.99		
F	0-59.99				
AU	Audit	AU	Audit	AU	Audit
CR	Credit	CR	Credit	CR	Credit
I	Incomplete	I	Incomplete	I	Incomplete
PL	Prior Learning Credit	PL	Prior Learning Credit	PL	Prior Learning Credit
R	Repeat	R	Repeat	R	Repeat
TR	Transfer	TR	Transfer	TR	Transfer
W	Withdrawal	W	Withdrawal	W	Withdrawal
WP	Withdrawal - passing	WP	Withdrawal - passing	WP	Withdrawal - passing
WF	Withdrawal - failing	WF	Withdrawal - failing	WF	Withdrawal - failing

Grade Change

All student grades are considered final when recorded by the campus records office. Any grade change must be made within 30 days after the end of the course in which the grade was earned. All grade change requests (appeal or correction) must be submitted in writing to the campus Registrar within 10 days from the conclusion of each course. Grade changes must be approved by the Dean of Academic Affairs. See campus Registrar for additional information.

Definition of Course Term

Term beginning and ending dates for each program are listed in the Catalog Supplement. A course term refers to a period required for the completion of one full course.

Withdrawn Course Grading

1. W (Withdraw) means that a student withdrew from a course within the first 79% of the course.
2. WP (Withdraw Passing) means the student completed at least 80% of the course and was passing at the time of withdrawal.
3. WF (Withdraw Failing) means the student completed at least 80% of the course and was failing at the time of withdrawal.

Honors

Academic

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

4.0 CGPA	President's Honor Roll
3.50 – 3.99 CGPA	Dean's List

Attendance

Active students who have maintained perfect and nearly perfect attendance are recognized by Spartan College.

100% Attendance	Perfect Attendance

Graduation Honors are explained in **Graduation and Required Levels of Performance**.

Failures and Course Repeats

When students do not pass a course based on the appropriate grade scale, they will be scheduled to repeat that course as soon as possible.

If a student has three unsuccessful attempts of a single course, the student will be placed on academic suspension for a period of one academic year and expected to address deficiencies. After one academic year the student may appeal to return.

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

Make Up Policy

All students are expected to attend all class sessions. Students are also expected to complete all tests, quizzes, and projects as defined in the Syllabus of Instruction for each course attended by the end of the assigned course ending date. Students may be allowed to make up missed work (labs, exams or quizzes) at the discretion of the Academic Dean or designee. There are no fees associated with any make-up work approved by the Dean of Academic Affairs or designee. For the purposes of this policy, failed work (exams, quizzes or lab projects) is not considered as make-up work.

Class Schedule Changes and Course Changes

Course schedule change requests must be submitted in writing to the Deans of Academic Affairs for approval at least two weeks prior to the requested effective date. Changes to class schedules may result in future class schedule conflicts, which could extend the student's projected completion time frame or graduation date.
In the event that a course has a non-substantive change to the course code, course name, or minor variations in course content, the newest course version may be substituted for the old version. In these cases, course credit or clock hours will remain the same as the previous course version.

Incomplete Coursework

Incomplete grades must be cleared within 14 calendar days of the end of term unless special approval for mitigating circumstances (pandemic, medical, natural disaster, etc.) is received from the Campus President/Director and/or the Dean of Academic Affairs and Operations or the incomplete will be changed to the grade earned. The final grade for the course will be designated on the transcript by the appropriate letter grade.

If the student does not meet the terms of the agreed upon schedule, the student will receive an "F" grade for the course.

The Incomplete Grade Action Plan form and the Grade and Attendance Change form are required to be utilized to document approved make-up work and deadlines. In the event of a natural disaster, pandemic, or other extraordinary case when an entire class of students is placed in an incomplete status, individual student action plans are not required.

Note: Students in online courses cannot earn participation points on discussion assignments completed during the incomplete period.

Transcripts

Fees related to transcripts are outlined in the Catalog Supplement.

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

To receive or send an Official Transcript elsewhere, the student must submit a Transcript Request via Parchment on the Spartan webpage at www.spartan.edu.

Spartan College of Aeronautics and Technology uses the standard 4.0 grade point system in computing a cumulative grade point average (CGPA). The CGPA 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.

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

Points for C's and D's only apply if the specific grading scale allows for those grades. See **Grading Criteria** and **Grade Scales** for more information.

Grades of TR, CR, I, and AU are not used in calculating CGPA.

Grade	Points
A	4
B	3
C	2
D	1
F	0
AU	0
CR	0
I	0
R	0
TR	0
W	0
WP	0
WF	0

Enrollment Verification Letter

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

Refresher Courses for Spartan College of Aeronautics and Technology Alumni

In support of Spartan's mission and to encourage lifelong learning, Spartan graduates are permitted to participate in the alumni refresher program. Subject to space availability, graduates can audit a class they have already taken, take an updated version of a course already taken, or learn about new equipment/software within the same program. There is no tuition charge for graduates who participate in the alumni refresher program; however, retraining is limited to the program from which the student graduated, and other fees, laboratory supplies, books, tools, insurance, etc., may apply. Please see the campus academic department for more information. Refresher training is not eligible to earn college credits, nor is it eligible for financial aid. Graduates who audit a course are not given final performance grades; their transcripts will merely indicate "AU" for an audit.

Attendance Records for Veterans' Education Beneficiaries

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

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

Veterans' Education Benefits During Leave of Absence

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

Federal Aviation Administration (FAA) Testing

FAA Part 147 Program

The Aviation Maintenance Technology programs are approved by the Federal Aviation Administration (FAA) and meet the requirements established in the Code of Federal Regulations, Title 14, Chapter 1, Subchapter H, Part 147. The skills learned in this program are applicable inside and outside of the aviation industry. Certification is required for certain aviation positions but not required to obtain related employment in various industries; however, obtaining an A&P certificate is highly encouraged as it provides additional opportunities.

Upon successful completion of the appropriate generals, airframe or powerplant components, students will be eligible to take the Federal Aviation Administration (FAA) knowledge tests for the Airframe and/or Powerplant Mechanics Certificate. FAA testing consists of three (3) written tests and three (3) parts to an oral and practical (O&P) exam. Spartan will provide one attempt for each written tests at no additional cost to the student provided that:

1. The student has completed the appropriate FAA Part 147 curriculum.
2. Student will meet with Financial Aid prior to completion certificate and voucher issuance.
3. Written tests are taken at Spartan College or approved testing center within forty-five (45) days of graduation. Exceptions may be granted for mitigating circumstances up to a maximum of sixty (60) days of graduation. If the student has not submitted for their voucher within 60 days the test voucher will be forfeited by the student.
4. Successful completion and passing of three (3) practice exams with a score of at least 90% in each of the three (3) subject areas (General, Airframe, and Powerplant).

Students not completing their written tests within forty-five (45) days of graduation will pay the market rate for the FAA written tests. Each of the three (3) written tests is given one time at no additional cost if taken within forty-five (45) days of graduation. Students who fail any of the written tests must pay market rate for the re-take regardless of whether the re-take is accomplished within forty-five (45) days of graduation.

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

Statement of Academic Freedom

Spartan College of Aeronautics and Technology endorses and adheres to the concept of academic freedom and supports the faculty member's privilege to function as a scholar in the interpretation and application of theories and ideas. The College exists to help students achieve their individual, educational, and career goals and to promote their understanding of themselves and the world in which they live. While college developed course descriptions, curriculum, and evaluation methods specify what content is to be covered, specific methods for teaching the course are not imposed. Further, faculty and students will not be penalized for expressing their views on or off campus, if this expression does not harass, threaten, intimidate, ridicule, or substantially impair the rights of others. In the case of faculty, expressing views does not protect from proper disciplinary actions for dishonesty, incompetence, poor performance, or imposing his or her views on students. In the case of students, mastery of course content and the fundamentals of the discipline are required regardless of personal views.

For more information regarding Academic Freedom: Defining Academic Freedom By Cary Nelson, December 21, 2010, Inside Higher Ed https://www.insidehighered.com/views/2010/12/21/defining-academic-freedom

Records Retention Policy

The majority of student data is maintained in the Cloud and is backed up daily. Physical documents not available electronically are maintained on-site and protected against damage or loss (e.g., fire, water, theft, tampering, etc.). Transcripts are retained indefinitely. Other student and employee information is saved for seven years except for programs under Part 147 or Part 141 Federal Aviation Administration rules where FAA specific records are retained for at least two years (147)/one year (141) after the end of the student's enrollment.

Attendance

Spartan programs are federally regulated, fast-paced, and designed to prepare students for possible entry-level job opportunities. To support these objectives, the College requires students to maintain a minimum of 90% attendance in each course, calculated in full class day increments, and students are expected to attend all scheduled class hours. Missing any portion of class time may result in missed instruction, graded activities, or assessments that can negatively affect academic performance. Refer to course syllabi for specific attendance requirements. Students who do not comply with the Attendance Policy will be advised by the Dean or designee and may be subject to disciplinary action, including withdrawal from a course, probation, suspension, or withdrawal from the program.

Online Attendance

The academic week for Spartan College online courses starts on the first day of class at 12:00 am Central time zone and continues for seven days. For example, courses which begin on a

Tuesday will have academic weeks that start on Tuesday and end on Monday. The last week of a course may vary in length.

To be marked as "in attendance," students must demonstrate academic engagement, as defined by the U.S. Department of Education (34 CFR §600.2).

Academic Engagement and Attendance Requirements
A single day of online course attendance is defined as active participation in one or more of the following academic activities:

- Posting to a discussion board
- Submitting an academic assignment
- Taking a quiz or exam

Note: Logging into a course or passively viewing content (e.g. reading a course website page or viewing course materials) does not constitute attendance.

New Start Students: Must participate in an academically related activity on the first day of the first course.

All Online Students: Must demonstrate academic engagement on at least two separate days each academic week (12:00 a.m. to 11:59 p.m. Central Time).
Failure to meet the minimum weekly attendance requirements may lead to disciplinary action, including being withdrawn from a course, probation, suspension, or withdrawal from the program. Illness and extenuating circumstances will be taken into consideration when reported to staff or faculty in a timely manner.

