



**SPARTAN**  
COLLEGE  
OF AERONAUTICS AND TECHNOLOGY

GENERAL CATALOG

# SPARTAN COLLEGE OF AERONAUTICS AND TECHNOLOGY

Catalog Volume 7.3  
August 11, 2017 through December 31, 2017

## WELCOME

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### A MESSAGE FROM THE PRESIDENT

Welcome to the Los Angeles and Inland Empire Campuses of Spartan College of Aeronautics and Technology. I am so glad you are taking the time to research our career based aviation programs.

Spartan College is proud of the rich history in the aviation field dating back to 1928. For more than eighty-five years Spartan College has been preparing students to achieve successful careers in the field of aviation maintenance. As an approved FAA Part 147 School, we prepare our graduates for the specific demands that employers require. Our long standing partnerships with employers in the field give us the opportunity to prepare our students for the needs and demands of the industry. Being an accredited College by the Council on Occupation Education, we uphold the highest of standards with respect to student success and measurable outcomes.

We are a military friendly organization by welcoming our Veterans and we are approved to receive all main military educational benefits. In addition, we offer a streamlined and timely review of experience, past education, and electronic certification of educational benefits.

In addition to outstanding academic and hands-on preparation, we are committed to nurturing the potential of all of our students and to giving them the opportunities to develop their talents. We are also committed to encouraging our students to develop a strong work ethic, a deep sense of integrity, an ability to work well with others, and a demonstrated desire for service.

After exploring our website, my hope is that you will decide to visit us and to experience first-hand all that Spartan College has to offer. Congratulations on your decision to join the Spartan family. We are proud to serve as your college of choice!

Sincerely,

Dennis Manzo, President  
Spartan College of Aeronautics and Technology  
Los Angeles & Inland Empire Group

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## MISSION

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

## GOALS

The goal of Spartan College of Aeronautics and Technology is to ensure our students receive the highest quality education possible, Spartan College staff and faculty focus on the following goals:

1. Provide career focused, competency based technical programs.
2. Provide training of work ethic and citizenship for all students.
3. Employ faculty with appropriate educational credentials and related career experience.
4. Create and maintain an educational environment conducive to learning.
5. Offer services that support the college mission and student success.
6. Provide career-development strategies and employment assistance.
7. Supply qualified graduates to meet the needs of industry.

## LICENSING and ACCREDITATION

Spartan College of Aeronautics and Technology is a private institution approved to operate by the

### **Bureau for Private Postsecondary Education**

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

(916) 431-6959 or (888) 370-7589

(916) 263-1897 fax

Approval to operate means compliance with state standards as set forth in the California Education Code, Title 3, Division 10, Part 59, Chapter 8.

Any questions and/or concerns not satisfactorily answered by the institution may be directed to the Bureau. A student or any member of the public may file a complaint about this institution by calling (888) 370-7589 or by completing a complaint form which can be obtained on the Bureau's website [www.bppe.ca.gov](http://www.bppe.ca.gov).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Also, please see the College's Grievance Policy and Procedures on page 30 to resolve any complaints.

Spartan College of Aeronautics and Technology is accredited by the Council on Occupational Education (COE):

Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

(770) 396-3898 or (800) 917-2081

(770) 396-3790 fax

[www.council.org](http://www.council.org)

Spartan College is authorized to offer Associate in Occupational Studies with Majors in Aviation Maintenance Technology.

The LAX Airframe & Powerplant Program Diploma program is approved by the **Federal Aviation Administration** under the Certificate #: NR0T084K. Inland Empire Campus is Cert: 7BIT627K

## Consumer Information

Consumer Information can be found on Spartan's webpage: Go to [www.spartan.edu](http://www.spartan.edu) click on "About Us" tab at top of the page and then click on the "Consumer Information" tab. Additional consumer information and disclosures are available throughout various Spartan publications, memos, and informational materials provided to prospective, new, and continuing students.

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## Notice of Non-Discrimination

Spartan College of Aeronautics and Technology does not discriminate on the basis of race, color, religion, national origin, sex, gender, gender expression, sexual orientation, disability, or age in its programs, activities, policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

Sexual harassment is not tolerated at Spartan. If a student feels they are being or have been discriminated against or sexually harassed they need to notify campus leadership immediately.

The following persons have been designated to handle inquiries regarding the non-discrimination policies including Title VI, Title VII, Title IX, The Americans with Disabilities Act (ADA), the Rehabilitation Act, Section 504, as well as claims of sexual harassment.

Director of Education or Campus President  
8911 Aviation Boulevard / 4130 Mennes  
Inglewood, CA 90301 / Riverside, CA 92509  
(310) 337-4444 / (951) 228-9922

Spartan College of Aeronautics and Technology is in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 (as amended).

### Differently Abled Students

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

## HISTORY

The history of Crimson Technical College can be traced back to late 1930s when California Flyers, Inc. School of Aeronautics was located at Mines Field which is now Los Angeles International Airport.

In 1942 Northrop Aeronautical Institute was founded by John K. Northrop (founder of Northrop Aircraft Company) and James L. McKinley (aviation educator and author of several aeronautical textbooks) to train allied military personnel in maintaining aircraft during WWII. After the war, the two schools merged and the campus was relocated to Inglewood, CA. The demand for highly skilled technicians to work on the growing number of commercial aircraft was on the rise.

In 1959 the name was changed to Northrop Institute of Technology and then again in 1975 to Northrop University. As the university mechanics and engineering graduates were working around the world, the high standards of education obtained at the school was now receiving global recognition. Dr. James W. Rice and Mrs. Mary Alice Rice founded Rice Aviation which had schools across the nation.

In 1991 they added the Inglewood campus to build the largest system of aircraft maintenance schools in the United States at that time under the name of Northrop Rice Aviation Institute of Technology (NRAIT).

In 1999 Alta Colleges, Inc. purchased the Airframe and Powerplant (A&P) Program in Inglewood and Houston. The name was then changed to Westwood College of Aviation Technology. The number of students increased tremendously. In order to reflect diverse programs, the name was changed in 2006 to Redstone College.

In 2008, Crimson Aero Corporation acquired the campus in Inglewood under the name of Crimson Technical College with the goal of offering quality education in aviation maintenance to students around the world.

In 2014 Spartan SP Investor LLC (the same parent company as Spartan College of Aeronautics and Technology) acquired Crimson Technical College.

March 31, 2015 Crimson Technical College in Inglewood California took on the name of Spartan College of Aeronautics and Technology. This Los Angeles area campus located near Los Angeles International Airport (LAX) has been providing aviation training dating all the way back to 1930.

October 2015 Spartan College received BPPE approval to open and operate a branch campus located in Riverside, California. The campus is located on the historic Flabob Airport.



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### **New Student Registration**

New students will complete registration processing at the Aviation Boulevard location. Registration includes check-in, parking stickers, identification badge, admissions, and a meeting with a financial planner. Schedules are available upon completion of the registration process.

### **Continuing Student Registration**

Students enrolled in Technical Programs who are continuing on to the next term are required to finalize their registration in accordance with the "continuing student" registration schedule at their campus.

### **New Student Orientation**

All new students should attend a regularly scheduled orientation prior to their first day of class. Orientation is an opportunity for students to meet department heads and staff members who will provide support services during their tenure at Spartan College.

## **STUDENT SERVICES**

### **Student ID Cards**

Student identification cards are received during registration orientation for each term. Student ID cards can also be issued through Student Services during regular business hours. Student ID cards are required for ALL tools check out at the tool room.

### **Student Uniforms**

Student uniforms are mandatory. Students do not need to turn in their uniforms if they withdraw or graduate from Spartan College.

### **Student Insurance**

Spartan College of Aeronautics and Technology students are covered by a mandated group accident insurance policy for an additional fee for the duration of the student's enrollment at Spartan College (see catalog supplement).

Students are advised that while attending Spartan College they are parking and attending at their own risk and should carry proper insurance to protect themselves against damages, injury and theft.

### **Bookstore**

The bookstore issues textbooks and student materials.

### **Library / Resource Center**

The purpose of the Resource Center at Spartan College is to maintain and develop information, resources and services that support the educational goals of students, faculty, and the staff of Spartan College. Online information to include internet access, e-Library, CD-ROMs, up-to-date periodicals, and printed reference resources are available for student use. The staff will assist students in using these or any other resources. Students are encouraged to familiarize themselves with the resource center early in the first block or term.

### **Veterans Benefits**

Students eligible for Veterans Educational Benefits, Chapter 30, Chapter 32, Chapter 33, Chapter 1606, Chapter 1607, or Chapter 35 (Survivors and Dependents Educational Assistance) may use them to attend any program at Spartan College. Students may also attend any program under Chapter 31 (Vocational Rehabilitation). The veterans service officials will provide assistance in applying for benefits once a student is enrolled. Spartan College is approved for the Yellow Ribbon Program.

### **Visitors**

All visitors, including student's guests, must register with the receptionist. The student is responsible for the guest's behavior while visiting our campus.

## **EXAMPLES OF ASSISTANCE BY DEPARTMENT**

### **Education**

Adding/Dropping a class (also see Student Records)

Advanced Standing

Transfer Credits

Academic Concerns

Disputing a Grade

Disputing Attendance

Academic Policies

Academic Procedures

### **Student Records**

Graduation checklist

Class Schedule

Transfer Credit Information

Transcripts

VA/Military Information

Verification of enrollment

Registration for continuing

Students

Employer Tuition

Instructor related concerns	Reimbursement
Program change (also see Student Records)	<b><u>Business Office</u></b>
Withdrawing from a class (must also see Student Records)	Account Balance
Withdrawing from school	Account Charges
When classes are offered	Cost of Tuition/Terms
	Tuition Payment Schedule
	College Loans

### **Financial Aid**

Federal student loans  
Scholarships, grants, state grants  
Defaulted Loan  
Pell Overpayment  
Financial Aid eligibility due to schedule, program, or status changes

### **Career Development and Employment Assistance**

Alumni Information  
Application for Work-Study  
Work-study opportunities  
Education and Career Expos  
Graduate Employment  
On-campus job fairs  
Part-time jobs  
Resume Assistance

### **Alumni Retraining**

All Spartan graduates are entitled to participate in the Spartan Alumni Retraining program. Students meeting the graduation requirements listed in the Academics section of this catalog can:

- Audit a class they have already taken\*
- Take an updated course\*
- Learn about new equipment/software\*

*\*Subject to space availability.*

Additional charges may be incurred for any required books, labs, and fees. There is no tuition charge for qualified graduates who participate in the Spartan Alumni Retraining program; however, retraining is limited to the program from which the student graduated. Please see the campus Education Department for more information.

### **Facilities**

#### **Los Angeles Campus**

8911 Aviation Blvd. Inglewood, CA 90301

310-337-4444

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

#### **Inland Empire Campus**

4130 Mennes Ave.

Riverside, Ca. 92509

951-228-9922

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

All classes are held at the above addresses. Each student signs an enrollment agreement for a specific program and location. The facilities at Spartan College are designed to provide students with an environment that stimulates learning. Our campus-like setting consists of multiple buildings that house specialized shops and labs for hands-on training. Classrooms are well lit, air conditioned, and furnished with audio visual equipment and specialized training aids.

Spartan College's shops and laboratories are clean, well-organized, and designed to be efficient. The Career Development Center includes resource material that profiles employers to assist students with career choices. The school's bookstore offers basic school supplies, textbooks, and tools.

For a complete description of the classrooms and laboratories for each program, please refer to the individual program descriptions in this catalog.

### **Student Housing**

The Institution does not have dormitory facilities. Although it is the student's responsibility to find living accommodations, the Institution maintains a notebook of available housing located reasonably near the campus in its Learning Resource Center, and estimates that this housing will cost approximately \$850 - \$950 per month. Available lodging may include rooms in private homes, apartments, and rental houses. The institution has no responsibility to find or assist a student in finding housing.

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## CAREER DEVELOPMENT

### Career Development Services

The Career Development Services Department is committed to supporting students and Alumni in launching and advancing their careers.

To support students and graduates in attaining their career goals, Career Development staff focus on both assisting students in developing career search skills and on introducing students to businesses that may help them attain their professional goals.

Students are encouraged to participate in the events and activities that Career Development Services offers each term. Students will be given the chance to interact with business professionals both on and off campus. The more students interact with other professionals and participate in their business communities, the more prepared and positioned students will be to gain employment and be successful in their career endeavors.

Career Development Services provided to students:

1. One-on-one and small group coaching and feedback sessions.
2. Workshops offered either during or outside of class sessions.
3. Resume' Reviews
4. Mock Interviews
5. Career search tools and techniques
6. Exposure to local business people and companies
7. Networking events
8. A career focused website that provides valuable career development tools, techniques, and resources.

### Career Development Advising

New students are introduced to Career Development prior to their first term at Spartan College of Aeronautics and Technology. Students are assigned an Advisor who will learn about students' professional goals and career aspirations, and will educate students on the services the Career Development Office provides.

Students are encouraged to get to know their Career Advisor and to meet with him/her regularly. The more Career Development Advisors know about a student's professional goals, the better they are able to assist students in reaching those goals. Career Advisors will work with students to conduct both general and career related job searches, ensure student's resumes' and cover letters are professional and ready to present to businesses and to help develop students' interview skills. Career Advisors will also train and coach students on how to generate their own job leads and will follow-up on students' interviews to gain valuable feedback from employers.

### Student Work Opportunities

Career Development Advisors will work with students throughout their Spartan College experience to assist students in gaining valuable business experience. Whether students are seeking general or career related work experience, Career Services Advisors will provide coaching, job search training, and tools to propel any job search.

Students who would like to work while attending Spartan College are encouraged to seek assistance from their Career Development Advisor to learn about both on and off campus employment opportunities. Upcoming graduates

## ADMISSIONS

### Admissions Process

Before being admitted to Spartan College of Aeronautics and Technology, prospective students must have an interview with an Admissions Representative.

### Federal Aviation Administration Requirements – Aviation Maintenance

General eligibility requirements:

1. To be eligible for a mechanic certificate and associated ratings, a person must:
  - a) Must be 18 years of age;
  - b) Be able to read, write, speak and understand the English language or in the case of an applicant who does not meet this requirement and who is employed outside of the United States by a U.S. air carrier, have his certificate endorsed "Valid only outside the United State;; and
  - c) Have passed all of the prescribed tests within a period of 24 months.

### Admissions Requirements

Admission into any program requires the applicant to meet certain admissions requirements including an interview with an Admissions Representative. Additionally, applicants must provide documentation of prior education in order to demonstrate proficiency in basic college-level

skills. Applicants from countries where English is not the primary language spoken and applicants whose native language is not English must demonstrate English language proficiency.

