



College Catalog

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

www.spartan.edu

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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.

Address and Contact Information

Business, Mailing, and Class Location

10851 West 120th Avenue, Broomfield, CO 80021 | (303) 466-1714
den.studentaffairs@spartan.edu

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

Redstone Education, L.P., a Delaware corporation, is doing business as Spartan College of Aeronautics and Technology (also referred to as "Spartan", "Spartan College", "the College"), 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 Accrediting Commission of Career Schools and Colleges (ACCSC).

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

Home State Licensing

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board.

Colorado Division of Private Occupational Schools
1600 Broadway, Suite 2200
Denver, CO 80202
<https://higher.ed.colorado.gov/dpos/>

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 Certificate #DH9T086R



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.

Out-of-State State Authorization

Please see the Appendix for complete information.

Consumer Information

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, and continuing students.

Student Rights and Notice of Non-Discrimination

Students have the right to an experience free from discrimination, harassment, and retaliation. The College does not discriminate based on race, color, religion, national origin, sex, gender, gender expression, sexual orientation, disability, or age in its programs, activities, policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Discrimination and harassment are not tolerated at Spartan. Students who have experienced any form of discrimination or harassment should notify campus leadership immediately. The College will not condone retaliation for reporting violations of student rights.

The Dean of Student Affairs and Campus President have been designated to handle inquiries regarding non-discrimination policies including Title VI, Title VII, Title IX, The Americans with Disabilities Act (ADA), the Rehabilitation Act, Section 504, as well as claims of sexual harassment. The College is in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 (as amended).

Additional Information available in the section titled **Differently Abled Students**.



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 opened a branch 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 from the other campuses.

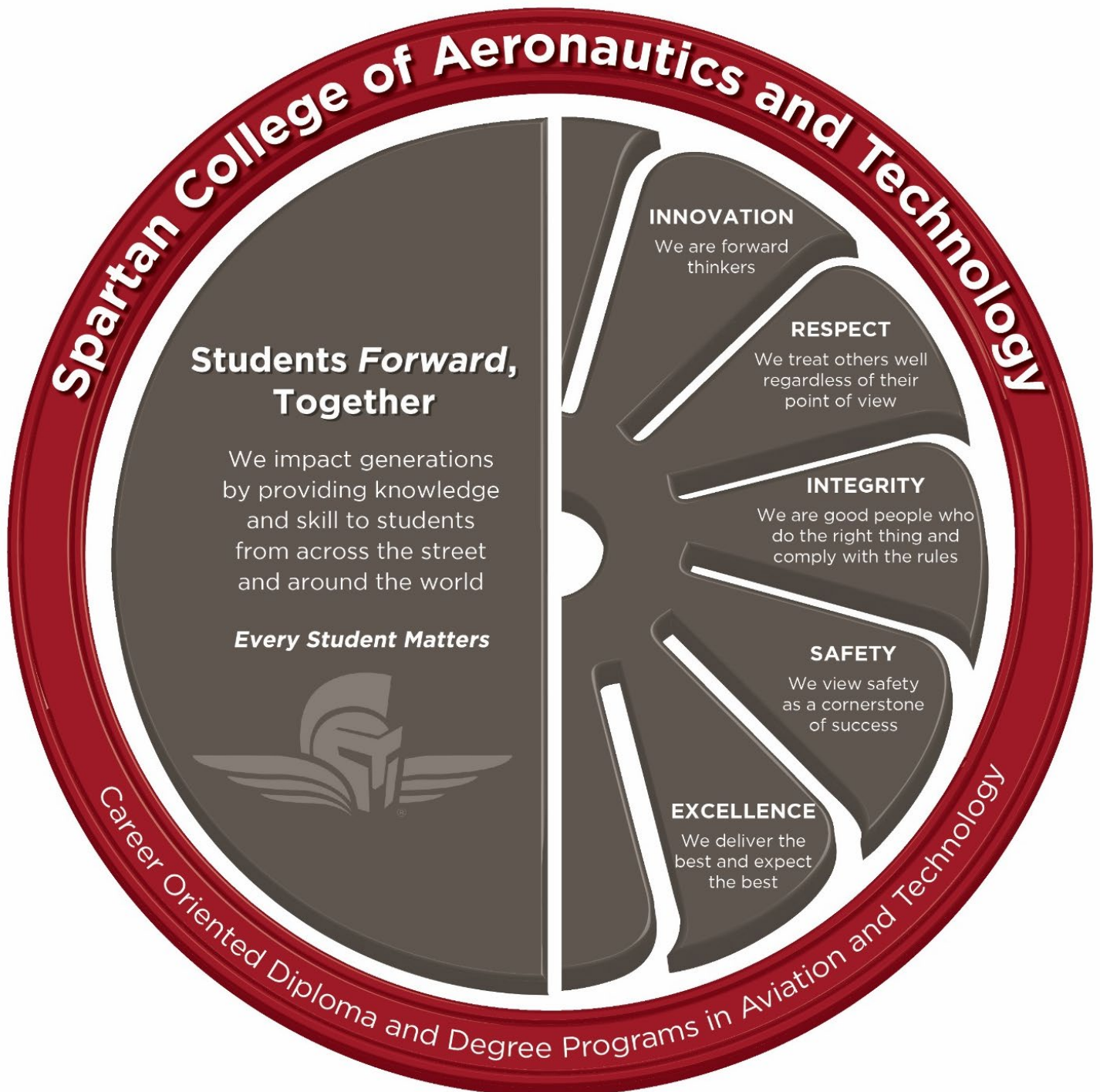
As a system, Spartan College of Aeronautics and Technology has trained more than 100,000 technicians and pilots since 1928. Spartan College is truly proud of its continuing contribution to aviation and related industries.

The Spartan College Black Cat symbol with the 13 signifies that “Knowledge and Skill Overcome Superstition and Luck”. The Black Cat was the original insignia of the Spartan College Dawn Patrol; its origin is an integral part of Spartan College’s history going back to 1929. Spartan College’s Dawn Patrol was promoted as an exclusive international body. 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

Administrative Offices are located at the Main Entrance to the Campus.

Learning Resource Center (commonly called a “Library” or “LRC”)

The Spartan College Learning Resource Centers (LRC) enhance the academic programs by providing students with resources that support and supplement the student’s study and research needs. The LRC is located on the Main Campus and supports all curricula. The facility provides reading areas for research and relaxation. Additionally, they are equipped with computers that are available for word processing requirements as well as internet access. faculty, and the staff of the college. Students have access to the Learning Resource Center from 7:30AM to 11:00PM Monday-Friday.

Testing Center

The testing center is located in the main campus facility above the tool crib.

Upon successful completion of the Aviation Maintenance Technology (AMT) program, students will be eligible to take the Federal Aviation Administration (FAA) Knowledge Tests and the Oral and Practical examination required for the Airframe and/or Powerplant Certification. While these certifications are not required for some job opportunities, the College highly recommends becoming certified. Spartan College is a designated FAA Test Center, which allows graduates to take the General, Airframe and Powerplant Knowledge Tests, as well as the Oral and Practical exam, at the college one time at no additional charge if completed within 45 days of graduation.

Currently there is no required certification of Aviation Electronics Technology (AET) technicians; however, some employers of electronics/avionics technicians require the Federal Communications Commission General Radio-Telephone Operator License. Testing for the FCC license is available on campus. While attending the AET program, students can test for the following optional certifications for an additional fee (see testing center for current fees):

1. Federal Communications Commission (FCC) license with radar endorsement
2. International Society of Certified Electronics Technicians (ISCET)
3. National Center for Aerospace & Transportation Technologies (NCATT)

Aviation Maintenance Technology (AMT) Facilities

CIP Code: 47.0607

Maximum student/instructor ratio: Lecture 32:1 and Lab 24:1

Type of instruction: On-ground Only

The technical facilities can accommodate approximately 600 students. Classrooms occupy in excess of 16,000 square feet and labs occupy an area of 36,000 square feet. Power, lighting, heating, ventilation, and restroom facilities are provided for all buildings. Wall charts, cutaway



units, audio-visual equipment, mobile lab stands, miniature models, display boards and mock-ups are available for demonstration of principles and procedures. The Aviation Maintenance Training Department has various types of operational aircraft.

Aviation Electronics Technology (AET) Facilities

CIP Code: 47.0609

Maximum student/instructor ratio: Lecture 32:1 and Lab 24:1

Type of instruction: On-ground Only

The core electronics portion of the Aviation Electronics Technology Program provides versatility in several different industries to include aerospace, manufacturing of unmanned aerial vehicles, medical, production, renewable energy, and other electronic technical fields. A theory based and hands-on combination offer training in electronic circuit testing, soldering, wiring, and troubleshooting. The program specialty classes provide shop, flight line testing, and repair facilities for navigation, communications, and radar equipment. The college maintains a supply of instruments and aircraft electronics for training purposes.

Heating Ventilation & Air Conditioning (HVAC) Facilities

CIP Code: 47.0201

Maximum student/instructor ratio: Lecture 32:1 and Lab 20:1

Type of instruction: On-ground Only

The Heating, Ventilation, and Air Conditioning program provides versatility in several different industries to include residential, commercial, and industrial HVAC. A theory based and hands-on combination offer training in electrical circuit testing, refrigeration, pneumatics, solar, and troubleshooting. The program specialty classes provide lab, 24-ton chiller, and repair facilities for furnaces, air conditioning units, and building automation control systems. The college maintains a supply of instruments and HVAC equipment for training purposes.

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 has an interview 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. Students must meet all admission requirements prior to starting school.



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 high school diploma or equivalent).

Applicants must provide proof of one of the following prior to final acceptance and starting school:

1. Applicant must be a high school graduate and provide a valid high school diploma; or
2. Official high school transcript from an accredited institution; or
3. High school equivalency certificate based on the General Education Development (GED) test, or a state recognized equivalent level of education (HiSET, CAHSEE); or
4. Official post-secondary academic transcript from an accredited college or university recording attendance of an associate, bachelor, or master's degree (Applicant must have earned 18 or more credit hours of collegiate level coursework, have a CGPA of 2.0 or higher, and a minimum of 6 credit hours in Math and English; or
5. In rare instances, students may not be able to provide documentation due to issues beyond their control (e.g., loss of records by high school due to fire or flood ((verified through state agency)) or home-schooled students). In these rare cases, a school may use an admission test in lieu of documentation of a high school diploma or its equivalent. Under these circumstances, the student must sign a statement attesting that he or she in fact obtained a high school diploma or its equivalent and state the reason(s) why documentation of the earned credential cannot be provided. The admissions test used under these circumstances must be a standardized third-party exam (see list under "Basic Skills and Examination Scores", as well as the GED or equivalent tests). Home schooled students must show proof of completing a state approved program. It is important to note that without an acceptable proof of graduation as defined by the U.S. Department of Education, a student may be ineligible to receive federal financial aid.
6. Please Note: An official copy of the military DD214 may be used as an official proof of high school graduation only if the document includes a specific graduation date.

Conditional Acceptance

If a prospective student does not have proof of graduation or equivalent at the time of enrollment, the enrollment and acceptance to the College are conditional. In order to begin classes, a student must meet all admission requirements and provide at a minimum an unofficial copy of proof of graduation or equivalent (i.e., unofficial transcripts). An unofficial copy must include proof of completion with a final graduation date.



Final Acceptance

Once all admission requirements are met and unofficial proof of graduation is received, a School Official will countersign the enrollment agreement signifying formal acceptance to the College. If the proof of graduation or equivalent is not supplied prior to start, the enrollment agreement is cancelled. Additionally, official proof of graduation or equivalent is required within 30 days of starting class. Students without official proof of graduation or equivalent will be ineligible to continue classes and will lose the time and credits earned to that point.

On-Time Start Requirement

New Student

All new students are required to start school by the first day of class. Classes are fast-paced and missing class time can place a student at a disadvantage.

Returning Student

All returning students (re-entry within 365 days or re-enroll after 365 days) are required to start school by the first day of class. Classes are fast-paced and missing class time can place a student at a disadvantage.

Continuing Student

All continuing students are held accountable to the course and program standard attendance requirements listed in the Academic section of this catalog. Missing classes is highly discouraged and may negatively impact a student's grade or lead to additional sanctions imposed by the FAA in FAA approved programs.

Distance Education

The College does not offer distance education.

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)

Visa Services

No visa services are available

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 such as:

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

The College may have established articulation agreements with specific high schools and colleges across the country.

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

Aging of Transfer Credits

No restrictions are placed on the age of most course transfer credits if they meet the criteria for transferability and are obtained at a nationally or regionally accredited institution (and FAA approved if applicable) at the time the credits were earned with grades of at least a 'C' or better. All FAA credentials must be valid and in good standing. The College reserves the right to refuse credits for courses where the skills or information from the student's previous training is outdated to the degree that a student would be at a disadvantage.

Transferability of Credits IN (To Spartan)

Regardless of any consortium, partnership, or contractual arrangements, at a minimum, 25% of the required curriculum must be completed at this Spartan Campus. In addition, the College cannot allow more than 10% of any program to be offered via an approved independent study. Students who transfer 75% of the required credits cannot be awarded credit for independent study in the remaining 25% of the curriculum.