Substantive Interaction
Spartan College designs and delivers distance education courses to include Regular and Substantive Interaction (RSI). Examples of instructor RSI may include but are not limited to:

- Providing direct instruction
- Offering feedback and assessment on coursework
- Responding to student questions about course content
- Facilitating academic discussions
- Conducting other instructional activities consistent with regulatory standards

Instructors initiate interaction regularly and monitor student performance to ensure proactive engagement and support. These interactions may occur through approved methods, including:

- Canvas messaging and announcements
- Synchronous interactions (e.g. through Microsoft Teams or virtual office hours)
- Spartan email
- Phone discussions

Please note: Students must reside in California while taking the distance education course.

Leave of Absence

A leave of absence (LOA) may be granted not to exceed 180 days in a given 12-month period of time. More than one LOA may be approved within a 12-month period provided that the combined leaves do not exceed 180 days within the 12-month period. Reasons that may be considered for an LOA are medical issues, jury duty, and military duty. Other extenuating circumstances will be considered on a case-by-case basis. To request a leave of absence, the student must submit a written request to the Dean of Student Affairs or Dean of Academic Affairs or designee prior* to the desired leave start date. The request must include the reason for the leave, the expected duration of the leave, and any supporting documentation (e.g. medical certificate, jury duty notice). Leave of absence can only be granted at the end of a term unless there are extenuating circumstances, which requires approval from the Campus President. In these circumstances, the student must return from the LOA at the same point and to the same course from which they left.

The Dean of Student Affairs or Dean of Academic Affairs or designee will review the request and determine if it meets the criteria for a LOA. If the request is approved, the student will be notified in writing of the approval and the terms of the leave to include the new expected graduation date.

During the LOA, the student's enrollment status will be inactive, and they will not be charged tuition or fees.

- If the LOA is for medical reasons, the student may be required to provide documentation and clearance from a physician before returning to school.
- If the LOA is for military duty, the student must provide proof of military orders before leaving and upon their return to school.
- Any other reasons for a leave of absence not covered by this policy will require approval from the Campus President.
- The student must return to school on the agreed-upon date at the end of the leave of absence. Failure to return on the agreed-upon date may result in administrative withdrawal from the school.
- If the student wishes to extend the leave of absence beyond the approved period, but within the allowable maximum timeframe, they must submit a new request for a leave of absence prior to the original scheduled return date.

This policy applies to all students at Spartan College of Aeronautics and Technology, regardless of program or campus location. Spartan College reserves the right to modify this policy at any time. Any changes to this policy will be communicated to students in writing.

*In rare cases where a leave of absence is approved for a student who could not provide a formal request prior to the leave of absence period due to unforeseen circumstances, the student must provide as soon as possible the request and the reason(s) for the leave of absence

along with documentation to show that the leave of absence could not have been formally requested and approved in advance. In these rare cases, the beginning date of the leave of absence period can be no earlier than the date that the circumstances prevented the student from attending school.

Provisional Withdrawal

This status is not considered an official leave of absence. If a student is unable to attend class due to the course being unavailable, they may be put in the Provisional Withdrawal status until the next course becomes available not to exceed 45 days from their last day of attendance.

Readmission to College after Withdrawal (drop)

See **Cancellation, Withdrawal, and Refunds** for definitions related to withdrawal.

Returning Students

A student may re-enter a program after withdrawal within 365 days from their last date of attendance (LDA) by applying for re-entry through the Student Services Office. Previous academic records remain unchanged. Re-entering students can start at the beginning of any term if a course is available.

A student returning to a program after withdrawal and at least 366 days from their last date of attendance (LDA) is called a re-enroll, which is considered a new student; however, previous academic records remain unchanged. Re-enrolls are processed through the Admissions Office.

Determination of academic eligibility, attendance, financial aid, and/or disciplinary issues must be evaluated and approved by the College.

Application for re-entry should be made as soon as possible. Evaluation for re-entry will be based upon prior performance and may require the completion of financial aid documents prior to the student beginning class. Evaluation will be based upon prior performance.

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 pass the course. Re-entry after missing in excess of 10% is rare and only applies to the following circumstances:

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

Students should contact the Dean as soon as a situation arises to make arrangements for re-entry to class. The Dean has the final decision on determining whether the circumstances warrant an exception to the attendance policy.

Reinstatement after Suspension or Termination

Students may apply for reinstatement to the College by submitting a letter of appeal to the Student Records Office. The letter of appeal should state whether the suspension was for academic or disciplinary reasons and an explanation of how the student's circumstances have changed to enable them to be successful in college. The appeal should be submitted at least three weeks prior to the term in which the student is applying for reinstatement. Spartan College's Conduct/Appeals Committee shall review the case and make a determination. Part of the reinstatement process will include the requirement to meet with the student finance department to determine updated eligibility information. There may be a fee for reinstatement/readmission.

Appeal Procedures

See **Appeal Process** section for more details.
Every student has the right to appeal actions taken by the College such as:

1. Course grades (see **Grade Change**)
2. Official disciplinary action (warning, probation, suspension or dismissal/withdrawal from the program)

Graduation and Required Levels of Performance

Students must complete their program with a minimum 2.0 CGPA and successfully pass all required courses in their program within that program's maximum allowable timeframe. Students completing their program exceeding maximum timeframe (measured in credit hours) will not receive a graduate credential (diploma or degree).

Graduation Honors

Graduating students who have demonstrated superior academic performance are recognized with the "Highest Honors" or "Honors" designation.

4.0 CGPA	Highest Honors
3.50 – 3.99 CGPA	Honors

Graduation Credential Requirement

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

1. Achieved a minimum 2.0 cumulative grade point average (CGPA); and
2. Be in active status at the completion of all program course requirements; and
3. Pass all courses within 150% credit hours; and

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

1. Complete and submit to the career services team a typed resume and other related placement forms;
2. Complete Financial Aid exit counseling required by the U.S. Department of Education.

Students may request an unofficial transcript while working to meet these requirements.

Credentials Awarded Upon Graduation by Program

Location	Program Name	Credential	Credential Abbreviation
Main	Airframe & Powerplant	Diploma	N/A
Main	Aviation Maintenance Technology	Associate of Occupational Studies Degree	AOS
Affiliate	Aviation Maintenance Technology	Diploma	N/A

Graduation Ceremony

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

Student Services

New Student Orientation

All new students are scheduled to attend orientation prior to their first day of class. Orientation is an opportunity for students to meet department leaders and staff members who will provide support services.

Student Disability Accommodation & Grievance Policy

Request for Accommodation

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator, otherwise known as the Student Accessibility Resources Coordinator (SARC). A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, they are required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA

Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a **Request for Accommodations form**, which is also available on the College's website under the **consumer information** tab. To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated **less than three years from the date a student requests a reasonable accommodation** (unless otherwise noted below), and must be completed by a qualified professional in the area of the student's disability, as enumerated below:

Disability	**Qualified Professional**
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than one year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The College may request additional documentation or testing as needed.

After the ADA Compliance Coordinator receives the Request Form and the required documentation, they (or a trained designee) will coordinate with the compliance department to engage the student or applicant in an interactive process to determine what accommodations may be appropriate.

Classroom accommodations are not retroactive but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the ADA Compliance Coordinator to allow for time to gather necessary documentation.

If the student or applicant is denied any requested accommodation, they may file a grievance using the Grievance Process below or they may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity. The College will make appropriate arrangements to ensure that a person with a disability is provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

Religious Reasonable Accommodation Policy
Students who are unable to meet the College's policies or procedures due to a sincerely-held religious belief should contact the College and speak with the Student Services Manager to ask for a Request for Religious Reasonable Accommodation Form. Students will be asked to provide documentation from their religious organization substantiating the student's religious belief and identifying how the belief affects the student's ability to meet a College policy or procedure. The College will grant a request for reasonable accommodation so long as doing so does not fundamentally alter the program and the student is able to meet the program requirements with or without the reasonable accommodation. Students are strongly encouraged to submit a Request Form prior to the start of the term. Generally, the College will provide a written response within 14 days of receiving your completed Request Form and supporting documentation.

ADA Grievance Process (Complaints of Disability Discrimination)
The College has adopted an internal formal complaint procedure providing for prompt and equitable resolution of grievances alleging any action prohibited by Section 504 and/or the ADA. Any student or applicant who believes they have been subjected to discrimination based on disability, including disagreements regarding requested accommodations, may file a grievance.

While the process and resolution timeline follow the standard student grievance procedure outlined above, the contact person specifically assigned to facilitate ADA grievance resolution is **Keisha Sosias, Executive Vice President, Human Resources, Spartan Education Group, 1 N. Franklin St., Suite 2125, Chicago, IL 60606, (303) 410-2428**.

Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

Based on the results of the investigation, the College will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination based on disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

Accident Insurance

All enrolled students are covered under our student accident policy. Accident Insurance covers enrolled students for medical expenses incurred as a result of an accident that occurs on Spartan property. Accidents that occur off school property are not covered under this policy. Policy exclusions do apply. Benefit amounts toward a student's accident will be limited to a maximum amount per accident and in an aggregate for Spartan College. Please refer to the "Student Accident Insurance Plan" flyer for details related to coverage and filing claims.

Academics/Student Records

The Registrar office can assist both students and graduates on matters related to official record keeping. Services offered include adding or dropping a class; tutoring availability; advanced standing designation; transfer credits processing information; academic and non-academic course challenges; disputing a grade process; and disputing attendance process.

Career Services

Students are encouraged to visit the Career Services Department on a regular basis. The process of obtaining employment takes work. At no time, will the college or career services team guarantee employment. Spartan provides students with resources and position prospects; however, it is important for students to be persistent, professional and active with the job search process. Additional Career Services: Alumni Services; Application for Work-Study; Career Fairs; Graduate Employment Assistance (Ongoing); Current Student Part-time Job Placement Assistance; Resume Assistance; Mock Interview Skills

Student Finance

The student finance department assists students on most financial matters related to attending college. The student finance department can assist students with questions related to the following: federal student loans; scholarships; grants; tuition reimbursement; defaulted loan; questions related to change in status and impact on funding; account balance; account charges; tuition questions; payments; and eligibility for work-study.