The following must be completed and provided by the applicant to qualify for admission to the College for all programs:

1. An application for admission must be submitted to the College by the end of the Add/Drop period (as published in the Academic Calendar) along with a \$25 application fee and \$75 registration fee. In some cases application fees may be waived or deferred including:

Full Waiver (No application or registration fee due):

- a) Education Alliance Member
- b) Spartan College of Aeronautics and Technology graduate.
- c) Current student upgrading his/her degree
- d) Former student, who has attended school, dropped and returns to school within one year (365 days) of his/her last day of attendance.
- e) Active Veteran and Reserve military personnel (must have current Military ID or DD-214).
- f) Special circumstances with proper documentation.

\$75 Waiver (\$25 Application Fee due):

- a) Active Veteran and Reserve military personnel's dependents who are eligible for military tuition assistance or are eligible for Vocational Rehabilitation benefits.
  - b) Former student who has attended school, dropped and returns to school more than one year (365 days) after their last day of attendance.
2. One of the following documents must be submitted to the College by the 30<sup>th</sup> day of starting the program:
    - a) Copy or original high school transcript indicating the applicant fulfilled the requirements for graduation from high school.
    - b) Copy or original recognized equivalency certificate such as the General Education Development (GED) or copy or original GED transcript showing fulfillment of the requirements for a GED.
    - c) Copy of applicant's high school diploma, associate's degree, bachelor's degree, or master's degree.
    - d) Copy or original of postsecondary school academic transcript which gives proof to one of the following:
      - Completed associate, bachelor or master degree.
      - Completed program of at least two years in length that is acceptable for full-credit toward a bachelor's degree.
    - e) Copy of certificate of completion for a home school program, if the applicant's home state recognizes the home school. Documentation of the state's recognition must be evidenced in the applicant's records.
  3. In addition to the requirements listed above, an applicant for the associate's degree program must also demonstrate successful completion of either:
    - a) All of the course and attendance requirements necessary to qualify for an airframe and powerplant diploma as outlined in this catalog; or
    - b) Current and verifiable Federal Aviation Administration (FAA) Airframe and Powerplant Mechanic's Certification; including FAA sign-off documentation.

### Language Requirements for Admission

Applicants from countries where English is not the primary language spoken and applicants whose native language is not English must demonstrate English language proficiency by providing Spartan College of Aeronautics and Technology with one of the following:

TOEFL Internet-based Test	Total of 61 or better
TOEFL Computer-based Test	Total of 173 or better
TOEFL Paper-based Test	Total of 500 or better

Test results must be mailed to Spartan College directly from TOEFL. Spartan College's Director of Education will determine an applicant's English proficiency status. If an applicant is able to achieve a score listed above but is still having difficulties in reading, writing or comprehension of the English language, the student will be required to take a prescribed English language course concurrently while attending Spartan College.

### Student's Right to Cancel

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance of the first class session or the seventh calendar day after enrollment whichever is later.

A student who has not visited the school facility prior enrollment will have the opportunity to withdraw without penalty within three days following either attendance of a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

If the Enrollment Agreement is canceled, the school will refund the student any money paid less an application fee not to exceed \$100.00 within 45 days of cancellation.

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After the end of the cancellation period a student has the right to stop school at any time and has the right to receive a pro-rata refund if they he/she has completed 60 percent or less of the scheduled days in the current payment period of the selected program through the last day of attendance.

A student's withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to a student's lack of attendance.

### **Re-Entry**

A student who returns to school within **one year** of their last day of attendance does not need to pay an additional \$25 application fee or complete new application or enrollment agreement unless there has been a program change.

However, a returning student whose start date is **beyond one year** of their last date of attendance needs to complete another enrollment agreement, application, and pay an additional \$25 application fee. In no case does a returning student pay another \$75 registration fee.

Students who withdraw from school must be aware that if a program is changed during their withdrawal period, they will automatically be entered into the new version of the program. If this occurs, a new enrollment agreement is required. A program change may include credit hours, clock hours, program length or content.

### **Returning Students**

A returning student who resumes classes within one year (365 days) of his/her last day of attendance does not need to complete another application or pay another \$25 application fee; however, if the program has changed (cost, credit/clock hours, etc.) a new enrollment agreement will be required. Students returning to Spartan College after six (6) months from last day of attendance must meet with an Admissions Representative (less than six (6) months will meet with Student Services). A returning student who resumes classes after one year (365 days) must complete another application and pay another \$25 application fee. In no case does a returning student pay another \$75 registration fee.

### **Late Admission**

Classes start on the date indicated in the catalog supplement under Technical Calendar. Late starts are considered on an individual basis after assessing the student's ability to make up the work that has been missed. Under no circumstances will a student be allowed to enter class after the last day to Add & Drop classes for technical programs or no more than 10 class hours without the permission of the Campus President.

### **Add & Drop Period**

The first three class days of each term is considered the Add & Drop period.

The Add & Drop period does not apply to students returning from a Leave of Absence (LOA). Students returning from a LOA are expected to attend class on their Expected Return Date. If a student does not return by their Expected to Return Date, they will be dropped effective their Expected to Return Date.

### **Advanced Standing – Technical Programs**

There are a number of ways to achieve advanced standing at Spartan College, including:

1. Transfer credits from accredited colleges or universities,
2. Articulation agreement with selected high schools and colleges.
3. Passing grades on proficiency exams provided by Spartan College of Aeronautics and Technology; primarily in General Education subjects.
4. Advanced placement exams, College Level Examination Program (CLEP) exams, or nationally recognized certification exams.

Students should be aware that receiving advanced standing could affect their financial aid eligibility and graduation date.

### **Postponement of a Starting Date**

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

1. Whether the postponement is for the convenience of the school or the student, and
2. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date. The refund will be determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

### **Students Approved for Government/Tribal Funding**

Any student currently approved for government or tribal funding for college costs or living expenses must inform the campus Financial Aid and Business Offices. Examples of funding sources include Native American Tribes, Bureau of Indian Affairs, VA, Vocational Rehabilitation, Worker's Compensation, Social Security, Job Retraining, and Workforce Investment Act (formerly JTPA) Programs.

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## International Student Requirements

Spartan College of Aeronautics and Technology is authorized by the U.S. Department of Homeland Security (DHS) to accept and enroll non-immigrant students. After meeting with a Spartan College Admissions Representative, students who declare a country of citizenship other than the United States and who do not have permanent U.S. residence will be referred to a designated school official at Spartan College during the admission process. Prior to the issuance of a Student Visa Petition (Form I-20 A-B), non-immigrant students must provide originals or verified copies of the following items in addition to meeting the regular Spartan College admission requirements:

1. International Application Documents:
  - a) International Applicant Packet Form.
  - b) Certified copy of student's diploma translated and evaluated to U.S. high school equivalency by an approved NACES Inc. (National Association of Credential Evaluation Services) agency.
  - c) TOEFL Proficiency Test results. (Applicants should check with their consulate or embassy for other possible requirements.)
  - d) Letter of Intent written by applicant explaining why the student wants to study in the U.S.
  - e) A signed and notarized Letter of Sponsorship from the student's sponsor stating:
    - I. His or her relationship to the student.
    - II. Sufficient funds have been set aside solely for the purpose of the student's education.
    - III. Name, address, and phone number of sponsor.
  - f) Applicant's or sponsor's bank(s) statement not dated more than 6 months showing twelve months of tuition and living expenses.
  - g) Copy of student's information page from passport.
  - h) Copy of VISA/I-94.
  - i) Copy of prior I-20 A-B form. (Transfer students only.)
2. Pay Spartan College the I-20 processing fee and international fee. (Fees are posted in the Catalog Supplement.)
3. Students residing outside of the United States shall forward a minimum of the first academic year tuition payment to Spartan College of Aeronautics and Technology no later than the student's scheduled start date. These fees should be paid in the form of a credit card in the student's or sponsor's name or in the form of a check or money order made payable to the address below:

Business Office  
Spartan College of Aeronautics and Technology  
8911 Aviation Blvd.  
Inglewood CA 90301-2904  
USA
4. Documentation that verifies the student has the financial resources to attend Spartan College of Aeronautics and Technology. The documentation must demonstrate the financial ability to pay, at a minimum, the full first academic year costs; including tuition, housing, books, tools, computer, equipment, food transportation, etc. There also needs to be documentation ongoing support will be available for subsequent academic terms. These documents must be provided before an I-20 A-B form to attend the college will be issued to the student. One of the following five forms of financial support documentation is required together with reasonable documentation that will ensure the funds will continue until graduation:
  - a) A bank statement of the student, parent, or sponsor showing a balance adequate to fund the first academic year; including tuition, housing, books, equipment, food, transportation, etc. If a parent or sponsor is funding the student's education then a letter of commitment to pay the student's educational costs is required.
  - b) A letter from the bank (on bank stationery) attesting to the funds in the account.
  - c) A letter of sponsorship including an affidavit of support (Form I-134).
  - d) Education Assistance Loan approval.Any one of these five documents (i.e. A-D) is sufficient, as determined by the college, if accompanied by reasonable documentation that will ensure the funds will continue until graduation.

In addition, international applicants cannot legally work in the United States without permission from the DHS. Spartan College will not provide employment assistance to international students in their country of permanent residence or in the United States. Although employment placement assistance is not available, Spartan College will provide career advising and career planning strategies for international students if requested.

After receiving the I-20 A-B form the student needs to pay the SEVIS I-901 fee prior to the VISA interview with the American Embassy or Consulate. (Fee amount posted in the Catalog Supplement).

## FINANCIAL AID

Spartan College of Aeronautics and Technology firmly believes that access to education beyond high school is the right of every individual. Lack of financial resources alone should not be a barrier to this preparation. Therefore, Spartan College is an eligible institution participating in federal and state Financial Aid Programs. Financial Aid is available to those who qualify.

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The purpose of Financial Aid is to assist those students who, without such aid, would be unable to attend our school. The primary responsibility for meeting the costs of education rests with individual students and their families. Financial Aid funds are available to supplement whatever funds students and their families can reasonably provide. Early application is encouraged to ensure availability of funds. Students should complete the Financial Aid Applications upon enrollment and they will be notified of funding by a Spartan College Official.

Each student is initially processed for Financial Aid based on the standard enrollment status as defined by the school for each particular program. Eligibility and disbursements of Financial Aid may change based on enrollment status for each block or term. Because of federal Financial Aid regulations (excluding Pell), students whose enrollment status is less than half-time will have zero Financial Aid eligibility for that block or term. Due to these eligibility requirements, it is extremely important that students work with their Director of Education or designees to ensure full-time enrollment status for each block or term. A change from full-time enrollment status could cause a loss of Financial Aid eligibility and create a cash pay situation for some students. Please consult a Financial Aid Administrator with any questions regarding enrollment status and Financial Aid eligibility.

### **Tuition, Charges and Materials/Tool Kits**

A complete listing of tuition and charges (accident insurance, uniforms, etc.) is contained in the catalog supplement. Spartan College reserves the right to adjust tuition rates at the beginning of any academic term, but increases will be announced at least sixty (60) days in advance.

If a student re-enters within 180 days, the drop adjustment calculated will be reversed to show charges. If a student re-enters after 180 days, but within a year, the student will be charged based on Financial Aid packaging and based on original enrollment agreement. If a student re-enters after one year, charges are based on new enrollment agreement.

For Technical Programs, tuition is charged to each student's account every term, based on the enrollment status for that term. Tuition for Aviation Programs is charged to each student's account each academic year. Students should review the enrollment agreement or contact the Business Office for information about the charges for each program. Tools are charged to each student's account in the term in which the tools are issued.

Books will be charged to a student's account with tuition and reviewed after issuance. The amount of the charge will be based on the current or book prices. Used books are occasionally available for discounted price. Charges to a student's account (tuition, tools, and/or books) must be paid by the end of each term for Technical Programs, either by Financial, agency payments, cash payments, or through the Spartan's Loan Program. The tool/kit, textbooks, and supplies may be purchased through Spartan College or from an outside supplier, but must be the tool/kit, textbooks, and supplies required by Spartan. Students who have tools which meet the requirement for suitability will receive credit for the tool/kit price (see appropriate Director of Education or designee. A complete list may be obtained from the Director of Education or designee.

Students with delinquent cash or Spartan Loan payments will not be allowed to attend classes for the next term or future terms until the account is brought current. Questions or concerns regarding an account or Spartan Loan should be directed to Business Office personnel. The tool/kit, textbooks, and supplies may be purchased through Spartan College or from an outside supplier, but must be the tool/kit, textbooks, and supplies required by Spartan. When purchasing a second set of tools from Spartan College, a \$500 down payment must be made before receiving the new tool/kit.

**Note:** Non-Title IV credit balances can be held to student accounts until tuition/fees are paid for the academic year. If additional funds are left over after paying for tuition and fees for the academic year, the remaining will be refunded to the student within fourteen (14) business days. See the Business Office for further information and calculations.

### **Eligibility for Financial Aid**

To be eligible for Financial Aid a student must:

1. Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell and FSEOG).
2. Have a high school diploma or the equivalent.
3. Be a U.S. citizen or national or an eligible non-citizen. Verification of eligible non-citizen status may be required.
4. Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education.
5. Maintain satisfactory academic progress.
6. Provide required documentation for the verification process and determination of dependency status.
7. Have a valid Social Security Number.
8. Not have borrowed in excess of the annual aggregate loan limits for the Title IV Financial Aid Programs.
9. Be registered for the Selective Service, if required.
10. Sign an updated Statement of Educational Purpose/ Certification Statement on repayment and default.
11. Not have a Pell Overpayment

### **Application Process for Financial Aid**

#### **Initial Application**

The amount of Financial Aid each student will receive is determined by completing the Free Application for Federal Student Aid (FAFSA). A need analysis based on the FAFSA determines the extent of financial need in a consistent and equitable manner by applying a federally approved

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formula. Family size, income, assets, and other resources are evaluated to calculate the expected contributions from the student and parents. The FAFSA should be completed as soon as possible after enrollment. A new FAFSA is required for each award year which begins on July 1 every year.

### **Determine Financial Need**

The expected family contribution (EFC) is deducted from the student's cost of attendance (COA) for the academic year to determine the student's eligibility for need-based Financial Aid. The COA is referred to as the student budget and is comprised of tuition and fees, books and supplies, room and board, personal expenses, and transportation. Contact the Financial Aid Office for specific figures related to the award year in question.

### **Academic Year and Full-Time Status Defined**

Financial Aid is awarded one academic year at a time. An academic year is defined as six (6) five week blocks of instruction for Aviation programs.

