2026 Version 2 July 1 - December 31, 2026

SPARTAN
COLLEGE OF AERONAUTICS AND TECHNOLOGY

(918) 836-6886
8820 East Pine Street
Tulsa, OK 74115

COLLEGE CATALOG

CAMPUS LOCATION - TULSA, OK

WWW.SPARTAN.EDU

SPARTAN
COLLEGE OF AERONAUTICS AND TECHNOLOGY

SCHOOL INFORMATION **1**

Address and Contact Information 1
Certification Statement 1
Financial Standing 1
Owner Statement 2

CATALOG SUPPLEMENT **2**

APPROVALS **2**

Accreditation 2
Home State Licensing 2
Federal Aviation Administration 3
Additional Approvals 3
Out-of-State State Authorization 3

CONSUMER INFORMATION **4**

Statement of Non-Discrimination and Accommodation 4
Digital Signatures 5
Distance Education (Online Courses) 5

OUR HISTORY **6**

MISSION, PURPOSE, AND VALUES **8**

FACILITIES AND EQUIPMENT **9**

Administration 9
Learning Resource Center 9
Testing Center 9
Student Groups 9
Aviation Maintenance Technology 9
Aviation Electronics Technology 9
Aviation Flight 10
Technology Management 10
Technology Management - DE 10

ADMISSIONS **10**

Enrollment Procedures 10
Entrance Requirements 11
Distance Education and/or Use of Learning Management System 13
Age Requirements 13
Program Demands 13
Federal Aviation Administration (Additional Requirements) 14
Bachelor of Science Programs (Additional Requirements) 15
Conditional Acceptance 16
Final Acceptance 17
On-Time Start Requirement 17
Foreign Transcript Verification 17
Visa Services 17
International Students 17
English Language Proficiency Requirement 18
English as a Second Language (ESL) Services 19

TRANSFERABILITY OF CREDITS **19**

Transferability of Credits OUT 19
Transfer or Articulation Agreements 19
Transferability of Credits IN 20
Guidelines for Transferring Credit to Diploma or AAS Programs 20
Aging of Transfer Credits or Prior Learning Experience 21
Awarding Credit for Prior Learning Experience and Evaluation Criteria 21
Advanced Standing/Bypass Exams (FAA) 21
Additional Flight Program Information 22
Transferability of Credits to Bachelor Level Programs 23
Prior Credit Policy for Veterans' Education Beneficiaries 24
Appeals Process for Denied Transfer Credits or Prior Learning Experience Credits 24
Transfer Between Programs 24
Transfer From Another School 24

STUDENT FINANCE **24**

General Financial Aid Information 25
Student Loan Default 25
Eligibility and Application Process 26
FAFSA 26
Determination of Financial Need 27
Academic Year and Full-Time Status Defined 27
Verification of Data 27
Renewal Process 28

TYPES OF FINANCIAL ASSISTANCE **28**

Definition of Title IV Financial Aid 28
Pell Grants 28
Federal Supplemental Educational Opportunity Grants (SEOG) 28
Federal Student Loans 28
Alternative Loans 30
Veterans' Educational Benefits 30
Scholarships and Grants 31
Federal Work Study (FWS) 31

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FINANCIAL AID ELIGIBILITY **31**

Standards 31
Financial Aid Actions 32
Appeal and Reinstatement of Financial Aid Eligibility 33

CANCELLATION, WITHDRAWAL, AND REFUNDS 34

Student's Right to Cancel 34
Postponement of Start Date 34
Discontinued Class or Program/Special Cases 35
Determining Withdrawal or Termination Date 35
Financial Impact of Changing Programs or Withdrawal 35
Withdrawal (Official) 36
Withdrawal (Unofficial) 36
International Student Withdrawal 36
Maximum Timeframe (Credits) 36
Maximum Timeframe (Time in Months) 36
Refund Timeline 36
Refund of Non-Tuition Fe 37
Refund Repayments 37
Withdrawal Before 60% 39
Withdrawal After 60% 39
Special Circumstances 39
Post-Withdrawal Disbursement 39
Calculating Return to Title IV (R2T4) 39
Example: Title IV Return of Funds 40
Student's Responsibilities 41
Institutional Refunds 42
Students Called to Active Military Service 43
Veterans' Education Beneficiaries 43

ACADEMIC INFORMATION 44

Academic Advising 44
Communication and Response Timelines (All classes, including distance education when applicable) 44
Satisfactory Academic Progress (SAP) for Academic Eligibility 44
Standards to Determine SAP 45
Academic SAP Related Actions 45
Grading Criteria 46
Grade Scales 46
Grade Change 47
Definition of Course Term 47
Withdrawn Course Grading 47
Honors 47
Failures and Course Repeats 48
Class Schedule Changes and Course Changes 48
Taking Additional Courses 49
Incomplete Coursework 49
Incomplete Coursework (Flight Only) 49
Transcripts 50
Enrollment Verification Letter 51
Refresher Courses for Spartan College of Aeronautics and Technology Alumni 51
Federal Aviation Administration (FAA) Testing 51
Statement of Academic Freedom 55
Records Retention Policy 55

ATTENDANCE 55

Make Up Policy 56
Attendance Records for Veterans' Education Beneficiaries 58

LEAVE OF ABSENCE 58

Provisional Withdrawal 59
Veterans' Education Benefits During Leave of Absence 59

READMISSION 59

Returning Students 59
Readmission to a Current Class 60
Reinstatement after Suspension or Termination 60
Appeal Procedures 60

GRADUATION AND REQUIRED LEVELS OF PERFORMANCE 61

Graduation Honors 61
Graduation Credential Requirement 61
Additional Flight Program Information 61
Credentials Awarded Upon Graduation 62
Graduation Ceremony 62

STUDENT SERVICES 62

New Student Orientation 62
Student Disability Accommodation & Grievance Policy 62
Accident Insurance 65
Assistant Registrar 65
Career Services 65
Housing 65

STUDENT CONDUCT 65

Academic Integrity 66
Technology Use Policy (TUP) 67
Rights and Responsibilities 67
Email Usage and Privacy 67
Prohibited Technology Uses 67
Private Computers and College Network 68

Wireless Network & SSID Spoofing.....68
Copyright and File Sharing 68
No Warranties 68
Violation Reporting 68
Disciplinary Action 69
Student Dress Code 69
Use of Tobacco on Campus.....69
Disciplinary Actions.....69
Dismissal or Suspension for Safety, Rule Infractions, and Proficiency.....70
Random Drug Testing.....70
Criminal and Misdemeanor Offenses 70
Interim Suspension or Immediate Expulsion.....71
Appeal Process.....71

STUDENT COMPLAINTS AND GRIEVANCE PROCEDURES 72

Student Complaints.....72
Non-Retaliation Policy.....73
Student Grievances 74
ADA Grievance Process (Complaints of Disability Discrimination).....74
Accrediting Agency.....76
Home State Regulatory Agency 76
Out of State Regulatory Agencies 76

PROGRAM INFORMATION 77

Program and Course Abbreviation Legend.....77
Course Numbering System 77
Credit Hour Definition.....77
Program Descriptions – Program Starts Prior to January 1, 2025.....78
Aviation Maintenance Technology 78
Aviation Maintenance Technology (Hybrid Delivery) 80
Aviation Electronics Technology (Not currently enrolling) 82
Aviation Flight 84
Technology Management 86
Technology Management – DE 86
Program Descriptions – Program Starts After January 1, 2025.....90
Aviation Maintenance Technology (Not currently enrolling) 90
Aviation Maintenance Technology (Hybrid Delivery) 92
Aviation Electronics Technology 94
Avocational: Private Pilot (FAA Part 61) – Flying 96

COURSE DESCRIPTIONS 99

Aviation Maintenance Technology – Aviation Maintenance Technology Hybrid 99
Aviation Electronics Technology.....104
Aviation Flight 109
Technology Management 115
General Education & Other.....117

APPENDIX A: ADDITIONAL CAMPUS INFORMATION 119

Campus Maps.....119
Emergency Operations Plan.....119
New Student Registration 119
Student Activities Center.....119
Student Organizations 119
Professional Affiliations 119
ID Badges 120
Student Life Coordinator 120
Student Bookstore 120
Transportation/Parking.....121
School Closing 121

APPENDIX B: CERTIFICATION DISCLOSURES..... 122

Aviation Flight Program Certification Disclosure Information 122
Restricted Airline Transport Pilot (ATP or rATP) Certification Disclosure Information 124
Aviation Maintenance Technology Certification Disclosure Information.....125
Aviation Electronics Technology Certification Disclosure Information.....131

APPENDIX C: OUT-OF-STATE STATE AUTHORIZATION 136

Alabama 136
Arkansas 136
California.....137
Colorado 139
Delaware 141
Georgia 141
Indiana 141
Kansas.....142
Missouri.....143
Minnesota.....143
Montana.....143
New Mexico.....144
Ohio 144
Tennessee 144
Wisconsin.....144

Wyoming 145

APPENDIX D: U.S. DEPARTMENT OF EDUCATION REQUIREMENTS 146

Clery/Safety and Security Policy and Reporting .. 146
College Navigator 146
College Scorecard 146
Constitution Day (September) 147
Copyright Infringement 147
Directory Information 147
Drug-Free Awareness 147
Notifications of Rights Under FERPA 150
Financial Literacy/Default Prevention 153
Net Price Calculator 154
Outcomes Reporting (Accreditor) 154
Outcomes Reporting (IPEDS) 154
Outcomes Reporting (Other) 154
Preferred Lenders 154
Textbook Information 154
Title IX, VAWA, Sexual Harassment, Sexual Violence and Assault, Non-Discrimination and Anti-Harassment Policy 154
Vaccination Policy 155
Veterans' Benefits Principles of Excellence 155
Veterans' Benefits Shopping Sheet 155
Voter Registration 155

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 and Mailing

8820 East Pine Street, Tulsa, OK 74115 | (918) 836-6886
StudentServices@spartan.edu

Class Locations

"Main" Campus
8820 East Pine Street, Tulsa, OK 74115

"North" satellite facility – AMT lab classes meet here
7304 East Apache, Tulsa, OK 74115

"Flight" satellite facility – Flight and Technology Management classes meet here
123 West Cessna Drive, Tulsa, OK 74132

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

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

Catalog Supplement

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

Spartan College of Aeronautics and Technology is licensed to operate by the Oklahoma Board of Private Vocational Schools (OBPVS).

Oklahoma Board of Private Vocational Schools
3700 North Classen Blvd., Suite 250
Oklahoma City, OK 73118-2864
(405) 528-3370

http://obpvs.ok.gov/
Oklahoma State Regents for Higher Education: Spartan College of Aeronautics and Technology complies with Title 70 O.S. §4103 which allows the school to operate educational programs beyond secondary education in Oklahoma.

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 #CB9T054R
*Part 147 includes the Aviation Maintenance Technology program only.

14 CFR Part 141 – Pilot Schools

The campus holds an Air Agency Certificate to offer Part 141 training.*
Air Agency Certificate #DF2S766K
*Part 141 includes the Aviation Flight program only.

Additional Approvals

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

Department of Veterans' Affairs for Veterans benefits.

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

Out-of-State State Authorization

Please see the Appendix (Out-of-State State Authorization) for complete information.

The following state(s) require additional disclosure in this section, in addition to the Appendix:
Tennessee: Spartan College of Aeronautics and Technology is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

Consumer Information

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

Consumer Information can be found on the College'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 publications, memos, and informational materials provided to prospective, new, continuing students, and employees.

Statement of Non-Discrimination and Accommodation

Spartan College of Aeronautics and Technology ("the College") **does not discriminate based on** race, color, religion, national origin, sex, gender, gender expression, sexual orientation, disability, age or any other category protected by federal, state or local law in its programs, activities, policies, practices, or procedures. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the College's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the college to comply with Section 504 and ADA.

ADA Compliance Coordinator/Student Accessibility Resources Coordinator (SARC):

Tulsa Main: Cindy Bear, Student Services Manager, and Student Accessibility Resources Coordinator (SARC): 8820 East Pine St, Tulsa, OK 74115 | (918) 836-6886

Tulsa Flight: Benjamin Wilson, Student Services Manager, and Student Accessibility Resources Coordinator (SARC): 8820 East Pine St, Tulsa, OK 74115 | (918) 836-6886

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

Digital Signatures

Spartan College uses authenticated digital signatures to ensure the security, integrity, and regulatory compliance of official institutional records. Approved digital signatures are required for designated academic, administrative, and FAA-related documents and must be executed in accordance with institutional standards.

This policy applies to all Spartan College campuses, employees, and applicable student documentation. Official records requiring signatures are maintained in secure institutional systems. When student signatures are required, documents are issued to the student's official Spartan College email address, unless otherwise permitted.

Requirements and procedures governing digital signatures are defined in the **Digital Signature Policy**

Distance Education (Online Courses)

The College is required to comply with various state and federal requirements related to instruction delivered via distance education (online). To comply with the requirements, the College is unable to offer distance education instruction in states where the College is not approved if that state requires such approval. Please refer to the College's website for state approval information.

IMPORTANT: If a student changes location from an approved state to an unapproved state, the student will most likely be unable to continue in the distance education program and may not be eligible for Federal Financial Aid (Title IV) funding. The student will still be responsible for all tuition, fees, and other charges incurred based on standard refund policy calculations.

The Spartan College of Aeronautics and Technology list of approved distance education states can be found on the College website (www.spartan.edu): Consumer Information > Tulsa, Oklahoma > Distance Education State Authorization List.

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 of Aeronautics and Technology, Inglewood, California, opened a branch campus located in Riverside, California, which is in an area known as the Inland Empire. The campus is located on the historic Flabob Airport.

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

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

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

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

Mission, Purpose, and Values

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

Facilities and Equipment

Administration

Administrative offices for non-flight students are located on the main campus.
Administrative offices for flight students are located at the flight facility.

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

The College Learning Resource Centers (LRC) support the academic mission of the institution by providing comprehensive resources that enhance students' study and research endeavors. Located on both the Main and Flight location, the LRC serves all academic programs. Each facility offers areas for reading, research, and quiet study, as well as information on campus and community resources available to students. Additionally, the Learning Resource Centers are equipped with computers that provide students with online access to Canvas, FAA test preparation software, and other institutional digital resources.
Resources can also be accessed here: https://spartan.follettdestiny.com/

Testing Center

The testing center is located at 123 West Cessna Drive, Tulsa, OK 74132. It is available for students to complete FAA written knowledge exams
Tests can be scheduled through the PSI testing site: https://faa.psiexams.com/faa/login

Student Groups

1. Bachelor Students
2. Flight Students
3. "Technology" or "Tech" Students are enrolled in Aviation Maintenance Technology and/or Aviation Electronics Technology

Aviation Maintenance Technology "AMT" (Diploma and AAS)

CIP Code: 47.0607
Maximum student/instructor ratio: Lecture 30:1 and Lab 25:1
Type of instruction: Classroom, hybrid and online (technical courses) with the option for online general education courses in the degree program.
The technical facilities include approximately 80,000 square feet of classroom, shop and administrative space. Power, lighting, heating, ventilation and restroom facilities are provided. Wall charts, cutaway units, audio-visual equipment, miniature models, display boards and mock-ups are available for demonstration of principles and procedures. The Aviation Maintenance Technology Training Department has various types of aircraft.

Aviation Electronics Technology "AET" (AAS) (Not currently enrolling)

CIP Code: 47.0609
Maximum student/instructor ratio: 30:1

Type of instruction: Classroom, hybrid and online (technical courses) with the option for online general education courses in the degree program.
The core electronics portion of the Aviation Electronics Technology Program provides versatility in several different industries to include manufacturing of unmanned aerial vehicles, medical, oilfield, renewable energy, and other electronic technical fields. A theory based and hands-on combination offers training in electronic circuit testing 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.

Aviation Flight (AAS)

CIP Code: 49.0199
Maximum student/instructor ratio: Ground 30:1 and Flight 8:1 with 1:1 during flights
Type of instruction: On-Ground, online lab, and option for online general education courses.
There are approximately 40,000 square feet of classroom, hangar and administrative space. Equipment and aircraft are available except during times of servicing and regularly scheduled maintenance. Real time weather information system is provided in flight operations. Interactive media materials, charts, , smart boards, display boards, video and mock-ups support classroom instruction. Flight Program primary instructional location – Satellite 123 West Cessna Drive, Tulsa Riverside Airport, Tulsa, OK 74132, additionally some instruction may occur at Main Campus 8820 East Pine Street, Tulsa, OK 74115 and Satellite Location 7304 East Apache, Tulsa, OK 74115.

Technology Management (BS) Hybrid Delivery
Technology Management - DE (BS) 100% Online Delivery

CIP Code: 52.0201
Maximum student/instructor ratio: 35:1
Type of instruction: On-Ground or online or a hybrid of the two
Courses are lecture based; therefore, no specific equipment is dedicated to the program. On-Ground instructional location may occur at any of the campus locations.

Admissions

Enrollment Procedures

When you determine that Spartan College of Aeronautics and Technology is your college of choice and before being admitted to any program, a prospective student interviews with an admissions representative. The admissions representative will collect all documents and submit the documents for review.

The College reserves the right to deny admission to any applicant in accordance with published admissions standards and non-discrimination policies and to change entrance requirements without notice.

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

Students must be admitted as a regular student, defined as an individual who is enrolled for the purpose of obtaining a degree, certificate, or other recognized educational credential offered by the institution in an eligible program of study to qualify for Federal Title IV financial aid.

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

Entrance Requirements

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

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

Valid Proof of Graduation or Equivalent

1. Valid high school diploma from an accredited institution; or
2. Valid high school transcript from an accredited institution; or
    a. Legal residents of the state of Tennessee are required to submit an official high school transcript or official high school equivalency certificate.
3. Valid high school equivalency certificate based on the General Education Development (GED) test, or a state recognized equivalent level of education (e.g., HiSET, CAHSEE); or
4. Valid military DD214 (must include graduation date); or
5. 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 local government, state, or federal agency} or home-schooled students). In these rare cases, the College 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 they 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 below). The standardized test is not used to establish Title IV eligibility or as an Ability-to-Benefit alternative, but solely as supporting documentation when a student attests to completion of a high school diploma or equivalent that cannot be verified due to extraordinary circumstances.

The College evaluates the validity of high school completion documentation in accordance with U.S. Department of Education guidance. If the College has reason to believe a credential is not valid or was not obtained from an entity that provides secondary education, the College will not accept the credential and will require additional documentation. Any conflicting information will be resolved prior to disbursement of Federal Title IV aid.

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

Entrance Testing Requirement for Home School Graduates and Loss of Records

While home school graduates are recognized as having completed high school, home school programs are generally not subject to standardized academic rigor, curriculum oversight, or uniform testing requirements. As a result, the entrance examination serves as a third-party measure to verify that applicants possess the foundational knowledge and academic readiness expected of graduates from traditional high schools.

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

Option 1: Home School Proof of Graduation Documentation

- Submit valid proof of high school graduation from a home school program; and
- Complete the Wonderlic WBST entrance examination (Test is for placement/readiness only, not Title IV eligibility); and
- Achieve scores of at least 303 Verbal and 294 Quantitative, which the third-party testing provider identifies as equivalent to high school completion; and
- Submit a signed attestation of high school graduation.

Option 2: High School Equivalency Documentation

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

Basic Skills Requirement for Admission to Aviation Flight

Each applicant to the Aviation Flight program, in addition to providing a valid proof of graduation, must provide proof of one of the following:

	Minimum
ACT Test	16
SAT Test*	780
Wonderlic SLE	19
Wonderlic WBST	Achieve scores of at least 303 Verbal and 294 Quantitative
ASVAB or AFQT General	50
Previous College	18 Credits with CGPA = to or > 2.0
High School GPA	2.8/4.0 (unweighted) or 3.5/5.0 (weighted) or higher or 82/100 or higher
FAA Certification	FAA Certified Private Pilot

*If SAT was taken prior to 2016, please see Assistant Registrar for further assistance.

Distance Education and/or Use of Learning Management System

The College incorporates in all courses a Learning Management System (LMS) regardless of whether the course/program is technically administered through distance education; therefore, as an admissions requirement, prior to enrollment (final acceptance), the College will assess the student's capability to benefit from distance education instruction and/or the use of an LMS, as well as computer technical skills, competencies, and access to technology required in the learning environment.

The student must obtain the minimum score for at least one of the three areas (technical competency (45%), or technical knowledge (45%), or typing speed (25wpm) before starting class and then participate in associated advising during the first course. Admissions does not administer the assessment. The assessment is completed online, and an admissions representative will provide prospective students with results once available.

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.

Remote Pilot (Part 107)

The FAA requires someone testing for certification to be at least 16 years of age.

Flight (Part 141)

Students must be at least 17 years of age before being issued the Private Pilot Certificate and 18 years of age before being issued the Commercial Pilot Certificate.

Program Demands

Aviation Maintenance Technology

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

Aviation Electronics Technology

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

Aviation Flight

In the Aviation Flight program, expect regular physical activity involving standing, walking, and manual tasks. Communication skills are vital for interactions with instructors and peers. Tasks may require reaching, climbing, balancing, and various positions like stooping or kneeling. You may lift objects up to 10 pounds regularly and occasionally up to 50 pounds. Visual acuity, including close and distance vision, peripheral vision, and depth perception, is essential.

Technology Management

The Technology Management Bachelor’s Degree program requires significant computer usage for accessing course materials, participating in discussions, and completing assignments. Audio and visual demands include prolonged screen reading, listening, and viewing diagrams or videos, online communication, navigation, and interface.

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)

Remote Pilot (Part 107)

To be eligible for a Remote Pilot Certificate, a person must:

a) Meet the age requirement listed above and
b) Read, write, speak, and understand the English language.
c) Be in a physical and mental condition to safely operate a small unmanned aircraft, as required by 14 CFR §107.17.

Flight (Part 141)

To be eligible for various FAA certifications and associated ratings, a person must:

a) Meet the age requirement listed above and
b) Read, write, speak, and understand the English language (AC 60-28)

To clarify the entrance requirements for the Aviation Flight Program, this list includes all requirements for items required prior to final acceptance, as well as items required prior to starting classes.

Aviation Flight Students must meet the following requirements prior to final acceptance to the College:

1. High School Graduate or Equivalent
2. Entrance Testing
    a. Entrance testing is waived with a H.S. GPA of 2.8 or higher or 82/100 or higher
    b. A Wonderlic SLE score of 22 is required if:
        i. H.S. GPA is below 2.8
        ii. H.S. equivalent (i.e., GED)

Additionally, to be eligible for various flight certificates, a person must satisfy the following items prior to starting class:

a) Medical (Flight) – It is a requirement for students pursuing Aviation Flight to obtain a Class II Medical Certificate or higher from an FAA medical examiner before starting classes. Flight students may contact the nearest FAA Office or the Admissions Department for a list of approved aviation medical examiners. Students must maintain a current flight medical certificate as defined by the FAA while attending; and
b) Transportation Security Administration (TSA for Flight) – All U.S. Citizens and Nationals are required to show proof of U.S. Citizenship or National prior to the beginning of flight training. All flight students who are not U.S. Citizens or Nationals will be required to complete the registration process with the Transportation Security Administration for initial flight training, instrument and multi-engine training and should be accomplished prior to orientation. Registration is completed online at www.flightschoolcandidates.gov.

Bachelor of Science Programs (Additional Requirements)

In addition to the standard admission requirements, to enroll in the bachelor programs (hybrid* or 100% distance education*):

Technical students (non-flight) are required to have one of the following:

a. Thirty (30) technical elective transfer credits from a technically related earned diploma or degree completed and be working in or have previous experience in the technical field: or
b. Thirty (30) technical elective prior learning experience credits for an earned Federal Aviation Administration General, Airframe, and Powerplant Certification (FAA 147) and be working in or have previous experience in the aviation or aerospace field.
c. In some circumstances, thirty (30) technical elective prior learning experience credits for other technical certifications, licenses, and prior learning experience may be eligible for review and consideration depending on whether the experience is comparable in scope and content to the College's coursework.

To validate work experience, students may be required to submit proof of work history.

Flight students must have one of the following:

a. Spartan Tulsa Students: Private Pilot certification (PPC/CPC = 15 credits) and Aviation Flight AAS completed (dual enrollment is not permitted). Then, FAA CFI earned prior to completion of the BS program final term (CFI = 15 credits); or
b. Partner Affiliate Students: Private Pilot certification (PPC = 15 credits) completed and be currently enrolled in a Partner Affiliate flight training program leading to Certified Flight Instructor. Then, CFI earned prior to completion of the BS program final term (CFI = 15 credits); or
c. FAA Certified Flight Instructor and/or FAA Certified Flight Instructor Instrument (CFI/CFII = 30 credits total) rating; or
d. Airline Transport Pilot license (foreign) (ATPL = 30 credits); or
e. FAA Airline Transport Pilot certificate (domestic) (ATP = 30 credits).