Housing

The College does not provide student housing. We do not have dormitory facilities under our control. There is availability of housing in the local Riverside (92509) and Inglewood (90301) areas. The cost of housing varies from approximately $900.00 to $2,500.00 per month for a one-bedroom apartment. Rooms for rent vary from $500.00 to $1,200.00 per month. While the College has no responsibility to find or assist a student in finding housing, current housing information, including availability and rent, may be found online at the following resources ForRent.com, Apartments.com, ApartmentGuide.com, or ApartmentFinder.com.

Student Conduct

Students are expected to maintain professional attire, appearance, and adhere to standards of conduct. Violations of conduct standards may result in disciplinary actions. These violations include, but are not limited to:

1. Dishonesty (including cheating, plagiarism, giving false information to staff or faculty members, or soliciting test or quiz information).
2. Unprofessional conduct (including unprofessional appearance/failing to follow student dress code, fighting, or the use of abusive, threatening, or obscene language).
3. Misuse of college records or documents (including forgery, alteration, and destruction).
4. Possession, sale, use of or distribution of illegal drugs, or use of prescription medications that pose a safety risk.
5. Possession, sale, use of or distribution of alcohol (includes being under the influence of alcohol)
6. Unauthorized use of college premises or property.
7. Damage to college, staff, or student property (includes defacement or vandalism).
8. Theft of college, staff, or student property.
9. Possession or use of weapons on Spartan College property.
10. Disruption or interference of classes, assemblies, or activities of any kind.
11. Noncompliance with Spartan College safety rules or federal, state, or local laws.
12. Any misconduct which at the discretion of Spartan College adversely affects the safety, integrity of the College or its programs, reputation of the College and its graduates, quality of education, or the morale of other students, or indicates the student's unsuitability for further training.
13. Use of electronic devices, including cell phones, if not being used in conjunction with a class assignment.
14. Inappropriate disruptions including sleeping in class or lab.
15. Bringing food into the classroom outside of scheduled breaks and lunch hours. (Note: Food and beverages are never allowed in the lab. At the discretion of the instructor, beverages may be brought into the classroom if they are in a non-glass container with a self-sealing lid that prevents spilling.).
16. Unauthorized use of the Spartan College networks, including misuse or noncompliance of all software licenses, copyright and intellectual property policies and applicable

federal and state laws.

Any student who is asked to leave class must report immediately to the Dean. If a student refuses to leave, the student is subject to the full range of disciplinary action.

Academic Integrity

The academic integrity policy is designed to foster a fair and impartial set of standards of conduct against which academic honesty will be judged. Students are required to adhere to these standards. This College defines dishonest acts as those such as the use of unapproved aids, alteration of records, bribery, cheating, copying, lying, and plagiarism. This list is not exhaustive, as faculty may establish other standards based upon the nature of the course or the setting in which the course material may be delivered or applied.

Technology Use Policy (TUP)

Spartan College offers its students a range of information technology resources to support and enhance learning. We encourage the responsible use of these resources to foster education, innovation, and communication. By using the college's IT resources, students acknowledge this policy and agree to its terms. Misuse may result in disciplinary actions, including potential dismissal from the college.

This policy encompasses any student using the college's IT resources, which include but are not limited to computer hardware, software, networks, and stored electronic data. This includes access from both on-campus and off-campus locations, as well as through personal devices.

Rights and Responsibilities

All users must ensure their actions are in line with federal and state laws, as well as the college's policies. Ethical and responsible behavior is expected when using both on-campus and off-campus IT resources.

The primary purpose of our IT resources is to support instruction, research, and administration. To ensure equitable access, activities that disrupt or interfere with the intended use of these shared resources are prohibited. Regular monitoring of access logs, network data, and system utilization is in place to ensure this.

All users are accountable for actions performed under their access accounts and must take steps to safeguard them. Sharing or transferring account access is strictly prohibited.

While using our IT resources, it's essential to know that complete privacy is not guaranteed. Authorized personnel might access files or accounts suspected of misuse or unauthorized use, especially if system integrity is at risk.

Email Usage and Privacy

The college's email system is a shared, open resource. While we aim to protect users' privacy, complete confidentiality is not guaranteed due to potential legal or investigative requirements.

Using the college's email system is a privilege. Certain content, including but not limited to chain letters, offensive language, or derogatory remarks, is expressly prohibited. Commercial or political use of this system is also forbidden.
Please be cautious when sending emails; only relevant individuals should receive them. Avoid mass mailings that might be seen as spam or other types of inappropriate broadcasts.

Prohibited Technology Uses

Users should refrain from:

- Unauthorized access, alteration, or distribution of any college IT asset.
- Sharing passwords, IDs, or other confidential information.
- Unauthorized software installation.
- Transferring copyrighted materials without the owner's consent.
- Providing external unauthorized access to college IT resources.
- Commercial, political, or illicit activities, and any form of harassment.
- Displaying or distributing offensive, lewd content.
- Actions that congest or degrade network performance.

Private Computers and College Network

For private computers connected to the college network:

The device owner is accountable for all network activities from their device.
Private devices shouldn't provide unauthorized external network access or function as bridges between the college network and external networks. If a private device is suspected of misuse, IT staff will inspect and potentially disconnect it. Security breaches on personal devices should be addressed immediately to prevent potential network-wide issues.

Wireless Network & SSID Spoofing

Spoofing, imitating, or creating rogue wireless networks using Spartan College’s SSID names or similar variants is strictly prohibited. This includes setting up unauthorized hotspots, routers, or other devices intending to deceive or intercept data from users connecting to what they believe is a legitimate Spartan College network.

Students found engaging in SSID spoofing or similar activities will face immediate disciplinary action, which may include loss of IT privileges, suspension, and/or legal consequences.

Copyright and File Sharing

Spartan College complies with all provisions of the Digital Millennium Copyright Act. Users must abide by federal copyright laws, including not distributing copyrighted material without authorization. Peer-to-peer file sharing programs (such as BitTorrent), if used for unauthorized

distribution, can lead to college disciplinary actions and legal consequences. Refer Appendix C: U.S. Department of Education requirements for additional information.

No Warranties

While we endeavor to provide consistent and dependable IT resources, occasional issues might arise. We advise users to back up their data and cannot guarantee the accuracy of information acquired through our resources.

Violation Reporting

For the community's benefit, promptly report any violations of this policy to the IT department. Confidentiality will be maintained as much as possible.

Disciplinary Action

Violations of the provisions of this TUP will result in the appropriate disciplinary action, which may include loss of computing privileges, suspension, termination, or expulsion from the college, and legal action.

Student Dress Code

Many courses at Spartan College of Aeronautics and Technology involve working with machinery and tools where clothing protects the operator. To establish work safety and dress ethics, the College has established a dress code reflecting a program's specific needs. Students are required to adhere to the dress code applicable to their program. While there may be some companies in the field with less strict standards, the College has implemented standards based on the recommendations of our program advisory board members (comprised of industry experts) and employers who have employed past graduates. This is only a summary of the dress code. For full details, please refer to your course syllabi.

Use of Tobacco on Campus

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

Disciplinary Actions

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

The disciplinary actions (warnings, probation, suspension, and dismissal) 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.

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 the College's conduct rules. A student must submit a letter of appeal to the College to petition for re-entry. Letters of Appeal are subject to time permitting for committee review.

Dismissal

A student may be permanently dismissed ("expelled") from the College for violating Spartan College of Aeronautics and Technology's conduct rules.

Suspension for Safety, Rule Infractions, and Proficiency

Students are required to comply with all regulatory requirements. Sound judgment and safe operating practices are a must. Probation and additional training may be part of corrective action. In some cases, involving repeated violations, safety, or lack of proficiency, students may be suspended. Examples of infractions: Rule infractions or rule violations and/or unsafe operating practices.

Random Drug Testing

Drug-Free Awareness information available in the Appendix.

Most industries and employers for which graduates aspire to work, require a commitment to excel and the discipline to avoid unsafe practices. The use of illegal drugs or the abuse of prescription drugs or alcohol constitutes an unsafe practice and is incompatible with many employers.

To provide and maintain a work and education environment that is safe for employees and students, Spartan College of Aeronautics and Technology established a random drug screening

program. The College reserves the right to immediately suspend or dismiss any student who uses or possesses drugs.

Criminal and Misdemeanor Offenses

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

Interim Suspension or Immediate Expulsion

1. The College may immediately remove, suspend, or expel a student from school without applying or exhausting these procedures when, in the Colleges sole judgment, the student poses a threat of harm to himself, to others, or to property of the College or a member of the college.
2. After the expulsion or during the interim suspension, students shall be denied access to the school including classes, labs, library, clinical assignments, and school sponsored housing and rotations and/or all other school activities or privileges for which the student might otherwise be eligible.

Appeal Process

In all cases, if the student is not satisfied with the decision, he or she may appeal the decision by requesting a hearing before the College Conduct and Grievance Committee. This Committee may not include participants involved in the initial decision-making process. The student must adhere to the terms of the initial decision pending the outcome of the appeal (i.e., a student who has been suspended or expelled from school may not be on school property).

1. The request must be made in writing to the Campus President within five (5) working days of the original decision, and it must include the student's reasons for the appeal.
2. The request must include specific reasons why the student feels the disciplinary process, the finding, and/or the sanction should be reviewed by a committee.
3. If no request for appeal is made, the decision is final.
4. Requests for a hearing will result in the College Conduct and Grievance Committee being contacted to arrange a hearing not less than two or more than fifteen calendar days after notice of the original decision has been given to the student. The maximum time limit for scheduling a hearing may be extended at the discretion of the Campus President if the decision is rendered during a break between terms when most faculty and students are off campus.
5. The College Conduct and Grievance Committee will hold a hearing on the appeal and make a recommendation regarding disposition of the appeal. This committee will be

comprised of staff and faculty members not involved in making the initial disciplinary decision. Committee members are chosen at the sole discretion of the College and will be comprised of at least one program chair/coordinator, one faculty member, and one staff member. If there are no program chairs available, another faculty member may be included.