### **Renewal Process**

Students are responsible for timely completion of their Financial Aid paperwork. The individual student is responsible for knowing the renewal dates and the deadlines for submitting the paperwork. A Free Application for Federal Student Aid (FAFSA) must be submitted each award year. Student and Parent Loans must be renewed each academic year. Student loans will be automatically renewed each academic year utilizing the Master Promissory Note. However, parent borrowers must approve new loans, either by telephone, mail, sign new Tuition Finance Plans document, or online prior to certification of new loans. The Financial Aid Office is available to assist in the application process.

### **Verification of Data**

Certain applicants are selected for a process referred to as verification. All selected applicants will be verified, students can use the IRS Data Retrieval Tool to transfer tax data to your FAFSA or submission of IRS Tax Transcript and other documentation. Students will be notified of their obligation to complete verification and the deadline for completing the process. Once verification is complete, the Financial Aid Office will notify the student of any change in their award. No interim disbursements of Title IV aid will be made prior to the completion of verification. As required by federal regulations, any suspected case of fraud with respect to Title IV student aid will be reported to the Regional Office of the Inspector General, or if more appropriate, local law enforcement agencies to investigate the matter.

**Satisfactory Academic Progress (SAP) For Financial Aid Eligibility.** The U. S. Department of Education mandates that students must be making Satisfactory Academic Progress (SAP) in their academic program to maintain financial aid eligibility. Given the nontraditional nature of Spartan College's educational programs, and the individual nature of each student's start date, Satisfactory Academic Progress will be measured based on the predetermined checkpoints (payment periods) in each program. Students not meeting Satisfactory Academic Progress will be notified in writing.

**The standards used to determine Satisfactory Academic Progress for Financial Aid Eligibility consist of:**

1. **Cumulative Completion Rate Standard:** A student must successfully complete greater than 66.6% of the total cumulative and transfer credits attempted to be making Satisfactory Academic Progress.
2. **Cumulative Grade Point Average (CGPA) Standard:** A student is required to maintain at least a 2.0 cumulative grade point average which is calculated by dividing total number of grade points earned by total credits attempted.
3. **Maximum Time Frame Standard:** A program of study must be completed within 150% of the number of credit hours required for graduation to maintain financial aid eligibility. The 150% is measured on the basis of attempted credits and transfer credit if awarded. For instance, if a program consists of 66 semester credit hours for graduation, it must be completed within 75 attempted credits (50 credits x 1.5=75 credits).

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

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

**Reinstatement of Financial Aid Eligibility** A student may appeal the suspension of Financial Aid eligibility based on extenuating circumstances supported by official documents. Extenuating circumstances are situations that create an undue hardship that caused the student's inability to meet Satisfactory Academic Progress standards. Examples of extenuating circumstances include but are not limited to death of an immediate family member, divorce, injury or illness. To appeal, a student must submit a SAP Appeal Form along with official documentation to the Director of



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Financial Aid/Financial Planning. The appeal will be evaluated by the Appeals Committee within 10 days of receipt. The student will be given a time to meet with the Appeals Committee to present his/her appeal. Upon review, the student will be notified in person and/or in writing of the appeal decision. If the appeal is approved the student will be placed on Financial Aid Probation. During a period of Financial aid Probation, the student will retain his/her eligibility to receive Financial Aid. An Academic Plan may be required.

A student may choose to continue their education without federal funding (making cash payments) until they meet the standards used to determine Satisfactory Academic Progress for financial aid eligibility. However, it is possible that not meeting SAP can impact the student's ability to earn the credential (degree, diploma, or certificate) for the program depending on the final SAP standing, etc. A student may apply to have their financial aid reinstated once they begin meeting Satisfactory Academic Progress standards again.

Additional information regarding financial aid eligibility is available in the Financial Aid Office.

## STUDENT FINANCIAL ASSISTANCE PROGRAMS

### Grants – Aid which does not have to be repaid.

After the student submits their FAFSA, they will receive a Student Aid Report (SAR) or SAR Acknowledgement Form. The SAR will tell the student whether or not they are eligible for the Federal Pell Grant. The student's SAR also determines their eligibility for other Financial Aid Programs. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's degree. The Pell Grant provides a foundation of financial aid to which other aid may be added.

*Students are now limited to 12 semesters (or 600%) of Pell Grant eligibility during their lifetime. Students may view their percentage of Pell Grant used by logging onto [NSLDS.ed.gov](http://NSLDS.ed.gov). Student's "Lifetime Eligibility Used" will be displayed in the "Grants" section.*

### Federal Supplemental Educational Opportunity Grants (FSEOG)

The FSEOG is a grant awarded to students demonstrating the most need. It is only available to students who have not earned a bachelor's degree and Pell Grant eligible. These federal grants are very limited in number and amount. Like the Pell Grant, they do not need to be repaid. The Financial Aid Department determines amount of the student's awards and increasing awards based on a student's unmet need. The minimum award for FSEOG is \$100.

### Cal Grants

These grant programs provide funds to eligible students to help pay tuition and fees. There are three different funds available and the California Student Aid Commission makes the final selection. A student must also be a California resident and show need. Several other guidelines apply. Please contact your campus Financial Aid Office for complete details.

**Applying for a Cal Grant takes two forms!** FAFSA + Your Verified GPA = a Cal Grant Application. File your Free Application for Federal Student Aid (FAFSA) and Cal Grant Grade Point Average (GPA) Verification Form by the March 2 deadline for a Cal Grant – that's money you don't have to pay back. **However, the number of Cal Grant awards is limited. You must apply by March 2 to maximize your opportunity to receive an award.**

## STUDENT LOANS AND WORK STUDY

### Direct Loan Entrance Counseling

The U.S. Department of Education requires all new Federal Subsidized, Unsubsidized borrowers to complete loan entrance counseling. Upon leaving Spartan, student loan borrowers will also need to complete loan exit counseling.

### Federal Direct Stafford Loan

These low-interest subsidized and unsubsidized loans are available from the U.S. Department of Education. The amount of funding available depends on the student's academic level and dependency status. Loan fees up to (1.068%) may be deducted from the loan before it is disbursed. A subsidized loan is awarded on the basis of financial need. The student will not be charged any interest while loans are "in school deferment status." The federal government "subsidizes" the interest during these periods.

An unsubsidized loan is not awarded on the basis of need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If the student chooses to allow the interest to accumulate, it will be capitalized. Accumulated interest while in school will then be added to the principle amount of the student's loan quarterly or at the time repayment begins.

Spartan College of Aeronautics and Technology utilizes the Master Promissory Note (MPN) for multi-year use for the Direct Staff Loan Program. Once a MPN has been submitted, Spartan College will automatically award Stafford Loans throughout the student's enrollment. Spartan College will notify the student of any Direct Stafford Loan awarded by providing an award letter.

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If the student would like to request changes to the Direct Stafford Loan awarded, they need to contact the Financial Aid Office. Once the student withdraws, graduates, or drops below half-time status a grace period of six (6) months is granted before repayment begins. Depending on the outstanding balance of all loans, the student may have ten (10) to thirty (30) years in which to repay.

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

### **Federal Direct-PLUS Loan**

This low-interest loan assists parents of dependent students whose need is not met by the Federal Stafford Loan Program\*. The academic year limit is the cost of education minus any other financial aid. Your Direct PLUS Loan enters repayment once your loan is fully disbursed (paid out). Loan fees up to 4.272% may be deducted from the loan before it is disbursed.

Spartan College of Aeronautics and Technology utilizes the Master Promissory Note (MPN) for multi-year use of the Direct PLUS Loan Program. Parent borrowers will be required to approve new loans, either by telephone, sign new Tuition Finance Plans document or online prior to certification of new loan.

### **Loan Notification**

The Business Office will notify students or parents in writing when loan funds are being credited to a student's account.

### **Department of Education's New 150% Rule for Subsidized Loans**

Effective as of July 1, 2013 students with a \$0 balance in loans will be limited to the amount of Subsidized Loans they can receive during their Undergraduate Career.

A student who does not complete their program of study by the end of the 150% time frame will have their subsidized loans converted to unsubsidized loans and interest will be accrued through when the original subsidized loan was.

### **Federal Work-Study (FWS)**

Student employment is available through the Federal Work-Study Program. This program offers employment opportunities on and off campus in the areas of Student Services and Community Services. Awards are based on the student's remaining unmet need. Positions are limited and openings are posted as they become available. Applications are submitted to the Financial Aid Office.

### **Institution Payment Plan**

Spartan College has partnered with UNISA, Inc. to provide a payment plan that assists students and parents in managing educational expenses. Please contact a member of the Business Office for further details.

### **Other Aid Programs**

#### **Veterans' Educational Assistance**

The prospective VA eligible student needs to complete Application for VA Educational Benefits online at [www.gibill.va.gov](http://www.gibill.va.gov). Students will need copies of discharge document DD214.

Students will receive a Letter of VA Eligibility from the Veteran Administration of eligibility of benefits.

Students should keep file copies of all VA eligibility documents and provide copies of Eligibility Letter and DD214 to the school.

The school will certify student enrollment status when student starts the program of study.

Students can also contact the Veteran Administration for more information at **888-442-4551**.

Students may, if eligible, receive funds to meet educational costs from Veterans Administration Benefits, Social Security, The Workforce Investment Act, The Bureau of Indian Affairs, The Division of Vocational Rehabilitation, Worker's Compensation, employee tuition waivers, and other organizations and agencies providing scholarships and grants. Please contact the Business Office regarding these funding sources.

#### **Notice to Applicants of Financial Aid**

An offer of Financial Aid is contingent upon receipt of funds from all funding sources. The Financial Aid Office reserves the right to revise offers of Financial Aid at any time during the academic year based on availability of funds and/or procedures mandated by the state or federal authorities. Pursuant to the Privacy Act of 1974, applicants for Student Financial Aid are hereby notified that the disclosure of their social security number is required to verify the identity of each applicant.

#### **Educational Purpose**

Any funds received under the Federal Pell Grant, the Federal Supplemental Education Opportunity Grant, state grants, the Federal College Work-Study Program, the Federal Perkins (National Director) Student Loan Program, or the Federal Direct Loan Program are to be used solely for expenses related to attendance or continued attendance at Spartan College. The student is responsible for repayment of a prorated amount of

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any portion of payments made which cannot reasonably be attributed to meeting educational expenses related to the attendance at Spartan College. The amount of such repayment is to be determined on the basis of criteria set forth by the United States Department of Education and the appropriate state agency.

## **REFUND & CANCELLATION PROCESS**

### **Return of Title IV – Credit Hours**

Title IV funds are earned in proportion to the percentage of the payment period that is completed with 100% of the funds awarded after 60% of the payment period is completed; for instance, if the payment period lasts 100 days, 100% of the title IV funds are earned after 60 days are completed. If a student withdraws after 60% of the payment period is completed, Title IV funds are not required to be returned. When a student withdraws prior to the completion of 60% of the payment period, Spartan College must determine if the Title IV funds the student has received exceed the amount earned. This calculation is based on the number of days completed in the payment period as of the student's withdrawal date. If the amount received by the student exceeds the amount earned, Spartan College must return the excess funds to the Title IV programs in the sequence mandated by the U.S. Department of Education.

The normal refund calculations will be applied after the Title IV return calculation has been made. If you have any questions about this policy, please visit the Financial Aid or the Business Office for complete examples.

### **Return of Title IV – Clock Hours**

Spartan College will use a payment period to determine when excess Title IV Financial Aid funds are returned to the originating programs. During a student's first and second academic years, a payment period of 450 hours will be used at Spartan. During a student's third academic year, a payment period is determined by the number of hours the student is scheduled to attend up to 450 hours.

Title IV funds are earned in proportion to the percentage of payment period that is completed with 100% of the funds awarded after 60% of the payment period has been completed; for instance, a student in his/her first or second academic year will earn 100% of the Title IV funds after completing 270 scheduled hours (270 is 60% of the 450 hour payment period). Similarly, a student in his/her third academic year will earn 100% of the Title IV funds after completing 180 hours (180 hours is 60% of the 300 hour payment period).

The normal refund calculation will be applied after the Title IV return calculation has been made. Visit the Financial Aid Office or Business Office for complete examples or if you have questions.

### **Minimum Cancellation and Settlement Policy**

Spartan College of Aeronautics and Technology requires an application and registration fee at the time of enrollment. The following policies apply to the two fees:

1. All monies paid by an applicant are refunded if requested within seven (7) calendar days after signing an enrollment agreement or making an initial payment.
2. An applicant requesting cancellation more than seven (7) days after signing an enrollment agreement or making an initial payment but prior to touring or visiting the School is entitled to a refund of all monies paid to the School minus the application fee.
3. An applicant who has signed an enrollment agreement but not toured the campus before the first day of class, who then requests cancellation within 72 hours of a tour of the campus and facilities/equipment or within 72 hours of attending a scheduled orientation is entitled to a full refund.
4. An applicant who is rejected by the School is entitled to a refund of all monies paid.
5. An applicant receives a refund of the application and registration fees paid if the School discontinues a course or program during a period of time within which the student could have reasonably completed it.
6. Examples of the application of Spartan College of Aeronautics and Technology's refund policies are available in the Business Office.

### **Definitions:**

1. **Academic Year** – A period of enrollment not less than 30 weeks in length and for students enrolled in Aviation Programs during which a full-time student completes 900 clock hours.
2. **Last Day of Attendance** – The last day a student physically attends class.
3. **First-Time Student** – A student who has not previously attended Spartan College and who has not previously incurred institutional charges.
4. **Administrative Charge** – A charge to the student which defrays the cost of processing a student withdrawal.
5. **Period of Enrollment** – The time frame for which a student has been charged.
6. **Payment Period** – The time frame in which students earn Title IV disbursements.

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## STATE REFUND POLICIES

### California State Refund Policy – Clock Hour

Students who withdraw from Spartan College of Aeronautics and Technology are entitled to a fair and equitable refund. The refund policy used will be one of the following depending on the method of payment used for tuition and when a student elects to withdraw or is withdrawn:

1. Students Receiving Title IV Funds – Withdrawal during first period of enrollment: Under Federal Regulations, Spartan College is required to apply this policy to refund calculations for first-time students who withdraw before the 60% point of the first period of enrollment for which they have been charged.

Students are charged for each academic year of attendance. An academic year consists of 900 clock hours.

- a) Termination within the first 10% of the academic year results in a 90% refund.
- b) Termination after 10% but within 20% of the academic year results in an 80% refund.
- c) Termination after 20% but within 30% of the academic year results in a 70% refund.
- d) Termination after 30% but within 40% of the academic year results in a 60% refund.
- e) Termination after 40% but within 50% of the academic year results in a 50% refund.
- f) Termination after 50% but within 60% of the academic year results in a 40% refund.
- g) Termination after 60% results in no refund

An Administration Fee of \$100 will be added to the amount retained by Spartan College.