*Distance Education (online) students must be located in a state where the College is approved to offer online courses. Please refer to both the list of these states and the related policy in the consumer information section of the College's website for more information. Students who change locations to an unapproved location will not be able to continue in online courses. It is critical to understand where students can be located when taking online courses.

Conditional Acceptance

If a prospective student does not have proof of graduation or the equivalent at the time of enrollment, the enrollment and acceptance to the College are conditional.
Conditional acceptance does not permit a student to begin attendance. All documentation required to establish Title IV eligibility, including valid proof of high school completion, must be received and verified prior to the student's first day of attendance.

Final Acceptance

Once all admission requirements are met including valid proof of graduation, a School Official will countersign the enrollment agreement signifying final acceptance to the College.

If final acceptance is not secured prior to start, the enrollment agreement is cancelled.

A student must be fully admitted and accepted into an eligible program prior to receiving Title IV financial aid.

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 and New Starts with Transfer Credits

All returning students (re-entry within 365 days or re-enroll after 365 days) and new students with transfer credits 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.

Foreign Transcript Verification (Domestic and International Students)

All foreign transcripts must be translated and evaluated for U.S. equivalency by a National Association of Credential Evaluation Services (NACES) recognized agency or equivalent. The translation and evaluation process must be completed prior to enrollment and acceptance, as the College is unable to assess equivalency of a foreign education.

Visa Services

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

International Students (Additional Requirements)

More detailed information may be obtained from the admissions department.

a) Applicants must have the equivalent of a U.S. high school education. See **Foreign Transcript Verification** for information related to translation and equivalency requirements. The College must receive the translated and evaluated information before the College can accept the student and issue a Certificate of Eligibility (I-20). All documents forwarded must be in English and list the date on which high school equivalency was attained.
b) The applicant should have enough funds available to cover the cost of tuition and living expenses prior to and while attending the 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 the College's admissions department for a copy of the approved physical form.
e) All flight applicants who are not U.S. Citizens or Nationals will be required to complete the registration process and receive authorization from the Transportation Security Administration prior to beginning flight training. Register: http://www.flightschoolcandidates.gov.
f) Students enrolling at Spartan College of Aeronautics and Technology 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
TOEFL iBT – Aviation Flight Program	Total of 88 or better

OR Equivalent* Test

International Test of English Proficiency	iTEP	3.5 – 3.9
Common European Framework of Reference for Languages	CEFR	B2
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 5

*Equivalencies by Boston Educational Services, LLC

Test results must be mailed to the College directly from the test administrator or school. The Dean of Academic Affairs 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 of Aeronautics and Technology.

In very limited cases, the College may admit a student who fails to meet these requirements in extraordinary and deserving cases. In these situations, the applicant must have demonstrated his or her proficiency in the English language prior to admission. Such exceptions will be appropriately documented.

English as a Second Language (ESL) Services

No ESL services are available.

Transferability of Credits

Transferability of Credits OUT

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

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

Transfer or Articulation Agreements

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

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 College. Additional information about articulation agreements is available through the Dean of Academic Affairs.

Current Articulation Agreements

None

Transferability of Credits IN (To Spartan College of Aeronautics and Technology)

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

Approved transfer credits will be documented in the student's file and recorded on the student's transcript at the time a student begins attending 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).

Guidelines for Transferring Credit to Diploma or AAS Programs

1. The Dean of Academics or designee, in conjunction with the academic department and registration services, determines whether courses are appropriate for transfer to Spartan College from an accredited postsecondary institution.
2. Evaluations and approvals should be complete prior to the student starting school. Transcripts received after the first date of attendance may be considered at the discretion of the Dean of Academics or designee.
3. Transfer credit will not be awarded for a course after the student has attended the Spartan College course in question.
4. Course equivalencies must be matched through course descriptions (content) and meet the minimum semester credit hours.
5. The combination of courses is allowed, if the combined courses meet the overall competencies of the course for which the transfer credit will be applied. For example, two math courses for three credits each could satisfy a four-credit math requirement if it is determined by course comparisons that the required competencies have been met.
6. Academic credits for all programs and courses are recorded in semester credit hours.
7. Transfer grades of A, B, C, or their numerical equivalent may be accepted from accredited postsecondary courses equivalent to the College's course or subject area (i.e., history, math, etc.). Students wishing to transfer credits to Spartan must have

official transcripts mailed or faxed from the previous college directly to Spartan's Office of the Registrar.

8. Advanced Placement (AP) is a program created by the College Board which offers college-level curricula and examinations to high school students. Earning a 3 or higher on an AP exam may qualify for course credit equivalent to the College's course or subject area (i.e., history, math, etc.).
9. The College Level Examination Program (CLEP) is a group of standardized tests created and administered by the College Board. These tests assess college-level knowledge in many general education subject areas and provide a mechanism for earning college credits without taking college courses. The College may be able to award credit for successfully passing a CLEP exam equivalent to the College's course or subject area (i.e., history, math, etc.).
10. FAA credentials may be transferred only as specified by FAA guidelines (FAR Part 141.77 and 141.67). The FAA does not recognize credit earned outside of the United States.

Aging of Transfer Credits or Prior Learning Experience

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.

Awarding Credit for Prior Learning Experience and Evaluation Criteria

(Formerly referred to as Advanced Standing)

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

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

Advanced Standing/Bypass Exams (FAA)

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 or designee and the prospective student will be notified of those courses in which credit will be given.

The Aviation Maintenance Technology 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.

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 Academics 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. To be eligible for a Bypass Exam, the prospective student must meet at least 85% of the course content. 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. For those who meet 100% of the course content, credit will be given.

For those with military training related to the Aviation Maintenance Technology Program and are seeking credit within that program are required to take Bypass Exams for training received. The veteran must submit a Joint Services Transcript or Community College of the Air Force transcript for evaluation. The transcript will be evaluated by the Dean of Academics 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.

The Aviation Flight program offered by Spartan at its Tulsa campus is certified by the Federal Aviation Administration (FAA) under the Code of Federal Regulations 14, Part 141. This regulation establishes the guidelines under which Advanced Credit may be given. The Tulsa Spartan Flight campus is required to develop a Certification/Operations Manual that includes its procedure for allowing Advanced Credit.

Additional Flight Program Information

The Aviation Flight program offered by Spartan College of Aeronautics and Technology is certified by the Federal Aviation Administration (FAA) under the Code of Federal Regulations 14, Part 141. This regulation establishes the guidelines under which credit may be given. The Tulsa Flight location is required to develop a Certification/Operations Manual that includes its procedure for allowing prior learning credit.

Flight Courses

1. An applicant with previous flight time or an FAA Pilot Certificate must provide to the Records Office copies of the FAA Certificate or rating that verifies completion of an FAA flight examination.
2. Credit will be awarded according to the “limitation” section of FAA FAR Part 141.77.

3. Applicants will be placed in the flight program according to their performance on a flight evaluation.
4. Use of this provision may prevent the candidate from accumulating the required credit hours for the issuance of a Reduced ATP (Airline Transport Pilot Certificate).

Ground Courses

Based on evaluation, credit may be allowed per items (1) or (2) above for those persons transferring a private pilot certificate.

Transferability of Credits to Bachelor Level Programs

Bachelor Programs follow the same requirements as the diploma and AAS programs except for the following differences.

The maximum transfer credit percentage (elective and non-elective) remains at 75% of the program. A student must complete at least 25% of the credits in the program through the College.

The B.S. in Technology Management program will only allow a **maximum of 30 elective credits**. For example, if you have an FAA A&P certification that could equate to 60 semester credits (not considering the 50% maximum for prior learning credits in a diploma program), you will only be awarded 30 credits towards your B.S. degree program.

Military Training: A maximum of 30 elective credits can be awarded for military experience through bypass exam(s).

In addition to the standard transfer credit policy:

Elective credits may be transferred into the bachelor program after initial enrollment for flight training; however, please refer to the timely progression checkpoint rules below. **Technical elective courses (non-flight)** must be transferred prior to initial enrollment.

Non-elective credits approved for transfer into the bachelor program must be transferred before the course is scheduled in the student's program.

To ensure timely progression through the program, flight training elective credits must be transferred by these checkpoints.

- At least 15 elective credits within six months of initial enrollment (i.e. Private Pilot certification).
- Remaining 15 elective credits prior to completion of the final term (i.e. Certified Flight Instructor certification).

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 College of Aeronautics and Technology program enrollment prior to enrollment or within the first term with approval by the Dean of Academic Affairs. Upon completion of the evaluation, the student will be notified of eligible transfer and/or prior learning 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 transcripts, education and training records with evaluation outcome(s) will be maintained in the veteran student's file. Failure to provide all transcripts, education, and training records for evaluation in a timely manner will delay certification of attendance, tuition and/or fees to the VA until such time these documents are on file. Program length will be reduced according to the College's Transfer of Credit and Prior Learning Experience Credit policies. The student's account balance is reduced accordingly through a credit to the student's account.

Appeals Process for Denied Transfer Credits or Prior Learning Experience Credits

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

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 Academic Affairs to determine whether transfer credits are available.

Transfer From Another School

The College does not directly transfer a student from another school, whether the school is a Spartan College of Aeronautics and Technology affiliate or not. Students wishing to attend a Spartan College of Aeronautics and Technology location will be a new student and previous credits earned will be reviewed using the standard transfer credit policies and procedures.

Student Finance

Spartan College of Aeronautics and Technology'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.

To be eligible for financial aid, a student must:

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

FAFSA

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

completed as soon as possible. A new FAFSA is required for each award year, which begins on July 1 every year.

Determination of Financial Need

A student's financial need is calculated by subtracting their Student Aid Index (SAI) from the cost of attendance (COA) at a specific college, with a lower SAI indicating a higher financial need and therefore greater eligibility for need-based aid; essentially, the difference between your SAI and the COA represents the amount of financial assistance you may require to attend that institution. The COA is referred to as the student budget and is comprised of tuition and fees, books and supplies, room and board, personal expenses, and transportation. Contact the Student Finance Office for specific figures related to the award year in question.

Academic Year and Full-Time Status Defined

Financial Aid is awarded one academic year at a time.

An academic year is defined as 24 credits and 30 weeks, comprised of three, ten-week terms of instruction for bachelor's programs; and two, fifteen-week terms of instruction for technical programs, and fifteen, two-week modules/courses of instruction for the flight program.

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 of Aeronautics and Technology:

Bachelor's students must attempt a minimum of 8 credit hours each term and a minimum of 24 credit hours per academic year. Technical students must attempt a minimum of 12 credit hours each term and a minimum of 24 credit hours per academic year. Flight and online hybrid students must attempt a minimum of 24 credits 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, Federal Supplemental Educational Opportunity Grants (SEOG), Direct Loans, and Federal Direct-Plus Loans.

Pell Grants

After the student submits the FAFSA, they will receive a Student Aid Report (SAR) or SAR Acknowledgement Form. The SAR will tell the student whether they are eligible for the Federal Pell Grant. The student's SAR also determines eligibility for other federal financial aid programs. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's degree. The Pell Grant provides a foundation of financial aid to which other aid may be added. These grants do not require repayment once earned. Students are now limited to 12 semesters (or 600%) of Pell Grant eligibility during their lifetime. Students may view their percentage of Pell Grant used by logging onto NSLDSFAP.ed.gov. Student's "Lifetime Eligibility Used" will be displayed in the "Grants" section.

Federal Supplemental Educational Opportunity Grants (SEOG)

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

Federal Student Loans

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

Federal Direct Loan

Low interest subsidized and unsubsidized loans are available from the U.S. Department of Education. The amount of funding available depends on the student's academic level and dependency status. Loan fees may be deducted from the loan before it is disbursed.

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

An unsubsidized loan is not awarded based on need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If the student chooses to allow the interest to accumulate, it will be capitalized. Accumulated interest while in school will then be added to the principal amount of the student's loan quarterly or at the time repayment begins. The College uses the Master Promissory Note (MPN) for multi-year use for the Direct Loan Program. Once an MPN has been submitted, the College will award Direct Loans throughout the student's enrollment. The College will notify the student of any Direct Loan awarded by providing a College Finance Plan.

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.

Federal Direct-Plus Loan

This low interest loan assists parents of dependent students whose need is not met by the Federal 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 College of Aeronautics and Technology uses the Master Promissory Note (MPN) for multi-year use of the Direct PLUS loan program. Parents must request

an increase or additional loan amounts by email or in the form of a written request. A deferment (postponement of payments) can be requested by the parent if the student is enrolled at least half-time or for an additional six months after the student graduates, leaves school, or drops below half-time enrollment. During any time when you're not making payments, interest will accrue on your loan.

Alternative Loans

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

Veterans' Educational Benefits

Background:

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

Pending Payment Compliance:

In accordance with Title 38 US Code 3679(e), Spartan College of Aeronautics and Technology adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Spartan College of Aeronautics and Technology will not:

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

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

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

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

Scholarships and Grants

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

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

Federal Regulations require that all students receiving Title IV financial aid must be making Satisfactory Academic Progress (SAP) toward completion of their academic program of study to maintain financial aid eligibility. Given the nontraditional nature of the 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. This policy applies to all students receiving Federal Title IV aid and is administered in accordance with **34 C.F.R. § 668.34**.

Standards

1. Cumulative Completion Rate Standard: A student must successfully complete greater than 66.67% of the total cumulative and transfer credits attempted to be making Satisfactory Academic Progress.

Pace is calculated as:

Cumulative Credits Earned ÷ Cumulative Credits Attempted

The following are included in attempted credits:

- Passed courses
- Failed courses
- Withdrawals (W)
- Incomplete grades (I) (until resolved)
- Repeated courses

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: Students must complete their program within 150% of the published program length.

   Maximum timeframe is calculated as:

   - Total Credits Required × 150%
   - All attempted credits, including transfer credits (if accepted), count toward the maximum timeframe.
   - Transfer credits are not included in the CGPA calculation.
   - At each SAP evaluation, the College will also assess whether the student can complete the program within the maximum timeframe. If it is determined that the student cannot mathematically complete the program within 150% of the published program length, the student will be considered not making SAP and will lose Title IV eligibility.

Financial Aid Actions

Warning

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

Suspension

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

Probation

A student may regain eligibility by submitting a successful SAP appeal.

If approved:

The student is placed on Financial Aid Probation
The student remains eligible for Title IV aid during probation A student on probation must:
Be able to meet SAP standards by the end of the next payment period, or
Successfully follow an approved Academic Plan

Dismissal

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

Appeal and Reinstatement of Financial Aid Eligibility

A student may appeal the suspension of Financial Aid eligibility based on extenuating circumstances supported by official documents. Extenuating circumstances are situations that create an undue hardship that caused the student's inability to meet Satisfactory Academic Progress standards.

Examples of extenuating circumstances include but are not limited to:

- Illness or injury
- Death of a family member
- Other circumstances beyond the student's control

To appeal:

- A student must submit the SAP Appeal Form within 14 days of notification along with official documentation to the Director of Student Finance.
- The appeal must include explanation of why the student failed to make SAP and what has changed that will allow the student to meet SAP standards in the future.

Review Process

- 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.

Academic Plan

If an appeal is approved and the student cannot mathematically meet SAP standards within one payment period, the student will be placed on an Academic Plan.

The Academic Plan:

- Outlines specific requirements the student must meet
- Ensures the student can meet SAP standards by a defined point in time
- Is monitored at the end of each payment period

Failure to meet the Academic Plan requirements will result in the student being considered not making SAP and losing Title IV eligibility.

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.

This policy is governed by:

- **34 C.F.R. § 668.34**
- Federal Student Aid Handbook

Cancellation, Withdrawal, and Refunds

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

Specific information regarding any applicable third-party funding agency refund or return of funds policies (i.e., Title IV, Veterans Administration, WIA, etc.) may be obtained from the Student Finance Department.

Student's Right to Cancel

Students not accepted to the school are entitled to all monies 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 (if applicable). In the case of students withdrawing after commencement of classes, the school will refund a percentage of tuition and fees, which is based on the number of days attended. The refund is based on the official date of determination (DOD). See **Definition of Withdrawal or Termination Date**.

Postponement of Start Date

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

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

Reasons for postponement include but are not limited to low enrollment or external factors (e.g., natural disaster, health emergency, technology, etc.). If the course is not commenced, or

the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules.

Discontinued Class or Program/Special Cases

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

Determining Withdrawal or Termination Date

Definition of Date of Determination (DOD)

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

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

Definition of Last Date of Attendance (LDA)

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

Financial Impact of Changing Programs or Withdrawal

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

Withdrawal (Official) by Notification from Student

A designated official, specifically the Registrar's Office or other designated on campus official, possesses the power and responsibility to accept withdrawal notifications within the designated college. When a student notifies the registrar or designated campus official about their intention to withdraw, it is deemed an official notification. The withdrawal date and the date of notification to the school correspond to the day when the office receives the withdrawal notice, whether it is communicated verbally or in writing.

Withdrawal (Unofficial) Without Notification from Student

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

International Student Withdrawal

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

Maximum Timeframe (Credits)

Students must complete the entire program within one-and-one-half times (150%) the standard program length, which is defined by the College as the total number of credit hours in the program. Should a student exceed the 150% maximum credit requirement, s/he will be dismissed. The 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 accreditor's required annual reporting.

Refund Timeline

Refund calculations are completed within 30 days of the date of determination, after which:

- Refunds to students ("Institutional Refunds"), if applicable, are issued within 30 days from the date of determination.
- Any refunds due to Federal Title IV funding sources, as calculated by the Return to Title IV ("R2T4"), are refunded within 45 days from the date of determination.

- Any refunds for third-party agencies are disbursed in accordance with the respective agency's rules, but within 60 days.

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 of Aeronautics and Technology student issued laptops/notebooks contain proprietary academic content. The laptop may be returned prior to registering the computer. The registration triggers the warranty and software license. If the laptop was registered and the pre-loaded software and/or any other licensed software is initiated, the computer cannot be returned.
Toolkit: A toolkit may be returned if the tools have not been used. The toolkit must contain the complete and original inventory of tools issued.
Uniform Pack: A uniform pack may be returned if unopened (including all properly tagged original contents).

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

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

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

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

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

Refund Repayments / Return to Title IV (R2T4)

This policy applies to all students receiving Federal Title IV financial aid who withdraw from Spartan College of Aeronautics and Technology ("the College") prior to completing a payment period or period of enrollment.

When a student withdraws, the College is required to determine the amount of Title IV aid earned as of the student's withdrawal date in accordance with **34 C.F.R. § 668.22**. Title IV funds include Federal Direct Loans (Subsidized, Unsubsidized, and PLUS), Federal Pell Grants, and Federal Supplemental Educational Opportunity Grants (FSEOG).

The calculation of earned Title IV aid is independent of the College's institutional refund policy. Students that are no longer attending Spartan College of Aeronautics and Technology may still owe funds to the College to cover unpaid tuition. Additionally, the College may attempt to collect any funds from a student that the College was required to return as a result of this policy.

A student is considered withdrawn if the student:

- Officially notifies the College of their intent to withdraw;
- Ceases attendance without notification (unofficial withdrawal);
- Is administratively withdrawn by the College;
- Fails to return from an approved Leave of Absence (LOA); or
- Otherwise fails to complete the payment period or period of enrollment.

Students on an approved LOA are not considered withdrawn.

If a student does not return from an approved LOA, the withdrawal date will be:

- The last date of attendance prior to the LOA

For programs offered in modules, a student is not considered withdrawn if the student:

- Provides written confirmation of intent to attend a future module within the same payment period (The written confirmation must be provided at the time of withdrawal and must specify the future module the student intends to attend.); and
- Actually begins attendance in that module.

If the student does not return as scheduled, the withdrawal date is the last date of attendance.

The College will apply any applicable R2T4 withdrawal exemptions as defined under 34 CFR 668.22.

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

- Refunds to students ("Institutional Refunds"), if applicable, are issued within 30 days from the date of determination.
- Any refunds due to Federal Title IV funding sources, as calculated by the Return to Title IV ("R2T4"), are refunded within 45 days from the date of determination.
- Any refunds for third-party agencies are disbursed in accordance with the respective agency's rules, but within 60 days.

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

Withdrawal Before 60%

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

Withdrawal After 60%

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

Special Circumstances

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

Post-Withdrawal Disbursement

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

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

Calculating Return to Title IV (R2T4)

Title IV aid is earned on a prorated basis based on the number of calendar days completed in the payment period divided by the total number of calendar days in the payment period.

Scheduled breaks of five or more consecutive days are excluded.

- If the student completes 60% or less, earned aid is prorated
- If the student completes more than 60%, the student is considered to have earned 100% of Title IV aid

The calculation includes:

- Title IV aid disbursed; and
- Title IV aid that could have been disbursed

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:

1. Direct Unsubsidized Loans
2. Direct Subsidized Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. FSEOG

s

If a student earns more aid than was disbursed, the College will offer a Post-Withdrawal Disbursement.

Loan Funds

- The College will notify the student/parent within **30 days** of the Date of Determination
- The borrower has **at least 14 days** to respond
- Loan funds will only be disbursed with borrower acceptance
- Accepted loan funds must be disbursed within **180 days**
- Grant PWDs do not require acceptance
- Grant funds will be disbursed within **45 days**

Any Title IV credit balance resulting from a post-withdrawal disbursement will be handled in accordance with federal regulations, including the requirement to issue the credit balance to the student or parent within 14 days.

The College will obtain authorization to apply PWD funds to non-institutional charges where required.

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

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

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

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

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

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

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

Student's Responsibilities Regarding the Return of Title IV Funds

Become familiar with the Return of Title IV Funds (R2T4) policy and how withdrawing from courses impacts eligibility for Title IV aid. Be sure to resolve any outstanding balance owed to Spartan College of Aeronautics and Technology 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.

Notification

The College will notify the student in writing of:

- The results of the R2T4 calculation
- Any funds returned
- Any balance owed to the College
- Any grant overpayment obligations
- Any post-withdrawal disbursement eligibility

Regulatory Authority

This policy is governed by:

- **34 C.F.R. § 668.22**
- Federal Student Aid Handbook, Volume 5

Institutional Refunds

Definition of Institutional Refunds

Institutional refunds are non-Title IV refunds made to agencies and/or the student (or applicant) after the return of Title IV funds to the U.S. Department of Education. The institutional refund policy is applicable to both school-determined and student driven enrollment terminations. Any applicable third-party funding agency refund or return of funds policy can be obtained from the Financial Aid Office. Students are encouraged to contact the Financial Aid Office directly to inquire about specific policies related to third-party funding agencies, including guidelines on refunds or the return of funds.

Policy for Institutional Refunds

Refund calculations are completed within 30 days of the date of determination, after which:

- Refunds to students ("Institutional Refunds"), if applicable, are issued within 30 days from the date of determination.
- Any refunds due to Federal Title IV funding sources, as calculated by the Return to Title IV ("R2T4"), are refunded within 45 days from the date of determination.
- Any refunds for third-party agencies are disbursed in accordance with the respective agency's rules, but within 60 days.

See Definition of Withdrawal or Termination Date.

Refund Table for Institutional Refunds

Refund Table (Tech & Bachelor Programs)		
Eligible Refund: The Tech and Bachelors programs use a programmatic billing method, therefore the weighted attendance Pro Rata calculation is used to calculate the eligible charges. This is calculated by taking the days attended weighted against the total days required to complete the current academic year (payment period), not to exceed 75%. The Pro Rata Ratio is applied to the total tuition, fees, and qualifying costs.		
Example: Weighted Attendance Pro rata		If the Pro Rata Ratio is less than 75% the eligible charges will equal the calculated ratio multiplied by Tuition, fees, and qualifying costs.
Course Total	25 Days	
Attended	5 Days	
Pro Rata Ratio (5/25 days)	20%	
Tuition, Fees, & Qualifying Costs**	$2,500	
Eligible Charges (2,500 * 20%)	**$500**	If the student has completed 75% or more of the total number of days required, they will not be eligible for a refund and eligible charges will be retained at 100%.
Refund (2,500 * 80%)	**$2,000.00**	
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.		

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

Refund Table (Aviation Flight Program)		
Eligible Refund: The Aviation Flight program uses an activity-based billing method which charges the student as they attempt a flight lesson or classroom course. The refund calculation is calculated based on that billing method and will use the actual charges incurred for flight hours and the percentage of time attended vs. time scheduled for classroom, at the time the student withdraws.		
Example: Activity based billing method Flight/Sim Hour charges Ground Classroom charges (50% Attended) **Eligible Charges**	 $6,250 600 *50%= 300 **$6,550**	No refund of charges will apply to Flight/Sim hours since the billing method is calculated with actual activity-based charges, however Classroom hours may be prorated based on percentage of time attended.
The refund calculation is based on the academic Year (payment period).		
The above calculations are performed on an academic year (payment period) basis as determined by the date period in which a student withdrew. All charges are based on the student's contract price of the program.		
Exclusive of books, tools, and supplies		
The policy for granting credit for previous training will not impact the refund calculation.		
Distance Education courses are calculated based on the Weighted attendance pro rata (time-based) method.		

