



**AVIATOR**

*College of Aeronautical Science & Technology*

*Kissimmee Campus*  
*2024 - 2025 Catalog*

*(December 2024)*

# Table of Contents

<b>INTRODUCTION AND OVERVIEW .....</b>	<b>1</b>
Mission and Goals .....	1
History and Ownership .....	2
Consumer Information .....	3
Non-Discrimination Statement .....	4
DEI Statement .....	4
Accreditation, Licenses, and Approvals .....	5
Affiliation .....	5
Program and Policy Changes .....	5
Facilities and Equipment .....	6
Faculty and Administration .....	7
Directory Information .....	8
 <b>ADMISSIONS INFORMATION .....</b>	 <b>9</b>
Admissions Requirements and Procedures .....	9
General Admissions Requirement for the Aviation Maintenance Technician Program.....	9
Orientation and Registration .....	10
Transfer Credit .....	11
Academic Calendar .....	12
 <b>ACADEMIC PROGRAMS AND COURSE DESCRIPTIONS .....</b>	 <b>15</b>
Program Description: Aviation Maintenance Technician Program .....	16
Course Descriptions .....	17
 <b>ACADEMIC POLICIES AND SERVICES .....</b>	 <b>24</b>
Academic Achievement / Grading .....	24
Lab Evaluations .....	25
Incomplete Grade Policy .....	25
Academic Honors .....	25

Course Repeat Policy .....	26
Re-Entry Policy.....	26
Course Audit / Course Refresher Policy .....	26
Transcript of Grades.....	27
Graduation Requirements.....	27
Counseling / Advisement.....	27
Tutoring .....	28
Maximum Timeframe.....	28
Satisfactory Academic Progress / Academic Appeals.....	28
Attendance .....	30
Make-Up Work.....	31
Tardiness / Early Departure.....	31
Brief Periods of Non-Enrollment or Standard Period of Non-Enrollment (SPN) .....	31
Leave of Absence.....	32
Withdrawal.....	33
Educational Delivery Systems .....	34
Credit Hour versus Clock Hour of Instruction.....	34
Clock to Credit Hour Conversion .....	34
Couse Programming.....	34
College Closures .....	35
Faculty Evaluations .....	35
Library and Learning Resource Center .....	35
Career Services.....	35
<b>TUITION AND FEES .....</b>	<b>36</b>
Tuition and Fee Disclosure .....	38
Payment Methods .....	39
Refund and Cancellation Policies .....	40

<b>FINANCIAL AID ASSISTANCE PROGRAMS .....</b>	<b>41</b>
Financial Aid Process .....	41
Eligibility for Financial Aid .....	41
Government Grants .....	41
Federal Direct Loan Program (FDLP) .....	42
Credit Balance Waiver .....	44
Private Alternative Loans .....	44
Terms and Conditions of the Title IV, HEA Loans .....	44
National Student Loan Data System (NSLDS) .....	46
Verification .....	46
Veteran’s Benefits .....	47
Scholarships .....	49
Cost of Attendance .....	50
Satisfactory Academic Progress .....	50
Return of Title IV Funds Policy .....	52
<b>STUDENT POLICIES .....</b>	<b>54</b>
Student Rights .....	54
Family Educational Rights and Privacy Act (FERPA) .....	54
Student Responsibilities and Standards of Professional Conduct .....	56
Student Disciplinary System .....	60
Drug and Alcohol Policy .....	63
Copyright Protection Policy .....	64
Non-Smoking / Non-Tobacco Policy .....	64
Crime Awareness and Campus Security Act .....	64
Professional Conduct and Uniform Policy .....	66
Emergency Response Plan .....	67
<b>GRIEVANCE PROCEDURES .....</b>	<b>77</b>
Definitions .....	77
Procedures .....	77
Arbitration .....	78

# Introduction and Overview

---

## MISSION AND GOALS

The mission of Aviator College of Aeronautical Science and Technology (ACAST) is to provide educational opportunities that emphasize the skills, knowledge, and experience that will allow the student to adjust through a lifetime of technological and social change.

We recognize that education is vital in developing skills needed for a productive society and essential in promoting the individual's sense of worth, values, and high ethical standards. Our institution is committed to offering quality education that meets the needs of its students and assisting them in clarifying and pursuing their professional and educational goals in aviation.

In fulfilling the mission of Aviator College of Aeronautical Science and Technology, our institution sets forth the following objectives, which reflect the overall goals of the College.

1. To provide a generous selection of academic curricula and specialized programs in aviation maintenance enriched with instruction and hands-on experiential learning that mimics real-world experience.
2. To provide the students with experience and job skills to enhance their employability.
3. To lead the students in the self-discovery process of clarifying and raising the individual's goals and achievements commensurate with their potential.
4. To provide the students with the knowledge, skills, and proficiency to contribute to career success.
5. To provide opportunities for students to assume leadership roles within team activities, creating experiences that foster personal growth and leadership qualities to assist students in their vocational, academic, and social pursuits.
6. To provide a framework and atmosphere of learning that will enhance the student's capability to demonstrate ethical and moral values in professional and personal situations.
7. To strive for and maintain excellence in aviation and general education by continuously and systematically reviewing classroom facilities, equipment, curricula, faculty, and staff.
8. To provide placement assistance for graduates and students through individual counseling.
9. To maintain a process of communication with the community of employers to ensure relevant curricula to meet the developing needs of the aviation industry.

## HISTORY AND OWNERSHIP

Ari Ben Aviator, Inc. is a Texas corporation authorized to transact business in the State of Florida as Aviator College of Aeronautical Science & Technology. Mr. Michael Cohen, President, CEO, and Founder of Ari Ben Aviator, Inc., is the sole proprietor of Ari Ben Aviator, Inc.

Ari Ben Aviator, Inc. corporate offices are located at 3800 Saint Lucie Blvd, Fort Pierce, FL 34946.

Aviator College of Aeronautical Science & Technology is an accredited, co-educational, degree-granting institution of higher learning. It provides individuals with quality flight training that will prepare students with entry-level skills necessary for employment in the field of aviation.

It was in 1982 that Michael Cohen decided to combine his two major interests: flying and teaching. As a career commercial aviator, he realized the demand for more pilots and the need for specialized training to fulfill the aviation industry's needs. Aviator Flight School began at the Addison, Texas Airport under Michael Cohen's direction. Its mission was to train future commercial pilots. As the industry's needs became increasingly international, so did the students and faculty of Aviator Flight School.

By 1997, the school was granted accreditation from the Accrediting Commission of Career Schools and Colleges of Technology. This accreditation is still maintained.

In 1999, Aviator Flight School relocated to the Treasure Coast International Airport and Business Park (formerly St. Lucie County International Airport) in Fort Pierce, Florida. Over a decade ago, the school evolved into Aviator College of Aeronautical Science and Technology (ACAST). It also received approval for various Federal Department of Education student loans.

In 2009, the College was approved by both ACCSC and the State of Florida's Commission on Independent Education to offer an Associate of Science in Aeronautical Science degree. The College campus was expanded in 2009. It presently has over 77,000 square feet of classrooms, offices, flight operations space, and aircraft maintenance facilities.

Since its inception, more than 45,000 FAA licenses have been earned by students at Aviator College. Most of the College's graduate pilots are flying professionally in the United States and internationally. The College's fleet has increased to more than 40 aircraft, flying more than 40,000 hours yearly. There have been considerable changes since the first years of the College. The one constant remains that the College is steadfast in its mission to develop leaders in commercial aviation. The College is committed to its students' success and will take no shortcuts to that objective.

In January 2015, under the vision and leadership of Michael Cohen, the development of a new campus started to take shape. The Kissimmee Gateway Airport was selected to host our newly developed Aviation Maintenance Technician Program.

After its remodeling, Aviator College of Aeronautical Science and Technology's newly acquired facility in Kissimmee, Florida, was approved by the FAA in 2017 to offer its Aviation Maintenance Technician Program under 14 CFR Part 147.

Aviator College's AMT Program offers a unique, real-world, hands-on experience utilizing fully operational aircraft and a corporate jet in its facility. The extensive training program prepares the students thoroughly for a fulfilling and successful career in the aviation industry.

## CONSUMER INFORMATION

This Catalog is published to inform students and others of Aviator College's academic programs, policies, calendar, tuition, fees, administration, and faculty. This Catalog is published for informational purposes only. The information provided is current and accurate as of the date of publication.

Aviator College reserves the right to make changes within the terms of this Catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a Catalog Addendum, which is intended as and is to be regarded as an integral part of this Catalog.

Aviator College expects its students to read and understand the information published in this Catalog and any Catalog Addendum identified as belonging to it. Failure to read and understand this Catalog will not excuse any student from the application of any requirement or policy published herein. Furthermore, it is the responsibility of each student to remain apprised of the current graduation requirements of their program.

Aviator College affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational services to the public, and administering all academic programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, national origin, age, physical or mental disadvantage, or other factors, which cannot be lawfully the basis for an employment decision.

Aviator College is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 8, United States Code, Department of Homeland Security
- Title 14, United States Code, Federal Aviation Administration
- Title 38, United States Code, Veterans Benefits
- Title 49, United States Code, Transportation
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Main Campus President, 3800 Saint Lucie Blvd, Fort Pierce, FL 34946.

## TITLE IX AND NON-DISCRIMINATION STATEMENT

Aviator College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Title IX of the Education Amendments Act of 1972 is a federal law that states at 20 U.S.C. §1681(a): 'No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX applies to every single aspect of an educational institution, including course offerings, counseling and counseling materials, financial assistance, student health and insurance benefits and/or other services, housing, marital and parental status of students, physical education and athletics, education programs and activities sponsored by the institution, and employment.

Aviator College does not discriminate on the basis of gender, sexual orientation, age, physical disability, race, creed, or religion in its admission to the College or treatment in its programs, activities, advertising, training, placement, or employment. Following the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance, all inquiries or complaints under the sex discrimination provision of Title IX should be directed to the Title IX Coordinator at [stopdiscrimination@aviator.edu](mailto:stopdiscrimination@aviator.edu). The Title IX Coordinator must act equitably and promptly to resolve complaints and should respond within seven working days.

Aviator College does its best to comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973 (Section 504). The Act requires that no qualified disabled person will be excluded from enrolling in a course of instruction. Due to the hazards involved in aviation maintenance, every accommodation or adjustment will be made unless it would impact your FAA eligibility requirements. An applicant requiring special accommodations will be reviewed. For additional information, please consult an Aviator College Admissions Representative. For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## DEI STATEMENT

Aviator College of Aeronautical Science and Technology is a welcoming campus with students, staff, and faculty worldwide. This global community provides an opportunity to interact with and learn from individuals of different races, creeds, ages, genders, and orientations. The College's goal is that all individuals are treated with respect and given the same access to high-quality and equitable flight training and other support services.

Our approach to industry training also means that the College provides guidance and support in the training needs of individuals based on their career goals and the experience needed to succeed in aviation respective to their country or selected career path. Aviator College's policy is that students from all walks of life feel supported and encouraged on their training journey. To assist students in engaging with others representing their career and personal interests, challenges, and opportunities, we support and encourage participation in the following on-campus activities.

The point of contact for all students who identify with an underrepresented or marginalized group is the Aviator College Title IX coordinator. The coordinator can be reached with any requests or concerns by emailing [stopdiscrimination@aviator.edu](mailto:stopdiscrimination@aviator.edu). The director of education will address any concerns brought to the coordinator's attention to ensure that all student voices are heard. Student statements and reports submitted to the coordinator will be reviewed per the institutional improvement and assessment plan to ensure that the College maintains a campus where all students feel adequately supported and have equal access to necessary resources. Title IX Coordinator (772) 486-4822 or [stopdiscrimination@aviator.edu](mailto:stopdiscrimination@aviator.edu). Additional resources can be located at <https://www.aviator.edu/ix>.



## ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the college's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the College's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only those minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Aviator College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Further information regarding this institution may be obtained by contacting the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212; [www.accsc.org](http://www.accsc.org).
- Aviator College of Aeronautical Science and Technology – Kissimmee Campus is licensed by the Federal Aviation Administration (FAA). All Aviation Maintenance Technician courses are licensed and regulated by the Federal Aviation Administration under FAR Part 147, Air Agency Certificate Number 2RIT619K. Further information regarding this institution may be obtained by contacting the FAA Orlando Flight Standard District Office, 8427 South Park Circle, Suite 500, Orlando, FL 32819, (407) 487-7000, [www.faa.gov](http://www.faa.gov).

College accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the College's accreditation, licensure, or other approvals by submitting a written request to Academic Affairs. Any questions regarding accreditation, licensure, or approvals should be directed to Academic Affairs. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

## AFFILIATION

Aviator College of Aeronautical Science – Kissimmee Campus is a Branch of Aviator College of Aeronautical Science and Technology located in Fort Pierce, FL. Our Fort Pierce Campus serves as the Main Campus for the College.

Our Corporate Office building is located at the "Chevron South" ramp at the Treasure Coast International Airport and Business Park at 3800 Saint Lucie Blvd, Fort Pierce, Florida.

## PROGRAM AND POLICY CHANGES

Aviator College reserves the right to make changes to the organizational structure, policies and procedures, equipment and materials, and modify the curriculum as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training that contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this Catalog and the applicable Student Handbook.

Additional program policies and procedures are published in student handbooks specific to each program.

## FACILITIES AND EQUIPMENT

Our Corporate Office building is located at the “Chevron South” ramp at the Treasure Coast International Airport and Business Park at 3800 Saint Lucie Blvd, Fort Pierce, Florida. The total size of this facility is over 2500 sq. feet, which includes a reception area, hall, and ten offices. The building houses the Business Office and Billing.

Aviator College of Aeronautical Science and Technology offers its Aviation Maintenance Technician Program on its Kissimmee Campus. The Aviation Maintenance Technician facility (AMT Building) serves as the primary residence of the AMT Program and is located on the Kissimmee Gateway Airport (KISM) at 606 Dyer Blvd, Kissimmee, FL 34741.

All necessary approvals have been received from the FAA, including the inspection of the facility in accordance with 14 CFR Part 147. All operations specifications are detailed in the AMT Program General Operations Manual.

The Aviation Maintenance Technician facility (AMT Building) is an 11,760 sq. ft. modern two-story building that houses administrative offices, FAA Approved Computer Assisted Testing Service (CATS) testing rooms, three (3) briefing/testing rooms, one (1) large classroom/amphitheater, one smaller classroom, a lab, the Learning Resource Center (library), and a 4,200 sq. ft. hangar space.

Classroom 111 is designated as the primary lecture classroom. This room is 1,224 sq. ft. and is equipped with 27 multimedia computer stations, one dry-erase board, shelving, and cabinets to house classroom supplies and teaching aids. Any special teaching aids or equipment needed to present the instructional material will be available in this room to all students and instructors as needed.

All practical projects and lab time will be housed in the main hangar. This 4,218 sq. ft. space houses all teaching aids, mock-ups, and cut-away parts. The hangar space is divided into sections for sheet metal/composites, powerplant, and hydraulics.

The hangar also has two designated areas used for positioning aircraft or aircraft component(s) as required by subject matter and practical project. Electrical, electronics and associated projects will be conducted in the lab located on the first floor, adjacent to the hangar area.

Designated storage areas are also located in the hangar area. The hangar is also equipped with Wi-Fi connectivity and computer station(s) for looking up technical data.

A large ramp area located in front of the hangar will be used for aircraft engine run training, aircraft movement training, and temporary storage of aircraft while tooling and equipment are being used in the hangar center area.

Aviator College maintains a library in the Student Learning Center that includes maintenance reference material, flight reference material, and general reading material. The facility also provides space for students to read and perform research. Wi-Fi is available throughout the AMT building for students if they require internet access.

A maintenance publication library will be maintained in the lab/shop hangar area. All pertinent maintenance manuals and maintenance reference data will be available in paper format and on computer stations. Manufacturer Maintenance Manuals are maintained for “Instructional Use” only. Manufacturer Maintenance Manuals used for “return to service” are verified as current prior to use. The library also maintains copies of all pertinent FAA ACs, ADs, and other publications to reference during lab periods.

Per FAA requirements, a typical classroom or laboratory/shop setting shall have a maximum capacity of 25 students at any given time.

## ADMINISTRATION AND FACULTY

- **Michael Cohen, *President and CEO***. Mr. Cohen has been the Owner and only President of Ari Ben Aviator, Inc. since its inception. He has over 32 years of experience managing a successful flight training school in all areas, including advertising and recruiting. Mr. Cohen holds an FAA Commercial Pilot Certificate with Airplane Single and Multi-Engine Land, Instrument Airplane, and SIC CE550 Type ratings. He also holds an FAA Certified Flight Instructor Certificate with Airplane Single, Multi-Engine, and Instrument Airplane ratings. He has also been awarded a “Gold Seal” by the FAA for his performance as a flight instructor.
- **Ulf Lundstroem, *College Vice-President***. Mr. Lundstroem has his Commercial pilot license. He is an Aviator College flight instructor and EASA Safety Manager. Mr. Lundstroem oversees ACAST’s day-to-day operations and finances.
- **Alexis Montanez, *V Of Campus Operations***. Mr. Montanez holds an FAA Aircraft Mechanic Certificate with Airplane and Powerplant ratings and Inspection Authorization (IA), an FAA commercial pilot license, multi-engine with Certified Flight Instructor ratings, and a Remote pilot certificate. Mr. Montanez earned a B.S. in Aircraft Maintenance and Business Management from St. Louis University.
- **David Dempsey, *Director of Education***. Mr. Dempsey holds an FAA Aircraft Mechanic Certificate with Airplane and Powerplant ratings and has been an FAA Safety Trainer. He spent seven years teaching A&P courses and test preparation while leading a team of faculty members.
- **Kevin Ware, *Director of Admissions***. Mr. Ware has over 15 years of experience in aviation recruiting for accredited colleges, where he’s served as the Assistant Director of Admissions, National Compliance & Training Manager, and Director of Admissions.
- **Lilian Morales, *Registrar***. Ms. Morales has over 15 years of experience and an associate degree in business administration from Keiser University.
- **Vladimir Nelson, *Director of Financial Aid***. Mr. Nelson holds a Bachelor of Arts in criminal justice and has over six years of experience in Higher Education, specializing in Admission and Financial Aid. Throughout his career, he has undergone recurrent annual training and certifications in various areas, including CampusNexus, FASFAA, Tuition Assistance (TA) and VA benefits.
- **Socorro Rivera, *Financial Aid Assistant***. Ms. Rivera has over 20 years of experience in various administrative roles and now serves as a financial aid assistant where she can continue helping others.
- **Grace St Cyr, *Student and Career Services Coordinator***. Ms. St Cyr assists the students with the day-to-day aspects of their training and assists them with job placement support and services.
- **Roxanne Palmer, *Vice-President of Academic Affairs***. Mrs. Palmer holds a master’s degree in leadership for Higher Education from Capella University and has more than 14 years of experience in higher education. Previously, she served at Aviator College as the registrar and VP of degree growth and marketing. Mrs. Palmer oversees all aspects of accreditation, compliance, and academic affairs.
- **Sybil Akins, *Librarian***. Ms. Akins has spent over 15 years in academic, public, special libraries, and special collections and holds a master’s in library and information science from the University of Rhode Island and a bachelor’s in psychology.
- **Wes Clark, *Instructor***. Mr. Clark has over 40 years of experience in aerospace with an FAA Airframe & Powerplant license, and he served as an inspector in F-16 center fuselage and aerostat pilot and technician.
- **Phil Tua, *Instructor***. Mr. Tua has a B.S. in Professional Aeronautics from Embry-Riddle Aeronautical University and an M.A. in Political Science from American Military University. Mr. Tua holds an FAA Mechanics Certificate and Pilot license with 250hrs.
- **Michael Kuntz, *Instructor***. Mr. Kuntz has 48 years of experience in aircraft maintenance, working for regional and major carriers and MROs.
- **Dennis Blandin, *Instructor***. Mr. Blandin earned his AS degree in aviation maintenance in 1995 and has spent 28 years building the experience and skills he brings to the classroom.
- **Bryan Evans, *Instrutor***. Mr. Evans holds an FAA Aircraft Mechanic Certificate with Airplane and Powerplant ratings and Inspection Authorization (IA) and brings his 24 years of experience to the classroom.
- **David Aviles, *Part-time Instructor***

## DIRECTORY INFORMATION

Reception .....	(407) 401-8300
Admissions .....	(407) 401-8300 – Ext. 606
Business Office / Billing.....	(772) 466-4822 – Ext 106 (main campus)
Financial Aid.....	(407) 401-8300 – Ext 607
Registrar.....	(407) 401-8300 – Ext 603
Library Learning Resource Center / Head Librarian.....	(772) 466-4822 – Ext 138 (main campus)

**The following campus administrators should be consulted to obtain the information listed:**

Campus Director: policies related to business practices.

Director of Education: policies related to classroom and instruction delivery, disciplinary actions, and appeals.

VP for Academic Affairs: policies pertaining to grievances, non-discrimination, and privacy of student records; information that relates to college accreditation and licensure, the campus academic improvement plan,

Registrar: descriptions of academic programs, data on student enrollment and graduation, academic policies and procedures, disability accommodations, transcripts, scheduling, academic advising, grades, and enrollment verification.

Director of Admissions: policies pertaining to admissions requirements, enrollment, and copies of consumer information disclosures.

Financial Aid: descriptions of financial aid programs, rights and responsibilities of financial aid recipients, means and frequency of payments of financial aid recipients, means and frequency of payments of financial aid awards, and student loan repayment.

Career Services: information pertaining to placement rates and employment opportunities for graduates.

PDSO/DSO: information pertaining to immigration and student visas.

# Admissions Information

## ADMISSIONS REQUIREMENTS AND PROCEDURES

Each applicant will work with an Admissions Specialist who directs the applicant through the steps of admittance. The Admissions Specialist provides information on curriculum, policies, procedures, and services, verifies all documentation received, and assists the applicant in setting necessary appointments and interviews. Required documentation determines the applicant's ability to adapt to the rigorous curriculum offered at the College. Aviator College accepts applications throughout the year, and applicants should submit all materials as early as possible prior to the selected start date. Campus visits before enrollment are highly beneficial and can be scheduled through the Office of Admissions.

Admissions decisions are based on the applicant's submission of required documents, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the applicant's responsibility to ensure that Aviator College receives all required documentation. All records received become the property of Aviator College. An enrollment checklist is available upon request.

Returning students shall adhere to most current admissions policies and procedures as outlined in this catalog.

## GENERAL ADMISSIONS REQUIREMENTS FOR THE AMT PROGRAM

1. The applicant must complete the online Application Form at <https://www.acastsonisweb.com/createapp1.cfm>.
2. The applicant must interview with the campus admissions representative.
3. **Proof of age.** The applicant must be seventeen (17) years of age or older at the time they start their program of study. Aviation Maintenance Technicians certifications require that the applicant be at least eighteen (18) years of age.
4. **Proof of Graduation:** The applicant must possess a standard high school diploma from an accredited institution, GED equivalent, or a home-study certificate or transcripts from a home-study program equivalent to high school level and recognized by the student's home state. Applicant must provide **official** documentation of graduation. **A transcript is considered official only when each issuing institution mails the transcript directly to Aviator College.** All documents from foreign countries must also be translated into English and evaluated as equivalent or higher than a USA high school diploma by a credential evaluation service with the National Association of Credential Evaluation Services (see [www.naces.org](http://www.naces.org) for information). Expense(s) of translation and evaluation is the applicant's responsibility. Aviator College will submit official transcripts for translation and evaluation at the applicant's request once the documents are received.
5. **Proof of citizenship.** The applicant must provide one of the following types of documentation:
  - A color copy of a valid passport. The original must be produced at registration.
  - A color copy of an original U.S. birth certificate with a raised seal or certified copy and a copy of a valid U.S. government-issued picture identification (i.e., driver's license). The originals must be produced at registration.
6. **English Proficiency.** Applicant **MUST** be able to read, write, speak, and understand the English Language. This includes all applicants from non-English speaking countries or territories. Program acceptance may require **one** of the following: Applicant **MUST** be able to read, write, speak, and understand the English Language. Program acceptance may require **one** of the following:
  - Test of English as a Foreign Language (TOEFL)
  - an International English Language Testing System (IELTS) test (IELTS-Academic)
  - Test of English for International Communication (TOEIC) - all four (4) sections are required (i.e., Listening, Reading, Speaking, and Writing).
  - Duolingo English Test (DET)
- Three or years at an English-speaking high school or college/university.

