



ADDENDUM TO COLLEGE CATALOG

COVID-19 2020

10851 West 120th Avenue
Broomfield, CO 80021
(303) 466-1714

Contents

| | |
|---|----|
| Addendum to College Catalog (COVID-19)..... | 3 |
| Introduction | 3 |
| Emergency Preparedness and Operations Plan (EOP) | 3 |
| Student Extended Absences | 3 |
| Proof of Graduation Attestation | 3 |
| Course Modifications | 3 |
| Incomplete Coursework | 4 |
| Heating Ventilation & Air Conditioning, Degree | 5 |
| Aviation Electronics Technology, Degree | 6 |
| Aviation Electronics Technology, Degree (Courses for program version offered prior to January 1, 2020) | 7 |
| Airframe & Powerplant (A&P), Degree | 8 |
| Aviation Maintenance Technology, Degree | 9 |
| Additional Resources | 10 |

Addendum to College Catalog (COVID-19)

Introduction

The purpose of this Addendum to the College Catalog (COVID-19) is to outline some of the modifications made due to the Coronavirus pandemic; however, this document is not exhaustive of all potential modifications to policies and procedures outlined in the College Catalog. The College will work closely with students on an as needed basis to determine where additional flexibility or modifications are possible.

Emergency Preparedness and Operations Plan (EOP)

Please refer to the COVID-19 Addendum to Emergency Preparedness and Operations Plan (EOP) for Students, Staff, and Campus Operations for more information and resources.

Student Extended Absences

The U.S. Department of Education has permitted COVID-19 to be included as an approved reason for a Leave of Absence (LOA) should students wish to postpone their education. Students should follow campus procedures as outlined in the College Catalog to request the LOA; however, accommodations can be made to avoid in-person meetings.

Proof of Graduation Attestation

Due to temporary school closures from COVID-19, an exception is being made to allow the temporary use of an attestation if proof of graduation or equivalent is delayed until schools reopen. Proper documentation must be secured once schools reopen; however, the attestation will remain on file to demonstrate compliance at the time the student started classes.

The student will need to attest to the following: I attest that I have earned a high school diploma or equivalent as outlined in the Spartan College admissions requirements but cannot provide documentation of that credential due to a school district/school closure. I understand that it is my responsibility to ensure that the proper documentation is provided to Spartan College as soon as practical once schools reopen.

As a result of difficulties students may have in obtaining proof of high school completion or equivalent due to the Coronavirus pandemic (COVID-19) school closures, the College is temporarily modifying its policy to accept attestations in place of high school diplomas or equivalent credentials. The College has confirmed that in some cases, federal financial aid can be paid temporarily using an attestation; however, there are some circumstances that may not allow funding without an official proof of graduation and/or other required documents. Please work with your student finance representative to determine your options.

Course Modifications

Ground courses that include lab work that requires hands-on instruction will be offered upon re-opening of the campus. The College split all course credits based on lecture vs. lab (if required) to allow students to complete lecture portions and receive a grade and then complete lab portions and receive grades upon re-opening. Courses that have been modified are outlined below.

Incomplete Coursework

Please note that due to COVID-19, the timeline to complete coursework for courses with a grade of Incomplete (“I”) is extended temporarily. Once courses resume on campus, incomplete work will be assigned for make-up as quickly as feasible. Students should work closely with their instructors and program chair to ensure that there is a clear plan and timeline for make-up. Coursework that is not made-up for courses with an “I” grade will eventually cause the grade to revert to an “F”. Usually this occurs within one course module; however, this timeframe will be more flexible until there has been adequate time for coursework impacted by COVID-19 to be completed.

Heating Ventilation & Air Conditioning, Degree

The following list includes each course in the standard format with full credit values, as well as course modifications due to COVID-19 where courses and credits were split between lecture and lab. In some cases, the course credits were not split; however, instructional modifications were made.

| Course Code | Course Description | Credits |
|-------------|--|---------|
| ENG110R | Business Writing | 3.00 |
| ENG110R LAB | Business Writing - Lab Only | 0.50 |
| ENG110R LEC | Business Writing - Lecture Only | 2.50 |
| HV220R | System Design and Heat Load Calculation | 4.50 |
| HV220R LAB | System Design and Heat Load Calculation - Lab Only | 0.75 |
| HV220R LEC | System Design and Heat Load Calculation - Lecture Only | 3.75 |
| HV230R | HVAC Pneumatic Controls | 6.00 |
| HV230R LAB | HVAC Pneumatic Controls - Lab Only | 1.50 |
| HV230R LEC | HVAC Pneumatic Controls - Lecture Only | 3.00 |
| MTH115R | Basic Mathematics | 3.00 |
| MTH115R LAB | Basic Mathematics - Lab Only | 0.50 |
| MTH115R LEC | Basic Mathematics - Lecture Only | 2.50 |