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 Spartan College. Total tuition 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 AAS Programs

1. The Dean (or designee), in conjunction with the academic department and registration services, determines whether courses are appropriate for transfer to Spartan College.
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.
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 147.31 and/or FAR Part 141.77). The FAA does not recognize credit earned outside of the United States.

Advanced Standing / Bypass Exams (FAA courses)

Advanced Standing is defined as credit which could be given to those who hold FAA certifications, recognized licenses in various industries or credit earned at another accredited institution. As an example, a person who holds an FAA certification may be given Advanced Standing credit for courses regulated by the FAA. All Advanced Standing Credit requests will be evaluated by the Dean of Academics and the prospective student will be notified of those courses in which credit will be given.

The Aviation Maintenance programs offered by Spartan are certified by the Federal Aviation Administration (FAA) under the Code of Federal Regulations 14, Part 147. The College uses 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 can be found in the Catalog Supplement. Regulations establish the guidelines under which Bypass Exams may be given. Each Spartan campus is required to develop a Certification/Operations Manual that includes its procedure for administering Bypass Exams. This Certification Manual is approved by the FAA in the region in which the campus is located. Therefore, there are slight differences between each campus on how Bypass Exams are administrated.

Prospective students seeking credit or the ability to take Bypass Exams must provide transcripts and course description from a certified FAA approved 147 school to the Dean of Academic at the specific campus in which attendance is desired. The Dean of Academics will evaluate the transcripts and determine if any credit will be given or if any Bypass Exams will be allowed. All Bypass Exams must be taken by the date specified by the Dean of Academics and must be passed with a 70% minimum passing grade.



Current FAA regulations state that those with military training related to the Aviation Maintenance 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 to determine which bypass exam will be allowed. All Bypass Exams must be taken by the date specified by the Dean of Academics 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. Tuition and program length will be reduced according to Spartan's Transfer of Credits and Advanced Standing Credit policy.

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.

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 lender.

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.

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.ed.gov> under "Prepare for College."

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. Be registered for the Selective Service, if required; and
10. Sign an updated Statement of Educational Purpose/Certification Statement on repayment and default.
11. Not owe any refund on a federal student grant or be in default on a federal student loan.
12. 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

The expected family contribution (EFC) is deducted from the student's cost of attendance (COA) for the academic year to determine the student's eligibility for need-based financial aid. The COA is referred to as the student budget and is comprised of tuition and fees, books and supplies, room and board, personal expenses, and transportation. Contact the 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 three, ten-week terms of instruction for technical programs.

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:

Students must attempt a minimum of 8 credit hours each term and a minimum of 24 credit hours per academic year.

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, SEOG, Stafford 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 NSLDS.ed.gov. Student’s “Lifetime Eligibility Used” will be displayed in the “Grants” section.

Federal Supplemental Educational Opportunity Grants (SEOG)

The FSEOG is a grant awarded to students demonstrating the most need. The minimum award of \$100 is given to all Pell Grant recipients who have an unmet need. The Student Finance department determines increased awards based on a student’s unmet need and generally when additional funds are necessary to cover direct costs.

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 Stafford 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 Stafford Loan Program. Once an MPN has been submitted, Spartan will award Stafford Loans throughout the student's enrollment. Spartan will notify the student of any Direct Stafford Loan awarded by providing an award letter.

If the student would like to request changes to the Direct Stafford Loan awarded, they need to contact the 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 the existing subsidized loans will begin to accrue interest for the rest of the time you're in school and during the grace period. The loan will continue to accrue interest that will be added to the total amount you owe when repayment begins.

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

Federal Direct-Plus Loan

This low interest loan assists parents of dependent students whose need is not met by the Federal Stafford Loan program. The academic year limit is the cost of education



minus any other financial aid. Repayment begins no later than 60 days after the loan is fully disbursed. Spartan 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

The School Certifying Official can provide general information on programs approved for Veterans' Affairs (VA) educational benefits and a general overview of how education benefits are disbursed. Spartan cannot advise any veteran on which education benefit to use. The Veteran and the VA will determine which VA educational benefit are most appropriate.

Scholarships and Grants

Spartan College has internal scholarship and grant opportunities to assist in paying for college. Contact the campus Student Services Department or Student Finance Department for details and the application process. In addition, other scholarships in several areas of study are offered through outside organizations. A Spartan scholarship is a bona fide financial grant-in-aid to a qualified student that is issued for recognized and acceptable purposes that include specified criteria that a student must meet in order to be eligible for and receive the scholarship.

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 66 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 Probation.

Probation

Once it is determined that the student fails to meet SAP while on a Financial Aid Warning, the student's will be placed on Financial Aid Probation and an Academic plan will be created for the student to follow. 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 Probation, 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 meeting 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. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

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, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the application fee. In the case of students withdrawing after commencement of classes, the school will 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. 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 the Private Occupational Education Act of 1981" after "laws and rules".

Discontinued Class or Program

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.

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 student's 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)

The last day the student attended class in courses in which attendance is taken by an instructor.

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

The Registrar's Office is the official authority within the College designated to accept withdrawal notification. If a student communicates to the registrar's office they are withdrawing, that is considered an official notification. The date the office receives notice (verbal or written), is the withdrawal date and the date of notification to the school.

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 Spartan's academic records.

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.

Maximum Timeframe (Time in Months)

ACCSC, the College's Accreditor, defines maximum timeframe for the purposes of annual reporting as 150% of the program length, not the program credits. A student may still graduate if s/he completes after 150% of program length, but within 150% of program credits; however, the student will be counted as a withdrawal solely for the purposes of the accretor's required annual reporting.

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 his/her merchandise to the college only if the items meet the following criteria and if returned within twenty (20) days of originally receiving the materials:

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 return 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.

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.

Spartan 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%

Spartan 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

Special cases. 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. Spartan 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 credit-hour programs 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, SEOG 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 $\$3,000 \times 68\% = \$2,040$

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

Spartan College 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.

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

Refund Table

Student is entitled to upon withdrawal/termination *	Refund †								
<p>Eligible Refund: Pro rata calculation of the total 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 assessed to the total tuition, fees, and qualifying cost.</p> <p>Example:</p> <table border="1" data-bbox="167 667 656 737"> <tr> <td>Course Total</td><td>25 Days</td></tr> <tr> <td>Attended</td><td>05 Days</td></tr> </table> <table border="1" data-bbox="167 768 656 837"> <tr> <td>Pro Rata Ratio</td><td>20%</td></tr> <tr> <td>Tuition, fees, & qualifying cost†</td><td>\$2500</td></tr> </table> <p>Eligible Refund Amount \$2,000</p> <p>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.</p>	Course Total	25 Days	Attended	05 Days	Pro Rata Ratio	20%	Tuition, fees, & qualifying cost†	\$2500	<p>75% or less – Cancellation of tuition, fees and eligible charges† will equal the calculated ratio.</p>
Course Total	25 Days								
Attended	05 Days								
Pro Rata Ratio	20%								
Tuition, fees, & qualifying cost†	\$2500								
<p>A student that has completed 75% or more of the total number of days/hours required may not be refund eligible.</p>	<p>NO Refund</p>								
<p>* 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.</p>									
<p>† Exclusive of books, tools, and supplies</p>									
<p>The policy for granting credit for previous training shall not impact the refund policy.</p>									

Students Called to Active Military Service

A student of 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 Texas 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. It is intended to interpret, enhance and enrich the academic programs the College offers its students. The Dean and/or department lead instructors are the designated academic advisor 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.

Standards of Student Achievement/

Satisfactory Academic Progress (SAP) for Academic Eligibility

Spartan College'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).
4. **Maximum Time Frame Standard (time):** Students graduating within 150% of credits but exceed 150% of time are considered graduates; however, for the purposes of the ACCSC accreditor's annual report, these students are counted as withdrawals.

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, the student will be removed from academic probation.

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 math, English, history, etc.

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

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

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
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. 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. Generally, the term period is 19 class days.

Withdrawn Course Grading

1. W (Withdraw) means that a student withdrew from a course within the first 79%.
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. 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
95% Attendance	95% Attendance

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

Failures and Course Repeats

When students fail a course based on the appropriate grade scale, they will be scheduled to repeat that course as soon as possible. If the course is a prerequisite to the next course, then the failed course must be repeated before progressing. If, however, there are other course options before taking the course requiring the pre-requisite, then it may be possible to progress before repeating the course.

If a student fails a single course three times, the student will be placed on academic suspension for a period of one academic year and expected to address deficiencies. 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**.

Retesting 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.

For FAA part 147 classes there is a specific requirement that students complete all exams and lab projects. There is also specific attendance (time) requirements. Students exceeding the allowable missed time limit may be required to repeat the course; however, there are certain exceptions to exceeding the maximum time allowed. These exceptions are outlined in Spartan's FAA Part 147 Certification Manual. If a time exception is granted, the student will be required to make up all time missed back to the allowable limit as well as all exams and labs requirements. These exceptions are reviewed, granted or denied by the Aviation Maintenance Technology Department Chair in coordination with the Dean of Academic Affairs.

Make-up Policy

The following process will be used to make up time:

1. The student will meet with the instructor and the AMT Program Chair.
2. The student will sign a make-up time agreement.
3. The instructor and Program Chair will determine the class material missed and how it will be made available to the student.
4. The student will be issued a make-up time slip by the instructor.
5. The student will clock in and clock out and turn in the make-up time slips to the instructor.
6. All time must be made up before or after school. No make-up time is allowed during scheduled meal breaks.
7. Make-up time must be completed within five class days, but not later than the day before the last day of the class. If the student fails to make-up the time, or if the student continues to miss time where the total hours missed exceeds fifteen percent (15%) of the total hours of the class, the entire class must be retaken.

Class Schedule Changes and Course Changes

Course schedule change requests must be submitted in writing to the Dean 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

On rare occasions, owed time and incomplete class assignments may extend beyond the end of the term. This can only happen with the express permission of the Dean. The student's grade

card will be noted with an “I” for incomplete as the final grade. All time owed and incomplete class assignments must be made up in accordance with department instructions. If a student fails to make up time missed or fails to complete class assignments within the approved timeframe (usually between a few days and one course term depending on the amount of time or work needed), the student will be awarded an “F” for the respective course.

Auditing Courses

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

Dual Credit (High School Students, Non-Degree Seeking)

This is a program for high school students to take college courses while in high school and receive credits for both high school graduation and through Spartan College. The maximum number of allowable credits for the Dual program is 34/Sem or 48/Qtr.

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 Form to the Student Records Office. The Transcript Request Form is available in the Student Records Office or at www.spartan.edu. Students must settle all financial obligations to Spartan College before an official transcript will be released; however, an unofficial transcript will be made available upon request.

Spartan College 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, and AU are not used in calculating CGPA.

Grade	Points	Grade	Points
A	4	AU	0
B	3	CR	0
C	2	I	0
D	1	R	0
F	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 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, 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.

Attendance Records for Veterans' Education Beneficiaries

Spartans' 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 program is 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 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 College is a Designated FAA Test Center for the written tests. Spartan will provide, one-time, all the required written tests at no additional cost to the student provided that:

1. The student is a Spartan College FAA Part 147 program graduate.
2. He/she has fulfilled all financial obligations to Spartan College.
3. Written tests are taken at Spartan College within forty-five (45) days of graduation.
4. Successful completion and passing of practice exams with a score of at least 85% 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. Furthermore, students who test off-campus are responsible for paying the costs of their tests.

After successful completion of the written knowledge tests, an Oral and Practical (O&P) examination is given to each graduate by a Designated Mechanic Examiner. Spartan will provide, one-time, the O&P examination at no additional cost to the student provided that:

1. The student is a Spartan College FAA Part 147 program graduate.
2. He/she has fulfilled all financial obligations to Spartan College.
3. The examination must be taken 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-academicfreedom>

Records Retention Policy

All student data is backed up daily and housed on the campus server and a data center. Transcripts are retained indefinitely. Other student and employee information is saved for at least seven years.

Attendance

Some Spartan programs are federally regulated. Federally regulated programs require students to maintain a minimum of 90% attendance in each course. The college has adopted this industry standard for all its programs. See course syllabi for specific attendance and tardy policies. Students that do not abide by the Attendance Policy for a specific program will be advised by the Dean or his/her designee and the result may be disciplinary action. Missed time or excessive tardiness may lead to disciplinary action including being withdrawn from a course, probation, suspension, or withdrawn from the program.

Leave of Absence

Students may be granted a leave of absence (LOA) for a period of up to 180 days for certain specific and acceptable purposes which may include, but are not limited to: medical issues, jury duty and military duty. Multiple leaves of absence may be granted provided the total of all leaves does not exceed 180 days during any 12-month period. A leave may only be granted to a student who has completed one term of instruction.

For a leave of absence to be granted, Spartan College must have a signed request for the LOA from the student that has been approved by the student finance department, the Dean, and the Student Records Office. The written request must include the reason the student is requesting a leave of absence and any applicable supporting documentation.