TOEFL, IELTS, TOEIC, and Duolingo requirements and placement standards are outlined below. All tests must be taken within 12 months before the start date.

Test	TOEFL iBT	IELTS	TOEIC	DUOLINGO
Minimum Cumulative Score (Listening, Speaking, Reading, and Writing)	61	5.5	500	90

*English testing requirements are waived for students from the United States or those whose primary language is English. The following countries qualify for exemptions to the English Requirement: Australia, Antigua & Barbuda, Bahamas, Barbados, Belize, Canada (all provinces except Quebec), Cook Islands, Dominica, Ghana, Grenada, Guyana, Ireland, Jamaica, Kenya, Lesotho, Namibia, New Zealand, Nigeria, Scotland, Singapore, South Africa, St. Vincent & the Grenadines, Trinidad & Tobago, Uganda, United Kingdom, Zimbabwe.*

- 7. Proof of Funds** - All students must show proof that they have sufficient funds to cover the cost of training. Documents submitted must be in English. Proof of funds may be provided in the form of a bank statement verifying available funding for the program or acceptance for private or student federal loans.
- 8. Enrollment Agreement.** Accepted Applicants must agree to and sign the Aviator College Enrollment Agreement prior to enrollment or registering for course registration at Aviator College. If the applicant is a minor, the legal guardian or parents shall sign the enrollment agreement.

### ADDITIONAL ADMISSIONS REQUIREMENTS – INTERNATIONAL STUDENTS

ALL International student applicants must meet the following requirements:

- 1. Certificate of Eligibility - Form I-20.** Provide proof of funding to cover program expenses detailed on the I-20 form. A certificate of eligibility (I-20) is issued upon receipt of all required admissions documents. The I20 form is used to apply for the M1 or F1 Visa. The form verifies to U.S. immigration officials that an individual has applied for admission to Aviator College. All visas are issued through the Student and Exchange Visitor Information System (SEVIS), a government-computerized system, to maintain and manage data related to international students and exchange visitors during their stay in the United States. This system allows for real-time access to this information and assists students in complying with the terms of their visas. Aviator College of Aeronautical Science & Technology is authorized under Federal law to enroll non-immigrant alien students. An international applicant is defined as a non-resident, non-immigrant person entering the United States on an F1 or M1 student visa. International students are required to understand and comply with all SEVIS requirements. Failure to do so could result in disciplinary action, including, but not limited to, probation or dismissal. For more information regarding SEVIS, please refer to the U.S. Immigration and Customs Enforcement (ICE) website [www.ice.gov/sevis](http://www.ice.gov/sevis).
- 2. Hold a VISA acceptable to the United States and appropriate for specified training.**
- 3. F1/M1 VISA Students** are required to have the full cost of the program available for payment prior to the beginning of training. You will be provided this amount on your enrollment agreement, which will be provided to you during orientation. Aviator College reserves the right to cancel a student's visa at any time for lack of progress, failure to pay financial obligations, violation of any published regulation, or as a result of disciplinary sanctions.

### ORIENTATION AND REGISTRATION

New student orientation is mandatory and held the week prior to each start. It introduces students to their program requirements, the staff, and the faculty while reviewing Aviator College's policies and procedures. During orientation week, students work with their admissions specialists to finalize all paperwork, review any transfer credit with the Registrar, and attend orientation. Upon completion of orientation, students register for their classes.

## TRANSFER CREDIT

Aviator College applicants requesting transfer credit must submit official transcripts to the Office of the Registrar. **A transcript is considered official only when each issuing institution mails the transcript directly to Aviator College.** Request for transfer credits must be made prior to orientation. Transfer credit requires that the previously completed course was similar in content and duration to those required of the program for which the applicant is applying. The credit must have been earned at an accredited institution, and the student must have earned a grade of “C” or better.

Aviator operates on a semester system. To convert credit hours transferred from a quarter-system institution into semester credit hours, the number of quarter hours is divided by 1.5. If the course equivalency is questionable, credit will not be granted. Grade point averages are not transferable. Students will be notified in writing of acceptable transfer credit.

Credit will not be given for the following:

- Courses listed on a transcript without a grade.
- Courses earning grades but not credit/clock hours.
- Internship, practicum, or experiential learning.

In some cases, credit will not be given for courses completed more than ten years before Aviator enrollment. Transfer credit for grades of ‘P’ or ‘S’ is subject to the registrar’s approval. The official certification of transfer credit is performed by the registrar’s office based on evaluations of the academic units responsible for the subject matter areas represented by the transfer courses, except for courses for which there is no corresponding Aviator program. In the latter case, the registrar’s decision is final.

Certification of transfer credit is based on official transcripts bearing the correct seals and authorized signatures from all former institutions. A transcript is considered official only when each issuing institution mails the transcript directly to the Registrar’s office. The registrar coordinates the process, certifies courses, and provides notice of the official evaluation. **An FAA Mechanic’s rating is also an acceptable document for transfer credit.**

Transfer students may be required to provide the registrar with a college catalog and/or course syllabi and names of textbooks used in courses to help ensure a thorough transfer credit evaluation.

**AMT Program** - For transfer credit under 14 CFR 147.31(c), the prior training must have been received and completed at an FAA-approved aviation maintenance technician school. Credit may be granted upon review of the official transcript. In accordance with 14 CFR 147.31(c)(2), applicants will be required to successfully complete a written examination of the curriculum they are requesting an exemption for, also called “testing out.” The veteran student and the Veteran’s Administration will be notified of any transfer credit granted.

Credit will be provided under the transfer credit process.

### Veteran Transfer Credits

All Veteran’s Administration benefit recipients are required to submit official transcripts of all prior education and training. The veteran student and the Veteran’s Administration will be notified of any transfer credit granted. Aviator College recognizes and utilizes the American Council on Education (ACE) Guide to evaluate the educational experiences of our U.S. service members. College credit will be given based on the ACE credit recommendations for training or learning earned in military service. Official transcripts will need to be provided to Aviator College.

### Disclosure of Limitations for Transfer Credit

The transferability of credits earned at this institution is at the discretion of the accepting institution. It is the student’s responsibility to confirm whether credits will be accepted by another institution. **A minimum of 25% of the credits required for the AMT program must be completed at Aviator College.**

The College reserves the right to change the requirements for graduation when it is decided that such changes are necessary. Students are generally graduated according to the program, and clock hour requirements in the catalog at the time of their admission unless attendance has not been continuous.

## ACADEMIC CALENDAR

### Spring 2024 Cohort - February 19, 2023

#### SPRING 2024

February 16 .....	New Student Orientation
February 19 .....	1 <sup>st</sup> DAY OF CLASS General
March 18-22 .....	SPRING BREAK (No Classes)
May 27 .....	Memorial Day (College closed)
June 10 .....	End of Semester

#### SUMMER 2024

June 11 .....	1 <sup>st</sup> DAY OF CLASS Airframe 1 Only
July 4 .....	Independence Day (College closed)
September 2 .....	Labor Day (College closed)
September 17 .....	Constitution Day
October 14 .....	End of Semester

#### FALL 2024

October 15 .....	1 <sup>st</sup> DAY OF CLASS Airframe 2 & Powerplant 1
November 11 .....	Veterans Day (No Classes)
November 28-29 .....	Thanksgiving Break (College closed on 28 <sup>th</sup> )
Dec 23-Jan 1, 2025 .....	Christmas Break (College closed)
January 2 .....	Classes resume
February 17 .....	End of Semester

#### SPRING 2025

February 18 .....	1 <sup>st</sup> DAY OF CLASS Powerplant 2 Only
January 20 .....	MLK (No Classes)
March 24-28 .....	Spring Break (No Classes)
May 1 .....	Student Break
June 30 .....	End of Semester
July 11, 2025 .....	Commencement

### Summer 2024 Cohort – June 17, 2024

#### SUMMER 2024

June 14 .....	New Student Orientation
June 17 .....	1 <sup>st</sup> DAY OF CLASS General
July 4 .....	Independence Day (College Closed)
September 2 .....	Labor Day (College Closed)
September 17 .....	Constitution Day
October 1 .....	End of Semester

#### FALL 2024

October 2 .....	1 <sup>st</sup> DAY OF CLASS Airframe 1 Only
November 11 .....	Veterans Day (No Classes)
November 28-29 .....	Thanksgiving Break (College closed on 28 <sup>th</sup> )
Dec 23-Jan 1, 2025 .....	Christmas Break (College closed)
January 2 .....	Classes resume
January 20 .....	MLK (No Classes)
February 18 .....	End of Semester

#### SPRING 2025

February 19 .....	1 <sup>st</sup> DAY OF CLASS Airframe 2 & Powerplant 1 Only
March 24-28 .....	Spring Break (No Classes)
May 26 .....	End of Semester
May 28 .....	Memorial Day (College Closed)

#### SUMMER 2025

May 29 .....	1 <sup>st</sup> DAY OF CLASS Powerplant 1 Only
July 4 .....	Independence Day (College Closed)
September 1 .....	Labor Day (College Closed)
September 17 .....	Constitution Day
September 25 .....	End of Semester
October 10, 2025 .....	Commencement



## Fall 2024 Cohort – October 7, 2024

### FALL 2024

October 4 .....	New Student Orientation
October 7 .....	1 <sup>st</sup> DAY OF CLASS General
November 11 .....	Veterans Day (College closed)
November 28-29 .....	Thanksgiving Break (College closed on 28 <sup>th</sup> )
Dec 23-Jan 1, 2025 .....	Christmas Break (College closed)
January 2 .....	Classes resume
January 20 .....	MLK (No Classes)
February 4 .....	End of Semester

### SPRING 2024

February 5 .....	1 <sup>st</sup> DAY OF CLASS Airframe 2 only
March 24-28 .....	Spring Break
May 26 .....	Memorial Day (College closed)
June 16 .....	End of Semester

### SUMMER 2025

June 17 .....	1 <sup>st</sup> DAY OF CLASS Airframe 2 & Powerplant 1 Only
July 4 .....	Independence Day (College Closed)
September 1 .....	Labor Day (College Closed)
September 16 .....	End of Semester

### FALL 2025

September 17 .....	1 <sup>st</sup> DAY OF CLASS Powerplant 2 Only
September 17 .....	Constitution Day
November 11 .....	Veterans Day (No Classes)
November 27 .....	Thanksgiving Break (College closed)
Dec 23-Jan 2, 2026 .....	Christmas Break (College closed)
January 5 .....	Classes resume
January 19 .....	MLK (No Classes)
February 2 .....	End of Semester
February 13, 2026 .....	Commencement

## Spring 2025 Cohort – March 3, 2025

### SPRING 2025

February 28 .....	New Student Orientation
March 3 .....	1 <sup>st</sup> DAY OF CLASS General
March 24-28 .....	SPRING BREAK (No Classes)
May 26 .....	Memorial Day (College closed)
June 23 .....	End of Semester

### SUMMER 2025

June 24 .....	1 <sup>st</sup> DAY OF CLASS Airframe 1 Only
July 4 .....	Independence Day (College closed)
September 1 .....	Labor Day (College closed)
September 17 .....	Constitution Day
October 23 .....	In-Service Day
October 27 .....	End of Semester

### FALL 2025

October 28 .....	1 <sup>st</sup> DAY OF CLASS Airframe 2 & Powerplant 1
November 11 .....	Veterans Day (No Classes)
November 27-28 .....	Thanksgiving Break (27 <sup>th</sup> College closed)
Dec 22-Jan 2, 2025 .....	Christmas Break (College closed)
January 5 .....	Classes resume
January 19 .....	Martin Luther King, Jr. Day (No Classes)
February 10 .....	End of Semester

### SPRING 2026

February 11 .....	1 <sup>st</sup> DAY OF CLASS Powerplant 2 Only
March 23-27 .....	Spring Break (No Classes)
May 25 .....	Memorial Day (College Closed)
June 22 .....	End of Semester
July 3, 2025 .....	Commencement

**Summer 2025 Cohort – June 16, 2025**

**SUMMER 2025**

June 13..... New Student Orientation  
 June 16..... 1<sup>st</sup> DAY OF CLASS General  
 July 4..... Independence Day (College Closed)  
 September 1..... Labor Day (College Closed)  
 September 17..... Constitution Day  
 September 29..... End of Semester

**FALL 2025**

September 30..... 1<sup>st</sup> DAY OF CLASS Airframe 1 Only  
 November 11..... Veterans Day (No Classes)  
 November 27-28..... Thanksgiving Break (27<sup>th</sup> College Closed)  
 Dec 22-Jan 2, 2025 ..... Christmas Break (College closed)  
 January 5..... Classes resume  
 January 19..... MLK (No Classes)  
 February 10..... End of Semester

**SPRING 2026**

February 11..... 1<sup>st</sup> DAY OF CLASS  
 Airframe 2 & Powerplant 1 Only  
 March 23-27..... Spring Break (No Classes)  
 May 7..... In-Service Day (No Classes)  
 May 18..... End of Semester

**SUMMER 2026**

May 19..... 1<sup>st</sup> DAY OF CLASS Powerplant 1 Only  
 May 25..... Memorial Day (College Closed)  
 July 3..... Independence Day Observed (College Closed)  
 September 7..... Labor Day (College Closed)  
 September 17..... Constitution Day  
 September 21..... End of Semester  
 October 2..... Commencement

# Academic Program and Course Description

## PROGRAM DESCRIPTION: AVIATION MAINTENANCE TECHNICIAN PROGRAM (CERTIFICATE)

Aviator College of Aeronautical Science & Technology's mission is to prepare students for success and advancement in aviation professions by providing educational opportunities emphasizing the skills, knowledge, and experience that will allow the student to adjust through a lifetime of technological and social change. We recognize that education is vital in developing skills needed for a productive society and essential in promoting the individual's sense of worth, values, and high ethical standards. Our institution is committed to offering quality education that meets the needs of its students and assisting them in clarifying and pursuing their professional and educational goals in aviation.

The Aviation Maintenance Technician (AMT) program is designed to provide students with the knowledge and skills to excel as aircraft mechanics. This training prepares students to pass the Federal Aviation Administration (FAA) required written, oral, and practical test(s) to become certified Airframe and Powerplant Technicians qualified for employment in aviation maintenance.

An aircraft mechanic certificated under 14 CFR Part 65 may maintain or alter aircraft within limitations specified by the regulations. The certificate also permits the holder to supervise other people in maintaining aircraft and to approve work for return to service. In addition, the certificated mechanic may perform 100-hour inspections. After performing 100-hour inspections or maintenance, the mechanic must certify airworthiness (or approval for return to service) in a signed entry in the appropriate aircraft record. The certificated AMT mechanic is a general practitioner at keeping aircraft in safe condition and may also decide to specialize in hydraulics, pneumatics, rigging, inspection, bonded repair, corrosion control, sheet metal repair, electrical systems, avionics installation, propeller service, welding, painting, record keeping or engine service.

Graduates are trained to service, repair, and overhaul aircraft components and systems, including the airframe, piston engines, turbine engines, electrical systems, hydraulic systems, propellers, instrumentation, warning, and environmental systems. Once FAA licenses are earned, graduates will be qualified for an entry-level aircraft maintenance position.

### AMT Program learning outcomes

Students who graduate from the AMT Program will:

- Demonstrate an in-depth technical knowledge of aircraft systems and operations,
- Demonstrate appropriate skills, techniques, and accepted practices necessary for aircraft maintenance and determination of airworthiness,
- Apply cognitive reasoning skills to aircraft systems analysis and troubleshooting,
- Demonstrate knowledge of regulatory and legal issues that impact the industry,
- Demonstrate an understanding of professional and ethical responsibility,
- Demonstrate an ability to communicate with agency representatives, superiors, subordinates, and peers with precision and clarity,
- Demonstrate recognition of the need for the ability to engage in lifelong learning,
- Obtain the FAA Aircraft Mechanic Certificate with Airframe and Powerplant ratings.

The AMT Program curriculum is divided into three sections: General, Airframe, and Powerplant. Each section must be completed with a 70% or above, or credit given for subjects tested out of before a student is eligible to take the End-of-Course Examination (EOCE). After passing the EOCE with a grade of 70% or better for that section, students receive their certificate and will be recommended to take their FAA written, oral, and practical exam for that certification.

The curriculum is based on 15-week semesters, including full-time class participation of 32 hours per week. If a student is inclined, the program could be completed in 70 weeks, not including holidays. To be completed in this time frame, it is recommended that the student only take classes and study for the entire time. The total program duration is 2,000.00 clock hours, which meets the minimum requirements set by 14 CFR §147.21.

<b>PLAN OF STUDY</b>	<b>CLOCK HOURS</b>	<b>CREDIT HOURS</b>
<b>Duration: 18 Months / Maximum Allowable Time Frame: 27 Months</b>		
<b>GENERAL</b>		
APG1001 - Maintenance Documentation, Privileges and Responsibilities	60.00	2.5
APG1002 - Aircraft Inspection	40.00	1.5
APG1003 - General Mathematics	20.00	0.5
APG1004 - Principles of Aviation Physics	20.00	0.5
APG1005 - Principles of Aerodynamics	20.00	0.5
APG1006 - Tools and Techniques	40.00	1.5
APG1007 - Hardware & Materials	40.00	1.5
APG1008 - Basic Electricity I	60.00	2.5
APG1009 - Blue Prints & Drawings	20.00	0.5
APG1010 - Basic Electricity II and Binary Logic	40.00	1.5
APG1011 - Aircraft Weight & Balance	40.00	1.5
APG1012 - Corrosion & Cleaning	20.00	0.5
APG1013 - Fluid Lines & Fittings	20.00	0.5
APG1014 - Safety & Ground Handling	40.00	1.5
<b>Section Subtotals</b>	<b>480.00</b>	<b>17.0</b>
<b>AIRFRAME</b>		
APA1001 - Helicopter Fundamentals	20.00	0.5
APA1002 - Fabric Covering & Painting and Refinishing	40.00	1.5
APA1003 - Welding Techniques	40.00	1.5
APA1004 - Materials & Processes	60.00	2.5
APA1005 - Airframe Metallic Structures	100.00	4.0
APA1006 - Airframe Nonmetallic Structures	100.00	4.0
APA1007 - Assembly & Rigging	75.00	3.0
APA1008 - Hydraulic, Pneumatic, and Landing Gear Systems	75.00	3.0
APA1009 - Cabin Environmental Systems	50.00	2.0
APA1010 - Aircraft Electrical Systems	50.00	2.0
APA1011 - Aircraft Instruments, Navigation and Communication Systems	50.00	2.0
APA1012 - Aircraft Lighting and Safety Systems	50.00	2.0
APA1013 - Aircraft Fuel Systems	25.00	1.0
APA1014 - Aircraft Inspection	25.00	1.0
<b>Section Subtotals</b>	<b>760.00</b>	<b>30.0</b>
<b>POWERPLANT</b>		
APP2001 - Reciprocating Engines	100.00	4.0
APP2002 - Turbine Engines	100.00	4.0
APP2003 - Reciprocating Engine Systems I	100.00	4.0
APP2004 - Turbine Engine Systems I	100.00	4.0
APP2005 - Reciprocating Engine Systems II	100.00	4.0
APP2006 - Turbine Engine Systems II	100.00	4.0
APP2007 - Propeller Systems	80.00	3.0
APP2008 - Aircraft Engine Inspection & Troubleshooting	80.00	3.0
<b>Section Subtotals</b>	<b>760.00</b>	<b>30.0</b>
<b>Program Totals</b>	<b>2,000.00</b>	<b>77.0</b>

## COURSE DESCRIPTIONS

The Course numbering system used for the Aviation courses in this catalog is identified by prefixes and numbers that were assigned by Aviator College of Aeronautical Science & Technology. The first digit of the course number indicates the level at which students normally take the course. The second and third digits determine the logical order in which the courses should be completed. The course prefix is a three-letter designator. The content of a course determines the assigned prefix.