2. For students not receiving Title IV funding who withdraw or are withdrawn during the first 12 months, **the following applies to the first 12 month period only:**
  - a) After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition.
  - b) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition.
  - c) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition.
  - d) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.
3. For students who withdraw or are withdrawn after the first 12 months and are not receiving Title IV funding, Sections 2a through 2d apply to the entire tuition due for the 17.5 month program period.

### California State Refund Policy – Credit/Clock Hours

Refunds must be calculated from the last date of recorded attendance. The refund policy is for students who have completed 60% or less of the term. A student who has completed greater than 60% of the term will not be entitled to a refund. The following calculations reflect this policy:

1. Divide the total tuition charge (exclusive of the registration fee) by the number of hours in the program.
2. The quotient is the hourly charge for the program.
3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours scheduled to be attended through the last date of attendance by the hourly charge for instruction plus the amount of the registration fee and other materials obtained by the student (i.e. books and equipment).
4. The refund shall be any amount paid in excess of the figure derived in "3" that was paid by the student.

For Example:

Program Information: 103 credit hours/1162 clock hours

1<sup>st</sup> term – 14 credit hours/200 clock hours

2<sup>nd</sup> term - \$2,833 total tuition charge

The student enters a 200-hour term, having paid \$2,833 in tuition, \$75 registration fee, and \$500 equipment/book charges. If the student withdraws after completing 30 hours or 15% of the term, the refund calculation would be:

$\frac{\$2,833 \text{ (tuition charge)}}{200 \text{ (total hours in term)}} \times 30 \text{ Hours} = \$425.10$

Total amount paid:

$\$2,833 + \$75 + \$500 = \$3,408$

Total amount charged:

$\$425.10 + \$75 + \$500 \text{ (if equipment/books are not returned)} = \$1,000.10$

Refund =  $\$3,408.00 - \$1,000.10 = \$2,407.90$

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If a student received equipment and/or books and they are in excellent condition, the student will be able to return them for a refund within seven (7) calendar days from the effective date of withdrawal. If the student fails to return equipment and/or books in excellent condition within seven (7) calendar days, Spartan College of Aeronautics and Technology may retain the documented cost of the equipment and/or books and offset them against the calculated above.

### **Exit Counseling**

All student loan borrowers must complete exit loan counseling when they drop below half-time enrollment, withdraw or graduate. An exit counseling can be completed online at [www.studentloans.gov](http://www.studentloans.gov), in the Financial Aid Office or return attached exit material sent to the student.

### **Discontinued Programs**

If the school discontinues or cancels instruction in any program prior to the class start date or after a student enters training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a prorated refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued or relocated and the refund must be paid within 30 days after receipt of such a request.

### **Application of Refund Policies**

The refund amount will be refunded within 45 days of the day Spartan College determines the student is no longer enrolled (effective date of cancellation / withdrawal may be prior to or within the enrollment period). The effective date of termination (cancellation / withdrawal) is defined as:

1. The date of receipt of student's notification; or
2. The date the institution determines the student is no longer attending; or
3. The effective date of termination for students on an approved excused leave or an approved leave of absence would be their expected return date or the date the student notifies Spartan College of his/her non-return whichever date is earlier; or
4. All previously completed blocks, terms, and/or payment periods are charged at 100%; or
5. This policy is administered on a term-by-term, block-by-block and/or payment period basis.

### **Withdrawals**

Each student of the institution has the right to withdraw from a course of instruction at any time.

Within 30 days of the day on which the refund is made Spartan College will notify the student in writing of the date on which the refund was made, the amount of the refund, and the name and address of the entity to which the refund was sent.

### **Refund and Distribution Policy**

Spartan College of Aeronautics and Technology adheres to the refund policy as published in this catalog. This refund policy is in accordance with the guidelines prescribed by the state of California and other states as noted in the enrollment agreement or addenda, and by the federal government. If a student withdraws from Spartan College and a refund is due, the following return of funds and refund distribution policy will be observed.

Amounts of Title IV refunds will be allocated in compliance with federal regulations in the following manner:

1. Direct Unsubsidized Stafford Loan
2. Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Direct PLUS Loans
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV, HEA assistance, federal, state, private, and institutional student financial assistance received by the student.

If after all required Title IV funds are returned based on the Return of Title IV calculation and the state or institutional refund has been calculated and a credit balance still exists, the credit must be first applied to the Apex Loan (if applicable). If a credit balance still remains all Title IV loans will first be refunded beginning with the current period of enrollment and going backward, then to any other private loan, federal grants, state grants, and finally the student.

Any credit balance on the student account at graduation will first be applied to the Apex Loan (if applicable) prior to sending to the student.

## **TUITION AND CHARGES REPAYMENT**

### **Repayment**

When a student receives Title IV and funds for living expenses and then withdraws from Spartan College, the Financial Aid Administrator must determine if the student owes a repayment on funds received in excess of calculated living expenses for the enrollment period.

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**Note:** *The Financial Aid Administrator keeps track of the repayment amount because Financial Aid transcripts must reflect any outstanding repayment due by the student.*

### **Financial Obligation**

Students who fail to make prompt monthly cash payments, issue personal checks that are returned by banks or fail to take a good faith effort to process their Financial Aid paperwork on a timely basis are subject to Spartan College's disciplinary action. It is Spartan College's policy that students must satisfy all financial obligations to Spartan prior to the start of the next term. No academic records will be released to any institution or individual until all financial obligations are satisfied.

### **Errors, Fraud, and Abuse**

If a staff member becomes aware that a student and/or a student's parents have provided incorrect information on the student's aid application, the staff member will report the situation to the Director of Financial Aid. The Director of Financial Aid will make an appointment with the student in an effort to correct the information. If the student and/or parents correct the information, the Director of Financial Aid will compute the student's awards based on the corrected information and, if necessary, submit such corrections or information to the appropriate agencies.

### **Remedial and Make-up Charges**

In the event a student is required to repeat a block of instruction, the additional class requirements will extend the original enrollment agreement by adding the additional block to the original agreement. Additional blocks are then billed and the charges are based on any new tuition rates in effect at that time. See the Campus Business Office for information regarding retakes.

### **Method of Payment**

Students should keep in mind as they review the tuition information there are many options available to them in order to afford a quality education.

If a tuition balance remains after deducting all sources of Financial Aid or if the student is using only personal funds to pay his/her tuition, the account balance may be paid on a monthly basis throughout the period of training without interest or carrying charges.

Payments are due on the 15<sup>th</sup> day of each month and are considered late on the 25<sup>th</sup> day of the month. An interruption in training may occur if payments are not received by the 25<sup>th</sup> day of the month. All tuition must be paid in full prior to graduation. Spartan College of Aeronautics and Technology accepts cash, checks, money orders, Visa, MasterCard, and American Express for payment of enrollment fees and tuition.

### **Loan Repayment**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student Financial Aid funds, the student is entitled to a refund of the monies not paid from Federal Student Financial Aid Program Funds.

### **Final Thought**

These Financial Aid guidelines and procedures may be a combination of federal and state regulations and are constantly changing. For information regarding any current charges, please contact the College Financial Aid Office.

## **ACADEMICS**

### **Transcripts**

Students may request an unofficial copy of his/her transcript from the Registrar. Official academic transcripts may also be requested from the Registrar; however, Spartan College reserves the right to withhold an official transcript if the student's financial obligations to the College, state loan, or federal loan are not current. A fee per official transcript may be charged by the College.

### **Academic Integrity Policy**

The Academic Integrity Policy is designed to foster a fair and impartial set of standards of conduct against which academic honesty will be judged. All students are required to adhere to these standards. This system defines dishonest acts as those which are cited in the following paragraphs. This list is not all inclusive as instructors may establish other standards based upon the nature of the course or the setting in which the course material may be delivered or applied. The following however constitutes the minimum standards against which academic integrity will be measured.

### **Prevention Techniques**

All Spartan College students have a responsibility to adhere to the Academic Integrity Policy, as do all members of the Spartan College community. Students are expected to prevent and confront academic integrity violations by:

1. Reporting violations of the Academic Integrity Policy to:
  - a) The faculty member teaching the course;
  - b) The Director of Education or designee; or
  - c) Director of Education.
2. Making it difficult and unacceptable for other students to violate the policy.

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## Definitions

For the purpose of this policy, dishonest acts are defined as those which permit a student to gain an unfair advantage over other students by any of the listed means. These include but are not limited to:

1. **Copying** – Any act of copying information from another student or for another student by any means to obtain an advantage for oneself or for another student.
2. **Plagiarism** – Student's submission of word-for-word passages of others work without proper acknowledgement.
3. **Collaboration** – Any act of two or more students actively cooperating on any assignment when such cooperation has not be expressly permitted by the instructor.
4. **Alteration of Records** – Altering of records by yourself or someone else.
5. **Aids** – Any use of aids that have not been expressly permitted.
6. **Bribery** – Offering money, any item, or any service to a faculty member or any other person to gain academic advantage for oneself or another.
7. **Lying** – The deliberate misrepresentation by words, actions, or deeds of any situation or fact, in part or in whole, for the purpose of enhancing one's academic standing.

*Also see Student Conduct and Discipline section.*

## Procedures

Any member of the Spartan College community may report a violation of the standards of conduct by completing a Student Action Report as described in the Academic Integrity Policy.

Upon receipt of the Student Action Report, the Director of Education or designee will review the record to determine whether the incident is the student's first, second, or third offense.

## Sanctions

For each offense, the mandatory sanction will be the minimum imposed on the student. The discretionary sanctions for each offense may be imposed if deemed appropriate by the Director of Education or designee.

## Family Educational Rights and Privacy Act (FERPA)

Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

1. The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the President receives a written, dated request for access. The Institution does not permit students to inspect or review confidential student guidance notes maintained by the Institution, or financial records (including any information those records contain) of their parents or guardians.
2. The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the President, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the Institution decides not to amend the record, the Institution will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The Institution may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the Institution is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

Upon request, the Institution discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

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

Family Compliance Office

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

### **Directory Information Public Notice**

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Institution maintains an online directory for the Institution's community. Upon the first day of attendance, students' profile listings, including student names and user names, become available to the Institution's community (students, faculty, and administrators). The online directory 30 may also include information commonly referred to as "directory information." The Institution designates the following categories of student information as directory information:

1. Student's name
2. Student's address
3. Student's telephone number
4. Student's email address
5. Photographic representations of students
6. Student's field of study
7. Student's grade level
8. Student's enrollment status
9. Student's dates of attendance at the Institution
10. Student's degrees, honors, and awards received
11. Student's participation in officially recognized campus activities

The Institution does not accept responsibility for information published by users in the directory and reserves the right to delete or modify information posted to the directory that is abusive, inflammatory, defamatory, infringing of intellectual property, or otherwise inappropriate in an academic environment. Students who improperly use the directory or any information it contains may be subject to disciplinary action. Students have the ability to enter or restrict the listing of personal directory information through an online user interface. Upon a student's withdrawal from the Institution, student directory information will be removed. Upon a student's graduation from the Institution, student directory information will become eligible for inclusion in an alumni directory. Additionally, the Institution may release directory information to third parties without prior consent of students. Directory information may be disclosed by the Institution at its discretion for any purpose including, but not limited to, requests from law enforcement agencies and degree verification requests from prospective employers. Currently enrolled students may choose to withhold disclosure of their directory information by obtaining the Directory Information Withholding Request Form from the Campus Registrar, completing the form, and returning it to the Campus Registrar's Office. The Institution will honor a student's request to withhold directory information; however, the Institution cannot assume responsibility for subsequently contacting the student for permission to release information to prospective employers, relatives, or other persons. The failure on the part of any student to specifically request that his or her directory information be withheld indicates individual approval for disclosure. Additionally, the student's request to withhold directory information will not affect previous disclosures made by the Institution prior to receipt of the request. Personal Property: The Institution assumes no responsibility for loss or damage to a student's personal property or vehicle.

## **CANCELLATION OF CLASSES**

### **Insufficient Enrollment**

Spartan College of Aeronautics and Technology reserves the right to cancel any course or program for which there is insufficient enrollment. In the unfortunate event that Spartan College must cancel a course or program, every effort will be made to teach students through a teach-out agreement with another institution offering similar programs. Students also will have the option to transfer to another course or program or accept a mutually agreed upon arrangement between the student and Spartan College, not excluding refund.

### **Inclement Weather**

Generally Spartan College's policy is to remain open regardless of weather conditions and to hold classes with as many students and instructors as can safely reach the school.

If Spartan College administration should determine that the building must be closed due to inclement weather, the announcement will be broadcast on major radio and television stations. Students may call the school to listen to a recorded message or call the Emergency Call Center at (888) 302-1806 as directed by the campus.

## **TRANSFERABILITY OF CREDITS**

**Notice concerning transferability of credits and credentials earned at our institution:**



The transferability of credits you earn at Spartan College of Aeronautics and Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in one of Spartan College's programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at Spartan College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Spartan College to determine if your credits or degree, diploma, or certificate will transfer.

#### CREDIT EVALUATION POLICY

Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. Documentation of credit evaluation will be maintained in the veteran file.

#### Institutional and Occupational Advisory Committees

To uphold Spartan College of Aeronautics and Technology's commitment to high quality, career-oriented education and training and to the maximum employability of its graduates Spartan College has established Advisory Committees for each career program.

Advisory Committees are comprised of industry members who formally meet at least twice per calendar year with Spartan College's staff and faculty and who may be called on as needed to make recommendations to Spartan College regarding curriculum changes, equipment purchases, or program enrichment.

#### ACADEMICS – AVIATION PROGRAMS

The policies in this section apply only to students enrolled in aviation diploma programs.

##### Class Times

Day Classes		Evening Classes	
Class	7:30 – 9:14 a.m.	Class	5:30 – 7:14 p.m.
Break	9:14 – 9:45 a.m.	Break	7:14 – 7:45 p.m.
Class	9:45 – 11:29 a.m.	Class	7:45 – 9:29 p.m.
Lunch	11:29 – 12:00 p.m.	Lunch	9:29 – 10:00 p.m.
Class	12:00 – 1:45 p.m.	Class	10:00 – 11:45 p.m.

The degree program is offered from 6p.m to 10pm M-TH.

#### Grading System

Students are graded at the completion of each block of instruction and must satisfactorily complete the blocks before they proceed. Students are graded on a 0-100 percentile scale and a grade of 70% is considered passing. All required notebooks, drawings, projects or hand-in materials must be completed on or before completion of the block. Students are graded on class and lab work during each block using the following formula: 1) Academic grade = 50%. 2) Shop or Lab Projects = 50%. In all cases, students must achieve a passing grade on both lecture and laboratory areas to pass each block.

Grades which appear on the student's transcript are a combination of written test scores and a professional appraisal of technical knowledge and performance of laboratory/shop projects. The final block grade must be 70% or higher for a student to pass the block.

