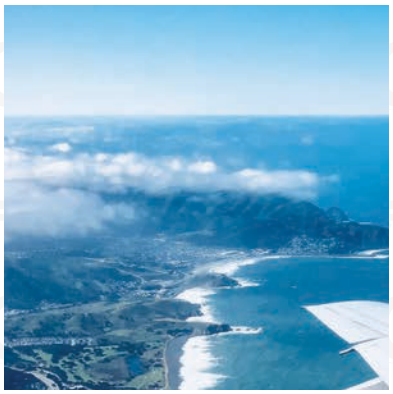
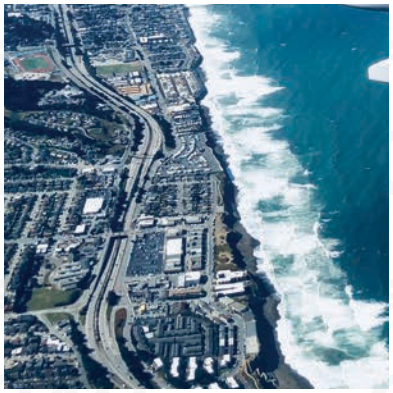
2022 CATALOG

January 1 - December 31, 2022





CAU

CALIFORNIA AERONAUTICAL UNIVERSITY

Welcome to California Aeronautical University

Dear Student,

Welcome to California Aeronautical University (CAU). This aviation focused university was created to address the rising concerns in aviation for finding qualified, well-trained aviation professionals for both ground and flight opportunities. As a pilot myself, I am passionate about bringing California Aeronautical University and our world class facilities into focus as one of the best aviation universities in the world. By enrolling in California Aeronautical University, you have made a great decision for your future.

At California Aeronautical University we understand that making a commitment to attend our university is a big step, but having chosen a career in aviation, now that is exciting! Our experienced staff and faculty at California Aeronautical University are here to help you along the way to become an aviation professional. No matter your interest with your chosen program of study to stay on the ground or take flight, our experienced instructors and staff take pride in your success and are willing to give you the time and attention you need to be successful.

Your education at California Aeronautical University will be filled with many exciting opportunities to experience new things and expand your thinking. While you will be spending time studying, do not forget to take a moment to enjoy yourself and some of the amenities at our world-class facility. You are at the beginning of a lifetime of opportunities and I am both excited and honored that you have selected California Aeronautical University to be part of you becoming the aviation professional you want to be.

On behalf of staff and faculty from California Aeronautical University, we wish you much success and safe operations.

Matthew Johnston

Campus President
California Aeronautical University

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CALIFORNIA AERONAUTICAL UNIVERSITY

General Information

Mission

To serve as a leader in educating aviation professionals.

Purpose

California Aeronautical University is intentionally driven to provide a world-class experience that inspires personal and professional growth in aviation. Our focus on innovative educational delivery methods and a desire for professional relationships in the aviation community is compelled by a passionate commitment to serving individuals and their professional needs.

Objectives

- To provide safe, relevant and quality educational programs.
- To provide a rigorous, value driven, honest and trusted education.
- To position graduates for gainful employment.
- To employ exceptional and professional talent who support and believe in others.

State of California Disclosures

California Aeronautical University's approval to operate in the State of California as a private postsecondary institution is based on the provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. California Aeronautical University under section 94802(a) of CPPEA, will by operation of law, be approved until December 2023. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet web site www.bppe.ca.gov.

Accreditation

California Aeronautical University is accredited by the Accrediting Council for Independent Colleges and Schools, 1350 Eye Street, NW, Suite 560, Washington, DC 20005, (202) 336-6780, to award certificates, diplomas, associate's degrees, bachelor's degrees, and master's degrees. The Accrediting Council for Independent Colleges and Schools is recognized as a national accrediting agency by the U.S. Department of Education.

Licensed to Operate

California Aeronautical University is licensed to operate by the State of California Department of Consumer Affairs Bureau for Private Postsecondary Education.

Approvals and Authorizations

California Aeronautical University is approved as follows:

The U.S. Department of Education and is eligible to participate in each of the following Title IV, HEA programs: Federal Pell Grant, Federal Direct Student Loan, Federal Supplemental Educational Opportunity Grant, Federal Work-Study and Iraq and Afghanistan Service Grant programs.

The California State Approving Agency for Veteran's Education for the training of veterans and eligible persons under Title 38, Chapter 36, U.S. Code Section 3675.

The programs with flight courses (Bachelor of Science in Aeronautics and Associate of Science in Aviation Studies) are approved by the Federal Aviation Administration (FAA) under Federal Aviation Regulations Part 141.

The diploma and Associate of Science programs in Aviation Maintenance Technology (Airframe and Powerplant) is certified by the Federal Aviation Administration (FAA) under Federal Aviation Regulations Part 147.

Legal Status

Sanbarcollbuscom, Inc., a California corporation doing business as California Aeronautical University (CAU), assumes full responsibility for all educational interaction between the University and the student. Officers of Sanbarcollbuscom, Inc. are Dean Johnston, Chief Executive Officer and Matthew Johnston, President.

California Aeronautical University is a private institution that is neither tax-supported nor endowed but is entirely dependent upon the quality of its education for its continuation and success.

The corporation has never filed for bankruptcy petition, operated as a debtor in possession or has had a petition of bankruptcy filed against it 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.).

The corporation's primary business address is registered in Ventura County, California.

Confirmation of accreditation, association, legal status and approvals is available upon request. These can be viewed by contacting the University President.

History

California Aeronautical University was born out of an educational group that has been educating college students in California for over 125 years. Founded with aviation passion, educational experience, and aviation community support, the University offers programs of study with aviation emphasis designed to be delivered with quality outcomes that lead to gainful employment.

The University maintains focus on aviation-related programs of study and is committed to serving its mission, purpose and objectives. Through its experienced resources of dedicated staff and faculty, the University continues to innovate in its delivery and offerings of aviation-focused careers to meet the demands of the aviation community. Through partnerships and collaborative working relationships, the University continues to grow and provide solutions needed to serve aviation professions in high demand.

Proud of its main campus expanding approximately 22 acres of purpose built educational and student oriented facilities and our local community serving flight centers, students experience highly immersive educational environments.

Location and Facilities

California Aeronautical University Bakersfield, California

California Aeronautical University is located at the Meadows Field Airport (KBFL) in Bakersfield. This modern facility maintains a Residence Hall, dining facility, recreation center with basketball, volleyball and tennis courts, pool, educational flight training and administrative buildings and a large five bay aircraft hangar including a covered aircraft-parking ramp.

All regular class sessions are held on campus with the exception of courses that are online or have off-site on-the-job practical requirements. The facility address is 1450 Boughton Drive, Bakersfield, CA 93308 and is also listed on the back cover of this catalog.

The University is structured to provide air-conditioned classrooms, a student lounge area, faculty and staff lounges, and full administrative facilities. The University's facilities and the equipment it utilizes fully comply with all state and local ordinances and regulations, including those requirements for fire safety, building safety and health safety. All University campus facilities meet federal requirements for handicap accessibility.

The University also operates Flight Training Centers at airports other than its main location in Bakersfield (KBFL). These Centers exist to support flight coursework delivered under Federal Aviation Administration (FAA) Part 141 and/or Part 61. Flight Training Centers DO NOT offer programs of study or provide any student services to matriculating California Aeronautical University students. Federal or State Financial Aid is not available at the Flight Training Centers. California Aeronautical University operates flight lab courses at the following Centers:

Ventura County Flight Training Center

California Aeronautical University operates a Flight Training Center in Ventura County. This Center operates under FAA regulation Part 61 and Part 141, as appropriate. This Center does not provide admissions, financial services, graduate services or student services support. The Center offers a flight training environment that includes flight instruction space, general classroom space and administrative space associated only with flight training as necessary to satisfy any FAA regulations. The Center is located at the Oxnard Airport (KOXR).

San Diego County Flight Training Center

California Aeronautical University operates a Flight Training Center in San Diego County. This Center operates under FAA regulation Part 61 and Part 141, as appropriate. This Center does not provide admissions, financial services, graduate services or student services support. The Center offers a flight training environment that includes flight instruction space, general classroom space and administrative space associated only with flight training as necessary to satisfy any FAA regulations. The Center is located at the Montgomery Field Airport (KMYF).

California Aeronautical University Bakersfield, California is identified by the University's accreditor, the State of California, and the U.S. Department of Education as a Main Campus location.

California Aeronautical University Mesa, Arizona

California Aeronautical University's branch campus is located at the Falcon Field Airport (KFFZ). The facility address is 4517 E. Mallory Circle, Suite 115, Mesa, Arizona 85215.

The campus is structured to provide air-conditioned classrooms, a lounge area, and administrative offices. The University's facilities and the equipment it utilizes fully comply with all state and local ordinances and regulations, including those requirements for fire safety, building safety and health safety. All facilities meet federal requirements for handicap accessibility.

California Aeronautical University Mesa, Arizona is identified by the University's accreditor and the State of Arizona as a Branch campus location of California Aeronautical University Bakersfield, CA. The approval from the U.S. Department of Education for California Aeronautical University Mesa, Arizona to be identified as an additional location of California Aeronautical University Bakersfield, California is pending.

Hours

The University administrative offices are open from 8:00 a.m. until 7:00 p.m. (Pacific), Monday through Thursday and 8:00 a.m. until 5:00 p.m. on Fridays.

Classroom instruction is offered Monday through Friday for all courses. On these days, the campus is open until classes are concluded, except during legal holidays and breaks.

Flight instruction is offered every day of the week, Monday through Sunday. On these days, flight operations remain open until flights are concluded. Flight operations may close during legal holidays and breaks.

The Office of Student Life, responsible for housing and food services, hours are from 8:00 a.m. until 5:00 p.m. (Pacific) Monday through Friday for all residents and non-residents. For student residents seeking after hours assistance, the contact information and additional hours of operation are posted in the lobby of the Residence Hall.

Distance Education courses are offered Monday through Sunday.

Catalog Disclosure

All information in this University Catalog is current and correct and is so certified as true by Matthew Johnston, President. However, due to the many changes that occur in both the workplace and education, it is impossible to guarantee long-standing particulars. The University, therefore, reserves the right to add to or delete from certain courses, programs of study, or University policies as circumstances may require; to make faculty changes; and to modify tuition rates, with every effort made to protect the student against any hardships that may result from such changes.

This Catalog is available to students and prospective students in a written or electronic format found on the University's website at www.calaero.edu.

Student Handbook

The University Student Handbook is a companion document to the University's Catalog. Students are responsible for complying with all policies and procedures outlined in both documents.

Dress Code

The University is a career-focused educational facility and it is important that students display a professional image while enrolled. The University is frequently visited by prospective employers and professionals in the community who may help students obtain employment. First impressions are important. It is, therefore, to the benefit of students to dress in a professional manner and maintain proper grooming.

A California Aeronautical University uniform is a program-specific and campus requirement; it is an element of a professional appearance. Students are expected to wear the uniform while in the educational facility including flight operations, aircraft flight line, hangar, and when working as students in the community. The University Student Handbook outlines the uniform requirements expected of students based on their academic program of study.

California Aeronautical University is a residential campus and there are approved areas of relaxed but appropriate attire. While in the Recreation Center and Residence Hall, students are expected to exhibit good taste in their dress. Appropriate and moderate length shorts are acceptable. Beachwear, low necklines and short hemlines are considered inappropriate anytime while on the University campus with the exception of appropriate dress normally worn for recreational purposes while using the recreational facilities.

Retention of Student Records

California Aeronautical University maintains student records for a minimum of five (5) years and student transcripts are retained permanently.

Grievance Process

A student will not be discriminated against because of race, color, religion, sex, national origin, age, handicap, political affiliation or beliefs.

A student will not be penalized or retaliated against for filing a grievance, complaint, or incident.

California Aeronautical University has established the following procedure for students to follow if he/she feels their rights have been violated. The University encourages each student to settle their grievance or complaint internally with the University first by following the steps listed below, but that it is not required and you may contact any of the agencies listed below at any time:

1. Attempt to settle your grievance or complaint on an informal level with the person(s) involved. This should be done as quickly as possible.

2. Make an appointment with the Provost. During your appointment, state your grievance or complaint. This should be done within 30 days. The Provost will record the information in your file regarding your grievance or complaint.

3. The Provost will then follow up on your grievance or complaint in a conference with the people involved recording his/her statements regarding your grievance or complaint.

4. The student filing the grievance will then have a conference with the Provost and, if necessary, the other parties involved to resolve the grievance or complaint on an informal level.

At this point, if the student feels the grievance or complaint has not been resolved, the student should prepare a written statement to the University President. This should be done within 45 days. An appointment will be made with the President who will review the grievance and all documentation. The President will attempt to resolve the grievance and record the result of the meeting in the student's file.

If the student feels the grievance or complaint cannot be resolved after exhausting the Institution's grievance procedures, he/she may direct their grievance or complaint to:

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225, Sacramento, CA 95834
(888) 370-7589

Accrediting Council of Independent Colleges and Schools
1350 Eye Street, NW, Suite 560, Washington, DC 20005
(202) 336-6780

Anti-Harassment and Discrimination

California Aeronautical University is committed to providing an environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students, managers and supervisors are required to take our mandatory Sexual Harassment Prevention Training. University policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, University prohibits discrimination on the basis of sex in any education program or activity that it operates. This non-discrimination policy extends to student admissions and employment processes. If there are any inquires about the application of Title IX rules, contact the University's Title IX Coordinator, the U.S. Department of Education's Assistant Secretary for Civil Rights, or both.

The University's anti-harassment policy applies to all persons involved in the operation of University, and prohibits unlawful harassment by any employee of the University, as well as students, vendors or anyone who does business with the University. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the University does business engages in unlawful harassment or discrimination, the University will take appropriate corrective action.

As part of the University's commitment to providing a harassment-free environment, this policy shall be disseminated widely to the University community through publications including the Student Handbook and Employee Handbook, the University website, new employee orientations, student orientations, and other appropriate channels of communication. The University provides training to key staff members to enable the University to handle any allegations of discrimination, sexual harassment or sexual violence promptly and effectively. The University will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Title IX protects student's rights to educational opportunities from sex discrimination. The new regulations establish in law that sexual harassment, including sexual assault, is unlawful sex discrimination. Regulations consider the following forms of sexual harassment actionable under Title IX:

- A California Aeronautical University employee conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to their education program or activity; or
- Sexual Violence, which includes:
    - **Sexual assault**: as defined in 20 U.S.C. 1092(f) (6) (A)(v), means an offense classified as forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
    - **Dating Violence:** as defined in 34 U.S.C. 12291(a)(10), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.
    - **Domestic Violence:** as defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the 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 of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.
    - **Stalking:** as defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent it withdrawn, the sexual activity must stop immediately.

Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

I. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;

II. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or

III. it creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Title IX Complaint / Grievance Procedure

If you believe that you have experienced or witnessed discrimination, harassment, or sexual violence, notify the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the University is exempt from the prohibitions in this policy. Students and/or employees of the University may file a formal complaint alleging sexual harassment, including sexual assault, with the Title IX Coordinator. Formal complaints can be filed by delivering the complaint in person or emailing the complaint to the Title IX Coordinator. Employees who receive any type of complaint regarding discrimination or harassment will refer all complaints to the Title IX Coordinator. In order to facilitate the investigation, a formal complaint should include the following:

- state the name of the alleged perpetrator (Respondent),
- describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s),
- list any sources of information (witnesses, correspondence, records, etc.) that are relevant (if such sources of information is unknown or unavailable, filing the complaint should not be delayed).

After receiving the formal complaint, the Title IX Coordinator will offer and coordinate appropriate supportive measures to both the Complainant and the alleged Respondent. These measures are intended to preserve each party's access to the educational program and services without burdening the other party unreasonably, to protect the parties and the larger community, and to deter further harassment.

The Title IX Coordinator will also determine if the allegation(s) within the complaint violate the Anti-Harassment and/or Discrimination policies. If so, then the Title IX Coordinator will appoint an investigator to initiate a fact-finding investigation of the alleged actions.

The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator:

Coordinator	Email Address	Phone Number	Physical Address
Andrea Georges Title IX Coordinator	Andreag@calaero.edu	(661) 615-5915	1450 Boughton Drive Bakersfield, CA 93308

The University ensures that its employees designated to serve as Title IX Coordinators have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the University's grievance procedures operate.

Informal Resolution Process

The University offers an Informal Resolution Process to assist in the resolution of sexual harassment or sex discrimination reports. This process can only be utilized when there is a formal complaint filed and is not available for incidents in which an employee is accused of sexually harassing a student. To utilize this process, the Complainant and Respondent must voluntarily agree in writing. The University will provide both parties with the allegations, explain how the process works, impacts on the parties' ability to resume a formal complaint arising from the same allegations; and will describe any consequences from participating in an informal resolution. Either party will have the right to withdraw from the informal process prior to a resolution and resume the formal complaint process. The University will ensure the Informal Resolution Facilitator has no bias or potential conflicts of interest and will be trained on the informal resolution process.

Investigation of Complaints

In response to all complaints, the University promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity of the complaint. The University will maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the University will weigh the student's request for confidentiality against the impact on University safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The clear and convincing evidence standard will apply to investigations, meaning the University will evaluate whether it is substantially more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the University will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the University determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the University will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the University to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action. These actions will depend on the determination but could include a written warning up to and including termination. Remedies for student-related claims may include, but are not limited to, a written warning, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the University's disciplinary process. To the extent that an employee or contract worker is not satisfied with the University's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Retaliation Prohibited

The University will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify the Title IX Coordinator.

Reporting Requirements

Victims of sexual misconduct should be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

Students may contact the Title IX Coordinator listed in the chart above with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful discrimination or harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: http://www.ed.gov/ocr/

Campus Safety and Security

California Aeronautical University recognizes that effective learning requires a safe environment and safety is achieved through the efforts of all members of the campus community. The University continues to comply with safety and security legislation including the Crime Awareness and Campus Security Act of 1990, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Higher Education Opportunity Act of 1965 (HEOA), and the Safe and Drug Free Colleges and Communities Act and amendments of 1989.

California Aeronautical University values campus safety and provides on-campus safety officers. The University is a closed campus and all visitors must check-in and receive proper credentialing to be on campus. All visitors must adhere to the University's Visitor Policy. The Visitor Policy creates a structure for employees and students to host visitors on campus and residents to bring visitors into the Residence Hall. In full support of the educational component of its mission, California Aeronautical University promotes the expectation of professionalism and views academic responsibility as everyone's primary focus. Therefore, an environment conducive to study takes precedence over socializing in the student's residence on nights and weekends. Further, any type of violation of the University's policy can harm the community's ultimate goal of academic success. The guidelines for visitation are grounded in this academic mission and are designed to balance a student's responsibilities with individual and group needs.

Student Identification Card

California Aeronautical University will provide students a student Identification (ID) card. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. All students attending the University are required to have their student ID card visible at all times while on the University campus. The student ID cards must be worn above the waist and visible to University staff and faculty at all times. Student ID cards cannot be worn underneath clothing and cannot be carried in a student's pocket, backpack, bag, purse, etc. The University may provide a lanyard for the students to wear with their ID cards. Students can only wear the official ID cards that belong to them and their photo and name must remain visible at all times. For resident students, the Student ID card will also serve to identify access to the Residence Hall and for meals.

Crime Awareness

California Aeronautical University's Annual Security Report is available to any current or potential student or employee upon request and is also available on the University's web site at www.calaero.edu and student portal.

The annual security report includes statistics for the previous three years for reported crimes that occurred on campus, in off-campus buildings and property owned or controlled by California Aeronautical University, and on public properties within or immediately adjacent to and accessible from a campus. The report also includes institutional policies and procedures concerning campus security, crime prevention and reporting, drug and alcohol policy and penalties, and emergency response and evacuation procedures.