### AVIATION MAINTENANCE TECHNOLOGY: GENERAL (APG)

#### **APG1001 - Maintenance Documentation, Privileges and Responsibilities: 2.5 Credits/60 Clock Hours**

This is the first course that is required in the AMT program. At the completion of this course, the student will have a thorough understanding of how to use maintenance documentation from the aircraft, engine, propeller, or appliance manufacturer and the FAA. They will know the difference between accepted and approved data through class discussion and the use of documentation to answer quiz and test questions. The student will have a proper understanding of what will be expected of a certified aviation maintenance technician through the application of the FARs in classroom discussion and to answer quiz and test questions. During the practical application classes, the student will demonstrate knowledge of Federal Aviation Regulations, SFARs, TCDS, and aircraft specification sheets using this data to answer maintenance and regulatory questions on quizzes and tests. They will demonstrate proficiency in the use of aircraft manufacturer maintenance and service manuals and entering correct information in the aircraft maintenance records, the aircraft log books, and FAA 337 form. Each student will also demonstrate knowledge of the Federal Aviation Regulations for Aviation Maintenance Technicians (FAR/AMT) Part 65 by correctly identifying the limitations and responsibilities of a certified aircraft maintenance technician both orally and in practical application through a 3 - 5-minute presentation on a related topic approved by the instructor. Prerequisites: None. Co-requisites: APG1002-APG1005

#### **APG1002 - Aircraft Inspection: 1.5 Credits/40 Clock Hours**

This is the second class required in the General curriculum. The student will demonstrate an understanding of aircraft inspection programs, basic inspection tools and how to use them, basic non-destructive testing techniques, and how to apply these techniques to day-to-day maintenance through oral discussion, quizzes, and end-of-unit examinations. During the practical application classes, the student will demonstrate knowledge of aircraft weld inspection, the use and application of non-destructive testing techniques, aircraft oxygen system precautions and inspection techniques, and how to identify and prevent corrosion of airframes and components through applied projects on live aircraft and components. Prerequisites: APG1001. Corequisites: APG1001-APG1005

#### **APG1003: General Mathematics: 0.5 Credits/20 Clock Hours**

In this basic math course, the instructor will ensure the student has a proper understanding of mathematical principles related to aviation and how to apply them to day-to-day maintenance. The course will review basic math concepts such as whole numbers, decimals, fractions, scientific notation, mixed numbers, signed numbers, and rations. The student will apply these principles to complete calculations of area and volume, measurement systems, graphs, charts, and trigonometric functions as they pertain to aviation maintenance. The practical application projects will be covered through weekly quizzes and an end-of-unit exam. Prerequisites: None. Co-requisites: APG1001-APG1005

#### **APG1004 - Principles of Aviation Physics: 0.5 Credits/20 Clock Hours**

This physics course focuses on how this science applies to aviation and aviation maintenance. The student will demonstrate an understanding of physics principles as they relate to aviation and aviation maintenance through oral discussion, quizzes, and the end-of-unit examination. The course will cover physical science topics related to aircraft and aircraft systems. These topics include types of energy, stress, motion, heat, pressure, gas laws, fluid mechanics, and sound. The practical application projects will be covered through weekly quizzes and an end-of-unit exam. Prerequisites: None. Co-requisites: APG1001-APG1005

#### **APG1005 - Principles of Aerodynamics: 0.5 Credits/20 Clock Hours**

The aerodynamics course is complimentary to APG1004 - Principles of Aviation Physics. This class takes the principles of physics and applies them directly to aircraft flight and control. The students will learn the principles of airfoils, thrust and drag, stability, control, and control systems, and how the principles of aerodynamics change at higher speeds. The student will demonstrate an understanding of the

practical application of the principles of aerodynamics through oral discussion, quizzes, and end-of-unit exam. Prerequisites: None. Co-requisites: APG1001-APG1005

**APG1006 - Tools and Techniques: 1.5 Credits/40 Clock Hours**

The student will be introduced to the tools of the aircraft maintenance trade, starting with basic tool use procedures and practices, measuring devices, basic maintenance hand tools, pneumatic tools, common electric power tools, special aircraft maintenance tooling, and torquing tools and techniques. The student will demonstrate an understanding of the use of aircraft tooling and tools through the successful completion of weekly quizzes, end-of-course exam, and practical projects using precision measuring tools, torquing devices, and special aircraft tools on live aircraft. Prerequisites: APG1001-APG1005. Co-requisites: APG1006-APG1009

**APG1007 - Hardware & Materials: 1.5 Credits/40 Clock Hours**

This class introduces the student to common hardware and materials used in the aviation industry and the processes by which these materials are produced. The student will demonstrate an understanding of hardware and materials as they relate to aviation and how to apply them to day-to-day maintenance through oral discussion, quizzes, and end-of-unit examinations. During the practical application classes, the student will correctly identify aircraft hardware and materials and their common uses, apply the correct safety methods for given bolt, nut, and turnbuckle examples, and correctly identify heat treatment processes of aircraft metals and how they are performed through a written exam. Prerequisites: APG1001-APG1005. Co-requisites: APG1006-APG1009

**APG1008 - Basic Electricity I: 2.5 Credits/60 Clock Hours**

This is the first of two basic electricity classes in the General course. This class starts with the discovery of electricity, static electricity, magnetism, and electrical energy. It takes these basic principles and applies them to AC and DC electrical circuit elements, arrangements, and batteries. During the practical application classes, the student will calculate electrical current, voltage, resistance, continuity, capacitance, inductance, and power in AC and DC electrical circuits, read and interpret electrical diagrams and schematics, determine the relationship between voltage, current, and resistance in AC and DC electrical circuits, and inspect, and service aircraft batteries. Prerequisites: APG1001-APG1005. Co-requisites: APG1006-APG1009

**APG1009 - Blue Prints and Drawings: 0.5 Credits/20 Clock Hours**

This class introduces the student to aircraft drawings and blueprints. They will learn the purpose and function of different types of drawings, schematics, illustrations, lines, dimensions, and geometry used in aircraft design and maintenance. The student will apply sketching techniques to create repair drawings and diagrams using the correct type of drawing, schematic, illustration, dimensioning, and geometry techniques learned at the beginning of the course. The student will also learn how to read and interpret aircraft data charts and blueprints, locating specific data to answer quiz and test questions. Prerequisites: APG1001-APG1005. Co-requisites: APG1006-APG1009

**APG1010 - Basic Electricity II and Binary Logic: 1.5 Credits/40 Clock Hours**

This is the second basic electricity class in the General course. APG 1008 must be taken as a prerequisite to this class. This class picks up where APG 1008 was left off. The student will learn about three-phase circuits, electron control devices, semiconductor circuits, electrical measuring instruments, circuit analysis and troubleshooting, and AC and DC motors. The class will conclude with an overview of binary numbers and logic as well as basic troubleshooting theory. The student will apply what they have learned in both basic electricity classes to troubleshoot live aircraft electrical systems while using maintenance manual troubleshooting and symptom logic trees and diagrams. Prerequisites: APG1001-APG1009. Co-requisites: APG1010-APG1014

**APG1011 - Aircraft Weight and Balance: 1.5 Credits/40 Clock Hours**

During this class, the student will learn the importance of the weight and balance calculations of an aircraft, how to weigh an aircraft, how to calculate the total weight and center of gravity of an aircraft, and how to use that data to calculate aircraft loading, maximum weights, and forward and aft center of gravity. The student will apply these skills to weigh one single and one multi-engine aircraft using manufacturers approved data, complete aircraft weight and balance forms, calculate center of gravity, useable load, arms, and moments, for a single and multi-engine aircraft, using single and multi-engine forms, weigh one turbine-powered aircraft and complete the appropriate weight and balance forms, usable load, arm, and moment, and calculate aircraft loading data using the appropriate aircraft loading charts and data. Prerequisite: APG1001-APG1009. Co-requisites: APG1010-APG1014

**APG1012 - Corrosion and Cleaning: 0.5 Credits/20 Clock Hours**

This class will introduce the student to the procedures used in aircraft cleaning, corrosion identification, removal, and prevention through oral discussion, quizzes, and end-of-unit examination. During the practical application classes, the student will inspect and identify the proper tools and materials used in aircraft cleaning and corrosion control, select the proper material, and perform an aircraft wash and post wash lubrication of the airframe, engine, propeller, and appliances, and correctly identify corrosion on an aircraft structure, remove and treat the corrosion, and apply a finish material to prevent further corrosion. Prerequisites: APG1001-APG1009. Co-requisites: APG1010-APG1014

**APG1013 - Fluid Lines and Fittings: 0.5 Credits/20 Clock Hours**

This class will provide the student with a thorough understanding of the use, inspection, and fabrication methods used for rigid lines, hoses, and fittings used in aviation. The student will apply what they learn in the classroom through weekly quizzes, end-of-unit exam, and practical application. The practical application will involve the student removing a ridged line and a hose from a live aircraft and reproducing that component using proper methods and techniques as taught in the classroom. The student will then install the component on the aircraft and perform a leak and function test of the ridged line and hose. Prerequisites: APG1001-APG1009. Co-requisites: APG1010-APG1014

**APG1014 - Safety and Ground Handling: 1.5 Credits/40 Clock Hours**

This is the final class of the General course of instruction. In this class, the student will demonstrate through the successful completion of weekly quizzes, practical application projects, and an end-of-unit exam, proficiency in the selection of aircraft fuels, refueling operations, aircraft and engine operations and taxing procedures, aircraft tie-down procedures, aircraft jacking procedures and ground servicing of a single engine, multi-engine, and turbine aircraft. Prerequisites: APG1001-APG1009. Co-requisites: APG1010-APG1014

**AVIATION MAINTENANCE TECHNOLOGY: AIRFRAME (APA)**

*All Airframe courses require students to have completed or tested out of the General Course.*

**APA1001 - Helicopter Fundamentals: 0.5 Credits/20 Clock Hours**

This course will give the student an understanding of aerodynamic theories and principles as they relate to rotor-wing aircraft. The material covered will include rotary wing aerodynamics, fundamentals of rotors, rotor system operation, rotor blades, and their construction, and the fundamentals of helicopter transmissions. The student will demonstrate their knowledge of rotorcraft aerodynamics and systems through weekly quizzes and an end-of-course exam. Prerequisites: APG1001-APG1014. Co-requisites: APA1001-APA1004

**APA1002 - Fabric Covering and Painting and Refinishing: 1.5 Credits/40 Clock Hours**

This class presents and discusses the fundamental materials, applications, and operations used when applying fabric covering to an airframe. It covers fabric covering history, terms, strength, inspection, protection, covering procedures, and repair procedures. The student will demonstrate knowledge of fabric covering through weekly quizzes and a final exam. The next part of this class will discuss and give the student hands-on experience removing paint and cleaning aircraft surfaces in preparation for applying finishing material. The student will also gain experience applying primers, treating metal surfaces, and sealing edges of composite and metal structures. Prerequisites: APG1001-APG1014. Co-requisites: APA1001-APA1004

**APA1003 - Welding Techniques: 1.5 Credits/40 Clock Hours**

This class introduces the student and provides them the opportunity to become proficient with different welding, brazing and soldering techniques used in aircraft maintenance and manufacture. The student will demonstrate an understanding of oxyacetylene and gas-shielded arc welding, cutting, and brazing and how to inspect these through oral discussion, quizzes, and end-of-unit quiz. To gain practical application experience, the student will inspect multiple aircraft structural welds in accordance with approved data and complete at least one solder, braze, gas-weld, and arc weld on provided aircraft structures and metal plates in accordance with accepted data. Prerequisites: APG1001-APG1014. Co-requisites: APA1001-APA1004

**APA1004 - Materials and Processes: 2.5 Credits/60 Clock Hours**

This class will introduce the student to the materials, fasteners, and processes that are part of manufacturing and repairing an aircraft. The student will demonstrate an understanding of aerospace materials, material production, heat-treating methods, fasteners, tooling,

fitting, riveting, and sheet-metal layout through oral discussion, unit quizzes, and end-of-chapter exam. The student will demonstrate proficient hands-on knowledge of these materials and processes by completing an airframe inspection, sketching and laying out a repair, selecting the proper fasteners and materials to make the structural repair, drilling and fitting the repair, and finally, installing the repair. Prerequisites: Prerequisites: APG1001-APG1014. Co-requisites: APA1001-APA1004

**APA1005 - Airframe Metallic Structures: 4.0 Credits/100 Clock Hours**

This class expands on what was learned in APA 1004 Material & Processes. In this class, the student will demonstrate an understanding of metallic aircraft structures, their repair, stress calculations, and airframe backup structures through oral discussion, quizzes, and an end-of-unit exam. They will learn how to use airframe stress calculations to determine when a backup structure must be used on a repair. They will demonstrate through practical application how to inspect a structure, sketch a repair, calculate the stress applied to the structure at the repair area, and then form, fit, and install the repair using approved data. Prerequisites: APG1001-APG1014; APA1001-APA1004. Co-requisites: APA1005-APA1009

**APA1006 - Airframe Nonmetallic Structures: 4.0 Credits/100 Clock Hours**

This class will introduce the student to aircraft structural composites and their application and fabrication processes. The student will demonstrate an understanding of nonmetallic aircraft structures, their testing methods, and their repair through oral discussion, quizzes, and an end-of-unit exam. The student will demonstrate the practical application of these methods and techniques by building an aircraft type composite structure and maintaining plastic windows. Prerequisites: APG1001-APG1014; APA1001-APA1004. Co-requisites: APA1005-APA1009

**APA1007 - Assembly and Rigging: 3.0 Credits/75 Clock Hours**

This class introduces the student to the procedures and practices used to assemble and rig an aircraft and its flight control systems. The student will demonstrate an understanding of aircraft flight controls, their rigging and control systems, and how to apply that knowledge to day-to-day maintenance through oral discussion, quizzes, and an end-of-unit exam. During the practical class, the student will demonstrate proficiency in the removal, balancing, and installation of an aircraft flight control surface using approved data, checking and adjusting a flight control surface and cable rigging as required using approved data, checking the aircraft structural alignment in accordance with the manufacturer's data. They will also demonstrate an understanding of rotary wing aircraft rigging through the successful completion of weekly quizzes and the end-of-unit exam. Prerequisites: APG1001-APG1014; APA1001-APA1004. Co-requisites: APA1005-APA1009

**APA1008 - Hydraulic, Pneumatic, and Landing Gear Systems: 3.0 Credits/75 Clock Hours**

This class will introduce students to aircraft hydraulic and pneumatic systems, how they integrate into aircraft landing gear systems, and how to work on and troubleshoot them. Students will demonstrate an understanding of aircraft hydraulic systems, pneumatic systems, contamination, and decontamination methods and how to apply them to day-to-day maintenance through oral discussion, quizzes, and an end-of-unit exam. Students will demonstrate practical proficiency by correctly matching samples of different hydraulic fluids to their proper names and disassembling, inspecting, repairing, and testing hydraulic components and pneumatic components. Students will also become proficient with aircraft fixed and retractable landing gear systems. They will jack an aircraft, inspect and service the shock struts, wheels and tires, brakes, and steering system, as well as tear down, clean, inspect, and buildup a wheel and tire assembly in accordance with approved data. Prerequisites: APG1001-APG1014; APA1001-APA1004. Co-requisites: APA1005-APA1009

**APA1009 - Cabin Environmental Systems: 2.0 Credits/50 Clock Hours**

The student will gain an understanding of cabin environmental systems, how they function, and how to effectively troubleshoot them through oral discussion and an end-of-unit exam. They will apply that knowledge by inspecting and checking the operation of a turbine-powered aircraft cabin environmental and pressurization system in accordance with approved data, inspection, and test of a vapor cycle cooling system in accordance with approved data, inspection, and test of the aircraft oxygen system and oxygen bottle in accordance with approved data, as well as the inspection and test of the Janitrol cabin heater system in accordance with approved data. Prerequisites: APG1001-APG1014; APA1001-APA1004. Co-requisites: APA1005-APA1009

**APA1010 - Aircraft Electrical Systems: 2.0 Credits/50 Clock Hours**

This class will expand on what was learned in the General course basic electricity classes by applying electrical and troubleshooting theory to live aircraft systems. The student will demonstrate an understanding of aircraft electrical systems, troubleshooting, and repair through oral discussion, quizzes, and an end-of-unit exam. They will apply this knowledge through practical projects where they will



correctly identify and repair 10 defects in an aircraft electrical system, inspect, check, troubleshoot, and adjust an aircraft A/C and D/C electrical system, and disassemble, inspect, and assemble an aircraft alternator in accordance with approved data. Prerequisites: APG1001-APG1014; APA1001-APA1009. Co-requisites: APA1010-APA1014

**APA1011 - Aircraft Instruments, Navigation and Communication Systems: 2.0 Credits/50 Clock Hours**

This class will introduce the student to the instrument systems used in aircraft, such as the primary flight instruments, gyroscopic instruments, electronic flight displays, stand-by instruments, engine instruments, and autopilot systems. The student will demonstrate an understanding of aircraft instrument systems and autopilot systems and how to troubleshoot and repair them through oral discussion and an end-of-unit quiz. They will apply this knowledge through practical application by correctly installing aircraft instruments and completing a pitot static leak check in the aircraft instrument system. This class will also familiarize the student with aircraft navigation and communication systems. The student will demonstrate an understanding of aircraft navigation and communication systems and how to troubleshoot and repair them through oral discussion and an end-of-unit exam. The student will demonstrate practical proficiency through the removal, cleaning, installation, and testing of a communication and navigation antenna from an airframe in accordance with approved data and removing, inspecting, installing, and operationally testing aircraft radios and navigation equipment in accordance with approved data. Prerequisites: APG1001-APG1014; APA1001-APA1009. Co-requisites: APA1010-APA1014

**APA1012 - Aircraft Lighting and Safety Systems: 2.0 Credits/50 Clock Hours**

This class will familiarize the student with aircraft lighting systems, data recording systems, traffic alert and collision avoidance systems, warning systems, interphone, and cabin entertainment systems, as well as fire protection systems and ice and rain control systems. The student will demonstrate an understanding of how these systems function and how to troubleshoot and repair them through oral discussion, practical projects, and an end-of-unit exam. Practical proficiency will be demonstrated through the inspection, testing, and troubleshooting of the landing gear/flap airspeed warning system and the inspection, testing, and troubleshooting of the landing gear position warning system. Prerequisites: APG1001-APG1014; APA1001-APA1009. Co-requisites: APA1010-APA1014

**APA 1013: Aircraft Fuel Systems: 1.0 Credits/25 Clock Hours**

This class will introduce the student to the basics of how aircraft fuel systems are structured and maintained. The student will demonstrate an understanding of aircraft fuel and fuel system types and how to troubleshoot, repair, and maintain them through oral discussion, quizzes, and an end-of-unit exam. To develop practical hands-on proficiency the student will be required to find defects on an aircraft fuel system and repair those defects in accordance with approved data. Prerequisites: APG1001-APG1014; APA1001-APA1009. Co-requisites: APA1010-APA1014

**APA 1014: Aircraft Inspection: 1.0 Credits/25 Clock Hours**

This class brings all subjects learned in the airframe course together, so it must be the final class for the airframe course. The student will use the knowledge and skills learned in all other airframe and general course classes to demonstrate an understanding of aircraft inspections, techniques, and procedures through oral discussion, quizzes, end-of-unit exam, and hands-on practical projects. The practical project will include the application of 100-hour, progressive, and conformity inspections to multiple airframes, engines, propellers, and appliances, measuring the student's ability to determine the airworthiness of an article. Prerequisites: APG1001-APG1014; APA1001-APA1009. Co-requisites: APA1010-APA1014

**AVIATION MAINTENANCE TECHNOLOGY: POWERPLANT (APP)**

***All Powerplant courses require students to have completed or tested out of the General course of study.***

**APP2001 - Reciprocating Engines: 4.0 Credits/100 Clock Hours**

This class will provide the student with a thorough understanding of aircraft reciprocating engine theory, design, construction, inspection, maintenance, and operations. The student will demonstrate an understanding of this material through class discussion, weekly quizzes, and an end-of-unit exam. Practical application will be demonstrated through the disassembly, cleaning, inspection, reassembly, installation, and operation of an aircraft reciprocating engine. Prerequisites: APG1001-APG1014; APA1001-APA1014. Co-requisites: APP2001-APP2002

**APP2002 - Turbine Engines: 4.0 Credits/100 Clock Hours**

This class introduces the student to the theory, development, operating principles, design, construction, and nomenclature used on aircraft turbine engines. The student will demonstrate an understanding of turbine engines through oral discussion and an end-of-unit exam. To gain practical experience with turbine engines, the student will participate in the overhaul or hot section inspection of a turbine engine, inspect, check, service, and repair a turbine engine, and remove, install, and troubleshoot a turbine engine installation. Prerequisites: APG1001-APG1014; APA1001-APA1014. Co-requisites: APP2001-APP2002

**APP2003 - Reciprocating Engine Systems I: 4.0 Credits/100 Clock Hours**

This class introduces the student to the theory and repair procedures on reciprocating engine instruments, lubrication, ignition and starting, fuel and fuel metering, and electronic control systems. The student will demonstrate an understanding of these reciprocating engine systems through oral discussion, weekly quizzes, and an end-of-unit quiz. Practical proficiency will be learned through the inspect, check, service, troubleshoot, and repair of a reciprocating engine fuel flow, exhaust gas temperature, manifold pressure, and oil pressure indicating system, identify and select lubricants, repair of a reciprocating engine lubrication system component, inspect, check, service, troubleshoot, and repair of a reciprocating engine lubrication system, inspect, check, service, and repair of an engine fuel system components to include lines, tanks, pumps, valves, carburetors, and fuel injection systems, inspect, check, service, and repair of a carburetor air intake and induction manifold, to include, tubes, air filters, hoses, clamping devices, and couplers, overhaul of a magneto and ignition harness, inspect, service, troubleshoot, and repair a reciprocating ignition system component, remove, install, and time an aircraft magneto, remove, inspect, gap, test, and install aircraft spark plugs, and repair reciprocating engine electronic control systems. Prerequisites: APG1001-APG1014; APA1001-APA1014. APP2001-APP2002 Co-requisites: APP2003-APP2004

**APP2004 - Turbine Engine Systems I: 4.0 Credits/100 Clock Hours**

This class is the first turbine engine systems class that introduces students to turbine engine instrument systems, lubrication systems, ignition and starting systems, fuel and fuel metering systems, fire protection, and electronic control systems. The student will demonstrate a thorough understanding of these turbine engine systems through oral discussion, weekly quizzes, and an end-of-unit quiz. To gain practical experience, the student will inspect, check, service, troubleshoot and repair a turbine engine oil pump, oil cooler, gearbox oil seals, and oil lines, service a turbine engine oil and filter lubrication system; inspect, check, service, troubleshoot, and repair turbine engine fuel tubes and nozzles, inspect, check, service, troubleshoot, and repair turbine engine fuel control unit, inspect, check, and service turbine engine electrical wiring, switches, indicators, and control systems, inspect and test a turbine engine fire detection system, inspect, check, service, troubleshoot, and repair electrical and mechanical engine temperature, pressure, and R.P.M., and fuel flow indicating systems, inspect, check, troubleshoot, and repair an installed engine's electrical ignition system, inspect, check, troubleshoot, and repair an installed engine's electrical starting system. Prerequisites: APG1001-APG1014; APA1001-APA1014. APP2001-APP2002 Co-requisites: APP2003-APP2004

**APP2005 - Reciprocating Engine Systems II: 4.0 Credits/100 Clock Hours**

This class must be taken after APP1002; it picks up where that class leaves off. It introduces students to reciprocating engine induction and airflow systems, cooling systems, and exhaust systems and provides familiarization with the different reciprocating engine types and manufacturers. The student will demonstrate an understanding of these reciprocating engine systems through oral discussion, weekly quizzes, and an end-of-unit quiz. To gain practical experience, the student will remove, inspect, check, troubleshoot, repair, and install a reciprocating engine induction air box and induction manifold, remove, inspect, check, troubleshoot, repair, and install a reciprocating engine exhaust system, inspect and repair reciprocating engine cooling systems to include, baffle, magneto blast tubes, and oil and alternator cooling ducts, learn the differences between reciprocating engine models and familiarization with different engine installations. Prerequisites: APG1001-APG1014; APA1001-APA1014. APP2001-APP2004 Co-requisites: APP2005-APP2006

**APP2006 - Turbine Engine Systems II: 4.0 Credits/100 Clock Hours**

This class will continue where APP1005 left off, introducing students to turbine engine systems. It will cover inlets and nacelles, turbine engine exhaust systems, and the familiarization and differences of turbine engine systems in use today. The student will demonstrate a thorough understanding of turbine engine systems through oral discussion, weekly quizzes, and an end-of-unit quiz. To gain technical proficiency, the student will inspect, check, service, troubleshoot, service, and repair a turbine engine exhaust and thrust reverser system; inspect, repair, and test a turbine engine bleed system; and inspect, repair, and test a turbine engine inlet and nacelle anti-icing system. Prerequisites: APG1001-APG1014; APA1001-APA1014. APP2001-APP2004 Co-requisites: APP2005-APP2006

**APP2007 - Propeller Systems: 3.0 Credits/80 Clock Hours**

This class introduces the student to the different propeller systems and applications used on aircraft. It will cover basic propeller principles, types of propellers, propeller ice control systems, and propeller inspection and maintenance techniques. The student will demonstrate an understanding of propeller systems and propeller inspection and maintenance through oral discussion, weekly quizzes, and an end-of-unit quiz. To gain practical experience, the student will disassemble, inspect, troubleshoot, and repair fixed pitch, constant speed, and feathering propellers, remove and install a fixed pitch and a constant speed propeller and test and inspect, determine service limits, blend, and refinish an aluminum alloy propeller blade and a turbine engine compressor blade. Prerequisites: APG1001-APG1014; APA1001-APA1014. APP2001-APP2006 Co-requisites: APP2007-APP2008

**APP2 008 - Aircraft Engine Inspection & Troubleshooting: 3.0 Credits/80 Clock Hours**

This class was designed as the final class in the Powerplant Course and the AMT program. It provides the student with hands-on experience troubleshooting and repairing aircraft reciprocating and turbine engine systems. Most of the class is conducted in the lab or practical project area. The student will demonstrate a thorough understanding of reciprocating and turbine engines and their related systems through oral discussion, weekly quizzes, an end-of-unit exam, and hands-on inspection and troubleshooting. To gain this valuable experience, the student will complete a 100 hour inspection on a reciprocating engine in accordance with approved data, troubleshoot and repair instructor-induced issues in a reciprocating engine system, complete a progressive inspection on a turbine engine in accordance with approved data, troubleshoot and repair instructor induced issues in a turbine engine system, successfully start, taxi, and shut-down a reciprocating and turbine powered aircraft in accordance with manufacturer's data. Prerequisites: APG1001-APG1014; APA1001-APA1014. APP2001-APP2006 Co-requisites: APP2007-APP2008

# Academic Policies and Services

## ACADEMIC ACHIEVEMENT / GRADING

Course Grades are calculated based on the work completed in the classroom and under the guidance of the instructors.