#### Repeating a Course (R)

If a student re-takes and completes a course, the higher or latest grade achieved in the repeated course is recorded in the academic record; however, the original grade also remains on the academic record as converted to an R, indicating the course has been re-taken. Students still earn credits attempted for R grades, but only the course with the highest grade is used in computing the GPA. Students should be aware that repeating a course may result in additional charges, as additional block may be required to complete the program.

The Grading System is as follows. The primary means for tracking grades is based on numerical grading.

#### GRADING SYSTEM

Letter Grade	Grade Points	Numerical Equivalent	
A	4.0	90 – 100	
B	3.0	80 – 89	
C	2.0	70 – 79	
F	0.0	69 & below	
Other Grades	Receive Credit	Affects GPA	
I – Incomplete	No	Yes	
W – Withdrawal	No	No	
R – Re-take	No	No	
LOA – On Leave	No	No	

**Student Records**

Following the completion of each instructional unit, students are informed of grades and of any time deficiencies by means of a grade report.

**Withdrawals**

If a student chooses to withdraw from any course or from a program of study, the student is requested (although not required) to notify the appropriate Director of Education or designee in writing prior to the date of withdrawal, detailing the intended date of withdrawal and reasons for withdrawing. Prior to the date of withdrawal, the student must have an exit interview with the appropriate Director of Education or designee and a representative from the Financial Aid Office.

Students who are absent from classes without contact for three consecutive class days will be dropped on day four.

**FAA Certification**

Upon graduation, students will be eligible to take the Federal Aviation Administration (FAA) knowledge tests for the Airframe and Powerplant Mechanics Certificate (as applicable based on which Spartan program the student completed). FAA testing consists of three (3) written tests and three (3) parts to an oral and practical (O&P) exam. Spartan College is a Designated FAA Test Center for the written tests. Spartan will provide one-time all the required written tests at no additional cost to the student provided that:

1. The student is a Spartan College program graduate.
2. He/she has fulfilled all financial obligations to Spartan College.
3. Written tests are taken at Spartan College within thirty (30) days of graduation.
4. Successful completion and passing of practice exams with a score of at least 90% in each of the three (3) subject areas (General, Airframe, and Powerplant).

Students not completing their written tests within thirty (30) days of graduation will pay the market rate for the FAA written tests. Each of the three (3) written tests is given only given one time free of charge if taken within thirty (30) days of graduation. Students who fail any of the written tests must pay market rate for the re-take regardless of whether or not the re-take is accomplished within thirty (30) days of graduation or not. Furthermore, students who test off campus are responsible for paying the costs of their tests.

After successful completion of the written knowledge tests, an oral and practical (O&P) examination is given to each graduate by a Designated Mechanic Examiner. The cost of the O&P examination is the responsibility of the student. Spartan College does not provide this test nor is the cost of the test included in any tuition fees the student paid as part of their enrollment.

Upon passing the oral and practical (O&P) examinations and written tests, the FAA will issue the appropriate certificate (Airframe, Powerplant, or Airframe and Powerplant).

**Satisfactory Academic Progress**

To be in good academic standing with the College and to be eligible to receive Title IV Financial Aid, students must maintain Satisfactory Academic Progress. At the end of each three (3) terms each student is evaluated on three (3) components to determine if he/she is maintaining Satisfactory Academic Progress:

1. Cumulative grade point average (CGPA).
2. Successful course completion rate.
3. Credits attempted relative to the maximum credits attempted that are allowed (1.5 times the credits in the student's program).

**Progress Policy – Veteran's**

Progress will be monitored at the end of the evaluation period for all students receiving veteran's benefits. If the student's CGPA falls below 2.0, or if progress falls below 66.67 percent of cumulative credits attempted at the end of any given evaluation period, the student will be placed on probation for the next two evaluation periods. If the student's CGPA is not raised to at least 2.0, or if progress continues below 66.67 percent of cumulative credits attempted by the end of the probation period, the VA will be notified and benefits will be interrupted.

**Evaluation Points**

Satisfactory Academic Progress evaluations are conducted after the third, sixth, ninth, twelfth, and fifteenth terms. Students not meeting SAP requirements will have up to three (3) terms to meet the requirements.

**Completion Rate Requirements**

At each evaluation point students must have completed 66.67% of the combined credits attempted to be making satisfactory progress. Any credits for which the student has remained enrolled past the Add/Drop period and has incurred a financial obligation are considered in this calculation.

Evaluation Point	Minimum CGPAIII	Minimum Successful Completion % of Credits Attempted	Academic Status
Block 3, 6, 9, 12, 15 etc.	2.0	66.67%	Warning
Block 6, 9, 12, 15 etc.	2.0	66.67%	Probation
Block 9, 12, 15 etc.	2.0	66.67%	Extended Enrollment

**Note:** This chart represents minimum standards; however, Spartan College students will be evaluated at the end of each term for the duration of his/her program.

Grade	Credits Attempted	Credits Completed	Calculated in GPA
A-C	Yes	Yes	Yes
F	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Repeated Course (R)	Yes	No	No
Pass (P)	Yes	Yes	No
No Pass (N)	Yes	No	No
Transfer Credit (TR)	No	No	No
Proficiency Credit (PR)	No	No	No
Audited Course (None)	No	No	No

### Academic Warning, Probation, and Extended Enrollment

At the end of each evaluation point, after grades have been posted, student's CGPAs and completion rates are reviewed to determine whether the students are meeting the above requirements.

### SAP Notices and SAP Federal Financial Aid Probation

If a student falls below the SAP criteria the student will be notified in writing that he/she is not making Satisfactory Academic Progress and a consultation with a Spartan College official may be scheduled. At that time, the student will be placed on probation during which Title IV and State funds may be disbursed and the student will be warned that failure to return to making Satisfactory Academic Progress will result in being dismissed from the school. A probation period lasts for three (3) terms. At the end of the probation period, if a student has not satisfied the specified requirements, financial assistance will be withheld and the student will be notified in writing that he/she has been dismissed from Spartan College.

### Reestablishment as a Regular (Federal Financial Aid Title IV Eligible) Student and Extended Enrollment Status

Students who fail to maintain the qualitative and quantitative minimums outlined above may apply to continue their studies at the institution in an extended enrollment status. During this time, the student is not eligible to receive Financial Aid or loans and must attempt to improve the deficient areas that led to the failure to maintain the qualitative and quantitative minimums by re-taking courses from which the student withdrew or which he/she failed. The student will be responsible for all costs incurred while on extended enrollment status and must make acceptable arrangements with the Business Office in order to continue.

Students on extended enrollment status will have their progress evaluated at the completion of each term by the Director of Education. Students on extended enrollment who do not make improvement as determined by the Director of Education may be dismissed from the institution. A student on extended enrollment who reestablishes Satisfactory Academic Progress may return to a regular status. If the Director of Education determines that the student has the academic ability and desire to successfully continue the program, the student will meet with the Director of Financial Aid or designee to determine eligibility for Title IV aid.

### Withdrawals, Repetitions, Timeouts, and Leaves of Absence

A drop grade is issued for a term of instruction from which a student withdraws either voluntarily or involuntarily. These drops are not counted in the grade average, but are counted in the terms attempted.

### Maximum Time Frame

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Students must complete their programs within a specified time frame. A program time frame has been set up by Spartan College as no longer than 1.5 times the normal time it would take to complete the program.

### **Appeals**

Students who wish to appeal the determination that they are not maintaining Satisfactory Academic Progress must submit a letter to the Director of Education. The letter should describe any circumstances the student feels deserve further consideration. An appeal decision will be made and the student notified. The decision of the Director of Education is final.

### **Multiple Attempts**

Students who voluntarily withdraw from Spartan College or who are withdrawn for academic, disciplinary, or attendance reasons may re-enter the College. Students must complete the Re-entry Process as outlined by the Director of Students Services to be considered eligible for re-entry. If a re-entering student attends classes before the end of the Drop/Add Period, the student will be returned to "active" status. If the student does not attend classes after the Drop/Add Period of the re-entry term, the student retains his/her status as a withdrawn. Student.

### **Graduation Requirements**

A completion certificate and transcript will be issued only after satisfactory completion of all blocks, tests, financial, and other obligations have been satisfied.

Requirements for graduation are as follows:

1. Completion of total clock hours required.
2. Passing grade average of 70% or better in each block of instruction.
3. Accounts must be paid in full or other arrangements made.
4. Completion of professional resume and graduate information form.
5. Student has scheduled and confirmed dates to take the written and oral FAA tests post-graduation.

### **Transfer Student**

After the College has determined which courses will be accepted for transfer credit from a non-Spartan College of Aeronautics and Technology, the student's transcript will be changed to reflect these courses. The standard program length will be shortened to reflect the transfer courses and the maximum time frame recalculated. The student will start with a 0.0 GPA and 0% courses attempted and successfully completed. If a student transfers credits to a new program from the same or other Spartan College of Aeronautics and Technology, the courses will be counted in the calculation of completion and in the calculation of GPA. These transfer credits may shorten the maximum time frame for the new program.

### **Advanced Standing**

Students wishing to transfer from another approved FAA Part 147 school will be placed into the appropriate point in the curriculum as determined by transcript evaluation. For advanced standing, the student must submit official transcripts and the official school catalog. Former military personnel having aviation experience may also be eligible for advanced standing by submitting all documentation to the Admissions Office.

A student requesting transfer credit from another approved FAA Part 147 school or applicable aviation experience, must submit official documentation (i.e., official transcripts, military experience and/or FAA certifications, etc.) at the time of enrollment.

## **ATTENDANCE POLICIES**

### **Absenteeism and Tardiness**

All absences from the assigned classes are recorded. Tardiness is counted on a minute-by-minute basis toward the total time missed in each unit. Absences are counted in increments of 1/10<sup>th</sup> of an hour. **Example:** 1 to 6 minutes equals 0.1; 6 to 12 minutes equals 0.2; and 1 hour and 30 minutes equals 1.5.

Any student who withdraws or fails to complete a block for any reason will be required to retake the block at an additional cost.

**(All shop projects, tests, and other course work for each subject must be satisfactorily completed to receive a passing grade).**

### **Make-Up Work**

#### **(Absences – Aviation Diploma Programs Only)**

Regular attendance is expected and is to be reflected in the student's grades. Since the material discussed in class will be included in the examinations, it is to the students' advantage to attend all classes. It is essential that students absent from school make-up all work missed during unexcused absences.

The time the FAA permits a student to miss will be considered an excused absence. Options for completing make-up work:

- One-on-one meeting with an Instructor to make-up the material missed during the excused absence.

- 
- Audit classes in the same block of instruction at a different session.
  - Extra session assignment from the Instructor or Director of Education to be completed on a designated day.

### Leave of Absence (LOA)

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave school for an extended period of time without withdrawing or affecting his/her Satisfactory Academic Progress calculations. The appropriate Director of Education or designee or a designee may authorize a leave of absence under the following circumstances.

1. A leave of absence may only be granted to a student who has completed a block of instruction and has not been in class past day 19.
2. The student must provide a signed written request for the leave of absence. The last date of attendance and return date must be clearly identified on the accompanying Student Action Report.
3. The student has not completed his/her program.
4. Under no circumstances will a leave of absence be extended beyond 180 days.
5. Multiple leave of absences may be granted during any 12-month period beginning with the start of the most recent leave of absence as long as the total days do not exceed 180.
6. The student will incur no additional tuition charges during an approved leave of absence.
7. If the student is eligible under the authority of the Higher Education Relief Opportunities for Students (HERDES) Act he/she may verbally request the leave; however, all other conditions apply.

Reasons for granting a leave of absence may include but are not limited to:

1. Serious student medical problems.
2. Pregnancy
3. Military duty
4. Death of an immediate family member

If a student does not resume classes on or before the approved return date, the student will be withdrawn from the program.

**Note:** *If a student does not return from and approved leave of absence, the grace period for Stafford and Perkins Loans will begin with the last date of attendance. The length of the remaining eligibility of the grace period is contingent upon any portion of the time frame previously used for the leave of absence. \* The AOS Degree program does not accept LOA's.*

### Class Times

Typically, day section classes will be scheduled between 7:00 a.m. and 6:00 p.m. Monday through Friday. Typically, night section classes will be scheduled between 5:00 p.m. and 11:45 p.m. two (2) to five (5) nights a week. Although every effort is made to schedule classes for students' convenience, Spartan College of Aeronautics and Technology reserves the right to alter scheduling if proper facilities, equipment, or staff are not available. On rare occasions and with permission from the Campus President, independent study may be available. There will be fifty (50) minutes of instruction with a ten (10) minute break for each hour of instruction. Mealtimes are included in each program's schedule based upon class schedules.

### Grading System

Spartan College of Aeronautics and Technology students will be evaluated and assessed using quizzes, lab exercises, tests, projects, written and oral reports, and presentations. Students will receive additional course requirements in each course syllabus.

Spartan College of Aeronautics and Technology uses a traditional A – F (4.0 – 0.0) grading system with A representing Excellent work, B representing Above Average work, C designating Average work, and F indicating a Failure by the student.

In addition to these grades, the College uses the following designations:

1. **Transfer (TR)** – A credit designation of TR indicates that the student has demonstrated competence in the content of a course by successfully completing an equivalent course at an accredited college or university with a grade of C or better on an A – F scale. The credit designation of TR does not contribute to a student's grade point average; however, the student receives the quarter credit units toward his/her degree completion requirements. Credits achieved through transfer do not count toward determining full or part-time academic status.
2. **Incomplete (I)** – A credit designation of "I" indicates that the student did not complete all of the work required for a course prior to the end of a term. A credit designation of "I" is temporary credit where at least 75% of the coursework has been completed satisfactorily. It may be recommended when the Instructor has determined that extenuating circumstances prevented the student from completing all course requirements.

Students will have two weeks after the start of a term to complete all incomplete work from the prior term. It is the responsibility of the student to ensure that all work is submitted and received by the appropriate faculty member thereby ensuring that a grade change can be submitted. Faculty members have seven (7) calendar days from receipt of this work to submit a grade change to the Student Records Department. The final grade will be calculated based upon the final percentage the student earned in the course. Incomplete work turned in during the allotted time period will be factored into the final percentage. Work turned in after the allotted time period will not be accepted.

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The grade "I" contributes zero points (the equivalent of an F) and is computed into a student's grade point average. The student receives no quarter credit units toward his/her degree completion requirements, but quarter credit units will count toward the total number of credits attempted.

3. **Withdraw (W)** – A credit designation of W indicates that the student has attended and then subsequently withdrawn from a course after the end of the Drop/Add Period and prior to completing 80% of the scheduled clock hours for the course. A student who withdraws from a course after at least 80% of the scheduled clock hours in a course have passed receives an F.