Students who fail to return from the LOA on the date approved will be terminated from the program.

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.

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. Additional restrictions for flight students may apply.

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 in order 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 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).

Students who exceed maximum timeframe measured in months may graduate and receive a credential; however, they will be counted as a withdrawal for the purposes of annual reporting to the accreditor.

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
4. Earn at least 25% of the total program credit hours from Spartan College.

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. Pay all tuition and other fees owed to the College;
3. 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

Program Name	Credential	Credential Abbreviation
Aviation Maintenance Technology	Associate of Applied Science Degree	AAS
Aviation Electronics Technology	Associate of Applied Science Degree	AAS
Heating, Ventilation and Air Conditioning	Associate of Occupational Studies Degree	AOS
Heating, Ventilation and Air Conditioning	Diploma	DIP

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.

Differently Abled Students

Spartan College of Aeronautics and Technology does not discriminate based on disability in admission or access to its program of study or activities. Students should be aware that employment opportunities may be limited for individuals who cannot perform the essential functions of a job. Students who have specific needs are required to provide advance, adequate notice of the disability to the Student Accessibility Resources Coordinator (SARC) and allow the school a reasonable period to consider the request and provide any reasonable accommodation. Students who request assistance may be required to provide supporting diagnostic test results and professional prescriptions for auxiliary aids.

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

Adding/Dropping a class; Tutoring; Advanced Standing; Transfer Credits; Academic and Non-Academic Challenges; Disputing a Grade; Disputing Attendance

Career Services

Students are encouraged to visit the Career Services Department on a regular basis. The process of obtaining employment takes work. Spartan provides students with resources and leads; 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 Expos; Graduate Employment Assistance (Ongoing); Current Student Part-time Job Placement Assistance; Resume Assistance; Mock Interview Skills

Student Records

Adding/Dropping a class; Graduation Checklist; Class Schedule; Transfer Credits; Transcripts; Verification of Enrollment; Course Registration

Student Finance

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

Housing

The College does not offer housing services to find or assist a student in finding housing; however, the Student Services Department is happy to provide referrals if available.

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 (includes forgery, alteration and destruction);
4. Possession, sale, distribution or use of alcohol, illegal drugs, or prescription drugs prescribed for another person (includes being under the influence of alcohol or drugs);
5. Unauthorized use of college premises or property;
6. Damage to college, staff, or student property (includes defacement or vandalism);
7. Theft of college, staff, or student property;
8. Disobedience to faculty or staff or disrespect for faculty, staff or students;
9. Unlawful possession or use of weapons (No firearms are allowed on Spartan College property);
10. Disruption 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. Cell phone use or sleeping in class;
14. Students are not allowed to bring food into the classroom or lab areas. Please enjoy your food in appropriate break areas. At the discretion of the instructor, beverages may be brought into some areas if they are in a non-glass container with a self-sealing lid that prevents spilling.
15. Computer users using the Spartan College networks will abide by all software licenses, copyright and intellectual property policies and applicable federal and state laws.



All Spartan College, instructors have the authority to dismiss disrespectful and/or disorderly students from class. Any student who is asked to leave class must report immediately to the Dean. If a student refuses to leave, he or she 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

Spartan College provides its students with many types of information technology resources. The college strongly believes in the educational value of these resources and recognizes their potential to support the curriculum and student learning. These resources are provided to promote educational excellence by facilitating resource sharing, innovation, and communication. Users must be continuously alert to inappropriate and illegal use of the college's IT resources. A student's use of the college's IT resources constitutes his/her this policy and his/ her agreement to abide by these rules. A student's violation of these rules may subject him/her to disciplinary action, up to and including dismissal from the college.

This policy applies to any student who uses the college's IT resources. The resources covered by this policy include, but are not limited to, computer hardware and software, telephone and data networks, and electronically stored data. Use of these resources includes access from off-campus and on-campus, as well as access from privately owned computers and electronic devices.

Rights and Responsibilities

Access to and use of IT resources and the Internet shall comply with federal laws, state laws, and the policies and procedures of the college. By using the college's IT resources, all users agree to the rules, regulations, and guidelines contained in this technology use policy.

Computers and networks provide access to IT resources on- and off-campus, as well as the ability to communicate with other users worldwide. Such open access is a revocable privilege and requires that users behave ethically and act responsibly. This TUP is intended to supplement college policies and does not release users from compliance with any existing policies that address ethical issues such as harassment, academic dishonesty, and plagiarism.

The college's IT resources are primarily designated for instructional, research, or administrative purposes. Users may use IT resources for personal purposes as long as that use does not interfere with the primary use.

Because the college's computers and networks are shared resources, any user's activity that inhibits or interferes with the use of these resources by others is not permitted. The college may ensure reasonable use by monitoring access logs, traffic data, and network utilization.

Users are responsible for all activities to and from their access accounts. Users must take every precaution to protect access accounts. Under no circumstances should a user allow someone else to share an access account.

Users should not assume or expect any right of privacy with respect to the IT resources. System administrators or other authorized college personnel may access or examine files or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, or that may threaten the integrity of the college's computer systems. In addition, files, email, access logs, and any other electronic records may be subject to search under court order.

Prohibited use of Information Technology Resources

It is a violation to:

1. Intentionally and without authorization, access, modify, damage, destroy, copy, disclose, print, or take possession of all or part of any computer, computer system, network, software, data file, program, database, or any other college IT resource.
This includes:
2. Gaining access by willfully exceeding the limits of authorization
3. Attempting (even if unsuccessful) to gain unauthorized access through fraudulent means
4. Gaining access by using another person's name, password, access codes, or personal identification
5. Attempting (even if unsuccessfully) to gain unauthorized access by circumventing system security, uncovering security loopholes, or guessing passwords/access codes
6. Give or publish a password, identifying code, personal identification number or other confidential information about a computer, computer system, network or email account, database, or any other college IT resource.
7. Load any third-party software on computer systems in the computer labs, unless authorized by a member of the lab staff, a faculty member, or an information technology services (ITS) representative.
8. Transfer copyrighted materials to or from any system, or via the college network, without the express consent of the owner of the copyrighted material. (See the section entitled FILE SHARING AND COPYRIGHT INFRINGEMENT.)

9. Provide unauthorized external access to college-developed or commercially obtained IT resources.
10. Use any IT resources for commercial, political, or illegal purposes; personal financial gain; or harassment of any kind.
11. Display obscene, lewd, or otherwise offensive images or text.
12. Intentionally or negligently use IT resources in such a manner as to cause network congestion and performance degradation.

Provisions for Private Computers Connected to the College Network

The following apply to anyone connecting a private computer to the college network via a wireless LAN connection, a dial-up network connection, a virtual private network (VPN) connection, a regular network connection in an office, or any other network connection.

1. The owner of the computer is responsible for the behavior of all users on the computer, and all network traffic to and from the computer, whether the owner is aware of the traffic generated.
2. A private computer connected to the network may not be used to provide network access for anyone who is not authorized to use the college systems. The private computer may not be used as a router or bridge between the college network and external networks, such as those of an Internet Service Provider.
3. Should college IT services staff have any reason to believe that a private computer connected to the college network is using the IT resources inappropriately, network traffic to and from that computer will be monitored. If justified, the system will be disconnected from the network, and action will be taken with the appropriate authorities.
4. Users are responsible for the security and integrity of their systems. In cases where a computer is hacked into, the user shall either shut down the system or remove it from the campus network as soon as possible to localize any potential damage and to stop the attack from spreading.

Electronic Mail

The college email system is not a private secure communications medium. As such, users of email cannot expect privacy. By using the college email system, each user acknowledges:

The use of electronic mail is a privilege, not a right. Transmitting certain types of communications are expressly forbidden. This includes messages containing chain letters, pyramids, urban legends, and alarming hoaxes; vulgar, obscene, or sexually explicit language; threatening or offensive content; derogatory, defamatory, sexual, or other harassment; or discriminatory communication of any kind.



As with other information technology resources, the use of email for commercial or political purposes is strictly prohibited.

Under the Electronic Communications Privacy Act, tampering with email, interfering with the delivery of email, and using email for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification.

Email messages should be transmitted only to those individuals who have a need to receive them. Distribution lists should be constructed and used carefully. Email distribution lists should be kept current and updated regularly. Inappropriate mass mailing is forbidden. This includes multiple mailings to newsgroups, mailing lists, or individuals (e.g., spamming, flooding, or bombing).

Users of the college email system waive any right to privacy in email messages and consent to the access and disclosure of email messages by authorized college personnel. Accordingly, the college reserves the right to access and disclose the contents of email messages on a need-to-know basis. Users should recognize that under some circumstances, because of investigations, subpoenas, or lawsuits, the college might be required by law to disclose the contents of email communications.

File Sharing and Copyright Infringement

Federal copyright law applies to all forms of information, including electronic communications. Users should be aware that copyright infringement includes the unauthorized copying, displaying, and/or distributing of copyrighted material. All such works, including those available electronically, should be considered protected by copyright law unless specifically stated otherwise.

The college complies with all provisions of the Digital Millennium Copyright Act. Any use of the college network, email system, or website to transfer copyrighted material including, but not limited to, software, text, images, audio, and video is strictly prohibited. Therefore, the use of peer-to-peer file sharing programs (such as BitTorrent, KaZaA, Morpheus, iMesh, etc.) are, in most cases, a violation of college policy and federal law.

Users who commit acts of copyright infringement through their use of IT resources will be subject to disciplinary action by the college. Acts of copyright infringement and piracy are violations of state and federal laws, and as such, may result in criminal charges.

No Warranties

The college makes no warranties of any kind, whether expressed or implied, about IT resources. The college will not be responsible for any damages suffered because of

using IT resources. These damages may include, but are not limited to, loss of data because of delays, or service interruptions caused by IT resources or by user error or omissions. Use of any information obtained through IT resources is at the user's sole risk. The college disclaims any responsibility for the accuracy of information obtained through IT resources.

The user agrees to indemnify and hold harmless Spartan College, its parent and/or subsidiary companies and affiliates, as well as its directors, officers, agents and employees from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of or related to the use of IT resources. This indemnity shall include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

Reporting Violations of IT Acceptable Use Regulations

Violations of this policy should be reported immediately to the IT department. The college will make every effort to maintain confidentiality to the extent possible consistent with other obligations.

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 involve working with machinery and tools where clothing protects the operator. To establish work safety and dress ethics, Spartan College has established a dress code 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, Spartan 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 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, Spartan 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 Spartan College's conduct rules. A student must submit a letter of appeal to the college to petition for re-entry. Letters of Appeal should be submitted at least three weeks prior to the desired re-entry term.

Dismissal

A student may be permanently dismissed ("expelled") from Spartan College for violating Spartan College'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 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. Spartan College may immediately remove, suspend, or expel a student from school without applying or exhausting these procedures when, in Spartan College's sole judgment, the student poses a threat of harm to himself, to others, or to property of Spartan 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 judgment by requesting a hearing before the College Conduct Committee. The student must obey 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 Dean of Student Affairs, 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 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 Dean of Student Affairs if the decision is rendered during a break between terms when most faculty and students are off campus.*

5. The Campus Conduct 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 Spartan College and will be comprised of one Department Chair or coordinator, one faculty member, and one student. Spartan College reserves the right to exclude a student member from the Conduct Committee when circumstances merit.
6. The Dean of Student Affairs or his/her designee will coordinate and provide logistical support to the hearing.
7. The student making the appeal and the person bringing the charges will be provided 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 President or his/her designee with its recommendation following its review of the appeal.
11. The President or his/her designee will render a written decision on the appeal within thirty calendar days from receipt of the appeal and communicate this promptly to the student.
12. The President's decision shall be final.

International students subject to any level of sanctions must meet with the Student Advisor to ensure student visa status requirements are met.

Student Complaints and Grievance Procedures

Spartan College recognizes that, on occasion, a student, faculty member, staff or interested third party may have a concern or issue that necessitates a prompt and fair resolution. Spartan administration operates an open-door policy. To address these issues, faculty, staff, and interested third parties should report their concern to the Program Chair, Dean, and/or Campus Director/President.

The steps in resolving a grievance are explained in the following section. While students are encouraged to use this process to aide 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 are listed in this catalog and on www.spartan.edu. Students will not be subject to punitive action based on the submission of a grievance.

Academic Concerns

1. Faculty Member
2. Program Chair
3. Dean (Academic and/or Student Affairs)
4. Campus Director / President
5. Campus Appeals Process (See Catalog section **Appeal Process**)
6. Campus Resource Center: 1 N. Franklin St., Suite 2125, Chicago, IL 60606
7. Email: Student.Help@spartan.edu
8. Other agencies such as the state licensing agency, accreditor, Lighthouse compliance hotline, or other outside resources.