Aviation Electronics Technology, Degree

The following list includes each course in the standard format with full credit values, as well as course modifications due to COVID-19 where courses and credits were split between lecture and lab. In some cases, the course credits were not split; however, instructional modifications were made.

| Course Code | Course Description | Credits |
|--------------------|---|----------------|
| ELT1002 | AC Theory and Control Devices | 4.00 |
| ELT1002 LAB | AC Theory and Control Devices - Lab Only | 1.50 |
| ELT1002 LEC | AC Theory and Control Devices - Lecture Only | 2.50 |
| ELT1003 | Amplifiers and Power Control Devices | 4.00 |
| ELT1003 LAB | Amplifiers and Power Control Devices - Lab Only | 1.50 |
| ELT1003 LEC | Amplifiers and Power Control Devices - Lecture Only | 2.50 |
| MAT1001 | College Math | 4.00 |
| PHY1001 | College Physics | 3.00 |
| HIS1001 | American History: 1865 to Present | 3.00 |
| SOC1001 | Modern Sociology | 3.00 |

Aviation Electronics Technology, Degree (Courses for program version offered prior to January 1, 2020)

The following list includes each course in the standard format with full credit values, as well as course modifications due to COVID-19 where courses and credits were split between lecture and lab. In some cases, the course credits were not split; however, instructional modifications were made.

| Course Code | Course Description | Credits |
|--------------------|---|----------------|
| AV121R | Communication Theory | 6.00 |
| AV121R LAB | Communication Theory - Lab Only | 2.00 |
| AV121R LEC | Communication Theory - Lecture Only | 4.00 |
| AV124R | Communication and Navigation Systems | 9.00 |
| AV124R LAB | Communication and Navigation Systems - Lab Only | 5.00 |
| AV124R LEC | Communication and Navigation Systems - Lecture Only | 4.00 |
| AV125R | Gyroscopes and Autopilot Systems | 6.00 |
| AV125R LAB | Gyroscopes and Autopilot Systems - Lab Only | 2.50 |
| AV125R LEC | Gyroscopes and Autopilot Systems - Lecture Only | 3.50 |
| EL127R* | Industrial Electronics | 6.00 |
| EL127R* LAB | Industrial Electronics - Lab Only | 1.00 |
| EL127R* LEC | Industrial Electronics - Lecture Only | 5.00 |
| PHY118R | Physical Science | 4.50 |
| PHY118R LAB | Physical Science - Lab Only | 1.00 |
| PHY118R LEC | Physical Science - Lecture Only | 3.50 |

Airframe & Powerplant (A&P), Degree

The following list includes each course in the standard format with full credit values, as well as course modifications due to COVID-19 where courses and credits were split between lecture and lab. In some cases, the course credits were not split; however, instructional modifications were made.

| Course Code | Course Description | Credits |
|-------------|---|---------|
| AF121R | Metallic Structures | 9.15 |
| AF121R LAB | Metallic Structures - Lab Only | 5.85 |
| AF121R LEC | Metallic Structures - Lecture Only | 3.30 |
| AF122R | Non-Metallic Structures | 9.33 |
| AF122R LAB | Non-Metallic Structures - LAB | 5.68 |
| AF122R LEC | Non-Metallic Structures - Lecture | 3.65 |
| AF123R | Aircraft Electrical | 11.35 |
| AF123R LAB | Aircraft Electrical - Lab Only | 3.65 |
| AF123R LEC | Aircraft Electrical - Lecture Only | 7.70 |
| AF124R | Hydraulics and Landing Gear | 11.63 |
| AF124R LAB | Hydraulics and Landing Gear - Lab Only | 3.38 |
| AF124R LEC | Hydraulics and Landing Gear - Lecture Only | 8.25 |
| AF125R | Aircraft Instrumentation | 13.60 |
| AF125R LAB | Aircraft Instrumentation - Lab Only | 1.40 |
| AF125R LEC | Aircraft Instrumentation - Lecture Only | 12.20 |
| AF126R | Aircraft Flight Controls | 10.65 |
| AF126R LAB | Aircraft Flight Controls - Lab Only | 4.35 |
| AF126R LEC | Aircraft Flight Controls - Lecture Only | 6.30 |
| GN112R | Basic Electricity | 11.35 |
| GN112R LAB | Basic Electricity - Lab Only | 3.65 |
| GN112R LEC | Basic Electricity - Lecture Only | 7.70 |
| PP131R | Reciprocating Engine Theory | 10.28 |
| PP131R LAB | Reciprocating Engine Theory - Lab Only | 4.73 |
| PP131R LEC | Reciprocating Engine Theory - Lecture Only | 5.55 |
| PP132 | Reciprocating Engine Systems | 10.90 |
| PP132 LAB | Reciprocating Engine Systems - Lab Only | 4.10 |
| PP132 LEC | Reciprocating Engine Systems - Lecture Only | 6.80 |
| PP133R | Fuel Metering and Propellers | 12.20 |
| PP133R LAB | Fuel Metering and Propellers - Lab Only | 2.80 |
| PP133R LEC | Fuel Metering and Propellers - Lecture Only | 9.40 |
| PP134R | Turbine Engine Theory | 11.30 |
| PP134R LAB | Turbine Engine Theory - Lab Only | 3.70 |
| PP134R LEC | Turbine Engine Theory - Lecture Only | 7.60 |
| PP135 | Turbine Engine Systems | 10.68 |
| PP135 LAB | Turbine Engine Systems - Lab Only | 4.33 |
| PP135 LEC | Turbine Engine Systems - Lecture Only | 6.35 |
| TR140R | Inspection, Test, and Review | 12.75 |
| TR140R LAB | Inspection, Test and Review - Lab Only | 2.25 |
| TR140R LEC | Inspection, Test and Review - Lecture Only | 10.50 |