The credit designation of W does not contribute to a student's grade point average and the student receives no quarter credit units toward his/her degree completion requirements. Quarter credit units will count toward the total number of credits attempted. Credits attempted count toward determining full or part-time academic status.

4. **Repeating a Course (R)** – If a student retakes and completes a course, the higher or latest grade achieved in the repeated course is recorded in the academic record; however, the original grade also remains on the academic record as converted to an R indicating the course has been retaken. Students will earn credits attempted for R grades, but only the course with the highest grade is used in computing the GPA.

Students should be aware that repeating a course may result in additional charges as either; a) an additional term may be required to complete the course; or b) the repeated course may increase the student's credit load, the basis for all tuition charges (i.e. from three-quarter time to full-time).

A complete listing of all grades for the associates degree program and GPA values is located in the following table.

**Grading System:**

90% - 100%	A 4.0
80% - 89%	B 3.0
70% - 79%	C 2.0
60% - 69%	D 1.0
0% - 59%	F 0.0

**Grade Change**

All grades are considered final when recorded by the Registrar's Office. Any grade change, other than completion of an "I" grade, must be made within 30 days after the end of the term in which the grade was earned. All requests for grade changes must be submitted in writing to the Director of Education or designee.

**Class Size**

Spartan College of Aeronautics and Technology strives to maintain a low student-to-instructor ratio, especially in laboratory settings. Some lecture classes may be larger depending on the nature of the subject matter. Class sizes will be appropriate to the course of instruction and shall contribute to the achievement of the course objectives.

**Student Progress Reports**

Students are apprised of their academic status at the conclusion of every term and students are encouraged to communicate with their instructors when dealing with concerns about their progress. Students who are placed on probationary status are informed at the time the action is taken and appropriate advising is provided.

Student progress is evaluated through daily assignments, assessments of hand-on work, quizzes, and written examinations. Progress is measured by use of the grad-point system.

**GRADUATION AND ACADEMIC AWARDS**

**Graduation Requirements**

A student is eligible for graduation if all of the following are true:

1. The student has completed all courses required by his/her program of study with a passing grade by the last day of the graduating term.
2. The student has accumulated the total number of credits required for graduation from his/her program of study.
3. The student has a cumulative grade point average of 2.0 or better.
4. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the College.

The student may qualify for graduation while on academic probation if at the end of the probationary term, the student meets the satisfactory progress requirements.

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## Graduation Ceremony

A graduation ceremony is held for graduating students, their guests, and family members. Numerous awards are presented to students for outstanding achievement in academics and attendance.

Upcoming graduates should plan to meet with their Career Development Advisor three (3) terms prior to graduating to formally kick off their career-related job search.

## Student's Responsibilities after Graduation

Students are ultimately responsible for their job search and for attaining both general career related employment. Those responsibilities include:

1. Creating and executing a job search plan with their Career Development Advisor.
2. Making and keeping regular appointments with their Career Development Advisor.
3. Informing their Career Development Advisor of life changes including: Changes of career goals, employment status, mailing and e-mail addresses, and contact phone numbers.
4. Completing and submitting job search materials to Career Services, including a cover letter, resume, and work samples, if appropriate.
5. Actively searching for jobs which includes: Attending networking events, generating business relationships, calling potential employers, applying for jobs, and following up on those applications.
6. Dressing appropriately for all company site visits, informational and formal job interviews, and arriving to all scheduled meetings and interviews on time.
7. Calling to reschedule all appointments (both on and off campus) that students will not be able to attend.

## Alumni Services

Career advising continues after students graduate from Spartan College. Alumni are always welcome to contact any Spartan Career Development Office for assistance conducting a job search. Alumni are also encouraged to take advantage of Spartan College's tuition-free retraining in their program of study. Alumni should contact the Education Department to learn more about how to take advantage of tuition-free retraining. **Note:** Other fees, laboratory, books, etc. may apply.

## Graduating with Honors

Students achieving a 3.75 cumulative grade point average upon completion of the program will graduate with honors. This is noted on the student's final academic record.

## Term Award - *Dean's List*

Students maintaining a 3.75 grade point average or above for a term will be placed on the Dean's List. The Dean's List designation will be noted on the student's transcript.

## STUDENT INFORMATION AND SERVICES

### General

Spartan College provides services to all students during their programs. Spartan College is committed to providing an environment that supports students in achieving their personal and professional goals. The campus has various resources to support students throughout their time at Spartan College. Spartan College endeavors to provide high quality services in an efficient manner, subject to ongoing evaluation by students and faculty.

### Grievance Policy and Procedure

Spartan College of Aeronautics and Technology recognizes that students may have a concern or issue that necessitates a prompt and fair resolution. When a problem between a student and the school arises, students should make every effort to resolve the issue by following the Spartan College Grievance Policy and Procedure. In order to address any concern or issue students need to follow the prescribed series of steps in an effort to obtain a mutual and satisfactory resolution.

For an academic issue or concern, the first person to speak with is the instructor. If consulting with the **instructor** does not result in a satisfactory resolution, the next steps are to speak with the Director of Education or designee then the **Director of Education**. These staff members can resolve a vast majority of concerns or issues.

For a non-academic issue or concern, the first person with whom the student should speak with is the **Director of the Department** where the concern is focused.

If a resolution has not been met, then the next step in the process is to speak with the **Campus President** who will attempt to coordinate a mutual and satisfactory resolution with the individuals or departments involved with the issue or concern and the student.

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The student can then write to the President of Spartan College if a resolution is not met in the previous steps. Students may send an email to [StudentVoice.LAX@Spartan.edu](mailto:StudentVoice.LAX@Spartan.edu) with their issues or concerns.

Should you feel that resolution is still not to your satisfaction, you may reach the home office by emailing [SpartanStudent.Corporate@Spartan.edu](mailto:SpartanStudent.Corporate@Spartan.edu) for academic concerns, [Compliance411@Spartan.edu](mailto:Compliance411@Spartan.edu) for compliance related concerns, or by calling (918) 831-8663 to leave a voicemail.

If still no mutual and satisfactory resolution is made after following the previous steps to resolve an issue or concern, the student may consider contacting the State of California, Department of Consumer Affairs, Bureau of Private Postsecondary Education (BPPE) or the Council on Occupational Education (COE). All complaints considered by the agency must be in written form. Complaints to the BPPE need to utilize their Complaint Form which can be found on their website, <http://www.bppe.ca.gov/students/index.shtml>. Letters to the Council on Occupational Education must contain the student's mailing address. The complaint must contain the nature of the problem(s), the approximate date the issue occurred, names of individuals concerned or involved, and any documentation, copies or other information regarding the problem(s), as well as evidence that the institution's formal complaint process was followed: Contact Information for the **Council on Occupational Education**

7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898 or (800) 917-2081  
(770) 396-3790 fax  
[www.council.org](http://www.council.org)

### **Student Conduct and Discipline**

The following behaviors are unacceptable with the educational goals of Spartan College:

1. Act in such a manner as to bring unfavorable criticism upon Spartan College, staff or any fellow student.
2. Academic dishonesty such as cheating, plagiarism, or knowingly furnishing false information to Spartan College.
3. Forgery, alteration, misuse, or mutilation of Spartan College's documents, records, identifications, educational materials, or property.
4. Obstruction or disruption of teaching administration, disciplinary procedures, or other activities including public service functions or other authorized activities on the campus.
5. Physical or verbal abuse of any person, or conduct which threatens or endangers health or safety.
6. Theft of or damage to property of Spartan College or using or attempting to use Spartan College property in a manner inconsistent with its designated purpose.
7. Unauthorized entry to, use, or occupation of Spartan College facilities.
8. Intentional and unauthorized interference with a right of access to Spartan College facilities or freedom of movement or speech of any person the premises.
9. Use or possession of firearms, ammunition, or other dangerous weapons, substances, or materials (except as expressly authorized by Spartan College, bombs, explosives, or incendiary devices prohibited by law).
10. Disorderly conduct or lewd, indecent, or obscene conduct or expressions.
11. Violation of a federal, state, or local ordinance, including but limited to, those covering alcoholic beverages, narcotics, dangerous drugs, gambling, sex offenses, or arson, which violation occurs on Spartan College property.
12. Rioting or aiding, abetting, encouraging, or participating in a riot.
13. Failure to comply with the verbal or written direction of any Spartan College official acting in the performance of his/her duty and in the scope of his/her employment or resisting a security officer while acting in the performance of his/her duties.
14. Aiding, abetting, or inciting others to commit any act of misconduct set forth in 1 through 13 above.
15. Conviction of a serious crime. (Upon the filing of charges in civil court involving an offense which is of a serious nature and upon determination that the continued presence of the student would constitute a threat or danger to the Spartan College community. Such student may be temporarily suspended pending disposition of charges in civil court).
16. It is against school policy to consume or possess alcohol on school property. It is also against policy to report to class under the influence of alcohol.
17. The sale, purchase, use, or possession of non-medically prescribed drugs on or off school property is against school policy. This applies to all forms of narcotics, depressants, stimulants, or hallucinogens whose sale, use, or possession is prohibited by law. The only exception is taking physician prescribed drugs. However, you must advise your instructor that you are taking medication.
18. Smoking is not permitted in any building, facility, or on the aircraft ramp areas. Smoking is also prohibited within 50 feet of any aircraft and/or 50 feet of any shop area. Smoking is permitted at Spartan College only in the designated smoking areas.

### **Disciplinary Actions**

Violation of any of the above may subject the student to any of the following:

1. Reprimand
2. Specific restrictions



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3. Disciplinary probation
  4. Temporary suspension
  5. Expulsion

After being suspended, a student may be readmitted only after the Campus President approves a written request. Readmission will be on a probationary basis only. Any further infraction of the policies and rules will necessitate permanent suspension.

### **Conduct, Safety, and Dress Code – Aviation Programs Only**

The purpose of this policy is to ensure students' compliance with established industry safety standards. In addition, Spartan College is training students for employment in industries where dress codes are part of the employment requirements.

The following safety rules and regulations will be adhered to by the students:

1. Uniforms are to be worn at all times.
2. Any hair that extends below the bottom of the shirt collar must be restrained while at school. The hair must be restrained behind the head in the form of a ponytail.
3. Ties are prohibited in all shop areas.
4. Open footwear is not permitted and socks must be worn with your shoes.
5. Safety glasses are required in all of the shop areas. Prescription glasses do not normally meet safety standards and are not acceptable.
6. Areas where high noise levels are encountered or areas designated by signs require single hearing protection (either earmuffs or earplugs). Double ear protection (earmuffs and earplugs) must be worn when working within 50 feet of operating un-muffled engines. It is against school policy to commit any act, which will compromise the safety of students or staff. If you are told by an instructor, staff member, or safety coordinator that you are committing an unsafe act, take the necessary steps to correct that act. Failure to do so will result in disciplinary action including suspension or termination.

### **Student Non-Harassment Policy**

Spartan College of Aeronautics and Technology intends to provide an educational environment that is free from harassment of students based on sex, race, color, religion, national origin, age, disability, veteran, or marital status. This policy prohibits any student, employee, or visitor from harassing another student, employee, or any visitor on the basis of sex, race, color, religion, national origin, age, disability, or veteran or marital status.

#### **1. Forms of Prohibited Harassment**

- a) Any verbal, physical or other conduct based on a person's sex, race, color, religion, national origin, age, disability, sexual orientation, veteran, or marital status that has the purpose or effect of threatening, intimidating, or coercing another or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits instructor harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.
- b) Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or school setting. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and therefore, interferes with academic performance.
- c) The victim does not have to be the person toward whom the unwelcome conduct is directed but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or student may create for another employee or student an intimidating, hostile, or offensive environment.

#### **2. Definition of Sexual Harassment**

- a) Any act of "quid pro quo" ("something for something") sexual harassment where a student, supervisor, instructor, or other employee with the power or authority to grant or withhold benefits or privileges demands sexual favors in exchange for benefits or privileges. No student or employee should so much as imply that another student or employee's "cooperation" with sexual demands will have any effect on academic performance, career development, or any other aspect of education.
- b) Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile environment.
- c) Examples of conduct that is prohibited by this policy to include, but are not limited to, the following conduct:
  - i. Explicit or implicit demands for sexual favors in return for benefits or privileges.
  - ii. Unwelcome letters, e-mail communications, or telephone calls of a sexual nature.

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- iii. Distribution or display of materials of a sexual nature including posters, screen savers or computer graphics, calendars, or pictures of men or women who are dressed in a suggestive manner.
  - iv. Utilizing the Spartan College facilities, time, or resources in relation to any form of entertainment such as strippers or belly dancers that tends to present men or women as sexual objects.
  - v. Physical assaults of a sexual nature or coerced sexual contact.
  - vi. Unwelcome and deliberate touching, leaning over, cornering, pinching, or other untoward sexual behavior.
  - vii. Unwelcome sexually suggestive looks or gestures.
  - viii. Unwelcome pressure for sexual favors or dates.
  - ix. Unwelcome teasing, jokes, remarks, innuendos, insults, questions, or vulgar language that relates to or is based on a person's sex. Students and staff are asked to be mindful of others around them. Comments not intended as harassment and not perceived as such by the person to whom they are directed may be offensive and unwelcome to another employee or student who overhears them.
  - x. Affording favorable treatment to those who grant sexual favors or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.
- d) This policy prohibits sexual harassment of people of the opposite sex (male toward female, female toward male) or people of the same sex (male toward male, female toward female). This policy not only prohibits instructor sexual harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.
- 3. Student Responsibilities for Reporting Prohibited Harassment Including Sexual Harassment**
- a) It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment.
  - b) Any student who believes that he/she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that their behavior is offensive and unwelcome and to stop.
  - c) If the misconduct continues or if the student feels uncomfortable about confronting the harasser, he/she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure.
    - 1. Any student who believes that he/she is being harassed should promptly report their concerns to the Campus President.
    - 2. It is the responsibility of each supervisor within his/her area of control to report student complaints in writing to the Campus President.
    - 3. Spartan College will investigate all harassment complaints, including talking with witnesses as appropriate and in doing so will make every effort to treat the complaint and resulting investigation discretely.
    - 4. If the report of prohibited harassment is substantiated, Spartan College will take appropriate action. Based on the severity of the offense in the case of an employee violator, the action may include, but is not limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a student violator, the action may include, but is not limited to, oral, written reprimand, suspension, or expulsion.
  - d) If students have any questions regarding sexual harassment in the workplace or this policy, they should contact the Campus President.
  - e) The law prohibits retaliation for reporting any form of illegal harassment or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. Spartan College will take appropriate measures to ensure that no such retaliation occurs.
  - f) Continued compliance with these policies will assure that the learning environment at Spartan College remains harassment free and that employees and students treat each other with mutual respect.