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 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 details please refer to the education benefits website www.gibill.va.gov.

Academic Information

Academic Advising

Academic advising is an essential part of the educational services offered by Spartan College of Aeronautics and Technology. It is intended to interpret, enhance and enrich the academic programs the College offers its students. The Dean of Academic Affairs and/or program chair or designee 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. Course withdrawals, course incompletion, and course failures can affect your ability to complete your program timely. In the event of an expected graduation date change, you will be notified by email.

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

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

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

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

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

Academic advising will be provided as needed to help ensure students can meet program completion within the 150% timeframe. Students not meeting Satisfactory Academic Progress and/or are in danger of exceeding the 150% timeframe requirement will be notified by the financial aid department and/or the academic department and are required to meet with an academic leader to develop a plan to promote persistence to graduation. As part of academic

progress advising, students may be placed on academic probation status (in addition to various financial aid warning and probationary statuses) for a period to monitor improvement.

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

Standards to Determine SAP

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

Warning

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

Probation

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

Dismissal

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

Grading Criteria

Students receive a final grade at the completion of each course. Refer to the course syllabus to determine the specific requirements.

A minimum passing score of 60% is required in the following courses:

1. Bachelor's level, QCM2001, QCM2002, QCM2003, general education* courses such as history, English, etc.

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

1. All courses **except** bachelor's level, QCM2001, QCM2002, QCM2003, general education* such as history, English, etc. and FAA Part 141 Private Pilot, Instrument, and Commercial courses.
2. FAA Part 141 ground courses

A minimum passing score of 80% is required in the following courses:

1. FAA Part 141 Private Pilot, Instrument, and Commercial courses

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

Grade Scales

At the conclusion of each course, students may request a printed copy of their grades and/or attendance record. The final course grade is calculated with a numeric value and translated into a letter grade (see chart below) which is recorded on the transcript.

Courses Requiring 60%		Courses Requiring 70%		Courses Requiring 80%	
Grade	**Percentage**	**Grade**	**Percentage**	**Grade**	**Percentage**
A	90-100	A	90-100	A	90-100
B	80-89.99	B	80-89.99	B	80-89.99
C	70-79.99	C	70-79.99	F	0-79.99
D	60-69.99	F	0-69.99		
F	0-59.99				

AU	Audit	AU	Audit	AU	Audit
CR	Credit	CR	Credit	CR	Credit
I	Incomplete	I	Incomplete	I	Incomplete
PL	Prior Learning Credit	PL	Prior Learning Credit	PL	Prior Learning Credit
R	Repeat	R	Repeat	R	Repeat
TR	Transfer	TR	Transfer	TR	Transfer
W	Withdrawal	W	Withdrawal	W	Withdrawal
WP	Withdrawal - passing	WP	Withdrawal - passing	WP	Withdrawal - passing
WF	Withdrawal - failing	WF	Withdrawal - failing	WF	Withdrawal - failing

Grade Change

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

Definition of Course Term

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

Generally, the term period is:
The course term is 19 class days for the technical programs and 10 weeks for the online courses.

Withdrawn Course Grading

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

Honors

Academic

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

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

Attendance

Active students who have maintained perfect and nearly perfect attendance are recognized by the 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 do not pass 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 unsuccessful course attempt 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 has three unsuccessful attempts of a single course, the student will be placed on academic suspension for a period of one academic year and expected to address deficiencies. After one academic year the student may appeal to return.

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

Independent Study

The College does not offer independent study.

Class Schedule Changes and Course Changes

Course schedule change requests must be submitted in writing to the Dean of Academic Affairs for approval at least two weeks prior to the requested effective date. Changes to class schedules may result in future class schedule conflicts, which could extend the student's projected completion time frame or graduation date.

In the event that a course has a non-substantive change to the course code, course name, or minor variations in course content, the newest course version may be substituted for the old version. In these cases, course credit or clock hours will remain the same as the previous course version.

Taking Additional Courses

If a student has at least a 2.5 CGPA after completing one academic year, and scheduling permits, a request may be made to enroll for one course above the normal full-time schedule each term. Such overload scheduling is subject to class availability and must be approved on a term-by-term basis by the Dean of Academic Affairs, records office, and Director of Student Finance. Please note that overload scheduling may negatively impact funding options. Payment for balances created are due at the time the course is scheduled.

Incomplete Coursework

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

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

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

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

Incomplete Coursework (Flight Only)

When a student has not completed the required flight hours by the end of the course, a grade of Incomplete ("I") may be granted upon approval of the Chief Pilot or their designee. Reasons for an Incomplete may include illness, fulfilling reserve duty, bad weather, mechanical issues, leave of absence, and so forth. **All remaining flight lessons must be completed within the following extension term, but do not necessarily require an entire term to complete.** If a student does not complete the lessons within this approved timeframe, the student will be awarded an ("F") for the respective incomplete course and may be eligible to re-take the course.

The extension courses are designed to provide an additional term for students needing additional time to complete flight training requirements. It can be taken as a one-time extension for each of the following courses: AVF 1564, AVF 2543, AVF 2585A, AVF 2585B, AVF 2652, and AVF 2671. These pass or fail courses are specifically tailored for students who require an extended period to achieve proficiency in their flight training and offers flexibility and support for individuals who may need extra time to master the skills of piloting an aircraft. In EXT 1000, EXT 1001, EX 1002, EX 1003, or EX 1004 students will have continued access to flight

instructors, practical flight sessions, simulator exercises, and the opportunity to master their understanding of the requisite skills. The extension courses do not carry any credits and do not contribute towards the student's cumulative grade point average. Instead, the primary focus is on providing students with an extended timeframe to complete their flight training requirements, ensuring they can achieve the necessary proficiency and confidence in their piloting skills. Students enrolled in EXT 1000, EXT 1001, EXT 1002, EXT 1003, OR EXT 1004 will receive an **incomplete (I) grade** for the course associated with the extension i.e., AVF 1564, AVF 2543, AVF 2585A, AVF2585B, AVF 2652, AVF 2671. Successful completion of EXT 1000, EXT 1001, EXT 1002, EXT 1003, OR EXT 1004 will result in a final grade for the corresponding incomplete course while failing the EXT course will result in a failing grade for the corresponding incomplete course. While enrolled in extension courses, all published fees will apply to activities associated with the corresponding course.

EXT 1000 – Extension Course
EXT 1001 – Extension Course - Private | 0 Credit Hour
EXT 1002 – Extension Course – Instrument | 0 Credit Hour
EXT 1003 – Extension Course – Commercial | 0 Credit Hour
EXT 1004 – Extension Course – CFI | 0 Credit Hour
EXT 1005 – Extension Course – CFII | 0 Credit Hour

Please Note: The use of extension courses will extend the program length beyond what is published. In addition, there may be financial aid implications.

Transcripts

Fees related to transcripts are outlined in the Catalog Supplement.

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

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

Spartan College of Aeronautics and Technology uses the standard 4.0 grade point system in computing a cumulative grade point average (CGPA). The CGPA is determined by multiplying the number of credits for each course by the number of points awarded for the letter grade received (see chart below) and dividing the total number of grade points earned by the number of credits attempted.

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

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

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

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

Enrollment Verification Letter

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

Refresher Courses for Spartan College of Aeronautics and Technology Alumni

In support of Spartan's mission and to encourage lifelong learning, Spartan graduates are permitted to participate in the alumni refresher program. Subject to 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. Graduates who audit a course are not given final performance grades; their transcripts will merely indicate "AU" for an audit.

Federal Aviation Administration (FAA) Testing

FAA Part 147 Program

The Aviation Maintenance Technology programs are approved by the Federal Aviation Administration (FAA) and meet the requirements established in the Code of Federal Regulations, Title 14, Chapter 1, Subchapter H, Part 147. The skills learned in this program are applicable inside and outside of the aviation industry. Certification is required for certain aviation positions but not required to obtain related employment in

various industries; however, obtaining an A&P certificate is highly encouraged as it provides additional opportunities.

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

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

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

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. The College will provide, one-time, the O&P examination at no additional cost to the student provided that:

5. The student is a Spartan College FAA Part 147 program graduate.
6. Student will meet with Financial Aid prior to completion certificate and voucher issuance.
7. 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).

FAA Part 107 Certification

The FAA Part 107 Remote Pilot Certification allows for individuals to operate unmanned aerial vehicles (UAV) in a commercial capacity to generate an income as a remote pilot. Students who pass the FAA Part 107 exam may have additional opportunities for possible future employment if they hold this FAA certification. This certification may be required for certain positions within the remote pilot occupation, while other positions in the AET field and in related fields hire without certification.

Within the Spartan AET program, information is presented in the AVN2007 Unmanned Aerial Vehicle and Robotics lecture/lab courses to help prepare students for the optional FAA Part 107 knowledge exam. Students can choose to take the exam after completing this course. This choice and the results do not impact course or program outcomes.

No formal training is required to qualify for the FAA107 exam. Anyone meeting the FAA eligibility requirements can study the materials, pay the test fee, and take the exam.

1. Be at least 16 years old
2. Be in a physical and mental condition to safely fly a drone faa.gov/uas/commercial_operators/become_a_drone_pilot/
3. Additional fees are required and payable to the FAA approved Testing Center. These fees are currently $165.00 for the Remote Pilot Knowledge Written exam; however, students are eligible for one attempt of the exam at no cost* if taken at an approved PSI testing center and based on other requirements as detailed in the Certification Disclosure Information.

* Student has fulfilled all financial obligations to the College

FCC Element 1, 3, and 8 Testing

The FCC Element 1, 3, and 8 exams allow for individuals to:
Operate certain aviation radiotelephone stations and certain coast radiotelephone stations in a commercial capacity (Element 1). Adjust, maintain, or internally repair FCC licensed radiotelephone transmitters in the aviation, maritime, and international fixed public radio services. It conveys all the operating authority of the Marine Radio Operator Permit (MP). It is required to operate any compulsorily equipped ship radiotelephone station operating with more than 1,500 watts of peak envelope power and voluntarily equipped ship and aeronautical (including aircraft) stations with more than 1,000 watts of peak envelope power (Element 3). Only persons whose commercial radio operator license bears this endorsement may repair, maintain, or internally adjust ship radar equipment (Element 8). These certifications may be required for certain positions within the aviation electronics and avionics occupations, while other positions in the AET field and in related fields hire without certification.

No formal training is required to qualify for the FCC Element 1 exam. Anyone meeting the FCC eligibility requirements can study the materials, pay the test fee, and take the exam.

1. Be a legal resident of (or otherwise eligible for employment in) the United States;
2. Be able to receive and transmit spoken messages in English; and
3. Pass a written and/or telegraphy examination(s) as described below under examinations.

Additional fees are required and payable to the FCC Approved Testing Center. These fees are approximately $125.00 for the FCC Element 1 (Marine Radio Operator Permit) written exam (as of March 2023); however, students are eligible for one attempt of the exam at no cost if taken at an approved PSI testing center and based on other requirements as outlined in the College Catalog.

FAA Part 141 Program

After successful completion of the Private Pilot Flight and Private Pilot Ground portion of the course the student will be qualified for the Private Pilot Airplane Single Engine Land Certificate with no further testing due to the College holding FAA Examining Authorization for the FAA Private Pilot Practical Flight Test for issuance of the Private Pilot Airplane Single Engine Land Certificate. The cost for this is listed in the course supplement.

After successful completion of the Instrument Rating Flight and Ground portion of the course the student will be qualified to attempt the FAA Instrument Rating Airplane Practical Test. The cost is not a part of the course and is listed in the supplement but varies with the specific Pilot Examiner the average ranges about $600 for the examination.

After successful completion of the Commercial Pilot Multi Engine Land flight and Ground portion of the course qualifies the student to attempt the FAA Commercial Pilot Airplane Multi Engine Practical test. The cost is not a part of the course and averages about $600 for the examination.

After successful completion of the Commercial Pilot Airplane Single Engine Land flight and Ground portion of the course student will be qualified for the Commercial Pilot Airplane Single Engine Land Certificate with no further testing due to the College holding FAA Examining Authorization for the FAA Commercial Pilot Practical Flight Test for issuance of the Commercial Pilot Airplane Single Engine Land Certificate. The cost for this is listed in the course supplement.

After successful completion of the Flight instructor Airplane Single Engine Flight and Ground portion of the course qualifies the student to attempt the FAA Certificated Flight Instructor Airplane Single Engine Airplane Practical test. The cost is not a part of the course and averages about $1000 for the examination.

After successful completion of the Flight Instructor Instrument Airplane Flight and Ground portion of the course qualifies the student to attempt the FAA Certificated Flight Instructor Instrument Airplane Practical test. The cost is not a part of the course and averages about $600 for the examination.

Statement of Academic Freedom

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

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

Records Retention Policy

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

Attendance

Spartan requires students to maintain a minimum of 90% attendance in each course. Up to 10% of absences may be excused for documented extenuating circumstances, such as medical issues, jury duty, or military service. Other extenuating circumstances may be considered on a case-by-case basis. Total absences may not exceed 20%, with no more than half excused. Exceptions beyond the 10% excused limit may be considered and require approval by the Campus President or designee. See individual course syllabus for specific attendance expectations.

For students enrolled in the Flight Program, in accordance with FAA requirements, all missed in-class instructional time must be made up. All make-up instruction must be completed by the last day of the module to successfully complete the course.

Standard make-up periods:

- **Day 8:** 7:00 a.m. – 9:00 a.m.
- **Day 9:** 1:00 p.m. – 3:00 p.m.
- **Day 10:** 3:00 p.m. – 5:00 p.m.

Students who have a scheduled flight lesson during a make-up period should coordinate directly with their flight instructor regarding any necessary flight schedule adjustments. Student Services does not block flight schedules for make-up sessions, and the Scheduling Department will not process requests to change flight schedules for this purpose.

Students who know in advance that they cannot attend any of the scheduled make-up periods must contact the Assistant Chief Ground Instructor as soon as possible to discuss alternative arrangements. Please note that students may miss and make up no more than 300 minutes of in-class instructional time.

Students who do not comply with the Attendance Policy will be advised by the Dean of Academic Affairs or designee. Excess absences may result in disciplinary action, including withdrawal from a course, probation, suspension, or withdrawal from the program.

Make Up Policy

All students are expected to attend every class session and complete all required tests, quizzes, and projects as outlined in the Syllabus of Instruction. Work missed due to absence, late arrival, or early departure will receive a grade of zero unless an exception is approved. Documentation must be submitted to the Program Chair or Academic Dean within two (2) class days of the missed work.

At the discretion of the Dean of Academic Affairs or designee, students may be permitted to make up missed work (including labs, exams, or quizzes). There are no fees associated with approved make-up work. For the purposes of this policy, reattempting failed work to comply with FAA requirements when applicable is not considered make-up work. Please refer to the course syllabus for additional details.

Make-up day: If a scheduled class day falls on an observed holiday or is cancelled due to unforeseen circumstances such as weather, the class will be made-up on either the Friday of that same week or the Thursday in week five. For holidays, students will be informed of the scheduled make-up date in the course syllabi. Unforeseen cancelled class make-up dates will be communicated to students as events occur.

Online Attendance

The academic week for Spartan College online courses starts on the first day of class at 12:00 am Central time zone and continues for seven days. For example, courses which begin on a Tuesday will have academic weeks that start on Tuesday and end on Monday. The last week of a course may vary in length.

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

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

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

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

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

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

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

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

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

Attendance Records for Veterans' Education Beneficiaries

As outlined in Spartan's Attendance Policy, students must maintain a minimum of 90% attendance per course. Exceptions for documented extenuating circumstances may be considered on a case-by-case basis, not to exceed a total of 20% absence. Please refer to the main Attendance Policy for details.

Students who do not comply with the Attendance Policy will be advised by the Dean of Academic Affairs or designee. Excessive absences may result in disciplinary action, including withdrawal from a course, probation, suspension, or withdrawal from the program.

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.

Leave of Absence

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

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

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

- If the LOA is for medical reasons, the student may be required to provide documentation and clearance from a physician before returning to school.
- If the LOA is for military duty, the student must provide proof of military orders before

leaving and upon their return to school.

- Any other reasons for a leave of absence not covered by this policy will require approval from the Campus President.
- The student must return to school on the agreed-upon date at the end of the leave of absence. Failure to return on the agreed-upon date may result in administrative withdrawal from the school.
- If the student wishes to extend the leave of absence beyond the approved period, but within the allowable maximum timeframe, they must submit a new request for a leave of absence prior to the original scheduled return date.

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

*In rare cases where a leave of absence is approved for a student who could not provide a formal request prior to the leave of absence period due to unforeseen circumstances, the student must provide as soon as possible the request and the reason(s) for the leave of absence along with documentation to show that the leave of absence could not have been formally requested and approved in advance. In these rare cases, the beginning date of the leave of absence period can be no earlier than the date that the circumstances prevented the student from attending school.

Provisional Withdrawal

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

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.

Readmission to College after Withdrawal (drop)

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

Returning Students

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

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

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

Application for re-entry should be made as soon as possible. Evaluation for re-entry will be based upon prior performance and may require the completion of financial aid documents prior to the student beginning class. Evaluation will be based upon prior performance. 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 of Academic Affairs as soon as a situation arises in order to make arrangements for re-entry to class. The Dean of Academic Affairs 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. The College's Conduct/Appeals Committee shall review the case and make a determination. Part of the reinstatement process will include the requirement to meet with the student finance department to determine updated eligibility information. There may be a fee for reinstatement/readmission.

Appeal Procedures

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

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

Graduation and Required Levels of Performance

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

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 of Aeronautics and Technology.

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

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

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

Additional Flight Program Information

The Aviation Flight program prepares students with the knowledge and experience to attempt FAA certification and rating exams. Please see the Federal Aviation Administration (FAA) Testing - FAA Part 141 Program section of the catalog as well as the Aviation Flight Program Course Descriptions for more information on course prerequisites, progression, and FAA certifications/ratings. Spartan does not guarantee third-party certifications/ratings.

Credentials Awarded Upon Graduation by Program

Program Name	Credential	Credential Abbreviation
Technology Management	Bachelor of Science	BS
Technology Management (DE) – 100% online	Bachelor of Science	BS
Aviation Maintenance Technology	Associate of Applied Science Degree	AAS
Aviation Maintenance Technology	Diploma	Dip
Aviation Electronics Technology	Associate of Applied Science Degree	AAS
Aviation Flight	Associate of Applied Science Degree	AAS

Graduation Ceremony

Spartan College of Aeronautics and Technology holds formal graduation ceremonies to honor students who have completed their program. These ceremonies are held twice 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 the College and to receive your diploma or degree.

Student Services

New Student Orientation

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

Student Disability Accommodation & Grievance Policy

Request for Accommodation

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator, otherwise known as the Student Accessibility Resources Coordinator (SARC). A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, they are required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a **Request for Accommodations form**, which is also available on the College's website under the **consumer information** tab. To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.

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

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

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

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

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

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

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

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

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

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

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

Accident Insurance

All enrolled students are covered under our student accident policy. Accident Insurance covers enrolled students for medical expenses incurred as a result of an accident that occurs on Spartan College of Aeronautics and Technology 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 the College. Please refer to the "Student Accident Insurance Plan" flyer for details related to coverage and filing claims.

Assistant Registrar

The Assistant Registrar will provide guidance to students relating to whom the student should contact to receive additional information for these various services: Adding/Dropping a class; Tutoring; Advanced Standing; Transfer Credits; Academic and Non- Academic Challenges; Disputing a Grade; Disputing Attendance Graduation Checklist; Class Schedule; Transcripts; Verification of Enrollment; Course Registration.

Career Services

Students are encouraged to visit the Career Services Department on a regular basis. The process of obtaining employment takes work. At no time, will the College or career services team guarantee employment. Spartan College of Aeronautics and Technology 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; Career Fairs; Graduate Employment Assistance (Ongoing); Current Student Part-time Job Placement Assistance; Resume Assistance; Mock Interview Skills

Housing (Optional)

Spartan Residence Hall (SRH) is a student housing complex within walking distance of the Main Campus. Room availability is limited. Each unit is furnished and includes a washer/dryer, refrigerator, dishwasher, stove, microwave, internet service and furniture. There are four private bedrooms and two full bathrooms per unit. All student conduct rules apply while living at the SRH in addition to those outlined by the SRH lease agreement. The lease is a legally binding contract. Please review all documents thoroughly before deciding whether to live on campus or off campus. While the College does not assist with off campus housing, there are many rental options near the campus locations.

Student Conduct

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

1. Dishonesty (including cheating, plagiarism, giving false information to staff or faculty

members, or soliciting test or quiz information).

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

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

Academic Integrity

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

Technology Use Policy (TUP)

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

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

Rights and Responsibilities

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

The primary purpose of our IT resources is to support instruction, research, and administration. To ensure equitable access, activities that disrupt or interfere with the intended use of these shared resources are prohibited. Regular monitoring of access logs, network data, and system utilization is in place to ensure this.
All users are accountable for actions performed under their access accounts and must take steps to safeguard them. Sharing or transferring account access is strictly prohibited.

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

Email Usage and Privacy

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

Using the college's email system is a privilege. Certain content, including but not limited to chain letters, offensive language, or derogatory remarks, is expressly prohibited. Commercial or political use of this system is also forbidden.

Please be cautious when sending emails; only relevant individuals should receive them. Avoid mass mailings that might be seen as spam or other types of inappropriate broadcasts.

Prohibited Technology Uses

Users should refrain from:

- Unauthorized access, alteration, or distribution of any college IT asset.
- Sharing passwords, IDs, or other confidential information.
- Unauthorized software installation.

- Transferring copyrighted materials without the owner's consent.
- Providing external unauthorized access to college IT resources.
- Commercial, political, or illicit activities, and any form of harassment.
- Displaying or distributing offensive, lewd content.
- Actions that congest or degrade network performance.

Private Computers and College Network

For private computers connected to the college network:

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

Wireless Network & SSID Spoofing

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

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

Copyright and File Sharing

Spartan College complies with all provisions of the Digital Millennium Copyright Act. Users must abide by federal copyright laws, including not distributing copyrighted material without authorization. Peer-to-peer file sharing programs (such as BitTorrent), if used for unauthorized distribution, can lead to college disciplinary actions and legal consequences. Refer Appendix C: U.S. Department of Education requirements for additional information.

No Warranties

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

Violation Reporting

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

Disciplinary Action

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

Student Dress Code

Many courses at Spartan College of Aeronautics and Technology involve working with machinery and tools where clothing protects the operator. To establish work safety and dress ethics, the College has established a dress code reflecting a program's specific needs. Students are required to adhere to the dress code applicable to their program. While there may be some companies in the field with less strict standards, Spartan College of Aeronautics and Technology 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 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 of Aeronautics and Technology reserves the right to invoke any level of discipline described below even for a first offense if, at the College's discretion, such discipline is warranted. (Also refer to Financial Aid Related Actions)

The disciplinary actions (warnings, probation, suspension, and dismissal) may be exercised by the College's administration for acts involving serious and/or unlawful misconduct ON CAMPUS OR OFF CAMPUS if the act reflects discredit upon the College and student population. Depending upon the seriousness of the offense, a student may be expelled or otherwise disciplined even if the offense is the student's first violation.

Warning

The purpose of a warning is to inform students they must stop acting in a certain way or change a pattern of misconduct. Warnings are given for minor offenses.

Probation

A student may be placed on probation for violation of the personal conduct rules. Further infractions may then result in suspension or expulsion from the college.

Suspension

A student may be suspended for a period of one day to two terms for violating the College's conduct rules. A student must submit a letter of appeal to the college to petition for re-entry. Letters of Appeal 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 of Aeronautics and Technology for violating the College's conduct rules.

Dismissal or 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.

Flight only:

1. Inability to solo
2. Failure to complete flight lesson(s) or stage check(s)
3. Students who are observed to be flying in an unsafe manner such as airspace violations, flying below minimum altitude levels, practicing unauthorized maneuvers, or other violations of the College or Flight Operation procedures may be suspended from the program.

Random Drug Testing

Drug-Free Awareness information available in the Appendix (U.S. Department of Education Requirements).

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, the College established a random drug screening program. The College reserves the right to immediately suspend or dismiss any student who uses or possesses drugs.

All flight students are required to pass a urinary drug screening prior to their first solo flight.

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

Appeal Process

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

1. The request must be made in writing to the Campus President within five (5) working days of the original decision, and it must include the student's reasons for the appeal.
2. The request must include specific reasons why the student feels the disciplinary process, the finding, and/or the sanction should be reviewed by a committee.
3. If no request for appeal is made, the decision is final.
4. Requests for a hearing will result in the College Conduct and Grievance Committee being contacted to arrange a hearing not less than two or more than fifteen calendar days after the student's appeal has been received. The maximum time limit for scheduling a hearing may be extended at the discretion of the Campus President if the decision is rendered during a break between terms, an active investigation, or other extenuating ircumstances.
5. The College Conduct and Grievance Committee will hold a hearing on the appeal and make a recommendation regarding disposition of the appeal. This committee will be comprised of staff and faculty members not involved in making the initial disciplinary decision. Committee members are chosen at the sole discretion of the College and will be comprised of at least one program chair/coordinator, one faculty member, and one staff member. If there are no program chairs available, another faculty member may be included.
6. The Campus President or their designee will coordinate and provide logistical support to the hearing.
7. The student making the appeal and the employee most familiar with the circumstances

will be provided with an opportunity to address the committee in person.