Non-Academic Concerns

1. Manager of the department where concern is focused
2. Dean of Student Affairs
3. Campus President
4. Campus Appeals Process (See Catalog section **Appeal Process**)
5. Campus Resource Center: 1 N. Franklin St., Suite 2125, Chicago, IL 60606
6. Email: Student.Help@spartan.edu
7. Other agencies such as the state licensing agency, accreditor, Lighthouse compliance hotline, or other outside resources.

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" with report)

Fax: (215) 689-3885 (must include "Spartan College" with report)

Lighthouse is available 24 hours a day, seven days a week.

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 reoccurrence

Complaint Process

Students should follow the prescribed series of steps outlined below to obtain a mutual and satisfactory resolution of the student's concern or issue. This process does not apply to claims of sex discrimination, sexual harassment and sexual violence. The procedure for reporting claims of sex discrimination, sexual harassment, and sexual violence are outline in the appendix under Title IX.

The college will not tolerate unlawful retaliation again any student, faculty, staff or interested third party who in good faith files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding, or hearing regarding any form.

1. If anyone believes he/she has been retaliated against in violation of this policy, he/she is encouraged to immediately report the retaliation in writing to the Campus Director/President. Spartan College will take appropriate measures to ensure that no such retaliation occurs.
2. Students that have an academic issue or concern (e.g., make- up work, instruction), the first person to talk to is the course instructor. If talking with the instructor does not result in a satisfactory resolution, the next steps are to talk with the program chair and the campus Dean.
3. Students that have a nonacademic issue or concern, (except for the Student Harassment), (i.e.: parking, ID cards), the first person with whom students should talk is the manager of the department where the concern is focused. Dean or the Campus Director/President would be the next step in the process. They will attempt to coordinate a mutual and satisfactory resolution with the individuals or departments involved.
4. If a student still cannot find a satisfactory resolution, the student can initiate a grievance process by presenting the grievance to the Campus Director/President. In the event a mutual and satisfactory resolution has not been achieved at this level, the student may take his/her written and signed grievance to subsequent levels within the college organization.

Accrediting Agency

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212 | www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Dean or online at www.accsc.org.

Home State Regulatory Agency

Complaints or concerns may also be brought to the attention of:

Director, Colorado Department of Higher Education Division of Private Occupational Schools
1600 Broadway, Suite 2200, Denver, CO 80202
Telephone: 303-862-3001 | Website: <http://higher.ed.colorado.gov/dpos>

Complaints may be filed online with the Division of Private Occupational Schools:
<http://higher.ed.colorado.gov/dpos>.

Complaints or claims may be filed in writing with the Board within two (2) years after the student discontinues his/her training at the school, or at any time prior to the commencement of training. The student will not be subject to punitive action because of written grievances having been filed with the college or the superintendent. The college maintains a written record of its handling of all student complaints.

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

AET	Aviation Electronics Technology Program
AMT	Aviation Maintenance Technology Program
GEN	General Curriculum Course (FAA)
ARF	Airframe Curriculum Course (FAA)
PPT	Powerplant Curriculum Course (FAA)
ELT	Electronics Course
AVN	Avionics Course
CAR	Career Exploration Course
ENG	English Course
HIS	History Course
MAT	Math Course
PHY	Physics Course
SPH	Public Speaking Course
SOC	Sociology Course

Course Numbering System

First three (3) characters are an abbreviation of subject area.

First three (3) digits correspond to the course level 100/200/300/400.

Final digit represents the course sequence if multiple courses with similar content are taught at the same level.

Example:

ENG1001 English at the 100 level, 1st in sequence for this level.

ENG2001 English at the 200 level, 1st in sequence for this level.

If there was a second course at the same level, then the final number would be a “2”.

ENG1002 would be a second English course at the 100 level.

Credit Hour Definition

All courses are measured in semester credit hours. One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/ or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student’s achieved competency relative to the required subject matter objectives = 0.5 unit

Aviation Maintenance Technology

20 Months – Associate of Applied Science Degree

CIP Code: 47.0607 and D.O.T. 621.281-014 Airframe and Powerplant Mechanic

Type of instruction: On-Ground

The Aviation Maintenance 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. These 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; therefore, certification is not required upon graduation. Obtaining an A&P certificate is encouraged and provides additional options should you choose to pursue certification. The general education courses in the associate degree program enhance the students' background and intellectual proficiency.

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

COURSES		Degree Program Credit Hours (SEM)
TECHNICAL COURSES		
GEN 1001	Basic Electricity (D & L)	4
GEN 1002	Aviation Science (D & L)	4
GEN 1003	Aviation Maintenance Practices (D & L)	4
AFP 1001	Electrical & Fire Protection Systems (D & L)	4
ARF 2001	Metallic Structures (D & L)	4
ARF 2002	Non-Metallic Structures (D & L)	4
ARF 2003	Hydraulic & Landing Gear Systems (D & L)	4
ARF 2004	Comm/Nav & Instruments Systems (D & L)	4
ARF 2005	Airframe Systems (D & L)	4
ARF 2006	Flight Controls & Airframe Inspections (D & L)	4
PPT 2001	Reciprocating Engines (D & L)	4
PPT 2002	Reciprocating Engine Systems (D & L)	4
PPT 2003	Fuel Metering & Propeller Systems (D & L)	4
PPT 2004	Engine Inspection & Operation (D & L)	4
PPT 2005	Turbine Engine Fundamentals (D & L)	4
PPT 2006	Turbine Engine Systems (D & L)	4

Continued on next page

GENERAL EDUCATION COURSES		
MAT 1001	College Mathematics	4
PHY 1001	College Physics	3
SPH 2001	Fundamentals of Public Speaking	3
ENG 1001	English Composition	3
HIS 1001	American History: 1865 to Present	3
SOC 1001	Modern Sociology	3
ENG 2001	English Composition II - Technical Writing	3
OTHER COURSES		
CAR 2001	Career Exploration	1
Total Credit Hours		87
Total Terms		10
Total Months		20

Aviation Electronics Technology

15 Months – Associate of Applied Science Degree

CIP Code: 47.0609 and D.O.T. Electronics Technician D.O.T. 828.261-22, 003.161-014, 726.687-010 and Avionics/UAV Technician 823.261-026

Type of instruction: On-Ground

These programs are designed to teach students entry-level technical skills in electronics that are applicable in aviation as well as other industries. Students learn to read and use aircraft maintenance manuals and how to read and interpret aircraft commercial drawings and electronics schematics. They study FAA regulations and learn the proper use of basic tools and test equipment, study electronic theory, and have hands-on training in the installation, troubleshooting and repair of electronic and avionics systems. Students learn many aspects of Unmanned Aerial Systems (UAS)), including classes, size, capabilities/limitations, and different technologies. In addition, students focus on interpersonal skills such as oral and written communication, customer service and diversity in the workplace.

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

Course Outline		Degree Program Credit Hours (SEM)
TECHNICAL COURSES		
ELT 1001	DC Fundamentals	4
ELT 1002	AC Theory and Control Devices	4
ELT 1003	Amplifiers and Power Control Devices	4
ELT 1004	Digital and Microcontroller Technology	4
ELT 1005	Industrial Controls and Robotics	4
AVN 2001	Aerospace Soldering and Inspection	4
AVN 2002	Aerospace Wiring	4
AVN 2003	Avionics Communication Systems	4
AVN 2004	Navigation & Instrumentation	4
AVN 2005	Radar and Pulse Communications	4
AVN 2006	System Integration	4
AVN 2007	Unmanned Aerial Systems and Robotics	4
GENERAL EDUCATION COURSES		
MAT 1001	College Mathematics	4
PHY 1001	College Physics	3
SPH 2001	Fundamentals of Public Speaking	3
ENG 1001	English Composition	3
HIS 1001	American History: 1865 to Present	3
SOC 1001	Modern Sociology	3
OTHER COURSES		
CAR 2001	Career Exploration	1
Total Credit Hours		68
Total Terms		8
Total Months		15

Heating Ventilation & Air Conditioning

10 Months-Diploma

17 Months-Associate of Occupational Studies

CIP CODE: 47.0201

Type of instruction: On-Ground

This program is designed to teach students entry-level technical skills in heating, ventilation, and air conditioning that are applicable in the HVAC industry. Students learn to read and use electrical schematics and how to read and interpret equipment installation and maintenance manuals. They study EPA regulations and learn the proper use of basic tools and test equipment, study electronic theory, refrigeration, soldering, building codes, and have hands-on training in the installation, troubleshooting and repair of HVAC systems. In addition, students focus on interpersonal skills such as oral and written communication, customer service and diversity in the workplace in the AOS degree program.

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

Course Outline		Diploma Program Credit Hours (QTR)	Degree Program Credit Hours (QTR)
TECHNICAL COURSES			
HV120	Refrigeration and Air Conditioning Fundamentals	6	6
HV123	Air Duct Calculation and Fabrication	4	4
HV125	Building Mechanical Codes	4	4
HV130	Electricity and HVAC Control Systems	12	12
HV140	Forced Air Gas Heating and Air Conditioning Systems	7.5	7.5
HV150	Advanced Refrigeration	6	6
HV220	System Design and Heat Load Calculation	4.5	4.5
HV230	HVAC Pneumatic Controls	6	6
HV235	Supermarket Refrigeration & Ice Machines		6
HV236	Advanced Building Automation Systems		6
HV240	Hot Water and Solar Heat Systems		9
HV250	Chilled Water Systems		6
GENERAL EDUCATION COURSES			
APM120	Introduction of Business		3
CA110	Computer Applications		3
ENG110	Business Writing		3
MTH115	Basic Mathematics		3
SOC110	Customer Relations		3
Total Credit Hours		50	92
Total Terms (10 wk)		4	7
Total Months		10	17

Course Descriptions

Aviation Electronics Technology

ELT1001 – DC Fundamentals | 4 Semester Credit Hours (62.5 Hours Didactic, 61 Hours Lab)

Prerequisite: None

This course focuses on basic direct-current (DC) electronics, along with the technical math required for an electronics technician. Students are introduced to the concepts of voltage, current, and resistance, along with Ohm's law. Components discussed include conductors, semiconductors, insulators, and resistors, along with their characteristics in circuits. The course also covers the application of resistors in series, parallel, and complex circuits. Magnetism concepts, transducers, and basic types of switches are introduced, along with the use of a digital multimeter, and an introduction to schematics. Students are also introduced to the basic concepts of soldering. Shop safety is stressed throughout the course. Towards the end of the course, students will be given a "Benchmark Lab" – a culmination of what was presented in the ELT1001 class. The grade for this lab will count as one-half of the course lab grade. Upon completion of this class, students should understand the concepts of voltage, current, and resistance, and how various DC components act in series, parallel, and complex circuits.

ELT1002 - AC Theory and Control Devices | 4 Semester Credit Hours (62.5 Hours Didactic, 61 Hours Lab)

Prerequisite: ELT1001

This course focuses on basic alternating current (AC) electronics. Students are introduced to the concepts of voltage, current, reactance, and impedance, AC components such as inductors and capacitors, and specific AC circuits such as reactance circuits and filters. This course also introduces basic power supplies, diodes and continues with the introduction of schematics. Students continue working with a digital multimeter and begin extensive work with an oscilloscope. Shop safety is stressed throughout the course. Towards the end of the course, students will be given a "Benchmark Lab" – a culmination of what was presented in the ELT1002 class. The grade for this lab will count as one-half of the course lab grade. Upon completion of this class, students should understand the concepts of voltage, current, reactance, and impedance, and how various AC components act in series, parallel, and series-parallel circuits.

ELT1003 - Amplifiers and Power Control Devices | 4 Semester Credit Hours (62.5 Hours Didactic, 61 Hours lab)

Prerequisites: ELT1001, ELT1002

This course focuses on basic transistor theory and applies it to amplifiers, amplifier classes, amplifier configurations, operational amplifiers, and oscillators. Students learn transistor theory and transistor types, including BJT, FET, UJT, and IGBT, as well as decibel conversions, gain calculations, and amplifier construction. Students will also troubleshoot analog transistor circuits utilizing common test equipment. Towards the end of the course, students will be given a "Benchmark Lab" – a culmination of what was presented in the ELT1003 class. The grade for this lab will count as one-half of the course lab grade. Upon successful completion of this course, students should understand the basic concepts of transistors and amplifiers and be able to troubleshoot transistor circuits.

ELT1004 - Digital and Microcontroller Technology | 4 Semester Credit Hours (62.5 Hours Didactic, 61 Hours Lab)

Prerequisites: ELT1001, ELT1002

This course focuses on digital electronic concepts, such as binary/octal/hexadecimal numbers, logic gates, logic circuits including flip-flops and counters, and shift registers. This course also discusses light microcontroller and microprocessor theory, encoders and decoders, and an in-depth study of data busses. Lab projects are focused on the construction and application of digital logic, up to and including a digital clock with number displays. Towards the end of the course, students will be given a “Benchmark Lab” – a culmination of what was presented in the ELT1004 class. The grade for this lab will count as one-half of the course lab grade. Upon successful completion of this course, students should be able to describe digital electronic concepts, interpret binary data, and troubleshoot logic circuits.