Aviation Maintenance Technology, Degree

The following list includes each course in the standard format with full credit values, as well as course modifications due to COVID-19 where courses and credits were split between lecture and lab. In some cases, the course credits were not split; however, instructional modifications were made.

| Course Code | Course Description | Credits |
|--------------------|---|----------------|
| GEN1002 | Aviation Science | 4.00 |
| GEN1002 LAB | Aviation Science - Lab Only | 1.50 |
| GEN1002 LEC | Aviation Science - Lecture Only | 2.50 |
| GEN1003 | Aviation Maintenance Practices | 4.00 |
| GEN1003 (DE) | Aviation Maintenance Practices - Lecture Only | 2.00 |
| GEN1003 (L) | Aviation Maintenance Practices - Lab Only | 2.00 |
| MAT1001 | College Math | 4.00 |
| PHY1001 | College Physics | 3.00 |
| HIS1001 | American History: 1865 to Present | 3.00 |
| SOC1001 | Modern Sociology | 3.00 |

Additional Resources

Emergency Preparedness and Operations Plan (EOP)

- www.spartan.edu > Consumer Information > Campus Location > Spartan Emergency Operations Plan

COVID-19 Addendum to Emergency Preparedness and Operations Plan (EOP)

- www.spartan.edu > Consumer Information > Coronavirus

Schoolwork Assistance

- If you have forgotten or lost your password use your personal email to contact IT at student.helpdesk@spartan.edu.
- www.Faa.gov
- www.ecfr.gov – electronic code of federal regulations
- faa.psiexams.com – practice exams and registration for FAA exams
- www.aviation-safety.net/database - aviation safety database
- www.grammarly.com – free grammar and spelling checker

Local Libraries

Many local libraries will allow you to create a digital library card that will get you access to ebooks, databases, and movie streaming!

- <https://broomfield.flatironslibrary.org/MyAccount/SelfReg> - Broomfield Public library online library card
- <https://www.denverlibrary.org/library-card> - Denver Public library online card (pro tip- they have a free movie streaming service for Denver residents!)
- <https://catalog.anythinklibraries.org/MyAccount/SelfReg> - Anythink libraries, they cover most of Adams County
- <https://sable.jefferson.lib.co.us/selfreg~S9/webptrn> - Jefferson County online library card
- <https://ppld.org/library-card-application#online> – El Paso County online library card
- Proquest – Please refer to instructional handout for log in information.

Financial

- <https://www.va.gov/education/> - GI Bill questions, they also have a crisis line if you need it
- <https://studentaid.gov/announcements-events/coronavirus> - info about student financial aid during coronavirus shutdowns

Mental Health

- <https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html> - Mental health resources from the Center for disease control
- https://www.sparkthechangecolorado.org/mental_health - Low cost or free mental health counseling services (online counseling too)

Fun

- <https://www.nps.gov/orgs/1207/statmentonparkopscovid19.htm> - National park info during the outbreak
- <https://www.npr.org/2020/03/17/816504058/a-list-of-live-virtual-concerts-to-watch-during-the-coronavirus-shutdown> - live virtual concerts
- <https://pitchfork.com/news/moog-and-korg-release-synthesizer-apps-for-free-amid-social-distancing/> - free synthesizer app so you can make music at home
- www.freegames.com – free games

Other Resources

- <https://broomfield.org/3123/COVID-19-Resource-Guide> - The city and county of Broomfield's resource guide
- www.colorado.gov/cdphe - The Colorado department of public health & Environment
- <https://communityfoodshare.org/> - If you need food assistance Community Food Share in Louisville will still be open for drive through services
- <https://www.denvergov.org/content/denvergov/en/housing-information.html> - Denver county housing help <https://www.bouldercounty.org/families/housing/rental-assistance/> - Boulder county housing help



Spartan College of Aeronautics and Technology

Broomfield Campus (Denver Area)

10851 West 120th Avenue

Broomfield, CO 80021

(303) 466-1714

www.spartan.edu

Consumer information available at www.spartan.edu/consumerinformation