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

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

Student Complaints and Grievance Procedures

Student Complaints

Definitions

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

Key Contact: Dean of Student Affairs

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

Key Contact: Campus President

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

1. Resolving questions involving student records (see **FERPA Privacy of Records and Data Security**).
2. Course grade appeals (see **Grade Change**).
3. Appeals of decisions by the College Conduct and Grievance Committee (see **Appeal Process**).
4. Resolving conflicts arising with ADA accommodations (see **ADA Grievance Process**).

5. Resolving Title IX complaints (see **Title IX, VAWA, Sexual Harassment, Sexual Violence and Assault, Non-Discrimination, and Anti-Harassment Policy**).

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

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

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

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

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

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

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

Non-Retaliation Policy

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

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

Student Grievances

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

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

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

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

ADA Grievance Process (Complaints of Disability Discrimination)

The College has adopted an internal formal complaint procedure providing for prompt and equitable resolution of grievances alleging any action prohibited by Section 504 and/or the ADA. Any student or applicant who believes they have been subjected to discrimination based on disability, including disagreements regarding requested accommodations, may file a grievance.
While the process and resolution timeline follow the standard student grievance procedure outlined above, the contact person specifically assigned to facilitate ADA grievance resolution is **Keisha Sosias, Executive Vice President, Human Resources, Spartan Education Group, 1 N. Franklin St., Suite 2125, Chicago, IL 60606, (303) 410-2428**.

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

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

Accrediting Agency

STUDENT COMPLAINT PROCEDURE
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 | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/student-center/complaints.

Home State Regulatory Agency

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

Oklahoma Board or Private Vocational Schools
3700 N Classen Blvd, Suite 250
Oklahoma City, Oklahoma 73118
Telephone: 405-528-3370; Fax: 405-528-3366

Complaints to OBPVS need to utilize their Complaint Form which can be found on their website, http://obpvs.ok.gov/students

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. Distance education students can find a list of out-of-state complaint policies at www.spartan.edu > Tulsa > Consumer Information > Distance Education Student Complaint Information.

Program Information

Program and Course Abbreviation Legend

ACC	Accounting	**GEN**	Aviation Maintenance General Course
AET	Aviation Electronics Technology	**GEN (DE)**	Aviation Maintenance General Online Course
AFP	Aircraft Fire Protection	**GEN (OG)**	Aviation Maintenance General On-Ground Course
AMT	Aviation Maintenance Technology	**HIS**	History
ARF	Airframe	**Hybrid**	Teaching Method – on-ground & online
ARF (DE)	Airframe Online Delivery Course	**LAB**	Laboratory Course
ARF (OG)	Airframe On-Ground Course	**LEC**	Lecture Course
AVE	Aviation Education	**MAT**	Mathematics
AVF	Aviation Flight	**MGT**	Management
AVN	Avionics	**MKT**	Marketing
BIM	Business Information Management	**PHY**	Physics
BSL	Business Law	**PPT**	Powerplant
BSTM	Bachelor of Science in Technology Management	**PPT (DE)**	Powerplant Online Delivery Course
BUS	Business	**PPT (OG)**	Powerplant On-Ground Course
CAR	Career Exploration	**PSC**	Political Science
DE	Distance Education (Online Delivery Course)	**PSY**	Psychology
ECN	Economics	**QCM**	Quality Control Management
ENG	English	**SOC**	Sociology
FIN	Finance	**SPH**	Speech

Course Numbering System

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

Program Descriptions – Program Starts Prior to January 1, 2025

Aviation Maintenance Technology

17 Months – Diploma
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: Classroom, hybrid and online (technical courses) with the option for online general education courses in the degree program. Classroom instruction is held on-ground. Unless enrolled in a hybrid program version, lecture courses, with academic department approval, the student can choose daily based on need (i.e., inclement weather, illness, life circumstances, etc.) to join the lecture course via virtual platform.

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 exams with the Federal Aviation Administration (FAA) for the Mechanic's Certificate with both Airframe and Powerplant Ratings. The skills and information taught in the program may be applicable to other maintenance industries and professions as well as aviation; therefore, certification is not required to graduate. Obtaining an FAA A&P certificate is encouraged and may provide additional options should the student choose to pursue certification. General education courses may provide students with foundational information of diverse subject matter, fostering critical thinking and communication skills. Third party certifications are not guaranteed.

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

COURSES		Diploma Program Credit Hours	Degree Program Credit Hours
TECHNICAL COURSES			
GEN1001LEC	Basic Electricity Lecture	2	2
GEN1001LAB	Basic Electricity Lab	2	2
GEN1002LEC	Aviation Science Lecture	2	2
GEN1002LAB	Aviation Science Lab	2	2
GEN1003LEC	Aviation Maintenance Practices Lecture	3	3
GEN1003LAB	Aviation Maintenance Practices Lab	1	1
AFP1001LEC	Electrical & Fire Protection Systems Lecture	3	3
AFP1001LAB	Electrical & Fire Protection Systems Lab	1	1
ARF2001LEC	Metallic Structures Lecture	2	2
ARF2001LAB	Metallic Structures Lab	2	2
ARF2002LEC	Non-Metallic Structures Lecture	2	2

Continued on next page

ARF2002LAB	Non-Metallic Structures Lab	2	2
ARF2003LEC	Hydraulic & Landing Gear Systems Lecture	2	2
ARF2003LAB	Hydraulic & Landing Gear Systems Lab	2	2
ARF2004LEC	Comm/Nav & Instruments Systems Lecture	3	3
ARF2004LAB	Comm/Nav & Instruments Systems Lab	1	1
ARF2005LEC	Airframe Systems Lecture	3	3
ARF2005LAB	Airframe Systems Lab	1	1
ARF2006LEC	Flight Controls & Airframe Inspections Lecture	2	2
ARF2006LAB	Flight Controls & Airframe Inspections Lab	2	2
PPT2001LEC	Reciprocating Engines Lecture	2	2
PPT2001LAB	Reciprocating Engines Lab	2	2
PPT2002LEC	Reciprocating Engine Systems Lecture	2	2
PPT2002LAB	Reciprocating Engine Systems Lab	2	2
PPT2003LEC	Fuel Metering & Propeller Systems Lecture	3	3
PPT2003LAB	Fuel Metering & Propeller Systems Lab	1	1
PPT2004LEC	Engine Inspection & Operation Lecture	2	2
PPT2004LAB	Engine Inspection & Operation Lab	2	2
PPT2005LEC	Turbine Engine Fundamentals Lecture	3	3
PPT2005LAB	Turbine Engine Fundamentals Lab	1	1
PPT2006LEC	Turbine Engine Systems Lecture	2	2
PPT2006LAB	Turbine Engine Systems Lab	2	2
GENERAL EDUCATION COURSES			
MAT 1001	College Mathematics	4	4
PHY 1001	College Physics	3	3
SPH 2001	Fundamentals of Public Speaking (Speech)	N/A	3
ENG 1001	English Composition	N/A	3
HIS 1001	American History: 1865 to Present	N/A	3
SOC 1001	Modern Sociology	N/A	3
ENG 2001	English Composition II - Technical Writing	N/A	3
OTHER COURSES			
CAR 2001	Career Exploration	N/A	1
	Total Credit Hours	71	87
	Total Terms	9	10
	Total Months	17	20

Aviation Maintenance Technology (Hybrid Delivery)

20 Months – Diploma
23 Months – Associate of Applied Science Degree

CIP Code: 47.0607 and D.O.T. 621.281-014 Airframe and Powerplant Mechanic
Type of instruction: Hybrid (Online and On-Ground)

The hybrid versions are modality options within the on-ground program approvals. These are not separately approved programs.

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 exams with the Federal Aviation Administration (FAA) for the Mechanic's Certificate with both Airframe and Powerplant Ratings. The skills and information taught in the program may be applicable to other maintenance industries and professions as well as aviation; therefore, certification is not required to graduate. Obtaining an FAA A&P certificate is encouraged and may provide additional options should the student choose to pursue certification. General education courses may provide students with foundational information of diverse subject matter, fostering critical thinking and communication skills. Third party certifications are not guaranteed.

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

COURSES		Diploma Program Credit Hours	Degree Program Credit Hours
TECHNICAL COURSES			
GEN1001LEC	Basic Electricity Lecture	2	2
GEN1001LAB	Basic Electricity Lab	2	2
GEN1002LEC	Aviation Science Lecture	2	2
GEN1002LAB	Aviation Science Lab	2	2
GEN1003LEC	Aviation Maintenance Practices Lecture	3	3
GEN1003LAB	Aviation Maintenance Practices Lab	1	1
AFP1001LEC	Electrical & Fire Protection Systems Lecture	3	3
AFP1001LAB	Electrical & Fire Protection Systems Lab	1	1
ARF2001LEC	Metallic Structures Lecture	2	2
ARF2001LAB	Metallic Structures Lab	2	2
ARF2002LEC	Non-Metallic Structures Lecture	2	2
ARF2002LAB	Non-Metallic Structures Lab	2	2
ARF2003LEC	Hydraulic & Landing Gear Systems Lecture	2	2
ARF2003LAB	Hydraulic & Landing Gear Systems Lab	2	2
ARF2004LEC	Comm/Nav & Instruments Systems Lecture	3	3
ARF2004LAB	Comm/Nav & Instruments Systems Lab	1	1

Continued on next page

ARF2005LEC	Airframe Systems Lecture	3	3
ARF2005LAB	Airframe Systems Lab	1	1
ARF2006LEC	Flight Controls & Airframe Inspections Lecture	2	2
ARF2006LAB	Flight Controls & Airframe Inspections Lab	2	2
PPT2001LEC	Reciprocating Engines Lecture	2	2
PPT2001LAB	Reciprocating Engines Lab	2	2
PPT2002LEC	Reciprocating Engine Systems Lecture	2	2
PPT2002LAB	Reciprocating Engine Systems Lab	2	2
PPT2003LEC	Fuel Metering & Propeller Systems Lecture	3	3
PPT2003LAB	Fuel Metering & Propeller Systems Lab	1	1
PPT2004LEC	Engine Inspection & Operation Lecture	2	2
PPT2004LAB	Engine Inspection & Operation Lab	2	2
PPT2005LEC	Turbine Engine Fundamentals Lecture	3	3
PPT2005LAB	Turbine Engine Fundamentals Lab	1	1
PPT2006LEC	Turbine Engine Systems Lecture	2	2
PPT2006LAB	Turbine Engine Systems Lab	2	2
GENERAL EDUCATION COURSES			
MAT 1001	College Mathematics	4	4
PHY 1001	College Physics	3	3
SPH 2001	Fundamentals of Public Speaking (Speech)	N/A	3
ENG 1001	English Composition	N/A	3
HIS 1001	American History: 1865 to Present	N/A	3
SOC 1001	Modern Sociology	N/A	3
ENG 2001	English Composition II - Technical Writing	N/A	3
OTHER COURSES			
CAR 2001	Career Exploration	N/A	1
	Total Credit Hours	71	87
	Total Terms	9	10
	Total Months	20	23

Aviation Electronics Technology (Not currently enrolling)

17 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: Classroom, hybrid and online (technical courses) with the option for online general education courses. Classroom instruction is held on-ground. For lecture courses, with academic department approval, the student can choose daily based on need (i.e., inclement weather, illness, life circumstances, etc.) to join the lecture course via virtual platform.

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. General education courses provide students with foundational information of diverse subject matter, fostering critical thinking and communication skills.

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

Course Outline		Degree Program Credit Hours
ELT1001LEC	DC Fundamentals Lecture	2
ELT1001LAB	DC Fundamentals Lab	2
ELT1002LEC	AC Theory and Control Devices Lecture	2
ELT1002LAB	AC Theory and Control Devices Lab	2
ELT1003LEC	Amplifiers and Power Control Devices Lecture	2
ELT1003LAB	Amplifiers and Power Control Devices Lab	2
ELT1004LEC	Digital and Microcontroller Technology Lecture	2
ELT1004LAB	Digital and Microcontroller Technology Lab	2
ELT1005LEC	Industrial Controls and Robotics Lecture	2
ELT1005LAB	Industrial Controls and Robotics Lab	2
AVN2001LEC	Aerospace Soldering and Inspection Lecture	2
AVN2001LAB	Aerospace Soldering and Inspection Lab	2
AVN2002LEC	Aerospace Wiring Lecture	2
AVN2002LAB	Aerospace Wiring Lab	2
AVN2003LEC	Avionics Communication Systems Lecture	2
AVN2003LAB	Avionics Communication Systems Lab	2
AVN2004LEC	Navigation & Instrumentation Lecture	2
AVN2004LAB	Navigation & Instrumentation Lab	2

Continued on next page

AVN2005LEC	Radar and Pulse Communications Lecture	2
AVN2005LAB	Radar and Pulse Communications Lab	2
AVN2006LEC	System Integration Lecture	2
AVN2006LAB	System Integration Lab	2
AVN2007LEC	Unmanned Aerial Systems and Robotics Lecture	2
AVN2007LAB	Unmanned Aerial Systems and Robotics Lab	2
MAT 1001	College Mathematics	4
PHY 1001	College Physics	3
SPH 2001	Fundamentals of Public Speaking (Speech)	3
ENG 1001	English Composition	3
HIS 1001	American History: 1865 to Present	3
SOC 1001	Modern Sociology	3
CAR 2001	Career Exploration	1
	Total Credit Hours	68
	Total Terms	15
	Total Months	17

Aviation Flight

17 Months – Associate of Applied Science Degree

CIP Code: 49.0199 and D.O.T. Airplane Pilot Commercial 196.263-014
Type of instruction: On-Ground, online lab, and option for online general education courses.

The Aviation Flight 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 141.

This program is designed to provide the necessary education and entry-level skills that will prepare students as commercial pilots and for five (5) FAA certifications (Private Pilot Airplane; Instrument Rating Airplane; Commercial Pilot Airplane Single and Multi-Engine; Certified Flight Instructor Airplane; Certified Flight Instructor Instrument Airplane). A commercial pilot acts as a pilot in command of an aircraft that is carrying passengers or property for compensation. The ground school courses equip students with the academic knowledge to safely and efficiently perform flight duties and also prepare them for their required FAA written examinations. The flight training prepares students for their respective FAA Flight tests in accordance with the FAA Practical Standards. Aviation safety or Airman Certification Standards, professionalism, and precision flying are emphasized in all courses.

Note: FAA Knowledge tests must be passed within 30 days from date of graduation (completion) from the final ground module course.

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

Course Outline		Credit Hours
Technical Courses		
AVE 1112	Private Pilot Module 1 (Introduction to Aviation)	2
AVE 1122	Private Pilot Module 2 (Fundamentals of Flight)	2
AVE 1132	Private Pilot Module 3 (Aerodynamics and Aircraft Systems)	2
AVE 1142	Private Pilot Module 4 (Aircraft Performance and Weather)	2
AVE 1152	Private Pilot Module 5 (Preflight Preparation and Flight Planning)	2
AVE 1162	Private Pilot Module 6 (Private Pilot Knowledge Review and Examination)	2
AVE 1212	Instrument Module 1 (Attitude Instrument Flight and Flight Instruments)	2
AVE 1222	Instrument Module 2 (Weather Theory and Flight Information)	2
AVE 1232	Instrument Module 3 (Air Traffic Control Procedures and Navigation Systems)	2
AVE 1242	Instrument Module 4 (Instrument Flight Navigation and Enroute Procedures)	2
AVE 1252	Instrument Module 5 (Instrument Flight Planning and Approach Procedures)	2
AVE 1262	Instrument Module 6 (Instrument Rating Knowledge Review and Examination)	2
AVE 2112	Commercial Module 1 (Advanced Systems and Fundamentals of Flight)	2
AVE 2122	Commercial Module 2 (Advanced Flight Control and Systems)	2
AVE 2132	Commercial Module 3 (Flight Physiology and Crew Resource Management)	2

Continued on next page

Course Outline		Credit Hours
AVE 2142	Commercial Module 4 (Multiengine Operations and Emergency Maneuvers)	2
AVE 2152	Commercial Module 5 (Navigation and Flight Planning)	2
AVE 2162	Commercial Module 6 (Advanced Flight Planning and Operations)	2
AVE 2172	Commercial Module 7 (Federal Aviation Regulations and ADM)	2
AVE 2182	Commercial Module 8 Commercial Pilot Knowledge Review and Examination)	2
AVE 2212	CFI Module 1 (Testing and Measurement)	2
AVE 2222	CFI Module 2 (Practical Flight Instructor Airplane)	2
AVE 2232	CFI Module 3 (Educational Psychology)	2
AVE 2242	CFI Module 4 (Practical Flight Instructor Instrument)	2
AVF 1564	Private Pilot Certification – Airplane - Flying	4
AVF 2543	Instrument Rating – Airplane – Airplane Flying	3
AVF 2585 A	Commercial Pilot Certification – Airplane SEL – Flying	4.5
AVF 2585 B	Commercial Pilot Certification – Airplane MEL – Flying	.5
AVF 2652	Certified Flight Instructor – Flying	2
AVE 2312	CFII Module 1 (Educational Psychology)	2
AVE 2322	CFII Module 2 (Practical Certified Flight Instructor Instrument)	2
AVF 2671	Certified Flight Instructor Instrument – Flying	1
General Education Courses		
MAT 1001	College Mathematics	4
PHY 1001	College Physics	3
SPH 2001	Fundamentals of Public Speaking (Speech)	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	87
	Total Terms	26 – Six Week 2 – Two Week
	Total Months	17

Technology Management (Hybrid delivery – online and on-ground courses)
Technology Management – DE (100% Distance Education)

31 Months – Bachelor of Science Degree

CIP Code: 52.0201 and examples of D.O.T. codes: Aircraft Maintenance Supervisor 621.131-014, Field Service Representative Supervisor 621.221-010, and Airplane Pilot Commercial 196.263-014

Type of instruction:
Technology Management is a combination of online and on-ground courses
Technology Management – DE is offered only online

The two bachelor programs are separately approved; however, the courses and format are identical. The only difference between the two programs is whether the student takes the program 100% online or a hybrid of online and on-ground courses.

The purpose of the Bachelor of Science in Technology Management (Hybrid or Distance Education Version) is to build and strengthen business and management acumen within technological industries.

Students earn at Spartan College of Aeronautics and Technology or transfer according to the transfer policy thirty (30) credits of coursework in a technology field of their choice. Some examples of these fields include but are not limited to: Aviation Maintenance Technology; Avionics/Aviation Electronics Technology; Nondestructive Testing Technology; Aviation Flight; Automotive Technology; Heating, Ventilation, and Air Conditioning; Welding; Construction; and other specialties.

Students combine their technical training with education in communication, quantitative reasoning and critical thinking, as well as business management to prepare them to meet challenges in the field. Graduates of the Technology Management B.S. degree program are more well-rounded, and with experience working in the technology field, will be more prepared for future opportunities including entry-level management.

Technical Elective Courses

Students earn at Spartan College of Aeronautics and Technology or transfer from another accredited post-secondary institution thirty (30) credits of technical coursework in a technology field of their choice. Some examples of these fields include but are not limited to: Aviation Maintenance Technology; Avionics/Aviation Electronics Technology; Nondestructive Testing Technology; Aviation Flight; Automotive Technology, Heating, Ventilation, and Air Conditioning; Welding; Construction; and other specialties.

Note: It is possible to be awarded credits from the College for certifications earned through the Federal Aviation Administration (FAA). Please refer to the catalog Transfer Credit Policy for more information.

Transfer Credit Example
When a student is approved to transfer in 30 elective credits, the student's account will be credited using the calculation 30 credits x the current credit hours cost. The overall length of the program will be reduced from 31 months to 23 months after the transfer of credits have been applied.

Transfer Credit Policy: Bachelor of Science Degree Programs
In addition to the standard transfer credit policy:

Elective credits

Technical Programs (non-flight)
Admissions Requirement: Thirty (30) technical elective credits must be transferred prior to the start of the program.

Aviation Flight Program
Admissions Requirement: At least fifteen (15) technical elective credits must be transferred prior to the start of the program (i.e. Private Pilot certification for partner affiliates and AAS complete for Spartan Tulsa Graduates).
Program Graduation Requirement: Remaining fifteen (15) technical elective credits must be transferred prior to completion of the final term (i.e. Certified Flight Instructor certification).

Non-elective credits approved for transfer into the bachelor program must be transferred before the course is scheduled in the student's program.

The maximum transfer credit percentage (elective and non-elective) remains at 75% of the program (50% if from prior learning experience). A student must complete at least 25% of the credits in the program through Spartan College of Aeronautics and Technology.

Transfer Credit Policy: FAA Certification Equivalencies
The diploma and AAS programs allow full transfer credit values; however, the maximum transfer credit percentage remains at 75% of the program. A student must complete at least 25% of the credits in the program through Spartan College of Aeronautics and Technology.

The B.S. in Technology Management program will only allow a **maximum of 30 elective credits**. For example, if you have an A&P certification that equates to 60 semester credits, you will only be awarded 30 credits towards your B.S. degree program.

Military Training: A maximum of 30 elective credits can be awarded for military experience through bypass exam(s) as permitted by FAA 147.

Admission Requirements: Bachelor of Science Degree Programs
In addition to the standard admission requirements, to enroll in the bachelor programs, technical students (non-flight) are required to have their diploma/degree completed and be

working in or have previous experience in the technical field. To validate this experience, students may be required to submit transcripts, certifications, and/or work history.

In some circumstances, thirty (30) technical elective prior learning experience credits for other technical certifications, licenses, and prior learning experience may be eligible for review and consideration depending on whether the experience is comparable in scope and content to the College's coursework.

To enroll in the bachelor programs, flight students must have private pilot certification or commercial pilot certification completed and be currently enrolled in a flight training program leading to a Certified Flight Instructor (CFI) rating.

Graduates of the Technology Management programs are more well-rounded, and with the required experience working in the field, will be more prepared for future opportunities including entry-level management.

The Dean of Academic Affairs (or designee), in conjunction with academic department and registration services, determine whether courses are appropriate for transfer to Spartan College of Aeronautics and Technology as specific equivalent courses.

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

Course Outline		Credit Hours
Occupational (Technical) Field Electives		30
Core Courses		
BUS 1001	Introduction to Business	3
ACC 2001	College Accounting	3
MGT 1001	Business Ethics	3
BIM 1001	Computer Proficiency	3
BUS 2001	Elementary Statistics for Business	3
QCM 2001	Philosophy of Quality Management	4
QCM 2002	ISO 9000 and Total Quality Management (The Relationship)	4
QCM 2003	Total Quality Tools and Techniques	4
BUS 3001	Business Law	3
MGT 3001	Fundamentals of Management	3
BUS 3002	Business Communication	3
MKT 3001	Introduction to Marketing	3
FIN 3001	Financial Management	3
MGT 4001	Human Resource Management	3
MGT 4002	Management Information Systems	3
MGT 4003	International Business Practices	3
MGT 4004	Business Strategies	3
MGT 4005	Research in Technology Management	4

Continued on next page

Course Outline		Credit Hours
General Education		
ENG 1001	English Composition	3
SPH 2001	Fundamentals of Public Speaking (Speech)	3
ENG 2001	English Composition II - Technical Writing	3
ECN 2001	Introduction to Economics	3
SOC 1001	Modern Sociology	3
PSY 2001	Psychology	3
HIS 1001	American History: 1865 to Present	3
HIS 2001	Aviation History	3
MAT 1001	College Mathematics (considered Gen Ed and Technical)	4
PHY 1001	College Physics (considered Gen Ed and Technical)	3
Other Courses		
CAR 2001	Career Exploration	1
	Total Credit Hours	120
	Total Terms	16
	Total Months	31

Program Descriptions – Program Starts After January 1, 2025

Aviation Maintenance Technology

20 Months – Diploma
23 Months – Associate of Applied Science Degree

CIP Code: 47.0607 and D.O.T. 621.281-014 Airframe and Powerplant Mechanic
Type of instruction: Classroom, hybrid and online (technical courses) with the option for online general education courses in the degree program. Classroom instruction is held on-ground. Unless enrolled in a hybrid program version, lecture courses, with academic department approval, the student can choose daily based on need (i.e., inclement weather, illness, life circumstances, etc.) to join the lecture course via virtual platform.

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 exams with the Federal Aviation Administration (FAA) for the Mechanic's Certificate with both Airframe and Powerplant Ratings. The skills and information taught in the program may be applicable to other maintenance industries and professions as well as aviation; therefore, certification is not required to graduate. Obtaining an FAA A&P certificate is encouraged and may provide additional options should the student choose to pursue certification. General education courses may provide students with foundational information of diverse subject matter, fostering critical thinking and communication skills. Third party certifications are not guaranteed.