Students and employees are urged to report any criminal activity or other emergencies to the University President or appropriate University official. The report can be verbal or written, depending on the severity of the situation. Crimes may be reported confidentially. The University President or University official is responsible for ensuring appropriate action is taken. The University personnel will work with local and state law enforcement agencies if such involvement is necessary.

Drug and Alcohol Policy

The Safe and Drug-Free Colleges and Communities Act, Title 34 U.S.C., as amended, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The University Student Handbook outlines regulations to help ensure that we all work together to make our University drug-free.

Disability Accommodation Policy

California Aeronautical University does not discriminate against individuals with a disability. Qualified individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. Qualified individuals with a disability who need a reasonable accommodation should use the University's Disability Accommodation Request Form to submit the request. The form must be submitted to the University President or Provost. University faculty or staff who become aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the University President or Provost.

The Provost will be the single point of contact for students requesting reasonable accommodations.

When a student is referred, the Provost, will schedule a time to speak with the student to explain this policy. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the completed form is received, it will be reviewed and if not fully complete the student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Provost will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the University's Grievance Policy.

Animals on Campus

The University prohibits students, staff and faculty from bringing an animal on campus. It's important to note that the University complies with state and local health regulations as well as federal ADA regulations. No animals are allowed on campus except Service Animals. A Service Animal means any animal trained to do work or perform tasks for the benefit of an individual with a disability. Pets providing emotional support, well-being, comfort or companionship are not recognized as service animals under ADA regulations.

Emergency Response and Evacuation

California Aeronautical University institutes and continues to update and administer an Emergency Action Plan (EAP) as part of its Injury Illness and Prevention Plan (IIPP) to communicate the actions staff, faculty, and students must take to ensure safety in the event of a bomb threat, fire, earthquake, significant criminal activity, or other natural/environmental emergency. The health and safety of all individuals on campus is critical and must take precedence.

The University President has the authority, and is responsible for overall management and administration of the EAP and IIPP with appropriate discretion as it relates to students and/or employees of the University. A copy of the EAP and IIPP is available as it is appropriate to students and/or employees and kept in the President's office. In addition, the University has a designated Safety Officer that assists in the execution and administration of the safety operations and other areas related to the EAP and IIPP.

The EAP is reviewed with new students during initial orientation. Emergency evacuation drills are conducted periodically and all students, faculty, and staff must participate. At no time during a campus drill or actual emergency will students be permitted to leave the campus unless directed to do so.

All students must comply with the EAP and the directions given to them by the appropriate campus designee(s) during any emergency or drill. Students are expected to follow safe practices while on campus property.

A visual emergency exiting layout is posted in all campus classrooms and main entrance areas. In addition, the University Student Handbook outlines “Emergency Classroom Procedures” expected to be followed in case of emergency. Each building on campus also provides appropriate posting for exiting in case of emergency. For residential students, on the room side of their door is posted an exit map to follow in case of an emergency.

The University will attempt to immediately communicate by e-mail, phone, alarm, classroom announcement or any other means deemed necessary by the appropriate designee(s) to inform students, faculty, and staff about any imminent threat to the health or safety of the campus community.


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Student Services

Advising

Each student is given personal consideration and assistance with regard to ensuring successful educational and student achievement outcomes. The Student Success Department provides individual assistance and guidance to students with special academic needs in any particular subject. Additional assistance is available to support student needs related to relevant coping skills; general development; retention; academic advising; testing and tutoring services; supervision and monitoring of attendance records and leaves of absence. Requests for such assistance should be made through the Student Success Department. Students are also encouraged to request an appointment with their instructors to work on any specific problem they may be having in their courses. In some cases, to determine specific needs and proper solution assessment, the Student Success Department may ask for testing or other supporting documentation that further defines the reason for need.

For advising on graduate employment assistance, please seek assistance from the Office of Graduate Services.

Electronic Communications

The students, faculty and staff at California Aeronautical University are woven together by a regular need to communicate over course details, aircraft flight schedules, and a variety of day to day operational actions. All students and employees are encouraged to take care of University matters face to face when possible. However, when that is not possible, the University has provided other means to promote effective communication. Current communication methods are:

- All students and employees are issued a personalized University email and encouraged to use this over other personal email accounts.
- California Aeronautical University is continuing to develop and weave its Learning Management System (LMS) throughout campus life. Students have access to a general announcement area and an internal messaging system within the LMS.
- Web-based portal accounts are provided to all students. The student portal is a centralized place to access University information and various services.

Student Portal

California Aeronautical University provides each student with the rights to access an online student information system, the student portal, located at https://portal.calaero.edu/.

The minimum requirements to gain access to the student portal are:

- Signed Application for Admissions;
- An active University student email account;
- Signed Statements of Understanding and Student Disclosures, as appropriate; and
- Computer with Internet access.

Once the minimum requirements above are completed or the Office of Admissions determines appropriate, students will be directed to create an account as a “new user” and will input a user name and password. Once a student’s account is authenticated into the site, he/she will gain access to student information and services, including authentication into the learning management system, personal/University calendar, course schedules, financial aid packaging, student account, attendance, grades, unofficial transcripts, career services, housing, campus news, and various related links or resources to assist in student success.

Student Life

Housing

California Aeronautical University has on campus residential housing for students to live while actively enrolled. Students will need to complete the University's Standard Housing Agreement and acknowledge understanding of the Residence Hall Policies. The Standard Housing Agreement is a commitment from January to December with a mandatory move out period in December, over the calendared winter break. Students must remain current on all housing costs, rules, and associated policies in order to remain a resident on campus.

The University has designed its curriculum in a format that allows students to accelerate their time to graduation. To ensure a positive transition into an aviation profession and assist with various transitional challenges, all flight related programs are required to:

- Live on campus through the end of the Housing Agreement calendar year upon which the Instrument Rating is successfully achieved.

Depending on when the student began their enrollment, an additional 12-month Standard Housing Agreement may be required to meet the above criteria. Students, regardless of when an instrument rating is achieved, are still required to live on campus to meet the obligations of their Housing Agreement through December of each calendar year. The University recommends students to remain on campus in the immersive environment throughout the duration of their enrollment.

Dining Services

Skyway Café, the University's dining facility on campus, is focused on serving a variety of options to nourish the campus community. The dining facility is conveniently located next to the Residence Hall. Dining service hours are designed to meet the needs of students and staff throughout the day. Accommodations can be made for students with special dietary needs or medical conditions. Meals are included as part of the overall housing costs for students living on campus.

Off-Campus Housing

Once a student has met the catalog requirements for living on campus, he/she may choose to live off-campus. The University does not control any rental properties or other off-campus housing facilities. The University is not responsible for assisting a student in finding off-campus housing and recommends that he/she seek local assistance to secure appropriate off-campus housing. Off-campus housing will require some research to ensure the appropriate affordability including rent, utilities (cable, Internet, etc.), security deposit, furnishings, food, and parking and transportation costs for travel to and from the campus. The average rent for an apartment in Bakersfield, California is $1240.00 per month. The cost of rent will vary based on location, size and quality.

Bookstore

Online textbooks, or e-books, are used for most courses. Students may read their e-books from a computer, laptop or tablet device. In rare instances, when an e-book is unavailable for a particular course, hard-copy books will be provided to students enrolled in that course. Textbooks are subject to change based on publisher availability, course review and/or program updates.

Students are encouraged to read and complete assignments from the course assigned materials. The University recognizes that other resources may be available and recommends speaking to the course instructor or the Student Success Department who can assist in determining a student's interest with and/or perceived need for additional resources.

Library and Other Learning Resources

California Aeronautical University's programs of study prepare students for their next careers while emphasizing the value of continued learning. To promote the use of resources and to maintain current publications, the University offers all students access to an electronic online library, the Library Information Resource Network (LIRN), and a Learning Resource Center. Students may gain access to LIRN on any Internet-accessible device by accessing the Student Portal.

In addition to the University's online library resources, the campus maintains a limited holding of various resources and reference materials including recent editions of books appropriate to the curriculum. All on-site materials are inventoried, organized and made available to students for study and research.

A Learning Resource Center with Wi-Fi Internet access to the online library, physical holdings and a quiet room to study is made available to all students. Students who require additional use of any reference or resource materials may check out such material with the Librarian or the Student Success Department.


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Graduate Services

At California Aeronautical University, assisting graduates to secure employment related to their fields of study is our main objective. However, it is understood that the University does not and cannot promise or guarantee employment, level of income, or wage rate to any student or graduate.

Employment Assistance

The Office of Graduate Services is available to provide individualized career planning assistance and ready to address the following steps in preparation for gainful employment:

- Reviewing a graduate's résumé
- Assisting in interviewing techniques
- Advising for a career choice
- Providing help in identifying networking and professional development opportunities
- Providing help in job-market research
- Marketing the graduate's skills
- Generating job leads

The success of the University's employment assistance efforts will be influenced to a great extent by the attendance, academic record and motivation of the student.

The University has letters of agreement with several employers that for some programs provide a direct pathway into their company. These company pathways can also offer in-school financial incentives for students who meet certain requirements and can also eliminate the need for further formal interviews upon graduation. Some of the University's current agreements can be found on our website and the University will continue to build relationships that allow our graduates opportunities.

Employment While Attending the University

California Aeronautical University assists students in finding part-time work while they are attending the University. The Office of Graduate Services works with both students and employers in filling part-time positions. However, employment is not guaranteed.


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Admissions – Undergraduate Students

Pre-Enrollment Advising

Helping students prepare for their education begins with an interview. During this initial interview, students' interests and goals are discussed. These goals are then matched to our programs and available career opportunities. We want each student to choose an educational plan that gives him/her every opportunity to succeed.

The pre-enrollment interview with the Office of Admissions is required for incoming applicants. This ensures applicants have the opportunity for personal advising regarding potential success in their field of study.

Before an applicant is given final acceptance into a program of study, he/she must meet the general admission requirements and the program-specific requirements. Final acceptance and approval will occur once an application has been received and all of the necessary testing and documents are completed for review including, acceptable test scores, official transcripts or proof of GED, and any program specific requirements.

The University reserves the right, in its sole discretion, to deny admission, suspend or terminate any individual from initiating or continuing their education if they demonstrate any behavior(s) that may be disruptive or pose a threat to general overall safety or California Aeronautical University students, employees or other associated parties.

General Admissions Requirements

Applicants must provide the University with an attestation and official transcripts of high school graduation or a recognized equivalency, such as a General Education Development (GED) certificate or completion of a high school education in a home school setting approved under state law. Students who graduated from a foreign high school or a high school in which the high school transcript is written in a language other than English, must provide proof of high school graduation. Foreign transcripts of international students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO)'s International Education Services, or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter a college or university in the United States.

Applicants must meet the minimum test score of 265 on the Verbal Skills (English) and 265 on the Quantitative (Math) on the Wonderlic Basic Skills Test (BST). Students with documented proof of an associate's degree or higher from an institution accredited by an agency approved by the U.S. Department of Education are not required to take the Wonderlic BST. Additionally, students whom have completed the SAT may be waived from the Wonderlic BST if scores meet the optional requirements. Minimum scores accepted for the SAT are 480 English and 510 Math. Students must provide official SAT test scores in order to waive the Wonderlic BST requirement.

Students that are enrolling into distance education courses must complete the Online Readiness Assessment prior to signing the enrollment agreement to ensure they have the aptitude to succeed in a distance education learning environment.

Non-High School Graduates or Equivalent

Applicants without proof of high school graduation or equivalent are not eligible to enroll in the University's educational programs.

Less-Than-Full Program Students

Less-than-full program (non-matriculating) students are those individuals that are not enrolled in a complete program of study. If a complete program of study is not desired, courses may be selected on an elective basis to meet the training needs of the individual. Applicants must meet the minimum test score of 265 on the Verbal Skills (English) and 265 on the Quantitative (Math) on the Wonderlic Basic Skills Test (BST).

Less-than-full program students will be assessed a rate based on a per credit charge for coursework as well as applicable fees. A certificate of completion, not a diploma, is awarded upon passing the course. Less-than-full-program students are not eligible for financial or graduate services assistance.

Academic credits earned as a less-than-full program student may not transfer into a diploma or degree program unless otherwise accepted into an academic program of study.

Program-Specific Requirements

California Aeronautical University has additional admissions requirements for the following programs:

Bachelor of Science Aeronautics and Associate of Science Aviation Studies

The degree programs in Aeronautics and Aviation Studies are restricted entry programs with managed enrollment. Applicant review for acceptance will be based on the following University requirements that include FAA requirements and/or other requirements.

The University reserves the right to consider an applicant's character, academic and behavioral record in granting or denying admission to the Aeronautics and Aviation Studies programs for the protection of the educational environment and overall safety of others. Unless specifically exempted from disclosure by law or court order, students and applicants have a duty to immediately disclose any criminal convictions or charges for violent behavior, offenses against minors and/or any offenses punishable as a felony at any time during the admissions or enrollment periods.

Aeronautics and Aviation Studies programs involve the flying of aircraft which may present risk. Instruction is provided to students in techniques relative to reducing risks and ensuring the safety of everyone associated to any such risk; however, it is impossible to provide a guarantee against all risks. Safety instructions and detailed information, including proper flight preparations and procedures, are part of the course content.

Age Requirements

Applicants must be at least 17 years of age.

Flight Medical Requirements

The minimum FAA medical requirement for a student in the flight program is a Class III Medical Certificate / Student Certificate. Applicants must present a valid certificate, completed by a FAA-designated Aviation Medical Examiner (AME) prior to beginning the program. For more information on how to locate a qualified AME, applicants are encouraged to inquire with the Office of Admissions.

In order for a student to be eligible to receive veteran educational benefits, the minimum Department of Veterans Affairs (VA) medical requirement in the flight program is a Class II Medical Certificate. Applicants must present a valid Class II certificate, completed by a FAA-designated Aviation Medical Examiner (AME) prior to beginning the program. For more information on how to locate a qualified AME, applicants are encouraged to inquire with the Office of Admissions.

Drug Screening Requirements

Applicants are required to participate in a drug screening performed by a third party provider to determine eligibility for acceptance. Upon acceptance, students will be subject to random drug screening throughout their training. For more information and details about the University's current drug screening requirements, inquire with the Office of Admissions.

TSA Requirements

All U.S. Citizens and Nationals are required to show proof of U.S. Citizenship or National status prior to the beginning of flight training. If not a U.S. Citizen or National, applicants will be required to complete the registration process with the Transportation Security Administration for initial flight training, instrument, and multi-engine training. Registration with the TSA should be accomplished prior to orientation. Registration is completed online at:

https://www.flightschoolcandidates.gov

All additional responsibilities during program enrollment are assumed by the student as outlined in the University student enrollment procedures. It is the student's responsibility to certify familiarity with applicable requirements outlined therein. Any conflicts arising from interpretation of requirements will be adjudicated by the University's TSA Administrator.

Distance Education Program Requirements

In order to facilitate effective flight training at one of the University's Flight Training Centers or third-party contracted partners, the University requires applicants seeking to enroll as afull-time, distance education student to meet the following geographic requirements:

- Must demonstrate reliable transportation, and
- Must provide proof of residency:
    - One year of residency (examples: tax return, lease agreement, utility bill, California Driver's license or Identification Card or registration), or
    - Active military with proof of orders.

Diploma and Associate of Science Aviation Maintenance Technology

Age Requirements

Applicants must be at least 17 years of age.

Drug Screening Requirements

Applicants are required to participate in a drug screening performed by a third party provider to determine eligibility for acceptance. Upon acceptance, students will be subject to random drug screening throughout their training. For more information and details about the University's current drug screening requirements, inquire with the Office of Admissions.

Drug Screening Policy

California Aeronautical University is committed to ensuring that students and staff are maintaining safe and healthy lifestyles. In addition, the University intends to comply with the Drug-Free Schools and Communities Act Amendments of 1989, Department of Transportation regulations, and Federal Aviation Administration regulations regarding drug and alcohol abuse. Therefore, the University requires random drug screenings for students enrolled in programs with flight courses (Bachelor of Science in Aeronautics and Associate of Science in Aviation Studies) and for students enrolled in the Aviation Maintenance Technology programs. In addition, the University may require students to undergo screening post-incident/accident and/or due to reasonable cause.

Random drug screenings may happen at any time throughout a calendar year. Students will be selected at random and required to undergo a screening. They will be briefed on the screening procedures the morning of the selection and the screenings will begin directly after the briefing. Results of these screenings will be kept confidential.

Any student suspected of, or admit to, being under the influence of drugs will be required to submit to a screening for "cause." A drug screening for cause is mandatory and must be submitted immediately. "Cause" is established through questioning and observance of general appearance, behavior, speech, smell and eyes.

Any student who receives a positive or inconclusive test result across any panel will be required to meet with a CAU Drug Screening Official to discuss their initial results. The student will be required to complete an additional screening at a local, on-site testing facility within twenty-four (24) hours of receiving those initial results. The student will be responsible for any costs and fees associated with this additional screening.

Students who fail to comply with the testing procedures, refuse to be tested, or test positive for illegal drugs may result in dismissal from the University.

Immunization Policy

California Aeronautical University does not require immunizations for admission. Students interested in getting more information about immunizations should contact their local or state public health department or consult their healthcare provider.

Documentation of High School Graduation or Equivalency

Prior to starting school with California Aeronautical University, applicants must provide documentation of their High School graduation or recognized equivalency. Unofficial documentation of high school graduation or its recognized equivalency is required prior to the student's first scheduled class. However, a copy of the student's official high school transcript or its recognized equivalency is required within the first 21 calendar days of the students' start date. Unless extenuating circumstances occur, failure to do so within the first 21 calendar days of the student's start date will result in cancellation of enrollment. The University will determine the validity of the documentation.

State Authorization of Distance Education Outside of California

California Aeronautical University delivers a number of online education courses and programs that have been approved by the California Bureau of Private Postsecondary Education. Many states have prescribed an "authorization" process for out-of-state institutions delivering online programs to its state residents. "Authorization" typically indicates that certain minimum standards have been met by the institution under the laws and regulations of that state. Authorization does not constitute an endorsement of any institution, course or degree program. Credits earned at an institution do not necessarily transfer to all other institutions.

At this time, California Aeronautical University will not enroll students who reside outside of California into its online education courses. For students who enroll at California Aeronautical University, begin their online enrollment as a California resident and then move out of state, the University cannot guarantee it can continue your enrollment as a California Aeronautical University student as you are no longer a California resident and the University may not be "authorized" to operate in your new state of residence. If you should happen to move, please contact the Provost to determine if you are eligible to continue your education.

Application for Admission

All applicants must complete the Application for Admission. Once submitted, the Admissions Review Committee assesses applicant information, test scores and other relevant data and approves or denies admission to the University. Acceptance is based on personal goals, previous experience, individual needs, academic assessments, and any associated program requirements.

Upon receipt of an Application for Admission, students will be scheduled to meet with a Financial Services Coordinator to discuss tuition and fees. All students will be charged an application fee and a Student Tuition Recovery Fund fee. Applicants will discuss these fees with a Financial Services Coordinator to ensure full disclosure. Each applicant will be presented with a financial package that may include financial aid (for those who qualify), cash payments, and/or scholarships to cover all tuition and fees.

Arbitration and Class Action Waiver Disclosure

California Aeronautical University requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the University prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to Matthew Johnston, University President, 1450 Boughton Drive, Bakersfield, CA 93308, (661) 615-5915.

Credit for Previous Training

California Aeronautical University does not allow credit for prior experiential learning; however, because the University provides employment training, it honors the students' previous work history and/or college experience by offering opportunities to challenge courses required for graduation in a program of study.

The total number of credits accepted through test out or transfer cannot exceed 50 percent for undergraduate programs.

Test Out

Test-out credit will be granted if a student completes a proficiency exam/project and achieves a grade of at least 80 percent. Testing out must be completed within the first week of the course. Students will be charged a fee of $50 for each course from which they attempt to receive test-out credit. If the student successfully tests out of the course, the student will be assessed a $75 per credit fee. This fee must be paid in cash; as financial aid will not apply. Students are allowed one (1) opportunity to test out of a course.