**4. False Claim**

As harassment charges are taken with tremendous concern, any person who knowingly makes a false claim of harassment may be subject to disciplinary action up to and including expulsion from Spartan College.

**Drug Free Schools Act**

Spartan College of Aeronautics and Technology forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere on Spartan College's property or at Spartan College sponsored events off campus. Anyone in violation of federal, state, or local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and campus disciplinary action.

Web links to information regarding Drug-Free Resources, Drug Counseling Programs and Centers, Drug Abuse Effects, and Drug Sales/Trafficking sanctions and penalties can be found in the student resource guide or by speaking with the Director of Education.

**Random Student Drug Testing**

Success in the aviation industry requires a commitment to excel and the discipline to avoid unsafe practices. The use of illegal drugs constitutes an unsafe practice and is incompatible with an aviation environment. Therefore, Spartan College of Aeronautics and Technology reserves the right to immediately suspend or dismiss any student who uses or possesses illegal drugs.

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In an effort to provide and maintain a work and education environment that is safe for employees and students, Spartan College established a random drug screening program. Each student shall be subject to random urinalysis drug screening while attending Spartan College. Spartan College will notify the parents of students under the age of 21 who commit any drug or alcohol offense.

### **Safety Information**

The security of all members of the campus is a primary concern to Spartan College. Each year Spartan College publishes a report outlining security and safety information and crime statistics for the campus community. This report provides important policy information about emergency procedures, reporting of crimes, and information about support services for victims of sexual assault.

The report on such crimes is available from the Campus President who is responsible for maintaining records of all crimes that occur on campus.

### **Safety and Security Reporting**

Spartan is committed to assisting all members of the Spartan community in providing for their own safety and security. The annual security and fire safety compliance document is distributed annually in the student resource guide. If you would like to receive the combined Security and Fire Safety Report that contains this information, you can stop by the Campus Security office located on the Main Campus in Bldg. 2. The information regarding campus security and personal safety including topics such as: crime prevention, fire safety, college law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. It also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Spartan; and on public property within or immediately adjacent to and accessible from the campus. This information is required by law and is provided by The Spartan Safety Department.

### **Federal Copyright Laws**

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

### **Student Tuition Recovery Fund**

Effective: January 7, 2015

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

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A student seeking reimbursement under the Student Tuition Recovery Fund must file a written application on the Bureau of Private Postsecondary Education's Student Tuition Recovery Fund Application Form, available at [www.bppe.ca.gov](http://www.bppe.ca.gov), signed under penalty of perjury that the form and all attachments are true and correct. Students must complete and file the STRF application form and all supporting documents with the Bureau within two years of receiving a closure notice explaining the student's rights under STRF, or within a maximum of four years if the student received no closure notice. STRF Fee: Effective January 1, 2015, the STRF Fee is \$0

### **Financial Standing**

Spartan College of Aeronautics and Technology has no pending petitions in bankruptcy. It is not operating as a debtor in possession and has not filed a petition within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et seq.)

## **DISCLOSURES**

### **Drug-Free Awareness**

The Drug-Free Schools and Communities Act of 1989 requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Spartan College prohibits the manufacture and unlawful possession, use or distribution of drugs (illicit or prescription), and alcohol by students and employees on its property and at any college activity.

Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees) even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. In certain cases, students or employees may be referred to couns

eling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

### **Criminal Offenses**

It is imperative to understand that employers, the Federal Aviation Administration, and other agencies could deny employment, certification, licensure, or related benefits should you have a record of misdemeanor or felony activity. It is the student's responsibility to research whether any past offenses may prevent or could limit opportunities in the field of study chosen. Students must keep his/her record clear of any issues. The College has no control over how past or future offenses impact employability or the student's ability to become certified or licensed.

### **Vaccination Policy**

There are no vaccinations required by the College.

### **Voter Registration**

Students can register online to vote by stopping by the library resource center. <https://www.usa.gov/register-to-vote>

### **Constitution Day**

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

### **Title IX Non-Discrimination and Anti-Harassment Policy**

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

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

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

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

Dr. Kate Osio-Gipson, Chief Compliance Officer  
(918) 831-5238 or Kate.Osio@Spartan.edu  
Cassie White, Human Resources Director  
(918) 831-5215 or Cassie.White@Spartan.edu  
14131 Midway Road, Suite 630  
Addison, Texas 75001

The College has designated the Campus President in Los Angeles and the Campus Director in Inland Empire as the deputy Title IX coordinator to coordinate Title IX compliance and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Dennis Manzo, Campus President  
8911 Aviation Boulevard  
Inglewood, CA 90301  
(310) 579-9443 or Dennis.Manzo@Spartan.edu

Richard Crawford, Campus Director  
4130 Mennes Ave., Bldg #36  
Riverside, CA 92509  
(951) 228-9928 or Rich.Crawford@Spartan.edu

The College encourages students, faculty, staff and third parties to file complaints of sex discrimination with the Title IX coordinator. A person may also file a complaint of sex discrimination with the U.S. Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or by calling 1-800-421-3481.

### **Sexual Harassment**

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

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

Some examples of sexual harassment include:

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

Further examples of sexual harassment may be found in the Frequently Asked Questions section of the college website at [www.Spartan.edu](http://www.Spartan.edu).

### **Sexual Violence/Assault**

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

Some examples of sexual violence/assault include:

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

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

Further examples of sexual violence may be found in the Frequently Asked Questions section of the college website at [www.Spartan.edu](http://www.Spartan.edu).

### Definition of Consent

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

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

### Domestic Violence, Dating Violence, and Stalking

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

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

For state law definitions covering domestic violence see:  
California Penal Code § 13700

"Dating violence" means violence committed by a person:

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

For state law definitions covering dating violence see:  
California Penal Code § 13700

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

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

For state law definitions of stalking see:  
California Penal Code § 646.9

Other state law definitions can be found at [www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-laws/criminal-stalking-laws-by-state](http://www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-laws/criminal-stalking-laws-by-state)

### Roles and Responsibilities

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

1. Assist members of the college community in understanding that sex discrimination and sexual harassment are prohibited by this policy
2. Ensure that investigators are trained to respond to and investigate complaints of sex discrimination and sexual harassment
3. Ensure that faculty, staff, and students are aware of the procedures for reporting and addressing complaints of sex discrimination and sexual harassment

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

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

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

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

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

## **Complaints**

### **Making a Complaint**

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

### **Content of the Complaint**

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

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

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

### **Conduct that Constitutes a Crime**

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

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

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

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

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

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

### **Protecting the Complainant**

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

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

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

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

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

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

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

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

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

Please refer to [www.Spartan.edu](http://www.Spartan.edu) under consumer information for the complete policy and procedure document.

## **PROGRAM**

### **Airframe and Powerplant (A&P) (Diploma) (Los Angeles Campus)**

The 70 Week A&P Program is divided into 14 units of instruction. The curriculum includes three (3) General units, five (5) Airframe units, five (5) Powerplant units, and one (1) Inspection and Review unit. Each unit lasts five (5) weeks and covers a specific area of aircraft maintenance and repair. Student-to-instructor ratio in labs will not exceed 25 to 1. Classroom lecture, discussion and hand-on training, including the completion of individual projects are some of the instructional strategies used to enhance student training.

### **Associate of Occupational Studies – Aviation Maintenance Technology (Degree) (Los Angeles Campus)**

The 85 week AOS program is designed to give students additional knowledge gained through six (6) general education courses. Students that attend the 70 week A&P Diploma Program may apply to attend to the additional 15 week general education program in order to complete the associates level requirements.

**Program Objectives** – A&P Technicians keep airplanes in safe flying condition. They are certified by the Federal Aviation Administration and work for airlines, aircraft manufacturers, general aviation, aerospace companies, and the U.S. government. A&Ps are trained to service, repair and overhaul aircraft components and systems including the airframe, piston engines, turbine engines, electrical systems, hydraulic systems, propellers, rigging, control surfaces, instrumentation, warning systems, and environmental systems. A graduate from Spartan College's A&P program is qualified for many entry-level positions such as Airframe and Powerplant Technician, Airframe Mechanic Technician, or Powerplant Mechanic/Technician.

**Laboratories and Equipment** - The college features a vast array of industry relevant training aids to include, but not limited to, reciprocating and turbine powerplants; variety of carburetor's, magnetos, turbochargers; propellers; sheet metal shop containing brakes, shears, press and pneumatic drill and riveting equipment; shops used for the study of wood, fabric, fiberglass, Plexiglas and composites; Aircraft electricity lab; and additional equipment



used to study aircraft navigation, flight and communication instruments. For a brief synopsis of each course, refer to the section entitled COURSE DESCRIPTIONS.

Course No.	Course Title	Clock Hours
AF 111	Metallic Structures	150
AF 112	Non-Metallic Structures	150
AF 113	Hydraulic and Pneumatic Systems	150
AF 114	Aircraft Systems	150
AF 115	Aircraft Flight Control and Fuel Systems	150
GN 101	Aviation Science	150
GN 102	Electrical Theory	150
GN 103	Aviation Maintenance Procedures	150
IR 130(A)	Inspection and Review	150
PP 121	Reciprocating Engines	150
PP 122	Powerplant Systems	150
PP 123	Turbine Engine Theory & Operation	150
PP 124	Propellers and Exhaust Systems	150
PP 125	Fuel Metering and Lubrication Systems	150
<b>Total Program Clock Hours</b>		<b>2100</b>
<b>Associate of Occupational Studies – Aviation Maintenance Technology (Degree)</b>		
AOS 100	College Algebra	40
AOS 110	College Intermediate Algebra	40
AOS 200	College English	40
AOS 210	College Writing	40
AOS 300	Sociology	40
AOS 400	Earth Science	40
<i>* 50% residency requirement – AOS Degree Program / LOA's not permitted due to length</i>		<b>Program Clock Hours Total Degree Hours</b>
		<b>240 2340</b>

## **COURSE DESCRIPTIONS**      **(Los Angeles Campus)**

### **AF 111 - Metallic Structures** | 150 Clock Hours / 5 Weeks

In this course, students learn aircraft structures, techniques of sheet metal repair using proper tools, parts layout, and forming and bending aluminum materials.

### **AF 112 – Non-Metallic Structures** | 150 Clock Hours / 5 Weeks

In this course, students learn how to service, troubleshoot, and repair hydraulic and pneumatic systems and components. Inspection and repair of landing gear and aircraft electrical systems complete this block of study.

### **AF 113 – Hydraulic and Pneumatic Systems** | 150 Clock Hours / 7 Weeks

In this course, students learn how to service, troubleshoot, and repair hydraulic and pneumatic systems and components. Inspection and repair of landing gear and aircraft electrical systems complete this block of study.

### **AF 114 – Aircraft Systems** | 150 Clock Hours / 5 Weeks

The student studies the operating, inspecting, servicing, and troubleshooting of aircraft oxygen, pressurization, heating and air conditioning systems, position and warning systems, as well as aircraft instrument, communication and navigation systems.

### **AF 115 – Aircraft Flight Control and Fuel Systems** | 150 Clock Hours / 5 Weeks

Students will learn the basic logic gates and families and learn various logic circuits such as flip-flops, counters, and decoders. Digital devices and interfacing will be studied. The students will study the microprocessor and common parts of a computer system. Also, the students will learn the

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applications of computers in aviation, aviation data busses, and troubleshooting techniques. Students will use test equipment to perform related digital lab experiments.

**AOS 100– College Algebra | 40 Clock Hours**

After completing this course the student will be able to apply mathematical concepts to solving problems in the business world. The course covers applications to Statistics, Accounting, Economics and Finance. The student will demonstrate their competence in these areas by achieving a minimum grade of 60% in this course.

**AOS 110 – Intermediate Algebra | 40 Clock Hours**

After completing this course the student will be able to perform the mathematical calculation necessary to be successful in many different technical career fields. They will review basic mathematical concepts, become familiar with geometry and trigonometry, and be able to explain how algebra is used as a problem solving tool in many areas. The student will be able to solve various types of equations and perform operations and polynomials, quadratic functions, logarithms and imaginary and complex numbers. The student will demonstrate their competence in these areas by achieving a minimum weighted grade of 60%.

**AOS 200- College English | 40 Clock Hours**

After completing this course the student will be able to apply English concepts to communicating in the business world. The student will demonstrate their competence in these areas by achieving a minimum grade of 60% in this course.

**AOS 210 - College Writing | 40 Clock Hours**

The student will gain understanding of English essay composition and will employ various rhetorical modes such as narration description, illustration, and process analysis; identify an audience and adapt a composition to it; restrict a subject and define a clear purpose for writing, construct sentences that emphasize meaning and make the writing interesting; unify an essay around a compelling; clearly defined message or thesis; create a coherent essay with an orderly progression of ideas; write focused detailed, coherent paragraphs that help develop ideas; incorporate other sources into the writing by quoting, paraphrasing, summarizing and documenting correctly; use the library and other refereed sources for research; engage in the writing process by pre-writing, drafting, revising, editing/proofreading, and rewriting. The student will demonstrate their competence in these areas by achieving a minimum weighted grade of 60%.

**AOS 300 – Sociology | 40 Clock Hours**

This course is designed to introduce you to a range of basic sociological principles so that you can develop your own sociological imagination. You will learn about the origins of sociology as a discipline and be introduced to major sociological theories and methods of research. You will also explore such topics as sex and gender, deviance, and racism. The student will demonstrate their competence in these areas by achieving a minimum weighted grade of 60%.

**AOS 400 – Earth Science | 40 Clock Hours**

This course explores the foundations of Earth Science in the following related topics / fields: Earth's place in the universe, dynamic Earth processes, Energy in the Earth system, biochemical cycles, structure and composition of the atmosphere, and California geology. Students will have the opportunity for self-assessment as well as for teacher guidance and assessment throughout the course including the preparation and finalization of two semester Problem Solving Projects, which focus on research, organization, and drafting strategies. The course covers scientific terminology, historical and cultural advances in science, vocabulary building, test taking strategies, and several simulated labs, hands-on labs, the essay, workplace documents, and science projects using the scientific method.

**GN 101 – Aviation Science | 150 Clock Hours / 5 Weeks**

This course develops skills in basic algebra and calculator mathematics. Basic Physics includes concepts of motion fluid dynamics, heat, sound, and aerodynamics. It also incorporates an introduction to maintenance forms and records as well as maintenance publications.

**GN 102 – Electrical Theory | 150 Clock Hours / 5 Weeks**

This course concerns the fundamentals of magnetism and electricity, basic electricity includes performing analysis on electrical circuits as well as calculation of resistance, impedance, and power. An introduction to aircraft materials and processes is also included in this course.