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

COURSES		Diploma Program Credit Hours	Degree Program Credit Hours
TECHNICAL COURSES			
GEN1001LEC	Basic Electricity Lecture	2	2
GEN1001LAB	Basic Electricity Lab	2	2
GEN1002LEC	Aviation Science Lecture	2	2
GEN1002LAB	Aviation Science Lab	2	2
GEN1003LEC	Aviation Maintenance Practices Lecture	3	3
GEN1003LAB	Aviation Maintenance Practices Lab	1	1
AFP1001LEC	Electrical & Fire Protection Systems Lecture	3	3
AFP1001LAB	Electrical & Fire Protection Systems Lab	1	1
ARF2001LEC	Metallic Structures Lecture	2	2
ARF2001LAB	Metallic Structures Lab	2	2
ARF2002LEC	Non-Metallic Structures Lecture	2	2
ARF2002LAB	Non-Metallic Structures Lab	2	2
ARF2003LEC	Hydraulic & Landing Gear Systems Lecture	2	2
ARF2003LAB	Hydraulic & Landing Gear Systems Lab	2	2

ARF2004LEC	Comm/Nav & Instruments Systems Lecture	3	3
ARF2004LAB	Comm/Nav & Instruments Systems Lab	1	1
ARF2005LEC	Airframe Systems Lecture	3	3
ARF2005LAB	Airframe Systems Lab	1	1
ARF2006LEC	Flight Controls & Airframe Inspections Lecture	2	2
ARF2006LAB	Flight Controls & Airframe Inspections Lab	2	2
PPT2001LEC	Reciprocating Engines Lecture	2	2
PPT2001LAB	Reciprocating Engines Lab	2	2
PPT2002LEC	Reciprocating Engine Systems Lecture	2	2
PPT2002LAB	Reciprocating Engine Systems Lab	2	2
PPT2003LEC	Fuel Metering & Propeller Systems Lecture	3	3
PPT2003LAB	Fuel Metering & Propeller Systems Lab	1	1
PPT2004LEC	Engine Inspection & Operation Lecture	2	2
PPT2004LAB	Engine Inspection & Operation Lab	2	2
PPT2005LEC	Turbine Engine Fundamentals Lecture	3	3
PPT2005LAB	Turbine Engine Fundamentals Lab	1	1
PPT2006LEC	Turbine Engine Systems Lecture	2	2
PPT2006LAB	Turbine Engine Systems Lab	2	2
GENERAL EDUCATION COURSES			
MAT 1001	College Mathematics	4	4
PHY 1001	College Physics	3	3
SPH 2001	Fundamentals of Public Speaking (Speech)	N/A	3
ENG 1001	English Composition	N/A	3
HIS 1001	American History: 1865 to Present	N/A	3
SOC 1001	Modern Sociology	N/A	3
ENG 2001	English Composition II - Technical Writing	N/A	3
OTHER COURSES			
CAR 2001	Career Exploration	N/A	1
	Total Credit Hours	71	87
	Total Terms	17	20
	Total Months	20	23

Aviation Maintenance Technology (Hybrid Delivery)

21 Months – Diploma
25 Months – Associate of Applied Science Degree

CIP Code: 47.0607 and D.O.T. 621.281-014 Airframe and Powerplant Mechanic
Type of instruction: Hybrid (Online and On-Ground)

The hybrid versions are modality options within the on-ground program approvals. These are not separately approved programs.

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 exams with the Federal Aviation Administration (FAA) for the Mechanic's Certificate with both Airframe and Powerplant Ratings. The skills and information taught in the program may be applicable to other maintenance industries and professions as well as aviation; therefore, certification is not required to graduate. Obtaining an FAA A&P certificate is encouraged and may provide additional options should the student choose to pursue certification. General education courses may provide students with foundational information of diverse subject matter, fostering critical thinking and communication skills. Third party certifications are not guaranteed.

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

COURSES		Diploma Program Credit Hours	Degree Program Credit Hours
TECHNICAL COURSES			
GEN1001LEC	Basic Electricity Lecture	2	2
GEN1001LAB	Basic Electricity Lab	2	2
GEN1002LEC	Aviation Science Lecture	2	2
GEN1002LAB	Aviation Science Lab	2	2
GEN1003LEC	Aviation Maintenance Practices Lecture	3	3
GEN1003LAB	Aviation Maintenance Practices Lab	1	1
AFP1001LEC	Electrical & Fire Protection Systems Lecture	3	3
AFP1001LAB	Electrical & Fire Protection Systems Lab	1	1
ARF2001LEC	Metallic Structures Lecture	2	2
ARF2001LAB	Metallic Structures Lab	2	2
ARF2002LEC	Non-Metallic Structures Lecture	2	2
ARF2002LAB	Non-Metallic Structures Lab	2	2
ARF2003LEC	Hydraulic & Landing Gear Systems Lecture	2	2
ARF2003LAB	Hydraulic & Landing Gear Systems Lab	2	2
ARF2004LEC	Comm/Nav & Instruments Systems Lecture	3	3
ARF2004LAB	Comm/Nav & Instruments Systems Lab	1	1

Continued on next page

ARF2005LEC	Airframe Systems Lecture	3	3
ARF2005LAB	Airframe Systems Lab	1	1
ARF2006LEC	Flight Controls & Airframe Inspections Lecture	2	2
ARF2006LAB	Flight Controls & Airframe Inspections Lab	2	2
PPT2001LEC	Reciprocating Engines Lecture	2	2
PPT2001LAB	Reciprocating Engines Lab	2	2
PPT2002LEC	Reciprocating Engine Systems Lecture	2	2
PPT2002LAB	Reciprocating Engine Systems Lab	2	2
PPT2003LEC	Fuel Metering & Propeller Systems Lecture	3	3
PPT2003LAB	Fuel Metering & Propeller Systems Lab	1	1
PPT2004LEC	Engine Inspection & Operation Lecture	2	2
PPT2004LAB	Engine Inspection & Operation Lab	2	2
PPT2005LEC	Turbine Engine Fundamentals Lecture	3	3
PPT2005LAB	Turbine Engine Fundamentals Lab	1	1
PPT2006LEC	Turbine Engine Systems Lecture	2	2
PPT2006LAB	Turbine Engine Systems Lab	2	2
GENERAL EDUCATION COURSES			
MAT 1001	College Mathematics	4	4
PHY 1001	College Physics	3	3
SPH 2001	Fundamentals of Public Speaking (Speech)	N/A	3
ENG 1001	English Composition	N/A	3
HIS 1001	American History: 1865 to Present	N/A	3
SOC 1001	Modern Sociology	N/A	3
ENG 2001	English Composition II - Technical Writing	N/A	3
OTHER COURSES			
CAR 2001	Career Exploration	N/A	1
	Total Credit Hours	71	87
	Total Terms	13	16
	Total Months	21	25

Aviation Electronics Technology (Not currently enrolling)

18 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: Classroom, hybrid and online (technical courses) with the option for online general education courses. Classroom instruction is held on-ground. For lecture courses, with academic department approval, the student can choose daily based on need (i.e., inclement weather, illness, life circumstances, etc.) to join the lecture course via virtual platform.

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. General education courses provide students with foundational information of diverse subject matter, fostering critical thinking and communication skills.

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

Course Outline		Degree Program Credit Hours
ELT1001LEC	DC Fundamentals Lecture	2
ELT1001LAB	DC Fundamentals Lab	2
ELT1002LEC	AC Theory and Control Devices Lecture	2
ELT1002LAB	AC Theory and Control Devices Lab	2
ELT1003LEC	Amplifiers and Power Control Devices Lecture	2
ELT1003LAB	Amplifiers and Power Control Devices Lab	2
ELT1004LEC	Digital and Microcontroller Technology Lecture	2
ELT1004LAB	Digital and Microcontroller Technology Lab	2
ELT1005LEC	Industrial Controls and Robotics Lecture	2
ELT1005LAB	Industrial Controls and Robotics Lab	2
AVN2001LEC	Aerospace Soldering and Inspection Lecture	2
AVN2001LAB	Aerospace Soldering and Inspection Lab	2
AVN2002LEC	Aerospace Wiring Lecture	2
AVN2002LAB	Aerospace Wiring Lab	2
AVN2003LEC	Avionics Communication Systems Lecture	2
AVN2003LAB	Avionics Communication Systems Lab	2
AVN2004LEC	Navigation & Instrumentation Lecture	2
AVN2004LAB	Navigation & Instrumentation Lab	2

Continued on next page

AVN2005LEC	Radar and Pulse Communications Lecture	2
AVN2005LAB	Radar and Pulse Communications Lab	2
AVN2006LEC	System Integration Lecture	2
AVN2006LAB	System Integration Lab	2
AVN2007LEC	Unmanned Aerial Systems and Robotics Lecture	2
AVN2007LAB	Unmanned Aerial Systems and Robotics Lab	2
MAT 1001	College Mathematics	4
PHY 1001	College Physics	3
SPH 2001	Fundamentals of Public Speaking (Speech)	3
ENG 1001	English Composition	3
HIS 1001	American History: 1865 to Present	3
SOC 1001	Modern Sociology	3
CAR 2001	Career Exploration	1
	Total Credit Hours	68
	Total Terms	15
	Total Months	18

Avocational: Private Pilot (FAA Part 61) – Flying

Students receive Federal Aviation Administration (FAA) required training in aeronautical knowledge subjects and receive flight training in FAA required flight proficiency areas of operation to prepare for a Private Pilot Certificate – Airplane Single Engine Land. The procedures include: Landings and Go-arounds; Performance Maneuvers; Ground Reference Maneuvers; Navigation; Slow-flight and Stalls; Basic Instrument Maneuvers; Emergency Operations; Night Operations; and Post-flight Procedures. The ground course (theory-based instruction) minimum includes twenty-five (25) hours of online ground instruction. Upon satisfactory completion of the online ground instruction, the student will be prepared to attempt the FAA Private Pilot Knowledge Test. The flight course minimums include thirty (30) hours of dual flight instructions and ten (10) hours of solo flight training. The student will be prepared to attempt the FAA Private Pilot Airplane Single Engine Land Practical Test. Prerequisite: FAA Student Pilot Certificate and a current Basic Med, Third (3rd) Class or Higher FAA Medical Certificate.

Avocational Course Disclosures

1. The course is not vocational in nature and does not lead to initial employment.
2. The course takes a minimum of sixty-five (65) clock hours, which may take approximately twelve (12) months to complete on average assuming weekend flying; however, the time it takes to master the skills and information and earn the FAA certification is completely dependent upon each individual student.
    1. Student flight time is charged based on time. Please see fee schedule.
    2. The FAA requires a minimum number of hours; however, each student is different and may take longer and more hours to master the skills and information required to earn a Private Pilot Certification.
    3. Additional fees such as test fees, online ground school fees, etc. are outlined in the enrollment agreement and are subject to change.
3. This course is not eligible for Title IV financial aid.
4. Educational scope of the course or description: This Course is designed for students wishing to learn the skills and information required to take the FAA exam for the Private Pilot certification, which is a type of pilot certificate that allows the pilot to act as pilot in command of an aircraft carrying passengers (not for reimbursement).
5. The course is a prerequisite to other FAA certification courses. The next course in line would be: AVF 2543 – Instrument Rating – Airplane – Flying and is offered within the Spartan College of Aeronautics and Technology associate degree program.
6. The course does not provide credit toward any vocational program offered within the school; however, at times, earned Federal Aviation Administration certifications may be eligible for transfer credits. Refer to the College's transfer credit policy.
7. Successful completion is not measured by the minimum sixty-five (65) hours. Successful completion is measured by mastery of the skills and information based on FAA required levels of competency. Upon successful completion of the FAA Private Pilot Airplane Single Engine Land Practical Test, students will receive a certificate of completion. At that time, students are eligible to take the exam with the FAA for the Private Pilot Certificate.

8. The refund policy for the course can be found below.
9. Please refer to the Student Complaints or Grievances section of the College Catalog should the need arise.

Avocational Admission Requirements

Minors will need parental permission. Must be 16 years of age. The FAA requires a person to be 16 years of age to solo and 17 years of age to take the private pilot check ride. The "private pilot check ride" occurs at the end of the course. Medical certifications required prior to start are: Current Basic Med, Third (3rd) Class or Higher FAA Medial Certificate

Avocational Tuition and Fees

Course Title	Clock Hrs.	Per Hour Flight Fees	Per Hour Ground Lesson	Ground Course Theory-Based Online Fees	Insurance	*Estimated Course Cost Based on Minimum Hours
Private Pilot (FAA Part 61) - Flying	65 minimum	$250	$75	$426 (389+Tax)	$150	$12,451

Please refer to this Catalog Supplement for other fees such as those assessed for Federal Aviation Administration Testing.
***Minimums include 25 Hours of Online Ground Instruction, 30 Hours of Dual Flight Instruction, and 10 Hours of Solo Flight Training (40 Hours of Total Minimum Flight).**

Avocational Course Refund Policy

REFUND AND CANCELLATION POLICY

This refund and cancellation policy is based upon fairness to the student and the College. It is expressly understood and agreed that any refunds shall be made only in accordance with the following terms and conditions except that, if the home state/residence of a student has a refund and cancellation policy more favorable than the policy of the College, the state policy will apply. This refund policy applies only to tuition and administrative fees. Sales of books, tools and other items from the student stores are considered final and are not subject to the refund policy. Any monies due applicants or students shall be refunded within 30 calendar days from the student's official withdrawal date due to cancellation, withdrawal, termination, or failure to appear on or before the first day of a term. Special cases - In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both. Discontinued class - If a class is discontinued by a school while students are still enrolled in that class, and the school is still offering training in other areas, all monies (student loan, grant, and etc.) paid the school for students enrolled in the class at the time it is discontinued shall be refunded to the entity legally entitled to the refund. A school shall have thirty (30) days to restart the class or pay the refund.

All refunds will be calculated from the last date of actual attendance. If a student does not start classes, all prepaid tuition will be refunded. All refunds will be made to the company, organization, or financial aid lender that paid the student's tuition. Tuition payments in excess of, or not paid by a company, organization, or financial aid lender will be refunded to the student account holder.

CANCELLATION BEFORE COMMENCEMENT OF CLASSES (BUYER'S RIGHT TO CANCEL)
Applicant may cancel this Agreement in writing at any time before commencement of his/her classes. If the Applicant cancels this Agreement in writing within seven (7) calendar days of his/her execution of this Agreement, Applicant shall receive a refund of all monies paid under this Agreement. See the attached Notice of Cancellation for an explanation of this right. If the Applicant cancels this agreement in writing more than seven (7) calendar days after his/her execution of the Agreement but before the start of classes, the College will retain any applicable Application Fee (a/the cancellation charge) and refund any other monies paid under this Agreement. Applicants who have not visited the College prior to enrollment will have the opportunity to withdraw without penalty within seven (7) calendar days following either attendance at a regularly scheduled orientation or following a tour of the College facilities and inspection of equipment.

TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES / REFUND POLICY
New students have the right to cancel any time through the 7th calendar day of their first term of enrollment and will be entitled to a full refund of all tuition and fees paid and a reversal of all charges for tuition and fees other than any materials that are not returned. Beyond the 7th calendar day, students will be charged tuition by the payment period.

This refund policy applies only to Tuition and Fees. Sales of books, Tools and other items from the College are considered final and are not subject to this refund policy. Any monies due applicants or students shall be refunded within 30 calendar days from the student's termination date.

Student is entitled to upon withdrawal/termination *	**Refund**
After the first week but within first 75% of the course	Percentage of course not attended less cancellation charge, exclusive of books, tools, and supplies
After 75% of the course	No Refund

* The refund is based on the official date of termination or withdrawal. The above calculations are performed on a term-by-term basis as determined by the term in which a student withdrew.

Course Descriptions

Aviation Maintenance Technology – Aviation Maintenance Technology Hybrid

GEN1001LEC - Basic Electricity Lecture | 2 Semester Credits
Corequisite: GEN1001LAB (Not applicable for the hybrid modality)
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. 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.

GEN1001LAB - Basic Electricity Lab | 2 Semester Credits
Corequisite: GEN1001LEC (Not applicable for the hybrid modality)
In this course students will perform all lab activities related to Basic Electricity. Students 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 analysis 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.

GEN1002LEC - Aviation Science Lecture | 2 Semester Credits
Corequisite: GEN1002LAB (Not applicable for the hybrid modality)
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. Students study aircraft drawings of aircraft parts and repairs. This course will also contain a detailed study of aviation materials and processes. This includes basic knowledge in the use of basic mechanics hand tools, hardware and safety methods, and principles of nondestructive testing including eddy current, ultrasonic, magnetic particle, and dye penetrant procedures. Students study precision measurement equipment including micrometers, calipers, and dial indicators. Various types of fluid lines and fittings are used in the aircraft. In addition, the students study the concepts of aircraft cleaning methods and techniques and corrosion control inspections. Upon successful completion of this course, students should have knowledge of servicing batteries, reading wiring diagrams, reading and completing drawings, demonstrate knowledge of aircraft materials and processes, aircraft fluid lines and corrosion control process, and basic welding processes.

GEN1002LAB - Aviation Science Lab | 2 Semester Credits
Corequisite: GEN1002LEC (Not applicable for the hybrid modality)
This course will complete the lab requirements 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. Students make drawings of aircraft parts and document repairs to aircraft parts. This includes the skills in the use of basic mechanics hand tools, identifying hardware, and using safety methods. Labs will be performed in nondestructive testing including eddy current, ultrasonic, magnetic particle, and dye penetrant procedures. Students will use precision measurement equipment including micrometers, calipers, and dial indicators. Students will fabricate the various types of fluid lines and fittings used in the aircraft. In addition, the students will perform aircraft cleaning and corrosion control techniques and perform corrosion inspection.

Upon successful completion of this course, students should be able to service batteries, read wiring diagrams, read and complete aircraft part drawings, demonstrate hands-on knowledge of aircraft materials and processes, aircraft fluid lines and corrosion control processes, and basic welding processes.

GEN1003LEC – Aviation Maintenance Practices Lecture | 3 Semester Credits
Corequisite: GEN1003LAB (Not applicable for the hybrid modality)
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 covers a detailed study of aircraft weight and balance. The student will also study maintenance human factors which affect aircraft maintenance as well as mechanics privileges and limitations. Upon successful completion of this course, students should be able to read in interpret maintenance publication, complete aircraft maintenance forms and records, understand basic ground operations and servicing of aircraft, visualize the weighing of an aircraft and perform all calculations, be aware of mechanic privileges and limitations and understand Human Factors that can affect aircraft maintenance.

GEN1003LAB – Aviation Maintenance Practices Lab | 1 Semester Credits
Corequisite: GEN1003LEC (Not applicable for the hybrid modality)
This course covers all lab requirements for Aviation Maintenance Practices. 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 to 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.

AFP1001LEC - Electrical and Fire Protection Systems Lecture | 3 Semester Credits
Corequisite: AFP1001LAB (Not applicable for the hybrid modality)
This course provides study of airframe and powerplant electrical systems. Students study 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.

AFP1001LAB - Electrical and Fire Protection Systems Lab | 1 Semester Credits
Corequisite: AFP1001LEC (Not applicable for the hybrid modality)
In this course the student will perform lab activities related to Electrical and Fire Protections Systems. Students study 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.

ARF2001LEC - Metallic Structures Lecture | 2 Semester Credits
Corequisite: ARF2001LAB (Not applicable for the hybrid modality)

In this course, aircraft sheet metal structures and different fastening methods are studied in detail. Upon successful completion of this course, students will have the basic knowledge required of an aircraft maintenance technician related to metallic structures.

ARF2001LAB - Metallic Structures Lab | 2 Semester Credits
Corequisite: ARF2001LEC (Not applicable for the hybrid modality)
In this course the student will complete all lab requirements for Metallic Structures. Topics include aircraft sheet metal structures and different fastening methods and are performed 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.

ARF2002LEC - Non-Metallic Structures Lecture | 2 Semester Credits
Corequisite: ARF2002LAB (Not applicable for the hybrid modality)
Students in this course will learn about composite structures including fiberglass, Kevlar, various core materials, and Plexiglass. Also covered in this class are wood structures, fabric coverings, and aircraft finishes. Upon successful completion of this class, students should be able to explain aircraft wood and fabric.

ARF2002LAB - Non-Metallic Structures Lab | 2 Semester Credits
Corequisite: ARF2002LEC (Not applicable for the hybrid modality)
Students in this course complete lab requirements for composite structures including fiberglass, Kevlar, various core materials, and Plexiglass. Extensive lab work will enhance learned objectives. Also covered in this class are wood structures, fabric coverings, and aircraft finishes. Upon successful completion of this class, students should be able to accomplish aircraft composite structure work and be able to explain aircraft wood and fabric. Students should also apply the finish to an aircraft.

ARF2003LEC - Hydraulics and Landing Gear Systems Lecture | 2 Semester Credits
Corequisite: ARF2003LAB (Not applicable for the hybrid modality)
In this course, students study Hydraulic and Landing Gear Systems. Topics include operation, and maintenance of aircraft hydraulic and pneumatic systems. 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.

ARF2003LAB - Hydraulics and Landing Gear Systems Lab | 2 Semester Credits
Corequisite: ARF2003LEC (Not applicable for the hybrid modality)
In this course the student will complete all lab requirements for Hydraulic and Landing Gear Systems. Topics include operation, and maintenance of aircraft hydraulic and pneumatic systems. 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.

ARF2004LEC - Comm/Nav and Instrument Systems Lecture | 3 Semester Credits
Corequisite: ARF2004LAB (Not applicable for the hybrid modality)
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.

ARF2004LAB - Comm/Nav and Instrument Systems Lab | 1 Semester Credits
Corequisite: ARF2004LEC (Not applicable for the hybrid modality)

This course covers the lab requirements for the 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 and perform the operation and maintenance of aircraft communication, navigation, and instrument systems.

ARF2005LEC - Airframe Systems Lecture | 3 Semester Credits
Corequisite: ARF2005LAB (Not applicable for the hybrid modality)
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, maintenance, and troubleshooting are also performed. Upon successful completion of this course, students should be able to explain and perform the basic operation of the cabin atmosphere control systems, ice and rain control systems, and maintain an aircraft fuel system.

ARF2005LAB - Airframe Systems Lab | 1 Semester Credits
Corequisite: ARF2005LEC (Not applicable for the hybrid modality)
The student will conduct lab requirements that cover the theory and operation of aircraft cabin atmosphere control systems along with water and waste systems. Aircraft fuel system maintenance and troubleshooting are also performed. Upon successful completion of this course students should be able to explain and perform the basic operations of the cabin atmosphere control systems and maintain an aircraft fuel system.

ARF2006LEC - Flight Controls and Airframe Inspections Lecture | 2 Semester Credits
Corequisite: ARF2006LAB (Not applicable for the hybrid modality)
This course covers the theory of aircraft control surfaces, including system rigging, maintenance, inspection, and troubleshooting. This course also covers the basic theory 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 know the theory of how to rig a general aviation aircraft, know the basic concepts of rotary wing aircraft and airframe conformity inspections. This course also includes a review and testing period to aid the student in FAA Airframe Certification.

ARF2006LAB - Flight Controls and Airframe Inspections Lab | 2 Semester Credits
Corequisite: ARF2006LEC (Not applicable for the hybrid modality)
The student will conduct the required lab that 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.

PPT2001LEC - Reciprocating Engines Lecture | 2 Semester Credits
Corequisite: PPT2001LAB (Not applicable for the hybrid modality)
This course covers the theory and operation of reciprocating engines. All internal components are studied, along with how each part functions. Upon completion of this course, students should be able to explain the operation of a reciprocating engine.

PPT2001LAB - Reciprocating Engines Lab | 2 Semester Credits
Corequisite: PPT2001LEC (Not applicable for the hybrid modality)
This course covers the lab requirements and the operation of 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 disassemble and reassemble a reciprocating engine, along with performing critical measurements of the engine's internal components.

PPT2002LEC - Reciprocating Engine Systems Lecture | 2 Semester Credits
Corequisite: PPT2002LAB (Not applicable for the hybrid modality)
In this course the study of reciprocating engine lubrications, induction and engine airflow systems, engine cooling systems, and engine exhaust systems are covered in detail. Reciprocating engine instrument systems are discussed. Upon completion of this course, students should be able to explain the operation of engine induction, cooling, exhaust, the engine instrument system, and study the concept of the removal and replacement of a reciprocating engine.

PPT2002LAB - Reciprocating Engine Systems Lab | 2 Semester Credits
Corequisite: PPT2002LEC (Not applicable for the hybrid modality)
In this course the requirements for lab of reciprocating engine lubrications, induction and engine airflow systems, engine cooling systems, and reciprocating engine exhaust systems are performed. Troubleshooting is performed on the reciprocating engine instrument systems. A reciprocating engine is removed and reinstalled. Upon completion of this course, students should be able to inspect, troubleshoot and repair; engine induction, cooling, exhaust, the instrument system and can remove and reinstall an aircraft reciprocating engine.