Students should contact the Student Success Department for more information regarding which courses are available for test out. Credit granted by test-out will be indicated by a grade of "TO" on the students' transcript.

Transfer of Credit

California Aeronautical University may accept coursework only from institutions that are either accredited by agencies recognized by the U.S. Department of Education or recognized by the respective government as institutions of higher education, for internationally-based institutions. Credit hours accepted as transfers are not eligible for financial aid. For proper evaluation, students must provide supporting documents including college catalog, course description and/or course outline as required. Official transcripts for use in determining the transferability of credit must be received by the University by the end of the student's first five weeks of enrollment or the credits will not be evaluated for transfer. Credit hours transferred may be credited toward graduation if the following criteria are met:

Undergraduate Level Coursework

- The course is similar in content, objectives and credit hours.
- The course can be applied to graduation requirements.
- The letter grade for the course is "C" or higher.
- An official college transcript is received.
- The credits have been earned within the last 10 years unless otherwise approved by the Provost.

Transfers from one California Aeronautical University campus to another will only be considered if all the University's admissions requirements are met and the student is meeting satisfactory academic progress.

Credits accepted for transfer will be indicated by a grade of "TR" on the students' transcript.

Aviation Ground and Flight Instruction

California Aeronautical University may accept transfer credit for prior ground and flight instruction according to the following policies:

Credit for Flight Instruction

1. An applicant with previous flight time or an FAA Pilot Certificate must provide, to the Registrar for review by the Director of Flight Instruction, copies of the FAA Certificate or rating that verifies completion of an FAA flight examination.
2. Credit will be awarded according to the "limitation" section of FAA FAR regulation Part 141.77.
3. Credit will only be considered for flight instruction for a Private Pilot certificate and an Instrument rating.
4. Applicants will only receive credit and subsequently scheduled into courses according to their performance on a flight evaluation conducted prior to the course start with an assigned CFI by the University.
5. The student is responsible for the expenses associated to any flight evaluation including instructor and aircraft costs.
6. Use of this provision may prevent the candidate from accumulating the required credit hours and/or meeting the requirements for the University to certify eligibility for a Reduced Minimums Airline Transport Pilot (ATP) Certificate.

Credit for Ground Instruction

1. An applicant with previous ground instruction or an FAA Pilot Certificate must provide, to the Registrar for review by the Director of Flight Instruction, copies of the FAA Certificate or rating that verifies completion of an FAA flight examination.
2. Credit will be awarded according to the "limitation" section of FAA FAR regulation Part 141.77.
3. Credit will only be considered for ground instruction for a Private Pilot certificate and an Instrument rating.

If extenuating circumstances occur while enrolled in a program of study, the University reserves the right to evaluate flight training certificates and rating achieved outside of California Aeronautical University. A student may be required to demonstrate knowledge and flight skills appropriate to the certificate and/or rating. The student is responsible for the expenses associated to any flight evaluation including instructor and aircraft costs.

Credit for Military Service/Training

Students interested in credit for previous training using Joint Service Transcripts (JST) shall receive credit as recommended by the American Council on Education (ACE) Military Guide. To receive credit for basic military and active duty, all veterans and active duty military personnel must request a military transcript. Transcripts may be requested online at https://jst.doded.mil/. California Aeronautical University will conduct an evaluation of previous education and training, grant appropriate credit hours accepted as transfer, shorten the veteran or eligible person's duration of the course proportionately, and notify the student and Veteran's Administration (VA) accordingly.

Previous Credits Taken in Residence

California Aeronautical University will evaluate credits earned in a previous enrollment at the main or branch campuses within the University and will determine accepting credits if the following criteria are met:

- The course is similar in content and objectives.
- The course can be applied to graduation requirements.
- Length of time since last enrollment.

Credits accepted from a previous enrollment in residence or online at the University may exceed 50 percent of new program credit for undergraduate programs.

Advanced Standing Credit

All bachelor's degree programs at California Aeronautical University require that students meet a minimum number of lower division credit hours in their discipline. Advanced standing credit towards a bachelor's degree is available for students that have completed an associate's degree in the same discipline at another accredited and Department of Education recognized college or university. Credits applied as advanced standing credit need to have been earned with a letter grade of "C" or higher and within the last 10 years unless otherwise approved by the Provost. Students utilizing this policy will still need to meet all prerequisite requirements as outlined in the University Catalog. Advanced standing credit is denoted by a TC on the University transcript.

Advanced standing credits accepted may exceed 50 percent of new program credit for undergraduate programs. However, the total number of credits accepted through test out and transfer earned externally cannot exceed 75 percent for bachelor's degree programs.

Transferability of Credits and Credentials to Other Institutions

The acceptance of credit by other institutions is unlikely and cannot be guaranteed unless a specific articulation agreement is made between the institutions.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS
EARNED AT OUR INSTITUTION

The transferability of credits you earn at California Aeronautical University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earned in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Aeronautical University to determine if your credits, degree, diploma or certificate will transfer.

Articulation Agreements

California Aeronautical University has not entered into any transfer or articulation agreements with any other college or university. However, the University retains the right to enter into agreements with other colleges or universities at any time. To determine if such agreements have been made, please contact the Provost or view the list of institutions with articulation agreements on the University website at www.calaero.edu.

Flight Lab Courses Delivered by Flight Training Center for Full-Time, Distance Education Students

The flight lab courses for full-time, distance education students enrolling in the Bachelor of Science in Aeronautics and Associate of Science in Aviation Studies programs will be delivered by a California Aeronautical University Flight Training Center (FTC). For a list of Flight Training Centers, refer to the Location and Facilities section of the University's Catalog. Students enrolling in either of these programs are expected to take and complete the flight lab courses with the Flight Training Center in order to graduate.

The University will provide academic credit for courses taken at the Flight Training Center. A combination of the credits taken through the University's distance education courses and at the Flight Training Center will be used to determine enrollment statuses (full-time, half-time, etc.) each term. The University will award the degree upon completion of the program. At no time will students take more than 25% of their program credits from the Flight Training Center.

Other than those costs disclosed at the time of enrollment, no additional tuition costs will incur because of training provided by the Flight Training Center. However, students who exceed the budgeted number of flight instruction hours estimated in their financial package in order to obtain the FAA certification/rating will incur an additional financial obligation and will be required to restructure their financial plan.

For financial aid purposes, the University will calculate awards, disburse aid, monitor satisfactory academic progress and determine other student eligibility requirements based on the courses taken with the University and with the Flight Training Center.

If students should have any questions about activities at a Flight Training Center, they should contact the University's Academics Department.

Flight Lab Courses Delivered by Third-Party Contracted Flight Training Partner

At the time of this publication, California Aeronautical University does not have third-party contracted partners. The University reserves the right to offer flight lab courses using a third-party partner should circumstances be required.

Orientation of New Students

Orientation is conducted prior to each start date as a means of introducing new students to California Aeronautical University. During this orientation, the University will familiarize students with the campus location, provide necessary information for student success and explain academic procedures and University regulations.


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Financial Services

The Financial Services section of the University's catalog is applicable for undergraduate and graduate program students.

College Affordability

Obtaining an education is one of the most important investments of time and money one will ever make. The University provides tools for students to ease the burden of affording the tuition, fees and other necessary expenses of higher education. California Aeronautical University is authorized to participate in each of the following programs listed in Title IV, Higher Education Act of 1965, as amended:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Federal Work-Study
- Federal Direct Loans

General Eligibility Requirements

Eligibility for Student Financial Assistance (SFA) Programs (other than unsubsidized loans and parent loans) is based on financial need rather than academic achievement. To have his or her financial need determined, a student must complete and file a Free Application for Federal Student Aid (FAFSA). Additionally, to be eligible for SFA Program funds, a student must:

- Have a high school diploma or a GED, or the equivalency.
- Enroll as a regular student in an eligible degree or certificate program.
- Be a U.S. citizen or eligible noncitizen.
- Be registered with Selective Service (if required).
- Have a valid Social Security Number (SSN).
- Make satisfactory academic progress.
- Sign statements on the FAFSA regarding educational purpose, overpayments and defaults.

A student must be enrolled at least half-time to be eligible for a Direct Loan.

Applying for Financial Assistance

When a student applies for federal student aid, the information he/she reports on the FAFSA is used in a formula, established by U.S. Congress, that calculates the student's Expected Family Contribution (EFC), an amount a student and his/her family are expected to contribute toward his/her education. The EFC is used in an equation to determine financial need:

Cost of Attendance	--	**Expected Family Contribution (EFC)**	=	**Financial Need**

The Financial Services Coordinator will subtract from a student's cost of attendance the amount the student and his/ her family are expected to contribute toward that cost to determine his/her financial need. In determining a student's need for aid from Student Financial Aid Programs, the Financial Services Coordinator must first consider other aid the student expects to receive.

Cost of Attendance

Cost of attendance (COA) is the total amount it will cost a student to go to University. COA includes tuition, fees, housing and food allowance, an allowance for books, supplies, transportation, loan fees, dependent care, costs related to a disability, and miscellaneous expenses.

Tuition, Books, Fees	+	Living Allowance	=	Cost of Attendance

Each year, these monthly allowances are reviewed and the various components are updated to reflect changes in the economy.

Living Allowances for 2021-2022 Academic Year

	Students Living At Home with No Dependents	On Campus Housing	Off Campus Housing
Housing and Food	**1,009**	**1,071**	**1,917**
Transportation	**111**	**38**	**102**
Supplies	**125**	**125**	**125**
Personal/Miscellaneous	**364**	**293**	**427**
Total Living Allowance *(monthly)*	**$1,609**	**$1,527**	**$2,571**
Tuition and Fees	*Actual Institutional Charges*	*Actual Institutional Charges*	*Actual Institutional Charges*

Therefore, a typical budget for a student, living on campus during the 2021-2022 academic year would be:

Tuition and Fees	+	Living Allowance	=	Cost of Attendance
$17,800*		**$12,216**		**$30,016**
**This is an example. Your amount may be different*		*$1,527 x 8 months (Academic years are approximately 8 months.)*		

Living Allowances for 2022-2023 Academic Year

	Students Living At Home with No Dependents	On Campus Housing	Off Campus Housing
Housing and Food	**1,040**	**1,071**	**1,976**
Transportation	**114**	**39**	**104**
Supplies	**128**	**128**	**128**
Personal/Miscellaneous	**372**	**300**	**436**
Total Living Allowance *(monthly)*	**$1,654**	**$1,538**	**$2,644**
Tuition and Fees	*Actual Institutional Charges*	*Actual Institutional Charges*	*Actual Institutional Charges*

Therefore, a typical budget for a student, living on campus during the 2021-2022 academic year would be:

Tuition and Fees		**Living Allowance**		**Cost of Attendance**
$17,800*	+	**$12,304**	=	**$30,104**
**This is an example. Your amount may be different*		*$1,538 x 8 months (Academic years are approximately 8 months.)*		

Dependency Status

When students apply for aid, the answers to certain questions on the FAFSA will determine whether they are considered dependent on their parent(s) and must, therefore, report their parents' incomes and assets as well as their own; or whether they are considered independent and must, therefore, report only their income and assets and those of their spouse, if currently married.

Items Needed to Apply for Assistance

The Free Application for Federal Student Aid (FAFSA) asks for information about the student (name, date of birth, address, etc.) and about the student's financial situation. Depending on the student's circumstances (for instance, when taxes were filed or what tax form was used), the student may need the following information or documents to fill out the FAFSA:

- Student's Social Security number
- Parents' Social Security numbers if the student is considered a dependent
- Student's driver's license or state identification number if he/she has one
- Student's Alien Registration Number if he/she is a Permanent Resident (eligible noncitizen)

- Federal tax information or tax returns including IRS W-2 information, for the student (student's spouse, if student is married), and for the student's parents if he/she is a dependent student:
    - IRS 1040
    - Foreign tax return, IRS 1040NR, or IRS 1040NR-EZ, or
    - Tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia, or Palau
- Records of untaxed income, such as child support received, interest income, and veteran's non-education benefits, for the student, and for his/her parents if the student is a dependent student
- Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate but not including the home in which the student or parent lives; and business and farm assets for the student, and for the student's parents, if the student is a dependent student. The student should keep these records as they may be needed again.

Apply for Aid

There are a few ways to file the FAFSA:

- Online at https://studentaid.gov/h/apply-for-aid/fafsa is faster and easier than using a paper application (recommended), or
- Complete a PDF FAFSA (Note: PDF FAFSAs must be mailed for processing (download a PDF FAFSA from www.studentaid.gov), or
- Order a paper FAFSA by calling (800)-4-Fed-Aid (800-433-3243).

The Financial Services Coordinator at the University can assist the student with completing and submitting the FAFSA.

Once the FAFSA is processed, the Department of Education will send the student a Student Aid Report (SAR), which is a summary of the FAFSA data submitted. The student must review the SAR to make sure there were no mistakes made on the FAFSA.

If the student made a mistake in what was reported on the FAFSA, the student will need to make a correction. Corrections can be made at https://studentaid.gov/h/apply-for-aid/fafsa following the instructions for making corrections to the FAFSA.

The SAR will not inform the student how much financial aid he/she will receive. Instead, the University will calculate the aid and will notify the student of how much aid he/she is eligible to receive at the University utilizing a Financial Assistance Worksheet.

Financial Assistance Programs

Students attending California Aeronautical University have access to a variety of federal, state and University sponsored student financial assistance programs. Some programs have specific eligibility guidelines that must be met in order to qualify. Amounts are subject to change based on funding.

A. Federal Pell Grants

A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants are awarded to undergraduate students only who have not earned a bachelor's or professional degree. Pell Grant awards change annually. For the 2021-2022 award year (July 1, 2021 to June 30, 2022), the maximum amount is $6,495. Eligibility is determined by the student's EFC, financial need, cost of attendance, enrollment status (i.e., full-time, half-time, etc.) and anticipated school attendance for the full academic year or less.

B. Federal Supplemental Educational Opportunity Grants

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be repaid.

Students may receive between $100 and $4,000 per year, depending on the students' financial need, amount of other aid received, and the availability of funds. In order to be eligible for FSEOG, students must complete, sign and return the FAFSA, Financial Assistance Worksheet and enrollment agreement to the Office of Financial Services.

C. Iraq and Afghanistan Service Grant

Students may be eligible to receive the Iraq and Afghanistan Service Grant (IASG) if they are not eligible for a Federal Pell Grant on the basis of their EFC, however, meet the remaining Federal Pell Grant eligibility requirements, and

- Their parent or guardian was a member of the US Armed Forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and
- The student was under 24 years old or enrolled in college at least part-time at the time of his/her parent's or guardian's death.

The grant amount is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed the student's cost of attendance for that award year. The maximum Federal Pell Grant award is $6,495 for 2021-2022 award year, however, due to sequester, all Iraq & Afghanistan Service Grant award amounts first disbursed on or after October 1, 2020, and before October 1, 2021, are reduced by 7.0%. For example, a student otherwise eligible for a grant of $6,495 (the maximum Scheduled Award for 2021-2022) the grant is reduced by $370.22, resulting in a grant of $6,124.78.

D. Children of Fallen Heroes Scholarship Act

Beginning with the 2018-2019 award year, an otherwise Pell-eligible student whose parent or guardian died as a result of active service in the line of duty as a Public Safety Officer (defined under 42 U.S.C. 3796b, or a fire police officer) may receive a maximum Pell Grant and increased amounts of other federal student aid, if the student was less than 24 years old when the parent or guardian died, or was enrolled at an institution of higher education at the time of the parent or guardian's death.

For purposes of calculating the Children of Fallen Heroes Scholarship, eligibility is determined on an EFC of zero (0), cost of attendance, enrollment status (i.e., full-time, half-time, etc.) and anticipated school attendance for the full academic year or less. For the 2021-2022 award year (July 1, 2021 to June 30, 2022), the maximum award amount is $6,495.

E. Federal Work-Study

Federal Work-Study provides job opportunities for undergraduate and graduate students with financial need, allowing the student to earn money to help pay for education expenses. The program encourages community service work and work related to the students' courses of study. The program is available to students with a financial need. It provides part-time employment while students are enrolled in school. Students eligible to participate will earn at least the current minimum hourly rate, however, it may be higher depending on the type of work and skills required.

F. William D. Ford Federal Direct Loan Program

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is the lender. There are three types of Direct Loans available:

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at the University. Students must be enrolled at least half-time status to be eligible. The U.S. Department of Education will pay (subsidize) the interest that accrues on subsidized loans during certain periods. Depending on the students' financial need, the student may receive both subsidized and unsubsidized loans for the same enrollment period, however, the total amount of these loans may not exceed

the annual loan limit. Students attending school at least half-time will have a six-month grace period of time after they graduate, leave school, or drop below half-time enrollment status before they begin repayment.

- Direct Unsubsidized Loans are loans made to eligible undergraduate and graduate students; however, in this case, students do not have to demonstrate financial need to be eligible for the loan. Students must be enrolled at least half-time status to be eligible. Depending on the students' financial need, they may receive both subsidized and unsubsidized loans for the same enrollment period, however, the total amount of these loans may not exceed the annual loan limit. Students attending school at least half-time will have a six-month grace period of time after they graduate, leave school, or drop below half-time enrollment status before they begin repayment.

- Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial assistance. Students must be enrolled at least half-time status to be eligible. Borrowers will be required to pass a credit check to be eligible and may be able to pass with an endorser. The limit for a PLUS Loan is equal to the student's cost of attendance for their academic year minus any other financial assistance for which the student is eligible. Students whose parent does not pass the credit check may receive an additional unsubsidized loan.

Maximum Annual Loan Limits - Subsidized and Unsubsidized Direct Stafford Loans

	Base Amount (Subsidized & Unsubsidized)	**Additional** (Unsubsidized Loan)
Dependent Students *(excluding those whose parents cannot borrow PLUS)*		
First-year Undergraduate	**$3,500**	**$2,000**
Second-year Undergraduate	**$4,500**	**$2,000**
Third-year Undergraduate and Beyond	**$5,500**	**$2,000**
Independent Students *(including dependent students whose parents cannot borrow PLUS)*		
First-year Undergraduate	**$3,500**	**$6,000**
Second-year Undergraduate	**$4,500**	**$6,000**
Third-year Undergraduate and Beyond	**$5,500**	**$7,000**
Graduate Students		
All Years	**$0***	**$20,500**

* Effective for loan periods beginning on or after July 1, 2012, graduate and professional students are not eligible for Direct Subsidized Loans.

Consult the Office of Financial Services for current Stafford and PLUS interest rates.

G. Veteran's Educational Benefits

California Aeronautical University is approved to train veterans and eligible persons under Title 38 US Code. Students who are entitled to veteran's education benefits should contact the Office of Financial Services for information on current educational program approvals. Benefit eligibility and payment rates vary depending on each individual's military history and the educational program being pursued. Only the US Department of Veterans Affairs can determine student eligibility.

H. Institutional Scholarships

California Aeronautical University has a variety of institutional scholarships. For more details on each scholarship, see the Institutional Scholarship section.

I. TFC Financing

TFC Credit Corporation will assist California Aeronautical University in collecting payments from students. TFC will collect monthly payments for all student accounts. Depending on the length of the payment obligation, students will be assessed a five to eleven percent fee for financing their tuition payments.

J. California Aeronautical University Financing

A student whose tuition is not fully covered by financial assistance or other funding source(s) can make payments directly to California Aeronautical University without interest. Payment must be made in full within a specific-time frame to qualify. Students who make any payment to the school can expect to receive a computerized receipt immediately after payment is made. Payments made with a debit or credit card will be assessed a three percent convenience fee.

Institutional Scholarships

California Aeronautical University has developed the following scholarship program to build goodwill for our University, drive interest in our programs, demonstrate our commitment to changing lives, and advance our public relations efforts.