The student's grade is expressed by the cumulative GPA, determined by dividing the total number of grade points earned by the total number of credit hours attempted. The number of grade points for each course is the product of the credit hours for the course (4 for A, 3 for B, 2 for C, 1 for D, or 0 for F). The GPA is three digits.

A student's academic standing is expressed through theory and practical training grades, with the final grade calculated based on the average of all scores earned. In addition to the grading of each lesson, the student is required to obtain at least an 80% grade on each required practice written examination before being allowed to attempt the FAA Written Examination. They must pass the FAA Written Examination with a score of at least 70% according to FAA Standards.

Final grades are available to students online, through the Student Portal, at the completion of each session/semester. Grades will be posted approximately 5 days after the college's receipt of grades from the instructor. All student work must be submitted to the instructor by the date indicated by the instructor unless circumstances allow for an incomplete grade, in which case an Incomplete grade form will be completed.

Grades are based on the quality of work as shown by written tests and successful completion of skills as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course by the credit hour value of the course. For example, a 3.0 credit course with a grade of B would earn 9.0 quality points [credit value of course (3) times quality point value of B (3)].

The Cumulative Grade Point Average (cGPA) is calculated by dividing the total earned quality points by the total attempted credits.

The grading scale chart describes the impact of each grade on a student's academic progress. For calculating the rate of progress, grades of F (failure), W (withdrawn), and I (incomplete) are counted as hours attempted but are not counted as hours successfully completed. 'TR' credits are included in the maximum time to complete and the rate of progress calculation but are not calculated in the cGPA.

All earned grades will appear on Aviator transcripts. The student must repeat any required course in which a grade of D, F, or W is received. Both the original and repeated credits will be counted as attempted credits in the rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

A student may repeat a failed course no more than two times (for a total of three attempts).

### Grading Scale:

**A (90-100) Excellent** - knowledge and performance above the norm for the subject matter or lesson.

**B (80-89) Satisfactory** - knowledge and performance at a level appropriate for the subject matter or lesson.

**C (70-79) Acceptable** - knowledge and performance but could use improvement.

**D (65-69) Unacceptable** - knowledge/performance below appropriate standards. Requires remedial instruction. Must repeat the course or complete a similar credit course.

**F (64 or Below) Failing** - knowledge/performance far below acceptable standards. Requires remedial instruction. Must repeat the course.

**I (Incomplete)** - Student must request administrative approval for an extension. Acceptable reasons include but are not limited to a qualifying documented leave of absence, a statement by the instructor, and/or evaluation. Students will receive no less than 2 weeks with a maximum of 4 weeks.

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in cGPA	Points
A	A	Yes	Yes	Yes	4
B	B	Yes	Yes	Yes	3
C	C	Yes	Yes	Yes	2
D	D	No	Yes	Yes	1
F	F	No	Yes	Yes	0
NC	No Credit	No	No	No	N/A
I	Incomplete	No	Yes	No	N/A
IP	In Progress	No	Yes	No	N/A
AU	Audit	No	No	No	N/A
TR	Transfer	Yes	Yes	No	N/A
W	Withdrawn	No	Yes	No	N/A
PD	Pass	No	No	No	N/A
FD	Fail	No	No	No	N/A

## LAB EVALUATIONS

Lab activities will be graded as Pass/Fail using approved grading rubrics that identify critical elements that must be judged satisfactory for passage. Any Pass/Fail element in the syllabus grading rubric will be considered necessary to achieve a passing grade in the course. Failure of lab lesson will result in failure of the entire course if not passed and completed.

The instructor will provide feedback to the students regarding their progress. In addition, summative evaluations will be completed at the completion of a stage of training as indicated in the syllabus, and a comprehensive course evaluation will be conducted at the end of each course by the designated instructor.

Aviator College of Aeronautical Science & Technology is an FAA approved Computer Assisted Testing Service (CATS) facility for proctoring all FAA Knowledge Tests. FAA designated maintenance examiners are available for testing and practical tests.

## INCOMPLETE GRADE POLICY

A student may be given an incomplete grade (I) for unfinished work, provided the student has maintained good standing in the class until the last week of the semester and an unforeseen, documented experience keeps this student from finishing coursework.

Students must obtain approval from their instructor and the registrar for the incomplete grade before the end of the semester. Incomplete grades may not be given for late work. The student is required to sign an “Incomplete Grade Form” prepared by the registrar outlining the extension time and the scope of work required.

Instructors can grant no more than one-week extension into the next session/semester without prior approval from the Registrar. Incomplete grades that are not completed within the time will be converted to an F and will affect the student’s cGPA.

## ACADEMIC HONORS

Students with a GPA of at least 3.35 are on the Dean’s List. A letter from the Registrar will be provided upon request. At graduation, Associate of Science degree recipients achieving high academic performance are recognized according to their cumulative grade point averages. In computing the cumulative GPA for Honors, transfer credits do not apply. Academic honors are listed on the student’s diploma and transcript. The honors are determined as follows:

Summa cum Laude = 3.85 to 4.00	Magna cum Laude = 3.65 to 3.84	Cum Laude = 3.35 to 3.64
--------------------------------	--------------------------------	--------------------------

## COURSE REPEAT POLICY

All courses in which a student fails to earn a passing grade (as defined in the course syllabus) must be repeated and successfully completed in compliance with course prerequisite requirements and to graduate.

All courses from which a student has withdrawn must be repeated and successfully completed in compliance with course prerequisite requirements and to graduate.

Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory progress. All final grades are reflected on the official transcript; repeated courses are identified on the transcript.

Students who need to repeat a course must meet with the Registrar regarding scheduling. It is the student's responsibility to meet with a financial aid officer to determine if any additional assistance is available to pay any additional tuition and fees associated with repeating a course. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations.

Likewise, a student who withdrew from a course must repeat that course as soon as possible after re-entry. Receiving a D, F, or W from a course and the subsequently required repeat may interrupt the student's enrollment, delay the student's expected graduation date, negatively impact financial aid eligibility, and/or impact the student's satisfactory academic progress status.

## RE-ENTRY POLICY

All students who are dropped or withdrawn from their program for any reason must apply and be approved for re-entry through the campus readmission process. All students are evaluated for SAP as part of the re-entry approval process. As a condition of re-entry based on poor past academic performance, including course failures and drops, students may be required to accept the terms of an academic plan. Students shall not be readmitted if they cannot complete the program within the MTF or re-establish appropriate SAP standing.

The student must apply for re-entry for an academic term date when the course(s) becomes available. Students must be in good financial standing to return to Aviator College.

**The following documentation must be submitted prior to the start of the semester you plan to attend: Please contact the Office of Admissions and/or Financial Aid for specific deadline dates.**

1. A completed "Application for Readmission" form.
2. A short statement addressing: a) What year did you leave Aviator College, and what circumstances prompted your departure? B) What have you been doing since leaving Aviator College? C) Why do you wish to return to Aviator College?
3. A non-refundable application fee.

Once the complete readmission package is verified, the documents will be forwarded to the appropriate authority for review. The student will be notified of the approval or denial decision regarding their readmission.

## COURSE AUDIT / COURSE REFRESHER POLICY

### Course Audit

Any current student may audit a lecture class without charge if seating space is available during choice and auditing a class does not interfere with the student's required course schedule. Arrangements to audit a class must be made with the Registrar and the Campus Director.

During a class audit, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned; neither do they count as part of a student's full or part-time schedule for purposes of financial aid. A course audit cannot last more than one term. Auditing a class may lengthen the time it takes for a student to complete the program.

## Course Refresher

To refresh their knowledge and skills, students may enroll, with no tuition charge, in up to two classes that are a part of their curriculum and were completed satisfactorily and/or credited. Students seeking to take a refresher course must contact the Registrar and/or the Director of Education to determine the availability of course(s).

Refresher courses are not graded, and no credit is earned. Students taking refresher courses must abide by current school rules and regulations, particularly in attendance and punctuality. Students may need to purchase the appropriate textbook(s) associated with the class.

## TRANSCRIPT OF GRADES

College Transcripts are the official record of the student's academic progress, including courses, credits, grades, and honors earned at Aviator College and credits accepted in transfer from other schools. **Records of grades and transcripts will be retained by Aviator College for a minimum of five years from a student's last date of attendance.**

In accordance with the Family Educational Rights and Privacy Act of 1974, transcripts are considered confidential and are not to be released to a third party other than authorized College personnel without the written permission of the student. Requests for transcripts should be presented, in writing, to the Office of the Registrar, giving notice of at least two weeks. All transcript requests must include the student's signature, student number, and name when attending Aviator College.

Students will be provided three (3) official transcripts of their grades upon completion of their program of study. Each additional transcript will cost \$5.00. An unofficial transcript is available at no cost and can be emailed to the student. Please note that all financial obligations to the College, including the full payment of all fines, must be arranged to the satisfaction of the Billing Office before transcripts will be released or sent.

## GRADUATION REQUIREMENTS

To receive a certificate of completion from the Aviation Maintenance Technician program, students must successfully complete the required number of clock hours as specified in the catalog and on the Enrollment Agreement and satisfy all financial obligations to the College.

Aviator College will notify the student of commencement dates and times. Graduates from the AMT program are welcome to attend and invite guests to celebrate their program completion with them. In the final term, upcoming graduates will need to apply for graduation with the registrar. This will include an audit to confirm that students are within one semester of satisfactory completion of all program requirements.

## COUNSELING / ADVISEMENT

Academic advising is available throughout the student's enrollment at the College to assist students with identifying and resolving academic problems. Individual advisement sessions are scheduled by appointment and maybe outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

Aviator College does not offer counseling services other than academics. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of the College's management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help. While the College does not provide counseling services, it maintains a community resource list for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

## TUTORING

Tutoring is available for all students. Students should understand that tutoring is not a substitute for regular attendance for the full length of the class day throughout the program. Students who have trouble understanding and learning the material contained within the training programs should contact the Registrar or the Director of the AMT program to schedule tutoring with an instructor.

Students with unacceptable academic performance may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program. These sessions may be scheduled outside of normal classroom hours.

## MAXIMUM TIMEFRAME

Students must complete their programs within 150% of the average length of their program, as calculated in months or credits as appropriate. A student pursuing the Aviation Maintenance Program, which is 77 credits / 17 months long, would need to complete the program within 115.5 attempted credits or 25.5 months.

At the point in time that a student can no longer complete their program within the required timeframe, they are ineligible for federal aid even if they have not reached the limit.

Failure to complete within the maximum timeframe may be grounds for dismissal.

## SATISFACTORY ACADEMIC PROGRESS / ACADEMIC APPEALS

Satisfactory Academic Progress (SAP), as defined in the federal regulations, 34 C.F.R. 668.32(f) and 668.34, helps ensure that students are moving toward successfully completing the program of study in a timely manner. Students will be evaluated at the end of each semester or at the anticipated mid-point of the program, either by clock hours or months in training, whichever comes first, and as determined by the enrollment agreement. Students on financial aid will be reviewed for SAP before their second disbursement of funds after they have successfully completed the scheduled clock hours for the payment period.

The evaluation will include a calculation of the grade point average requiring a minimum of 2.0. Students should complete all credits they are registered for in the semester. Courses with grades of F (Fail), W (Withdrawn), or I (Incomplete) are not satisfactorily completed.

Students who do not meet SAP requirements at a review will receive a warning from the Office of the Registrar. The warning will require that the student correct the SAP finding before the next review is completed.

If a student on a warning status does not meet SAP requirements at the next review, they will go into academic probation unless they appeal the warning within 2 weeks of notice and are found to have just cause. Students appealing SAP with just cause will be placed on academic probation for the subsequent review period. Aviator College reserves the right to deny an appeal and to develop an academic plan outlining the student's academic requirements. Students not meeting SAP requirements while on academic probation will either be given an extension of their academic probation or will be academically dismissed from the college.

**STUDENT ON FINANCIAL AID PLEASE REVIEW SATISFACTORY ACADEMIC PROGRESS STANDARDS-TITLE IV FEDERAL STUDENT ASSISTANCE.**



**Academic Probation**

Academic Probation can be the result of a second unsatisfactory SAP finding. Students appealing SAP with just cause will be placed on academic probation for the subsequent review period. Students failing to appeal the warning or determined not to have just cause will be ineligible from that point forward to receive Title IV funds and will be placed on a cash pay status. Students not receiving Title IV funds will be placed on academic probation until the following SAP review determines that their requirements have been met.

Students on academic probation are required to meet with the registrar prior to registering for subsequent terms. The Director of Education and/or the Registrar are authorized to limit the number of hours and types of courses taken by students on academic probation. Academic probation is noted on the student's permanent record.

**Academic Dismissal**

Academic Dismissal is a subsequent involuntary separation imposed upon a student who, having been previously suspended from the College and readmitted, fails to regain Satisfactory Academic Progress.

After one calendar year, students on academic dismissal are eligible to appeal for readmission to the College. Academic dismissal is noted on the student's permanent record. An appeal for readmission is not automatic. The Campus Director will appoint a committee to hear any appeal cases before the decision is final.

**Academic Appeals**

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. Students who wish to appeal their academic status/eligibility due to failure to maintain satisfactory academic progress should see the SAP Appeals & Financial Aid Probation section of the satisfactory academic progress policy. Students thinking about appealing a decision related to classroom policies, such as decisions regarding course-specific testing, classroom assignments, or grades, should first discuss their concerns with their instructor. Dismissal can only be appealed if the Director of Education determines significant extenuating circumstances.

An academic appeal must be received within seven calendar days of the student being notified of the decision that they wish to appeal. Appeals must be submitted in writing to the Campus Director. The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for the review of the decision.

The Campus Director will convene a meeting of the Academic Review Board, consisting of the Registrar, the instructor for the course if the issue is grade-related, and the Financial Aid Officer (if the student is the recipient of Financial Aid).

This meeting will be held within seven calendar days of the Campus Director receiving the student's written appeal.

The student will be notified in writing via mail and/or email of the Academic Review Board's decision. The notification will be sent no later than the end of the next business day after the Academic Review Board meeting.

If the student is appealing termination due to violating the attendance policy, the student will remain withdrawn from the school until the appeal is successful.

If the student believes that they still have not received the appropriate due process, the student may file a grievance or complaint by following the procedure described in the grievances and complaints section of this Catalog.

## ATTENDANCE

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training. Attendance is taken daily in a class by the instructor and posted in the student management system after the end of the class day. The Registrar maintains attendance records as part of the student's permanent academic record.

Early departures, tardiness, and class cuts will be recorded in quarter-hour increments. A student up to 10 minutes late will receive an absence for 1 hour of course time. If a student is more than 10 minutes late, they will not be allowed into the classroom and will have to decide with the instructor to make up that entire class session.

Attendance at the first class meeting of any Aviator College course is required. Students who do not attend the first class meeting may be withdrawn from the course, depending upon the individual faculty/instructor's attendance policy. It is the student's responsibility to read the course schedule notes and/or visit the College Website. The College policy of reinstating students for financial aid reasons or for being dropped due to college error supersedes individual faculty/instructor's attendance policies.

Students are expected to attend all classes and activities for courses in which they are registered. Any class meeting missed, regardless of cause, reduces the learning opportunity and may adversely affect a student's achievement in the course.

Faculty/instructors decide on the validity of the excuses and provide opportunities for students to complete any required makeup work. Students are responsible for immediately informing their faculty/instructors when they must miss class sessions for emergencies. The general attendance policy requires that the student does not miss more than 20% of an individual subject total class session. Students who do not comply with this policy may face withdrawal from the course and be required to retake it. Class attendance policies are set by individual faculty/instructors. An accurate record of attendance will be kept for each class. Students are expected to adhere to the policies set by each faculty/ instructor.

Additionally, the FAA requires each student to attend a minimum number of hours for each major program of study, i.e., General, Airframe, and Powerplant. **If minimums are not met, the student is not eligible to graduate from each respective and applicable major course of study and may not apply for the Airframe and Powerplant certification.**

Cumulating two unexcused tardiness during a given course may be counted as one unexcused absence by the instructor. Because of the FAA's required time regulation, all class sessions will adhere to a 10-minute tardiness rule.

EX:

Class Start Time	Student Arrival Time	Results in	Student Arrival Time	Results in
0800	0801 - 0810	1 hour of make-up time	0811 and later	Make-up full class session

Absence for an announced examination will count as a failure on that examination unless it was for an emergency excused by the faculty/instructor and a makeup examination is taken later. If the student disagrees with the determination of the faculty/instructor, the academic grievance procedure will be followed.

When officially representing the College, students shall not be counted absent, provided their faculty/instructors are given prior notification, and any missed assignments are subsequently completed to each faculty/instructor's satisfaction. Students will be granted excused absences in the case of a substantiated emergency such as a confining illness, a serious accident, or the death of an immediate relative or a religious observance.

A student who fails to decide within five days after returning to class loses makeup privileges, and the faculty/instructor determines the resulting grade.

The student must contact the faculty/instructor for permission to make up the test. Failure to do so will result in an “F” for the examination.

Students may appeal the College’s actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, military duty, death of a family member, court appearance, or jury duty. Appeals should follow the standard grievances/appeals escalation process. That is, the student should first discuss the issue with their instructor.

**\*For Veteran Benefits Attendance Policy, please see Veteran Benefits pg.53**

## MAKE-UP WORK

Arrangements to make up assignments, projects, tests, and homework missed because of absence must be made with the approval of the instructor. See the Incomplete Grade Policy.

## TARDINESS / EARLY DEPARTURE

Students are required to be on time and stay for the entire duration of the class. Students assume the responsibility for deciding with individual instructors for any and all make-up of work missed as a result of being late for classes or leaving early. Time missed in class due to students’ tardiness or leaving early is recorded as time absent from class.

## BRIEF PERIODS OF NON-ENROLLMENT OR A STANDARD PERIOD OF NON-ENROLLMENT (SPN)

With the exception of scheduled holiday breaks, the College’s programs and courses are delivered continuously throughout the year. Programs of study are designed to be delivered in an uninterrupted academic calendar; however, there are a certain set of limited circumstances when an individual student, for academic reasons, needs to interrupt the sequential order of the courses (modules) in their program study and not take any classes in one module. The College has an enrollment status provision, Standard Period of Non-Enrollment (SPN), which would allow a student to request and be approved to retain their status as otherwise active and enrolled in the College during these brief periods, which may never exceed forty-five (45) days.

There are five required steps that must be completed prior to the approval of the SPN enrollment status:

- The student must be currently enrolled and actively attending a program of study that delivers instruction in modules.
- To qualify for the SPN enrollment status, the student must otherwise be in good academic and financial standing with the College and sign a Student Status Change Request Form (SSCR) wherein the student affirms that they will attend the next module, which shall be a period of time of non-attendance of no longer than a maximum of 45 calendar days.
- The Director of Education must approve the SPN request.
- The Financial Aid Officer must also approve the SPN request (If the student is the recipient of Financial Aid)
- Any approved SPN means that the College will not charge the tuition, books, or fees for the module and instruction which will not be delivered during the SPN.

## LEAVE OF ABSENCE

Aviator College permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period starting from the first day of the first leave; the duration of leave may not exceed more than 5 consecutive months for International students, that there is a reasonable expectation that the student will return, and as long as there are **documented**, legitimate extenuating circumstances that require the students to interrupt their education.

Examples of unforeseen circumstances may include but are not limited to:

- documented serious illness of a family member
- documented medical condition preventing completion of a course
- death of an immediate family member (father, mother, sister, brother)
- involuntary call to active military duty or jury duty
- documented change in conditions of employment
- other emergency circumstances or extraordinary situations, such as national disasters
- documented financial hardship (criteria for determining financial hardship shall include, but not be limited to, qualifications for federal need-based financial aid)
- FAA imposed training delay
- Emergency situation (please specify):

An LOA **will not** be granted for any of the following reasons:

- a) The courses that the student needs are available, but the student declines to take them;
- b) An externship/internship site is not available for the student;
- c) A student is unable to pay tuition;
- d) The student is failing a course(s); or
- e) To delay the return of unearned federal funds.

### Leave of Absence Requests

Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

1. the school documents the unforeseen circumstances, and the Director of Education determines that these circumstances meet the exception requirements (i.e., “of an unusual nature and not likely to recur”) and
2. the student submits a completed Leave of Absence Request Form by the Seventh (7th) calendar day of the leave.

### Failure to Return from a Leave of Absence

A student must return from an LOA on the first day of any needed semester of the start of the course on or prior to the scheduled date of return.

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student’s last day of attendance (LDA). The “L” grade in the LOA course(s) will be changed to “W” (withdraw). The course(s) having a grade of “W” will be included as an attempt in the calculation of ROP and MTF. A Title IV refund calculation will be completed, and the last date of attendance prior to the start of the LOA will be used.

The academic consequences of failing to return from an LOA will be explained to the student by the Director of Education or Registrar prior to the beginning of the leave. Consequences include the effect on the student's:

- Loan repayment terms, including the grace period
- Rate of progress
- Maximum time frame for completion

### **Possible Effects of Leave of Absence**

Students contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the class required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate class to be offered
- Financial aid may be affected

### **Effect of Leaves of Absence on Financial Aid Eligibility**

Students who have received federal student loans must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA, may adversely affect the students' repayment schedules. Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately.

## **WITHDRAWAL**

Students who wish to withdraw from the college after the first 15 days of their enrollment in a program or a semester or who expect to leave the College after completing their current coursework must contact the Director of Education and the College Registrar at least 3 days before leaving the campus if they wish to withdraw in good standing. The student should read and understand the provisions in the enrollment agreement as there are clauses relating to a student's rights and responsibilities in the withdrawal process, along with provisions for failing to complete their program enrollment.

It is important to make this contact early because the official withdrawal process includes a series of important actions, including, but not limited to, completing a Withdrawal from the College form; filling out a Course Withdrawal form; returning equipment, books, and/or keys; clearing one's financial accounts, and participating in a brief exit interview.

A request for Medical Withdrawal or Family Leave may be made in extraordinary cases in which serious physical or mental illness or injury or another significant personal situation prevents a student from continuing their classes, and incompletes or other arrangements with the instructors are not possible. All applications for withdrawal require the completion of a Withdrawal from the College form available through the Registrar's Office, thorough and credible documentation of the intervening circumstances, and the approval of the Director of Education. (Note: Requests for medical withdrawal or family leave must include all courses in a term when several courses are taken or will not be granted).

A student may request and be considered for a medical withdrawal when extraordinary circumstances, such as a serious illness or injury, interfere with class attendance and/or academic performance. The student must be, or must have been, under medical care during the current semester to be considered for a medical withdrawal from all their classes. The medical withdrawal policy covers both physical health and mental health difficulties. A student may request and be considered for family leave when extraordinary personal reasons not related to the student's personal physical or mental health, such as the need to care for a seriously ill parent, sibling, child, or spouse, or a death in the student's immediate family. These types of issues may interfere with class attendance and/or academic performance. See also the section above on "Withdrawal from the College."