PPT2003LEC - Fuel Metering and Propellers Lecture | 3 Semester Credits
Corequisite: PPT2003LAB (Not applicable for the hybrid modality)
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.

PPT2003LAB - Fuel Metering and Propellers Lab | 1 Semester Credits
Corequisite: PPT2003LEC (Not applicable for the hybrid modality)
In this class, students will perform the required labs for the operation of a wide variety of propellers and controlling governors. Reciprocating engine fuel metering devices including float carburetors and fuel injection systems are serviced in detail. Upon completion of this class, students should understand and perform all propeller operation and inspection requirements and be able to troubleshoot and repair reciprocating engine fuel metering devices.

PPT2004LEC - Engine Inspection and Operation Lecture | 2 Semester Credits
Corequisite: PPT2004LAB (Not applicable for the hybrid modality)
In this course, the study of ignition systems, including magnetos, spark plugs, leads, and auxiliary starting systems is covered in detail. Upon successful completion of this course, students should be able to understand and explain how to troubleshoot, repair, and time an aircraft magneto, troubleshoot and repair various reciprocating engine systems, explain engine ground operation procedures, and explain how to perform an engine inspection.

PPT2004LAB - Engine Inspection and Operation Lab | 2 Semester Credits
Corequisite: PPT2004LEC (Not applicable for the hybrid modality)
In this course the lab requirements will be performed on ignition systems, including magnetos, spark plugs, leads, and auxiliary starting systems. 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 shoot and repair various reciprocating engine systems, explain engine ground operation procedures and perform engine inspection.

PPT2005LEC - Turbine Engine Fundamentals Lecture | 3 Semester Credits
Corequisite: PPT2005LAB (Not applicable for the hybrid modality)
This course studies turbine engine theory of operation as it applies to turbojet, turboprop, and turbofan engines. The course covers in depth the compressor section, diffuser section, combustion section, turbine section, and the exhaust and reverser sections, 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 of turbine engines and auxiliary power units.

PPT2005LAB - Turbine Engine Fundamentals Lab | 1 Semester Credits
Corequisite: PPT2005LEC (Not applicable for the hybrid modality)
This course covers the lab requirements for turbine engines which include turbojet, turboprop, and turbofan engines. Students will perform inspections on the compressor section, diffuser section, combustion section, turbine section, exhaust and reverser sections, and auxiliary power units. Upon successful completion of this course, students should be able to perform inspection and maintenance requirements of turbine engines and can troubleshoot and repair turbine engine exhaust and reverser systems.

PPT2006LEC - Turbine Engine Systems Lecture | 2 Semester Credits
Corequisite: PPT2006LAB (Not applicable for the hybrid modality)
This course covers the study of 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 concepts involving turbine engine removal and replacement. 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 of the turbine engine lubrication, fuel metering, ignition and starting, engine instruments.

PPT2006LAB - Turbine Engine Systems Lab | 2 Semester Credits
Corequisite: PPT2006LEC (Not applicable for the hybrid modality)
This course covers the lab requirements for 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 perform the operation and inspection of the turbine engine lubrication, fuel metering, ignition and starting, engine instruments, and conduct maintenance and troubleshooting operations.

Aviation Electronics Technology

ELT1001LEC – DC Fundamentals Lecture | 2 Semester Credit Hours
Corequisite: ELT1001LAB
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 mathematical 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. 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.

ELT1001LAB – DC Fundamentals Lab | 2 Semester Credit Hours
Corequisite: ELT1001LEC
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. 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.

ELT1002LEC - AC Theory and Control Devices Lecture | 2 Semester Credit Hours
Corequisite: ELT1002LAB
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. 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.

ELT1002LAB - AC Theory and Control Devices Lab | 2 Semester Credit Hours
Corequisite: ELT1002LEC
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". 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.

ELT1003LEC - Amplifiers and Power Control Devices Lecture | 2 Semester Credit Hours
Corequisite: ELT1003LAB
This course focuses on basic transistor theory and Troubleshooting, 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. Upon successful completion of this course, students should understand the basic concepts of transistors and amplifiers and be able to troubleshoot transistor circuits.

ELT1003LAB - Amplifiers and Power Control Devices LAB | 2 Semester Credit Hours
Corequisite: ELT1003LEC
This course focuses on basic transistor theory and Troubleshooting, 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". Upon successful completion of this course, students should understand the basic concepts of transistors and amplifiers and be able to troubleshoot transistor circuits.

ELT1004LEC - Digital and Microcontroller Technology Lecture | 2 Semester Credit Hours
Corequisite: ELT1004LAB
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. Upon successful completion of this course, students should be able to describe digital electronic concepts, interpret binary data, and troubleshoot logic circuits.

ELT1004LAB - Digital and Microcontroller Technology Lab | 2 Semester Credit Hours
Corequisite: ELT1004LEC

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". Upon successful completion of this course, students should be able to describe digital electronic concepts, interpret binary data, and troubleshoot logic circuits.

ELT1005LEC - Industrial Controls and Robotics Lecture | 2 Semester Credit Hours
Corequisite: ELT1005LAB
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. 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.

ELT1005LAB - Industrial Controls and Robotics Lab | 2 Semester Credit Hours
Corequisite: ELT1005LEC
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". 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.

AVN2001LEC - Aerospace Soldering and Inspection Lecture | 2 Semester Credit Hours
Corequisite: AVN2001LAB
This course focuses on soldering techniques and skills for high-level soldering work and assembly. This course teaches soldering on feed thru and surface students will be able to perform J-Standard soldering to space requirements and be able to count components to industry standards. This program uses the materials, methods, and standards for producing high quality soldered connections. Upon completion of this course, students are expected to be able to perform inspections of electronic equipment to strict industry standards.

AVN2001LAB - Aerospace Soldering and Inspection Lab | 2 Semester Credit Hours
Corequisite: AVN2001LEC
This course focuses on soldering techniques and skills for high-level soldering work and assembly. This course focuses on two Association Connecting Electronics Industries IPC programs: J-STD-001F – Certified IPC Specialist CIS Requirements for Soldered Electrical and Electronic Assemblies with Space Addendum, and IPC-A-610 – Certified IPC specialists CIS Acceptability of Electronic Assemblies. The J-STD-001F program describes the materials, methods, and verification criteria for producing high quality soldered connections, including surface mount connections. The IPC-A-610 program focuses on product acceptance criteria for consumer and high reliability printed wiring assemblies and leads to an IPC certification once all IPC 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.

AVN2002LEC - Aerospace Wiring Lecture | 2 Semester Credit Hours
Corequisite: AVN2002LAB
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. 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 Association Connecting Electronics Industries IPC/WHMA-A-620, Requirements and Acceptance for Cable and Wire Harness Assemblies, which describes acceptability criteria for crimped, mechanically secured, and soldered interconnection and the corresponding lacing/restraining criteria associated with cable and harness assemblies. This program leads to an IPC certification once all IPC course requirements are met. 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.

AVN2002LAB - Aerospace Wiring Lab | 2 Semester Credit Hours
Corequisite: AVN2002LEC
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 a Class 3 NASA 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 Association Connecting Electronics Industries IPC/WHMA-A-620, Requirements and Acceptance for Cable and Wire Harness Assemblies, which describes acceptability criteria for crimped, mechanically secured, and soldered interconnection and the corresponding lacing/restraining criteria associated with cable and harness assemblies. This program leads to an IPC certification once all IPC course requirements are met. 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.

AVN2003LEC - Avionics Communication Systems Lecture | 2 Semester Credit Hours
Corequisite: AVN2003LAB
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. 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.

AVN2003LAB - Avionics Communication Systems Lab | 2 Semester Credit Hours
Corequisite: AVN2003LEC
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". 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.

AVN2004LEC - Navigation and Instrumentation Lecture | 2 Semester Credit Hours
Corequisite: AVN2004LAB
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. 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.

AVN2004LAB - Navigation and Instrumentation Lab | 2 Semester Credit Hours
Corequisite: AVN2004LEC
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". 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.

AVN2005LEC - Radar and Pulse Communications Lecture | 2 Semester Credit Hours
Corequisite: AVN2005LAB
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. 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.

AVN2005LAB - Radar and Pulse Communications Lab | 2 Semester Credit Hours
Corequisite: AVN2005LEC
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". 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.

AVN2006LEC - Systems Integration Lecture | 2 Semester Credit Hours
Corequisite: AVN2006LAB
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.

AVN2006LAB - Systems Integration Lab | 2 Semester Credit Hours
Corequisite: AVN2006LEC
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.

AVN2007LEC - Unmanned Aerial Systems and Robotics Lecture | 2 Semester Credit Hours
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. Upon completion of this course, students will be eligible to take the FAA Part 107 Remote Pilot – Small Unmanned Aircraft General exam.

AVN2007LAB - Unmanned Aerial Systems and Robotics Lab | 2 Semester Credit Hours
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 C^3 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 Flight

AVE 1112 – Private Module 1 | 2 Credit Hours
This course introduces the fundamental principles of flight including aircraft design, aircraft flight control systems, and basic aerodynamic principles. Students will learn the theory of flight by study of the basic flight maneuvers to obtain the required foundation for future training.

AVE 1122 – Private Module 2 | 2 Credit Hours
This course continues developing understanding of the aircraft and aircraft systems including weight and balance, fuel systems, oil systems, electrical systems, propellers, and aircraft engines. Students learn how to obtain weather information needed to conduct a flight safely. Students will learn the Federal Aviation Regulations (CFR Part 61 and 67) that directly relate to pilot certification and medical requirements. Students will be prepared to perform basic maneuvers including slow flight, steep turns, stalls, emergency landings, and takeoffs and landings.

AVE 1132 – Private Module 3 | 2 Credit Hours
This course covers the methods of calculating aircraft performance from the performance charts and the principles of the operation of the flight instruments. Students will learn the regulations that apply to the operation of the aircraft and develop proficiency in local traffic pattern operations, including landings and takeoffs from an airport with an operating air traffic control tower.

AVE 1142 – Private Module 4 | 2 Credit Hours
This course further develops understanding of the FAR's Part 61, 67, and 91 and their applications. Students will learn cross country navigation planning and the use of aeronautical charts. Students will learn how to safely operate in the traffic pattern to be able to complete a first solo flight. Understanding of weather information and flight planning will continue to develop.

AVE 1152 – Private Module 5 | 2 Credit Hours
Students will complete the training required to safely conduct a cross country flight including: the use of air traffic control radar services, radio communications, sources of flight information for navigation, radio navigation, pilotage, dead reckoning, and flight computers (E6B).

AVE 1162 – Private Module 6 | 2 Credit Hours
This course reviews all of the knowledge required for a private pilot certificate. Students will review the flight computer (E6B), weather information, aerodynamics, aircraft performance and limitations, regulations, flight navigation, and the operation of the aircraft. The prerequisite for this module is the satisfactory completion of Private modules 1 through 5. Upon the satisfactory completion of this course, the student will be issued a graduation certificate which will allow them to take the required FAA Private Pilot Knowledge Test.

AVE 1212 – Instrument Module 1 | 2 Credit Hours
This course covers the basics of the construction and principles of operation of the flight instruments. Students will learn how to use the flight instruments safely to control the aircraft during basic maneuvering without the use of outside visual references. This module serves as the foundation for the instrument training to follow.

AVE 1222 – Instrument Module 2 | 2 Credit Hours
This course covers the basic theory of weather including the forecasting and weather services available to the pilot. Radio navigation theory of VOR, NDB, and GPS systems will be covered, and the student will learn the basics of using the VOR, NDB, and GPS systems for navigation.

AVE 1232 – Instrument Module 3 | 2 Credit Hours
This course provides a complete review of instrument fundamentals, weather system patterns, and navigation systems. The course will also introduce the student to instrument approach procedures and the methods used to conduct approaches. The navigation procedures and instrument flight procedures covered will be used in the flight course as the students practice in simulated instrument flight.

AVE 1242 – Instrument Module 4 | 2 Credit Hours
This course further develops the student's knowledge of the instrument approach procedures with a focus on advancing the knowledge of navigation systems by use of scenarios. Students will learn advanced communications procedures for approach and en-route instrument flight and the procedures for operating under simulated failed navigation and communications systems.

AVE 1252 – Instrument Module 5 | 2 Credit Hours
This course further develops the student's knowledge of precision instrument approach systems. This course covers all instrument regulations of CFR Part 91 required to operate as an instrument pilot. The information learned in this course will be used to practice planning IFR cross country flights and lead to the ability to conduct an actual instrument cross country flight in an aircraft.

AVE 1262 – Instrument Module 6 | 2 Credit Hours
This course will conduct a full review of the previously learned information including instrument approach systems, navigation systems, weather theory and reports, ATC operations, en-route instrument procedures, arrival instrument procedures, IFR cross country flight planning, and IFR emergencies. The prerequisite for this module is the satisfactory completion of Instrument modules 1 through 5. Upon the satisfactory completion of this course, the student will be issued a graduation certificate which will allow them to take the required FAA Instrument Rating Knowledge Test.

AVE 2112 – Commercial Module 1 | 2 Credit Hours
This course will introduce the student to aircraft construction and design, advanced aircraft power-plants and propeller systems, and aircraft systems including hydraulic and electrical systems. Students will start a study of the commercial flight maneuvers required by the FAA Airman Certification Standards. Aviation medical factors related

to the requirements of flight will be learned and the student will be introduced to crew resource management concepts.

AVE 2122 – Commercial Module 2 | 2 Credit Hours
This course develops the students' knowledge and understanding of advanced aircraft systems and the operation of high-performance aircraft. The student will learn about aircraft supercharging, turbo charging, anti-icing and deicing systems, electrical system components and configurations, and advanced flight control systems. Students will learn more about how to perform commercial flight maneuvers.

AVE 2132 – Commercial Module 3 | 2 Credit Hours
This course will develop the student's understanding of flight physiology as it applies to commercial flight operations. The course covers situational awareness, basic human anatomy, crew resource management (CRM), stress management, atmospheric impacts on flight, and medical emergencies. The students will be introduced to the aerodynamic factors associated with operating a multi-engine aircraft and the specific aircraft systems used on a multi-engine aircraft.

AVE 2142 – Commercial Module 4 | 2 Credit Hours
This course continues to advance the student's knowledge of multi-engine aircraft and their operation. Students will learn the specific commercial maneuvers required to be demonstrated in a multi-engine aircraft including simulated engine failures, in flight engine shutdown and restart, in flight emergencies, emergency descents, and landings with a single engine operating. Students will advance their knowledge of aeromedical factors by learning about sleep and fatigue awareness, spatial disorientation, health management, and the medical standards for pilot certification.

AVE 2152 – Commercial Module 5 | 2 Credit Hours
This course will cover VFR long-distance cross-country flight planning including a comprehensive set of lessons covering weather information, atmospheric compositions, causes for seasonal weather changes, effects of humidity, cloud formations and classifications, stability, air masses and fronts, and mid latitude cyclonic activity. Students will learn more about commercial flight maneuvers and in-flight hazards to flight using scenarios.

AVE 2162 – Commercial Module 6 | 2 Credit Hours
This course uses advanced scenarios to develop the student's knowledge and understanding of cross-country planning and navigation systems. The course includes precipitation, wind changes, global movements of pressure systems, thunderstorms, tornadoes, hurricanes, and other weather hazards. The student will learn the procedures for conducting instrument flight in a multi-engine aircraft. The course will review regulations from CFR Part 61 and 91 that apply to commercial operations.

AVE 2172 – Commercial Module 7 | 2 Credit Hours
This course provides a summary of all areas of operation required for commercial pilot certification. The course includes certificates and documents, weather, aircraft systems, emergency procedures, performance and limitations, aeromedical factors, and aeronautical decision making, and regulations. The student will develop the knowledge and understanding of the maneuvers required by the FAA Airman Certification Standards for a commercial pilot airplane single and multi-engine.

AVE 2182 – Commercial Module 8 | 2 Credit Hours
This course completes all the oral knowledge areas required by the FAA ACS for the commercial pilot. The prerequisite for this module is the satisfactory completion of Commercial modules 1 through 7. Upon the satisfactory completion of this course, the student will be issued a graduation certificate which will allow them to take the required FAA Commercial Pilot Knowledge Test. The completion of this course ensures that students are qualified to pass the oral knowledge areas of the FAA Commercial Pilot Certificate Practical Test.

AVE 2212 – CFI Module 1 | 2 Credit Hours
This course provides an introduction to the Fundamentals of Instruction and develops the student's ability to effectively communicate as a Certified Flight Instructor. During this course the student will study human behavior, the learning process, effective communication, and various teaching methods. The course covers the instructional knowledge of advance aeromedical factors, use of visual scanning and distractions, and aircraft flight control systems.

AVE 2222 – CFI Module 2 | 2 Credit Hours
This course will provide the student with an understanding of the methods of critique and evaluation, designing an instructional activity, and the responsibilities/professionalism of a flight instructor. Students will learn how to: efficiently and effectively communicate, the importance of flight planning and navigation systems, night operations, risk management, and regulations related to providing flight instruction as a Certified Flight Instructor.

AVE 2232 – CFI Module 3 | 2 Credit Hours
This course will teach the student how to write and evaluate written exams and how to create instructional goals and objectives in accordance with the FAA publications. The student will learn how to properly sign and endorse student pilot logbooks and be given training in the Federal Aviation Regulations which govern endorsements for Private Pilot, Instrument Rating, and Commercial Pilot Certificates. The student will develop a portfolio of flight and ground lesson plans and will learn how to make a proper assessment of student training activities.

AVE 2242 – CFI Module 4 | 2 Credit Hours
This course prepares the student for oral portion of the FAA Certified Flight Instructor – Airplane Practical Test. The course will develop the student's ability to measure validity, summarize flight data, and utilize performance-based scenarios to aid in a student pilots learning. Students will review the areas of operations required by the FAA PTS for the FAA practical test to confirm knowledge and understanding of all of the PTS requirements. The student will complete a comprehensive written test and FAA knowledge Test for Flight Instructor Airplane prior to completion of the CFI End of Course Exam.

AVE 2312 – CFII Module 1 | 2 Credit Hours
Students explore a number of issues related to the psychology of instruction in the flight environment including: the relation of specific learning styles; mainstreaming issues; and learning challenges to the flight training environment; how teachers can foster self-esteem in their students; techniques for motivating adult learners; and how to encourage the development of critical thinking skills.

AVE 2322 – CFII Module 2 | 2 Credit Hours
In this course, students apply instructional techniques for instrument flight instruction and learn to analyze instrument flight maneuvers and techniques. It includes determining objectives, teaching techniques, and evaluation criteria as well as analysis of instrument flight maneuvers including common student errors, control functions as they pertain to aircraft control, effects and principles of safety, and applicable FAA regulations. The student will be prepared to take the FAA Flight Instructor – Instrument Airman Knowledge Test.

AVF 1564 – Private Pilot Certification – Airplane – Flying | 4 Credit Hours
Students receive the FAA required training in the aeronautical knowledge subjects and receive flight training in all FAA required flight proficiency areas of operation for issuance of a Private Pilot Certificate – Airplane Single Engine Land. The procedures include: Landings and Go-arounds; Performance Maneuvers; Ground Reference Maneuvers; Navigation; Slow-flight and Stalls; Basic Instrument Maneuvers; Emergency Operations; Night Operations; and Post-flight Procedures. The course includes planned flight time of 24 hours ground instruction, 52.5 hours dual instruction and 5.5 hours of supervised solo. In conjunction with the required related Aviation Education Courses, the student is prepared to attempt the FAA Private Pilot Airplane Single Engine Land Practical test. Prerequisite: FAA Student Pilot Certificate and a current Basic Med, Third (3rd) Class or higher FAA Medical Certificate. AVF 1564 is completed while enrolled in AVE Private Modules and may continue while enrolled in AVE Instrument Modules

AVF 2543 – Instrument Rating – Airplane – Flying | 3 Credit Hours
Students receive all FAA required training in aeronautical knowledge subjects and receive flight training in all FAA required flight proficiency areas of operation for issuance of an instrument Airplane Rating. Students receive training in and learn: Pre-flight Preparation; Pre-flight Procedures; Air Traffic Control Clearances and Procedures; and Post-flight Procedures. The course includes planned flight time of 26 hours ground Instruction and 52 hours dual flight instruction. In conjunction with the required related Aviation Education Courses, the student will be prepared to attempt the FAA Instrument Airplane Rating Practical Test. Prerequisite: Successful completion of Stage 3 PPCC Stage Flight Test or equivalent, a FAA Private Pilot Airplane Certificate, and a current Basic Med, Third (3rd) Class or higher FAA Medical Certificate. AVF 2543 is completed while enrolled in AVE Instrument Modules and may continue while enrolled in AVE Commercial Modules.

AVF 2585 A – Commercial Pilot Certification – Airplane SEL – Flying | 4.5 Credit Hours
This course provides the training required in the aeronautical knowledge subjects and flight proficiency areas of operation for issuance of a Commercial Pilot Certificate with Airplane Single Rating. Topics covered in the course include: Pre-flight Preparation; Preflight Procedures; Airport Operations; Take-offs; Landings and Go-arounds; Performance and Ground Reference Maneuvers; Navigation; Slow-flight and Stalls; Emergency Operations; High Altitude Operations; and Post-flight Procedures. Training time is 80 hours total with 54 hours Dual Instruction in a Single-Engine airplane; 10 hours Solo in a Single-Engine airplane; 16 hours in a single engine Flight Training Device; 14 hours of Ground Instruction. This course prepares the student to attempt the FAA Commercial Pilot Airplane Single Engine Land FAA Practical Test. This course is taken in conjunction with the required related Aviation Education Courses. Prerequisite: Successful completion of Instrument Rating Course Stage 5 End-of-Course; an FAA Private Pilot Airplane Certificate with Instrument Rating or concurrent enrollment in the Instrument Rating Certification Course; and a current Basic Med, Third Class or higher FAA Medical Certificate.

AVF 2585 B – Commercial Pilot Certification – Airplane MEL – Flying | .5 Credit Hours
This course provides the training required in the aeronautical knowledge subjects and flight proficiency areas of operation for issuance of a Commercial Pilot Certificate with Multi-Engine Land Ratings. Topics covered in the course include: Pre-flight Preparation; Preflight Procedures; Airport Operations; Take-offs; Landings and Go-arounds; Performance and Ground Reference Maneuvers; Navigation; Slow-flight and Stalls; Emergency Operations; Multi-engine Operations; High Altitude Operations; and Post-flight Procedures. Training time is 12 hours dual in a Multi Engine Airplane with 4 hours Ground Instruction. This course is taken in conjunction with the required related Aviation Education Courses. This course prepares the student to attempt the FAA Commercial Pilot Airplane Multi-Engine Land Practical test. Prerequisite: Successful completion of AVF 2585 A and holding at least an FAA Commercial Pilot Certificate, Airplane Single Engine Land with Instrument Rating, and a current Basic Med, Third Class or higher FAA Medical Certificate.

AVF 2652 – Certified Flight Instructor – Flying | 2 Credit Hours
This course requires 25 hours dual flying and 20 hours of Practice ground instruction, during which the student gains experience in the application of the training received in the CFI Ground Modules AVE 2212 through AVE 2242. This course prepares the student to take the FAA Flight Instructor Airplane Certificate Practical test. Prerequisite: Commercial Pilot Certificate with Instrument Rating.

AVF 2671 – Certified Flight Instructor Instrument - Flying | 1 Credit Hour
The course provides student practice instruction related to instrument flight instruction applying the techniques learned in AVE 2312 and AVE 2322. This course prepares the student to take the FAA Instrument Flight Instructor Practical test. Prerequisite: Commercial Pilot Certificate with Instrument Rating.

EXT 1000 – Extension Course (Prior to 4.1.24) | 0 Credit Hour
The extension 1000 course is designed to provide an additional term for students needing additional time to complete flight training requirements. It can be taken as a one-time extension for each of the following courses: **AVF 1564, AVF 2543, AVF 2585, AVF 2652, and AVF 2671.**
This pass or fail course is specifically tailored to students who require an extended period to achieve proficiency in their flight training and offers flexibility and support for individuals who may need extra time to master the skills of

piloting an aircraft. In EXT1000, students will have continued access to flight instructors, practical flight sessions, simulator exercises, and the opportunity to master their understanding of the requisite skills. EXT1000 does not carry any credits and does not contribute towards the student's cumulative grade point average. Instead, its primary focus is on providing students with an extended timeframe to complete their flight training requirements, ensuring they can achieve the necessary proficiency and confidence in their piloting skills. Students enrolled in EXT1000 will receive an incomplete (I) grade for the course associated with the extension i.e., AVF1564, AVF2543, AVF2585, AVF2652 or AVF2671. Upon completion of EXT1000, a passing grade will result in a final grade for the accompanying course while a failing grade will result in a failing grade for the accompanying course. While enrolled in EXT1000, all published rates will apply to activities associated with the accompanying course.