ELT1005 - Industrial Controls and Robotics | 4 Semester Credit Hours (62.5 Hours Didactic, 61 Hours Lab)

Prerequisites: ELT1001, ELT1002, ELT1003, ELT1004

This course covers a wide range of industrial electronics, components, and applications. The components discussed include industrial switches, relays, analog/digital sensors, and a full range of thyristors. This course also includes a study of residential wiring including 2 phase and 3 phase power, industrial control schematics, motor and generator theory, and programmable logic controllers (PLC)’s with applications in manufacturing. Shop safety, especially around high voltages is stressed throughout the course. Towards the end of the course, students will be given a “Benchmark Lab” – a culmination of what was presented in the ELT1005 class. The grade for this lab will count as one-half of the course lab grade. Upon completion of this course, students should be familiar with the various components common in residential and industrial electronics and should be able to read basic wiring diagrams.

AVN2001 - Aerospace Soldering and Inspection | 4.5 Semester Credit Hours (60.5 Hours Didactic, 63 Hours Lab)

Prerequisite: ELT1001

This course focuses on soldering techniques and skills for high-level soldering work and assembly. This course teaches soldering on feed thru and surface mount components to industry standards. This program uses the materials, methods, and standards for producing high quality soldered connections. A Soldering certification is issued once all soldering course requirements are met. Upon completion of this course, students will be able to perform J-Standard soldering to space requirements and be able to perform inspection of electronic equipment to strict industry standards.

AVN2002 - Aerospace Wiring | 4.5 Semester Credit Hours (55.5 Hours Didactic, 68 Hours Lab)

Prerequisites: ELT1001, ELT1002

This course will introduce students to basic wiring concepts. Wiring diagrams, types of connectors, installation tools and common materials, as well as installation procedures and techniques will be covered. Students will fabricate an aviation quality wiring harness. The course includes the study of Avionics installation practices, with the main emphasis on wiring techniques using a wide range of specialized crimpers and the use of installation manuals. The rules and regulations of the aviation industry, including Federal Aviation Regulations, Air Transport Association codes, manufacturer’s manuals, and industry documentation requirements are also discussed. Students are introduced to the FAA Aircraft Electrical Wiring Interconnect System (EWIS) best practices, as well as the basic theory of antennas, transmission lines, and fiber optics. The course also focuses on the acceptability criteria for crimped, mechanically secured, and soldered interconnection and the corresponding lacing/restraining criteria associated with cable and harness assemblies. Upon successful completion of this course,

students should be familiar with a wide range of wiring concepts and have basic knowledge of the documents and manuals used in the aviation industry.

AVN2003 - Avionics Communication Systems | 4 Semester Credit Hours (62.5 Hours Didactic, 61 Hours Lab)

Prerequisites: ELT1001, ELT1002, ELT1003, ELT1004, ELT1005

This course is a complete study of electronic communication theory, with a focus on aircraft communications. Students will study AM and FM modulation, transmitters, and receivers. These knowledge areas are then applied to avionics specifically as the students learn about HF com, VHF com, and satellite communications/in-flight entertainment systems. Students will also be trained on basic com test equipment, particularly the spectrum analyzer. Towards the end of the course, students will be given a "Benchmark Lab" – a culmination of what was presented in the AVN2003 class. The grade for this lab will count as one-half of the course lab grade. Upon successful completion of this course, students should be able to exhibit basic knowledge and skills in communication and fiber optics, operational checkout and troubleshooting, as well as an understanding of common aviation com systems.

AVN2004 - Navigation and Instrumentation | 4 Semester Credit Hours (62.5 Hours Didactic, 61 Hours Lab)

Prerequisite: ELT1001, ELT1002, ELT1003, ELT1004, ELT1005, AVN2003

This course is a study of aviation navigation systems and their instrumentation. The nav systems studied include VOR, GPS, Localizer, Glide Slope, Marker Beacon, and Gyros. Channeling methods and aviation-specific data busses are also introduced. This course also goes into various analog instruments and how different systems are displayed on the flight deck. Lab exercises will simulate real-world shop repair experience by requiring students to evaluate, troubleshoot, and identify equipment failure to the component level, utilizing schematics and industry-standard test equipment on actual aircraft avionics equipment. Towards the end of the course, students will be given a "Benchmark Lab" – a culmination of what was presented in the AVN2004 class. The grade for this lab will count as one-half of the course lab grade. Upon completion of this course, the student should be able to demonstrate a basic understanding of the various navigation systems presented in class at both the theoretical and application level, as well as troubleshooting aviation electronic equipment to the intermediate level.

AVN2005 - Radar and Pulse Systems | 4 Semester Credit Hours (62.5 Hours Didactic, 61 Hours Lab)

Prerequisites: ELT1001, ELT1002, ELT1003, ELT1004, ELT1005, AVI2003

This course focuses on basic microwave principles and theory, using it as a basis for understanding radar/microwave devices and systems. Specific aircraft systems covered include Transponders, DME, TCAS I, TCAS II, ADS-B, Weather Radar, Radar Altimeters, TAWS, and GPWS. Towards the end of the course, students will be given a "Benchmark Lab" – a culmination of what was presented in the AVN2005 class. The grade for this lab will count as one-half of the course lab grade. Upon course completion, the student should have a fundamental understanding of the theory, operation, and practical usage of various radar/microwave systems, the usage of related test equipment, and how to troubleshoot and repair these systems.

AVN2006 - Systems Integration | 4 Semester Credit Hours (62.5 Hours Didactic, 61 Hours Lab)

Prerequisite: ELT1001, ELT1002, ELT1003, ELT1004, ELT1005, AVI2003, AVI2004, AVI2005

This course is an in-depth look at how all the different systems of an aircraft work together to perform common functions. Students will study power/data distribution, and how synchros and servos are used on the aircraft. Integration of Autonomous Navigation systems such as Air Data, inertial measurement

devices, compass systems, onboard communications, and Autopilot/Autoflight are studied, demonstrating how multiple systems working together can provide reliable information to the flight crew. Next Generation Systems and digital display systems (EFIS), will also be covered. Upon completion of this course, a student will be able to describe how the discussed systems are integrated into nearly every aspect of the aircraft.

AVN2007 - Unmanned Aerial Systems and Robotics | 4 Semester Credit Hours (62.5 Hours Didactic, 61 Hours Lab)

Prerequisite: ELT1001, ELT1002, ELT1003, ELT1004, AVI2003

In this course, students will learn many of the aspects of Unmanned Aerial Systems (UAS), including classes, size, capabilities/limitations and different technologies, and different Robotic technologies as well as the FAA regulations associated with UAS's. The course integrates prior course material associated with sensors, interface, control, communications, and flight dynamics, and further reinforces and expands upon these areas as they relate to UAS's. UAS C³ systems and concepts are covered, as well as the maintenance aspects of the associated support equipment. Students will maintain and operate a complete small UAS and will learn basic troubleshooting techniques for ground control stations and UAS maintenance. Students will perform flight- testing, following Flight and Ground Safety procedures, along with proper use of tools and equipment. Upon completion of this course, students will be eligible to take the FAA Part 107 Remote Pilot – Small Unmanned Aircraft General exam.

Aviation Maintenance Technology

GEN1001 - Basic Electricity | 4 Semester Credits (65.5 Didactic Hours, 58 Lab Hours)

Prerequisites: MAT1001, PHY1001

In this course, students will study scientific laws and theories of electricity and its application to aircraft systems, components, and circuits. Concepts studied include fundamentals of magnetism, DC circuits, and AC circuits. In addition, students study the use of electrical measuring instruments, multi meters, and basic troubleshooting procedures. Students will perform analyses of electrical circuits and determine resistance, current, voltage, inductance, capacitance, impedance and power. Also, included in this course is the study of electrical schematics and their application to aircraft. Upon successful completion of this course, students should have a sound foundation of electrical theory and its application to aircraft systems and components, as well as knowing how to read and apply basic electrical schematics to aircraft.

GEN1002 - Aviation Science | 4 Semester Credits (59 Didactic Hours, 64.5 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001

This course will continue the study of electrical concepts to include, batteries, and additional information on reading and interpreting aircraft electrical circuit diagrams that include digital and solid-state circuits and logic functions. The students will perform laboratory experiments relating to electrical and electronic circuits. Students study aircraft drawings and make drawings of aircraft parts and repairs to aircraft parts. This course will also contain a detailed study of aviation materials and processes, that include the basic knowledge and skills in the use of basic mechanics hand tools, hardware and safety methods, principles of nondestructive testing including eddy current, ultrasonic, magnetic particle and dye penetrant procedures, and the student perform laboratory experiments in these procedures. Students will use precision measurement equipment including micrometers, calipers and dial indicators. Students will learn about and fabricate the various types of fluid lines and fitting used in the aircraft. In addition, the students will study aircraft cleaning and corrosion control methods and techniques and perform a corrosion inspection. Upon successful completion of this course, students should be able to

service batteries, read wiring diagrams, read and complete drawings, demonstrate knowledge of aircraft materials and processes, aircraft fluid lines and corrosion control process.

GEN1003 – Aviation Maintenance Practices | 4 Semester Credits (71.5 Didactic Hours, 52 Lab Hours)

Prerequisites: MAT1001 PHY1001

This course covers topics, including technical writing in maintenance publications and maintenance forms and records, 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. The course also incorporates aircraft ground operations and servicing procedures with several different lab projects. The course covers a detailed study of aircraft weight and balance, including the actual weighing of an aircraft. The student will also study maintenance human factors which affect aircraft maintenance as well as mechanics privileges and limitations. Lab projects for these topics are performed enhance classroom lecture. Upon successful completion of this course, students should be able to read in interpret maintenance publication, complete aircraft maintenance forms and records, perform basic ground operations and servicing of aircraft, weigh aircraft and perform all calculations, be aware of mechanic privileges and limitations and understand Human Factors that can affect aircraft maintenance.

AFP1001 - Electrical and Fire Protection Systems | 4 Semester Credits (67.5 Didactic Hours, 56 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001, GEN1002

This course provides study of airframe and powerplant electrical systems, including inspection and repair of components and related wiring, power distribution, and circuit troubleshooting. This course includes a detailed study of electrical schematics and their application and troubleshooting. This course also covers the study of various aircraft fire protection, detection, and extinguishing systems. Upon successful completion of this course, students should be able to troubleshoot and repair airframe electrical systems, know how to read and apply electrical schematics, and understand the operation and repair of aircraft fire protection systems.

ARF2001 - Metallic Structures | 4 Semester Credits (50 Didactic Hours, 73.5 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001, GEN1002

In this course, aircraft sheet metal structures and different fastening methods are studied in detail. Students will accomplish a wide variety of lab projects leading to an understanding of subject material. Upon successful completion of this course, students will be able to perform all basic tasks required of an aircraft maintenance technician related to metallic structures.

ARF2002 - Non-Metallic Structures | 4 Semester Credits (52 Didactic Hours, 71.5 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001, GEN1002, ARF2001

Students in this course will learn about composite structures including fiberglass, Kevlar, various core materials, and Plexiglass. Extensive lab work will enhance learned objectives. Also, covered in this course are wood structures, fabric coverings, and aircraft finishes. Upon successful completion of this course, students should be able to accomplish aircraft composite structure work and can explain aircraft wood and fabric. Students should also apply the finish to an aircraft.

ARF2003 - Hydraulics and Landing Gear Systems | 4 Semester Credits (65 Didactic Hours, 58.5 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001, GEN1002

The theory, operation, and maintenance of aircraft hydraulic and pneumatic systems are covered. The troubleshooting, maintenance, and repair of both systems is stressed. Aircraft landing gears, including retraction systems, oleos, brakes, wheels, and tires, are also studied. This course also includes study of aircraft position and warning systems. Upon successful completion of this course, students should be able to troubleshoot and repair aircraft hydraulic and pneumatic systems, aircraft landing gears, and understand the concepts of aircraft position and warning.

ARF2004 - Comm/Nav and Instrument Systems | 4 Semester Credits (71.5 Didactic Hours, 52 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001, GEN1002, AFP1001

This course covers the theory, operation, and maintenance of aircraft communication and navigation systems and the wide range of aircraft instrument systems found in today's aircraft. Upon successful completion of this course, students should be able to explain the operation and maintenance of aircraft communication, navigation, and instrument systems.

ARF2005 - Airframe Systems | 4 Semester Credits (71.75 Didactic Hours, 51.75 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001, GEN1002, AFP1001

This course covers the theory and operation of aircraft cabin atmosphere control systems, ice and rain control systems along with water and waste systems. Aircraft fuel system theory, maintenance, and troubleshooting are also discussed, as well as the basic concepts of welding. Upon successful completion of this course, students should be able to explain the basic operation cabin atmosphere control systems, ice and rain control systems, maintain an aircraft fuel system, and perform basic welding processes.