## EDUCATIONAL DELIVERY SYSTEM

Courses are taught employing a combination of didactic, laboratory, and experiential or practical learning. The lecture, laboratory, and externship hours for a course are identified on the syllabus. Lab hours may be scheduled differently from classroom hours and may vary continuously throughout the program.

Lecture classes are delivered by qualified instructors in a traditional residential classroom with appropriate learning resources such as textbooks and/or multimedia materials through internet access and computer projection devices.

Lab classes typically constitute hands-on learning activities either led, guided, or supervised by an instructor or performed by students in groups of two or individually.

## CREDIT HOUR VERSUS CLOCK HOUR OF INSTRUCTION

Aviator awards semester credit hours to reflect the successful completion of predetermined course learning objectives and requirements. A semester credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. A clock hour is defined as 50 minutes of instruction in a 60-minute period.

The College has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work is required in paragraph (1) of this definition for academic activities as established by the college, including internships, lab hours, and other academic work leading to the award of credit hours.

## CLOCK TO CREDIT HOUR CONVERSION

One semester credit hour equals 45 units comprised of the following:

- 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 is designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

All classes and academic electives = 1 clock hour of classroom time to 2 hours of out-of-class student work times 15, for each academic credit. Three credits total 45 classroom clock hours and 90 minutes of out-of-class student hours.

## COURSE PROGRAMMING

Aviator College reserves the right to determine when each course is offered, to decide the number of credits a student may carry, and to make changes in programs or classes to better fit changing career requirements or student goals, objectives, and needs. Class size may vary depending on the course.

Class schedules are Monday through Thursday from 8:00 a.m. to 4:30 p.m., no exceptions. Fridays are scheduled makeup days.

## COLLEGE CLOSURES

Aviator College reserves the right to close the College during inclement weather or other emergencies. Posted on the Student Bulletin Board and/or portal, or a recorded phone announcement of closure or delayed opening will be available to students by calling the College's telephone number.

If the College must cancel classes due to emergencies, the College will determine the date and time of any required make-up for courses and inform the students as soon as possible.

## FACULTY EVALUATIONS

Course and Faculty Evaluations are conducted at the end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assist the College in making changes and modifications to improve the quality of programs, instruction, and student services.

## LIBRARY AND LEARNING RESOURCE CENTER

The Aviator College Library offers various services and resources to support academic courses. Over half of the library's collection is aviation print volumes, which include up-to-date books from the Federal Aviation Administration (FAA), Aviation Supplies & Academics Inc. (ASA), and Gleim® Publications. Students also have access to aviation-related magazines, as well as popular magazines, along with access to reference materials and DVDs.

The library provides students access to computers, wireless Internet, and study space. Course material is accessible through items on reserve and by course lists found in the catalog. The Librarian provides individual and group instruction relating to research skills, source integrity, and plagiarism avoidance.

Active Aviator community members have borrowing privileges and access to online resources. Students, staff, and faculty must present their school ID to check items out.

For more information about library services, resources, instruction, and facilities, email the library at [llrc@aviator.edu](mailto:llrc@aviator.edu).

## CAREER SERVICES

Aviator College offers Career Services by assisting students in obtaining professional employment in their field of study. Students have access to job openings made available to the college and sessions for resume writing and interview preparation. The College works to establish relationships with airlines and Maintenance Repair Organizations (MRO) to provide students with available job information. Industry representatives hold informational sessions on campus. Students must be in good academic standing and working with the Director of the AMT program for interviews with recruiters from companies seeking mechanics.

Aviator College allows students in good academic standing to apply for an airplane mechanic position with the College upon program completion but makes no guarantees of job placement. This opportunity can provide the experience necessary to expand employment options in the aviation industry worldwide. Partnerships between Regional Airlines and the College indicate standards students must meet to qualify for an interview. A conditional Job Offer (CJO) may be provided based on meeting the airline hiring requirements and maintaining a good standing with the college.

## Tuition and Fees

Program Cost	Aviation Maintenance Technician Program
Tuition	\$36,498.00
Books, Uniforms, and Supplies	\$3043.00
<b>Sub-Total</b>	<b>\$39,541.00</b>

The costs listed below are estimated based on a student in full-time status. Each student’s situation is unique. Below is a general outline of the estimated costs.

Estimated Additional Costs	
FAA Knowledge Tests	\$450.00
Administration/Registration Fee	\$0.00

### TUITION AND FEE DISCLOSURES

#### Deposits for Application:

- US Domestic Students: \$50.00
- International Students: \$550.00

**Tuition: \$441.00 per Credit Hour**

#### Additional Fees

- **Re-Enrollment Fee:** payment of a new deposit
- **I-20 shipping fees (varies)** (International Students) – Call for Estimated costs.
- **Translation and Evaluation of educational transcripts (varies)** (International Students) – Call for Estimated Costs

The Enrollment Agreement obligates the student and the College for the program of instruction selected by the student. Students’ financial obligations will be calculated in accordance with the refund policy in the contract and this catalog. The content and schedule for the programs and academic terms are described in this catalog. Except for the registration fee, which is a one-time charge, all other tuition and fees are charged per activity (exam, purchase of books and/or equipment, class registration, etc.).

When considering program costs and expenses, please consider training needs, equipment needs, housing costs, and cost of living.

The Enrollment Agreement sets tuition costs and will not change if the student maintains consecutive enrollment. Any break in enrollment or program change requires a new enrollment agreement, and the student would be subject to current tuition costs. A student withdrawing from the College must comply with the proper withdrawal procedures. Reductions of tuition are made solely at the discretion of the College for withdrawals that are beyond the student’s control, such as an emergency. Refunds or reductions are processed after all required approvals are documented on a withdrawal form. Students are responsible for all charges (tuition, fees, books, supplies, and housing) for the semester/time they are currently attending, plus any prior balance on the account.



**Aviator College reserves the right to adjust tuition and fees as necessary. All pricing is for planning purposes only. FAA requirements and other uncontrollable factors may result in an adjustment to these fees or program costs prior to or during the academic year.**

**Changes in tuition will be published 30 days prior and will be posted publicly on campus for all students.**

## PAYMENT OF TUITION AND FEES

The initial application payment and/or enrollment fees can be paid through the College's website at [www.aviatoramt.com](http://www.aviatoramt.com) with application completion. All other payments can be made in person, by mail, money order, wire transfer, or online at [www.aviatoramt.com](http://www.aviatoramt.com).

All payments must be received by the College by the due date. A returned payment fee of \$50.00 may be charged for each returned check or rejected payment.

Payment of tuition and fees sent by mail should be addressed to:

Aviator College of Aeronautical Science & Technology  
Financial Affairs  
3800 St. Lucie Boulevard  
Fort Pierce, Florida 34946

### Payment Plans

If there are remaining out-of-pocket tuition and fee expenses after a financial aid package is applied, the student will automatically be enrolled into a payment plan to help better manage those costs over the semester they are attending. Payment plan amounts will vary by student and will be reflected in the award letter provided by the financial aid department. Payments will begin in the 2nd month of each semester (as applicable) and will be due on the 15th. This is an interest-free plan. Any delinquent payment for more than 15 days will be charged a \$5.00 late fee. That fee will be imposed every 15 days after that until paid. Should the student be delinquent for 39 days, they may be withdrawn from the program, and any monies owed must be paid before the student can be registered for a subsequent term. Aviator College reserves the right to send past-due amounts to collections. Students who owe a balance at graduation can only receive transcripts or endorsements once all financial obligations are fulfilled.

### Delinquent Accounts

Students must meet all financial obligations due to the College, including tuition, fees, library fines, etc. Students who do not make acceptable financial arrangements to pay after they have been notified of the amount due could have their current registrations canceled. Students with delinquent accounts are not permitted to enroll in succeeding classes, are not entitled to transcripts, and will not be permitted to graduate from the program until they have met all their financial obligations to the satisfaction of the College. Additionally, student accounts with a balance due may be subject to finance charges and other fees.

### Collections

In the event an account becomes 30 days past due, it may be turned over to a collection agency or referred for legal action. If an account is turned over to a collection agency, the debtor will be responsible for all collection costs and legal fees associated with the collection of the debt.

## REFUND AND CANCELLATION POLICIES

If an applicant/student cancels, withdraws, or is dismissed by the College for any reason, refunds will be made according to the College's Refund Policy. If a refund is due to the student, it will be paid within 30 days of the date that the student either officially withdraws or the College determines that the student has withdrawn. All refunds will be calculated using the student's last day of class attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by the institution. All governmental and agency refunds will be made within the required time limits of the funding agency.

### Right to Cancel – Three-Day Cancellation Policy

Students who cancel within three days (excluding Saturday, Sunday, and federal and state holidays) of signing the Enrollment Agreement are entitled to a refund of all monies paid. Refunds will be provided within 30 days of Cancellation.

Students who cancel more than three days after signing the Enrollment Agreement and making an initial payment but prior to the start of classes are entitled to a refund of all monies paid, minus any cost of educational evaluation and any postage fees. Refunds will be provided within 30 days of cancellation.

### Voluntary or Involuntary Withdrawal from the program

Students must submit a Change of Status Form to withdraw from the program. Formal notification must be received by the Drop Date – within 3 days of the start date – to receive a full refund of tuition paid. A student is liable to pay for each course taken or not dropped by the Drop Date at the individual course cost. If the student has deposited funds for their program, all deposited monies less this liability will be refunded to the student.

Additional non-refundable items include the following:

- a. \$50.00 Application/Administration Fee
- b. Any fund paid for supplies, books, or equipment deemed not returnable to the school.
- c. Any housing/rent
- d. Fee(s) for any FAA written exams taken.

Refunds are made within 30 days of the date of determination of a student's withdrawal. All balances owed to the College due to the return of Title IV funds or withdrawal calculation or a balance due at the time of graduation will be billed to the student.

### Dismissal from program

Should a student face dismissal from a program or a single course, the same refund policies stated in the Withdrawal Policy will apply.

A student is liable to pay for each course taken or not dropped by the Drop Date at the individual course cost. If the student has deposited funds for their program, all deposited monies less this liability will be refunded to the student.

Additional non-refundable items include the following:

1. \$150.00 Application/Administration Fee
2. Any fund paid for supplies, books, or equipment deemed not returnable to the school.
3. Fee(s) for any FAA written exams taken.

Refunds are made within 30 days of the date of determination of a student's withdrawal. All balances owed to the College due to the return of Title IV funds or withdrawal calculation or a balance due at the time of graduation will be billed to the student.

## Return of Title IV Funds

Aviator College abides by the formula for Return of Title IV Funds (R2T4) found in section 34 C.F.R. 668.22. Students are encouraged to contact the campus Business office or Financial Aid office before withdrawing from classes to understand the complete financial impact of a withdrawal.

Many times, a withdrawal can result in a student owing the College and/or federal government financial aid that had already been refunded to the student. Federal laws set forth regulations that govern the treatment and calculation of refunds for recipients of Federal Financial Aid (Title IV aid) when students withdraw from classes.

The Title IV Federal Financial Aid is refunded in the following order:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal parent Plus loans
- Federal Pell grant
- Other grants

Refunds are made within 30 days of the date of determination of a student's withdrawal. All balances owed to the College due to the return of Title IV funds or withdrawal calculation or a balance due at the time of graduation will be billed to the student.

For students who begin attendance in classes and then withdraw before they have completed 60% of the payment period, Aviator College is required, by regulations, to calculate the amount of earned and unearned Title IV aid for the students. The regulations state that a student is entitled to keep only the portion of the aid earned, and the College/student must return the funds that were not earned to the appropriate program.

The calculation steps are as follows:

1. **Calculate the percentage of the enrollment period completed:** divide the number of calendar days the student attended by the number of calendar days in the enrollment period (any scheduled breaks of 5 days or more are subtracted). If the percentage is greater than 60%, then the student has earned 100% of the aid.
2. **Calculate the amount of earned Title IV aid:** Multiply the percent of the enrollment period completed (if less than 60%) by the total Title IV aid disbursed or that could have been disbursed according to late disbursement rules.
3. **Calculate the amount of unearned Title IV aid:** Subtract the amount of earned Title IV aid from the total amount of federal aid disbursed. The difference must be returned to the appropriate Title IV program by the College or the student.
4. **Return of the Title IV funds:**
  - a. The College is required to return funds based on the total institutional charges for the payment period multiplied by the percentage of unearned Title IV aid. This could result in the student owing money back to the College that had previously been disbursed as an excess credit to the student during the quarter.
  - b. The student will be responsible for any balance of unearned Title IV funds that were not required to be returned by the College.
    - i. If the student's portion of the aid to be returned is a loan, the student is not immediately required to repay the loan. The terms of the original loan repayment agreement will apply.
    - ii. If the student's portion of aid to be returned is an overpayment of a grant, the student is required to repay only the amount exceeding 50% of the total grants for original amounts over \$50. The College will notify the student of the amount and the procedures for repayment if this is required. If the student does not repay the funds, the student is not eligible for federal Title IV funds at any institution until the overpayment is paid.

5. **Return of unearned Title IV funds:** the college allocates refunds and any overpayment collected from the student by eliminating outstanding balances on the funding source received by the student for the period of enrollment for which they were charged in the following order:
- Unsubsidized Federal Stafford loans
  - Subsidized Federal Stafford loans
  - Federal parent Plus loans
  - Federal Pell grant

If the student's account was not posted with all the funds they earned, a post-withdrawal disbursement may be calculated. If student loans are included in the unfunded aid, the student will have the option to decline the loan funds so that they do not incur additional debt. This is not an option for first-time/first-year borrowers who withdrew during the first 30 days of enrollment since loans cannot be disbursed. The College may use all or a portion of the grant fund post-withdrawal for tuition, fees, and room and board charges without student permission. If the student has any other charges, the student must give permission to use the grant funds. The federal regulations governing Title IV aid refunds are separate from the College's tuition refund policy for tuition and charges. (See Tuition refund policy).

***Withdrawing from classes may also impact Satisfactory Academic Progress. (See Satisfactory Academic Progress Rule)***

# Financial Aid Assistance Programs

---

## FINANCIAL AID PROCESS

Aviator College provides financial aid, which may include grants, loans, scholarships, and veteran benefits to students demonstrating need. Counseling and assistance is available at the financial aid office. Financial information is kept confidential to the extent possible in compliance with the Federal Education Rights and Privacy Act of 1974 (FERPA). The financial aid department has procedures in place to ensure that all applicants receive the same treatment and guidance. However, the primary responsibility for applying for aid and/or designing a plan to cover all educational costs rests with the student and their family.

Applicants for financial aid must complete a Free Application for Federal Student Aid (FAFSA) application.

Financial Aid is determined by a variety of factors such as income, assets, family size, and other family information. Every applicant has unique circumstances, and the financial aid office is committed to helping students through the process. Students are strongly recommended to file for financial assistance as early in the year as possible.

Financial aid eligibility requires that the student maintain satisfactory academic progress.

The first step in the financial aid process is filing the Free Application for Federal Student Aid (FAFSA). Applications should be filed as soon as possible because processing can take up to 4 weeks. The website for the FAFSA is <https://studentaid.gov/h/apply-for-aid/fafsa>.

## ELIGIBILITY FOR FEDERAL AID

To qualify for federal financial aid, you must meet the following requirements:

- Be a US citizen or eligible noncitizen.
- Be formally accepted by Aviator College.
- Maintain satisfactory academic progress.
- Owe no refund on Title IV funds or be in default on a student loan.
- Have a high school diploma or GED certificate.
- Register with the Selective service, if required.

## GOVERNMENT GRANTS

Federal Pell Grant is a grant provided by the federal government to matriculated students who meet the financial need requirements, are in good academic standing, and are making satisfactory academic progress. The award range is \$336.00 to \$ 6,495( 21-22 AY), depending on enrollment status and federal funding for the program.

Students eligible to receive a Federal Pell Grant where the Pell Grant creates a Title IV (federal grants and loans) credit balance may receive a school credit to purchase books and supplies at the College bookstore by the end of the first week of the semester.

*(Note: Students with bachelor's degrees are not eligible for a Pell Grant.)*

## FEDERAL DIRECT LOAN PROGRAM (FDLP)

### Direct Subsidized Loans

This loan is for students who have demonstrated financial need. Applicants must be in attendance at least part-time (six credits), be in good academic standing, and maintain satisfactory progress toward their program.

The Federal government subsidized these loans, so the loans do not accumulate any interest until students begin repayment. A fee is deducted from the loan by the government. A loan cannot exceed the cost of education minus the expected family contribution (EFC) and other financial aid. For first-time borrowers, the loan proceeds cannot be disbursed until 30 days after the first day of class. The interest rate is adjusted each year on July 1. Loan repayment begins six months after a student is no longer in attendance or if the student falls below six credits per semester or the student graduates.

### Direct Unsubsidized Loans

Financial need does not have to be demonstrated for this loan. Interest accrues from the disbursement of funds until the loan is paid in full. A borrower can choose either to pay the interest or allow it to accumulate until repayment begins. The government guarantees the loan but does not subsidize the interest, which means the government does not pay the interest while the student is in school. Applicants must be in attendance at least part-time (six credits), be in good academic standing, and maintain satisfactory progress toward their degree. A fee is deducted from the loan by the government. A loan cannot exceed the cost of education minus financial aid. For first-time borrowers, the loan proceeds cannot be disbursed until 30 days after the first day of class.

### Federal Parent Plus Loan (Undergraduates)

The Federal Direct Parent PLUS loan is available to help parents meet their child's college education expenses. Parents can apply for a direct Parent PLUS loan up to the cost of attendance, less all other aid. The Parent PLUS is a government-backed, no-collateral-required loan available to parents of dependent undergraduate students. The Parent PLUS Loan is not need-based but requires credit approval. Repayment of the Parent PLUS loan begins 60 days after the second disbursement has been sent to the college.

Interest Rates for Direct Loans First			
Loan Type	Borrower Type	Loans first disbursed on or after 7/1/23 and before 6/30/24	Loans first disbursed on or after 7/1/22 and before 6/30/23
Direct Subsidized Loans	Undergraduate	5.50%	4.99%
Direct Unsubsidized Loans	Undergraduate	5.50%	4.99%
Direct PLUS Loans	Parents	8.05%	7.54%

*All interest rates shown in the chart above are fixed rates for the life of the loan.*

### Are there any other fees for federal student loans?

Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement you receive. This means the money you receive will be less than the amount you borrow. You're responsible for repaying the entire amount you borrowed, not just the amount you received.

The chart below shows the loan fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans first disbursed on or after Oct. 1, 2020.

Loan Type	First Disbursement Date	Loan Fee
Direct Subsidized Loans and Direct Unsubsidized Loans	On or after 10/1/20 and before 09/30/21	1.059%
Direct PLUS Loans	On or after 10/1/20 and before 09/30/21	4.236%
Direct Subsidized Loans and Direct Unsubsidized Loans	On or after 10/1/21 and before 09/30/22	1.057%
Direct PLUS Loans	On or after 10/1/21 and before 09/30/22	4.228%

*Loans first disbursed prior to Oct. 1, 2022, have different loan fees.*

**Amount per year for dependent students whose parents were approved for a PLUS Loan:**

Dependent Students	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amount)
First-Year Undergraduate	\$3,500	\$2,000	\$5,500
Second-Year Undergraduate	\$4,500	\$2,000	\$6,500
Third-year and beyond Undergraduate	\$5,500	\$2,000	\$7,500

**Amount per year for independent students (and dependent students) whose parents were denied a PLUS loan:**

Dependent Students	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amount)
First-Year Undergraduate	\$3,500	\$6,000	\$9,500
Second-Year Undergraduate	\$4,500	\$6,000	\$10,500
Third-year and beyond Undergraduate	\$5,500	\$6,000	\$12,500

**Stafford Subsidized Loan Limitations**

Student loan limitations are the maximum time to receive subsidized loans based on the length of a program. The Aviation Maintenance Technician Program duration is 18 months and 77 credits hours with a maximum timeframe of 27 months and 115.5 credits attempted. If a student changes schools, the eligibility is calculated by subtracting from the maximum eligibility the time the student has already received subsidized loans; for example, if a student were attending a 4-year college and has completed 2 years, the student would have 1 year remaining eligibility of federal subsidized loans.

**CREDIT BALANCE WAIVER**

To comply with the Federal Department of Education Standards, students and the parent of the student who does not have a credit balance waiver on file will have all financial aid monies and parent plus loan monies exceeding semester tuition charges refunded to the responsible party by check with 14 days of receipt of the Title IV funds to the address provided on the student aid report or Aviator College's administrative portal.

**PRIVATE ALTERNATIVE LOANS**

Private loans originate outside of the College and require a separate application. Private loans are offered through commercial lenders and are approved according to the family's ability to repay. Private loans are available to students. Amounts, interest rates, repayment terms, and application procedures vary according to individual loan programs. Before considering private loans, students should be certain they understand their rights and responsibilities under the loan program, including how interest is assessed, when repayment begins, and what repayment options are available.

**TERMS AND CONDITIONS OF THE TITLE IV, HEA LOANS**

Terms and conditions of Federal Student Loans (Stafford and Parent PLUS) are listed on the [Master Promissory Note](#) signed by a borrower accepting the loan.

A promissory note is a loan application, whether for Stafford, PLUS, or private loans. Stafford loan promissory notes need to be filled out annually. The Stafford Promissory Note is completed online through <https://studentaid.gov/mpn/>.

**Repayment of Federal and Private Student Loans**

Different loans have different payment options that may require immediate repayment, such as the Parent PLUS loan without deferment. Stafford loans go into repayment six months after graduation or when attendance drops below six (6) credit hours. Read the information closely on loan applications to ensure you know the repayment requirements, as each loan is unique.

**Students Right Regarding Financial Aid**

Students have the right to accept or refuse any part of their financial aid package. If the student rejects any part of their financial aid package, it may affect other aid offered. Students may not receive financial aid from more than one school while enrolled at two or more schools at the same time. Students must attend college at least half-time (six undergraduate credit hours) to be considered for most financial aid.

The student is responsible for informing the Financial Aid Office of any changes to the information provided on the financial aid application. Any change in the availability of funds or a student's academic performance may change the award package. If a student's financial aid



application is estimated or incomplete, the student will be responsible for any charges that may occur if the estimated financial aid indicated is incorrect or the application remains incomplete. Students receiving state and/or federal aid are required to maintain satisfactory academic progress as detailed in this catalog's Satisfactory Academic Progress section.

Aviator College students receiving financial aid have the right to, but not limited to:

- Information on all financial aid assistance available to them.
- Contact information for Aviator College's financial aid office.
- Deadlines and procedures for submitting financial aid applications.
- Information on the cost of attendance.
- Details of how financial aid recipients are selected by the various programs and how eligibility is determined.
- The details of the type and amount of assistance they qualify for in their individual financial aid package.
- Information relating to interest rates, repayment amounts, date(s) repayment begins, length of the repayment schedule, and what cancellation or deferment options are available.
- Know when they receive their financial aid.
- Reconsideration of their financial aid package, if they feel a mistake, has been made or if personal circumstances change.

### **Students Responsibility Regarding Financial Aid:**

It is the responsibility of each Aviator College student receiving financial aid to:

- Maintain Satisfactory Academic Progress each term.
- Maintain a GPA of 2.0.
- Be enrolled at least half (1/2) time.
- Read, understand, or ask questions regarding forms they are given relating to their financial aid package.
- Complete the FAFSA by the priority filing date for each academic year.
- Agree to use any Federal student aid for educational purposes only.
- Be registered with selective service.