EXT 1001 – Extension Course Private | 0 Credit Hour
The extension 1001 course is designed to provide an additional term for students needing additional time to complete private pilot flight training requirements. It can be taken as a one-time extension for AVF 1564.
This pass or fail course is specifically tailored to students who require an extended period to achieve proficiency in their flight training and offers flexibility and support for individuals who may need extra time to master the skills of piloting an aircraft. In EXT 1001, students will have continued access to flight instructors, practical flight sessions, simulator exercises, and the opportunity to master their understanding of the requisite skills. EXT 1001 does not carry any credits and does not contribute towards the student's cumulative grade point average. Instead, its primary focus is on providing students with an extended timeframe to complete their flight training requirements, ensuring they can achieve the necessary proficiency and confidence in their piloting skills.

EXT 1002 – Extension Course Instrument | 0 Credit Hour
The extension 1002 course is designed to provide an additional term for students needing additional time to complete instrument flight training requirements. It can be taken as a one-time extension for AVF 2543.
This pass or fail course is specifically tailored to students who require an extended period to achieve proficiency in their flight training and offers flexibility and support for individuals who may need extra time to master the skills of piloting an aircraft. In EXT 1002, students will have continued access to flight instructors, practical flight sessions, simulator exercises, and the opportunity to master their understanding of the requisite skills. EXT 1002 does not carry any credits and does not contribute towards the student's cumulative grade point average. Instead, its primary focus is on providing students with an extended timeframe to complete their flight training requirements, ensuring they can achieve the necessary proficiency and confidence in their piloting skills.

EXT 1003 – Extension Course Commercial | 0 Credit Hour
The extension 1003 course is designed to provide an additional term for students needing additional time to complete instrument flight training requirements. It can be taken as a one-time extension for AVF 2585.
This pass or fail course is specifically tailored to students who require an extended period to achieve proficiency in their flight training and offers flexibility and support for individuals who may need extra time to master the skills of piloting an aircraft. In EXT 1003, students will have continued access to flight instructors, practical flight sessions, simulator exercises, and the opportunity to master their understanding of the requisite skills. EXT 1003 does not carry any credits and does not contribute towards the student's cumulative grade point average. Instead, its primary focus is on providing students with an extended timeframe to complete their flight training requirements, ensuring they can achieve the necessary proficiency and confidence in their piloting skills.

EXT 1004 – Extension Course |CFI | 0 Credit Hour
The extension 1004 course is designed to provide an additional term for students needing additional time to complete certified flight instructor training requirements. It can be taken as a one-time extension for AVF 2652.
This pass or fail course is specifically tailored to students who require an extended period to achieve proficiency in their flight training and offers flexibility and support for individuals who may need extra time to master the skills of piloting an aircraft. In EXT 1004, students will have continued access to flight instructors, practical flight sessions, simulator exercises, and the opportunity to master their understanding of the requisite skills. EXT 1004 does not carry any credits and does not contribute towards the student's cumulative grade point average. Instead, its primary focus is on providing students with an extended timeframe to complete their flight training requirements, ensuring they can achieve the necessary proficiency and confidence in their piloting skills.

EXT 1005 – Extension Course CFII | 0 Credit Hour
The extension 1005 course is designed to provide an additional term for students needing additional time to complete certified flight instructor instrument flight training requirements. It can be taken as a one-time extension for AVF 2671. This pass or fail course is specifically tailored to students who require an extended period to achieve proficiency in their flight training and offers flexibility and support for individuals who may need extra time to master the skills of piloting an aircraft. In EXT 1005, students will have continued access to flight instructors, practical flight sessions, simulator exercises, and the opportunity to master their understanding of the requisite skills. EXT 1005 does not carry any credits and does not contribute towards the student's cumulative grade point average. Instead, its primary focus is on providing students with an extended timeframe to complete their flight training requirements, ensuring they can achieve the necessary proficiency and confidence in their piloting skills.

Technology Management

BUS1001 - Introduction to Business | 3 Semester Credits
A basic exposure to business principles, functions, and practices that prepares students with the knowledge to pursue specific areas of study associated with business enterprise such as economics, marketing, finance, human resource management, information technology, operations, ethics, and entrepreneurship. Awareness of the significance of business in the market economy is developed through topical research, discussion, and writing projects.

ACC2001 – College Accounting | 3 Semester Credits
This course covers accounting concepts and procedures with an emphasis on the use of financial statements. Applications for accounting in personal and organizational decision making are explored to aid the student in understanding accounting methods in business.

MGT1001 – Business Ethics | 3 Semester Credits
This course is a systematic investigation of both general ethical theory and specific business practices. Case studies are examined from a philosophical point of view to evaluate certain business practices. Course emphasizes the relationship between managerial decisions and ethics.

BIM1001 – Computer Proficiency | 3 Semester Credits
This course provides students with foundation skills necessary to successfully use Microsoft Office 365 products which include Word, Excel, PowerPoint, Outlook, OneDrive, OneNote, Skype and the Windows Operating System. Students will complete a series of practical tasks and exercise to enhance their skills using real world example which are common in education and business today. The course focuses on teaching essential productivity skills by providing a highly visual step by step approach for learning Microsoft Office 365.

BUS2001 – Elementary Statistics for Business | 3 Semester Credits
This course is an introduction to descriptive methods, probability, sampling, estimation and testing, regression and correlation, and analysis of variance. It is designed to develop an understanding of the types of skills needed to succeed in business.

QCM2001 Philosophy of Quality Management | 4 Semester Credits
This course encompasses all the philosophy and concepts of Total Quality approach to Quality Management pulled together in a coherent format that allows the student to understand both the big picture and the specific details of achieving Organizational Excellence. Strategic Management, Ethics and Corporate Social Responsibility, Quality Culture, Customer Satisfaction, Employee Empowerment, Leadership, Followership, Communication Skills and Change Management, Writing and Research are all foundational keys to a total understanding of Quality Management. This course covers the Quality Management Movement to include the great pioneers of total quality; such as Ford, Deming, Juran, Shewart, Ohno, Crosby, Toyoda, and others. Students will utilize their previously acquired knowledge of precision measuring equipment to conduct a Statistical Process Control (SPC) laboratory designed to gather data throughout all QCM classes which will be synthesized and interpreted in the

QCM2003 class. This data will be used to demonstrate the capabilities of database management. Included will be hands-on initial, periodic and final inspection process; incident, maintenance, and accident reporting.

QCM2002 ISO 9000 and Total Quality | 4 Semester Credits
Students will learn a foundational understanding of ISO 9000 and cover a comprehensive overview of the International Organization for Standardization (the history and future). Included will be an understanding and knowledge of the Quality Management System (QMS). They will learn the comprehensive history, background, purpose and the relationship of Total Quality Management (TQM), and ISO 9000 Standardization. Introduction to other industry auditing practices and organizations will also be included. Students will continue to utilize their previously acquired knowledge of precision measuring equipment to continue gathering data for the Statistical Process Control (SPC) laboratory designed to gather data which will be synthesized and interpreted in the QCM2003 class. This data will be used to demonstrate the capabilities of database management. Included will be hands-on initial, periodic and final inspection process; incident, maintenance, and accident reporting and the documentation, and process control requirements for all these processes. Introduction to other industry auditing practices and organizations. Prerequisite: QCM2001

QCM2003 Total Quality Tools and Techniques | 4 Semester Credits
This course encompasses all the various tools and techniques of quality management, and continual improvement methods: Just-In-Time, Lean, Six Sigma and Lean Six Sigma, Benchmarking, Statistical Process Control (SPC), managing quality in the supply chain, and Quality Function Deployment (QFD), Benchmarking. These topics are all pulled together in a coherent format allowing the student to understand both the big picture and the specific details of quality management. Process Mapping and applying Problem-solving to Optimize and Control Processes. Students will conduct research and prepare a research paper and presentation on a subject determined by the instructor. Students will continue the Statistical Process Control (SPC) Lab, started in QCM2001, and continue in QCM2002 using precision measurements, database management, first article, periodic and final inspection process and the documentation process. This data will be used by the student to demonstrate the capabilities of database management. Continuously building on research and report composition, to include presentation methods. Prerequisite: QCM2002

BUS3001 – Business Law | 3 Semester Credits
Students explore the law as applied to a person, a citizen, and to a businessperson. Students develop critical thinking skills enabling them to make intelligent decisions. This course aids in understanding the interrelationship of law and life and how the law may be applied to solve basic questions in business. (48 Didactic Hours)

MGT3001 – Fundamentals of Management | 3 Semester Credits
This course is an Introduction to management principles and techniques with a view toward developing essential skills in the field. Both the history of management and contemporary issues will be discussed. It prepares student for further studies in management.

BUS3002 – Business Communications | 3 Semester Credits
This course is a survey of day-to-day written communication in business. It provides students with intensive practice in letter, memo, and resume writing. Business Communications is primarily for the student interested in acquiring knowledge necessary for employment in the business field.

MKT3001 – Introduction to Marketing | 3 Semester Credits
This course is a managerial approach to the methods and practices of marketing. Subjects will include consumer behavior, product strategy, social responsibility in marketing, and managing return on marketing. The student will explore new marketing technologies in the digital age and marketing in a global economy.

FIN3001 – Financial Management | 3 Semester Credits
This course is an introductory course in financial administration of the firm. Topics include short-term and long-term sources of funds, allocation of funds, capital policy, capital budgeting, and cost of capital.

MGT4001 – Human Resource Management | 3 Semester Credits
This course is an introduction to the field of human resources; recruitment, training, utilization, and evaluation of these resources within the company and throughout the economy. Topics include staffing, human resource development, compensation, legal considerations, and labor relations.

MGT4002 – Management Information Systems | 3 Semester Credits
This course is an overview of current principles and practices in the management of business information systems. The value of information, databases, building and managing information systems, the impact of information systems, and computer ethics are discussed. Methods of application in business are examined.

MGT4003 – International Business Practices | 3 Semester Credits
An in-depth study of managerial practices needed for business in today's global marketplace. Subject areas include managerial theory and several special topics including a global perspective on management in the world economy. Case studies illustrating managerial problems and solutions are widely used.

MGT4004 – Business Strategies | 3 Semester Credits
This course is an in-depth study of strategic business planning and development. It is designed as a culmination of previous courses in the management program. Students use the business strategy process to develop and run a business simulation for a small corporation in the technology industry. Subject areas include principles of technology maintenance, technical operations, planning, safety and liability.

MGT4005 – Research in Technology Management | 4 Semester Credits
Students select a research topic related to technical management practices and prepare a research paper to be presented in class. Emphasis is on current, relevant problems in planning, implementing, or managing various operations in the technology industry. The instructor must approve the topic.

General Education & Other

MAT1001 – College Mathematics | 4 Semester Credits
In this course, 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
Prerequisite: None

PHY1001 – College Physics | 3 Semester Credits
This course is an introductory course covering the principles of physics. Topics include simple mechanics, aerodynamics, fluids 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.
Prerequisite: None

ENG1001 – English Composition | 3 Semester Credits
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. Prerequisite: None

HIS1001 – American History: 1865 to Present | 3 Semester Credits
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. Prerequisite: None

SOC1001 – Modern Sociology | 3 Semester Credits
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. Prerequisite: None

SPH2001 – Fundamentals of Public Speaking (Speech) | 3 Semester Credits
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. Prerequisite: None

ENG2001 English Composition II – Technical Writing | 3 Semester Credits
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. Prerequisite: ENG1001

CAR2001 - Career Exploration | 1 Semester Credit
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

PSY2001 – Psychology | 3 Semester Credits
This course is an introduction to the field of social science and applications of the science of psychology. History and methodologies of psychology are explored, with particular attention devoted to human diversity and the role it plays in this discipline.

ECN2001 – Introduction to Economics | 3 Semester Credits
Students are taught an integrated approach to macroeconomics and microeconomics designed to give a comprehensive view of economics and its place in today's world. Fundamental economic concepts such as cost and benefit, supply and demand, trade, and economic systems are discussed.

HIS2001 – Aviation History | 3 Semester Credits
This course is a comprehensive study of aviation history from its early development to the present. Focus will be on significant events, personalities, and aircraft that have influenced the development of both civilian and military aviation.

Appendix A: Additional Campus Information

Campus Maps
Campus maps are available in the admissions department.

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

New Student Registration
Non-Flight ("Technical") new students will complete registration processing at the Pine Street location (Main Campus). Flight new students will complete registration processing at the West Cessna Drive location or Main Campus. Registration includes check-in, parking stickers, identification badge, admissions, and a meeting with a student finance team member. Students will also be scheduled for an admission examination, if acceptable test scores (from an approved test) or other approved equivalent have not previously been provided to the college. The student will continue processing with the Housing Office (if housing assistance is requested). Schedules are available upon completion of the registration process.

Flight students with previous flight time should report one week prior to class to complete a credit evaluation flight.

Student Activities Center
Student activity centers are located at all 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, and Women in Aviation.

Student Organizations
Aircraft Electronics Association Chapter
Alpha Eta Rho
AMT Society Chapter
Student Council

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

Aircraft Electronics Association AEA
American Institute of Aeronautics & Astronautics AIAA

Aviation Maintenance Technician Society
Aviation Technician Education Council ATEC
Electronics Technician Association ETA
Experimental Aircraft Association EAA
National Association of Flight Instructors NAFI
National Association of Foreign Student Advisors NAFSA
National Business Aviation Association NBAA
National Center for Aerospace and Transportation Technologies NCATT
National Intercollegiate Flying Association NIFA
Oklahoma Aerospace Commission OAC
Professional Aviation Maintenance Association PAMA
The Metropolitan Tulsa Chamber of Commerce
Tulsa Better Business Bureau BBB
University Aviation Association UAA
Women in Aviation International WAI

ID Badges

While on campus, all students are required to wear a Spartan College of Aeronautics and Technology 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 bookstore, check out special tools, and to receive assistance in offices on campus. I.D. badges are required to attend classes and to fly airplanes.

Report lost I.D. badges to the Student Records Office in building 1 of the Main Campus 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 in the Student Records Office on the Main Campus and in the Chief Pilot's office on the Flight facility..

Student Life Coordinator

The Student Life Coordinator is in building 1 on the Main Campus. The Student Services Manager provides several services which include general student advising, housing information, part-time job information, and other services which help students while attending college. This office can answer general questions and is an excellent resource when a student is unsure which department can resolve concerns or answer questions related to college life.

Student Bookstore

The student bookstore is located on the Main Campus. Class supplies, books, and tools are available in the bookstore. Note: Only certain items are stocked at the Flight Campus bookstore.

Transportation/Parking

It is highly recommended that students have a vehicle while in Tulsa. The College students can use their home state licenses and car tags if they are current. Oklahoma law requires that proof of insurance and registration is always kept in the vehicle. Students may reference the campus maps that are provided indicating student parking areas.

Students parking on campus lots must have a Spartan College of Aeronautics and Technology parking permit. Students operating a motor vehicle on the College campuses and in the State of Oklahoma must have a current driver's license and verification of vehicle insurance (with a stated expiration date). Cars improperly parked or abandoned may be towed at the owner's expense. No overnight parking unless otherwise approved.

School Closing

In the event of bad weather conditions, the College will send text, email, and voice alerts so students can check to see if classes have been delayed or canceled due to severe weather or road conditions. Regulations may require the missed class time to be made up. On days of bad weather, allow enough time to reach school safely and on time.

Appendix B: Certification Disclosures

Aviation Flight Program Certification Disclosure Information

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

The College's Aviation Flight program consists of six FAA milestones including the following certificates and ratings:

College	Spartan College of Aeronautics and Technology
Location	8820 East Pine St, Tulsa, OK 74115 // 123 West Cessna Dr, Tulsa, OK 74132
Program Name	Aviation Flight
Certification Agency	**Federal Aviation Administration (FAA)**
Program Approval Required?	Yes, FAA Part 141 (Code of Federal Regulations, Title 14, Chapter 1, Subchapter H, Part 141) approval is required.
Program Approval Active?	Yes. Air Agency Certificate Number: DF2S766K. This certification is renewed every other August (odd numbered years).
Federal/National or By State?	Federal. This approval allows Spartan students to sit for the exam(s) in any state if they have completed the required coursework and meet the FAA's eligibility criteria.
Benefits of Certification	Certification is required.
Criminal and Misdemeanor Offenses	It is imperative to understand that employers across industries, the Federal Aviation Administration, and other agencies could deny employment, certification, licensure, or related benefits should you have a record of misdemeanor or felony activity. It is the student's responsibility to research whether any past offenses may prevent or could limit opportunities in the future. Students must keep their record clear of any issues. The College has no control over how past or future offenses impact employability or the student's ability to become certified or licensed.
Exam 1:	**Private Pilot Airplane**
Requirement to sit for exam(s)	Successful completion of the Private Pilot Flight and Private Pilot Ground portion of the course generally qualifies the student for the Private Pilot Airplane Single Engine Land Certificate with no further testing due to Spartan holding FAA Examining Authorization for the FAA Private Pilot Practical Flight Test for issuance of the Private Pilot Airplane Single Engine Land Certificate.
Special Requirements	Age 17
Fees	Additional fees are required. These estimated fees are outlined in the College Catalog Supplement.
Exam 2:	**Instrument Rating Airplane**
Requirement to sit for exam(s)	Successful completion of the Instrument Rating Flight and Ground portion of the course generally qualifies the student to attempt the FAA Instrument

	Rating Airplane Practical Test. Refer to FAA.gov for complete eligibility criteria.
Special Requirements	Age 18
Fees	Additional fees are required. These estimated fees are approximately $600 and vary by examiner.
Exam 3 Part 1:	**Commercial Pilot Airplane Multi-Engine**
Requirement to sit for exam(s)	Successful completion of the Commercial Pilot Multi Engine Land flight and Ground portion of the course generally qualifies the student to attempt the FAA Commercial Pilot Airplane Multi Engine Practical test. Spartan holding FAA Examining Authorization for the FAA Commercial Pilot Airplane Multi-Engine for issuance of the Commercial Pilot Airplane Multi-Engine Land Certificate. Refer to FAA.gov for complete eligibility criteria.
Special Requirements	Age 18
Fees	Additional fees are required. These estimated fees are outlined in the College Catalog Supplement.
Exam 3 Part 2:	**Commercial Pilot Airplane Single-Engine**
Requirement to sit for exam(s)	Successful completion of the Commercial Pilot Airplane Single Engine Land flight and Ground portion of the course generally qualifies the student for the Commercial Pilot Airplane Single Engine Land Certificate with no further testing due to Spartan holding FAA Examining Authorization for the FAA Commercial Pilot Practical Flight Test for issuance of the Commercial Pilot Airplane Single Engine Land Certificate.
Fees	Additional fees are required. These estimated fees are approximately $600 and vary by examiner.
Exam 4:	**Certified Flight Instructor Airplane**
Requirement to sit for exam(s)	Successful completion of the Flight instructor Airplane Single Engine Flight and Ground portion of the course generally qualifies the student to attempt the FAA Certificated Flight Instructor Airplane Single Engine Airplane Practical test. Refer to FAA.gov for complete eligibility criteria.
Special Requirements	Age 18
Fees	Additional fees are required. These estimated fees are approximately $1,000 and vary by examiner.
Exam 5:	**Certified Flight Instructor Instrument Airplane**
Requirement to sit for exam(s)	Successful completion of the Flight Instructor Instrument Airplane Flight and Ground portion of the course generally qualifies the student to attempt the FAA Certificated Flight Instructor Instrument Airplane Practical test. Refer to FAA.gov for complete eligibility criteria.
Special Requirements	Age 18
Fees	Additional fees are required. These estimated fees are approximately $600 and vary by examiner.

SPARTAN
COLLEGE OF AERONAUTICS AND TECHNOLOGY

Restricted Airline Transport Pilot (ATP or rATP) Certification Disclosure Information

Preparation for the Restricted Airline Transport Pilot (ATP or rATP) certificate **is not offered as part of the College's program.**

College	Spartan College of Aeronautics and Technology
Location	Tulsa, Oklahoma
Program Name	Not Applicable – This exam and certification is not part of the College's program; however, graduates of the Aviation Flight associate program who take this exam qualify under reduced hours. See information below.
Certification Agency?	**Federal Aviation Administration (FAA)**
Program Approval Required?	Not applicable. Graduation from an FAA Part 141 (Code of Federal Regulations, Title 14, Chapter 1, Subchapter H, Part 141) approved program reduces the prerequisite flight hours required for the test taker.
Program Approval Active?	The College holds an Air Agency Certificate Number: DF2S766K. This certification is renewed every other August (odd numbered years); however, the College is not approved to offer rATP preparation.
Federal/National or By State?	Federal
Benefits of Certification	ATP Certification is required to act as pilot in command in operations conducted under FAA Part 121, 91.1053(a)(2)(i), 135.243(a)(1) or serve as second in command in flag or supplemental operations in part 121 in operations requiring three or more pilots.
Criminal and Misdemeanor Offenses	It is imperative to understand that employers across industries, the Federal Aviation Administration, and other agencies could deny employment, certification, licensure, or related benefits should you have a record of misdemeanor or felony activity. It is the student's responsibility to research whether any past offenses may prevent or could limit opportunities in the future. Students must keep their record clear of any issues. The College has no control over how past or future offenses impact employability or the student's ability to become certified or licensed.
Exam:	**Restricted Airline Transport Pilot (ATP or rATP)**
Requirement to sit for exam(s)?	Preparation for the Restricted Airline Transport Pilot (ATP or rATP) certificate **is not offered as part of the College's program**; however, graduates of the College's associate degree program have the benefit of a reduced flight hour requirement should they decide to take the exam through the FAA. A person who trains in a program that is not approved under FAA Part 141 is required to complete 1,500 flight hours and meet the requirements of FAA Part 61.153 to qualify to take the FAA exam. Spartan College of Aeronautics and Technology's associate program is approved under FAA Part 141; therefore, a graduate of the program will need to complete 1,250 flight hours and meet the requirements of FAA Part 61.153 and 61.160 to take the exam with the FAA to earn an ATP certificate.

Special Requirements?	Age 21
Fees	Fees are required and payable to the FAA Examiner.

Aviation Maintenance Technology Certification Disclosure Information

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

College	Spartan College of Aeronautics and Technology
Location	8820 East Pine St, Tulsa, OK 74115
Program Name	Aviation Maintenance Technology (AMT)
Certification Agency	**Federal Aviation Administration (FAA)**
Program Approval Required?	Yes, FAA Part 147 (Code of Federal Regulations, Title 14, Chapter 1, Subchapter H, Part 147) approval is required.
Program Approval Active?	Yes. Air Agency Certificate Number: CB9T054R. This certification does not expire.
Federal/National or By State?	Federal. This approval allows Spartan students to sit for the exam(s) in any state if they have completed the required coursework and meet the FAA's eligibility criteria.
Benefits of Certification	Students can choose to take the certification exams based on FAA eligibility requirements. This choice and the results do not impact course or program completion. There are various related positions within the aviation industry that do not require Airframe and Powerplant certification. These positions are limited in scope of work and do not have return to service authority. Return to service authority allows for return to service any component or task completed. For positions that require return to service authority, the person must be a certificated A&P mechanic.
Criminal and Misdemeanor Offenses	It is imperative to understand that employers across industries, the Federal Aviation Administration, and other agencies could deny employment, certification, licensure, or related benefits should you have a record of misdemeanor or felony activity. It is the student's responsibility to research whether any past offenses may prevent or could limit opportunities in the future. Students must keep their record clear of any issues. The College has no control over how past or future offenses impact employability or the student's ability to become certified or licensed.
Exam 1:	**General Exam (1)**
Requirement to sit for exam(s)	Completion of the General FAA approved curriculum and the issuance of a college General Completion Certificate. Refer to the FAA eligibility criteria for more information.

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

College	Spartan College of Aeronautics and Technology
Location	8820 East Pine St, Tulsa, OK 74115
Program Name	Aviation Maintenance Technology (AMT)
Certification Agency?	**Federal Communication Commission (FCC)**

Program Approval Required?	No
Program Approval Active?	N/A
Federal/National or By State?	Federal. Federal Communication Commission (FCC)
Benefits of Certification	The FCC Element 1, 3, and 8 exams allow for individuals to: Operate certain aviation radiotelephone stations and certain coast radiotelephone stations in a commercial capacity (Element 1). Adjust, maintain, or internally repair FCC licensed radiotelephone transmitters in the aviation, maritime, and international fixed public radio services. It conveys all the operating authority of the Marine Radio Operator Permit (MP). It is required to operate any compulsorily equipped ship radiotelephone station operating with more than 1,500 watts of peak envelope power and voluntarily equipped ship and aeronautical (including aircraft) stations with more than 1,000 watts of peak envelope power (Element 3). Only persons whose commercial radio operator license bears this endorsement may repair, maintain, or internally adjust ship radar equipment (Element 8). These certifications may be required for certain positions within the aviation electronics and avionics occupations, while other positions in the AMT field and in related fields hire without certification.
Criminal and Misdemeanor Offenses	It is imperative to understand that employers across industries, the Federal Aviation Administration, and other agencies could deny employment, certification, licensure, or related benefits should you have a record of misdemeanor or felony activity. It is the student's responsibility to research whether any past offenses may prevent or could limit opportunities in the future. Students must keep their record clear of any issues. The College has no control over how past or future offenses impact employability or the student's ability to become certified or licensed.
Exam: Element 1 – Marine Radio Operator Permit (MP)	
Requirement to sit for exam(s)	Within the Spartan AMT program, information is presented that can help prepare students for the optional FCC Element 1 knowledge exam. Students can choose to take the exam after or during the program. This choice and the results do not impact course or program completion. Refer to the FCC eligibility criteria for more information. Element 1 - Basic radio law and operating practice with which every maritime radio operator should be familiar. To pass, an examinee must correctly answer at least 18 out of 24 questions.