ARF2006 - Flight Controls and Airframe Inspections | 4 Semester Credits (52 Didactic Hours, 71.5 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001, GEN1002, AFP1001, ARF2001, ARF2002, ARF2003, ARF2004, ARF2005

This course covers aircraft control surfaces, including system rigging, maintenance, inspection, and troubleshooting. This course also covers the basic concepts of rotary wing maintenance and operations. Also covered are the inspection techniques as they to the aircraft structure and its related systems. Upon successful completion of this course, students should be able to rig a general aviation aircraft, know the basic concepts of rotary wing aircraft and perform airframe conformity inspections. This course also includes a review and testing period to aid the student in FAA Airframe Certification.

PPT2001 - Reciprocating Engines | 4 Semester Credits (52 Didactic Hours, 71.5 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001, GEN1002, GEN1003

This course covers the theory and operation of a reciprocating engines. All internal components are studied, along with how each part functions. A reciprocating engine is disassembled, measured, reassembled, and timed. Upon completion of this course, students should be able to explain the operation of a reciprocating engine.

PPT2002 - Reciprocating Engine Systems | 4 Semester Credits (61.75 Didactic Hours, 61.75 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001, GEN1002, GEN1003, PPT2001

In this course the study of reciprocating engine lubrications, induction and engine airflow systems, engine cooling systems, and reciprocating engine exhaust systems are covered in detail. Reciprocating engine instrument systems are discussed. A reciprocating engine is removed and reinstalled. Upon

completion of this course, students should be able to explain the operation of and inspect, troubleshoot and repair of engine induction, cooling, exhaust, and reciprocating engine instrument systems and can remove and reinstall an aircraft reciprocating engine.

PPT2003 - Fuel Metering and Propellers | 4 Semester Credits (71.5 Didactic Hours, 52 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001, GEN1002, GEN1003, PPT2001, PPT2002

In this course, students study the theory and operation of a wide variety of propellers and controlling governors. Reciprocating engine fuel and fuel metering devices, including float carburetors and fuel injection systems, are explained in detail. Upon completion of this course, students should understand all propeller operation and inspection requirements, and can troubleshoot and repair reciprocating engine fuel and fuel metering devices.

PPT2004 - Engine Inspection and Operation | 4 Semester Credits (52 Didactic Hours, 71.5 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001, GEN1002, GEN1003, PPT2001, PPT2002, PPT2003

In this course ignition systems, including magnetos, spark plugs, leads, and auxiliary starting systems, are covered in detail. A magneto is disassembled, inspected, reassembled, internally timed and timed to the engine. Lab activities include the ground operation, troubleshooting and repairs to various reciprocating engine systems. Students will perform a powerplant conformity inspection using FAA records and manufacturer's publications and manuals. Upon successful completion of this course, students should be able to troubleshoot, repair, and time an aircraft magneto, and troubleshoot and repair various reciprocating engine systems, explain engine ground operation procedures and perform engine inspection.

PPT2005 - Turbine Engine Fundamentals | 4 Semester Credits (68.5 Didactic Hours, 55 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001, GEN1002, GEN1003, AFP1001

This course studies turbine engine theory of operation as it applies to turbojet, turboprop and turboprop engines. The course covers in depth the compressor section, diffuser section, combustion section, turbine section and the exhaust and reverser, as well as an in-depth study of auxiliary power units. Upon successful completion of this course, students should be able to explain the theory of operation, and maintenance requirements of turbine engines, and can troubleshoot and repair turbine engine exhaust and reverser systems.

PPT2006 - Turbine Engine Systems | 4 Semester Credits (58 Didactic Hours, 65.5 Lab Hours)

Prerequisites: MAT1001, PHY1001, GEN1001, GEN1002, GEN1003, AFP1001, PPT2005

This course covers topics including turbine engine instrument systems, lubrication systems, fuel metering, ignition and starting systems. Also, included in this course are techniques for turbine engine inspections as well as turbine engine removal and replacement. A variety of lab projects including operation, maintenance and troubleshooting of the turbine engine and its systems enhance learning of course lessons. This course also includes a review and testing component which will aid the student in preparation for FAA certification exams. Upon successful completion of this course, students should be able to explain the operation and troubleshoot turbine engine lubrication, fuel metering, ignition and starting, engine instruments, and conduct maintenance and troubleshooting operations.

Heating Ventilation & Air Conditioning

HV120 – Refrigeration and Air Conditioning Fundamentals | 6 Quarter Credits (45 Didactic Hours, 30 Lab Hours)

Prerequisites: None

This course introduces the fundamentals of refrigeration and air conditioning as they apply to the HVAC industry. Topics include safety, refrigeration theory, installation and service of refrigeration and air conditioning units, thermodynamics, refrigeration cycle, troubleshooting techniques, recovery, recycling and reclamation of refrigerant, and brazing and pipe fabrication fundamentals. Upon successful completion of the course, students will be able to describe the laws of thermodynamics as applied to refrigeration and can apply these concepts to the operation of the refrigeration cycle.

HV123 – Air Duct Calculation and Fabrication | 4 Quarter Credits (25 Didactic Hours, 30 Lab Hours)

Prerequisites: None

This course will provide students with the theory and application of sheet metal fabrication for use in the residential and light commercial HVAC systems installation. Topics include skills, equipment, and procedures involved with metal cutting, bending, forming, and joining air duct systems, air duct sizing, calculating air flow, friction, and static pressure. Upon successful completion of this course, students should be able to design an air duct system, calculate the airflow (CFM), lay out and fabricate an HVAC supply and return plenum, transitions, squares, radius elbows, and install a complete air duct system for a residential and light commercial HVAC system.

HV125 – Building Mechanical Codes | 4 Quarter Credits (40 Didactic Hours, 0 Lab Hours)

Prerequisites: None

This course will provide students with a working knowledge of mechanical, fuel, gas, plumbing, and electrical codes. Topics include code requirements for combustion air systems, venting systems, fuel piping systems, electrical wiring, and plumbing for residential and commercial HVAC applications. Upon successful completion of this course, students should be able to understand building codes and their application to HVAC systems.

HV130 – Electricity and HVAC Control Systems | 12 Quarter Credits (90 Didactic Hours, 60 Lab Hours)

Prerequisites: None

This course introduces the fundamentals of electricity as they apply to the HVAC industry. Topics include electrical theory, reading wiring schematics, electrical installation, service and troubleshooting of air conditioning and gas heating units, electrical heat, electron theory of electricity, Ohms Law, Watts Law, electrical components, wiring circuitry, and electrical safety. The course also includes the study of modern HVAC control systems and their application. Upon successful completion of the course, students should be able to describe the electron theory of electricity, along with Ohms Law, Watts Law, and describe how wiring circuitry is used in the HVAC industry.

HV140 – Forced Air Gas Heating and Air Conditioning Systems | 7.5 Quarter Credits (60 Didactic Hours, 30 Lab Hours)

Prerequisites: HV120, HV123, HV125, HV130

This course introduces students to the fundamentals of residential and light commercial heating and cooling. Topics include installation/service of residential and light commercial forced air furnaces, heat pumps, split AC systems, package roof top units, heating and cooling controls and circuitry, and troubleshooting electrical and mechanical components of heating and cooling equipment. Upon

successful completion of the course, students should be able to explain the sequence of operation and troubleshoot residential and light commercial heating and cooling equipment.

HV150 – Advanced Refrigeration | 6 Quarter Credits (45 Didactic Hours, 30 Lab Hours)

Prerequisites: HV120, HV123, HV125, HV130

This course introduces students to an overview of commercial refrigeration. Topics include installation/service of walk-in coolers and freezers, reach-in coolers and freezers, EPA guidelines for the proper use of refrigerant, troubleshooting techniques of mechanical and electrical systems, airflow measurements, diagnostic principles, and refrigeration circuits and controls. Students may test for their CFC Certification. Upon successful completion of this course, students should be able to recall the EPA guidelines for the proper handling of refrigerant and know the concepts for troubleshooting and repair of the electrical and mechanical systems of commercial refrigeration units.

HV220 – System Design and Heat Load Calculation | 4.5 Quarter Credits (30 Didactic Hours, 30 Lab Hours)

Prerequisites: HV120, HV123, HV125, HV130

This course provides training in the reading of HVAC construction prints as they apply to existing and new construction, and the application of HVAC system design principles. Topics include how to read HVAC construction prints, ductwork design, heat load calculations, equipment sizing, HVAC system analysis, system setup, inspection and repair of HVAC system installations, design considerations, indoor air quality, and comfort and psychometrics. Upon successful completion of this course, students should be able to demonstrate the ability to read HVAC construction prints, understand system design principles, and understand how to determine indoor air quality.

HV230 – HVAC Pneumatic Controls | 6 Quarter Credits (45 Didactic Hours, 30 Lab Hours)

Prerequisites: HV120, HV123, HV125, HV130

This course provides a detailed study of electrical, electromechanical, and pneumatic control systems in commercial and industrial buildings. Topics include HVAC fundamentals, commercial HVAC systems, HVAC system energy sources, control principles, control systems, air compressor stations, pneumatic actuators, dampers, valves, thermostats, humidistats, pressure switches, transmitters, receiver controllers, auxiliary devices, and pneumatic control system applications. Upon successful completion of this course, students should be able to apply system and equipment standards to the installation and repair of HVAC pneumatic control systems.

HV235 – Supermarket Refrigeration and Ice Machines | 6 Quarter Credits (45 Didactic Hours, 30 Lab Hours)

Prerequisites: HV120, HV123, HV125, HV130, HV150

This course will include fundamentals of ice machines, supermarket refrigeration, controls and circuitry, troubleshooting and repair of commercial equipment, startup procedures, retrofitting of new systems, multi-capacity systems, equipment and refrigerant pipe sizing and estimating installation, and construction of a walk-in cooler and freezer. Upon successful completion of this course, students should be able to describe the fundamental principles of ice machines, supermarket refrigeration, and can troubleshoot electrical and mechanical components within a refrigeration system.

HV236 – Advanced Building Automation Systems | 6 Quarter Credits (45 Didactic Hours, 30 Lab Hours)

Prerequisites: HV120, HV123, HV125, HV130, HV230

This course builds on the concepts that are introduced in the HV230 Pneumatic Controls course. Topics include electrical and electronic control systems, building automation systems and controllers, operator

interfaces, building automation system inputs and outputs, installation, wiring, testing, networking and web-based control, direct digital control strategies, supervisory control strategies, building automation system retrofit, building system management, utilities and surveys, building automation troubleshooting, and advance control technologies. Upon successful completion of this course, students should be able to analyze, diagnose, and repair direct digital controls as well as how to interface with building automation systems.

HV240 – Hot Water and Solar Heat Systems | 9 Quarter Credits (70 Didactic Hours, 40 Lab Hours)

Prerequisites: HV120, HV123, HV125, HV130, HV140

This course provides training in the service and troubleshooting of hot water and oil heat systems, flame safeguard technology, geothermal heat pumps, and solar heat. Topics include heat load estimates, pipe sizing, fittings and valves, hydronic heat sources, fluid flow in piping, properties of water, circulating pumps, heat emitters, control strategies, heat exchangers, hydronic radiant panel heating, hot water distribution systems, expansion tanks, air removal, filling and purging, auxiliary loads, and specialized applications. Upon successful completion of this course, students should be able to apply troubleshooting techniques in the service of hot water and oil heating systems, geothermal heat pumps, and solar heat, as well as demonstrate service procedure and installation techniques.

HV250 – Chilled Water Systems | 6 Quarter Credits (35 Didactic Hours, 50 Lab Hours)

Prerequisites: HV120, HV123, HV125, HV130, HV140, HV150, HV235

This course provides students with a working knowledge of the fundamentals of chilled water systems, including cooling towers and the types of controls and circuitry used. Topics include high/low pressure and absorption chiller operation, sub cooling, superheat, metering devices, cooling towers, system and circulation pumps, operation maintenance and troubleshooting, water flow calculation, chilled water system pipe sizing, properties of heat transfer fluids, start-up procedures for a chilled water air conditioning system, autopsy of a compressor used in chilled water systems, and standard safety procedures. Upon successful completion of this course, students should be able to properly size and install chilled water piping systems and can apply the proper start-up and preventative maintenance procedures for chilled water systems.

General Education Courses

MAT1001 – College Mathematics | 4 Semester Credits (58 Didactic Hours, 7 Lab Hours)

Prerequisite: None

In this class, the student will study the concepts of mathematics which will include fractions, decimals, ratios and proportions, percentages, sign numbers, transforming formulas, powers and roots, basic geometry, number bases, scientific notation, basic trig functions, and basic vectors. This course also meets the requirements for FAR Part 147

PHY1001 – College Physics | 3 Semester Credits (40 Didactic Hours, 18.5 Lab Hours)

Prerequisite: None

This class is an introductory course covering the principles of physics. Topics include simple mechanics, aerodynamics, fluid dynamics, atmospheric properties, matter, work, power, energy, motion, heat and temperature and sound. Laboratory work is included. This course also meets the requirements for FAR Part 147



ENG1001 – English Composition | 3 Semester Credits (48 Didactic Hours)

Prerequisite: None

This course is a practical expository writing experience in standard usage and essential writing skills. Emphasis is given to the development of the basic sentence, paragraph and essay.