6. The Campus President or their designee will coordinate and provide logistical support to the hearing.
7. The student making the appeal and the employee most familiar with the circumstances will be provided with an opportunity to address the committee in person.
8. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
9. The committee shall determine all matters relating to the conduct of the hearing including, for example, relevancy of evidence, duration of the hearing or any part thereof, procedures, the weight to be given any evidence.
10. The committee will report back to the Campus President or their designee with its decision following its review of the appeal.
11. The Campus President or their designee will communicate the committee's final written decision on the appeal within thirty calendar days from receipt of the appeal and communicate this promptly to the student. If the process will extend beyond thirty days, communication to the student will be made at reasonable intervals until the final decision is made.
12. The Appeal's Committee's decision shall be final.

International students subject to any level of sanctions must meet with the Designated SEVIS Official (DSO) to ensure student visa status requirements are met.

Student Complaints and Grievance Procedures

Student Complaints

Definitions

Informal Complaint: A written or verbal complaint outlining a concern or issue provided to the Dean of Student Affairs.

Key Contact: Dean of Student Affairs

Formal Complaint: A formal written grievance submitted to the Campus President using the **Student Grievance form**, setting forth a concern or issue that was not resolved previously (see **Student Grievances**).

Key Contact: Campus President

The following examples do not fall under this section of the College Catalog. Please refer to the section listed for each.

1. Resolving questions involving student records (see **FERPA Privacy of Records and Data Security**).
2. Course grade appeals (see **Grade Change**).
3. Appeals of decisions by the College Conduct and Grievance Committee (see **Appeal Process**).
4. Resolving conflicts arising with ADA accommodations (see **ADA Grievance Process**).
5. Resolving Title IX complaints (see **Title IX, VAWA, Sexual Harassment, Sexual Violence and Assault, Non-Discrimination, and Anti-Harassment Policy**).

Spartan College recognizes that, on occasion, a student may have a concern or issue that necessitates a prompt and fair resolution. Administration operates an open-door policy.

Students should first discuss any concerns or issues with their faculty and/or program chair to obtain a resolution. Should additional assistance be required, an informal complaint can be made verbally or in writing to the key contact for student complaints, the **Dean of Student Services**. The College strives to resolve student complaints timely and within 14 business days.

Please note that faculty, staff, and interested third parties can contact the Human Resources Department if resolution with a direct supervisor or college contact is not reached.

In cases where a complainant wishes to have their identity protected through a third-party reporting option, contact Lighthouse at:

English speaking USA and Canada: 844-960-0004
Spanish speaking USA and Canada: 800-216-1288
Website: www.lighthouse-services.com/spartan
Email: reports@lighthouse-services.com (must include “Spartan College of Aeronautics and Technology” with report)
Fax: (215) 689-3885 (must include “Spartan College of Aeronautics and Technology” with report)
Lighthouse is available 24 hours a day, seven days a week.

While students are encouraged to use this process to aid in resolution of concerns, students may choose to report concerns to other agencies such as the state, accreditor, or through Lighthouse at any time. Most outside agencies require the complaint to be submitted in written form, and they generally keep the complainant(s) informed about the status of the complaint as well as the final resolution. For help finding an outside agency, please feel free to speak with the Campus President. Also, agencies that oversee Spartan College of Aeronautics and Technology are listed in this catalog and on www.spartan.edu. Students will not be subject to punitive action based on the submission of a complaint.

The goal for all student complaints is quick resolution of the specific problem as well as remediation of the root cause of the student’s complaint to prevent recurrence.

Non-Retaliation Policy

The College will not tolerate unlawful retaliation against anyone who in good faith files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding, or hearing regarding a complaint.

If anyone believes they have been retaliated against in violation of this policy, they are encouraged to immediately report the retaliation in writing to the Human Resources Department. Spartan College will take appropriate measures to ensure that no such retaliation occurs.

Student Grievances

The College has adopted a student grievance procedure providing for prompt and equitable resolution of formal complaints. Any individual who files a grievance has the burden of proving, by a preponderance of evidence, that they have been wronged.

1. A student can submit a formal written grievance to the Campus President using the **Student Grievance form**, setting forth a concern or issue that was not resolved previously.
2. In the event a mutual and satisfactory resolution has not been achieved after review of a Student Grievance form, the student may submit a signed written appeal to the College Conduct and Grievance Committee (See **Appeal Process**).
3. Additional Resources available at any point of the process:
    a. Human Resources Office: Spartan Education Group, LLC, 10851 W 120th Ave, Broomfield, CO 80021; human.resources@spartan.edu or
    b. Other agencies such as the state licensing agency, accreditor, or Lighthouse compliance hotline.

The College will investigate each grievance filed and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student within 30 calendar days after its filing. If a written determination cannot be made within 30 calendar days of the complaint's filing, the student will be advised and provided with an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals.

Student Grievance Form can be found at www.spartan.edu -> Campus -> Consumer Information -> Student Grievance Form

ADA Grievance Process (Complaints of Disability Discrimination)

The College has adopted an internal formal complaint procedure providing for prompt and equitable resolution of grievances alleging any action prohibited by Section 504 and/or the ADA. Any student or applicant who believes they have been subjected to discrimination based on disability, including disagreements regarding requested accommodations, may file a grievance.

While the process and resolution timeline follow the standard student grievance procedure outlined above, the contact person specifically assigned to facilitate ADA grievance resolution is **Keisha Sosias, Executive Vice President, Human Resources, Spartan Education Group, 1 N. Franklin St., Suite 2125, Chicago, IL 60606, (303) 410-2428**.
Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

Based on the results of the investigation, the College will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination based on disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

Accrediting Agency

STUDENT COMPLAINT PROCEDURE
As a school accredited by the Council on Occupational Education, the College has a procedure and operational plan for handling student complaints.

Letters to the Council on Occupational Education must contain the students' mailing address. The complaint must contain the nature of the problem(s), the approximate date the issue occurred, names of individuals concerned or involved, and any documentation, copies or other information regarding the problem(s), as well as evidence that the institution's formal complaint process was followed:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898 or (800) 917-2081
(770) 396-3790 fax
www.council.org

Home State Regulatory Agency

Questions or concerns that are not satisfactorily resolved by college officials for the state of California students may be brought to the attention of:

State of California, Department of Consumer Affairs,
Bureau of Private Postsecondary Education (BPPE)
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 431-6959 or (888) 370-7589
Fax: (916) 263-1895
www.bppe.ca.gov

Complaints to the BPPE need to utilize their Complaint Form which can be found on their website, http://www.bppe.ca.gov/students/index.shtml

Out of State Regulatory Agencies

Please see the State Agency Appendix for information related to out-of-state approvals, policies, and contact information. The College will defer to the most student friendly policy.

Program Information

Program and Course Abbreviation Legend

AF	Airframe Curriculum Course (FAA)
AMT	Aviation Maintenance Technology Program
AOS	Degree Level Course
GEN	General Curriculum Course (FAA)
IR	Inspection and Review Course
PP	Powerplant Curriculum Course (FAA)

Course Numbering System (Main Campus)

Course numbers are structured as follows:

- The alphabetic prefix is an abbreviation of the subject area.*
- The first digit indicates the course level (e.g., 100).
- The second and third digits distinguish individual courses within the same subject area and level.

Example Main Campus Course Numbers:
AF111: Airframe course at the 100 level
AF112: A separate Airframe course at the 100 level
*Note: All general education courses in the AOS program use the prefix "AOS."

Course Numbering System (Affiliate Campus)

Course numbers for the diploma program are structured as follows:

- The alphabetic prefix is an abbreviation of the subject area.
- The first two digits identify the program area (11 – General, 21 – Powerplant, 22 – Airframe).
- The third digit distinguishes individual courses within the same program area.
- The fourth digit is reserved for internal designation of the program version.

Course numbers are used for identification purposes only and do not indicate required course order or prerequisites.

Credit Hour Definition

All courses are measured in semester credit hours.

Spartan College, California uses the Council on Occupational Education (COE) definitions to describe the methods of measurement of program length:

Clock Hour: A period of 60 minutes with a minimum of 50 minutes of instruction.

Semester Credit Hour: A unit of program measurement that equals a minimum of 15 clock hours of lecture or 30 clock hours of laboratory.

The conversion of clock hours to credit hours for individual courses may be calculated to include a fraction or decimal but must not be inflated by rounding up. The sum of the course credit hours for a program must equal a whole number without rounding up.

Full-time Equivalent for On-Time Completion

To complete the program in the number of months published, course credits must be earned as originally scheduled, on the first attempt, without interruptions such as a leave of absence, and with the following credit hour average per term*.

- Inglewood diploma program: 93 credits, 14 terms, 6.64 average credits per term
- Inglewood degree (AOS) program: 105 credits, 17 terms, 6.17 average credits per term
- Inglewood degree (AOS) general education coursework only (transferred technical coursework): 12 credits, 3 terms, 4 average credits per term
- Riverside affiliate campus diploma program: 60 credits, 20 terms, 3 average credits per term

*“Term” can also be called a “semester”.

Airframe & Powerplant (Main Campus Only)

18 Months – Diploma

CIP Code: 47.0609
SOC Codes: 49-3011; 51-2011; 17-3021; 49-2091
Type of instruction: Classroom and Online - Hybrid/online coursework is approved for use as required by course scheduling needs, health emergencies, and other similar circumstances.

Aviation Maintenance Technology (Main Campus Only)

22 Months – Associate of Occupational Studies Degree (Degree)

CIP Code: 47.0607
SOC Codes: 49-3011; 51-2011; 17-3021; 49-2091
Type of instruction: Classroom and Online - Hybrid/online coursework is approved for use as required by course scheduling needs, health emergencies, and other similar circumstances.