### **Entrance Counseling**

All first-time and Parent Plus loan borrowers are required to complete entrance counseling or sign and date an Entrance Counseling agreement. All students must complete the agreement before the loan is disbursed. The Entrance Counseling can be completed online on the following website: <https://studentaid.gov/entrance-counseling/>.

### **Exit Loan Counseling**

Graduating students are notified that they are required to complete an Exit Loan counseling or must sign and date an agreement upon completion. Students who terminate attendance by means other than graduation or indicate they cannot attend are sent a letter to complete the exit counseling online at <https://studentaid.gov/exit-counseling/>.

### **Report to Lenders**

The Financial Aid Office electronically submits the Student Status Confirmation Report (SSCR) through the National Student Loan Clearinghouse. If a student withdraws or leaves school, the lending institution must be notified within sixty days. The Financial Aid Office electronically submits the Student Status Confirmation Report (SSCR) through the National Student Loan Clearinghouse.

## NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Students and parents of students are advised that if they enter a Title IV HEA loan, the loan data will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Additional information regarding: [http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/).

The Privacy Impact Assessment may be accessed at: [http://www.nsls.ed.gov/nsls\\_SA/SaFaqDetail.do?faqpage=faq7](http://www.nsls.ed.gov/nsls_SA/SaFaqDetail.do?faqpage=faq7).

## VERIFICATION

The Federal Government can require that any FAFSA applicant be selected for FAFSA verification to be conducted by the Financial Aid Officer (FAO). Verification requires that the FAFSA applicant submit financial documents to be verified for accuracy and correctness. Failure to do so may result in loss of funding eligibility.

The FAO receives notice of required verification when the College receives a FAFSA application. This notice will also appear on the applicant’s student aid report. Once verification is required, the FAO will notify the applicant by email. The email will provide the applicant with a list of required documents and the steps to follow. Examples include but are not limited to, proof of household size, child support paid, food stamps received, and untaxed income information. Submitted information will be reviewed for accuracy, and changes will be made by the FAO as needed.

### Federal Student Financial Aid Penalties for Drug Law Violation

Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student from Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received as a juvenile, unless the student was tried as an adult. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st offense	1 year from the date of conviction	2 years from the date of conviction
2nd offense	2 years from the date of conviction	Indefinite period
3+ offenses	Indefinite period	Indefinite period

*(If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.)*

Students denied eligibility for an indefinite period can regain it only after successfully completing an approved rehabilitation program or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

The Higher Education Opportunity Act requires institutions to provide every student upon enrollment a separate, clear, and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance because of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

## Unusual Enrollment History

Unusual enrollment history is a concern when the student has a pattern of attending multiple institutions where they stay there long enough to receive Title IV credit balance funds but then leave without completing the enrollment period. If it is determined, by reviewing the ISIR, that the student has an unusual enrollment history, Aviator College will review Pell Grant disbursements over the last completed 3 award years. The required documents to complete the review will include all previous official college transcripts. If it is determined a student has earned any academic credit for each of the previously attended institutions during the relevant awards year, no further action is required unless the institution has other reasons to believe the student enrolls just to receive credit balances.

If it is determined Academic Credit is NOT earned at the previously attended institutions, including current school, the student must explain why he or she failed to earn academic credit. The documentation needs to support the reasons given by the student for failure to earn academic credit and the student did not enroll only to receive credit balance funds. Examples of documentation would be medical bills or proof of a move. Aviator's determination is final and is not appealable to the Department of Education. If a student's documentation is approved, then Aviator will establish an academic plan and counsel the student about the impact of a student's attendance pattern on future Pell Grant eligibility. If the documentation is denied a school must deny the student any additional Title IV. However, a student can question and appeal the decision, like SAP appeals. To regain Title IV eligibility the student is expected to complete a semester of academic credit and meet the requirements of the academic plan.

## Conflicting Information

Under Federal regulations, 34 C.F.R. 668.16(b)(3) and (f) Aviator College bears the burden of reviewing all student documents for accuracy, correctness, and validity and resolving conflicting information to determine student eligibility for Title IV funds. All applicants to Aviator College completing a FAFSA application will be subject to an information review to be conducted by the Financial Aid Office (FAO). Sources of conflicting information may include, but are not limited to, income tax verification, outside scholarship sources, college application information, subsequent FAFSA applications, National Student Loan Data System information, conversational information provided to an admissions representative, tips from outside sources, etc.

Should conflicting information arise before or during the loan period the student will be required to provide the appropriate documentation to correct or resolve the error or omission. If this documentation is unable to be provided the student will be denied the federal aid award. If monies from this award have already been dispersed into the student's account Aviator College will submit a return of funds to the Department of Education and hold the student liable for all costs and fees incurred during that time.

If Aviator College determines that the conflicting information provided was a result of fraud or other misconduct the College will abide by C.F.R. 668.16(g) by reporting the student's actions to the Office of the Inspector General.

In the event a dependent student marries during an academic year, Aviator will review each student individually to determine if the CHANGE OF STATUS will increase their eligibility for additional Title IV funding. Students must notify the FOA 30 days prior to the union.

## VETERANS' EDUCATIONAL BENEFITS

### Veterans Education Assistance Program - Post 9/11 GI Bill®

The Post-9/11 GI Bill® provided financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

This bill became effective on August 1, 2009. The amount of support that an individual may qualify for depends on where he or she lives and what type of program is being pursued.

Approved training includes undergraduate degrees and vocational/technical training. All training programs must be offered by an institution of higher learning and approved for GI benefit. The Post-9/11 GI Bill® expands the number of people who qualify for education support from the Department of Veterans Affairs. To learn more about this bill, visit [www.gibill.va.gov](http://www.gibill.va.gov).

Aviator College is approved by the State Approving Agency for Veterans' Education and Training to receive Veterans benefits for approved programs. Students receiving VA benefits are required to make satisfactory progress in their programs. Students whose cumulative GPA falls below 2.0 at the end of a term will be placed on VA educational benefits probation for a maximum of two consecutive semesters. If the VA student's cumulative GPA is still below 2.0 at the end of the second consecutive course of probation, the student's VA educational benefits will be terminated.

Veterans who receive allowances directly from the government are responsible for paying their fees and charges on the same basis as other students. Veterans' benefits for Aviator students are administered by the Office of Veterans Affairs. Veterans eligible to receive VA education benefits should contact the Financial Aid office after completing admission requirements. Students will also be required to notify the Financial Aid office of each semester's enrollment and anytime the individual adds, drops, or withdraws from a course. Failure to do so may result in processing delays of your benefits; thus, delays in payments to you. To ensure accurate processing of military paperwork, the veteran MUST register and declare enrollment and/or any changes to enrollment each semester.

**Attendance:** Students using veterans' benefits to attend Aviator College will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the Department of Veterans Affairs (VA) even if the Veterans Affairs (VA) student has completed the required number of hours to complete and no refund is due the student and/or refund sources. Students exceeding 20 % **total** absences in a **calendar month will be** terminated from their VA benefits for unsatisfactory attendance. To show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. For Aviator and FAA purposes all missed time will need to be made up. For VA purposes made up time does not count toward the 20% missed time calculated. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

**Section 1010- Monthly Enrollment Verification:** As of August 1, 2021, all student receiving Chapter 33 (Post 911 Gi-bill) benefits are required to verify their enrollment status each month to continue receiving their monthly housing allowance (MHA). **Student Can verify their enrollment status in one of two ways:**

**Text Messaging:** Students who choose VA's "Opt-in" feature will receive a text message each month prompting them to verify their enrollment status.

**Telephone:** Student who Do not opt in for a text may call the education call center (ECC) at 888-442-4551 to verify their enrollment Status. **If a student fails to verify for two consecutive months, VA will withhold all future MHA payments until they call the ECC to verify.**

### VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Veteran Readiness and Employment Services (Ch. 31) benefits, while payment to the institution is pending from the VA. this school will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to.
- Require student secure alternative or additional funding.
- Deny their 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:

- Provide evidence of VA approval (Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school) by the first day of class.

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 of Eligibility. Chapter 31 students cannot get a completed VA approval before the VA VR&E case manager issues it to the school.

- Provide 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).**

## SCHOLARSHIPS

**Achievement Scholarship** – awarded to current students attending a program at the Aviator College demonstrating outstanding airmanship.

- Must be a current student at Aviator College.
- All Courses 90% or higher.
- Cumulative GPA of 4.0.
- 500 word essay describing why you chose Aviator College to study aviation.
- Financial Need.

### Online Resources

Students may use the computer based labs to search the Internet for additional scholarships. Scholarship resources may be found using the following url(s):

- <http://www.finaid.org/scholarships/>
- <https://www.salliemae.com/plan-for-college/scholarships/>
- [https://www.faa.gov/education/student\\_resources/scholarships\\_grants/aviation\\_scholarships/](https://www.faa.gov/education/student_resources/scholarships_grants/aviation_scholarships/)
- <https://www.collegescholarships.com/major-degree/aircraft-mechanics-scholarships>
- <https://nbaa.org/professional-development/scholarships/amt-maintenance-scholarships/>
- <https://www.chooseaerospace.org/scholarship.html>

**FLORIDA DEPARTMENT OF EDUCATION:** Scholarships available include the Florida Bright Futures Scholarship Program and the Children of Deceased or Disabled Veterans or Children of Servicemen Classified as Prisoners of War or Missing in Action Scholarship.

## COST OF ATTENDANCE

Cost of Attendance (COA) is the total amount it will cost you to go to school—usually stated as a yearly figure. The federal methodology formula is used to determine the amount that the student and his/her family will be expected to pay. COA includes tuition and fees; room and board (or a housing and food allowance); and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, including an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs.

For students attending less than half-time, the COA includes tuition and fees and an allowance for books, supplies, transportation, and dependent care expenses, and can also include room and board for up to three semesters or the equivalent at the institution. But no more than two of those semesters, or the equivalent, may be consecutive. Contact the financial aid administrator at the school you're planning to attend if you have any unusual expenses that might affect your COA.

Aviator College's Net Price Calculator can be found at <http://aviator.edu/home/fund-your-education/federal-financial-aid-programs.aspx>.

### Living Expenses

To access the allotted living expense, the student will need to complete a form and submit it to the Financial Aid Office or the Billing Department. A check will be issued in the amount of money requested provided that the amount is approved, provided that the funds requested will not hinder completion and that the expenses qualify under the cost of attendance regulation. For example, this allowance may also include costs for operating and maintaining a vehicle used to transport the student to and from school, but not for the purchase of a vehicle. Living expenses cannot exceed the cost of attendance.

## SATISFACTORY ACADEMIC PROGRESS STANDARDS - TITLE IV FEDERAL STUDENT ASSISTANCE

Satisfactory Academic Progress (SAP) is defined as the successful completion of coursework towards an eligible certificate or degree. Federal regulations require the Office of Student Financial Aid to monitor the academic progress of students receiving financial aid.

### SAP Standards

- Apply to undergraduate or certificate seeking students who wish to establish or maintain financial aid eligibility.
- Apply to a student's entire academic record, whether financial aid was received for prior terms of enrollment.
- Include a minimum grade point average, minimum pace requirement, and total number of semester hours earned and/or semesters enrolled.

### SAP Eligibility Review

Students' academic records are reviewed at the end of each semester to determine compliance with SAP standards. SAP review includes all terms of the student's attendance, including summer terms. Students who lose financial aid eligibility due to not meeting SAP requirements may:

- Earn the necessary GPA or semester hours to meet the minimum.
- Submit an SAP Appeal Form.

### Satisfactory Academic Progress for Federal Financial Aid Programs

**Minimum GPA-** To be in good academic standing you must earn a minimum GPA based on attempted credits. Students must maintain a 2.0 ("C") cumulative (overall) Grade Point Average, AND maintain an overall credit completion rate (PACE) of at least 67 percent: For example: If a student completed 26 credits but attempted 39 total credits: 26 credits completed divided by 39 credits attempted = 67 percent (credit completion rate).

Student must successfully complete (pass) these minimum requirements each term:

- A full-time-student (enrolled in 12 or more credits) must pass at least six credits.
- A three-quarter-time-student (enrolled in 7 to 11 credits) must pass at least 4 credits.
- A half-time-student (enrolled in 6 credits) must pass at least three credits.
- A less-than-half-time-student (enrolled in one to five credits) must at least pass 2 (TWO) credits or (1 credit; in initially enrolled for just 1 credit hour).

Per federal regulations, undergraduate students must complete their educational program in a reasonable length of time, which is defined as no more than 150 percent of the credit hours required for graduation, regardless of major changes.

For example: A program requires 77 credits for graduation, 150 percent of 77 is 115.5 this means that the most a student may attempt or enroll in is 115.5 credits, with the objective of earning the 77 needed to graduate. However, if a student cannot complete his or her program within 115.5 credits, all Title IV must stop.

Any terms for which a student receives zero academic credits (total withdrawal, total failure, or combination of both) will result in the student immediately being ineligible for financial aid for the following term.

Failure to maintain ALL OF THE ABOVE will place the student in a **WARNING** status for the following term. A student can receive aid while on SAP WARNING but is at risk of losing eligibility for all financial aid programs. A financial warning is permitted for one semester only and does not require an academic appeal.

### SAP Probation

A student is placed on SAP probation after one semester of **WARNING** status. An SAP appeal must be filed and accepted before a student can be placed on SAP probation. Probation terms are one semester in length. The student is given specific requirements that must be met to maintain financial aid eligibility in the future. If SAP probationary requirements are not met within the probation term, the student will again become ineligible for financial aid and may need to file another SAP appeal. SAP probation requirements shall include a minimum GPA requirement. The minimum GPA requirement will be determined on a student-by-student basis and will be specified in the SAP appeal acceptance email or letter.

### SAP Appeal

When a student becomes ineligible for financial aid due to failure to meet SAP standards, an opportunity is given to apply for further financial aid consideration. A student may file an SAP appeal on basis of:

- Death of a relative
- Injury or illness of the student
- Other special circumstances (such as difficult transition to Aviator College, family issues, legal troubles, work, or budget problems, etc.)

Appeals are considered on an individual basis. Depending on the nature of the appeal, the number of appeals the student has filed and/or the student's academic record, additional steps may be required of the student before the appeal can be accepted. For example, the student may be required to complete an Academic Plan.

Completed SAP appeals will be reviewed within 15 business days. The student will be notified by email if the appeal is accepted or denied. If the email is returned undeliverable, the letter will be mailed to the students' current residing address as listed on Aviator College's administrative portal or Student Aid Report (SAR). Students should keep their address up to date with Aviator.

**Please note:** Up to two appeals may be accepted. Per federal financial aid regulations, appeals are not automatically accepted and may be denied on failure to maintain Satisfactory Academic Progress standards set forth by Aviator College.

## Academic Plan

Students who at the end of the probation period, do not meet Satisfactory Academic Progress (SAP) may submit a second appeal. If Aviator College determines, based on the second appeal, that the student will require more than one semester to meet SAP, the student will be placed on SAP probation and must develop an Academic Plan, for one semester. At the end of the semester, the student must meet SAP or meet the requirements of the Academic Plan, which leads to program completion.

**Note: students whose financial aid eligibility has been reinstated under an academic plan and are making progress under that plan are eligible students for Title IV purposes.**

## RETURN OF TITLE IV FUNDS

Aviator College abides by the formula for Return of Title IV Funds (R2T4) found in section with 34 C.F.R. 668.22. Students are encouraged to contact the campus Business office or Financial Aid office before withdrawing from classes to understand the complete financial impact of a withdrawal. Many times, a withdrawal can result in a student owing the College and/or federal government financial aid that had already been refunded to the student. Federal laws set forth regulations that govern the treatment and calculation of refunds for recipients of Federal Financial Aid (Title IV aid) when students withdraw from classes.

Refunds are made within 30 days of the date of determination of a student's withdrawal. All balances owed to the College due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

For students who begin attendance in classes and then withdraw before they have completed 60% of the payment period, Aviator College is required, by regulations, to calculate the amount of earned and unearned title IV aid for the students. The regulations state that a student is entitled to keep only the portion of the aid earned, and the College/student must return the funds that were not earned to the appropriate program.

The calculation steps are as follows:

1. **Calculate the percentage of enrollment period completed:** divide the number of calendar days the student attended by the number of calendar days in the enrollment period (any scheduled breaks of 5 days or more are subtracted). If the percentage is greater than 60%, then the student has earned 100% of aid.
2. **Calculate the amount of earned Title IV aid:** Multiply the percent of the enrollment period completed (if less than 60%) by the total Title IV aid disbursed or that could have been disbursed according to late disbursement rules.
3. **Calculate the amount of unearned Title IV aid:** Subtract the amount of earned title IV aid from the total amount of federal aid disbursed. The difference must be returned to the appropriate title IV program by the College or by the student.
4. **Return of the Title IV funds:**
  - a. The College is required to return funds based upon the total institutional charges for the payment period multiplied by the percentage of unearned title IV aid. This could result in the student owing money back to the College that had previously been disbursed as an excess credit to the student during the quarter.
  - b. The student will be responsible for any balance of unearned Title IV funds that were not required to be returned by the College.
    - i. If the student's portion of the aid to be returned is a loan, the student is not immediately required to repay the loan. The terms of the original loan repayment agreement will apply.
    - ii. If the student's portion of aid to be returned is an overpayment of a grant, the student is required to repay only the amount exceeding 50% of the total grants for original amounts over \$50. The College will notify the student of the amount and the procedures for repayment if this is required. If the student does not repay the funds, the student is not eligible for federal title IV funds at any institution until the overpayment is paid.



5. **Return of unearned Title IV funds:** the College allocates refunds and any overpayment collected from the student by eliminating outstanding balances on the funding source received by the student for the period of enrollment for which he/she was charged in the following order:
- Unsubsidized Federal Stafford loans
  - Subsidized Federal Stafford loans
  - Federal parent Plus loans
  - Federal Pell grant

If the student's account was not posted with all the funds that he/she earned, a post-withdrawal disbursement may be calculated. If student loans are included in the unfunded aid, the student will have the option to decline the loan funds so that he/she does not incur additional debt. This is not an option for first time/first year borrowers who withdrew during the first 30 days of enrollment since loans cannot be disbursed. The College may use all or a portion of grant fund post-withdrawal for tuition, fees, and room and board charges without student permission. If the student has any other charges, the student must give permission to use the grant funds. The federal regulations governing Title IV aid refunds are separate from the College's tuition refund policy for tuition and charges. (See Tuition refund policy).

# Student Policies

## STUDENT RIGHTS

Students accepted into an academic program of study at the College have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through grievance procedures outlined in this Catalog. Such procedures will be available to those students who make their grievances known in a timely manner.
- Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
- Students will be given full disclosure and an explanation by the College of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the College.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the classrooms. Cell phones are not allowed to be used in the classroom. Only for purposes of receiving an emergency call may cell phones be kept on vibrate during class time.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as Amended, established a set of regulations governing access to and the release of personal and academic information contained in student education records. FERPA applies to the education records of persons who are or have been in attendance in postsecondary institutions, including students in cooperative or correspondence study programs.

FERPA does not apply to records of applicants for admission who have been denied acceptance or, if accepted, do not attend. Education records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or a party acting for the institution. Exceptions to education records include sole possession records, law enforcement unit records, employment records, health records and alumni records. Rights under FERPA are not given to students enrolled in one component of an institution who seek to be admitted in another component of the institution.

Under FERPA, the rights accorded to parents transfer to students who have reached the age of 18 or who attend a postsecondary institution.

These rights are:

1. The right to inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic unit or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will decide 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 College official to whom the request was submitted, that official shall advise the student of the official to whom the request should be made.
2. The right to request amendment of the student's education records the student believes is inaccurate or misleading. A student should write the College official responsible for the record, clearly identify the part of the record they want changed and why it is felt to be inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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.
3. Disclosure is defined as permitting access to or the release, transfer, or other communication of the educational records of a student or the personally identifiable information contained therein to any party orally, in writing, by electronic means or by any other means. Disclosure of confidential information to a college official having a legitimate educational interest does not constitute authorization to share that information with a third party without the student's written permission. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to college officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); to officials of another College, on request, in which a student seeks or intends to enroll; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting a College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

FERPA allows release of the following directory information to the public without student consent: student's name, address, telephone number, date and place of birth, major field (s) of study, e-mail address, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, part-time or full-time status, degrees and awards/honors received, and the most recent educational institution attended other than Aviator College.

Students may prevent the release of directory information by completing a Request to Prevent Disclosure of Directory Information form available online and from the Office of the Registrar. By law, however, a student cannot prevent the release of directory information to the U.S. military for recruiting purposes. Student consent is required for the release of personally identifiable information such as semester grades, academic record, current academic standing, class schedules and Social Security/student number. Student consent is not legally required for disclosure of this information and reports of alcohol or drug policy violations by students under the age of 21, to certain government agencies/officials, sponsoring agencies, parents/guardians of dependent students and to selected College personnel determined to have a legitimate educational interest in such records. Students may consent to release personally identifiable information to others by completing the Authorization for Release of Student Information form available online and from the registrar's office. Information about the provisions of the Family Educational Rights and Privacy Act of 1974 as Amended, and the full text of the law, may be obtained from the registrar's office.

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

Family Compliance Office  
 U.S. Department of Education  
 400 Maryland Ave., SW  
 Washington, DC 20202-4605

The Solomon Amendment established guidelines for the release of directory information to the United States military for recruiting purposes. This Congressional act allows release of the following directory information without student consent to military recruiters for present and previously enrolled students at least 17 years of age: student name, address, date and place of birth, telephone number, and level of education, major field (s) of study, degrees received and the educational institution in which the student was most recently enrolled.

## STUDENT RESPONSIBILITIES AND STANDARDS OF PROFESSIONAL CONDUCT

As students interact with their fellow students, staff and faculty, and the business community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with their education and training.

The following are student responsibilities:

- Attend classes regularly.
- Make the most out of his or her educational experience.
- Maintain satisfactory grades.
- Know and observe the College's rules and regulations governing conduct.
- Become informed and express his or her opinion.
- Not to discriminate against any other person because of race, age, sex, sexual orientation national origin, or handicap.
- Discuss grievances informally with the persons involved before invoking formal grievance action. Formal grievance action is outlined in the Catalog.
- Respect persons and the property of others.

Prohibited student conduct for the College Code of Conduct includes, but is not limited to, those listed in items 1-24 below. Any student who is found to have violated these acts by a preponderant of the evidence while on campus or on property controlled by the College or in connection with any off-campus College activities or non-College related activity may be subject to the maximum penalty of expulsion or any other penalty authorized herein.

A student present during the commission of an act by another student which constitutes a violation of college policy may also be charged if the student's subsequent behavior constitutes support of the violation. Students witnessing any act(s) which constitute(s) a violation of college policy should report such incidents to a college official.

**Students who are accused of criminal violations will be immediately reported to local authorities. Any student convicted of a felony is subject to immediate dismissal without the ability to appeal.**

**1. Assault, Physical Harm, Threat or Extortion (as defined in Florida Criminal Code)**

- i. Actual or threatened physical assault or intentional or reckless injury or harm to persons, property, or reputation.
- ii. Behavior or activities that endanger the safety of oneself or others, including, but not limited to, riding bicycles, skateboards, or inline skates in hallways or on walkways.
- iii. Verbal, written, printed or electronic communication maliciously threatening to accuse another of any crime or offense.
- iv. Verbal, written, printed or electronic that unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property or reputation of another.