**GN 103 – Aviation Maintenance Procedures | 150 Clock Hours / 5 Weeks**

This course develops skills interpreting aircraft drawings, blueprints and schematics, fabricating hydraulic lines and fittings, aircraft and engine ground operations, handling and servicing, identification of corrosion and treatment procedures. Also included in this course are mechanic privileges and limitations and an introduction to non-destructive testing (NDT).

**IR 130 (A) – Inspection and Review | 150 Clock Hours / 5 Weeks**

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This course involves Engine Change, Inspection, Review, and Testing. Students perform Airframe and Powerplant inspections and manage documentation using FAA Aircraft Records and Maintenance Publications. An engine change, using checklists and appropriate aircraft/engine manuals, will complete this course. Course review and final testing are also accomplished in this block.

**PP121 – Reciprocating Engines** | 150 Clock Hours / 5 Weeks

This course introduces designs, construction, and operations of radial and opposed reciprocating engines. The techniques used in disassembling, cleaning, inspecting, and repair of such engines are also emphasized.

**PP122 – Powerplant Systems** | 150 Clock Hours / 5 Weeks

This course involves the fundamentals of operation, inspection and repair of fire protection, ignition and starting, engine instruments and engine electrical systems.

**PP123 – Turbine Engine Theory and Operation** | 150 Clock Hours / 5 Weeks

This course introduces the basic theory, maintenance techniques, and troubleshooting procedures used on gas turbine engines. Disassembling, inspecting, reassembling, and adjusting turbine engines are major elements of this subject area. Basic operation and repair of exhaust systems complete this course.

**PP124 – Propellers and Exhaust Systems** | 150 Clock Hours / 5 Weeks

This course studies the theory and operations of propellers as well as their disassembly, inspection, repair and maintenance. The detailed study of engine exhaust and cooling systems and fuel systems is also included.

**PP125 – Fuel Metering and Lubrication Systems** | 150 Clock Hours / 5 Weeks

This course studies inspection and repair of simple and complex fuel metering devices. Induction and lubricating systems complete this course.

**(Airframe and Powerplant Mechanic D.O.T. 621.281-014)**

These programs are designed to teach students the technical skills required to become entry-level airframe and power-plant technicians or obtain employment in related professions. Successful completion qualifies the graduates to take the written, oral and practical tests with the Federal Aviation Administration for the Mechanic's Certificate with both Airframe and Power-plant Ratings. The skills and knowledge gained from the diploma program are applicable to other maintenance industries and professions as well as aviation. The knowledge gained through the additional general education courses in the associate degree program enhance the students' background and intellectual proficiency so they are more competitive in their chosen professions. For a brief synopsis of each course, refer to the section entitled COURSE DESCRIPTIONS.

<b>COURSES</b>	<b>Diploma Program Credit Hours</b>
GEN 1113 General Module 1	3
GEN 1123 General Module 2	3
GEN 1133 General Module 3	3
GEN 1143 General Module 4	3
GEN 1153 General Module 5	3
PPT 2113 Airframe and Powerplant Module 6	3
PPT 2123 Powerplant Module 7	3
PPT 2133 Powerplant Module 8	3
PPT 2143 Powerplant Module 9	3
PPT 2153 Powerplant Module 10	3
PPT 2163 Powerplant Module 11	3
PPT 2173 Powerplant Module 12	3
ARF 2213 Airframe Module 13	3
ARF 2223 Airframe Module 14	3
ARF 2233 Airframe Module 15	3
ARF 2243 Airframe Module 16	3
ARF 2253 Airframe Module 17	3
ARF 2263 Airframe Module 18	3
PPT 2183 Powerplant Module 19	3
ARF 2273 Airframe Module 20	3

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## **COURSE DESCRIPTIONS**      **(Inland Empire Campus)**

### **ARF 2213 - Basic Sheet metal, Forming and Construction | 3 Semester Credits**

Students learn the basic techniques necessary to perform sheet metal repairs on aircraft structures; this includes studying applicable Federal Aviation Administration regulations. Students develop skills using sheet metal tools, laying out parts and forming parts with bending machines. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.

Prerequisite: GEN1113, GEN1123 (40 theory hours - 58 lab hours)

### **ARF 2223 - Sheet metal Repair, Non-metallic Structure & Composites | 3 Semester Credits**

In this class the student will learn forming metal by hand, and repairing various structural airframe components. Additionally, students learn to inspect and evaluate honeycomb or laminated structural damage as well as damaged transparent acrylic materials. They develop skills in removing and repairing damaged honeycomb and laminated structural materials and repairing acrylic materials. Students will also discuss aircraft wood structures and fabric covered aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: ARF2213 (40 theory hours - 58 lab hours)

### **ARF 2233 - Basic Welding, Paints & Finishes and Flight Controls | 3 Semester Credits**

Students discuss basic welding operations to include soldering brazing and gas welding. Additionally they apply finishing materials and identify finish defects. The students are able to disassemble, reassemble, and rig aircraft flight control systems and components in accordance with manufacturers' procedures and FAA specifications. They learn the operation of flight controls for fixed-wing and rotary-wing aircraft and the application of aerodynamic principles. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: ARF2223 (40 theory hours - 58 lab hours)

### **ARF 2243 - Aircraft Hydraulics and Landing Gear Systems | 3 Semester Credits**

In this class the student will learn to identify and select hydraulic fluids, determine the correct seal to use, and apply the proper techniques during seal removal and installation. Students are able to explain the operating principles and basic troubleshooting techniques of hydraulic and pneumatic power systems. In addition, students will discuss and apply concepts on disassemble, inspection, reassembly, troubleshooting and operationally checking aircraft landing gear systems and their related components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. GEN1113, GEN1123, GEN1133, GEN 1143, GEN1153 and PPT2113 Prerequisite: Module 1 through 6

(40 theory hours - 58 lab hours)

### **ARF 2253 - Airframe Systems I | 3 Semester Credits**

In this class the students are able to explain the operating principles and basic troubleshooting techniques fuel, pressurization, oxygen, anti-ice, de-ice, vapor-cycle, and heating systems and their respective components. Students are able to determine the airworthiness of systems, subsystems, and components by using operational checks, servicing procedures, and inspections contained in approved data. In addition students will discuss aircraft instrument systems and position and warning systems. Also, students inspect and troubleshoot airframe electrical malfunctions to maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: ARF2243 (40 theory hours - 58 lab hours)

### **ARF 2263 - Airframe Systems II | 3 Semester Credits**

In this class the student discuss ice and rain control systems, their principles of operation and basic troubleshooting concepts. The student will also discuss and apply information on aircraft fuel systems to include operational checks. In addition, the student will discuss the various communication and navigation systems found onboard a modern aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: ARF2253 (40 theory hours - 58 lab hours)

### **ARF 2273 - Aircraft Inspection, Airworthiness, Documentations & 737NG Fam | 3 Semester Credits**

Students learn to use the following: FAA type certificate data sheets, aircraft records; maintenance publications; and Federal Regulations pertinent to airframe inspections. Students also develop skills in performing airworthiness inspections on the airframe and its systems, including avionics, instruments and fuel systems. Students will complete a familiarization course on a large transport airframe and its related systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.

Prerequisite: All general and Airframe Classes (40 theory hours - 58 lab hours)

### **GEN 1113 - General Module 1 | 3 Semester Credits**

In this class the student will study the concepts of aircraft aerodynamics, ground operations and servicing and aircraft drawings. The student will also study maintenance human factors which affect aircraft maintenance as well as mechanics privileges and limitations. The students also study basic mathematics which will be in an applied format and will include: fractions, decimals, ratios and proportions, percentages, sine numbers, transforming formulas, powers and roots, basic geometry, number bases, scientific notation, basic trig functions, and basic vectors. Students study

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aircraft drawings and make drawings of aircraft parts and repairs to aircraft parts. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.

Prerequisite: none (40 theory hours - 58 lab hours)

**GEN 1123 - General Module 2 | 3 Semester Credits**

In this class students will study the concepts of physics which include: matter, fluid dynamics, atmospheric properties, machines, work, power, energy, motion, heat and temperature and sound as they apply to an aircraft. The students will study aircraft weight and balance and understand effects of weight and balance on the proper operation of an aircraft, the student will weigh an aircraft, perform weight and balance computations using typical forms, graphs, charts and manufacturer's data. The students will also discuss and fabricate aircraft fluid lines and fittings and their installation in the aircraft. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.

Prerequisite: Module 1 (40 theory hours - 58 lab hours)

**GEN 1133 - General Module 3 | 3 Semester Credits**

In this class students will study fundamentals of magnetism and electricity. They perform analyses of electrical circuits and determine resistance, current, voltage, inductance, capacitance, impedance and power. In addition students study the use of electrical measuring instruments and basic troubleshooting procedures. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.

Prerequisite: Module 1 (40 theory hours - 58 lab hours)

**GEN 1143 - General Module 4 | 3 Semester Credits**

In this class students will study aircraft batteries. The student will perform laboratory experiments relating to electrical and electronic circuits. In addition they are able to read and interpret aircraft electrical circuit diagrams; to include digital and solid state circuits and logic functions. Students gain basic knowledge and skills in the use of basic mechanics hand tools, hardware and safety methods, In addition the principles of nondestructive testing including eddy current, ultrasonic, magnetic particle and dye penetrant procedures are taught, and the student perform laboratory experiments in these procedures. The student's use of precision measurement equipment including micrometers, calipers and dial indicators. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: Module 3 (40 theory hours - 58 lab hours)

**GEN 1153 - General and Powerplant Module 5 | 3 Semester Credits**

In this class students will read, select, and use FAA and manufacturer's aircraft maintenance specifications, data sheets, manuals, publications, technical data, related Federal Aviation Regulations and aircraft records keeping. In addition the students will study aircraft cleaning and corrosion control methods and techniques. Students will discuss various types of electrical motors and their functions, study inverters, rectifiers and related aircraft power distribution systems system. They select and install wiring and electrical components, and use of the multi-meter to troubleshoot electrical circuits. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: Module 4 (40 theory hours - 58 lab hours)

**PPT 2113 - Airframe and Powerplant Module 6 | 3 Semester Credits**

In this class students will learn the use of the multi-meter to troubleshoot electrical circuits, disassemble, inspect, reassemble and operationally check AC and DC generators and alternators. Students inspect, service, and repair engine and aircraft fire detection and protection systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.

Prerequisite: Module 5 (40 theory hours - 58 lab hours)

**PPT 2123 - Powerplant Module 7 | 3 Semester Credits**

In this class students will study the theory of operation for reciprocating aircraft engines. Students disassemble, clean and reassemble an engine using manufacturers' approved and acceptable data, and FAA regulations. They will discuss the function and operation of engine internal components and the engine lubricating systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: Module 1, 2, 4 and 5 (40 theory hours - 58 lab hours)

**PPT 2133 - Powerplant Module 8 | 3 Semester Credits**

In this class students will discuss and apply and overhaul procedures and techniques as they apply to an aircraft reciprocating engine. Student will inspect and repair engine components in accordance with manufacturers generally accepted procedures. Students will also discuss engine exhaust systems, and engine cooling systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: Module 7 (40 theory hours - 58 lab hours)

**PPT 2143 - Powerplant Module 9 | 3 Semester Credits**

In this class students will discuss the fundamentals of engine fuel systems and fuel metering systems. Students will disassemble, inspect, reassemble and test various engine fuel systems components and fuel metering system components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course.

Prerequisite: Module 8 (40 theory hours - 58 lab hours)

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**PPT 2153 - Powerplant Module 10 | 3 Semester Credits**

In this class students will discuss reciprocating engine ignition systems, component construction and theory of operation. They identify, disassemble, inspect, repair, and reassemble ignition system components and controls in accordance with FAA and manufacturers' approved data. They internally time magnetos, operationally check ignition systems and analyze and/or troubleshoot ignition systems. In addition propeller systems are studied. Students study and reference applicable manufacturers' data and FAA regulations. They perform maintenance and make adjustments to various propeller system components. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: Module 9 (40 theory hours - 58 lab hours)

**PPT 2163 - Powerplant Module 11 | 3 Semester Credits**

In this class students study the principles of jet propulsion, the principle parts of a gas turbine engine and their operations. They disassemble, inspect, reassemble, remove and install a gas turbine engine in accordance with applicable manufacturers' and Federal Aviation Administration publications and airworthiness directives. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: Module 1 through 5 (40 theory hours - 58 lab hours)

**PPT 2173 - Powerplant Module 12 | 3 Semester Credits**

In this class students learn principles of inspection and servicing of a gas turbine engine. Students discuss various engine systems to include fuel controls, oils systems, ignition systems engine instrumentation and monitoring systems, exhaust and reverser systems as well as maintenance and troubleshooting of these systems. In addition they will discuss airborne auxiliary power units and un-ducted fan systems. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: Module 11 (40 theory hours - 58 lab hours)

**PPT 2183 - Powerplant Module 19 | 3 Semester Credits**

In this class the student will learn the various types of engine instruments used on an aircraft. Students will apply all materials learned in powerplant related modules to start, ground operate and troubleshoot various powerplant systems. In addition, the student will perform a powerplant conformity inspection in accordance with all applicable approved data. They will write condition reports, maintenance records and determine compliance with all approved data. To maintain satisfactory academic progress, the student must maintain an average of 70% or better for the course. Prerequisite: All General Module and Powerplant Module Courses (40 theory hours - 58 lab hours)

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## CERTIFICATION STATEMENT

Each student is responsible for compliance with the information appearing in this catalog. Failure to read the regulations and policies will not be considered an excuse for non-compliance. The contents of this catalog are provided for informational purposes. It is accurate at the time of printing, but it is subject to change. The college reserves the right to change its regulations, policies, training equipment, course content, course length, starting dates, hours of attendance, tuition, and fees if such changes are deemed necessary to improve the quality of student education or training. Any such changes must be approved by the Bureau of Private Postsecondary Education (BPPE) prior to implementation. Time of arrival in Los Angeles should allow for adequate time to select living accommodations and complete all personal arrangements in order to be ready for class attendance on dates listed. Registration is held the week prior to class start date. Each student (with the assistance of his or her physician) bears the responsibility of determining whether his or her mental and physical health meet the requirements of his or her chosen career. Spartan College of Aeronautics and Technology shall not be responsible for making any such determination.

I certify that the information contained in this catalog is true and correct in content and policy.

Dennis Manzo,

Campus President

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## OWNER STATEMENT

Spartan Education Group, LLC is 100% owner d/b/a Spartan College of Aeronautics and Technology. Current board members, administration and faculty are listed on [www.spartan.edu](http://www.spartan.edu), Los Angeles area of California, under Consumer Information (LA) as well as in the Catalog Supplement Volume 7.3.