Maximum student/instructor ratio: Lecture 40:1 and Lab 25:1

These programs are approved by the Federal Aviation Administration (FAA) and meet the requirements established in the Code of Federal Regulations, Title 14, Chapter 1, Subchapter H, Part 147. The programs are designed to teach students entry-level technical skills in airframe and powerplant. Successful completion qualifies the graduates to take the written, oral and practical tests with the Federal Aviation Administration for the Mechanic's Certificate with both Airframe and Powerplant Ratings. The skills and information taught in the program are applicable to other maintenance industries and professions as well as aviation. Obtaining an A&P certificate is required for aviation industry jobs. The general education courses in the associate degree program enhance the students' background and intellectual proficiency.

The College features an array of industry relevant training aids to include, but not limited to, reciprocating and turbine powerplants; variety of carburetor's, magnetos, turbochargers; propellers; sheet metal shop containing brakes, shears, press and pneumatic drill and riveting equipment; shops used for the study of wood, fabric, fiberglass and composites; Aircraft electricity lab; and additional equipment used to study aircraft navigation, flight and communication instruments.

For a brief synopsis of each course, refer to the section titled **Course Descriptions**.

COURSES		Diploma Program Semester Credit Hours	Degree Program Semester Credit Hours
TECHNICAL COURSES			
AF 111	Metallic Structures	5	5
AF 112	Non-Metallic Structures	6	6

Continued on next page

COURSES		Diploma Program Semester Credit Hours	Degree Program Semester Credit Hours
AF 113	Hydraulic and Pneumatic Systems	7	7
AF 114	Aircraft Systems	7	7
AF 115	Aircraft Flight Control and Fuel Systems	7	7
GN 101*	Aviation Science*	7	7
GN 102	Electrical Theory	7	7
GN 103	Aviation Maintenance Procedures	7	7
IR 130(A)	Inspection and Review	6	6
PP 121	Reciprocating Engines	7	7
PP 122	Powerplant Systems	6	6
PP 123	Turbine Engine Theory & Operation	7	7
PP 124	Propellers and Exhaust Systems	7	7
PP 125	Fuel Metering and Lubrication Systems	7	7
GENERAL EDUCATION COURSES			
GN 101*	Aviation Science*	N/A	Included Above
AOS 110	College Intermediate Algebra	N/A	2
AOS 200	College English	N/A	2
AOS 210	College Writing	N/A	2
AOS 300	Sociology	N/A	2
AOS 400	Earth Science	N/A	2
AOS 100	College Algebra	N/A	2
Other Courses			
N/A	None		
	Total Credit Hours	93	105
	Total Terms	14	17
	Total Months	18	22

*Please note that the GN101 Aviation Science course is an occupationally related general education course; therefore, it is listed in both sections above.

Aviation Maintenance Technology (Affiliate Campus Only)

15 Months – Diploma

CIP Code: 47.0607
SOC Codes: 49-3011; 51-2011; 17-3021; 49-2091
Type of instruction: On-Ground

Maximum student/instructor ratio: Lecture 40:1 and Lab 25:1

This program is approved by the Federal Aviation Administration (FAA) and meets the requirements established in the Code of Federal Regulations, Title 14, Chapter 1, Subchapter H, Part 147. The program is designed to teach students entry-level technical skills in airframe and powerplant. Successful completion qualifies the graduates to take the written, oral and practical tests with the Federal Aviation Administration for the Mechanic's Certificate with both Airframe and Powerplant Ratings. The skills and information taught in the program are applicable to other maintenance industries and professions as well as aviation. Obtaining an A&P certificate is required for aviation industry jobs.

The College features an array of industry relevant training aids to include, but not limited to, reciprocating and turbine powerplants; variety of carburetor's, magnetos, turbochargers; propellers; sheet metal shop containing brakes, shears, press and pneumatic drill and riveting equipment; shops used for the study of wood, fabric, fiberglass, Plexiglas and composites; Aircraft electricity lab; and additional equipment used to study aircraft navigation, flight and communication instruments.

For a brief synopsis of each course, refer to the section titled **Course Descriptions**.

Course Outline		Semester Credit Hours
Technical Courses		
GEN 1113	General Module	3
GEN 1123	General Module	3
GEN 1133	General Module	3
GEN 1143	General Module	3
GEN 1153	General Module	3
PPT 2113	Airframe and Powerplant Module	3
PPT 2123	Powerplant Module	3
PPT 2133	Powerplant Module	3
PPT 2143	Powerplant Module	3
PPT 2153	Powerplant Module	3
PPT 2163	Powerplant Module	3
PPT 2173	Powerplant Module	3

Continued on next page

Course Outline		Semester Credit Hours
ARF 2213	Airframe Module	3
ARF 2223	Airframe Module	3
ARF 2233	Airframe Module	3
ARF 2243	Airframe Module	3
ARF 2253	Airframe Module	3
ARF 2263	Airframe Module	3
PPT 2183	Powerplant Module	3
ARF 2273	Airframe Module	3
	Total Credit Hours	60
	Total Terms	20
	Total Months	15

Course Descriptions

Airframe & Powerplant (Main Campus Only)
Aviation Maintenance Technology (Degree)-(Main Campus Only)

AF 111 - Metallic Structures - 5 Credit Hours
In this course, students learn aircraft structures, techniques of sheet metal repair using proper tools, parts layout, and forming and bending aluminum materials. Prerequisite: none

AF 112 – Non-Metallic Structures - 6 Credit Hours
In this course, students learn the basic skills used in applying aircraft finishes, repairing aircraft wood structures, and fabric and composite coverings. Additionally, this course will cover Ice and rain control systems to complete this block of study. Prerequisite: none

AF 113 – Hydraulic and Pneumatic Systems - 7 Credit Hours
In this course, students learn how to service, troubleshoot, and repair hydraulic and pneumatic systems and components. Inspection and repair of landing gear and aircraft electrical systems complete this block of study. Prerequisite: none

AF 114 – Aircraft Systems - 7 Credit Hours
The student studies the operating, inspecting, servicing, and troubleshooting of aircraft oxygen, pressurization, heating and air conditioning systems, position and warning systems, as well as aircraft instrument, communication and navigation systems. Prerequisite: none

AF 115 – Aircraft Flight Control and Fuel Systems - 7 Credit Hours
In this course, the student learns the assembly and rigging of aircraft controls, aerodynamics, aircraft fuel systems, and aircraft fire protection. Additionally, this course will cover Waste Water Systems.. Prerequisite: none

AOS 100– College Algebra - 2 Credit Hours (Degree ONLY)
After completing this course, the student will be able to apply mathematical concepts to solving problems in the business world. The course covers applications to Statistics, Accounting, Economics and Finance. The student will demonstrate their competence in these areas by achieving a minimum grade of 60% in this course. Prerequisite: none

AOS 110 – Intermediate Algebra - 2 Credit Hours (Degree ONLY)
After completing this course, the student will be able to perform the mathematical calculation 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 and polynomials, quadratic functions, logarithms and imaginary and complex numbers. The student will demonstrate their competence in these areas by achieving a minimum weighted grade of 60%. Prerequisite: none

AOS 200- College English - 2 Credit Hours (Degree ONLY)
After completing this course, the student will be able to apply English concepts to communicating in the business world. The student will demonstrate their competence in these areas by achieving a minimum grade of 60% in this course. Prerequisite: none

AOS 210 - College Writing - 2 Credit Hours (Degree ONLY)
The student will gain understanding of English essay composition and will employ various rhetorical modes such as narration description, illustration, and process analysis; identify an audience and adapt a composition to it; restrict a subject and define a clear purpose for writing, construct sentences that emphasize meaning and make the writing interesting; unify an essay around a compelling; clearly defined message or thesis; create a coherent essay with an orderly progression of ideas; write focused detailed, coherent paragraphs that help develop ideas; incorporate other sources into the writing by quoting, paraphrasing, summarizing and documenting correctly; use the library and other refereed sources for research; engage in the writing process by pre-writing, drafting, revising, editing/proofreading, and rewriting. The student will demonstrate their competence in these areas by achieving a minimum weighted grade of 60%. Prerequisite: none

AOS 300 – Sociology - 2 Credit Hours (Degree ONLY)
This course is designed to introduce you to a range of basic sociological principles so that you can develop your own sociological imagination. You will learn about the origins of sociology as a discipline and be introduced to major sociological theories and methods of research. You will also explore such topics as sex and gender, deviance, and racism. The student will demonstrate their competence in these areas by achieving a minimum weighted grade of 60%. Prerequisite: none

AOS 400 – Earth Science - 2 Credit Hours (Degree ONLY)
This course explores the foundations of Earth Science in the following related topics / fields: Earth's place in the universe, dynamic Earth processes, Energy in the Earth system, biochemical cycles, structure and composition of the atmosphere, and California geology. Students will have the opportunity for self-assessment as well as for teacher guidance and assessment throughout the course including the preparation and finalization of two semester Problem Solving Projects, which focus on research, organization, and drafting strategies. The course covers scientific terminology, historical and cultural advances in science, vocabulary building, test taking strategies, and several simulated labs, hands-on labs, the essay, workplace documents, and science projects using the scientific method. Prerequisite: none

GN 101 – Aviation Science - 7 Credit Hours
This course is an occupationally related general education course; therefore, it meets both occupational training objectives, as well as math and science general education requirements. The course develops skills in basic algebra and calculator mathematics. Basic Physics includes concepts of motion fluid dynamics, heat, sound, and aerodynamics. It also incorporates an introduction to maintenance forms and records as well as maintenance publications. An introduction to Human Factors and risk-mitigating behavior will also be covered. Additionally,

FAR Title 14 of the Code of Federal Regulations will be introduced to address privileges & limitations of A&P certified mechanics. Prerequisite: none

GN 102 – Electrical Theory - 7 Credit Hours
This course concerns the fundamentals of magnetism and electricity, basic electricity includes performing analysis on electrical circuits as well as calculation of resistance, impedance, and power. An introduction to aircraft materials and processes is also included in this course. Prerequisite: none

GN 103 – Aviation Maintenance Procedures - 7 Credit Hours
This course develops skills in interpreting aircraft drawings, blueprints, and schematics, fabricating hydraulic lines and fittings, aircraft and engine ground operations, handling and servicing, and identification of corrosion and treatment procedures. Also included in this course are aircraft weight and balance procedures, and an introduction to non-destructive testing (NDT). Students will also practice inspection and documentation procedures applicable to welding and brazing. Additionally, Paints & Finishes and a brief introduction to Non-metallic structures will be covered to discuss Corrosion control and identification. Prerequisite: none

IR 130 (A) – Inspection and Review - 6 Credit Hours
This course involves Engine Change, Inspection, Review, and Testing. Students perform Airframe and Powerplant inspections and manage documentation using FAA Aircraft Records and Maintenance Publications. An engine change, using checklists and appropriate aircraft/engine manuals, will complete this course. Course review and final testing are also accomplished in this block.