**2. Disruption Disorderly Conduct**

- i. Deliberate disruption, obstruction or continued interruption of the learning environment, research, administration, disciplinary proceedings, or other College activities. This includes inappropriate use of cell phones or laptops or other electronic devices.
- ii. Disorderly, lewd, indecent, or obscene conduct, language, or other forms of expression on campus or at any College-sponsored or College-supervised activity. This includes the sending of offensive, harassing, lewd or defamatory messages.
- iii. Wearing styles or articles of clothing or accessories that cause disruption of the learning environment, or intimidation of others in the learning environment, or violate published classroom protocols of individual professors, subject to the requirements of law.
- iv. Disruption as set forth in §877.13, Florida Statutes.

**3. Failure to Obey Reasonable Order of College Official(s)**

- i. Failure to respond to a request by a college official (or contracted College affiliate) for identification when a student is suspected of violating a stated College policy or is posing or has posed a threat to another person or themselves.
- ii. Failure to obey a written or verbal request/order by a college official.

**4. Falsification of Records**

- i. Misuse of College documents forging, transferring, altering, or otherwise misusing a document receipt, course registration card, other College identification, or any other document or record.
- ii. Making false statements in the application for admission to the College or College program(s), petitions, requests, or other official College documents of records; forgery of “add” or “drop” processes or action on other College records or documents, whether by use of computer or other means of communication. Falsification of application shall subject the student to immediate dismissal with no refund.
- iii. Contracting in the name of Aviator College of Aeronautical Science and Technology or claiming official representation of the College for any purpose.

**5. Violation of Prior Disciplinary Sanctions**

Violation of any of the restrictions, conditions or terms of a prior sanction that resulted from a prior disciplinary action.

**6. Theft/Damage of Property**

Attempted or actual theft of and/or damage to property of college or property of a member of the College community or other personal or public property, including the theft of textbooks or library books, as well as the sale of a stolen textbook shall be considered a violation of the Code.

**7. Unauthorized Use of College Property or Unauthorized Presence**

- i. Presence in an unauthorized area of a building or other unauthorized premises.
- ii. Use of College property or property of members of the College community or College affiliates without prior expressed approval by college personnel or in violation of any section of the Code.
- iii. Forcible entry into a building or other premises.
- iv. Fraudulent and/or unauthorized use of the College name, logo, seal, nickname, slogan, or any registered service mark of the College.
- v. Violation of an official College or campus restriction or trespass order or court order related to a student, faculty/instructor, or member of the College community.

**8. Gambling**

Gambling in any form as defined by the Florida statutes.

**9. Possession of Alcohol, Narcotics, and Illegal Drugs**

- i. Possession, promotion, manufacture, distribution, sale, use, transfer, purchase, or delivery of drugs (including drugs not prescribed for the user) or alcoholic beverages.
- ii. Possession of drug paraphernalia or any other item that could potentially contain or does contain illegal residue.
- iii. Public intoxication on campus or at a college-related site or activity.

**10. Smoking**

- i. Smoking in any enclosed facility or building on campus or in college vehicles, airplanes or where otherwise posted.
- ii. Smoking in areas other than those specifically designated by the campus. Smoking Policy Violation Citations will be issued to those smoking outside the designated areas. Repeat violations may result in disciplinary action.

**11. Misuse of Emergency Equipment**

Tampering with fire and safety equipment, including failure to evacuate a college building or facility when a fire alarm is sounded.

**12. Misuse of College Mail Services**

Inappropriate use of college mail services.

**13. Duplication of Keys**

Unauthorized possession of or duplication of college keys.

**14. Violation of Any Municipal, State or Federal Law, Rule or Mandate**

- i. Violation, arrest, or conviction of any municipal, state, or federal law, rule or mandate.
- ii. Lewd, obscene, indecent conduct or expression as defined by Florida state statute.

**15. Possession of Weapons**

Possession or use of firearms, fireworks, dangerous weapons or possession of chemicals on college property or at a College-sponsored activity without written authorization by an appropriate College official. Dangerous weapons may include, but are not limited to, knives, firearms, explosives, or any other item that may cause bodily injury or damage to an individual or property. Students in possession of a firearm on campus or at a college-sponsored activity will be automatically dismissed from campus.

**16. Illegal Use of a Campus Computer**

- i. Use for the violation of personal privacy or for the committing of crimes.
- ii. Unauthorized access to or use of computer, computer system, network, software, or data.
- iii. Unauthorized alteration of computer equipment software, network, or data.
- iv. Unauthorized duplications or use of computer programs or files.
- v. Making unauthorized changes to a computer account or other deliberate action that disrupts the operation of computer systems serving other students or the College community generally.

**17. Inappropriate Online Communication**

Posting or transmitting threatening, harassing, vulgar, or pornographic content to any College chat rooms, bulletin boards, College-sanctioned social networking sites or e-mails. Posting or transmitting any unsolicited e-mail, advertisement, promotional materials, or any other forms of solicitation to students.

**18. Sexual Harassment**

- i. Any conduct that has the purpose or effect of unreasonably interfering with the student's educational experience by creating an intimidating, hostile or offensive academic environment.
- ii. Submission to such conduct made either explicitly or implicitly a term or condition of a student's status in a course, program, or activity.
- iii. Submission to or rejection of such conduct by a student used as a basis for academic or other decisions affecting a student.

**19. Stalking**

Following or otherwise contacting another person repeatedly, to put that person in fear for his/her life or personal safety.

**20. Hazing**

- i. An action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned by the College as an official College activity or organization.
- ii. The prohibition against hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance or other forced physical activity that could adversely affect the physical health or safety of the individual, and also includes any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct, which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the individual.
- iii. Florida Statutes, §1006.63, prohibits students from engaging in any form of hazing, either on or off campus.

**21. Academic Integrity**

Academic misconduct, including, but not limited to, unauthorized use of aids, cheating, fabrication, plagiarism, or facilitating academic dishonesty in the classroom or other college environments.

**22. Fraud**

Use of deception or misrepresentation for unlawful gain or unjust advantage.

**23. Interference with Disciplinary Proceedings**

Noncompliance with the Student Disciplinary System, including, but not limited to:

- i. Failure to appear before the Dean of Student Services, Discipline Committee, or other College officials when requested to do so.
- ii. Falsification, distortion, or misrepresentation of information before a Discipline Committee.
- iii. Disruption or interference with the orderly conduct of a disciplinary hearing.
- iv. Knowingly making false accusations of student misconduct without cause.
- v. Attempting to discourage an individual's proper participation in, or use of, the student discipline system.
- vi. Attempting to influence the impartiality of a member of a Discipline Committee prior to, and/or during, the disciplinary hearing.
- vii. Harassment (verbal or physical) and/or intimidation of a member of a Disciplinary Committee prior to, during, and/or after a disciplinary hearing.
- viii. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- ix. Influencing or attempting to influence another person to commit an abuse of the student discipline system.

**24. Conspiracy**

Conspiracy to commit a violation of any of the above, or aiding, abetting, assisting, hiring, soliciting, or procuring another person to violate any of the above.

## STUDENT DISCIPLINARY SYSTEM

Aviator College is committed to providing a learning environment that supports the growth and development of all students. An orderly, positive, and intellectually stimulating environment that fosters fair and ethical behavior of students is essential to our mission. This disciplinary process is designed to foster learning, personal growth, and development, but it will result in punitive action, if necessary. The College may exercise its discretion to not officially charge students with violations of the Student Code of Conduct if viable alternatives to disciplinary action are appropriate, such as mediation or counseling.

The disciplinary processes outlined in this document are not criminal in nature; they are administrative. Therefore, they should be considered broadly in context with the mission of the College.

**Students who are accused of criminal violations will be immediately reported to local authorities. Any student convicted of a felony is subject to immediate dismissal without the ability to appeal.**

### Authority

The President of the College is responsible for the administration of policies, regulations and procedures falling under jurisdiction of this document at his/her location. In the case of academic dishonesty charges, the Campus Director is responsible for the administration of these policies, regulations, and procedures.

The Registrar will maintain all disciplinary files.

While the procedure in disciplinary cases may vary in formality with the gravity of the offense and the sanctions that may be applied, certain minimal due process standards must prevail. The following College disciplinary procedures are designed to ensure reasonable protection of the student, a fair determination of the facts, and the application of appropriate sanctions.

### Proceedings

An investigation will be conducted by the Campus Director or his/her designee. This investigation can include but is not limited to meeting with the accused student, gathering additional written documentation and/or conferring with appropriate College personnel or witnesses.

If, after investigating, the Campus Director or his/her designee determines that the complaint is not supported by the evidence presented, the complaint will be dismissed, and the student will be notified in writing or via e-mail that no charges will be filed.

If the investigation reveals that a violation may have occurred, the student(s) accused of misconduct will be notified in writing of the charges and advised that they are required to attend an informal hearing with the Campus Director. During the informal hearing the charges will be read and explained to the student, and the student will be asked to respond to the charges. The student also will have an opportunity to ask any questions.

If the student admits responsibility, the Campus Director will notify the student of the sanctions; the student can either accept or reject the sanctions. If the student rejects the sanctions, a formal disciplinary hearing will be convened pursuant to the procedures outlined in this handbook. If the student accepts the sanctions, the student will sign a waiver accepting the sanctions and waiving the right to a formal hearing.

If the student denies responsibility, written notice informing the student of the time and place of the hearing will be sent to the student's address of record and to his/her e-mail address.

The Campus Director or his/her designee will make available to the student any evidence in his/her possession and, upon written request, any files, subject to the provision of Florida State Statutes and the Family Educational Rights and Privacy Act. This evidence will be made available at least 5 days in advance of the formal hearing. Where several persons are alleged to have been involved in an incident, the Vice-President of Academic Affairs will determine if separate hearings will be held.



Pending a disciplinary hearing, the student will be permitted to attend class and otherwise participate in college activities, except in the case of a temporary suspension. The College's burden of proof shall be based on a preponderance of the evidence.

All disciplinary proceedings are confidential unless confidentiality is waived in writing by the student, or the proceedings are found not to be confidential by a court of competent jurisdiction.

### **Notice of Formal Discipline Hearing**

The student will receive a written notification via certified mail and e-mail notification five business days in advance as to the time and place of the hearing unless the student waives the right to notice of such duration. This notice shall include the following information:

- The charge(s) filed.
- A student advocate may be provided by the College, upon request, to assist a student through the disciplinary process, or the student may elect to have an independent advocate present at his/her own expense. In either case, the advocate may only counsel the student, not address the committee or others participating in the hearing.
- All hearings will be open only to those involved in the process.
- The student has the right to face his/her accusers, to direct questions to those witnesses through the committee chair, and to present a defense and witnesses in his/her own behalf.
- The student may not be compelled to testify against himself/herself.
- The student has the right to admit to or deny responsibility for the charges prior to the hearing.
- The College reserves the right to make a recording and will notify all parties at the beginning of the hearing.
- Failure to appear or refusal to testify or to answer questions during the hearing shall not be regarded as an admission of responsibility. Should the student choose to ask questions of witnesses or otherwise pursue a defense, this will not equate to a student's forfeiture of his/her right to remain silent provided that the student does not offer personal testimony in defense.

### **Temporary Suspension**

A temporary suspension may be imposed when the Campus Director determines that a student's continued presence on the campus or at any College-related activity or class constitutes an ongoing danger to persons or property or an ongoing disruption or threat to the educational process. Prior to a temporary suspension, notice of the charges will be given to the student verbally in order to affect an immediate interim suspension. Within one business day of such oral notification, written notification will be delivered to the student's College e-mail address and within three days to the mailing address on record.

If the student denies the charges, a hearing may be requested in writing within two business days and will be convened within five business days of the request.

### **Campus Discipline Committee**

The Campus Director shall initiate the formation of a Campus Discipline Committee whenever there is a case to be heard or may establish a standing disciplinary committee for the academic year.

The committee shall be composed of five persons including two students, two faculty members, and one administrator. In addition, three alternates will be identified. Potential members are to be carefully screened, and only those with the ability to be impartial and fair-minded in the case under consideration will be selected to serve on the hearing committee. Faculty/instructors, staff, and students who are directly involved in the case may not serve on the committee. The Campus Director serves as the chairperson of the Committee.

Chairperson responsibilities:

- Call the hearing to order and introduce all parties present.
- Explain to the student and all participants the way the hearing will be conducted.
- Read the charges being considered.
- Maintain proper decorum and order, dismissing any person who impedes or threatens to impede a fair and orderly hearing.
- Ensure that the student and the person bringing the charges each can testify and present evidence and witnesses in his/her behalf.
- Ensure that all available relevant evidence is presented and that the decision is based solely upon the evidence and any testimony given.
- The committee chairperson is a neutral party and shall facilitate the hearing process, only voting in the case of a tie.
- The chairperson may call a recess at his/her discretion.

### Conduct of the Hearing

1. Opening remarks will be given by the chairperson.
2. The individual bringing the charges will present any evidence and witnesses regarding the charges.
3. The student accused of the charges will present his/her perspective including any witnesses or documentation.
4. Any witnesses can be recalled by either party or the committee chairperson.
5. A summary statement will be given by each side.
6. At the conclusion of the fact-finding portion of the hearing, the participants will be excused, and in a closed session, a decision will be rendered by a majority vote.

The process for determining the outcome of the hearing is called deliberation. This process involves a review of the evidence and testimony, discussion, and a vote. The chairperson will ensure that only evidence presented at the hearing itself may be considered in reaching a decision and that the committee adheres to standards of confidentiality as provided for in state and federal law (i.e., Family Educational Rights and Privacy Act).

Final decision(s) and potential sanctions and made known to the student within two (2) hours after deliberation. The Registrar will maintain all records of the formal hearing, including any sanction to be imposed and supporting documentation. All records are confidential, per the Federal Educational Rights and Privacy Act.

Evidence of prior criminal convictions and/or College disciplinary action may be considered in determining the sanction only after the charges have been validated and the student found to be responsible.

The conduct of College disciplinary officers must consider the necessity of preserving and protecting the rights and interests of the student. In compliance with the Family Educational Rights and Privacy Act, information regarding a student's disciplinary status may not be discussed with persons who are not concerned with College officials without the written authorization of the individual in question.

***If the student wishes to appeal or have time to consider making an appeal, the President or his/her designee will hear arguments for withholding the imposition for the sanctions until the time for filing an appeal has expired or until an appeal decision has been rendered. The appeal must be made within one (1) day of the Committee's findings. All appeals will be heard by the College President, who will take testimony from both the Student and the Committee. The President's judgment must be in writing and will be final.***

## Sanctions

If the committee finds the student is responsible for the charges filed, the committee will determine and recommend sanctions to the President. These sanctions shall be included in the written notification of the guilty finding by the committee. Conditions of sanctions will be clear and precisely stated.

Sanctions that may be imposed by the College include but are not necessarily limited to:

- Dismissal -- mandatory separation from the College and any College program with no promise for future readmission. An application for readmission will not be considered until such time as specified in the order of dismissal has elapsed. A student who has been dismissed is barred from enrolling at, or visiting, any of the campuses of Aviator College.
- Suspension -- mandatory suspension from the College for a period as specified in the sanctions.
- Disciplinary Probation -- notice that the student's behavior is in violation of this Code. Another violation may result in suspension.
- Behavior Agreement -- Student signs and agrees to abide by College behavior agreement.
- Disciplinary Warning -- notice that the student's behavior is inappropriate, and further problems will result in more permanent and formal sanctions.
- Restitution -- When imposed for offenses involving damage to, destruction of, or misappropriation of property, agreement by the student to make restitution may constitute grounds for mitigation of the sanction.
- Parental Notification for drug or alcohol use or offenses involving weapons, where appropriate.

Other such sanctions as deemed appropriate, including written apologies, revocation of privileges, counseling, or community service.

Students wishing to appeal the outcome of a disciplinary hearing should contact the President in writing within five business days for appropriate guidance in filing an appeal. In any case, appeals will only be heard if the student can provide additional documentation or evidence that the committee did not hear or see at the time of hearing. Students may request to have an advocate be present during appeal proceedings.

## DRUG AND ALCOHOL POLICY

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug-Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all Aviator College of Aeronautical Science & Technology students and employees annually. Pursuant to federal and state drug laws as well as the FAA regulations, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs.

Aviator College of Aeronautical Science & Technology also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment and suspension of their FAA / EASA licenses.

The following excerpts are important facts that every student should know:

- Employees and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol while on the property of the school or when participating in any school activity. This prohibition applies while on the property of the school or when participating in any institution activity.
- All underage students are also subject to Florida State laws regarding alcohol consumption.
- All students and employees are also subject to all Federal and State laws regarding illicit drug use.
- Employees or students who violate this policy will be subject to disciplinary action up to and including expulsion. In addition to legal penalties, the record of a felony or conviction of a drug-related crime can prevent a person from entering some careers.
- Violations of this policy could result in the school losing its eligibility to receive funds or any other form of financial assistance under any federal program. Confidential help is available.

Students with questions or concerns about drug and alcohol abuse should contact a school official immediately. Aviator College reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of the Drug and Alcohol Policy will be dismissed and will not be eligible for readmission.

## COPYRIGHT PROTECTION POLICY

Students will be held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials and are expected to report violations if they become aware of them.

## NON-SMOKING/NON-TOBACCO POLICY

The Aviator College is a non-smoking, non-tobacco facility. Smoking, including the use of e-cigarettes or vaporizers, is only allowed in designated outdoor areas of the College's premises. Use of tobacco of any kind is not permitted inside the College's buildings. Smoking in non-designated areas is a violation of the College's Standards of Conduct.

## CRIME AWARENESS AND CAMPUS SECURITY ACT

The College provides the following information to all its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Campus Security Report is available in paper format to all enrolled students and employees and is available upon request to prospective students. It should be noted that this report is updated annually and distributed by October 1 of each year.

Information on Crime Statistics is also available on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences. For more information, visit <https://nces.ed.gov/collegenavigator/?q=Aviator+College&s=all&id=447847>.

### Reporting Crimes and Emergencies

A safe environment is everyone's responsibility. Students, faculty, and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual crime statistics.

It is the policy of Aviator College of Aeronautical Science & Technology that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law. Students and employees should promptly report all criminal actions and emergencies occurring on or around Aviator College of Aeronautical Science & Technology facilities to school officials.

To report emergencies or criminal acts occurring in school housing, students should contact the Housing Office (772) 475-7427 to speak with the professional staff or dial 911 to report a crime or emergency requiring an immediate response. All criminal activity is acknowledged by the completion of an Incident Report and is reported to local police agencies. The criminal activity might include but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder. In the event of fire or medical emergencies, staff and employees should contact the Fort Pierce Police Department by dialing 911 and then notify College.

## Security and Access to the College

It is the policy of Aviator College of Aeronautical Science & Technology that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors.

Visitors are always subject to Aviator College of Aeronautical Science & Technology's policies, its conduct codes and the airport safety regulations and the TSA regulations and procedures. Students and employees are responsible for the conduct of their guests at all times. Students, staff, and faculty are required to present a valid school identification card upon request and encouraged to always have the identification visible. Guests must present valid identification upon signing in and must remain with their host while in the facility.

**ALL VISITORS MUST SIGN IN AND OUT AT THE FRONT DESK**

## Access to Academic Buildings

Aviator College of Aeronautical Science & Technology is concerned that every student enjoys a safe, secure stay. Aviator College of Aeronautical Science & Technology's policies and housing rules strictly prohibit the possession of weapons and the illegal use of alcohol, controlled substances, and other drugs on the campus or in off-campus housing. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action including expulsion. The lawful and appropriate behavior of the visitor is the responsibility of their student or employee host. Closed-circuit security cameras continuously monitor the school facilities at 4220 Pan Am Blvd.

## Campus Law Enforcements

Campus staff with security responsibilities is always at the school during business hours. While the staff does not have arrest authority, such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.

## Programs to Inform Students and Employees about Campus Security

All new students and employees are informed about safety and security procedures at their respective orientation programs.

## Programs to Inform Students and Employees about the Prevention of Crimes

In the event of certain crimes that represent a continuing threat to students and employees, the Aviator College of Aeronautical Science & Technology will issue warning reports to advise everyone on the types of recurring actions that have occurred and the procedures that can be taken to prevent these. For instance, in the case of repeated burglary of petty thefts in a facility, warnings will be distributed to all faculty and staff with instructions for faculty to read to all their classes or posted throughout the building.

## PROFESSIONAL CONDUCT AND UNIFORM POLICY

All Aviator College personnel and especially uniformed Aviation Operations staff, when in the presence of the public, or when representing the College, shall conduct themselves in a dignified, courteous, and professional manner. Perception is reality in the minds of prospective students and visitors.

Prospective employers visit our school frequently and are very conscious of the appearance of students. Our purpose is to prepare students for employment; therefore, we require that students be neat in appearance and attire. Students in some programs will be expected to wear protective clothing designated by the instructor. Protective clothing includes such items as coveralls, aprons, hard hats, uniforms, lab coats, welding gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

### DRESS CODE OF AIRCRAFT MECHANIC

Students enrolled in the AMT program are required to adhere to the following dress code and personal appearance during all classroom and hangar lab time:

1. Maintain a professional appearance and grooming.
2. Work pants in blue, black, gray or a like dark color shall be worn for all class times.
3. Short or long Sleeve Aviator College uniform collared shirt or Aviator College uniform polo shirt.
4. Dark, non-skid, safety-toe work shoes. No open-toed shoes, flip-flops or sandals shall be worn.
5. Shorts may be worn on Hangar Lab days only. Shorts shall be either uniform or dress or cargo style shorts only, longer than mid-thigh. The colors will be the same as the recommended pants. The instructor receives the right to dictate the specific lab sessions require that pants be worn in the interest of safety.
6. All clothing must be neat and clean, without holes, rips, tears, frayed edges, and will not be cut-off. All pants/shorts shall be worn at the natural waistline (above the hips). Shirts will be tucked in.

The wearing of the following apparel is prohibited in classroom and hangar lab:

- Athletic shorts or cutoffs. The length of the shorts shall be no less than a fingertip from a normal arm extension. Athletic or cut-offs are **not** permitted.
- Sandals, Clogs/open heel (i.e. Crocs), Slip-ons, or bare feet.
- Loose or baggy clothing.
- Rings, watches, or other jewelry - while operating mechanical or electrical equipment.
- Attire or articles or paraphernalia that promote drug use.
- Hats or any type of headgear, to include hooded sweatshirts (except Aviator College logo cap).

In addition, the following safety measures must be followed:

- Long hair or beards **must** be secured or protected when the student is using or in the vicinity of rotating machinery, gas torches, etc.
- Apparel that includes drawstrings, or is torn **must** be secured or protected when the student is using or in the vicinity of rotating machinery, gas torches, etc.
- Safety glasses **must** be worn by students operating grinders, drill presses, lathes, chemical and solvent sprayers, etc.- any cutting, grinding, or chiseling device, or during use of abrasives.
- Aviator Student Badge must be clearly displayed and attached to a quick release retractable badge holder.

If a student violates this dress code, he/she will not be permitted to enter or remain in class. Instructors will not permit students to reenter class until they are dressed appropriately. Students will be marked absent for all time missed due to dress code violations. Students found in violation of this dress code are subject to disciplinary action, up to and including dismissal.

# Emergency Response Plan

---

## INTRODUCTION

Emergencies can occur at any time without warning. Careful planning, emphasizing safety, can help members of the Aviator College Community handle crises and emergencies with appropriate responses and may save lives. Every member of the College community shares responsibility for emergency preparedness. The President or his designee is responsible for ensuring that the Emergency Operations Plan contains the campus site-specific information and that all persons – including faculty, staff, and students – are familiar with the emergency plan.

