



# ADDENDUM TO COLLEGE CATALOG

## COVID-19 2020

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## **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.

## Aviation Maintenance Technology, Diploma & 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
GEN1001	Basic Electricity	4.00
GEN1001 (DE)	Basic Electricity - Lecture Only	2.00
GEN1001 (L)	Basic Electricity - Lab Only	2.00
GEN1003	Aviation Maintenance Practices	4.00
GEN1003 (DE)	Aviation Maintenance Practices - Lecture Only	2.00
GEN1003 (L)	Aviation Maintenance Practices - Lab Only	2.00
GEN1002	Aviation Science	4.00
GEN1002 (L)	Aviation Science - Lab Only	2.00
GEN1002 (DE)	Aviation Science - Lecture Only	2.00
ARP1001	Electrical & Fire Protection Systems	4.00
ARP1001 (L)	Electrical & Fire Protection Systems - Lab Only	2.00
ARP1001 (DE)	Electrical & Fire Protection Systems - Lecture Only	2.00

## Aviation Maintenance Technology, Diploma & Degree (Program version prior to November 1, 2019)

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
GEN1113	Aviation Fundamentals I	3.00
PPT2123	Reciprocating Powerplants and Related Systems	3.00
PPT2123 (L)	Reciprocating Powerplants and Related Systems - Lab Only	1.00
PPT2123 (DE)	Reciprocating Powerplants and Related Systems - Lecture Only	2.00
PPT2143	Engine Fuel and Fuel Metering Systems	3.00
PPT2143 (L)	Engine Fuel and Fuel Metering Systems - Lab Only	1.00
PPT2143 (DE)	Engine Fuel and Fuel Metering Systems - Lecture Only	2.00
PPT2153	Reciprocating Powerplant Ignition Systems and Propellers	3.00
PPT2153 (L)	Reciprocating Powerplant Ignition Systems and Propellers - Lab Only	1.00
PPT2153 (DE)	Reciprocating Powerplant Ignition Systems and Propellers - Lecture Only	2.00
PPT2163	Gas Turbine Powerplants	3.00
PPT2163 (L)	Gas Turbine Powerplants - Lab Only	1.00
PPT2163 (DE)	Gas Turbine Powerplants - Lecture Only	2.00
ARF2223	Sheetmetal Repair, Non-metallic Structure & Composites	3.00
ARF2223 (L)	Sheetmetal Repair, Non-metallic Structure & Composites - Lab Only	1.00
ARF2223 (DE)	Sheetmetal Repair, Non-metallic Structure & Composites - Lecture Only	2.00
ARF2233	Basic Welding, Paints & Finishes and Flight Controls	3.00
ARF2233 (L)	Basic Welding, Paints & Finishes and Flight Controls - Lab Only	1.00
ARF2233 (DE)	Basic Welding, Paints & Finishes and Flight Controls - Lecture Only	2.00
ARF2263	Airframe Systems II	3.00
ARF2263 (L)	Airframe Systems II - Lab Only	1.00
ARF2263 (DE)	Airframe Systems II - Lecture Only	2.00
ARF2273	Aircraft Inspection, Airworthiness, Documentations	3.00
ARF2273 (L)	Aircraft Inspection, Airworthiness, Documentations - Lab Only	1.00
ARF2273 (DE)	Aircraft Inspection, Airworthiness, Documentations - Lecture Only	2.00

## Aviation Electronics Technology, Diploma & 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.

<b>Course Code</b>	<b>Course Description</b>	<b>Credits</b>
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

## **Aviation Electronics Technology, Diploma & Degree (Program version prior to November 1, 2019)**

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.

<b>Course Code</b>	<b>Course Description</b>	<b>Credits</b>
AET2687	Unmanned Aerial Systems (UAS) & Maintenance	7.00

## Aviation Flight, 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.

<b>Course Code</b>	<b>Course Description</b>	<b>Credits</b>
AVE1112	Private Pilot Module 1 (Introduction to Aviation)	2.00
AVE1142	Private Pilot Module 4 (Aircraft Performance and Weather)	2.00
AVE1212	Instrument Module 1 (Attitude Instrument Flight and Flight Instruments)	2.00
AVE1242	Instrument Module 4 (Instrument Flight Navigation and Enroute Procedures)	2.00
AVE1262	Instrument Module 6 (Instrument Rating Knowledge Review and Examination)	2.00
AVE2132	Commercial Module 3 (Flight Physiology and Crew Resource Management)	2.00
AVE2162	Commercial Module 6 (Advanced Flight Planning and Operations)	2.00
AVE2172	Commercial Module 7 (Federal Aviation Regulations and ADM)	2.00
AVE2182	Commercial Module 8 (Commercial Pilot Knowledge Review and Examination)	2.00

## **Nondestructive Testing Technology, Diploma**

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.

<b>Course Code</b>	<b>Course Description</b>	<b>Credits</b>
NDT1003	Core Nondestructive Testing Methods	4.00
NDT1003 LAB	Core Nondestructive Testing Methods - Lab Only	2.06
NDT1003 LEC	Core Nondestructive Testing Methods - Lecture Only	1.94
NDT1009	Eddy Current Testing Inspector	4.00
NDT1009 LAB	Eddy Current Testing Inspector - Lab Only	2.06
NDT1009 LEC	Eddy Current Testing Inspector - Lecture Only	1.94

## **Nondestructive Testing Technology, Diploma (Program version prior to November 1, 2019)**

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.

<b>Course Code</b>	<b>Course Description</b>	<b>Credits</b>
QCT2838	Leak Testing Codes and Standards	8.00

## Additional Resources

### Emergency Preparedness and Operations Plan (EOP)

- [www.spartan.edu](http://www.spartan.edu) > Consumer Information > Campus Location > Spartan Emergency Operations Plan

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

- [www.spartan.edu](http://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](mailto:student.helpdesk@spartan.edu).
- [www.Faa.gov](http://www.Faa.gov)
- [www.ecfr.gov](http://www.ecfr.gov) – electronic code of federal regulations
- [faa.psiexams.com](http://faa.psiexams.com) – practice exams and registration for FAA exams
- [www.aviation-safety.net/database](http://www.aviation-safety.net/database) - aviation safety database
- [www.grammarly.com](http://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://www.tulsalibrary.org>
- 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

### 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](http://www.freegames.com) – free games

### Other Resources

- <https://okfoodbank.org/> - Oklahoma Food Bank has drive thru options open during this time.
- <https://www.foodpantries.org/ci/ok-tulsa> - List of various food bank organizations in the Tulsa area.



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[www.spartan.edu](http://www.spartan.edu)

Consumer information available at [www.spartan.edu/consumerinformation](http://www.spartan.edu/consumerinformation)