PP121 – Reciprocating Engines - 7 Credit Hours
This course introduces designs, construction, and operations of radial and opposed reciprocating engines. The techniques used in disassembling, cleaning, inspecting, and repair of such engines are also emphasized. Prerequisite: none

PP122 – Powerplant Systems - 6 Credit Hours
This course involves the fundamentals of operation, inspection and repair of fire protection, ignition and starting, engine instruments and engine electrical systems. Prerequisite: none

PP123 – Turbine Engine Theory and Operation - 7 Credit Hours
This course introduces the basic theory classification, maintenance techniques, and troubleshooting procedures used on gas turbine engines. Disassembling, inspecting, reassembling, and adjusting turbine engines are major elements of this subject area. Basic operation and repair of exhaust systems complete this course. Prerequisite: none

PP124 – Propellers and Exhaust Systems - 7 Credit Hours
This course studies the theory and operations of propellers as well as their disassembly, inspection, repair and maintenance. The detailed study of engine exhaust and cooling systems and fuel systems is also included. Prerequisite: none

PP125 – Fuel Metering and Lubrication Systems - 7 Credit Hours
This course studies inspection and repair of simple and complex fuel metering devices. Induction and lubricating systems complete this course. Prerequisite: none

Aviation Maintenance Technology (Affiliate Campus Only)

ARF 2213 – Airframe Module - Basic Sheet Metal, Forming and Construction - 3 Credit Hours
Students learn the basic techniques necessary to perform sheet metal repairs on aircraft structures; this includes studying applicable Federal Aviation Administration regulations. Students develop skills using sheet metal tools, laying out parts and forming parts with bending machines. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: none

ARF 2223 – Airframe Module - Sheet Metal Repair, Non-metallic Structure & Composites - 3 Credit Hours
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. Students will review paint concepts related to aircraft requirements. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: none

ARF 2233 – Airframe Module - Paints & Finishes and Flight Controls - 3 Credit Hours
Students discuss some theoretical aspects of welding as review. Additionally, they review and apply finishing materials and identify finish defects. The students can 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. Students will also discuss and learn about Wastewater Systems associated with aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: none

ARF 2243 – Airframe Module - Aircraft Hydraulics and Landing Gear Systems - 3 Credit Hours
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 can 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: none

ARF 2253 – Airframe Module - Airframe Systems I - 3 Credit Hours
In this class the students are able to explain the operating principles and basic troubleshooting techniques fuel, pressurization, oxygen, 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. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: none

ARF 2263 – Airframe Module - Airframe Systems II - 3 Credit Hours
In this class the student will discuss principles of Aircraft Instrumentation. The student will also discuss and review information on Aircraft Position and Warning systems. Students will learn and discuss concepts associated with Aircraft Fuel Systems. In addition, the student will discuss the various communication and navigation systems found onboard a modern aircraft. Students will discuss and study Ice & rain concepts associated with aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: none

ARF 2273 – Airframe Module - Aircraft Inspection, Airworthiness, Documentation & Federal Aviation Regulations Research - 3 Credit Hours
Students learn to use the following: FAA type certificate data sheets, aircraft records; maintenance publications; and Federal Regulations pertinent to airframe inspections. Students also develop skills in performing airworthiness inspections on the airframe and its systems, including avionics, instruments and fuel systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.
Prerequisite: none

GEN 1113 – General Module - 3 Credit Hours
In this class the student will study the concepts of aircraft aerodynamics, ground operations and servicing and aircraft drawings. The student will also study maintenance human factors which affect aircraft maintenance as well as mechanics privileges and limitations. The students also study basic mathematics which will be in an applied format and will include fractions, decimals, ratios and proportions, percentages, sine numbers, transforming formulas, powers and roots, basic geometry, number bases, scientific notation, basic trig functions, and basic vectors. Students study aircraft drawings and make drawings of aircraft parts and repairs to aircraft parts.

To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: none

GEN 1123 – General Module - 3 Credit Hours
In this class students will study the concepts of physics which include matter, fluid dynamics, atmospheric properties, machines, work, power, energy, motion, heat and temperature and sound as they apply to an aircraft. The students will study aircraft weight and balance and understand effects of weight and balance on the proper operation of an aircraft, the 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: none

GEN 1133 – General Module - 3 Credit Hours
In this class students will study fundamentals of magnetism and electricity. They perform analyses of electrical circuits and determine resistance, current, voltage, inductance, capacitance, impedance and power. In addition, students 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: none

GEN 1143 – General Module - 3 Credit Hours
In this class students will study aircraft batteries. The student will perform laboratory experiments relating to electrical and electronic circuits. In addition, they can 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: none

GEN 1153 – General and Powerplant Module - 3 Credit Hours
In this class students will read, select, and use FAA and manufacturer's aircraft maintenance specifications, data sheets, manuals, publications, technical data, related Federal Aviation Regulations and aircraft records keeping. In addition, the students will study aircraft cleaning and corrosion control methods and techniques. Students will study and learn concepts related to aircraft painting, surface preparation protective coatings and welding. Students will discuss various types of electrical motors and their functions, study inverters, rectifiers and related aircraft power distribution systems. They select and install wiring and electrical components and use the multimeter to troubleshoot electrical circuits. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: none

PPT 2113 – Airframe and Powerplant Module - 3 Credit Hours
In this class, students will learn the use of the multimeter to troubleshoot electrical circuits, disassemble, inspect, reassemble and operationally check AC and DC generators and alternators. Students inspect, service, and repair powerplant 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: none

PPT 2123 – Powerplant Module - 3 Credit Hours
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: none

PPT 2133 – Powerplant Module - 3 Credit Hours
In this class, students will discuss, apply overhaul procedures and techniques as they apply to an aircraft reciprocating engine. Students will inspect and repair engine components in accordance with manufacturers generally accepted procedures. Students will study concepts associated with engine exhaust, reverser systems, induction and engine airflow systems. Students will study engine cooling systems, associated with reciprocating engines. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: none

PPT 2143 – Powerplant Module - 3 Credit Hours
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. Students will study and learn concepts related to Float Type Carburetors, and Pressure Carburetors. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: none

PPT 2153 – Powerplant Module - 3 Credit Hours
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 adjust various propeller system components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: none

PPT 2163 – Powerplant Module - 3 Credit Hours
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: none

PPT 2173 – Powerplant Module - 3 Credit Hours
In this class students learn principles of inspection and servicing of a gas turbine engine. Students discuss various engine systems to include fuel controls, oils systems, ignition systems engine instrumentation and monitoring systems, exhaust and reverser systems as well as maintenance and troubleshooting of these systems. In addition, they will discuss airborne auxiliary power units and un-ducted fan systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: none

PPT 2183 – Powerplant Module - 3 Credit Hours
In this class the student will learn the various types of engine instruments used on an aircraft. Students will apply all materials learned in powerplant related 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. Students will learn magneto timing and participate in engine test operations, engine removal and inspection techniques. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: none

Appendix A: Additional Campus Information

Campus Maps
Campus maps are available in the admissions department.

Emergency Operations Plan
Spartan.edu > California > Consumer Information > Spartan Emergency Operations Plan

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

Student Organizations
The Los Angeles campus has a student body government to assist students as an additional liaison between students and administration. The SGA (Student Government Association) also conducts campus events and fund raisers for student activities and benefits.

Professional Affiliations
Spartan College of Aeronautics and Technology staff and faculty maintain affiliations with many professional organizations to keep their services, processes, and industry knowledge up to date. Some of these organizations include the following:

Delta Airlines
Qantas Airlines
Panasonic

ID Badges
While on campus, all students are required to wear a Spartan College of Aeronautics and Technology photo I.D. badge. Student identification cards are received during registration orientation for each term. Student ID cards can also be issued through Student Services during regular business hours. Student ID cards are required for ALL tools check out at the tool room.

Student Bookstore
The campus does not have a traditional bookstore. All textbooks, uniforms, and tools are issued through the Academic Department.

Transportation/Parking
It is highly recommended that students have a vehicle while in California. Spartan College of Aeronautics and Technology students can use their home state licenses and car tags if they are current. California law requires that proof of insurance is always kept in the vehicle. Students

may reference the campus signage in the parking lot to identify student, staff, and faculty parking areas.

Students operating a motor vehicle on the College campuses and in the State of California 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. No overnight parking unless otherwise approved.

School Closing

In the event of bad weather conditions, the College will send text, email, and voice alerts so students can check to see if classes have been delayed or canceled due to severe weather or road conditions. Local news and radio stations will have campus delays and closure updates available.

Regulations may require the missed class time to be made up. On days of bad weather, allow enough time to reach school safely and on time.

Appendix B: Certification Disclosures

Aviation Maintenance Technology and Airframe & Powerplant Certification Disclosure Information – Main Campus

Spartan College of Aeronautics and Technology does not guarantee third-party certifications. Certification requirements for taking and passing certification examinations are not controlled by the College, but by outside agencies and are subject to change by the agencies without notice to the College. Therefore, the College cannot guarantee that students and graduates will be eligible to take certification examinations, regardless of their eligibility status upon enrollment.