HIS1001 – American History: 1865 to Present | 3 Semester Credits (48 Didactic Hours)

Prerequisite: None

Students trace the economic, political, social, and intellectual development that shaped modern America. They investigate in detail the impact of industrialization in shaping the emerging nation.

SOC1001 – Modern Sociology | 3 Semester Credits (48 Didactic Hours)

Prerequisite: None

This course is a study of the role society plays in the lives of individuals and groups. The increased diversity in an ever-shrinking world requires students to acquire a better understanding of the social and cultural factors that will influence their future lives and careers.

SPH2001 – Fundamentals of Public Speaking | 3 Semester Credits (48 Didactic Hours)

Prerequisite: None

This is an introductory course in oral communication emphasizing effective listening, group discussion and group problem-solving techniques, organizational skills, use of evidence and persuasion, and effective delivery techniques.

ENG2001 - English Composition II – Technical Writing | 3 Semester Credits AMT AAS Only (48 Didactic Hours)

Prerequisite: ENG1001

This course is a practical writing experience employing standard usage and essential writing skills. It prepares students to design effective technical documents for both written and digital media, with emphasis on technical memos, reports, organizational product-support, and technical-information webs. To support these writing tasks, the course provides an introduction to principles of audience analysis, research and documentation, drafting and revision processes, readability and accessibility of written texts. (48 Didactic Hours)

CAR2001 - Career Exploration | 1 Semester Credit (24 Didactic Hours)

Prerequisite: None

This course is designed to help pending graduates develop an effective approach to the job search process as they approach graduation. The course emphasizes the understanding of industry expectations and job trends, assessing and developing skills for the workplace, developing a professional portfolio with cover letters and resumes, projecting professionalism, and the practical applications of networking. This course also helps develop self-promotion strategies, successful interviewing, salary negotiations, and overcoming rejection. Prerequisite: None

General Education Courses-HVAC AOS Program

APM120 – Introduction of Business | 3 Quarter Credits (30 Didactic Hours, 0 Lab Hours)

Prerequisite: None

This course is designed to be an introduction into the operation of an HVAC business. Topics covered include an overview of various types of traditional businesses and e-business models, building a

business, business law, and government regulations. Special emphasis is placed on HVAC businesses in the “new economy”. Upon completion of this course, students should be able to describe the basic concepts to starting and operating an HVAC business.

CA110 – Computer Applications | 3 Quarter Credits (25 Didactic Hours, 10 Lab Hours)

Prerequisite: None

This course is designed to increase proficiency in the use of common word processing, spreadsheet, and presentation application software. Topics include the production of business documents and reports. Upon completion of this course, students will be able to prepare documents using word processing, spreadsheet, and presentation software.

ENG110 – Business Writing | 3 Quarter Credits (25 Didactic Hours, 10 Lab Hours)

Prerequisite: None

The emphasis of this course is to prepare students to apply the writing process to documents and situations they will encounter in the workplace. Upon completion of this course, students should be able to prepare correspondence, reports, proposals, instructions, presentations, and elements of research, email, and use of technology for visual presentations.

MTH115 – Basic Mathematics | 3 Quarter Credits (25 Didactic Hours, 10 Lab Hours)

Prerequisite: None

This course covers basic mathematics as related to the HVAC field. Topics include the four operations on whole numbers, fractions, decimals, and real numbers, using percentages, and applying basic formulas such as area, perimeter, and volume. Upon completion of this course, students should be able to solve problems using basic mathematical operations.

SOC 110 – Customer Relations | 3 Quarter Credits (30 Didactic Hours, 0 Lab Hours)

Prerequisite: None

This course focuses on customer relations concepts and their impact on the HVAC industry. Topics include basic customer relations concepts, problem solving, and handling of difficult customers, telephone and internet techniques, communication do’s and don’ts, and best ideas and techniques. Upon completion of this course, students should be able to demonstrate proper customer relations concepts and can solve various customer related problems.



Appendix A: Additional Campus Information

Campus Maps

Campus maps are available in the admissions department or the front desk.

New Student Registration

New students will complete registration processing at the Main Campus. Registration includes check-in, identification badge, admissions, and a meeting with a student finance advisor.

Schedules are available upon completion of the registration process.

Student Lounge Areas

Student lounge areas are located on all campus locations. Students may use these facilities when not required to be in class. Lounge areas provide a place for additional study or relaxation at students' convenience. Information concerning student activities are posted on the bulletin boards around each location. Students may participate in industry related organizations that apply to their field of study. This includes the AMT Society, Aircraft Electronics Association, CABA, Student Council, and Women in Aviation.

Student Organizations

Student Council

Professional Affiliations

Spartan College 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:

Academy of Model Aeronautics AMA
Aircraft Electronics Association AEA
Aviation Maintenance Technician Society
Aviation Technician Education Council ATEC
Colorado Aviation Business Association CABA
National Business Aviation Association NBAA
National Center for Aerospace and Transportation Technologies NCATT
The Broomfield Chamber of Commerce
Women in Aviation International WAI

ID Badges

While on campus, all students are required to wear a Spartan photo I.D. badge on the front, upper area of the shirt. Badges are issued at the time of registration for new students.



Students must present their I.D. badge when making purchases in the tool crib, check out special tools, and to receive assistance in offices on campus. I.D. badges are required to attend classes.

Report lost I.D. badges to the Student Affairs Office in Administration building and a replacement I.D. badge will be issued at a small fee. Temporary I.D. badges may be issued for one day if the student forgot to bring the badge with them. Temporary I.D. badges are issued at the Receptionists desk for visitors at the campus.

Learning Resource Center (Library)

The Spartan College library and resource centers enhance the academic programs by providing students with learning resources that support and supplement the student's study and research needs. The Library is located in the Main Campus building and supports all curricula. This facility provides reading areas for research and relaxation. Additionally, they are equipped with computers that are available for student word processing requirements as well as internet access.

Student Bookstore/Tool Crib

The student bookstore is located in the tool crib in the main campus building. Class supplies, books, and tools are available in the tool crib.

Transportation/Parking

It is highly recommended that students have a vehicle while in Colorado. Spartan College students can use their home state licenses and car tags if they are current. Colorado law requires that proof of insurance is kept in the vehicle at all times. Students may reference the campus signage in the parking lot to identify student, staff and faculty parking areas.

Students operating a motor vehicle on Spartan College campuses and in the State of Colorado 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.

Housing

There is no student housing at the Spartan College Denver Campus. The Student Affairs office may have student housing resources available upon request. These resources change on a consistent basis, so please be timely in your requests.

School Closing

In the event of bad weather conditions, Spartan 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. Denver Campus Weather Advisory line (303) 410-2408.

Appendix B: 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).

California

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
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
(916) 431-6959 or (888) 370-7589
(916) 263-1897 fax
www.bppe.ca.gov

Please see the College's Grievance Policy and 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.

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (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.



Kansas

Private & Out-of-State Postsecondary
Education Kansas Board of Regents
1000 SW Jackson, Suite 520
Topeka, KS 66612
Telephone: 785-430-4240

Kansas students may contact the Kansas Board of Regents should they feel their complaint has not been resolved at the school level. Contact information: 1000 SW Jackson, Suite 520, Topeka Kansas 66612-1368. Phone (785) 430-4240.

Missouri

Missouri Department of Education
205 Jefferson St.
Jefferson City, MO 65102
Telephone: 573-751-2361

Note: Where Spartan policies are more lenient to the student, the Spartan Policy will be applied. Spartan College of Aeronautics and Technology is duly certified to operate pursuant to Section 173.600 through 173.618 RSMo for purposes of student recruitment. Missouri Department of Education, Proprietary School Certification contact information: 205 Jefferson Street, Jefferson City, MO 65102. Phone (573) 751-2361

The applicant may cancel the Agreement within seven (7) business days, exclusive of Saturday, Sunday and holidays for a full refund of all monies paid.

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

New Mexico

New Mexico Department of Higher
Education 2048 Galisteo Street
Santa Fe, NM 87505-2100
Telephone: 505-476-8400
Website: www.hed.state.nm.us/complaint_3.aspx

Note: Where Spartan policies are more lenient to the student, the Spartan Policy will be applied. Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of at least three work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is longer. During the cooling off period the agreement can be



withdrawn, and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

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

New Mexico Payment and Refunds for Tuition:

- A. Cooling off period: Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of this institution shall be entitled to a cooling off period of at least three work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is longer. During the cooling off period the agreement can be withdrawn, and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.
- B. Refunds prior to commencing instruction: Following the cooling off period but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery (as defined above), and the institution shall be entitled to retain no more than \$200 in tuition or fees as registration charges.
- C. In the case of students, enrolling for non-traditional instruction, a student may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery (as defined above) and the institution shall be entitled to retain no more than \$150 in tuition or fees as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.
- D. Refunds following commencement of instruction: An institution registered with the department shall adhere to either the following tuition refund policy or to a policy established by the institution's state of residence or accrediting body.
- E. A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery (as defined above), and the institution shall be entitled to retain no more than \$200 in tuition or fees as registration charges or an alternative amount that the institution can demonstrate to have been expended in undertaking that particular student's instruction plus a pro rata amount of any additional tuition and fees earned and paid according to the following schedule:

Date of Withdrawal Portion of tuition as a percent of the and fees obligated enrollment period and paid that are for which the student eligible to be retained was obligated by the institution:

within the first 10%	10%
within the 2 nd 10%	25%
within the 3 rd 10 %	40%
within the 4 th 10%	55%
within the 5 th 10 %	70%
within the 6 th 10%	85%
thereafter	100%

- F. “Enrollment period for which the student was obligated” means a quarter, semester, or other term of instruction followed by the institution which the student has begun and for which the student has agreed to pay tuition.
- G. Tuition/fee refunds must be made within 30 calendar days of the institution receiving written notice of a student’s withdrawal or of the institution terminating enrollment of the student, whichever is earlier. Upon request by a student or the department, the institution shall provide an accounting for such amounts retained under this standard within five workdays.
- H. The institution’s payment and refund policies shall be clearly articulated in the institution’s catalog and as part of all enrollment agreements.

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 C: 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 is committed to assisting all members of the Spartan 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 Spartan; 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 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 unless the student specifically requests in writing that it be withheld. Spartan College 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 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 students for part-time work require substance abuse screening.



Spartan College 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.

Education:

Spartan College 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 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., bong, hookah, and shisha). Possession of such paraphernalia on Spartan 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.

Spartan Faculty and Supervisory employees will be issued a Spartan College of Aeronautics and Technology Supervisor/Instructor Guide to Drug Abuse Education and Prevention.

Administration:

A student may be subject to drug screening for cause while attending Spartan. Employees of Spartan will be handled under the guidelines contained in the human resources documents of the Company.

All flight students are required to sign the drug screening acknowledgment statement before starting school and will be required to pass a drug screening prior to their first solo flight.

Any student involved in an injury accident while operating Spartan aircraft or training equipment could be subject to immediate drug testing.

Each campus reserves the right to conduct random testing with approval from CRC.



Spartan Staff and Students:

If a Spartan staff or faculty member potentially identifies an individual who displays symptoms of impairment, the faculty or staff member must notify the Dean or Program Chair and provide an incident summary.

Students failing the drug screening will be subject to disciplinary action which could include counseling, probation, suspension or expulsion at the discretion of the College. Spartan reserves the right to suspend or expel any student who violates the Substance Abuse Screening-Education Policy, even if it is the person's first offense.

Students failing to make the drug screening appointment are considered to have failed the screening. As with any disciplinary action, the student has the right to appeal the action based on guidelines stated in the College General Catalog.

Spartan may notify the parents of students under the age of 21 who commit any drug or alcohol offense. The student can appeal immediately following the Disciplinary Appeals Procedure. Reentry after a suspension, if allowed, will begin at the start of the next available term after completion of the suspension.

Students suspended under this policy must pass a drug screening within 10 days prior to reentry into school. This screening will be at the student's expense.

Students who has completed a suspension for failing a drug screening, or to meet a screening appointment, who can reenter school will be placed on performance probation for the remainder of their tenure at Spartan. The student may be required to complete a series of follow-up screenings at times determined by the College. If a follow-up screening is failed the student will be suspended.

As with any disciplinary action, the student has the right to appeal the action based on guidelines within this catalog.

Spartan College has also established sanctions for violations of this policy. The sanctions range from warnings and substance abuse awareness programs for minor offenses to dismissal and/or referral to civil authorities for major and/or multiple offenses. Selling or distributing drugs will result in suspension or dismissal from Spartan College. These sanctions, as well as the judiciary process that is followed, are discussed in detail in the Annual Security Report.

Violators may also be subject to the loss of financial aid.

The college recognizes that while the sanctioning process is educational in nature, students must understand that they will be held accountable for their actions in both the college setting and the external world. Therefore, Spartan College administrators will cooperate fully with law enforcement actions regarding use of drugs or alcohol on school grounds.

Federal law provides strict penalties for violation of federal drug laws. For a first conviction of illegal possession of a controlled substance, a person may be imprisoned for up to one year and/ or fined at least \$1,000 but not more than \$100,000. After two or more prior convictions, the penalty increases to at least 90 days in jail, but not more than three years and/or a fine of at least \$5,000 but not more than \$250,000.