	No formal training is required to qualify for the FCC Element 1 exam. Anyone meeting the FCC eligibility requirements can study the materials, pay the test fee, and take the exam.
Special Requirements	• Be a legal resident of (or otherwise eligible for employment in) the United States; • Be able to receive and transmit spoken messages in English; and • Pass a written and/or telegraphy examination(s) as described below under examinations. To obtain an FCC Commercial Operator License, applicants must submit, to the Commission, proof of passing written Elements as illustrated in the following table. **Type of License** — **Elements** Marine Radio Operator Permit — Written Element 1 https://www.fcc.gov/wireless/bureau-divisions/mobility-division/commercial-radio-operator-license-program/commercial-0
Fees	Additional fees are required and payable to the FCC Approved Testing Center. These fees are approximately $125.00 for the FCC Element 1 (Marine Radio Operator Permit) written exam (as of March 2023); however, students are eligible for one attempt of the exam at no cost if taken at an approved PSI testing center and based on other requirements as outlined in the College Catalog.
Exam: Element 3 – General Radiotelephone Operator License (PG)	
Requirement to sit for exam(s)	Within the Spartan AMT program, information is presented that can help prepare students for the optional FCC Element 3 knowledge exam. Students can choose to take the exam after or during the program. This choice and the results do not impact course or program completion. Refer to the FCC eligibility criteria for more information. Element 1 [Marine Radio Operator Permit (MP)] - Basic radio law and operating practice with which every maritime radio operator should be familiar. To pass, an examinee must correctly answer at least 18 out of 24 questions. Element 3 – General Radiotelephone. Electronic fundamentals and techniques required to adjust, repair, and maintain radio transmitters and receivers. The exam consists of questions from the following categories: operating procedures, radio wave propagation, radio practice, electrical principles, circuit components, practical circuits, signals and emissions, and antennas and feed lines. To pass, an examinee must correctly answer at least 75 out of 100 questions. No formal training is required to qualify for the FCC Element 3 exam. Anyone meeting the FCC eligibility requirements can study the materials, pay the test fee, and take the exam.

Special Requirements	• Be a legal resident of (or otherwise eligible for employment in) the United States; • Be able to receive and transmit spoken messages in English; • Pass a written and/or telegraphy examination(s) as described below under examinations; and • Need to have successfully passed the Element 1-Marine Radio Operator Permit (MP) Exam. To obtain an FCC Commercial Operator License, applicants must submit, to the Commission, proof of passing written Elements as illustrated in the following table. **Type of License** — **Elements** General Radiotelephone Operator License — Written Element(s) 1 & 3 https://www.fcc.gov/wireless/bureau-divisions/mobility-division/commercial-radio-operator-license-program/commercial-0
Fees	Additional fees are required and payable to the FCC Approved Testing Center. These fees are approximately $125.00 for the FCC Element 3 (General Radiotelephone Operator License) written exam (as of March 2023); however, students are eligible for one attempt of the exam at no cost if taken at an approved PSI testing center and based on other requirements outlined in the College Catalog.
Exam: Element 8 – Ship Radar Endorsement	
Requirement to sit for exam(s)	Within the Spartan AMT program, information is presented that can help prepare students for the optional FCC Element 8 knowledge exam. Students can choose to take the exam after or during the program. This choice and the results do not impact course or program outcomes. Refer to the FCC eligibility criteria for more information. Element 8 – Ship Radar Techniques. Specialized theory and practice applicable to the proper installation, servicing, and maintenance of ship radar equipment in general use for marine navigation purposes. To pass, an examinee must correctly answer at least 38 out of 50 questions. No formal training is required to qualify for the FCC Element 8 exam. Anyone meeting the FCC eligibility requirements can study the materials, pay the test fee, and take the exam.
Special Requirements	• Be a legal resident of (or otherwise eligible for employment in) the United States; • Be able to receive and transmit spoken messages in English; • Hold (or qualify for) a PG, DM, DB, T, T1, or T2 FAA certifications; and • Pass a written examination as described below. To obtain an FCC Commercial Operator License, applicants must submit, to the Commission, proof of passing written Elements as illustrated in the following table.

	Type of License Radiotelegraph Operator License **Elements** Written Elements 8 https://www.fcc.gov/wireless/bureau-divisions/mobility-division/commercial-radio-operator-license-program/commercial-0
Fees	Additional fees are required and payable to the FCC Approved Testing Center. These fees are approximately $125.00 for the FCC Element 8 (Radiotelegraph Operator License) written exam (as of March 2023); however, students are eligible for one attempt of the exam at no cost if taken at an approved PSI testing center and based on other requirements outlined in the College Catalog.

College	Spartan College of Aeronautics and Technology
Location	8820 East Pine St, Tulsa, OK 74115
Program Name	Aviation Maintenance Technology (AMT)
Certification Agency	**Federal Aviation Administration (FAA)**
Program Approval Required?	No
Program Approval Active?	N/A
Federal/National or By State?	Federal. Federal Aviation Administration (FAA)
Benefits of Certification	The FAA Part 107 Remote Pilot Certification allows for individuals to operate unmanned aerial vehicles (UAV) in a commercial capacity as a remote pilot. This certification may be required for certain positions within the remote pilot occupation, while other positions in the AMT field and in related fields hire without certification.
Criminal and Misdemeanor Offenses	It is imperative to understand that employers across industries, the Federal Aviation Administration, and other agencies could deny employment, certification, licensure, or related benefits should you have a record of misdemeanor or felony activity. It is the student's responsibility to research whether any past offenses may prevent or could limit opportunities in the future. Students must keep their record clear of any issues. The College has no control over how past or future offenses impact employability or the student's ability to become certified or licensed.
Exam	
Requirement to sit for exam(s)	Within the Spartan AMT program, information is presented in the ARF2004 Comm/Nav and Instrument Systems lecture/lab courses to help prepare students for the optional FAA Part 107 knowledge exam. Students can choose to take the exam after completing this course. This choice and the results do not impact course or program completion. Refer to the FCC eligibility criteria for more information.

	No formal training is required to qualify for the FAA107 exam. Anyone meeting the FAA eligibility requirements can study the materials, pay the test fee, and take the exam.
Special Requirements	• Be at least 16 years old; • Be able to read, speak, write, and understand English; and • Be in a physical and mental condition to safely fly a drone. https://www.faa.gov/uas/commercial_operators/become_a_drone_pilot/
Fees	Additional fees are required and payable to the FAA approved Testing Center. These fees are approximately $175.00 for the Remote Pilot Knowledge Written exam; however, Spartan students are eligible for one attempt of the exam at no cost if taken at an approved PSI testing center and based on other requirements outlined in the College Catalog.

Aviation Electronics Technology Certification Disclosure Information

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

College	Spartan College of Aeronautics and Technology
Location	8820 E Pine Street, Tulsa, OK 74115
Program Name(s)	Aviation Electronics Technology (AET)
Certification Agency	**Federal Aviation Administration (FAA)**
Program Approval Required?	No
Program Approval Active?	N/A
Federal/National or By State?	Federal. Federal Aviation Administration (FAA)
Benefits of Certification	The FAA Part 107 Remote Pilot Certification allows for individuals to operate unmanned aerial vehicles (UAV) in a commercial capacity as a remote pilot. This certification may be required for certain positions within the remote pilot occupation, while other positions in the AET field and in related fields hire without certification.
Criminal and Misdemeanor Offenses	It is imperative to understand that employers across industries, the Federal Aviation Administration, and other agencies could deny employment, certification, licensure, or related benefits should you have a record of misdemeanor or felony activity. It is the student's responsibility to research whether any past offenses may prevent or could limit opportunities in the future. Students must keep their record clear of any issues. The College has no control over how past or future offenses impact employability or the student's ability to become certified or licensed.

Exam:	
Requirement to sit for exam(s)	Within the Spartan AET program, information is presented in the AVN2007 Unmanned Aerial Vehicle and Robotics lecture/lab courses that can help prepare students for the optional FAA Part 107 knowledge exam. Students can choose to take the exam after completing this course. This choice and the results do not impact course or program completion. Refer to the FAA eligibility criteria for more information. No formal training is required to qualify for the FAA107 exam. Anyone meeting the FAA eligibility requirements can study the materials, pay the test fee, and take the exam.
Special Requirements	• Be at least 16 years old; • Be able to read, speak, write, and understand English; and • Be in a physical and mental condition to safely fly a drone. https://www.faa.gov/uas/commercial_operators/become_a_drone_pilot/
Fees	Additional fees are required and payable to the FAA approved Testing Center. These fees are approximately $175.00 for the Remote Pilot Knowledge Written exam; however, students are eligible for one attempt of the exam at no cost if taken at an approved PSI testing center and based on other requirements outlined in the College Catalog. The Spartan College of Aeronautics and Technology, Tulsa Campus, offers this certification exam within their approved PSI testing center.
College	Spartan College of Aeronautics and Technology
Location	8820 E Pine Street, Tulsa, OK 74115
Program Name	Aviation Electronics Technology (AET)
Certification Agency?	**Federal Communication Commission (FCC)**
Program Approval Required?	No
Program Approval Active?	N/A
Federal/National or By State?	Federal. Federal Communication Commission (FCC)
Benefits of Certification	The FCC Element 1, 3, and 8 exams allow for individuals to: Operate certain aviation radiotelephone stations and certain coast radiotelephone stations in a commercial capacity (Element 1). Adjust, maintain, or internally repair FCC licensed radiotelephone transmitters in the aviation, maritime, and international fixed public radio services. It conveys all the operating authority of the Marine Radio Operator Permit (MP). It is required to operate any compulsorily equipped ship radiotelephone station operating with more than 1,500 watts of peak envelope power and voluntarily equipped ship and aeronautical (including aircraft) stations with more than 1,000 watts of peak envelope power (Element 3).

	Only persons whose commercial radio operator license bears this endorsement may repair, maintain, or internally adjust ship radar equipment (Element 8). These certifications may be required for certain positions within the aviation electronics and avionics occupations, while other positions in the AET field and in related fields hire without certification.
Criminal and Misdemeanor Offenses	It is imperative to understand that employers across industries, the Federal Aviation Administration, and other agencies could deny employment, certification, licensure, or related benefits should you have a record of misdemeanor or felony activity. It is the student's responsibility to research whether any past offenses may prevent or could limit opportunities in the future. Students must keep their record clear of any issues. The College has no control over how past or future offenses impact employability or the student's ability to become certified or licensed.
Exam: Element 1 – Marine Radio Operator Permit (MP)	
Requirement to sit for exam(s)	Within the Spartan AET program, information is presented that can help prepare students for the optional FCC Element 1 knowledge exam. Students can choose to take the exam after or during the program. This choice and the results do not impact course or program completion. Refer to the FCC eligibility criteria for more information. Element 1 - Basic radio law and operating practice with which every maritime radio operator should be familiar. To pass, an examinee must correctly answer at least 18 out of 24 questions. No formal training is required to qualify for the FCC Element 1 exam. Anyone meeting the FCC eligibility requirements can study the materials, pay the test fee, and take the exam.
Special Requirements	• Be a legal resident of (or otherwise eligible for employment in) the United States; • Be able to receive and transmit spoken messages in English; and • Pass a written and/or telegraphy examination(s) as described below under examinations. To obtain an FCC Commercial Operator License, applicants must submit, to the Commission, proof of passing written Elements as illustrated in the following table. **Type of License** — **Elements** Marine Radio Operator Permit — Written Element 1 https://www.fcc.gov/wireless/bureau-divisions/mobility-division/commercial-radio-operator-license-program/commercial-0
Fees	Additional fees are required and payable to the FCC Approved Testing Center. These fees are approximately $125.00 for the FCC Element 1 (Marine Radio Operator Permit) written exam (as of March 2023); however, students are eligible

	for one attempt of the exam at no cost if taken at an approved PSI testing center and based on other requirements outlined in the College Catalog.
Exam: Element 3 – General Radiotelephone Operator License (PG)	
Requirement to sit for exam(s)	Within the Spartan AET program, information is presented that can help prepare students for the optional FCC Element 3 knowledge exam. Students can choose to take the exam after or during the program. This choice and the results do not impact course or program completion. Refer to the FCC eligibility criteria for more information. Element 1 [Marine Radio Operator Permit (MP)] - Basic radio law and operating practice with which every maritime radio operator should be familiar. To pass, an examinee must correctly answer at least 18 out of 24 questions. Element 3 – General Radiotelephone. Electronic fundamentals and techniques required to adjust, repair, and maintain radio transmitters and receivers. The exam consists of questions from the following categories: operating procedures, radio wave propagation, radio practice, electrical principles, circuit components, practical circuits, signals and emissions, and antennas and feed lines. To pass, an examinee must correctly answer at least 75 out of 100 questions. No formal training is required to qualify for the FCC Element 3 exam. Anyone meeting the FCC eligibility requirements can study the materials, pay the test fee, and take the exam.
Special Requirements	• Be a legal resident of (or otherwise eligible for employment in) the United States; • Be able to receive and transmit spoken messages in English; • Pass a written and/or telegraphy examination(s) as described below under examinations; and • Need to have successfully passed the Element 1-Marine Radio Operator Permit (MP) Exam. To obtain an FCC Commercial Operator License, applicants must submit, to the Commission, proof of passing written Elements as illustrated in the following table. **Type of License** — **Elements** General Radiotelephone Operator License — Written Element(s) 1 & 3 https://www.fcc.gov/wireless/bureau-divisions/mobility-division/commercial-radio-operator-license-program/commercial-0
Fees	Additional fees are required and payable to the FCC Approved Testing Center. These fees are approximately $125.00 for the FCC Element 3 (General Radiotelephone Operator License) written exam (as of March 2023); however, students are eligible for one attempt of the exam at no cost if taken at an approved PSI testing center and based on other requirements outlined in the College Catalog.
Exam: Element 8 – Ship Radar Endorsement	

<table>
<tr><td>Requirement to sit for exam(s)</td><td>Within the Spartan AET program, information is presented that can help prepare students for the optional FCC Element 8 knowledge exam. Students can choose to take the exam after or during the program. This choice and the results do not impact course or program completion. Refer to the FCC eligibility criteria for more information.

Element 8 – Ship Radar Techniques. Specialized theory and practice applicable to the proper installation, servicing, and maintenance of ship radar equipment in general use for marine navigation purposes. To pass, an examinee must correctly answer at least 38 out of 50 questions.

No formal training is required to qualify for the FCC Element 8 exam. Anyone meeting the FCC eligibility requirements can study the materials, pay the test fee, and take the exam.</td></tr>
<tr><td>Special Requirements</td><td>• Be a legal resident of (or otherwise eligible for employment in) the United States;
• Be able to receive and transmit spoken messages in English;
• Hold (or qualify for) a PG, DM, DB, T, T1, or T2 FAA certifications; and
• Pass a written examination as described below.

To obtain an FCC Commercial Operator License, applicants must submit, to the Commission, proof of passing written Elements as illustrated in the following table.

<table><tr><th>Type of License</th><th>Elements</th></tr><tr><td>Radiotelegraph Operator License</td><td>Written Elements 8</td></tr></table>
https://www.fcc.gov/wireless/bureau-divisions/mobility-division/commercial-radio-operator-license-program/commercial-0</td></tr>
<tr><td>Fees</td><td>Additional fees are required and payable to the FCC Approved Testing Center. These fees are approximately $125.00 for the FCC Element 8 (Radiotelegraph Operator License) written exam (as of March 2023); however, students are eligible for one attempt of the exam at no cost if taken at an approved PSI testing center and based on other requirements outlined in the College Catalog.</td></tr>
</table>

Appendix C: Out-of-State State Authorization

This section provides information related to Out-of-State State Authorization. These authorizations are maintained for various reasons including, but not limited to distance education (if available), direct marketing, and/or student recruitment. In addition to the states listed in this section, there are states that exempt our College. More information about specific exemptions can be obtained through the Dean of Academic Affairs from the Compliance Department.

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).

Distance Education Courses and Programs

The College complies with the U.S. Department of Education (ED) distance education guidelines and individual state authorization requirements for states in which the college enrolls distance education students. The College is committed to only enroll distance education students located in states where the college is licensed, exempt from licensure, or where licensure is not required. A state-by-state list detailing whether students located in a particular state are eligible to take distance education courses is available on our website (www.spartan.edu). **Consumer Information > Tulsa > Distance Education State Authorization List.**

IMPORTANT: If a student changes location from an approved state to an unapproved state, the student will most likely be unable to continue in the distance education program and may not be eligible for Federal Financial Aid (Title IV) funding. The student will still be responsible for all tuition, fees, and other charges incurred based on standard refund policy calculations.

State Information

Alabama

Alabama Private School Licensure
Contact information: PO Box 302130, Montgomery, AL 36130-2130. Phone (334) 293-4650.

Arkansas

State Board of Private Career Education
If a student believes that their rights have been violated, we always suggest they first, seek to resolve the problem by following the school's complaint process. Next, meet with the School Administrator and discuss their concerns with him/her. If the problem is not solved at the school level, the student may contact us at (501) 683-8000.

We will take the following steps to resolve the problem:

1. A complaint form is mailed to the student (complaints must be submitted in writing on the forms provided).
2. Once the completed form has been returned to us, we forward the complaint to the school administrator.
3. The school administrator then has ten (10) calendar days to respond in writing to this complaint.
4. The school's response is then forwarded to the student tor review.
5. The student then has ten (10) calendar days from receipt to respond in writing. If additional correspondence is not received from the student by the tenth (10th) calendar day after receipt by the student, the school's response shall be considered accepted by the student.
6. At any time, the Board Staff may attempt to seek an informal resolution of the complaint.

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
1747 North Market Blvd, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
(916) 574-8900 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, 1747 North Market Blvd, Suite 225, Sacramento, CA 95834, (916) 574-8900 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.

Colorado

LICENSES, PERMITS, REGISTRATIONS

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

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

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

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

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

Student Complaints (Colorado students only)

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

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

Refund Policy

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

Refund Table

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

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

■ Exclusive of books, tools, and supplies

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. Refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
   a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
   b. The date on which the student violates published school policy, which provides for termination.
   c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

Delaware

Department of Education
Delaware Higher Education Office
The Townsend Building
401 Federal St., Ste. 2
Dover, DE 19901

Contact Info:
Email: dheo@doe.k12.de.us
Phone: 302-735-4120 or Toll Free: 1-800-292-7935

Georgia

Please see the College's Grievance Policy and Procedures to assist in resolving any complaints. A student has the right of appeal of the final institutional decision to Nonpublic Postsecondary Education Commission (NPEC).

Contact Info:
Georgia Nonpublic Postsecondary Education Commission (NPEC)
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
770-414-3300
https://gnpec.georgia.gov/student-complaints

Indiana

Notice of Cancellation
Indiana students may cancel, without any penalty or obligation, within six business days from the date on the "Notice of Cancellation" form, excluding Saturdays, Sundays, and holidays. Refer to the form for instructions.

Refund Policy
Spartan College of Aeronautics and Technology shall pay a refund to the student in the amount calculated under the refund policy specified, no later than their-one (31) days of the student's request for cancellation or withdrawal.

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
   (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
   (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
   (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational instruction.

(d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation less an application/enrollment fee to ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instruction program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation less an application/enrollment fee of ten percent (`10%) of the total tuition, not to exceed one hundred dollars ($100).
6. A student withdrawing from an instructional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

This institution is authorized:The Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 670, Indianapolis, IN 46204-1984, 317-464-4400 Ext. 138 or 317-464-4400 Ext. 141.

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.

https://kansasregents.gov/academic_affairs/private_out_of_state/complaint_process

Missouri

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 three (3) 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 at any time before the commencement of classes. If the applicant cancels the agreement before the commencement of classes, all monies will be refunded.

Minnesota

Cancellation Policy
Five-day cancellation policy per Minnesota State.
Notwithstanding anything to the contrary, a school that uses a written contract or enrollment agreement shall refund all tuition, fees and other charges paid by a student, if the student gives written notice of cancellation within five business days after the day on which the contract was executed regardless of whether the program has started.

When a student has been accepted by the school and has entered into a contractual agreement with the school and written notice of cancellation following the fifth business day after the date of execution of contract, but before the start of the program in the case of resident schools, or before the first lesson has been serviced by the school in case of distance education schools, all tuition, fees and other charges, except 15 percent of the total cost of the program but not to exceed $50, shall be refunded to the student.

Spartan College of Aeronautics and Technology is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statues sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Montana

Office of Commissioner of Higher
Education / Montana University System
560 N. Park - 4th Floor
PO Box 203201
Helena, MT 59620-3201
General Info: (406) 449-9124

New Mexico

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 workdays 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.

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.

Tennessee

Tennessee Higher Education Commission Statement:Spartan College of Aeronautics and Technology is authorized by the Tennessee Higher Education Commission. The Authorization must be renewed each year and is based on evaluation by minimum standards concerning quality of educational, ethical business practices, health and safety, and fiscal year responsibility.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

Tennessee Higher Education Commission contact information: Parkway Towers, Suite 1900, 404 James Robertson Parkway, Nashville, TN 37219. Phone (615) 741-3605.

Wisconsin

Notice of Cancellation

Wisconsin Stats. 38.50 (7) (e) provides that a student shall have the right to cancel enrollment for a program until midnight of the third business day after receipt of notice of acceptance. This notice of the cancellation privilege shall be given to the student upon enrollment. In this document, seller refers to the school and buyer refers to the student. Persons with questions regarding the use and applicability of this form should contact the staff of the Educational Approval Board: State of Wisconsin, Educational Approval Board, 201 West Washington Avenue, 3rd Floor, Madison, WI 53708. Phone: (608) 266-1996.

Refund Policy
The student will receive a full refund of all money paid if the student cancels within a three-business-day cancellation period.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro-rata refund as follows:

1. The first day of class 100%
2. 90% after completion of at least 1 unit/class but prior to completion of 10% of the program.
3. 80% after completion of at least 10% but prior to completion of 20% of the program.
4. 70% after completion of at least 20% but prior to completion of 30% of the program.
5. 60% after completion of at least 30% but prior to completion of 40% of the program.
6. 50% after completion of at least 40% but prior to completion of 50% of the program.
7. 40% after completion of at least 50% but prior to completion of 60% of the program.
8. No refund after completion of at least 60% of the program.

As part of this policy, the school will retain a one-time application fee. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of the termination date. If a student withdraws after completing 60% of the instruction, and the withdrawal is due to mitigating circumstances beyond the student's control the school will refund a pro-rata amount. A written notice of withdrawal is not required. The school will make a "good faith" effort to make a refund, if necessary, by sending certified mail to students and parent's permanent address.

Wisconsin students unable to resolve complaints through the school's normal complaint process as stated in school catalog may file a complaint with the Wisconsin Educational Approval Board by calling (608) 266-1996.

Wyoming

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

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

Appendix D: U.S. Department of Education Requirements

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

Clery/Safety and Security Policy and Reporting

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

College Navigator

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

College Scorecard

https://collegescorecard.ed.gov/

Constitution Day **(September)**

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

Copyright Infringement

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

Directory Information

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

Drug-Free Awareness

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

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

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

THC Policy (Medical/Recreational):

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

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

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

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

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

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

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

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

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 College of Aeronautics and Technology aircraft or training equipment may be subject to immediate drug testing requirements.

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

Notifications of Rights Under FERPA

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

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

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

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

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

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

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

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

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the College.

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

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

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

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

   - To other school officials, including teachers, within the College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of

alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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

Financial Literacy/Default Prevention

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

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

Student loan default can mean the following:

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

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

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

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

Net Price Calculator

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

Outcomes Reporting (Accreditor)

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

Outcomes Reporting (IPEDS)

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

Outcomes Reporting (Other)

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

Preferred Lenders

The College does not recommend (preferred) lenders.

Textbook Information

A textbook list complete with ISBN numbers is provided at orientation for on-ground students and emailed to online students. The list may be requested sooner from the admissions department. Textbooks are not required to be purchased directly from the College.

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

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

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

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

Vaccination Policy

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

Veterans' Benefits Principles of Excellence

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

Veterans' Benefits Shopping Sheet

Prior to enrollment, Spartan College of Aeronautics and Technology 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