College	Spartan College of Aeronautics and Technology
Location	8911 Aviation Blvd, Inglewood, CA 90301 (Main Campus)
Program Name	Airframe & Powerplant (A&P) or Aviation Maintenance Technology (AMT)
Certification Agency	**Federal Aviation Administration (FAA)**
Program Approval Required?	Yes, FAA Part 147 (Code of Federal Regulations, Title 14, Chapter 1, Subchapter H, Part 147) approval is required.
Program Approval Active?	Yes. Air Agency Certificate Number: NROT084K. This certification does not expire.
Federal/National or By State?	Federal. This approval allows Spartan students to sit for the exam(s) in any state if they have completed the required coursework and meet the FAA's eligibility criteria.
Benefits of Certification	Students can choose to take the certification exams based on FAA eligibility requirements. This choice and the results do not impact course or program completion. There are various related positions within the aviation industry that do not require Airframe and Powerplant certification. These positions are limited in scope of work and do not have return to service authority. Return to service authority allows for return to service any component or task completed. For positions that require return to service authority, the person must be a certificated A&P mechanic.
Criminal and Misdemeanor Offenses	It is imperative to understand that employers across industries, the Federal Aviation Administration, and other agencies could deny employment, certification, licensure, or related benefits should you have a record of misdemeanor or felony activity. It is the student's responsibility to research whether any past offenses may prevent or could limit opportunities in the future. Students must keep their record clear of any issues. The College has no control over how past or future offenses impact employability or the student's ability to become certified or licensed.
Exam 1:	**General Exam (1)**
Requirement to sit for exam(s)	Completion of the General FAA approved curriculum and the issuance of a college General Completion Certificate. Refer to the FAA eligibility criteria for more information.
Special Requirements	Age 18

Fees	Additional fees are required and payable to the FAA approved Testing Centers. These fees are approximately $175.00 for the General Knowledge Written exam; however, Spartan students may be eligible for one attempt of the exam at no cost if taken at the Spartan testing center and based on other requirements as detailed in the College Catalog. Refer to FAA.gov for most current pricing.
Exam 2:	**Airframe Exam (1)**
Requirement to sit for exam(s)	Completion of the General and Airframe FAA approved curriculum and the issuance of a college Airframe Completion Certificate. Refer to the FAA eligibility criteria for more information.
Special Requirements	Age 18
Fees	Additional fees are required and payable to the FAA approved Testing Centers. These fees are approximately $175.00 for the Airframe Knowledge Written exam; however, Spartan students may be eligible for one attempt of the exam at no cost if taken at the Spartan testing center and based on other requirements as detailed in the College Catalog. Refer to FAA.gov for most current pricing.
Exam 3:	**Powerplant Exam (1)**
Requirement to sit for exam(s)	Completion of the General and Powerplant FAA approved curriculum and the issuance of a college Powerplant Completion Certificate. Refer to the FAA eligibility criteria for more information.
Special Requirements	Age 18
Fees	Additional fees are required and payable to the FAA approved Testing Centers. These fees are approximately $175.00 for the Powerplant Knowledge Written exam; however, Spartan students may be eligible for one attempt of the exam at no cost if taken at the Spartan testing center and based on other requirements as detailed in the College Catalog.
Exam 4:	**Oral and Practical Exams (3)**
Requirement to sit for exam(s)	Successful completion of the FAA approved General, Airframe and Powerplant curriculum and successful completion of all FAA written Knowledge exams. Refer to the FAA eligibility criteria for more information.
Special Requirements	Age 18
Fees	Additional fees are required and payable to an FAA approved Designated Mechanics Examiner (DME). The DME is an independent contractor. These fees can vary from examiner to examiner. It is the responsibility of the student to contact a DME to determine the fees charged by that examiner; however, Spartan students may be eligible for one attempt of the Oral and Practical exam at no charge or receive reimbursement, based on other requirements as detailed in the College Catalog.

Aviation Maintenance Technology Certification Disclosure Information – Affiliate Campus

Spartan College of Aeronautics and Technology does not guarantee third-party certifications. Certification requirements for taking and passing certification examinations are not controlled by the College, but by outside agencies and are subject to change by the agencies without notice to the College. Therefore, the College cannot guarantee that students and graduates will

be eligible to take certification examinations, regardless of their eligibility status upon enrollment.

College	Spartan College of Aeronautics and Technology
Location	4130 Mennes Ave, Riverside, CA 92509 affiliate campus of Spartan College of Aeronautics and Technology, Inglewood, CA
Program Name	Aviation Maintenance Technology (AMT)
Certification Agency	**Federal Aviation Administration (FAA)**
Program Approval Required?	Yes, FAA Part 147 (Code of Federal Regulations, Title 14, Chapter 1, Subchapter H, Part 147) approval is required.
Program Approval Active?	Yes. Air Agency Certificate Number: 7BIT627K. This certification does not expire.
Federal/National or By State?	Federal. This approval allows Spartan students to sit for the exam(s) in any state if they have completed the required coursework and meet the FAA's eligibility criteria.
Benefits of Certification	Students can choose to take the certification exams based on FAA eligibility requirements. This choice and the results do not impact course or program completion. There are various related positions within the aviation industry that do not require Airframe and Powerplant certification. These positions are limited in scope of work and do not have return to service authority. Return to service authority allows for return to service any component or task completed. For positions that require return to service authority, the person must be a certificated A&P mechanic.
Criminal and Misdemeanor Offenses	It is imperative to understand that employers across industries, the Federal Aviation Administration, and other agencies could deny employment, certification, licensure, or related benefits should you have a record of misdemeanor or felony activity. It is the student's responsibility to research whether any past offenses may prevent or could limit opportunities in the future. Students must keep their record clear of any issues. The College has no control over how past or future offenses impact employability or the student's ability to become certified or licensed.
Exam 1:	**General Exam (1)**
Requirement to sit for exam(s)	Completion of the General FAA approved curriculum and the issuance of a college General Completion Certificate. Refer to the FAA eligibility criteria for more information.
Special Requirements	Age 18
Fees	Additional fees are required and payable to the FAA approved Testing Centers. These fees are approximately $175.00 for the General Knowledge Written exam; however, Spartan students may be eligible for one attempt of the exam at no cost if taken at the Spartan testing center and based on other requirements as detailed in the College Catalog. Refer to FAA.gov for most current pricing.
Exam 2:	**Airframe Exam (1)**

Requirement to sit for exam(s)	Completion of the General and Airframe FAA approved curriculum and the issuance of a college Airframe Completion Certificate. Refer to the FAA eligibility criteria for more information.
Special Requirements	Age 18
Fees	Additional fees are required and payable to the FAA approved Testing Centers. These fees are approximately $175.00 for the Airframe Knowledge Written exam; however, Spartan students may be eligible for one attempt of the exam at no cost if taken at the Spartan testing center and based on other requirements as detailed in the College Catalog. Refer to FAA.gov for most current pricing.
Exam 3:	**Powerplant Exam (1)**
Requirement to sit for exam(s)	Completion of the General and Powerplant FAA approved curriculum and the issuance of a college Powerplant Completion Certificate. Refer to the FAA eligibility criteria for more information.
Special Requirements	Age 18
Fees	Additional fees are required and payable to the FAA approved Testing Centers. These fees are approximately $175.00 for the Powerplant Knowledge Written exam; however, Spartan students may be eligible for one attempt of the exam at no cost if taken at the Spartan testing center and based on other requirements as detailed in the College Catalog.
Exam 4:	**Oral and Practical Exams (3)**
Requirement to sit for exam(s)	Successful completion of the FAA approved General, Airframe and Powerplant curriculum and successful completion of all FAA written Knowledge exams. Refer to the FAA eligibility criteria for more information.
Special Requirements	Age 18
Fees	Additional fees are required and payable to an FAA approved Designated Mechanics Examiner (DME). The DME is an independent contractor. These fees can vary from examiner to examiner. It is the responsibility of the student to contact a DME to determine the fees charged by that examiner; however, Spartan students may be eligible for one attempt of the Oral and Practical exam at no charge or receive reimbursement, based on other requirements as detailed in the College Catalog.

Appendix C: Out-of-State State Authorization

This section provides information related to Out-of-State State Authorization. These authorizations are maintained for various reasons including, but not limited to distance education (if available), direct marketing, and/or student recruitment.

If you enrolled from one of the below states, you will be subject to the state specific policies; however, the College will defer to the most lenient policy (College or State).

Colorado

LICENSES, PERMITS, REGISTRATIONS

Spartan College of Aeronautics and Technology is a private institution approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. Agents working in Colorado for Spartan College of Aeronautics and Technology are licensed by the Colorado Department of Higher Education, Private Occupational School Board.

Complaints may be filed online with the Division of Private Occupational Schools: http://highered.colorado.gov/dpos. Telephone: (303) 862-3001. There is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints.

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

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

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

Student Complaints (Colorado students only)

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

Division must be in writing and shall be filed within two years after the student discontinues training at the school.

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

Refund Policy

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

Refund Table

Student is entitled to upon withdrawal/termination*	**Refund ■**
Within first 10% of program (Same for Ground/Online courses)	90%
After 10% but within first 25% of program (Same for Ground/Online courses)	75%
After 25% but within first 50% of program (Same for Ground/Online courses)	50%
After 50% but within first 75% of program (Same for Ground/Online courses)	25%
After 75% (Same for Ground/Online courses)	NO Refund

* The above calculations are performed on an academic year (payment period) basis as determined by the date period in which a student withdrew. All charges are based on the contract price of the program.

■ Exclusive of books, tools, and supplies

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. Refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
    a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
    b. The date on which the student violates published school policy, which provides for termination.
    c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

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.

Wyoming

Questions or concerns that are not satisfactorily resolved by school officials for the state of Wyoming students may be brought to the attention of:

Wyoming Department of Education
2300 Capitol Avenue, Hathaway Building, 2nd Floor
Cheyenne, WY 82002
Telephone: 307-777-7673

Appendix D: U.S. Department of Education Requirements

1. Clery/Safety and Security Policy and Reporting
2. College Navigator
3. College Scorecard
4. Constitution Day (September)
5. Copyright Infringement
6. Directory information
7. Drug-Free Awareness
8. FERPA Privacy of Records and Data Security
9. Financial Literacy/Default Prevention
10. Net Price Calculator
11. Outcomes Reporting (Accreditor)
12. Outcomes Reporting (IPEDS)
13. Outcomes Reporting (Other)
14. Preferred Lenders
15. Textbook Information
16. Title IX, VAWA, Sexual Harassment, Sexual Violence and Assault, Non-Discrimination and Anti-Harassment Policy
17. Vaccination Policy
18. Veterans' Benefits Principles of Excellence
19. Veterans' Benefits Shopping Sheet
20. Voter Registration

Clery/Safety and Security Policy and Reporting

Spartan College of Aeronautics and Technology is committed to assisting all members of the Spartan College of Aeronautics and Technology community in providing for their own safety and security. The annual security and fire safety compliance document is distributed to new students and again annually. If you would like to receive a hard copy of the combined Security and Fire Safety Report, you may stop by Student Services Department. The information regarding campus security and personal safety including topics such as: crime prevention, fire safety, college law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. It also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the College; and on public property within or immediately adjacent to and accessible from the campus.

