



# 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 – Leave of Absence (LOA)**

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.

These COVID-19 Leaves of Absence are available should current modifications not meet the student's needs or should the student wish to suspend training until such time that COVID-19 modifications have been lifted. Please refer to the Addendum to Emergency Preparedness and Operations Plan (EOP) on the College's Coronavirus page for updates on reopening. <https://www.spartan.edu/coronavirus/>

### **Student Conduct**

In addition to the standard College Catalog requirements, added conduct requirements to protect students and employees and comply with all related guidance necessitated by the COVID-19 pandemic include but are not limited to:

1. Wearing a mask whenever required;
2. Adhering to required social distancing space;
3. Refraining from attending campus when ill or exhibiting symptoms;
4. Participating in required temperature screenings as required;
5. Complying with direction of staff, faculty, or College officials when entering and exiting the buildings.

### **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.

<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
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.

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

<b>Course Code</b>	<b>Course Description</b>	<b>Credits</b>
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](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://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](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](http://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](http://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



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