The University will review applications and award scholarships based on academic ability, personal attributes, financial need, and scholarship requirements. For all scholarships, students must be enrolled full time and have no past due balances with the University and meet the admissions requirement for acceptance. Students may only receive one scholarship at a time from the University's Scholarship Program, however, may have other external scholarships in addition to those awarded by the University. Scholarship awards are generally split evenly among the terms or payment periods in the student's academic year, unless stated otherwise.

Career Path University Scholarship

California Aeronautical University awards a $2,000 Career Path University Scholarship to high school seniors, recent high school graduates and recent General Education Development (GED) recipients based on academic achievement and merit.

The following requirements must be met in full when applying for the Career Path University Scholarship:

1. Submit a completed scholarship application and scholarship agreement.
2. Submit an official high school transcript with a statement of intention to graduate
3. Submit a recommendation letter completed by the applicant's High School/GED Counselor, HS/GED Administrator or HS/GED Instructor.

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4. Submit a short essay to explain the desire to pursue the chosen area of study and describe any long-term goals.

The application deadline is within one year of the applicant's high school graduation date or date the student received their GED. Final awards are made by January 31. California Aeronautical University may award thirty-five $2,000 scholarships per calendar year. The scholarship award will be distributed evenly among the terms or payment periods in the student's academic year. All required documents must be submitted to the University's Office of Financial Services. Scholarships are applied to the first term and are applicable to the first academic year attending the University.

Reaching New Heights Scholarship

California Aeronautical University understands the barriers and challenges presented to many pursuing a career as a professional pilot. Therefore, the University is committed to assisting students with financial resources to pursue their dreams of a career in aviation**.** The University is proud to award up to one hundred (100) scholarships of $10,000 each. We encourage individuals who are well-rounded, involved in their school or community, and actively interested in a career in aviation to apply for the Reaching New Heights' Scholarship.

The award is applicable to students enrolled in the University's Bachelor of Science in Aeronautics program.

The following requirements must be met in full when applying for the Reaching New Heights Scholarship:

1. Submit a completed scholarship application and scholarship agreement.
2. Submit proof of high school Cumulative Grade Point Average (CGPA) of at least 2.5.
3. Submit a recommendation letter completed by a high school official on behalf of the applicant.
4. Submit an essay to explain the motivation behind pursuing a career as a pilot and any future aviation career goals.

The applicant must apply and start California Aeronautical University within one year of their high school graduation date. The scholarship award will be distributed evenly throughout the student's applicable program. Funds are applied to each student's account and at no time will the award be issued directly to the student. All required documents must be submitted to the University's Office of Financial Services. In addition, awardees must maintain scholarship eligibility for the duration of their program through graduation by:

1. Maintaining a 2.5 CGPA throughout the program and is allotted on financial aid warning term if their CGPA falls below the required minimum.
2. Maintaining an enrollment status of at least a half-time student.
3. Maintaining a current student account balance.
4. Complying at all times with University policies, procedures, rules or other defined guidelines set forth in the University catalog or other student manuals.

Public Safety/Emergency Responder Scholarship

In recognition of service to our communities, California Aeronautical University is proud to offer the Public Safety/Emergency Responder Scholarship to students, and their immediate family. This scholarship is open to civil duty service professional households including law enforcement, fire fighters, and public safety employees and reservist. The University will honor ten (10) applicants with this scholarship in recognition of service.

This scholarship is awarded in the amount of $3,000 per one academic year and it is applicable for the first academic year only. Students must enroll in one of the University's Bachelor's degree programs. The scholarship award will be split evenly among the terms or payment periods in the student's academic year.

The following requirements must be met in full when applying for the Public Safety/Emergency Responder Scholarship:

1. Submit a completed scholarship application and scholarship agreement.
2. Proof of Service.
3. Submit an essay to explain how earning your degree/diploma at California Aeronautical University will help you achieve your career goals.

All required documents must be submitted to the University's Office of Financial Services. The deadline for applying for the scholarship is the Friday immediately preceding the student's start date.

Executive Education Scholarship (Master's Degree)

Each year, California Aeronautical University campuses will recognize up to ten (10) students with the distinction of earning the Executive Education Scholarship. This scholarship is awarded based on professional achievement and merit of applicants who have successfully completed the University's application process.

This scholarship is awarded in the amount of $2,400 per one academic year only. The award is applicable to students enrolled in the University's Master of Business Administration (MBA) and Master of Aviation Science (MAS) programs.

The following requirements must be met in full when applying for the Executive Education Scholarship:

1. Submit a completed scholarship application and scholarship agreement.
2. Demonstrate at least one year of work experience.
3. Submit a letter of recommendation from current or past employer.
4. Submit an essay, up to 750 words, answering the question: how will earning an MBA further your career? What are the critical behaviors of a successful executive? How will earning your MBA help you practice these behaviors and achieve your career ambitions?
5. Submit a current résumé.

All required documents must be submitted to the University's Office of Financial Services. Completed applications must be received the Friday immediately preceding the student's start date.

All completed applications will be reviewed by a scholarship committee at California Aeronautical University. Finalists may be scheduled for a personal interview. Preference will be given to employees of organizations that have employed California Aeronautical University graduates.

Verification Policy and Procedures

As part of the financial service process at California Aeronautical University, students and their spouse or parents, if applicable, may be required to verify the information submitted on the Free Application for Federal Student Aid (FAFSA). Students selected to verify information submitted on the FAFSA will be notified in writing and will be provided guidance as to what required documentation is needed by the student, their spouse, and/or their parents.

The University requests that this documentation be submitted within one to two weeks of the request. However, the University also recognizes that sometimes it is necessary to contact outside sources which could result in additional delays. Therefore, students will have 45 days from the date they were notified to provide the requested documentation, except in instances where extenuating circumstances arise. Extenuating circumstances include but are not limited to situations beyond the applicant's control. In no case will any need based Title IV disbursement be made if the student's application has been selected for Verification and the verification process has not been completed. If the student and/or their family fail to provide the required documentation within the 45-day timeframe, financial assistance disbursements will not be made and the student will be expected to make other payment arrangements in lieu of receiving financial assistance disbursements.

It is the University's policy to provide to students, in writing, a clear understanding of the forms and other documentation needed to verify their application. If students are unsure of what is needed, they should request further explanation until they understand. If the submitted data fails to meet requirements, the Office of Financial Services will contact the student, in writing. If corrections must be made, it will be necessary for the student, their spouse and/or their parents to make the corrections on the application online. The student will need to log in to FAFSA on the Web to do so. The Office of Financial Services can also submit the corrections for the student electronically using the FAA Access to CPS website.

If the student's award or loan amount changes after the verification process is complete, the Office of Financial Services will notify the student of this change and the student will acknowledge the change by signing a new Financial Assistance Worksheet. If the verification process indicates that all information is correct and there are no outstanding issues or conflicting information, the student will also be notified.

The University is required by Federal regulations to make referrals to the Office of Inspector General of the Department of Education if it suspects that aid was requested under a false pretense. This institution is committed to the proper stewardship of Federal funds and will cooperate with government agencies in the full prosecution of students who are found to provide falsified data. Examples of this type of information are:

- False claims of independent student status;
- False claims of citizenship;
- Use of false identities;
- Forgery of signatures or certifications;
- False statements of income; and
- Any credible information indicating that any employee, third-party servicer, or other agent of the institution that acts in a capacity that involves the administration of the Title IV, HEA programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving the Title IV, HEA programs. The type of information that an institution must refer is that which is relevant to the eligibility and funding of the institution and its students through the Title IV, HEA programs.

Disbursement Policy

All required financial assistance documents must be completed accurately and submitted to the Office of Financial Services before any financial assistance disbursement is made. A student must also maintain satisfactory progress in order for any disbursement to be credited to the student's account or for the University to release funds to the student.

The student's account will be credited automatically for a student who is eligible for Federal Pell Grant and FSEOG. An enrolled student who is eligible for the Federal Pell and/or FSEOG programs will have his/her awards disbursed no earlier than ten days before the first day of each term.

For Stafford Loans, funds will be delivered to the University in equal installments as required by law. For first-time, first-year student borrowers, the first installment will be issued after the student has completed thirty (30) calendar days of the first term. For all other Stafford loan borrowers, the first disbursement will be issued no earlier than ten (10) days before the first day of the first term. The remaining installments will be issued no earlier than ten (10) days before the first day of each term.

For PLUS Loans, loan funds will be delivered to the University in equal installments as required by law. All installments will be issued no earlier than ten days before the first day of each term.

A student, or parent, participating in the Stafford & PLUS Loan Program can have these funds disbursed in the form of an electronic funds transfer (EFT). Once the U.S. Department of Education electronically disburses the funds to the University, the University will notify the student of its receipt and the date of when it was credited to his/her account.

Currently the regulations provide a three-day period for disbursing and an additional 10-day period for returning Stafford Loan Program funds. If the student does not satisfy a programmatic requirement necessary to receive the funds and the University expects the student to satisfy that requirement within 10 days, an additional 10-day period will be included prior to returning the funds.

A student, or parent, may request Stafford Loan Program funds to be disbursed by check. The University will disburse the funds to an eligible student (or, for PLUS Loan funds, to parents of an eligible student) no later than 30 calendar days after the University receives the check.

Repeating Courses

California Aeronautical University encourages all students to attend classes daily and complete all coursework as scheduled. At the same time, the University recognizes that students may occasionally have difficulties with successfully completing courses. However, students who withdraw or fail a class resulting in a grade of WP, WF, or F for one or more classes on their transcript must repeat and pay for each of these classes prior to graduation.

Repeating a course may have an effect on the students' financial assistance. A student may receive financial assistance for repeated courses, however, the amount of assistance may not be enough to cover any additional tuition charges and financial assistance eligibility will differ for each student.

In some instances, courses in which a student has received a passing grade may also be repeated to meet the requirements of satisfactory academic progress or on a student request. If the student is in a term based program, a repeated course may be counted towards enrollment status and financial assistance may be awarded for this course. However, this assistance may be for only one (1) repetition per class.

For students that are required to repeat a flight lab course, the University will not apply additional tuition costs. However, students will be responsible to obtain the necessary funding for costs associated with flight lessons.

Loan Repayment Responsibility

If a student obtains a loan to pay for an educational program, it is the responsibility of the student to repay the full amount of the loan plus any interest, less the amount of any refund, and that, if the student received federal student financial assistance funds, the student is entitled to a refund of the moneys not paid from federal student financial assistance program funds.

Refund Policy

As mandated by federal and state regulations, California Aeronautical University uses a fair and equitable refund policy. The refund amount will be the larger of the Federal "Return of Title IV Aid" or the state refund calculation.

The Federal Return of Title IV Aid Policy

The Federal "Return of Title IV Aid" calculation is required if the student received student financial assistance program funds and the student withdrew on or before the 60 percent point in calendar time of the payment period.

A financial aid (Title IV) recipient who withdraws and who has completed 60 percent or less of the payment period is subject to federal refund regulations per 34 CFR 667, 682, 685, published November 1, 1999.

Federal regulations provide that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the University must calculate the following:

A. Determine the percentage of the payment period completed. To determine the percentage of the payment period completed, the number of days* attended in the payment period is divided by the total days* in the payment period.

   NOTE: For programs offered in modules, the days in the payment period includes the days in a module in the denominator if the student attended at least one day in the module; or if the student did not attend at least one day in the module, but the module was included in the institution's determination of the student's Title IV eligibility.

   **Days = calendar days for purposes of this formula and therefore include weekends and holidays. Only scheduled breaks of 5 consecutive days or more and approved leaves of absence are excluded.*

B. The net amount of Title IV funds disbursed and funds that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.

C. The earned Title IV aid is subtracted from the aid that was actually disbursed to, or on behalf of, the student. The amount remaining is unearned aid.

D. The University determines the amount of unearned institutional charges. To determine the amount of unearned institutional charges, multiply the reciprocal of the percentage of the payment period completed by the institutional charges for that payment period from which the student withdrew. (The institutional charges for the payment period from which the student withdrew are determined by multiplying the cost per credit by the number of credits the student was attempting in payment period (term) before withdrawing. Add to the product the $100 application fee.)

E. The institution will return the lesser of the total unearned aid or the unearned institutional charges for the payment period.

F. The University must return Title IV funds to the programs from which the student received aid during the payment period as applicable, in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Federal Direct Stafford loans
2. Subsidized Federal Direct Stafford loans
3. Federal Direct PLUS loans
4. Federal Pell Grants for which a return of funds is required
5. Iraq and Afghanistan Service Grants
6. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

NOTE: After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50 percent. Unearned loan funds received by the student are paid back as per the terms of the borrower's promissory note.

An example of the Federal Return of Funds Policy is as follows:

Assume that a student started the University on August 2nd and was scheduled to complete the first payment period within 70 calendar days. However, because of unforeseen circumstances, the student withdrew on September 9th completing 37 calendar days. While in school, Title IV in the amount of $3,820 was disbursed on the student's behalf (Federal Pell Grant of $2,165, Federal SEOG of $500 and Federal Stafford Loan of $1,155). In order to calculate the unearned aid, the calculation would be as follows:

37	/	**70**	=	**52.85%**
calendar days completed		*calendar days in the payment period*		*percentage of earned Title IV aid*
52.85%	**X**	**$3,820**	=	**$2,019**
percentage of earned Title IV aid		*Title IV disbursed*		*Title IV earned*
$3,820	–	**$2,019**	=	**$1,801**
Title IV disbursed		*Title IV earned*		*Title IV aid to be returned (unearned aid)*

The University must then calculate the unearned institutional charges:

$4,200	**X**	**47.15%**	=	**$1,980.30**
institutional charges for the payment period		*reciprocal of percentage of earned Title IV aid*		*unearned institutional charges*

As required, the University must return the lesser of the total unearned aid or the unearned institution charges for the payment period. In this example, the University must return $1,801 in the order specified by law (as indicated in section F above). It is important to note that in some cases, financial aid earned by the student may not cover the amount of tuition owed to the University for the portion attended. In these cases, it is necessary for the student to make satisfactory payment arrangements with the Office of Financial Services.

In an instance where a Military Service member withdraws from school and has received Tuition Assistance (TA) funds, the University will calculate the earned assistance and return any unearned portion to the Military Service department as follows:

In an instance when a Service member stops attending due to a military service obligation, the University will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion. The University will return any TA funds directly to the Military Service, not the Service member.

The University offers its programs on a 10-week course schedule. Based on when the student withdraws or stops attending within the term, the University will calculate the amount to be returned to the Military Department prior to refunding to the student as follows:

Weeks Completed	Percent Earned	Percent Unearned/Returned
< 1 Week	0%	100%
1 Week	10%	90%
2 Weeks	20%	80%
3 Weeks	30%	70%
4 Weeks	40%	60%
5 Weeks	50%	50%
6 Weeks	60%	0%
7 Weeks	70%	0%
8 Weeks	80%	0%
9 Weeks	90%	0%
10 Weeks	100%	0%

NOTE: Our courses are offered in 10-week terms. Students are deemed to have earned all of their TA funds upon completion of 6-weeks.

Cancellation Policy

Student's Right to Cancel (CA Private Postsecondary Education Act of 2009)

A. The California Private Postsecondary Education Act of 2009 provides students the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time; they have the right to receive a pro rata refund if they have completed 60 percent or less of the period of attendance.

B. Cancellation may occur when students provide a written notice of cancellation by mail or by hand delivery at the students' place of training:

California Aeronautical University, 1450 Boughton Drive, Bakersfield, California 93308

C. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

D. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

E. If the Enrollment Agreement is cancelled, the University will refund the students any money they paid, less an application and/or STRF fee not to exceed $250.00. Flight costs are non-refundable after the initial enrollment cancellation period and students will be assessed a charge for any flight costs incurred. If students have completed more than 60% of the period of attendance for which they were charged, the tuition is considered earned and they will not receive a refund.

Withdrawal from the Program

According to the California Private Postsecondary Education Act of 2009, students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $250.00. If a student has completed 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, students shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the University.

3. The student has failed to attend class for 14 calendar days.

4. The student fails to return from a leave of absence.

5. The student fails to return to school after providing the University written confirmation of future attendance. The date of the school's determination that the student withdrew will be no later than the date the student was scheduled to resume attendance.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the payment period (total institutional charge, minus non-refundable fees, divided by the number of days in the payment period), multiplied by the number of days scheduled to attend, prior to withdrawal.

For programs beyond the current "payment period," if the student withdraws prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

If the student has received federal student financial assistance funds, the student is entitled to a refund of moneys not paid from the federal student financial assistance program funds.

The University will refund funds for which it is responsible as soon as possible but no later than 45 days from the determination date of withdrawal.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day California Aeronautical University receives a request for access. A student should submit to the Registrar, Dean, Head of the Education Department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

    - A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

    - If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

    - The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, or support staff position; a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

    - Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

The University may disclose, without consent, "directory" information. The University considers the following information directory information and may disclose this information to the public: student's name, dates of attendance, veteran status, if applicable, the degree or diploma earned and any possible awards the student has earned.

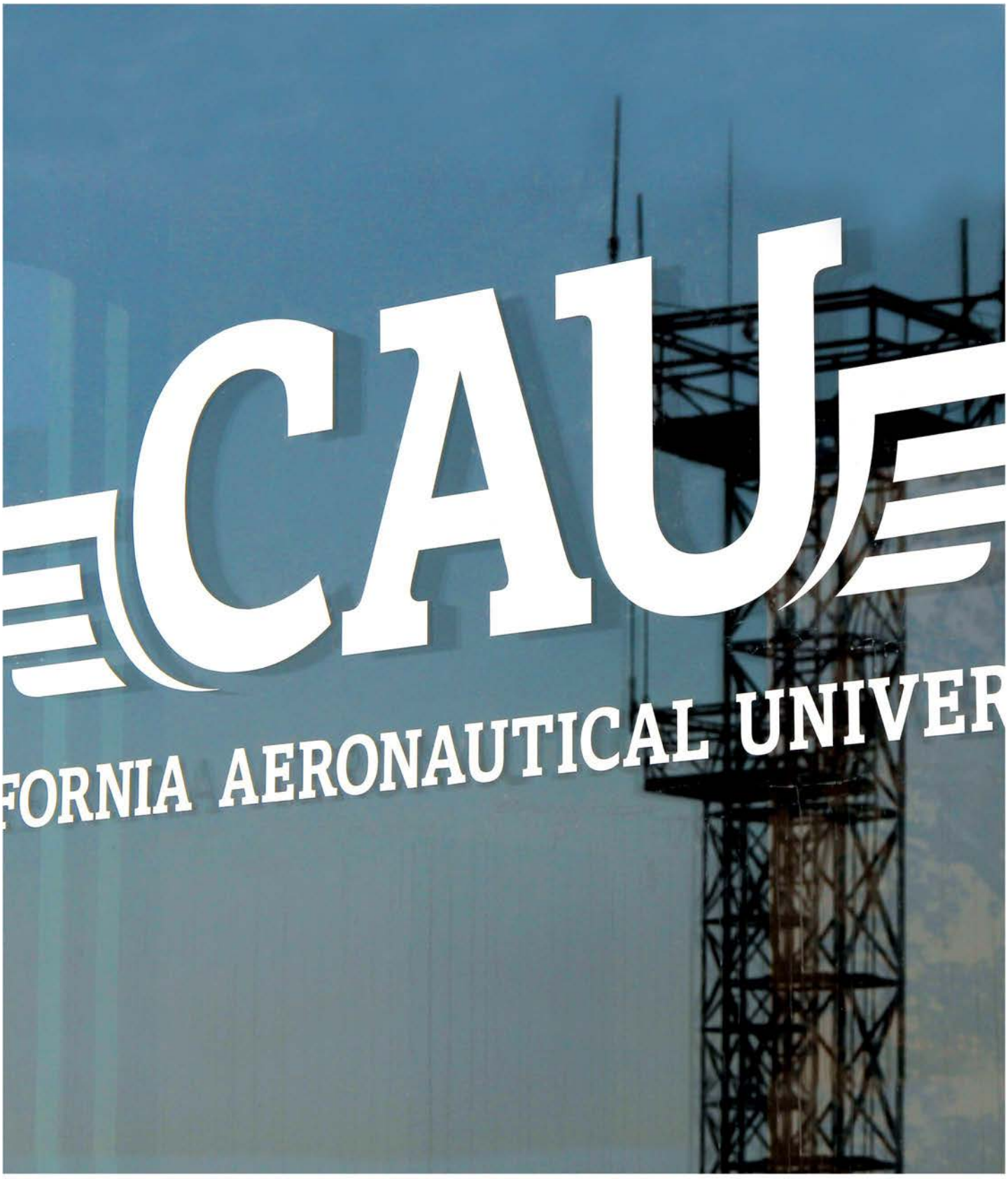
A student can request in writing to not disclose this information to the public. Requests must be made within 30 days of starting school.