College Navigator

https://nces.ed.gov/collegenavigator/

College Scorecard

https://collegescorecard.ed.gov/

Constitution Day (September)

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

Copyright Infringement

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

Directory Information

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

Drug-Free Awareness

Spartan College of Aeronautics and Technology values its relationship with the adjoining community and recognizes the rights of its neighbors to be secure from abusive conduct and potentially dangerous behavior caused using drugs and alcohol on campus property.

The College will strive to provide a safe and substance abuse free environment for learning, working, and living areas and to prepare graduates for the workplace. Nearly all companies hiring Spartan College of Aeronautics and Technology ("Spartan" or the "Company) graduates require drug screening as part of the initial employment process. Additionally, a very high percentage of local companies that hire Spartan College of Aeronautics and Technology students for part-time work require substance abuse screening.

Spartan College of Aeronautics and Technology students are expected to comply with local, state and federal laws relating to the use of drugs and alcohol. The college will not tolerate conduct that disrupts the campus or the academic environment.

THC Policy (Medical/Recreational):

Under Federal legislation entitled The Drug Free Workplace Act of 1988 and The Drug Free Schools and Communities Act of 1989, "no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Federal law entitled The Controlled Substances Act, prohibits the use, manufacture, distribution, dispensing, or possession of marijuana; it also classifies marijuana as a controlled substance and makes no exception for medical use. State laws that allow for medical and recreational marijuana use do not change the fact that marijuana remains illegal under federal law; the College will therefore continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including medical and/or recreational marijuana, on its property or as part of any of its sponsored activities.

Despite popular misconception, state laws only make possession and use of medical and/or recreational marijuana legal under the respective state law. They do not generally legalize marijuana possession and use in all locations or circumstances. Marijuana remains illegal under federal law regardless of whether a person has a medicinal marijuana card from a state or is using marijuana recreationally in states where it is legal at the state level. In order to remain eligible to receive federal grant funding and participate in federally funded student financial aid, the College must require that students, faculty, and staff do not possess or use marijuana on College owned or operated property or as part of any of its College sponsored activities. As a result, the possession or use of marijuana, even in accordance with the exceptions granted by state propositions is a violation of federal law and the College's current policies and regulations. Employees and students who violate these policies will continue to be subject to disciplinary action.

Education:
Spartan College of Aeronautics and Technology has a clear, concise policy related to the use of alcohol and illicit drugs.

The possession, use, or distribution of illicit drugs and the unlawful use of alcohol by students or employees is not permitted on any Spartan College of Aeronautics and Technology property at any time. Any intoxicating substance that is inhaled, injected, consumed, or introduced into the body in any manner to alter mood, behavior or function is prohibited. These substances include, but are not limited to, controlled substance analogues, (e.g., designer drugs such as "spice", "K2", "synthetics" or other "legal" marijuana substitutes that are not otherwise controlled substances); inhalants, propellants, solvents, household chemicals, and other

substances used for huffing; prescription or over-the-counter medications when used in a manner contrary to their intended medical purpose or in excess of the prescribed dosage; and naturally occurring intoxicating substance (e.g., Salvia divinorum). Furthermore, this policy prohibits the possession of paraphernalia associated with drug usage. This includes, but not limited to, glass pipes, metal pipes and water pipes (e.g., bongs, hookah, and shisha). Possession of such paraphernalia on Spartan College of Aeronautics and Technology property is prohibited. The absence of illegal drugs or drug residue has no bearing on this prohibition and positive testing for illegal substances is not required for items to be positively identified as paraphernalia.

Administration:
A student may be subject to drug and alcohol screening for cause while attending Spartan College of Aeronautics and Technology. Cause may be established through personal observation or reports of the following symptoms or behaviors by a student:

- Observed using alcohol or drugs
- Observed with drug paraphernalia
- Odor of Alcohol
- Odor of marijuana
- Admitted using alcohol or drugs
- Is lethargic - Dilated or constricted pupils
- Eyes are bloodshot
- Red, glassy eyes
- Unable to focus
- Incoherent Speech
- Slurred speech
- Unable to balance or hold onto items or equipment
- Lack of coordination
- Swaying
- Weaving or stumbling
- Fumbling or dropping items
- Fighting or hostile behaviors
- Other specific, articulable behaviors that would cause a reasonable person to suspect a student is impaired in violation of this policy

Suspected alcohol or drug violations involving employees of the College will be addressed under applicable guidelines contained in the human resources documents of the Company.

Any student involved in an injury accident while operating Spartan College of Aeronautics and Technology aircraft or training equipment may be subject to immediate drug testing requirements.

Each campus reserves the right to conduct random testing with approval from a member of Spartan Education Group, LLC (parent company) leadership.

Notifications of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records.

The term “education records” is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

A student who attends a postsecondary institution is an "eligible student" with the following rights:

1. The right to inspect and review the student’s education records within 45 days after the day the College receives a request for access. A student should submit to the Dean of Student Affairs a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   A student who wishes to ask the College to amend a record should submit a written request to the Dean of Student Affairs and clearly identify the part of the record the student wants changed and specify why it should be changed. The College will consider the student’s request.

   If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. If, because of the hearing, the College still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth their views.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the College in an administrative, supervisory, academic, research, or support staff

position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Student Privacy Policy Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-8520

   Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a few exceptions. The following is a non-exclusive list of FERPA exemptions that permit disclosure without student consent.

   FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

   - To other school officials, including teachers, within the College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))
   - To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

The College may provide "directory information" in accordance with FERPA provisions. Directory information is defined as information contained in the education records of a

student that would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the College includes the following: student's name, address, college email address, photograph, dates of attendance (defined as first and last date of term), enrollment status (full-time or part-time), degrees, honors and awards received. Students may request that such directory information not be released by notifying the Office of the Registrar with a copy to the Dean of Student Affairs.

Financial Literacy/Default Prevention

Every student must participate in entrance and exit financial advising to help ensure that students are fully aware of funding sources and requirements for repayment.

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

Student loan default can mean the following:

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

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

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

Consult the Student Finance Office with any questions regarding repayment of loans and details about repayment plans.

Net Price Calculator

Spartan.edu > [Campus] > Consumer Information > Net Price Calculator

Outcomes Reporting (Accreditor)

The formulas differ from other agencies. Spartan.edu > [Campus] > Consumer Information > Placement and Graduation or Performance

Outcomes Reporting (IPEDS)

https://nces.ed.gov/collegenavigator/
Distributed campus wide annually by July 1st. The Integrated Postsecondary Education Data System (IPEDS), provides data, including outcomes related data, for every college that participates in federal student financial aid programs. The formulas differ from other agencies.

Outcomes Reporting (Other)

If required by a state, the information is generally available through state websites under student resources. The formulas differ from other agencies. If states require disclosure on the College's website, you can find them at: Spartan.edu > [Campus] > Consumer Information > Placement and Graduation or Performance

Preferred Lenders

The College does not recommend (preferred) lenders.

Textbook Information

A textbook list complete with ISBN numbers is provided at orientation. The list may be requested sooner from the admissions department. Textbooks are not required to be purchased directly from the College; however, many of the materials are now electronic and may not be available elsewhere.

Title IX, VAWA, Sexual Harassment, Sexual Violence and Assault, Non-Discrimination and Anti-Harassment Policy

Spartan College of Aeronautics and Technology is committed to creating and maintaining a safe and non-discriminatory learning, living, and working environment free from Sexual Harassment, Dating Violence, Domestic Violence, Stalking, and Retaliation (collectively "Prohibited Conduct"). It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations (34 C.F.R. Part 106), which prohibit discrimination based on sex in College educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination.

A person who wants to report Prohibited Conduct to the College should contact the Deputy Title IX Coordinator for the applicable campus or the Title IX Coordinator. Contact information, the policy and procedures can all be found at:

Spartan.edu > [Campus] > Consumer Information > Title IX Policy and Procedures

Vaccination Policy

There are no vaccinations required by the College; however, the College encourages students to speak with a doctor about the risk of not having proper vaccinations when spending time with groups of people such as public shopping areas, schools, and dormitories. Medical professionals generally recommend vaccinations including meningitis and hepatitis.

Veterans' Benefits Principles of Excellence

Executive Order 13607, signed April 27, 2012 by the President of the United States, established Principles of Excellence (POE) for educational institutions serving service members, veterans, spouses, and other family members. The eight Principles of Excellence are described in the Order with financial aid shopping sheet, financial aid information, recruitment, accreditation, re-admission, return of funds, education plans and point of contact. Compliance with the POE is intended to ensure an institution provides meaningful information to prospective and current military associated students about the financial cost and quality of the institution; to assist those students in making choices about how to use their Federal educational benefits; prevent abusive and deceptive recruiting practices that target the recipients of Federal military and veteran educational benefits; and ensure that the institution provides high-quality academic and student support services to the respective group of students.

Veterans' Benefits Shopping Sheet

Prior to enrollment, the College provides prospective students who are eligible to receive military tuition assistance and veterans education benefits a standard form that discloses total cost of the student's education program, including tuition and fees; the extent to which federal education benefits will cover that cost; type and amount of financial aid for which the student may qualify; the student's estimated student loan debt upon graduation; student outcomes; and other information to facilitate comparison of different institutions' financial aid packages.

Voter Registration

Students can register online to vote by stopping by the Student Resource Center ("Library"). https://www.usa.gov/register-to-vote