1. The primary goals of the Aviator College Emergency Operations Plan are:
2. To prevent or minimize the impact of emergencies and maximize the campus community's effectiveness in responding to their inevitable occurrences.
3. To protect lives, property, and facilities.
4. To provide for the continuity of campus operations in pursuit of the Aviator College mission.

## PURPOSE AND SCOPE

This document establishes the Emergency Operations Plan for Aviator College and assigns responsibilities for its development, implementation, and maintenance. The Plan is designed to maximize human safety and survival, preserve property, minimize danger, restore the college's normal activities, and assure responsible communications with College Constituents. The Aviator College Emergency Operations Plan (EOP) applies to all College personnel, buildings, and grounds. It is the guiding document for preparedness, response, and recovery actions.

## POLICY STATEMENTS

The College is committed to supporting the safety and welfare of its students, faculty, staff, and visitors. All members of the College community are expected to take personal responsibility for following the college's policies and procedures in the event of an emergency and for acting in accordance with instructions given by the Emergency Management Team.

The College will conduct continuous planning to minimize the risk of personal injury and property loss from critical incidents; will cooperate with local, state, and federal agencies and public bodies that have responsibilities related to disaster preparedness, response, and control; and will take necessary and prudent steps to assure continuity of operations and restoration of everyday activities as quickly as possible following an emergency or disaster.

## MAINTAINING AND UPDATING THE EMERGENCY OPERATIONS PLAN

Emergency plans are reviewed annually and updated as faculty, staff, students, and programs at the campus change. The Campus Director will designate a Campus Emergency Coordinator(s) to update the specific information for the campus plan. This person must be a full-time administrative team member, preferably an experienced employee who is thoroughly familiar with Campus procedures.

Knowledge of programs and physical facilities on their Campus is also imperative. The Campus Emergency Coordinator(s) will gather and communicate emergency information, ensure that all emergency information in the plan is accurate for the campus, and maintain emergency response forms and other emergency planning materials.

## HOW TO USE THIS PLAN

The sections in this plan spell out the college-wide procedures and policies that apply to Emergency Operations and focus on college-wide concepts that apply to emergency situations, including assignments and responsibilities, communications, evacuation, supplies and equipment, emergency response actions, and hazard reduction. The campus plans must contain site-specific information about dealing with specific emergencies and information on campus operations, notifications, and response personnel.

In an emergency, identified individuals must be able to access the campus plan quickly. Therefore, it is important that all campus plans follow a uniform format that will be familiar to potential users. Further, to adequately exploit the benefits of web technology, campus plans should exist on the website accessible by college staff.

## GLOSSARY OF EMERGENCY TERMS FOR AVIATOR. COLLEGE

**Building Coordinators**—Designated by the Campus Director, the Building Coordinators are Campus employees who fully understand the Emergency Procedures and assist during emergencies with evacuations, lockdowns, and other emergency-related activities.

**Campus Emergency Operations Center** - The Campus Administration uses the location to coordinate emergency operations.

**Emergency Management Team**—The College administrators are responsible for managing the Emergency Operations Plan, making decisions, and managing resources during an emergency.

**Emergency** - An event that can cause death or significant injuries to Faculty, Staff, Students, or the Public that can suspend business, disrupt operations, create significant physical or environmental damage, or threaten the College's financial standing or public image.

**Incident Response Level (IRL)** - A ranking classifies emergencies according to their severity and potential impact.

**Level 1 Emergency** – A Localized Emergency. An unplanned event that is not likely to adversely affect or threaten life, health, property, or impact is contained in a small-localized area. The duration of the incident is short-term and does not affect campus operations outside of the immediate incident area. Control of the incident is within the normal scope of Aviator College operations. Situations could be as follows but not limited to:

- Confrontation between two students
- Student intoxication
- Minor chemical spills
- Water line breakage in a confined area
- Systems outage for a limited time period
- Wildlife/Stray Animal on Campus
- Illness/Medical

**Level 2 Emergency**—An Emergency that disrupts operations, impacts portions of the campus and may affect mission-critical functions or life safety. The Emergency Operations Plan is activated, and the Emergency Management Team determines the magnitude of the emergency and responds accordingly. The College Emergency Operations Center may be opened.

- Violence involving physical assault or battery
- Weapon possession
- Bomb threat
- Major gas leak/Utilities failure
- Fire in a confined area

**Level 3 Emergency** – An Emergency involving the entire campus or surrounding community. The Emergency Plan is activated, and the Emergency Management Team mobilizes at the College Emergency Operations Center.

- Active Shooter
- Building(s) fire
- Major Explosion
- Riot conditions

**Safe Assembly Area** - Evacuation locations for the Campus



## PREPAREDNESS

Emergency management has three phases: preparedness, response, and recovery. Preparedness includes education, organization, and communication about emergency management to all persons (students, faculty, and staff) at Aviator College. Effective and efficient response and recovery are dependent on preparedness.

Several disaster scenarios, such as hurricanes, are entirely predictable. We do not always know exactly when they will hit or how severe they will be, but we know they will arrive eventually and that we had better be prepared for them. Other disasters seem more random, but preparedness is essential, even if we cannot predict where or when.

## EMERGENCY MANAGEMENT TEAM (EMT)

Aviator College will function during an emergency under the direction of the Emergency Management Team:

- Campus Director
- Director of Education
- Director of Admissions

*\*Additional personnel will be added as required by the specific emergency.*

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES – STATEMENT OF POLICY

Aviator College has a campus response protocol in place. In an emergency or a dangerous situation, upon confirmation with the Campus Director or designee of the need for mass notification, the Director or designee will, without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification would, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency or dangerous situations may include, but are not limited to, gas leaks, tornadoes, contagious viruses, severe weather, etc.

## EMERGENCY NOTIFICATIONS

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, Aviator College may utilize some or all of its mass notification capabilities to notify its campus community.

These capabilities may include [e-mail, voicemail, and text](#) messages to alert the campus community. In addition, administration members will post relevant updates on the designated campus bulletin board. The Director or designee will simultaneously use local means (e.g., local television, radio, etc.) to notify the campus students, staff, and faculty of the situation and disseminate pertinent information to relevant public entities.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES – STATEMENT OF POLICY

Aviator College has a campus response protocol in place. In an emergency or a dangerous situation, upon confirmation with the Campus Director or designee of the need for mass notification, the Director or designee will, without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification would, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency or dangerous situations may include, but are not limited to, gas leaks, tornadoes, contagious viruses, severe weather, etc.

## STAFF AND FACULTY MUST KNOW – EMERGENCY INFORMATION

The campus takes various precautionary measures to protect the students, staff, faculty, and visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, the school has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation.

The CRT receives training in dealing with crisis situations and will primarily direct the immediate response until the arrival of law enforcement and emergency response personnel. To make this program effective, all staff and faculty are expected to familiarize themselves with the following emergency procedures. Nothing herein precludes any student, staff, or faculty from contacting the appropriate authorities directly if they feel threatened by physical harm or imminent danger.

## STUDENT MUST KNOW – EMERGENCY INFORMATION

The school takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, the school has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation. The CRT receives training in dealing with crises and will primarily direct the immediate response until law enforcement and emergency response personnel arrive. Students must familiarize themselves with the following emergency procedures to make this program effective.

Nothing herein precludes any student, staff, or faculty from contacting the appropriate authorities directly if they feel threatened by physical harm or imminent danger.

## RESPONSE

**\*\*\* In case of emergency – dial 911 \*\*\***

Department of Homeland Security: “Active shooter awareness – options for consideration” <http://dhs.gov/video/options-consideration-active-shooter-training-video>

### Emergency Responses

Students or staff may be involved in various emergency situations for which appropriate action must be taken. These possible situations include incidents that may require emergency evacuation, emergency lockdown, external lockdown, or shelter in place.

The following possible scenarios are described below, with steps to be taken.

- Emergency evacuation for a fire incident
- Emergency evacuation for a bomb threat or other non-fire situation
- Emergency lockdown
- External lockdown
- Shelter in place

### Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

#### Fire evacuation procedures (staff):

- Evacuation is mandatory when a fire alarm is activated.
- Designated staff or faculty check the affected area(s) to ensure all personnel evacuate appropriately. · Assist people with disabilities, if possible.
- Ensure all doors and windows are closed as a room and building are evacuated.

- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuated persons are directed to a safe distance and location from the area(s) affected, away from fire hydrants and fire lanes, and not under power lines.

A fire emergency evacuation is initiated when a fire incident occurs. It may require the evacuation of only a portion of the building affected rather than the entire facility.

The objective is that all building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants and fire lanes, and not under power lines.

### **Staff Response**

Staff/faculty responsible for the affected areas should sweep the building to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

### **Fire evacuation (all others):**

- Evacuation is mandatory when a fire alarm is activated
- Follow authorized personnel's (e.g., faculty, staff, fire department personnel, etc.) instructions if given.
- Assist people with disabilities, if possible.
- Ensure all doors and windows are closed as a room and building are evacuated. Do not lock doors.
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants and fire lanes, and not under power lines.

### **Non-fire evacuation:**

- Campus CRT will initiate a non-fire evacuation.
- Follow CRT instructions if given.
- Assist people with disabilities, if possible.
- Do not attempt to reenter the facility unless directed to do so.

### **Emergency Evacuation for Bomb Threat or Other Non-Fire Situation**

Non-fire emergency evacuation is used for any emergency evacuation unrelated to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective: move all campus occupants to a remote, predefined, and controlled location.

### **Staff Response**

Team members designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision and then sweep the evacuation route and site for secondary hazards. They should immediately report their findings to the Director or his designee. The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

### **Other staff:**

1. Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
2. Ensure that all special needs persons are assisted by their designee, as per the site evacuation plan.
3. Remain alert to your surroundings. Be alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation, adjust your evacuation route, and attempt to notify the lead administrator or

the appropriate public safety officials.

4. Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5. On the evacuation site, develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also, indicate the presence or lack of any suspicious objects in your room/work area.
6. Supervise students under your care.
7. Do not attempt to reenter the facility unless the lead administrator or their designee directs you.

### Emergency Lockdown

Emergency Lockdowns dramatically and rapidly enhance the level of security on the campus. By locking all exterior, interior, and classroom doors, staff can make it more difficult for the dangerous person(s) in the vicinity of the campus and within the campus to gain access to staff and students.

- Lock or barricade doors of the classroom and internal student areas of the congregation.
- Close blinds and turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed cautiously.
- Do not open the door for people claiming to be public safety personnel unless you can view photo identification or are instructed to do so by a staff member you recognize.

### External Lockdown (Staff)

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person in the vicinity of the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue productive activities while maintaining access control to the facility.

The objective is to create a physical layer of security between the external environment and internal campus operations while elevating the overall level of security.

### Staff Response:

1. Ensure the designated entrance points to the building near your location are locked immediately.
2. Move students to internal classrooms.
3. If possible, report your status to the lead administrator or designee by telephone or intercom.
4. Continue with normal activities as much as the situation allows.
5. If students or staff need to move about in the building, they must first obtain permission from the lead administrator or designee.
6. Be prepared to rapidly implement an emergency evacuation or lockdown – if directed to do so or circumstances indicate that you should.

### External Lockdown (all others)

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may include a supervised entry and exit to campus facilities and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated security state.

- Remain in the classroom.

- Follow faculty and staff instructions.
- Remain attentive to any change in status.

### **Shelter in place (Staff)**

Sheltering-in-place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to, the campus, and available information indicates inadequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility. The objective: seek immediate shelter away from doors and windows and remain there during an emergency.

### **Staff Response:**

1. All staff who are outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, if possible, instruct everyone to move to an interior area without windows and doors.
2. Close all windows and doors.
3. In chemical spills / biological incidents, use tape to cover all windows and doors with plastic sheets to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also cover cracks, crevices, electrical outlets, cable television connections, or other openings that might allow air to flow in the shelter area.
4. Listen to local radio or television news for instructions from emergency management and public safety officials.
5. Review emergency evacuation protocols.

### **Shelter in place (all others)**

Sheltering-in-place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to, the campus, and available information indicates inadequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.
  - Follow staff and faculty instructions.
  - Assist people with disabilities if possible.
  - If you are outside when a shelter-in-place is declared, immediately seek an interior room or hallway with no windows.
  - Close windows and doors – do not lock doors.
  - Remain in shelter until all clear is given.

## **EMERGENCY PROCEDURES FOR SPECIFIC EVENTS**

This next section covers basic Emergency Procedures for specific emergency events. Including all emergencies in this section is impossible, but it outlines many emergency possibilities. The Emergency Procedures are basic guidelines to be followed. Still, it should be noted that each emergency will be different; therefore, each response will be dictated by the unique circumstances.

### **ACTIVE SHOOTER**

An active shooter emergency involves one or more persons with a firearm engaged in a random or systematic shooting spree. Pre-planning for such an incident will be your best chance of surviving an active shooter. Know your escape routes, know how you will respond, and be prepared to "flip the switch" from being the prey to becoming the predator. The guidelines below are based on the best available information. Aviator College strongly urges you to familiarize yourselves with each scenario and the options provided. Ask yourself, "What would I do during an active shooter incident?"

- If you can evacuate, DO IT!
- Run away from the building as quickly as possible
- Call 911 as soon as it is safe to do so
- gather at a safe location away from the building

If you are unable to evacuate the building AND your door opens to the inside of the room:

- Take shelter in the nearest office, room, or closet
- Lock and barricade the door with anything available (desks, chairs, etc.)
- Tie down the door, if possible, by using a belt attached to the door handle
- Cover any windows that may be in the doors
- Look for alternate escape routes (windows, doors in the area you are sheltered in, etc.)
- Call 911
- Set your cell phone to vibrate or silent
- Stay low to the ground and remain as quiet as possible
- Breathe to manage your fear -focus your mind
- DO NOT answer the door for anyone
- The College Security and law enforcement may enter the room after the incident is over
- You may have to take the offensive if the shooter(s) enter your area
- Gather weapons (pens, pencils, books, chairs, etc.) and mentally prepare your attack
- Position yourself in the room in a location that will allow for the element of surprise if the shooter(s) enters

If you are unable to evacuate the building AND the door opens to the hallway (outside the room):

- Close and lock the door, if possible
- Barricade the door with anything possible (desks, chairs, bags, etc.)
- Tie down the door, if possible, by using a belt attached to the door handle
- Cover any windows that may be in the doors
- Look for alternate escape routes (windows, additional doors in your sheltered area, etc.) Call 911
- Set your cell phone to vibrate or silent
- Breathe to manage your fear -focus your mind
- Position yourself in the room in a location that will allow for the element of surprise if the shooter(s) enters
- ...and you must evacuate the area where a shooter(s) is active:
- Run Option: Do not stop running until you are well clear of the building
- Window Option: Consider if falling from the window will kill you.
  - Break the window, if necessary.
  - Make an improvised rope out of clothing, belts, or any other item that can be used to limit the distance you will fall.
  - Hang by your hands from the window ledge.
  - Attempt to fall into shrubs, mulch, or grass to decrease the potential for injury

If it is feasible, gather at the safe assembly area designated by College Security and law enforcement ... and you cannot escape, but a shooter(s) is in your room:

#### Options: Run or Fight

- Throw anything available at the shooter(s), aiming at the face to distract their aim
- Attack in a group (swarm)
- Use all available weapons to attack and secure the shooter(s) -anything can be a weapon
- Grab the shooter's extremities (arms, legs, head ) and take them to the ground using body weight to secure him/her

- "Fight dirty" to survive -bite, kick, gouge eyes, etc.
- Continue to fight until the shooter(s) is no longer a threat

...and you have hindered the shooter(s):

- Call 911 and advise law enforcement the shooter(s) is down
- Provide your location and stay on the line, if possible
- Secure the suspect (belts, body weight, etc.)
- Move any weapons away from the shooter, but DO NOT HOLD A WEAPON
- DO NOT RUN from the room. Help will be there very soon
- RAISE YOUR HANDS and DROP TO YOUR KNEES
- Do not appear threatening to respond to law enforcement officers
- Provide first aid to others in the room, as needed

### What to expect from responding law enforcement

The objectives of responding police officers are:

- Immediately engage or contain the active shooter(s) to stop life-threatening behavior
- Identify threats such as improvised explosive devices
- Identifying victims to facilitate medical care, interviews, and counseling
- Investigation

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard to stop the shooting as quickly as possible. The first responding officers may be in teams, dressed in civilian clothing and regular patrol uniforms, or wearing external ballistic vests, Kevlar helmets, or other tactical gear. The officers may be armed with rifles, shotguns, or handguns; regardless of how the police appear or sound, do not be afraid of them. Do exactly as the officers instruct. Put down any bags or packages you may be carrying and keep your hands visible at all times. If instructed to lie down, do so. If you know where the shooter is, tell the officers.

The first officers to arrive will not stop to aid injured people. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Remember that the entire area is still a crime scene even once you have escaped to a safer location.

Keeping Updated

If an active shooter situation develops, the College will implement its Emergency Operations Plan and work with law enforcement to support their efforts to manage the incident. Updates on the situation may be obtained through:

- Updates on the Aviator College Web Page
- Your supervisor or college administrator
- Other means of notification available

### HOSTAGE SITUATION

Hostage situations are different from active shooter situations because the hostage taker is most interested in using the hostages for bargaining. It is recommended that the following actions be taken unless the hostage taker starts to shoot or threatens to shoot hostages actively.

1. Be patient. Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and be cooperative. Do not make mistakes which could endanger your well-being
2. If the intruder catches you and you will not fight back, do not look the intruder in the eyes, and obey all commands. Don't speak unless spoken to, and only when necessary. Do not talk down to the captor, who may be agitated. Avoid appearing hostile

3. Remain calm. Avoid speculating. Be observant. You may be released or get the opportunity to escape. The personal safety of others may depend on your memory
4. Be prepared to answer the Police on the phone
5. Attempt to establish rapport with the captor. If anyone needs medications, first aid, or restroom privileges, say so. In all probability, the captors do not want to harm the persons they hold. Such direct action further implicates the captor with additional charges.

## RECOVERY

Recovery includes actions taken to return to a normal or safer situation following an emergency. The goal after an emergency is to return to the business of learning and restore the college's infrastructure as quickly as possible.

Four key recovery components must be addressed to achieve a smooth transition back to a relative state of normalcy, and the healing process can begin. They are:

- Physical/Structural Recovery
- Academic Recovery
- Business/Fiscal Recovery
- Emotional Recovery
- Physical / Structural Recovery

Following an emergency, College Facilities personnel are responsible for conducting damage assessments and removal of debris. After a significant emergency, ONLY AUTHORIZED PERSONNEL are to be on campus at this time.

Employees not authorized to be on campus during this time should monitor local media sources and Campus alerts for information on re-opening. The Campus director or the director of Education will issue a directive to reopen after conferring with the Director of Facilities regarding damage assessment and debris removal.

Staff and students will be notified of additional instructions to resume classes after the facilities' assessment is completed and determined to be safe for returning to normal business activities.



# Grievance Procedures

---

## DEFINITIONS

A grievance is a claim, a complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee.

Students should initially discuss the grievance with their instructor.

An appeal is the escalation of the complaint to a next-level authority. If the appeal is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to appeal all matters with respect to

- Disciplinary action was taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees matter
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

## PROCEDURES

Aviator College of Aeronautical Science & Technology provides a grievance procedure to be followed by all students who seek resolution of a grievance, complaint, or concern related to their attendance at the College.

- 1) The student should attempt to resolve the grievance at the staff level, nearest to the source of the cause of concern. Most concerns can be solved at that level.
- 2) If this issue cannot be resolved at the source, the student is encouraged to present the concern to the department supervisor or the next level of authority.
- 3) If after a timely review at the department level, which will include a report to the student of the findings and decision, the student remains dissatisfied with the decision, the student may submit a written grievance to be considered by the Campus Director. The written document must include a clear statement of the grievance, complaint, or concern, and request a specific remedy, corrective action, or suggest a resolution for consideration. Five to seven working days will be allowed to discuss the matter with the interested parties and provide the student a written determination stating the reasons for the decision.
- 4) If the dispute remains unresolved after evaluation by the Campus Director, the student should address his or her concerns by directing them to the State Licensing Authority, the College's accrediting body, and/or programmatic accreditation agency. Students who reside out of state may contact any of the agencies listed on the following page or contact the Campus President for information about agencies in their local area.
- 5) If a dispute cannot be satisfactorily resolved using the proceeding actions, then the dispute between the student and the College shall be resolved through binding arbitration. The parties will attempt to agree on an impartial arbitrator or arbitrators.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
 2101 Wilson Boulevard, Suite 302,  
 Arlington, VA 22201  
 (703) 247-4212  
[www.accsc.org](http://www.accsc.org)

Commission on English Language Program Accreditation (CEA),  
 801 North Fairfax Street, Suite 402A,  
 Alexandria, VA 22314,  
 (703) 665-3400  
[www.cea-accredit.org](http://www.cea-accredit.org)

United States Department of Education (DOE)  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202  
 (800) 872-5327  
[www.ed.gov](http://www.ed.gov)

Florida Department of Veterans Affairs  
 9500 Bay Pines Blvd, Suite 214,  
 Bay Pines, FL 33744  
 (727) 319-7440  
[www.fdva.org](http://www.fdva.org)

FAA Orlando Flight Standard District Office  
 8427 Southpark Circle, Suite 500,  
 Orlando, FL 32819-9060  
 (407) 812-7700  
[www.faa.gov](http://www.faa.gov)

Commission for Independent Education  
 325 West Gaines Street, Suite 1414  
 Tallahassee Florida, 32399-0400  
 Toll Free (888)224-6684  
[www.fldoe.org/policy/cie/](http://www.fldoe.org/policy/cie/)

## ARBITRATION

Be it acknowledged, that we the representatives of Aviator College, as our interests exist in and to a certain contract, dispute, controversy, action, or claim do hereby agree to resolve any dispute or controversy we now have or may ever have in connection with or arising from said claim by binding Arbitration. Said Arbitration shall be in accordance with the rules and procedures of the American Arbitration for the City of Fort Pierce, Florida, which rules and procedures for arbitration are incorporated herein by reference and the decision or award by the Arbitrator shall be final, conclusive, and binding upon each of us and enforceable in a court of law of proper jurisdiction.

### 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**  
**OR**  
[COMPLAINTS@ACCSC.ORG](mailto:COMPLAINTS@ACCSC.ORG)

A copy of the ACCSC Complaint Form is available at  
<https://www.accsc.org/wp-content/uploads/2023/09/ACCSC-Complaint-Form-1.pdf>



**COME AND VISIT OUR KISSIMMEE BRANCH CAMPUS**  
**606 Dyer Blvd**  
**Kissimmee, Florida 34741**

**MAIN CAMPUS**

Aviator College of Aeronautical Science & Technology  
3800 Saint Lucie Boulevard  
Fort Pierce, Florida 34946  
**USA**

**PHONE**  
(407) 401-8300

**TOLL FREE**  
(800) 635-9032



**[www.aviator.edu](http://www.aviator.edu)**

Aviator College does not discriminate on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. To obtain more information regarding accessibility, please contact the Aviator College of Aeronautical Science & Technology, 3800 Saint Lucie Boulevard, Fort Pierce, Florida 34946.

The information contained in this publication is subject to change without notice as a result of action by federal and/or state governments, the trustees of Aviator College, and the administration of Aviator College. Questions concerning the contents of this publication should be directed to the appropriate Aviator College department.