SFA Policy on the Retention of Student Records

Records for students receiving financial assistance will be retained by California Aeronautical University for a minimum of five (5) years from the end of the award year for which the student assistance was awarded or five (5) years from the end of the award year in which the student last attended — whichever is later. All records required by the State of California Reform Act will be maintained for a minimum of five (5) years, and student transcripts will be maintained permanently.

Privacy and Security

Any information or data collected and stored by California Aeronautical University, and its service providers, is considered the property of the University. The data will not be used by the University in any manner not approved by the student and will not be shared with any third parties without prior consent of the student. Access to the data shall be restricted except to the extent that the University's associates must access the data to provide services for the student. In any event, the University maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized parties.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International Students

The International Students section of the University's catalog is applicable for undergraduate and graduate program students.

Admissions Requirements

International students seeking to enroll into a program at California Aeronautical University must meet the following criteria and obtain proper documentation from the U.S. Citizenship and Immigration Services (USCIS). In order for the student to be admitted into the University, students must provide the following:

Undergraduate Programs

Students who graduated from a foreign high school or a high school in which the high school transcript is written in a language other than English, must provide proof of high school graduation. Foreign transcripts of international students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services, or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter a college or university in the United States.

Proof of valid English Language Proficiency may include any one the following:

- Score of 75 on the Internet-based Test of English as a Foreign Language (TOEFL)
- Score of 6.5 on the International English Language Testing System (IELTS)
- Score of 700 on the Test of English for International Communication (TOEIC)
- Level 5 on the International Test of English Proficiency (iTEP)
- Grade Pre-1 on the Japanese proficiency test Eiken. English Language Proficiency Exceptions:
- Students who have graduated from a high school where the majority of classes are taught in English and/or approved/recognized by an American or British Institution, or
- Students who were born and raised in a country whose first language is English
- Students who have achieved a certificate of completion from other Language Centers should contact their Admissions Associate for a list of certificates accepted from other institutions.

Graduate Programs

Master's degree candidates must provide proof of a bachelor's degree from an institution accredited by an agency recognized by the U.S. Department of Education. For internationally-based institutions, candidates must hold a bachelor's degree from an institution that is either accredited by agencies recognized by the U.S. Department of Education or recognized by the respective government as institution of higher education. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services, or the National Association of Credential Evaluation Services (NACES) to validate equivalency.

Proof of student's English Language Proficiency may include any one the following:

- Score of 75 on the Internet-based Test of English as a Foreign Language (TOEFL)

- Score of 6.5 on the International English Language Testing System (IELTS)
- Score of 700 on the Test of English for International Communication (TOEIC)
- Level 5 on the International Test of English Proficiency (iTEP)
- Grade Pre-1 on the Japanese proficiency test Eiken.

English Language Proficiency Exceptions:

- Students who have graduated from a high school or have completed their undergraduate degree where the majority of classes are taught in English and/or approved/recognized by an American or British Institution, or
- Students who were born and raised in a country whose first language is English
- Students who have achieved a certificate of completion from other Language Centers should contact their Admissions Associate for a list of certificates accepted from other institutions.

It is important to know that all classes and coursework will be conducted in English. The University is not responsible for providing any free of charge English tutoring.

I-20 Request

Students who meet the admissions criteria to attend California Aeronautical University may request that the University issue an I-20 form. In order to request an I-20 form, the following documents must be submitted:

- Completed application with $100 non-refundable application fee,
- Copy of a valid passport,
- Financial Certification/Current Bank Statement, and
- Signed Student Conditions Agreement.

Verification of Health Insurance

International students enrolling in undergraduate and graduate programs at California Aeronautical University are required to provide the University with their current health insurance card. It is the student's responsibility to provide the University with the necessary documentation. Failure to do so within the first fourteen (14) calendar days of the student's start date will result in cancellation of enrollment.

Financial Assistance

International students are not eligible for financial aid (Title IV) assistance.

Graduate Services

Graduate services assistance is available to all graduates from the University's academic programs. However, most if not all resources provided by the University to assist students with graduate employment are related to firms and employment opportunities located in the United States. International students are required to obtain all the necessary governmental authorizations to work and remain in the U.S upon graduating from any academic program to be eligible for such assistance.

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) must be approved by the campus Designated School Officer (DSO) in accordance with SEVIS regulations. An F-1 student may be authorized by the DSO to participate in a curricular practice training program, also called externship, as part of the established curriculum at California Aeronautical University. Externship is offered by sponsoring employers through cooperative agreements with the University. Students must submit a request for authorization to the DSO and may begin CPT/Externship only after receiving their I-20 form with the DSO endorsement.

Housing

California Aeronautical University has a Residence Hall for its students who wish to live on campus during their enrollment. Students will need to complete the University's Standard Housing Agreement and acknowledge understanding of the Residence Hall Policies. The Standard Housing Agreement is a commitment from January to December with a mandatory move out period in December, over the calendared winter break. Students must remain current on all housing costs, rules, and associated policies in order to remain a resident on campus.

The University has designed its curriculum in a format that allows students to accelerate their time to graduation. To ensure a positive transition into an aviation profession and assist with various transitional challenges, all flight related programs are required to:

- Live on campus through the end of the Housing Agreement calendar year upon which the Instrument Rating is successfully achieved.

Depending on when the student began their enrollment, an additional 12-month Standard Housing Agreement may be required to meet the above criteria. Students, regardless of when an instrument rating is achieved, are still required to live on campus to meet the obligations of their Housing Agreement through December of each calendar year. The University recommends students to remain on campus in the immersive environment throughout the duration of their enrollment.

Temporary Interruption of Studies

International students who are actively enrolled in an academic program of study at the University and are not eligible for Federal Financial Aid funding may submit a written request, supported by appropriate documentation, to the Student Success Department, requesting a Temporary Interruption of Studies (TIS) status to temporarily suspend active enrollment at the University. Such requests can only be considered if the students have maintained continuous enrollment with the University for a minimum of 31 weeks and cannot be granted for more than 10 weeks in length. The request must contain the beginning and end dates of the leave. To be eligible, the student must be current on their student account and be making satisfactory academic progress (SAP). A student who fails to return from a TIS on the designated date will be terminated from their program of study and their last day of attendance (LDA) will revert back to the LDA prior to the TIS. The student will also be terminated in SEVIS (Student & Exchange Visitor Information System). A TIS cannot be used in conjunction with a Leave of Absence nor a Withdrawal from the Program with the Intent to Return.


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General Academic Information

The General Academic Information section of the University's catalog is applicable for undergraduate and graduate program students.

Faculty

California Aeronautical University faculty members are selected for their academic qualifications and, whenever possible, real-world experience. In this way, the University faculty can provide a solid classroom education with real-world insights. Many of the faculty have advanced degrees, hold aviation or other industry certifications, or have excelled in their particular professional endeavors. As professionals in the fields in which they teach, these faculty members bring to the University students the benefits of their practical professional experiences.

Curriculum

California Aeronautical University provides a specialized curriculum to meet the needs of career-oriented students. The curriculum is therefore structured to prepare graduates for specific employment opportunities in the workplace.

Classroom Size

California Aeronautical University places maximum student to teacher ratios on classes to ensure an academically conducive learning environment for students and instructors. The maximum number of students in a lecture setting is 30. For a laboratory setting it is 25. The maximum number of students in a flight lesson is 2.

Equipment

California Aeronautical University will make available to all students the equipment necessary to acquire the skills desired for gainful employment. Students are instructed, through a curriculum that is designed to provide a hands-on experience, to use, practice and understand different equipment. The University promotes proper care and respect in the use of any equipment.

All students are provided a tablet with Wi-Fi capabilities and Internet access. These devices ensure that each student has access to online learning resources including eBooks, electronic library databases, and course specific links required of the curriculum.

Laboratory classrooms are equipped with simulation equipment and other miscellaneous equipment appropriate to the courses taught. Laboratory classroom needs are reviewed and changes made as determined in scheduled curriculum reviews.

Television and video equipment, overhead projectors, and data projectors are available and may be used in instruction. All classrooms contain desks or tables and seating suited to the learning activities required for instruction. Classrooms are equipped with white boards and bulletin boards as necessary.

Computer and Internet Requirements

California Aeronautical University believes in the use of digital technologies in business and education. All students pursuing degrees, either at the residential campus or in the distance education format, are being familiarized with a variety of applications, programs and course-submission mechanisms to ensure they are technologically savvy in a highly technical communication environment.

All students at the University will utilize, to some degree, internet-based platforms. Therefore, students must have access to a personal computer and have the ability to install new software. For specific courses, the University will provide software that must be downloaded and installed on the student's computer. Most companies, libraries and other public places do not allow users to download or install new software.

Students must adhere to the University's computer, internet and device usage policies and procedures.

To be successful, students enrolling at California Aeronautical University need the following recommended computer hardware, software and Internet requirements:

Hardware Requirements:

Windows

- 1.6 GHz or faster,4 GB RAM; 2 GB RAM (32-bit),
- 4 GB of available disk space,
- 1280 x 768 screen resolution (32-bit requires hardware acceleration for 4K and higher),
- Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 higher for Windows 10 Fall Creators Update),
- Windows 10 SAC, Windows 8.1
- For a better experience with video calls and online meetings, we recommend using a computer that has a 2.0 GHz processor and 4.0 GB RAM (or higher), and
- Microsoft Teams requires USB 2.0 video camera, a microphone, and an audio-output device in order to utilize its full range of calling and meeting features.

MAC (may not work with all programs)

- Intel processor,
- 4 GB RAM,
- 10 GB of available disk space; HFS+ hard disk format (also known as macOS Extended) or APFS Updates may require additional storage over time,
- 1280 x 800 screen resolution,
- No graphics requirements,
- One of the three most recent versions of macOS; when a new version of macOS is released, the macOS requirement becomes one of the then-current three most recent versions (the new version of macOS and the previous two versions);
- For a better experience with video calls and online meetings, we recommend using a computer that has a 2.0 GHz processor and 4.0 GB RAM (or higher), and
- Microsoft Teams requires USB 2.0 video camera, a microphone, and an audio-output device in order to utilize its full range of calling and meeting features.

Software Requirements:

- For the best experience, use the most current build of any operating system specified above (product functionality and feature availability may vary on older systems),
- Current version of Microsoft Edge, Internet Explorer, Safari, Chrome, or Firefox,
- Some features may require .NET 3.5 or 4.6 and higher to also be installed; Microsoft Teams requires 4.6 or higher,
- Current version of Adobe Reader must be installed (free download),
- University provided current Microsoft365 applications to include Word, Excel, PowerPoint, and Teams, and
- Current Anti-Virus Software (Norton, McAfee, etc.)

Internet Requirement:

- Consistent and reliable Internet connection: cable connection preferred. DSL may not work depending on connectivity.

Attendance

The University encourages its students to establish good attendance practices and believes that students must attend class if they are to be well-prepared for the workplace.

Attendance Guidelines for Residential Campus Courses

Attendance is taken every class meeting and any student not physically in class will be marked absent. California Aeronautical University does not differentiate between excused and unexcused absences. Each missed class meeting constitutes an absence and this absence is recorded in the student's permanent record. While the student is encouraged and advised to make up any assignments that were missed due to any absences; these absences cannot be removed from the attendance records.

A minimum of ninety percent (90%) attendance in each course is necessary in order to fulfill the requirements of the course and receive the earned grade. To meet the 90% attendance requirement, any classes missed in excess of ten percent (10%) of the scheduled hours must be made up through assignment completion as determined by the class-room instructor. Students are not allowed to be absent more than thirty-three percent (33%) of the total clock hours for each course. Exceeding that factor may result in automatic withdrawal from the course.

Policies regarding tardiness are established by the individual classroom instructors.

Attendance Guidelines for Distance Education Courses

At the beginning of each course, each instructor will provide students with a course outline specifying weekly activities, due dates and grading policy. Participation is required in order to receive weekly attendance. Participation is defined as submission of any coursework for the class. Additionally:

The class week begins each Monday at 12:01 a.m. and ends on Sunday 11:59 p.m. (Pacific).

Students are required to participate in assignments and discussions daily, as assigned, to earn attendance for the week.

In order to have sufficient time to complete weekly assignments and participate in weekly activities, students are expected to login daily.

If the student does not meet the weekly participation required by the instructor, the student may be withdrawn from that course and will be responsible for all incurred charges.

Policies regarding tardiness are established by the individual classroom instructors.

Attendance Guidelines for Flight Lab Courses

The University requires attendance of all scheduled lessons and/or on-time completion of the certificate or rating being sought in order to attain a satisfactory grade in a flight lab course. Attendance is taken for each lesson and recorded in the student's permanent record. Students must be physically present in order to earn attendance for a flight lesson.

Make-Up Work

The University encourages students to make-up work missed due to an absence. The decision as to whether or not to accept the make-up work is ultimately left to the course instructor. The ability to make-up work is based on standards set by the instructor and outlined in the course syllabus. If used by the instructor, time limits or grade adjustments may be placed on make-up work. The major goal of make-up work is to give students an opportunity to acquire the missed information and demonstrate an understanding despite the absence within reason.

Program-Specific Requirements

The Federal Aviation Administration (FAA) regulates the number of hours to complete the Aviation Maintenance Technology program and requires 100% attendance or completion of all program hours to graduate. Therefore, California Aeronautical University mandates that all absences be made-up as defined by the course.

Requests for Program Changes

All program changes must be approved by the Student Success Department. Students who wish to make a program change should request the change in writing to the Student Success Department. A student may change programs a maximum of three times. Program changes require students to sign a new enrollment agreement and may affect the amount and disbursement dates of their financial aid. Consequently, a student must meet with a Financial Services Coordinator before a program change can be completed. All program changes are subject to admissions acceptance requirements and administrative approval.

Add/Drop Period

Students may add or drop a course on or before 20% of the course's length (in calendar days) is completed. For example, for a 10-week course, students may add or drop a course on or before the fourteenth calendar day of the start of the term. For a 5-week course, students may add or drop a course on or before the seventh calendar day of the start of the term. The request must be made in writing.

If a student elects to add a course, the addition of one or more courses will cause an increase in the student's tuition charge for the term.

If a student elects to drop a course, it will no longer appear on the student's transcript. The student will not be charged tuition for the course. However, courses dropped after the Add/Drop period will appear on the student's transcript with a grade of Withdraw-Passing (WP) or Withdraw-Failing (WF). Tuition will be charged for any courses dropped after the Add/Drop period.

Withdrawal Procedures

A student who officially withdraws from California Aeronautical University must complete an Application for Withdrawal, available from the Student Success Department. Notification of withdrawal to an instructor does not constitute an official withdrawal.

Before withdrawing from a program, a student is encouraged to discuss this decision with instructors and to make use of available advising services. A student who withdraws from one or all courses will receive a grade of 'WP' or 'WF.'

A student who does not officially withdraw will be dropped automatically from enrollment and their determined date of withdrawal will occur when:

- the student has failed to attend class for 14 calendar days,
- the student fails to return from a leave of absence, or
- the student fails to return to school after providing the University written confirmation of future attendance. The date of the school's determination that the student withdrew will be no later than the date the student was scheduled to resume attendance.

Grading Policy

Grades are recorded for each course as follows:

Grade	Scale	Point	Value
A	90 – 100	4.0	Excellent
B	80 – 89	3.0	Above Average
C	70 – 79	2.0	Average
D	60 – 69	1.0	Below Average
F	59 *and below*	0.0	Failure
P		N/A	Pass
INC		N/A	Incomplete
WP		N/A	Withdrawal – Passing
WF		N/A	Withdrawal – Failing
TC		N/A	Advanced-Standing Credit
TR		N/A	Transfer of Credit
TO		N/A	Test Out

'P' is used for selected courses only (see course descriptions). Pass/Fail courses are counted as credits completed and credits attempted but not calculated in CGPA computation.

'TR' and 'TC" grades are applied to credit granted for transfer of credit.

'TO' grades are applied to credit granted for test out.

Distance Education Grading Policy

For students in distance education courses, in order to successfully complete all required assignments and attain a satisfactory grade in each course, additional logins and/or make-up assignments may be assigned by the instructor as course requirements. Student participation will be monitored and graded by the instructor and will include any or all of the following:

- Students must post responses to instructor's discussions and respond to classmates. If a student fails to attend, post, or does not show a substantive posting on the day of the post, the student may not receive grade points or credit for the assignment.
- Students will read materials posted online and complete course activities as needed.

- In order to be eligible to receive a full grade for any assignments, students must pay attention to submission deadlines. All assignments should be submitted and/or completed by the due date. (Students are advised not to procrastinate when completing or submitting assignments as technical problems, while not expected, may arise.)

- Courses are taught synchronously and asynchronously as required by instructors to meet course objectives.

- Up to two days will elapse between the institution's receipt of student lessons, projects, or Capstone and the institution's response or evaluation.

Repeating Courses

California Aeronautical University encourages all students to attend classes daily and complete all coursework as scheduled. At the same time, the University recognizes that students may occasionally have difficulties with successfully completing courses. However, students who withdraw or fail a class resulting in a grade of WP, WF, or F for one or more classes on their transcript must repeat and pay for each of these classes prior to graduation.

Repeating a course may have an effect on a student's financial aid. A student may receive financial aid for repeated courses, however the amount of aid may not be enough to cover any additional tuition charges and financial aid eligibility will differ by student.

In some instances, courses in which a student has received a passing grade may also be repeated whether to meet the requirements of satisfactory academic progress or based on a student request. If the student is in a term based program, a repeated course may be counted towards enrollment status and financial aid may be awarded for this course. However, this aid may be for the first time only (i.e. one repetition per class).

For students that are required to repeat a flight lab course, the University will not apply additional tuition costs. However, students will be responsible to obtain the necessary funding for costs associated with flight lessons.

Incomplete Courses

Students with extenuating circumstances may apply for an extension of fourteen (14) calendar days following the last day of a term or module to complete work for courses in which an "INC" grade is received. Applications for extension must be submitted to the instructor and approved by the Academics Department no later than the last day of class. Courses indicating 'INC' at the end of the fourteen (14) days will automatically become the earned grade and will be calculated in the CGPA as well as the ICR.

Students are typically able to complete their flight lab courses as originally scheduled. However, if extenuating circumstances exist and impede the ability of the student to successfully complete the course within the original timeframe, the University reserves the right to continue the Incomplete ("INC") grade not to exceed an additional consecutive term. Extenuating circumstances may include the following: Designated Pilot Examiner (DPE) availability; inclement weather; maintenance delays; closures; or other approved extenuating circumstances. If the appropriate certificate, rating or hours have not yet been achieved by the end of the additional term, the "INC" grade will revert to an "F" and the student will be scheduled to re-take the course at the start the following term.

Reentry

A student who withdraws from or is dismissed by California Aeronautical University may petition, in writing, for readmission to the Provost. The written petition should address the reason(s) leading to the withdrawal or dismissal; how the student's situation has since changed; and the student's current plans to ensure successful completion of the program. The written petition, recommendation from the Provost and the student file will be reviewed by the University's Admissions Review Committee. The Committee will also consider such factors as the student's prior satisfactory academic progress, previous attendance, and attitude in making a decision for readmission. The student will be notified in writing of the Committee's decision. The University is not obligated to readmit any student.