Federal trafficking penalties for controlled substances (such as marijuana, heroin, cocaine, PCP and LSD) range from less than five years in prison and/or a fine of less than \$250,000 to life imprisonment and/or a fine of up to \$8 million (for an individual). Other penalties may apply, such as forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance, denial of certain federal benefits, and revocation of certain federal licenses.

Certain federal laws may apply to unlawful manufacture, possession, and trafficking of alcohol, as well. Penalties range from fines to jail terms.

Each state and locality have laws relating to the unlawful manufacture, sale, use or possession of controlled (and/or imitation of) controlled substances and alcohol. In addition, states and localities have laws relating to driving while intoxicated or under the influence of alcohol and/or illicit drugs. Sanctions for violations may range from local citation to state law felonies. Penalties may range from small fines to jail terms, depending on the violation and past criminal history of the individual.

Alcohol use carries several risks. These include drinking/driving accidents, increased incidents of rapes and assaults, academic problems, police involvement, medical problems – including alcohol abuse and dependence and fetal alcohol syndrome – and fatalities.

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long- and short-term effects on the body and the mind. These effects may include toxicity, HIV infection with intravenous drug use, heart attack, stroke, sudden death, pregnancy complications, birth complications and defects, physical and psychological dependence, withdrawal, disruption of normal heart rhythm, high blood pressure, stroke, bleeding and destruction of brain cells, memory loss, depression, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and neurological and pulmonary damage.

Spartan College provides counseling services for students seeking assistance or information concerning alcohol and drug issues. Students who wish to take advantage of this service may contact the campus director.

In addition, other resources are available. Several self-help groups hold meetings throughout the metropolitan area, including Alcoholics Anonymous, Narcotics Anonymous, and Al-Anon. Individuals can contact the National Clearinghouse for Drug and Alcohol Information (800-729-

6686), which is operated by the U.S. Department of Health and Human Services and staffed 24 hours a day, seven days a week. Specialists provide information and referrals

FERPA Privacy of Records and Data Security

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

Educational records are those records, files, documents, and other materials that contain information directly related to a student. Educational records do not include working papers concerning students such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff member and are not accessible or revealed to any other person. Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely.

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

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

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 > Consumer Information > [Campus] > Net Price Calculator

Outcomes Reporting (Accreditor)

The formulas differ from other agencies. Spartan.edu > Consumer Information > [Campus] > 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 > Consumer Information > [Campus] > 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, but they are required and needed as part of your training. Students are welcome to purchase used textbooks from other sources; however, we recommend checking with the instructor to ensure that the edition will satisfy course requirements.

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

Title IX Non-Discrimination and Anti-Harassment Policy

The College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The college considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

Sexual harassment, whether verbal, physical, or visual, is inconsistent with the expectations of the college and may constitute a form of sex discrimination prohibited by this policy.

Sexual harassment also includes sexual violence/assault. Examples of specific conduct that constitutes sexual harassment and sexual violence/assault are set forth below.

It is the policy of The College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the college's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The college has designated the following Title IX coordinator for the entire college system to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Chief Academic and Operations Officer
(918) 831-8630

Vice President of Human Resources
(303) 410-2428

The College has designated the Dean of Student Affairs as the Deputy Title IX Coordinator to coordinate Title IX compliance and to receive inquiries regarding Title IX, including complaints of sex discrimination to the campus address attention "Dean of Student Affairs".

The College encourages students, faculty, staff and third parties to file complaints of sex discrimination with the Title IX coordinator. A person may also file a complaint of sex

discrimination with the U.S. Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

Sexual Harassment

Sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
2. Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment

Examples of Sexual Harassment:

1. Pressure for a dating, romantic, or intimate relationship
2. Unwelcome touching, kissing, hugging, or massaging
3. Pressure for sexual activity
4. Unnecessary references to parts of the body
5. Sexual innuendos or sexual humor
6. Obscene gestures
7. Sexual graffiti, pictures, or posters
8. Sexually explicit profanity
9. Asking about, or telling about, sexual fantasies
10. E-mail and Internet use that violates this policy
11. Sexual violence/assault (as defined below)

Further examples of sexual harassment may be found in the Frequently Asked Questions section of the college website at www.Spartan.edu.

Sexual Violence/Assault

Sexual violence/assault is a form of prohibited sexual harassment. Sexual violence/assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

Examples of sexual violence/assault include:

1. Sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent

2. Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation
3. Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent
4. Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
5. Prostituting another student
6. Non-consensual video or audiotaping of sexual activity
7. Knowingly transmitting a sexually transmitted disease to another

Further examples of sexual violence may be found in the Frequently Asked Questions section of the college website at www.Spartan.edu.

Definition of Consent

Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

1. If coercion, intimidation, threats, and/or physical force are used, there is no consent.
2. If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
3. If a person is asleep or unconscious, there is no consent.
4. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
5. Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

Domestic Violence, Dating Violence, and Stalking

The crimes of domestic violence, dating violence, and stalking can also constitute sexual harassment when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

For examples of state law definitions covering domestic violence:

1. California Penal Code § 13700
2. Colorado Revised Statutes § 18-6-800.3
3. Oklahoma § 644
4. Texas § 22.01

“Dating violence” means violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - A. The length of the relationship
 - B. The type of relationship
 - C. The frequency of interaction between the persons involved in the relationship

For examples of state law definitions covering dating violence see:

1. California Penal Code § 13700
2. Colorado Revised Statutes § 18-6-800.3
3. Oklahoma 22 § 60.1
4. Texas § 71.002

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress

For examples of state law definitions covering stalking see:

1. California Penal Code § 646.9
2. Colorado Revised Statutes §§ 18-3-601 and 18-3-602
3. Oklahoma § 1173
4. Texas § 42.072

Other state law definitions can be found at www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-laws/criminal-stalking-laws-by-state

Roles and Responsibilities

It is the responsibility of the Title IX coordinator to coordinate dissemination of information and education and training programs to:

1. Assist members of the college community in understanding that sex discrimination and sexual harassment are prohibited by this policy

2. Ensure that investigators are trained to respond to and investigate complaints of sex discrimination and sexual harassment
3. Ensure that faculty, staff, and students are aware of the procedures for reporting and addressing complaints of sex discrimination and sexual harassment

The appropriate deputy Title IX coordinator is also responsible for implementing the complaint resolution procedures for the campus to which the complaint pertains.

It is the responsibility of deans, department chairs, and managers (i.e., those that formally supervise other employees) to:

1. Inform employees under their direction or supervision of this policy
2. Notify the Title IX coordinator or appropriate deputy
3. Title IX coordinator for their campus promptly if they receive reports, witness, or otherwise learn of complaints of sex discrimination and sexual harassment
4. Implement any corrective actions that are imposed as a result of findings of a violation of this policy

It is the responsibility of all employees and all students to review this policy and comply with it.

When the college is aware that a member of the college community may have been subjected to or affected by conduct that violates this policy, the college will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sex discrimination or sexual harassment. The college will act in accordance with its complaint resolution procedures.

Violations of Law

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted, and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of the Spartan College community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Spartan College will cooperate fully with law

Complaints

Student Complaint / Grievance Policy

Spartan College recognizes that, on occasion, a student, faculty member, staff or interested third party may have a concern or issue that necessitates a prompt and fair resolution. Spartan administration operates an open-door policy. To address these issues, faculty, staff, and interested third parties should report their concern to the Program Chair, Dean of Academic



Affairs, Dean of Student Affairs, Campus Director/President, or in serious cases where anonymous reporting is required you may 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" with report)

Fax: (215) 689-3885 (must include "Spartan College" with report)

Lighthouse is available 24 hours a day, seven days a week.

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 reoccurrence

Complaint Process

Students should follow the prescribed series of steps outlined below to obtain a mutual and satisfactory resolution of the student's concern or issue. The process provided within this document does not apply to claims of sex discrimination, sexual harassment and sexual violence. The procedure for reporting claims of sex discrimination, sexual harassment, and sexual violence are outline within the campus catalog.

The college will not tolerate unlawful retaliation again any student, faculty, staff or interested third party who in good faith files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding, or hearing regarding any form.

1. If anyone believes he/she has been retaliated against in violation of this policy, he/she is encouraged to immediately report the retaliation in writing to the Campus Director/President. Spartan College will take appropriate measures to ensure that no such retaliation occurs.
2. Students that have an academic issue or concern (e.g., make- up work, instruction), the first person to talk to is the course instructor. If talking with the instructor does not result in a satisfactory resolution, the next steps are to talk with the program chair and the campus Dean of Academic Affairs.
3. Students that have a nonacademic issue or concern, (except for the Student Harassment), (i.e.: parking, ID cards), the first person with whom students should talk is the manager of the department where the concern is focused. Dean of Student Affairs or the Campus Director/President would be the next step in the process. They will attempt to coordinate a mutual and satisfactory resolution with the individuals or departments involved.
4. If a student still cannot find a satisfactory resolution, the student can initiate a grievance process by presenting the grievance to the Campus Director/President. In the event a



mutual and satisfactory resolution has not been achieved at this level, the student may take his/her written and signed grievance to subsequent levels within the college organization.

Making a Complaint

All students, employees and staff have a duty to report sex discrimination and sexual harassment to the Title IX coordinator. Students and other persons may also file a complaint with the U.S. Department of Education's Office for Civil Rights, as set forth in Section II above.

Content of the Complaint

So that the college has sufficient information to investigate a complaint, the complaint should include the following information:

1. The date(s) and time(s) of the alleged conduct
2. The names of all person(s) involved in the alleged conduct, including possible witnesses
3. All details outlining what happened
4. Contact information for the complainant so that the college may follow up appropriately

A complainant will be given a copy of the document titled Explanation of Rights and Options After Filing a Complaint Under the Title IX: Non-Discrimination and Anti-Harassment Policy.

Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sex discrimination or sexual harassment that also constitutes a crime — including sexual violence/assault, domestic violence, dating violence, or stalking — is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. A victim may decline to notify such authorities.

If you are the victim of sexual violence/assault, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. The College recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence/assault, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence/assault, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

Once a complaint of sexual violence/assault, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

1. Contacting parents or a relative
2. Seeking legal advice
3. Seeking personal counseling (always recommended)
4. Pursuing legal action against the perpetrator
5. Pursuing disciplinary action
6. Requesting that no further action be taken

Protecting the Complainant

Pending the outcome of an investigation, the College will take steps to protect the complainant from any further harassment or retaliation. This may include assisting and allowing the complainant to change his/her academic, transportation, work, or living situation if options to do so are reasonably available. Such changes may be available regardless of whether the complainant chooses to report the crime or concern to campus administration or local law enforcement.

If a complainant has obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX coordinator or appropriate deputy Title IX coordinator for his/her campus. The college will take all reasonable and legal action to implement the order.

The College encourages persons to make complaints of sex discrimination and sexual harassment as soon as possible because late reporting may limit the College's ability to investigate and respond to the complaint.

All complaints of sex discrimination and sexual harassment will be promptly and thoroughly investigated in accordance with the complaint resolution procedures. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint; however, because of laws relating to reporting and other state and federal laws, the college cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated



conduct or where the alleged perpetrator may pose a continuing threat to the college community.

If a complaint of sex discrimination or sexual harassment is found to be substantiated, the College will take appropriate corrective action. Students, faculty, and staff found to be in violation of this policy will be subject to discipline up to and including termination, expulsion, or other appropriate institutional sanctions. Affiliates and program participants may be removed from the college programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

While the College encourages all good faith complaints of sex discrimination and sexual harassment, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline. It is a violation of this policy to retaliate against any person for making a good faith complaint of sex discrimination or sexual harassment and/or cooperating in the investigation (including testifying as a witness to) of such a complaint.

This policy and the complaint resolution procedures apply to the conduct of vendors, contractors, and third parties. If a member of the college community believes that he/she has been subjected to sex discrimination or sexual harassment by a vendor, contractor, or third party, the person should make a complaint in the manner set forth above. The college will respond to the complaint as appropriate, given the nature of its relationship to the vendor, contractor, or third party.

While the college is committed to the principles of free inquiry and free expression, sex discrimination and sexual harassment are neither legally protected expression nor the proper exercise of academic freedom.

Please refer to www.spartan.edu under consumer information for the complete policy and procedure document.

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

Educational institutions participating in the Principles of Excellence program agree to the following guidelines:

- Provide students with a personalized form covering the total cost of an education program.
- Provide educational plans for all military and Veteran education beneficiaries.
- End fraudulent and aggressive recruiting techniques and misrepresentations.
- Accommodate Servicemembers and Reservists absent due to service requirements.
- Designate a point of contact to provide academic and financial advice.
- Ensure accreditation of all new programs prior to enrolling students.
- Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.

Foreign schools, high schools, on-the-job training and apprenticeship programs, residency and internship programs, and institutions that do not charge tuition and fees are not required to comply with the 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, Spartan 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>