A student accepted for readmission will reenter with the same academic standing he/she had at the time of withdrawal or dismissal. Prior to reentry, a student must meet with a Financial Services Coordinator to determine financial aid eligibility and to sign a new enrollment agreement. After an evaluation by the Registrar, the student may receive credit for coursework previously completed. A student may be readmitted one (1) time unless the Provost determines that extenuating circumstances exist. Additionally, the student will be placed into the most current catalog version of the program.

Awarding of Degrees, Diplomas and Certificates

Degrees and diplomas are awarded to full-program graduates. Certificates of completion are awarded to students who complete specific courses. The specific academic credential awarded upon successfully completing the graduation requirements is listed in the program description.

College Transcripts

Students receive a complimentary transcript upon completion of their program. Additional unofficial copies are available at no charge upon request by the student. Additionally, an unofficial transcript may be secured for personal use at no charge using the student portal.

Official transcripts of a student's record from the University will be furnished only upon written authorization of the student with a $5.00 fee for each request. Two business days are necessary to prepare a transcript. A student who has an outstanding balance with the University will need to make arrangements to pay off the balance or be in good standing on their existing payment plan before official transcripts will be issued.

Leaves of Absence

Any time students are not in regular attendance, they jeopardize the quality of their program. Therefore, leaves of absence are not encouraged. Students may, however, be granted a leave of absence, the length of which may not be more than 180 calendar days.

Students may be granted more than one leave of absence. However, the leave of absence together with any additional leaves of absence must not exceed 180 calendar days during a 12-month period.

A leave of absence involves no additional charge to the student. All leaves must be requested by the student in writing. A student who wishes to request a leave of absence must arrange an interview with the Student Success Department.

A student should be aware that a leave of absence will affect the amount and disbursement dates of the student's financial aid awards. Leaves will also affect the time needed to complete a program, lead to an extension of a student's graduation date, or create inappropriate sequencing of classes. The leave of absence may affect a student's satisfactory academic progress if the leave results in the student receiving grade(s) of 'WP' or 'WF.'

Withdrawal from the Program with Intent to Return

For all graduate programs, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the module, unless the University obtains written confirmation from the student at the time of the withdrawal that he/she will attend the very next module. If the University obtains written confirmation of future attendance but the student does not return as scheduled, the student is considered to have withdrawn. For a student considered withdrawn, the determined date of withdrawal will be the date that the student was scheduled to resume attendance.

Definition of Credit

California Aeronautical University awards academic credit in quarter credits. For all purposes, 10 contact hours of direct instruction with an additional 20 hours of out-of-class student work = 1 quarter credit; 20 contact hours of work in laboratory activities = 1 quarter credit; and 30 hours of practicum (or externship) = 1 quarter credit. A contact hour is equal to 50 minutes of instruction.

Out-of-Class Student Work Expectation (Homework Policy)

For every hour of classroom or direct faculty instruction, a minimum of two hours of out-of-class student work is required each week throughout the course. The out-of-class work represents the intended learning outcomes for the course and is verified by evidence of student achievement. Out-of-class work may include, but is not limited to learning activities such as outside reading, written assignments, research projects, and test preparation.

The University and its students have a shared responsibility for success. The University will provide students with the necessary learning resources, tutoring, and other student services. At the same time, students are expected to utilize these resources and services in a responsible manner in order to facilitate their success. Accordingly, the University requires that students understand what is expected of them as full-time students carrying a full load of classes.

All students are expected to attend class regularly. Furthermore, a significant amount of homework and preparation for class is required outside the class contact hours. Full-time students carrying a load of three to four classes should expect to dedicate between 36 and 45 hours of time every week to their schooling as follows:

12 – 15	**+**	**24 – 30**	**=**	**36 – 45**
Contact Hours		**Homework Hours**		**TOTAL Hours of Work Each Week**

It is evident from the above calculations that carrying a full-time course load at school is approximately equivalent to being employed full-time at a job. Therefore, students who are unable to meet these requirements and dedicate the necessary time to their studies should consider registering for less than a full-time course load. These students should meet with the Student Success Department to discuss their schedule and specific needs.

Student Conduct

Students attending the University must conduct themselves in an orderly and considerate manner at all times when on University premises. Students must be present for classes and flight labs in a coherent and receptive condition. Any behavior that disrupts the University's environment is not acceptable and may lead to probation, suspension or dismissal from the University. This includes:

- Cheating;
- Plagiarism;
- Disruptive behavior in classroom, labs, externship sites or on campus grounds;
- Harassment;
- Fighting;
- Use of profanity or abusive language;
- Habitual tardiness;
- Failure to make-up work;
- Failure to participate in classroom projects;
- Vandalism of University property;
- Theft of University property or another person's property;
- The use, sale, distribution or under the influence of alcohol or drugs;
- Invading another's privacy;
- Disrespect of faculty, staff or another student;

- Any type of sexual assault, domestic violence, dating violence and/or stalking, as described in the University's Annual Security Report;
- Possession of weapons on campus;
- Violation of the University Safety Policies, as described in the Annual Security Report;
- Violation of the Acceptable Use Policy or the Copyright Policies; and
- Any other reason determined to be in the best interests of the University, its staff or other students.

Use of cell phones is not permitted during any class or lab session and should be kept to a minimum while on campus. Faculty and staff have the right to confiscate cell phones used during scheduled class, lab or externship periods.

Smoking in any building is also prohibited. Smoking is permitted only in designated areas.

In addition, children are not allowed in class or on campus at any time. Visitors to the University are not allowed in class unless the Provost has been notified and their attendance is approved in advance.

Certain programs may have specific conduct policies, and violation of those specific conduct policies may result in disciplinary action.

Academic Information – Undergraduate Students

Satisfactory Academic and Financial Aid Progress

Satisfactory academic progress (SAP) is required of all students and is necessary in order to maintain eligibility for federal financial aid programs. The two components of satisfactory academic progress are the qualitative component (cumulative grade point average) and the quantitative component (earned credits divided by attempted credits or incremental completion rate). A student's progress will be evaluated at the end of each term or payment period to determine satisfactory academic progress. California Aeronautical University defines a payment period as a ten-week term. A student who does not meet the standards of SAP at any given evaluation point will be notified and placed on either financial aid warning/financial aid probation or be dismissed as a regular student.

Academic Year

For undergraduate programs, federal regulations require the University to establish an academic year that meets the minimum requirements: 30 weeks and 36 quarter credits.

Program	Credits Hours	Weeks
Bachelor of Science Degree Programs		
Aeronautics	**36 Credits**	**30**
Aviation Business Administration	**36 Credits**	**30**
Associate of Science Degree Programs		
Aviation Maintenance Technology	**36 Credits**	**30**
Aviation Studies	**36 Credits**	**30**
Diploma Programs		
Aviation Maintenance Technology*	**36 Credits***	**30**

**For financial aid purposes, this program's academic year is based on a clock hour to credit hour conversion. It is funded based on 20 clock hours equaling 1 credit hour.*

Enrollment Status

For the University's undergraduate programs, the University defines full-time enrollment status as twelve (12) credit hours of regularly scheduled instruction or examination per term. Half-time enrollment is considered half of the full-time status.

Maximum Time Frame

A student must complete all coursework in no more than 1.5 times the normal program length (referred to as maximum time frame), as measured by the credit hours required for completion of the program. For example, a student in a 111 quarter credit hour associate's degree program must complete the program in no more than 166 attempted credit hours.

Failure to Successfully Complete Program within Maximum Time Frame

A student is not permitted to exceed the maximum time frame for completion of his/her program. The student will be dismissed from the program of study when it is determined he/she will not be able to complete the program without exceeding the maximum time frame.

Required Minimum Academic Achievement

In order to be considered in satisfactory academic progress, a student must have earned the following cumulative grade point average (CGPA) and incremental completion rate (ICR) at the following evaluation points:

Undergraduate Diploma Programs

Required Evaluation Point	Minimum CGPA	Minimum ICR
The end of the first term	1.5	60%
The end of the second term	1.75	60%
The end of the third term and all subsequent terms	2.00	66.67%

Undergraduate Degree Programs

Required Evaluation Point	Minimum CGPA	Minimum ICR
The end of the first term	1.0	55%
The end of the second term	1.25	60%
The end of the third term	1.5	60%
The end of the fourth term	1.75	60%
The end of the fifth term and all subsequent terms	2.0	66.67%

All students receiving veteran education benefits must attain a cumulative grade point average (CGPA) of 2.0 and incremental completion rate (ICR) of 66.67% at each evaluation point to remain eligible for VA benefits. See the Veterans' Bulletin within this Catalog for detailed information.

Effect of Attendance on Satisfactory Academic Progress

A student is expected to maintain good attendance and follow the established attendance policy. In the event a student fails to maintain the required attendance standard in any course, he/she will be withdrawn from the course, which will result in a 'WP' or 'WF' grade.

Effect of Grades on Satisfactory Academic Progress

Courses with grades of 'F,' 'INC,' 'WP,' or 'WF' are not counted as credits successfully completed, but are counted as credits attempted and will therefore affect the incremental completion rate. Grades of 'INC,' 'P,' 'WP' and 'WF' are not used in the calculation of CGPA.

Students with extenuating circumstances may apply for an extension of fourteen (14) calendar days following the last day of a term to complete work for courses in which an "INC" grade is received. Applications for extension must be submitted to the instructor and approved by the Academics Department no later than the last day of class. Courses indicating 'INC' at the end of the fourteen (14) days will automatically become the earned grade and will be calculated in the CGPA as well as the incremental completion rate.

Effect of Credit for Previous Training on Satisfactory Academic Progress

Credit for previous training (transfer credit) or test out credit will be counted as both completed and attempted credits when calculating the incremental completion rate and for determining the maximum time frame. However, the credits will not count in the CGPA.

Effect of Repeating a Course on Satisfactory Academic Progress

A student is required to repeat any course in which he/she has received a grade of "F" or has withdrawn from prior to completion. The new grade will replace the original grade for the purpose of calculating the CGPA. However, both courses will be considered credits attempted for the purpose of determining incremental completion rate.

Effect of Program Change on Satisfactory Academic Progress

A student who changes programs must submit a written request for a program change. The Registrar will complete an Enrollment Modification Form identifying which courses have been completed and which, if any, count toward the graduation requirements of the new program. Depending on the program, one of the following procedures will apply:

All coursework that applies to the new program will be used in the calculation of satisfactory academic progress, including both the CGPA and incremental completion rate. The student will need to sign a new enrollment agreement for the new program; or

If there are no relevant courses applicable to the new program, the student will begin the new curriculum with a new normal program length, maximum time frame, CGPA and incremental completion rate. The student will need to sign a new enrollment agreement for the new program.

Additional Degree-Seeking Students

Students who successfully complete a program at the University may be allowed to re-enroll in another program. In order to enroll, they must reapply to the University as a new enrollment following the completion of all admissions requirements. If admitted, all credits that apply to the new program of study will count as both completed and attempted when calculating the maximum time frame, CGPA, and incremental completion rate.

Financial Aid Warning, Appeals & Financial Aid Probation

Financial Aid Warning, Appeals and Financial Aid Probation applies to all students who are enrolled in an academic program of study and are not maintaining satisfactory academic progress, regardless of whether or not the student receives financial aid.

Financial Aid Warning

A student who does not maintain satisfactory academic progress will be placed on warning for a maximum of one (1) term. A student placed on warning will be notified within ten (10) calendar days following the last day of the term in which he/she failed to maintain satisfactory academic progress. The student on warning will be advised and provided tutoring, if needed, in order to improve his/her CGPA and/or incremental completion rate. A student on warning will remain eligible for financial aid. At the end of the term in which the student is on warning, if the academic record is not in compliance with the standards of satisfactory academic progress, the student will be dismissed from the program of study. The student may submit a written appeal of the dismissal determination if mitigating circumstances have occurred. If granted, this would allow the student to remain enrolled in his/her program of study under a financial aid probation status.

Appeals

A student who wishes to appeal the determination that he/she is not making satisfactory academic progress due to mitigating circumstances, may submit a written appeal within ten (10) calendar days after the close of the current term to the Student Success Department for review. The written appeal should include a detailed explanation and documentation of the following:

- Current academic status of the student.
- Mitigating circumstances that led to the student's current academic status.
- How the student's situation has changed.
- The student's plan for achieving required minimum standards of satisfactory academic progress.

The Student Success Department is responsible for determining the appropriateness of the mitigating circumstances in regards to severity, timeliness, and the student's ability to avoid the circumstance. The result of the appeal (granted or denied) will be provided to the student and documented in the student's academic file. If the student's appeal is granted, he/she will be placed on financial aid probation and eligibility for financial aid will be reinstated for one (1) additional term.

Financial Aid Probation

A student on financial aid probation may receive financial aid despite the determination that he/she did not maintain satisfactory academic progress. However, if it is determined that the student will not make satisfactory academic progress by the end of the term in which he/she is on probation, a written academic plan must be developed by the Student Success Department and signed by the student within ten (10) calendar days after the close of the current term. The plan is designed to ensure the student will be able to meet the standards of satisfactory academic progress by a specified point in time. As part of the academic plan, the Student Success Department may require the student to repeat some or all of the courses in which the student previously received a grade of 'D.' 'F,' 'WF,' or 'WP' before attempting any other courses in the program of study.

In order for the student to qualify for further financial aid, he/she must meet the required CGPA and incremental completion rate standards by the end of the term in which he/she is on probation or be successful in following the academic plan. If the requirements are not met, the student will be dismissed from the program of study.

Mitigating Circumstances

Mitigating circumstances may include poor health, death in the family or other significant occurrence outside the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's academic performance. The student is responsible for providing any requested written verification of mitigating circumstances.

Non-Regular Enrollment Status

A student who has failed to maintain the academic minimums outlined above and is therefore ineligible to remain in regular enrollment may apply to continue his/her studies at the University in a non-regular enrollment status. During this time, the student is not eligible to receive financial aid and must attempt to improve the deficient areas that led to the failure to maintain satisfactory academic progress by retaking courses he/she failed. Upon completion of the non-regular status term, a student who has re-established satisfactory academic progress may apply to the administration to return to a regular student status and reinstate his/her eligibility for financial aid. A meeting will be scheduled between the Provost and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on financial aid warning for a period of one term.

Graduation Requirements

To be eligible for graduation, a student must complete each of his/her courses with a passing grade. Further, he/she must have earned at least a cumulative grade point average of 2.0 for undergraduate programs and have satisfactorily taken care of all obligations to the University.

To receive an undergraduate degree or diploma, a student must:

- Be enrolled in a full program.
- Receive a passing grade for all required coursework.
- Achieve a "C" (2.0) cumulative grade point average or above.
- Meet the skill requirements, if any, of the program.
- Complete all coursework in no more than 150% of normal program length.

Academic Honors and Graduation Honors

The Dean's List is compiled at the end of each term to honor undergraduate students who have completed 11 or more letter-graded credits during the term with a GPA of 3.5 or higher. High Honors is given to those students who have completed 11 or more letter-graded credits during the term with a GPA of 4.00.

Students who graduate with a cumulative grade point average (CGPA) of 3.5 or higher will be recognized at the graduation ceremony with one of the following honors:

High Honors – CGPA of 4.0

Honors – CGPA of 3.5 – 3.99

Requirements to Practice in the Field

Bachelor of Science Aeronautics and Associate of Science Aviation Studies

Graduates of the Bachelor of Science in Aeronautics and the Associate of Science in Aviation Studies programs are eligible to find gainful employment in many facets of the aviation industry. The aviation profession is a very broad industry and the job outcome of a pilot is only one narrow position in a field that graduates are eligible to pursue. For graduates pursuing a career as a pilot, both programs provide the necessary training to obtain the required certificates and ratings. At minimum, graduates must obtain their Federal Aviation Administration (FAA) Commercial Pilot Certificate in order to pursue a career as an entry-level pilot.

Diploma and Associate of Science Aviation Maintenance Technology

Graduates of the diploma and Associate of Science in Aviation Maintenance Technology (AMT) programs are strongly encouraged to obtain their Federal Aviation Administration (FAA) Aviation Mechanic Certificate. The successful completion of the General, Airframe and Powerplant testing sections of the Aviation Mechanic Certificate are important accomplishments for all AMT graduates and will greatly enhance their job opportunities and qualifications for career advancement. Although the Aviation Mechanic Certificate is not required for the completion of the program, earning the certificate will make the graduate a more viable candidate within the competitive AMT career field.


McCAULEY

Veterans' Bulletin

This Veterans' Bulletin includes those items not specifically addressed elsewhere in this catalog.

Credit Evaluation Policy

To ensure coursework is not duplicated, California Aeronautical University will accept courses taken for credit from other accredited colleges, universities or specified schools, as well as training received during military duty, for transfer of credit toward veterans' programs at the University for subjects in which the course content is comparable to the University's courses. If the program is thereby shortened, the Department of Veterans Affairs will be notified.

Academic and Attendance Standard

The Department of Veterans Affairs (VA) requires that all students receiving veteran educational benefits maintain progress toward their program of study. Therefore, all students receiving benefits must maintain a cumulative grade point average (CGPA) of 2.0 and incremental completion rate (ICR) of 66.67% at each evaluation point to remain eligible for VA benefits.

A student who allows his/her CGPA to fall below a 2.0 and/or allows his/her ICR to fall below 66.67% will be placed on financial aid warning for a maximum of one (1) warning term or payment period to meet the satisfactory academic progress (SAP) standards. California Aeronautical University defines a payment period as a ten-week term. If the student fails to come into compliance with the SAP standards at the end of the warning term, the student will be dismissed from the program.

The student may submit a written appeal of the dismissal determination if mitigating circumstances have occurred. If the appeal is granted, he/she will be placed on probation. However, if it is determined that the student will not make satisfactory academic progress by the end of the term in which he/she is on probation, a written academic plan must be developed by the Student Success Department and signed by the student within ten (10) calendar days after the close of the warning term. The plan is designed to ensure the student will be able to meet the standards of satisfactory academic progress by a specified point in time.

In order for the student to qualify to remain enrolled in school, he/she must meet the required CGPA and ICR standards by the end of the first term in which he/she is on probation or be successful in following the academic plan. If the requirements are not met, the student will be dismissed from the program of study.

Regular attendance is expected of all students. If it is necessary for a student to be absent at any time, he/she is required to notify the University in advance. If excessive absenteeism affects a student's academic progress, he/she could be placed on warning. Excessive absence from a class is cause for an instructor to drop a student from that class or to assign an 'F,' 'INC,' 'WP' or 'WF' for that class.

In compliance with veterans' regulations, absences from classes on legal holidays are permitted when the campus is closed. Time off during the winter break is counted as a period of non-attendance.

Instructional Schedule

Classroom instruction is offered Monday through Friday for all courses. The campus is open until classes are concluded, except during legal holidays breaks. Class periods are 50 minutes in length. Flight instruction is offered every day of the week, Monday through Sunday. On these days, flight operations remain open until flights are concluded. Flight operations may close during legal holidays and breaks. Training in all Distance Education courses is offered Monday through Sunday.

Readmission Requirements for Servicemembers

California Aeronautical University will not deny readmission to a servicemember of the uniformed services for reasons relating to that service. In addition, a student who is re-admitted under this section will be readmitted with the same academic status as the student had when he/she last attended the University. An affected servicemember is any individual who is a member of, applies to be a member of, or performs, has performed, applies to perform, or has the obligation to perform, service in the uniformed services. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Any student whose absence from the University is necessitated by reason of service in the uniformed services is entitled to readmission if:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the Provost;
- The cumulative length of the absence and of all previous absences from the University by reason of service in the uniformed services does not exceed five years; and
- Except as otherwise provided in this section, the student submits a notification of intent to reenroll in the University.

However, no advance notice by the student is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge. In addition, any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance notice of service to the Provost may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation that the student performed service in the uniformed services that necessitated the student's absence from the University.

When determining the cumulative length of the student's absence for service, the period of service does not include any service:

- That is required, beyond five years, to complete an initial period of obligated service;
- During which the student was unable to obtain orders releasing the student from a period of service in the uniformed services before the expiration of the five-year period and the inability to obtain those orders was through no fault of the student; or
- Performed by a member of the Armed Forces (including the National Guard and Reserves) who is ordered to or retained on active duty under section 688, 12301(a), 12301(g), 12302, 12304, or 12305 of Title 10, U.S.C., or under section 331, 332, 359, 360, 367, or 712 of Title 14, U.S.C.;
- Ordered to or retained on active duty (other than for training) under any provision of law because of a war or national emergency declared by the President or the Congress;
- Ordered to active duty (other than for training) in support of an operational mission for which personnel have been ordered to active duty under section 12304 of Title 10, U.S.C.;
- Ordered to active duty in support of a critical mission or requirement of the Armed Forces (including the National Guard or Reserve); or
- Called into Federal service as a member of the National Guard under chapter 15 of Title 10, U.S.C., or section 12406 of Title 10, U.S.C.

An affected servicemember must, upon the completion of a period of service in the uniformed services, notify the University of his/her intent to return to the University no later than three years after the completion of the period of service. However, a student who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service in the uniformed services must notify the University of his/her intent to return no later than two years after the end of the period that is necessary for recovery from such illness or injury. A student who fails to

apply for readmission within the required period does not automatically forfeit eligibility for readmission, but is subject to the University's established leave of absence policy and general practices.

A student who submits an application for readmission to the University must provide documentation to establish:

- The student has not exceeded the specified service limitations; and
- The student's eligibility for readmission has not been terminated.

The University will not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

A student's eligibility for readmission under this section by reason of such student's service in the uniformed services terminates upon the occurrence of any of the following events:

- A separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge;
- A dismissal of such person permitted under section 1161(a) of Title 10, U.S.C.; or
- A dropping of such person from the rolls pursuant to section 1161(b) of Title 10, U.S.C.

Veterans Benefits and Transition Act of 2018

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code as amended, California Aeronautical University permits any covered individual (veteran students eligible for education benefits under Chapter 31 or Chapter 33), to attend and participate in the course of education during the period beginning on the date on which the covered individual provides to the University a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33. A "Statement of Benefits" may be substituted for the Certificate of Eligibility, and may be obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes. This requirement ends on the earlier of:

1. The date on which payment from VA is made to the University, or
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

During this covered period, California Aeronautical University will not impose any penalty to the covered individual because of the individual's inability to meet his or her financial obligations to the University due to the delayed disbursement of funding from the Department of Veteran Affairs under Chapter 31 or Chapter 33. This includes assessing late fees, the denial of access to classes, the Learning Resource Center (LRC) or other institutional facilities, or the requirement that a covered individual borrow additional funds.

Once payment is received by the University or 90 days after the date the University certified tuition and fees following the receipt of the certificate of eligibility, the student is no longer considered covered under this code. If 90 days have elapsed and no payment has been received by the University, the veteran student may need other funding sources, such as student payment or borrow an educational loan, to continue attending and participating in the course of education.

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, the veteran should call or write the Veterans Administration Regional Office:

Department of Veterans Affairs
P.O. Box 8888, Muskogee, OK 74402
(888) 442-4551
https://benefits.va.gov/gibill/


CAU
CALIFORNIA
LERONAUTICAL
UNIVERSITY

Undergraduate Programs

Degree Program Listings

Bachelor of Science Aeronautics
Bachelor of Science Aeronautics - Distance Education
Bachelor of Science Aviation Business Administration
Bachelor of Science Aviation Business Administration – Distance Education
Associate of Science Aviation Maintenance Technology
Associate of Science Aviation Studies
Associate of Science Aviation Studies – Distance Education

Diploma Program Listings

Aviation Maintenance Technology

The course content is the same for programs offered residentially on campus and through the distance education mode of delivery.

California Aeronautical University may limit programs offered based on the number of students available to enter into a program.

Bachelor's Degree Programs

Aeronautics

Bachelor of Science Degree	150 Instructional Weeks
C.I.P. Code 49.0102	Department of Labor Standard Occupational Classifications (SOC) Codes: 53-2011.00 Airline Pilots, Copilots and Flight Engineers; and 53-2011.00 Commercial Pilots

The Bachelor of Science in Aeronautics degree program is for students wishing to pursue a career in the aviation industry. Students receive aviation coursework to develop their aviation depth of knowledge and offers a solid core of business courses designed to provide a firm foundation into the "real" world of aviation business. In addition, this degree provides enhanced knowledge that meets the requirements of the Federal Aviation Administration (FAA) testing standards to earn a Private Pilot Certificate, Instrument Rating, Commercial Pilot Certificate, Multi-Engine Rating, and both a Certificated Flight Instructor (CFI) Certificate and Certified Flight Instructor, Instrument (CFII) with a single-engine aircraft rating. Graduates will be well prepared for a wide variety of entry-level aviation career opportunities directly or indirectly related to flight operations.

Number	Course Title	Clock	Credits	Number	Course Title	Clock	Credits
AER 100	Introduction to Aviation Concepts	40	4	AER 320	Flight Safety Factors	40	4
AER 110	Intermediate Aviation Concepts	40	4	AER 325	Advanced Aircraft Systems	40	4
AER 115	Introduction to Aircraft Systems	40	4	AER 330	Airline Operations Management	40	4
AER 120A	Private Pilot Ground School I	30	3	AER 405	Human Factors in Aviation	40	4
AER 120B	Private Pilot Ground School II	30	3	AER 410	Safety Management Systems	40	4
AER 121A	Private Pilot Flight I	20	1	AER 420	Aviation Safety Analysis	40	4
AER 121B	Private Pilot Flight II	20	1	BUS315	Principles of Management	40	4
AER 121C	Private Pilot Flight III	20	1	BUS320	Principles of Supervision	40	4
AER 125	Cockpit Information Resources	40	4	BUS 325	Organizational Behavior	40	4
AER 200	Crew Resource Management	40	4	BUS 410	Human Resources Management	*40*	*4*
AER 210	Advanced Aviation Concepts	40	4	*Core Totals*		*1,370*	*120*
AER 220A	Instrument Pilot Ground School I	30	3	BUS 100	College Success	40	4
AER 220B	Instrument Pilot Ground School II	30	3	BUS 200	Professional Resource Development	40	4
AER 221A	Instrument Pilot Flight I	20	1	CIS 101	Computer Applications	50	4
AER 221B	Instrument Pilot Flight II	20	1	*General Studies Requirement Totals*		*130*	*12*
AER 221C	Instrument Pilot Flight III	20	1	COM 200	Speech Communications	40	4
AER 230A	Commercial Pilot Ground School I	20	2	ECN 210	Microeconomics	40	4
AER 230B	Commercial Pilot Ground School II	20	2	ECN 220	Macroeconomics	40	4
AER 231	Commercial Pilot Flight I	60	3	ENG 210	English Composition	40	4
AER 241	Commercial Pilot Flight II	60	3	ENG 310	Writing Argumentation	40	4
AER 252	Multi-Engine Flight	30	2	ENG 330	Introduction to Literature	40	4
AER 253	Commercial Pilot Flight III	40	2	HIS 210	American History	40	4
AER 260	Certified Flight Instructor Ground School I	40	4	MTH 110	Elementary Algebra	40	4

AER 261	Certified Flight Instructor Flight I	20	1	MTH 210	Intermediate Algebra	40	4
AER 270	Certified Flight Instructor Ground School II	20	2	PSY 200	General Psychology	40	4
AER 271	Certified Flight Instructor Flight II	20	1	PSY 210	Group Dynamics	40	4
AER 300	Advanced Aviation Weather	40	4	SOC 200	Introduction to Sociology	40	4
AER 305	High Performance Aerodynamics	40	4	SPN 200	Spanish I	40	4
AER 310	Next Generation Technology	40	4	SPN 210	Spanish II	40	4
AER 315	Aviation Law	40	4	*General Education Totals*		*560*	*56*
				Bachelor's Degree Totals		**2060**	**188**

Aviation Business Administration

Bachelor of Science Degree	150 Instructional Weeks
C.I.P. Code 49.0104	Department of Labor Standard Occupational Classifications (SOC) Codes: 11-3071.00 Transportation, Storage, and Distribution Managers; and 11-3071.04 Supply Chain Managers

The Bachelor of Science in Aviation Business Administration degree program provides students with the knowledge, analytical, and interpersonal skills essential for successful careers as aviation professionals. The aviation industry requires properly trained aviation professionals to manage airports, airlines, fixed base operators, flight schools, and aircraft manufacturing facilities. This program provides students with a business focus in aviation. Graduates will be well prepared for a wide variety of entry-level aviation career opportunities.

Number	Course Title	Clock	Credits
ACC 100	Accounting Principles I	40	4
ACC 110	Accounting Principles II	40	4
ACC 120	Payroll Accounting	40	4
ACC 200	Financial Accounting	40	4
ACC 300	Managerial Accounting	40	4
AER 140	Introduction to Aviation Business	40	4
AER 275	Aviation Communication Methods	40	4
AER 280	Aviation Ethical Issues	40	4
AER 315	Aviation Law	40	4
AER 330	Airline Operations Management	40	4
AER 340	Airport Management	40	4
AER 345	Aviation Statistics	40	4
AER 410	Safety Management Systems	40	4
BUS 250	Principles of Marketing	40	4
BUS 260	Personal Finance	40	4
BUS 315	Principles of Management	40	4
BUS 320	Principles of Supervision	40	4
BUS 325	Organizational Behavior	40	4
BUS 345	Introduction to Finance	40	4
BUS 350	Business Information Systems	40	4
BUS 410	Human Resources Management	40	4
BUS 440	E-Business Concepts	40	4
BUS 445	Entrepreneurship	40	4
BUS 450	Strategic Management	40	4

Number	Course Title	Clock	Credits
BUS 490	Capstone Project	60	4
CIS 110	Microsoft Excel	50	4
CIS 140	Accounting Software	50	4
Core Totals		*1120*	*108*
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 101	Computer Applications	50	4
General Studies Requirement Totals		*130*	*12*
COM 200	Speech Communications	40	4
ECN 210	Microeconomics	40	4
ECN 220	Macroeconomics	40	4
ENG 210	English Composition	40	4
ENG 310	Writing Argumentation	40	4
ENG 330	Introduction to Literature	40	4
HIS 210	American History	40	4
MTH 110	Elementary Algebra	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
PSY 210	Group Dynamics	40	4
SOC 200	Introduction to Sociology	40	4
SOC 310	Research Methods	40	4
SPN 200	Spanish I	40	4
SPN 210	Spanish II	40	4
General Education Totals		*600*	*60*
Bachelor's Degree Totals		**1850**	**180**

Associate's Degree Program

Aviation Maintenance Technology

Associate of Science Degree	90 Instructional Weeks
C.I.P. Code 47.0607	Department of Labor Standard Occupational Classifications (SOC) Codes: 49-3011.00 Aircraft Mechanics and Service Technicians and 51-2011.00 Aircraft Structure, Surfaces, Rigging, and System Assemblers

The Associate of Science in Aviation Maintenance Technology program is designed to provide the necessary educational opportunities through hands-on training and academic study for a student to acquire the skills and knowledge needed to enter the industry as an entry-level Airframe and Powerplant (A&P) Technician. A&P Technicians are trained to inspect, troubleshoot, service and repair aircraft components and systems within applicable regulations. In addition to the technical knowledge, students will also gain skills in communication, decision-making, conflict resolution, and appropriate interpersonal interaction necessary to successfully carry out their FAA Mechanic privileges with inspectors, pilots, aircraft owners, and suppliers. Graduates will be eligible to take the Federal Aviation Administration (FAA) examinations. Upon successful completion of the written exams, the graduate will be eligible to take the oral and practical examinations to complete the requirements for the A&P Certificate. The A&P Technician may enter a number of employment areas, such as general aviation, fixed-base operations, executive aircraft services, major airlines, aircraft contractors, modification operations, and manufacturers as an A&P Technician.

Number	Course Title	Clock	Credits
AMT 100	Electrical Theory	150	6
AMT 105	Materials and Processes	150	6
AMT 110	General Aviation Maintenance	150	6
AMT 125	Aviation Law for Mechanics	30	3
AMT 200	Non-Metallic Aircraft Structures	150	6
AMT 205	Metallic Aircraft Structures	150	6
AMT 210	Composite Structures	150	6
AMT 215	Hydraulic and Pneumatic Systems	120	5
AMT 221	Airframe Systems I	150	6
AMT 222	Airframe Systems II	150	6
AMT 230	Reciprocating Engine Theory and Maintenance	150	6
AMT 235	Turbine Engine Theory and Maintenance	150	6
AMT 241	Powerplant Systems I	150	6
AMT 242	Powerplant Systems II	150	6
AMT 250	Propellers and Auxiliary Power Units	150	6
Core Totals		2100	86

Number	Course Title	Clock	Credits
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
MTH 110	Elementary Algebra	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
PSY 210	Group Dynamics	40	4
SOC 200	Introduction to Sociology	40	4
SPN 200	Spanish I	40	4
General Education Totals		320	32
Associate's Degree Totals		**2420**	**118**

Aviation Studies

Associate of Science Degree	90 Instructional Weeks
C.I.P. Code 49.0102	Department of Labor Standard Occupational Classifications (SOC) Codes: 53-2011.00 Airline Pilots, Copilots, and Flight Engineers; and 53-2012.00 Commercial Pilots

The Associate of Science in Aviation Studies degree program prepares students for a rewarding career in the aviation industry. Students will become proficient in the areas of understanding the federal regulations, weather, aerodynamics, and various aviation topics including modern aircraft technology, Crew Resource Management (CRM) principles and multi-crew cockpit orientation. Flight training is integrated into the program to prepare students to meet the requirements of the Federal Aviation Administration (FAA) testing standards to earn a Private Pilot Certificate, Instrument Rating, Commercial Pilot Certificate, and Certificated Flight Instructor (CFI) Certificate. Graduates will be well prepared for a wide variety of entry-level aviation career opportunities directly or indirectly related to flight operations.

Number	Course Title	Clock	Credits
AER 100	Introduction to Aviation Concepts	40	4
AER 110	Intermediate Aviation Concepts	40	4
AER 115	Introduction to Aircraft Systems	40	4
AER 120A	Private Pilot Ground School I	30	3
AER 120B	Private Pilot Ground School II	30	3
AER 125	Cockpit Information Resources	40	4
AER 200	Crew Resource Management	40	4
AER 210	Advanced Aviation Concepts	40	4
AER 220A	Instrument Pilot Ground School I	30	3
AER 220B	Instrument Pilot Ground School II	30	3
AER 230A	Commercial Pilot Ground School I	20	2
AER 230B	Commercial Pilot Ground School II	20	2
AER 300	Advanced Aviation Weather	40	4
AER 305	High Performance Aerodynamics	40	4
Core Totals		480	48

Number	Course Title	Clock	Credits
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 101	Computer Applications	50	4
General Studies Totals		130	12
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
MTH 110	Elementary Algebra	40	4
PSY 200	General Psychology	40	4
PSY 210	Group Dynamics	40	4
SOC 200	Introduction to Sociology	40	4
SPN 200	Spanish I	40	4
General Education Totals		280	28
Emphasis in Fixed-Wing		*380*	*23*
Emphasis in Rotorcraft-Helicopter		*380*	*23*
Associate's Degree Totals		**1270**	**111**

EMPHASIS IN FIXED-WING

Number	Course Title	Clock	Credits
AER 121A	Private Pilot Flight I	20	1
AER 121B	Private Pilot Flight II	20	1
AER 121C	Private Pilot Flight III	20	1
AER 221A	Instrument Pilot Flight I	20	1
AER 221B	Instrument Pilot Flight II	20	1
AER 221C	Instrument Pilot Flight III	20	1
AER 231	Commercial Pilot Flight I	60	3

Number	Course Title	Clock	Credits
AER 241	Commercial Pilot Flight II	60	3
AER 253	Commercial Pilot Flight III	40	2
AER 260	Certified Flight Instructor Ground School I	40	4
AER 261	Certified Flight Instructor Flight I	20	1
BUS 315	Principles of Management	40	4
Concentration Totals		*380*	*23*
Associate's Degree in Aviation Studies with Emphasis in Fixed-Wing Totals		**1270**	**111**

EMPHASIS IN ROTORCRAFT-HELICOPTER

Number	Course Title	Clock	Credits
AER 135	Introduction to Rotorcraft	40	3
AER 136A	Rotorcraft Private Pilot Flight I	20	1
AER 136B	Rotorcraft Private Pilot Flight II	20	1
AER 136C	Rotorcraft Private Pilot Flight III	20	1
AER 225	Rotorcraft Instrument Operations	30	2
AER 226A	Rotorcraft Instrument Pilot Flight I	20	1
AER 226B	Rotorcraft Instrument Pilot Flight II	20	1
AER 226C	Rotorcraft Instrument Pilot Flight III	20	1
AER 235	Rotorcraft Commercial Operations	30	2
AER 236	Rotorcraft Commercial Pilot Flight I	60	3
AER 246	Rotorcraft Commercial Pilot Flight II	40	2
AER 265	Rotorcraft Certified Flight Instructor Ground School I	40	4
AER 266	Rotorcraft Certified Flight Instructor Flight I	20	1
Concentration Totals		*380*	*23*
Associate's Degree in Aviation Studies with Emphasis in Rotorcraft-Helicopter Totals		**1270**	**111**

Diploma Program

Aviation Maintenance Technology

Certificate	70 Instructional Weeks
C.I.P. Code 47.0607	Department of Labor Standard Occupational Classifications (SOC) Codes: 49-3011.00 Aircraft Mechanics and Service Technicians; and 51-2011.00 Aircraft Structure, Surfaces, Rigging, and System Assemblers

The diploma program in Aviation Maintenance Technology is designed to provide the necessary educational opportunities through hands-on training and academic study for a student to acquire the skills and knowledge needed to enter the industry as an entry-level Airframe and Powerplant (A&P) Technician. A&P Technicians are trained to inspect, troubleshoot, service and repair aircraft components and systems within applicable regulations. Graduates will be eligible to take the Federal Aviation Administration (FAA) examinations. Upon successful completion of the written exams, the graduate will be eligible to take the oral and practical examinations to complete the requirements for the A&P Certificate. The A&P Technician may enter a number of employment areas, including general aviation fixed-base operations, executive aircraft services, major airlines, aircraft contractors, modification operations, manufacturers, and other non-aviation specific positions working as a Technician.

Number	Course Title	Clock	Credits
AMT 100	Electrical Theory	150	6
AMT 105	Materials and Processes	150	6
AMT 110	General Aviation Maintenance	150	6
AMT 125	Aviation Law for Mechanics	30	3
AMT 200	Non-Metallic Aircraft Structures	150	6
AMT 205	Metallic Aircraft Structures	150	6
AMT 210	Composite Structures	150	6
AMT 215	Hydraulic and Pneumatic Systems	120	5
AMT 221	Airframe Systems I	150	6
AMT 222	Airframe Systems II	150	6
AMT 230	Reciprocating Engine Theory and Maintenance	150	6
AMT 235	Turbine Engine Theory and Maintenance	150	6
AMT 241	Powerplant Systems I	150	6
AMT 242	Powerplant Systems II	150	6
AMT 250	Propellers and Auxiliary Power Units	150	6
Certificate Totals		**2100**	**86**

Undergraduate Course Descriptions

Course Abbreviations

Accounting (ACC)	English (ENG)
Aeronautics (AER)	History (HIS)
Aviation Maintenance Technology (AMT)	Mathematics (MTH)
Business (BUS)	Psychology (PSY)
Communications (COM)	Sociology (SOC)
Computer Information Systems (CIS)	Spanish (SPN)
Economics (ECN)	

Course Numbering System

California Aeronautical University uses the following course numbering systems:

000-099	Non-Credit Courses
100-299	Lower Division Courses
300-499	Upper Division Courses

Higher course numbers represent increased levels of difficulty.

Courses having prerequisites and co-requisites are listed with the course description in the catalog.

Not all courses are offered each term.

Course Mode of Delivery

All courses are available residentially and through distance education with the exception of the Aviation Maintenance Technology (AMT) courses and flight lab courses. The flight lab courses include: AER 121A, AER 121B, AER 121C, AER 136A, AER 136B, AER 136C, AER 221A, AER 221B, AER 221C, AER 226A, AER 226B, AER 226C, AER 231, AER 236, AER 241, AER 246, AER 252, AER 253, AER 261, AER 266 and AER 271.

Accounting

ACC 100 Accounting Principles I

40 Hours, 4 Credit Hours

This course will provide students with knowledge and experience in basic accounting. Emphasis will be placed on transaction analysis, journalizing, posting, preparing trial balances and simple financial statements, and simple adjusting and closing entries for a service industry sole proprietorship.

ACC 110 Accounting Principles II

40 Hours, 4 Credit Hours

This course will provide further development of journalizing and posting activities using both general and special journals. Particular emphasis will be given to completing the accounting cycle for a merchandising business, including purchase, sale, and valuation of inventory. Additionally, knowledge of internal controls and procedures for accounting for cash will be provided.

Prerequisite: Accounting Principles I (ACC 100)

ACC 120 Payroll Accounting

40 Hours, 4 Credit Hours

This course provides students with the theory and practice of payroll accounting and recordkeeping. Emphasis will be placed on employees' earnings records, payroll registers, government forms, employee deductions, employers' payroll taxes, wage and hour regulations, and Social Security and disability laws. Students will apply their knowledge by completing manual and computerized payrolls.

ACC 200 Financial Accounting

40 Hours, 4 Credit Hours

This course will provide knowledge of and information related to capital transactions for partnership and corporate entities and the preparation of journal entries for those transactions, financial statements for those entities and analysis and use of information from those financial statements. It will also provide knowledge about special topics including uncollectible accounts, notes and interest, and long term assets, to include computing and journalizing transactions related to these topics.

Prerequisite: Accounting Principles II (ACC 110)

ACC 300 Managerial Accounting

40 Hours, 4 Credit Hours

This course will provide students an introduction to terminology and procedures used to develop and use accounting information for managerial purposes. Emphasis will be placed on cost classifications and behavior, operation of job and process cost accounting systems and budgeting and decision making tools.

Prerequisite: Financial Accounting (ACC 200)

Aeronautics

AER 099 NIFA Preparation and Advanced Planning

20 Hours, 0 Credit Hours

This course focuses on advanced flight planning and teaches students in-depth methods for planning accurate and complex VFR or IFR flights using both an aviation manual flight computer and an electronic flight planning device. The Course will teach rules, procedures and competition standards required to compete at NIFA (National Intercollegiate Flying Association). Flight planning is an enhancement of techniques and procedures taught in the perquisite classes, and are in compliance with the FAA ACS (Airman Certification Standards). This course teaches appropriate techniques and prepares students to sharpen their flight planning skills through competition with their peers in collegiate aviation. This course leads the student to become eligible to compete in NIFA flight competitions. This course can be repeated up to three times. This course is not approved by ACICS as part of the institution's accreditation and is offered for the sole purpose of continuing education, professional development, or preparation. No Title IV funds are available for this course. This course does not contribute to a student's enrollment status for funding.

AER 100 Introduction to Aviation Concepts

40 Hours, 4 Credit Hours

This course provides the student with a fundamental understanding of Federal Aviation Regulations (FARs) and the information contained in the Airman's Information Manual (AIM). Private Pilot privileges and limitations are addressed and flight operations to include radio communications, aeronautical charts and navigation by pilotage and dead-reckoning are understood. Students are introduced to accident reporting requirements under CFR Part 830. Initial recognition of critical weather conditions, collision avoidance and wake turbulence are presented in preparation for students' first solo flight and eventual preparation for the Private Pilot examination.

AER 110 Intermediate Aviation Concepts

40 Hours, 4 Credit Hours

This course provides students with an advanced understanding of FARs and more in-depth knowledge of the AIM. Detailed interpretation of Aviation Meteorological Reports (METARs) is studied with emphasis on weather systems and their formation and the impact on aviation operations enroute and at airport destinations. Weather forecasts are understood with appreciation of impact on fuel requirements, declaration of alternates for landing and the responsibilities for reporting delays if encountered. Aircraft systems are introduced for fundamental understanding and the necessary response to system malfunctions is reviewed and the impact on safe conduct of extended cross-country operations. Aeronautical judgment is expanded with critical ADM application during simulated in-flight emergencies and the ATC services available in the event of system malfunctions or lost conditions. This course continues to build on the experience and maturity required for an instrument rating to an existing Private certificate.

Prerequisite: Introduction to Aviation Concepts (AER 100)

AER 115 Introduction to Aircraft Systems

40 Hours, 4 Credit Hours

This course expands upon previous Single Engine Airplane systems knowledge. Complex aircraft systems operation is addressed to include advanced systems analysis of electrical, hydraulic, flight controls and avionics operations. Introduction to turbine-powered aircraft principles is conducted with the associated impact of high altitude flight operations on human physiology and inflight aircraft performance. Composite navigation for cross-country operations and operations at unfamiliar airports is expanded. Emphasis is placed on complex aircraft operations and the impact on Aeronautical Decision Making during faster paced aviation operations. Fundamental Crew Resource Management (CRM) principles are introduced.

AER 120A Private Pilot Ground School I

30 Hours, 3 Credit Hours

This course will develop a detailed understanding of the knowledge and skills necessary to successfully complete Stage I of the student's private pilot training. The student will be prepared to successfully solo an aircraft and operate under 14 CFR. Emphasis is placed on areas of Weight and Balance (W&B), Aeronautical Decision-Making (ADM), aircraft performance, and an introduction to the National Airspace System (NAS) and Air Traffic Control (ATC) operations for both towered and non-towered airports.

Co-requisite: Private Pilot Flight I (AER 121A)

AER 120B Private Pilot Ground School II

30 Hours, 3 Credit Hours

This course will continue to develop the understanding and theoretical knowledge necessary to successfully complete Stage II and Stage III of the student's private pilot training. This course will also prepare the student for completing their cross country flight training. A detailed understanding of the terminology and practical application of aviation weather, aviation law and regulations as it applies to 14CFR61.65, aviation safety, human factors, as well as a more in depth understanding of aircraft performance and systems are covered. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.105(b)) to be eligible to sit for their FAA Private Knowledge Exam.

Prerequisites: Private Pilot Ground School I (AER 120A) and Private Pilot Flight I (AER 121A)
Co-requisite: Private Pilot Flight II (AER 121B)

AER 121A Private Pilot Flight I

20 Hours, 1 Credit Hours

This course provides the initial instruction for students to develop the skills necessary to successfully solo an aircraft for the first time. Guided flight lessons ensure the student can properly analyze, evaluate and apply the areas of aircraft operations to include appropriate aircraft performance and system operations for both primary and secondary instrumentation and systems, Aeronautical Decision Making (ADM), Weight and Balance (W&B), and Air Traffic Control (ATC) communications and the proper use of a check list. This course is graded on a pass/fail basis.

Co-requisite: Private Pilot Ground School I (AER 120A)

AER 121B Private Pilot Flight II

20 Hours, 1 Credit Hours

This course continues to provide instruction for students to develop the skills necessary to successfully pass a FAA Private Pilot Checkride. This course goes into detail ensuring that students have the ability to plan, analyze, evaluate, and apply all areas of safely operating aircraft. Students are introduced and will become proficient in cross-country flight planning and navigating through the National Airspace System (NAS). Emergency procedures and Cockpit Resource Management (CRM) are emphasized, as well as aircraft maneuverability, limitations, and external and/or human factors that may limit both the aircraft and/or pilot. This course is graded on a pass/fail basis.

Prerequisites: Private Pilot Ground School I (AER 120A) and Private Pilot Flight I (AER 121A)
Co-requisite: Private Pilot Ground School II (AER 120B)

AER 121C Private Pilot Flight III

20 Hours, 1 Credit Hours

This course continues to further develop the students flying skills and aeronautical knowledge to become highly proficient in all Private Pilot Airmen Certification Standards (ACS) maneuvers and knowledge required to successfully complete a FAA Private Pilot Checkride. A review of all key areas are covered such as appropriate FAA regulations, aerodynamics, aircraft systems and performance, weight and balance, weather, cross-country flight planning, and human factors. An emphasis is placed on strict use of following checklists and taking appropriate action in emergency situations. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.107 & 61.109) to be eligible to take their FAA Private Pilot Checkride. This course is graded on a pass/fail basis.

Prerequisites: Private Pilot Ground School II (AER 120B) and Private Pilot Flight II (AER 121B)

AER 125 Cockpit Information Resources

40 Hours, 4 Credit Hours

This course provides an overview of the historical evolution of cockpit design and content, to include all current cockpit information systems, i.e., TCAS, GPWS, SMIGS, TAWS, etc. The student will develop a foundation of modern in aircraft instruments, attitude instrument flying and modern navigation tools. The course will also introduce post-instrument students to recent developments in avionics technological and navigation systems which are intended to make flying safer, navigation and more precise and provide increased links to airspace Navigational Aids (NAVAIDs). Air Traffic Control procedures, National Airspace and analysis of aircraft accidents will also be a component of this course.

AER 135 Introduction to Rotorcraft

40 Hours, 3 Credit Hours

This course will enhance, at a deeper level, the understanding and theoretical knowledge necessary to successfully complete the student's private pilot training. A detailed examination of the terminology and practical application of aviation weather, aviation law and regulations as it applies to 14 CFR Part 61, aviation safety, human factors, as well as a more in depth understanding of helicopter aerodynamics, performance and systems will be covered.

Co-requisites: Private Pilot Ground School I (AER 120A) and Rotorcraft Private Pilot Flight I (AER 136A)

AER 136A Rotorcraft Private Pilot Flight I

20 Hours, 1 Credit Hours

This course provides the student initial instruction to develop basic aeronautical skills necessary to solo a helicopter, including auto-rotations/emergency procedures, pinnacle and confined area approaches and landings. This instruction ensures that the student is able to analyze, evaluate, and perform helicopter weight and balance, performance and system operations, interpret instruments and system indications, exercise Aeronautical Decision Making (ADM), communicate with Air Traffic Control (ATC), and execute procedures and use check-lists accurately. This course is graded on a pass/fail basis.

Co-requisites: Private Pilot Ground School I (AER 120A) and Introduction to Rotorcraft (AER 135)

AER 136B Rotorcraft Private Pilot Flight II

20 Hours, 1 Credit Hours

This course provides the student instruction needed to continue the development of the ability to plan, analyze, and evaluate helicopter operations. Students will be introduced to, and become proficient in planning/executing cross-country flights and navigating in the National Airspace (NAS). Emphasis will be placed on emergency procedures, Crew Resource Management (CRM), human factors, and helicopter limitations. This course is graded on a pass/fail basis.

Prerequisites: Private Pilot Ground School I (AER 120A); Introduction to Rotorcraft (AER 135); and Rotorcraft Private Pilot Flight I (AER 136A)
Co-requisite: Private Pilot Ground School II (AER 120B)

AER 136C Rotorcraft Private Pilot Flight III

20 Hours, 1 Credit Hours

This course further develops student aeronautical knowledge and flying skills. All helicopter maneuvers will be performed to published applicable Practical Test Standards. Key areas will be reviewed, emphasis will continue to be placed on the accurate use of check-lists and the correct application of emergency procedures. By successful completion of this course, the student will earn the endorsement required under Title 14 CFR 61.107 and 109, making them eligible to take the Private Pilot Rotorcraft-Helicopter practical test. This course is graded on a pass/fail basis.

Prerequisites: Private Pilot Ground School II (AER 120B) and Rotorcraft Private Pilot Flight II (AER 136B)

AER 140 Introduction to Aviation Business

40 Hours, 4 Credit Hours

This course is designed to provide students with a comprehensive overview of business management from an aviation industry perspective, including the management of people, information and resources. Emphasis will be placed on the understanding and utilization of entrepreneurial skills as it relates to the aviation environment.

AER 200 Crew Resource Management

40 Hours, 4 Credit Hours

This course introduces students to fundamental Crew Resource Management (CRM) concepts which expand upon previous Single Pilot Resource Management (SRM) principles. Emphasis is placed on directing the actions of a multi-crew environment during preflight operations, coordinating responses to inflight malfunctions and operating in the critical areas of takeoff/landing to promote aviation safety. The "Chain of Events" approach is introduced to analysis of documented aircraft accidents which promotes the understanding of the critical nature of crew communication in all phases of operations.

AER 210 Advanced Aviation Concepts

40 Hours, 4 Credit Hours

This course provides students with a detailed understanding of FARs and the information contained in the AIM. Instruction is designed to promote command of FAA regulations and develop proficiency in the application of knowledge required of aviation professionals. In-depth interpretation of weather phenomenon, advanced aerodynamics and introduction to advanced-technology aircraft systems provides the basis of instruction. Students expand ADM (Aeronautical Decision-Making) with consideration of the implementation of automation in-flight and the critical impact of advanced systems' malfunctions. Instruction identifies potential hazards regarding Controlled Flight Into Terrain (CFIT), Threat Awareness Warning Systems (TAWS) and low-visibility instrument approaches. Course instruction prepares students for dynamic operational scenarios in commercial aviation.

Prerequisite: Intermediate Aviation Concepts (AER 110)

AER 220A Instrument Pilot Ground School I

30 Hours, 3 Credit Hours

This course provides students with the initial instruction on areas directly related to instrument flying. A thorough review of flight instrumentation and their interrelationships, basic attitude, and use of the magnetic compass will be covered. In addition, the use of Navigational Aids (NAVAIDs) to include VOR and GPS principles, the positive and negative uses of the autopilot, and appropriate FAR/AIM regulations will be discussed. Aeronautical Decision Making (ADM) will be heavily emphasized along with the ability to understand flying under Instrument Flight Rules (IFR). Students will be able to apply their knowledge in various situations, analyze and expect the outcome, and if necessary, formulate a new plan to achieve the desired outcome.

Prerequisites: Private Pilot Ground School II (AER 120B) and Private Pilot Flight III (AER 121C)
Co-requisite: Instrument Pilot Flight I (AER 221A)

AER 220B Instrument Pilot Ground School II

30 Hours, 3 Credit Hours

This course will dissect the procedures involved in executing the proper IFR clearances, instrument departures, holding patterns, and terminal procedures. Students will analyze and discuss both precision and non-precision instrument approaches. A review of the ATC system, pilot/controller responsibilities, the Instrument Landing System (ILS), aviation weather, and human factors will also be discussed. In addition, both enroute and IFR cross-country flight planning procedures will be reviewed in depth. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.65(b)) to be eligible to sit for their FAA Instrument Knowledge Exam.

Prerequisites: Instrument Pilot Ground School I (AER 220A) and Instrument Pilot Flight I (AER 221A)
Co-requisite: Instrument Pilot Flight II (AER 221B)

AER 221A Instrument Pilot Flight I

20 Hours, 1 Credit Hours

This course provides students with the initial flight training and experience needed to achieve their instrument rating. Emphasis is placed on exposing and ensuring a practical understanding of aircraft attitude control by sole use of referencing instrumentation. The student will become proficient in how to interpret all the required flight instruments to include the magnetic compass, VOR, GPS, and autopilot principles and practices. In addition, the student will review the applicable FAR/AIM regulations that apply to instrument flight and Instrument Flight Rules (IFR). This course is graded on a pass/fail basis.

Prerequisites: Private Pilot Ground School II (AER 120B) and Private Pilot Flight III (AER 121C)
Co-requisite: Instrument Pilot Ground School I (AER 220A)

AER 221B Instrument Pilot Flight II

20 Hours, 1 Credit Hours

This course continues to provide the student with the required flight training and experience needed to achieve their instrument rating. This course develops the student's ability to fly and put into practice IFR clearances and holding patterns, terminal procedures, and both precision and non-precision instrument approaches. In addition, the student will be expected to fully understand and demonstrate the use of the Instrument Landing System (ILS) as well as be able to explain the effects of weather and human factors on instrument flight. This course is graded on a pass/fail basis.

Prerequisites: Instrument Pilot Ground School I (AER 220A) and Instrument Pilot Flight I (AER 221A)
Co-requisite: Instrument Pilot Ground School II (AER 220B)

AER 221C Instrument Pilot Flight III

20 Hours, 1 Credit Hours

This course is the culmination of instrument flight training per the current Airmen Certification Standards (ACS) in order to achieve an instrument rating. This course summarizes and ensures that the student can recall all pertinent information, plan and execute an appropriate IFR plan, and has a strong Aeronautical Decision Making (ADM) process. The student will be putting into practice enroute and IFR cross-country flight planning procedures. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.65) to be eligible to take their FAA Instrument Checkride. This course is graded on a pass/fail basis.

Prerequisites: Instrument Pilot Ground School II (AER 220B) and Instrument Pilot Flight II (AER 221B)

AER 225 Rotorcraft Instrument Operations

30 Hours, 2 Credit Hours

This course provides students with instruction on areas directly related to helicopter instrument flying. A thorough review of flight instrumentation and their interrelationships, use of basic attitude instruments, and the magnetic compass will be covered. In addition, the use of Navigational Aids (NAVAIDs) to include principles of VOR, ILS/LOC and GPS functions and appropriate FAR/AIM regulations will be discussed. Aeronautical Decision Making (ADM) will be heavily emphasized. Students will be able to apply their knowledge in various situations, analyze and expect the outcome, and if necessary, formulate a new plan to achieve the desired outcome. This course will dissect the procedures involved in obtaining and executing proper IFR clearances, instrument departure/arrival procedures, instrument approach, holding patterns, and terminal procedures. Students will analyze and discuss precision and non-precision instrument approaches. A review of the ATC system, pilot/controller responsibilities, issues of IMC flight particular to helicopters, and human factors will be discussed. IFR cross-country flight planning procedures will be reviewed in depth.

Prerequisites: Private Pilot Ground School II (AER 120B); Introduction to Rotorcraft (AER 135); and Rotorcraft Private Pilot Flight III (AER 136C)

AER 226A Rotorcraft Instrument Pilot Flight I

20 Hours, 1 Credit Hours

This course provides the student the foundation for accurate control of the helicopter during operations in Instrument Meteorology Conditions (IMC) via use of flight instruments. The student will gain knowledge of the applicable Federal Aviation Regulations/Aeronautical Information Manual (FAR/AIM), and be able to apply these regulations and implementations to flight in IMC. The student will increase his/her knowledge of the functions and use of navigational aids such as VOR, GPS, WAAS, and Instrument Landing Systems (ILS). This course is graded on a pass/fail basis.

Prerequisites: Private Pilot Ground School II (AER 120B); Introduction to Rotorcraft (AER 135); and Rotorcraft Private Pilot Flight III (AER 136C)
Co-requisites: Instrument Pilot Ground School I (AER 220A)

AER 226B Rotorcraft Instrument Pilot Flight II

20 Hours, 1 Credit Hours

This course develops the ability of the student to put into practice his knowledge of navigation procedures, holding procedures, terminal area operations, and instrument approaches, both precision and non-precision, and with reference to specific helicopter capabilities. The student will be expected to explain the effects of weather phenomena and human factors on flight in IMC. This course is graded on a pass/fail basis.

Prerequisites: Instrument Pilot Ground School I (AER 220A) and Rotorcraft Instrument Pilot Flight I (AER 226A)
Co-requisite: Instrument Pilot Ground School II (AER 220B)

AER 226C Rotorcraft Instrument Pilot Flight III

20 Hours, 1 Credit Hours

This course ensures that the student can plan and execute an Instrument Flight Rules (IFR) flight plan, applying ADM in all planning and flight operations. All operations will be conducted to the Instrument Rating Airman Certification Standards. Upon successful completion of the course, the student will have earned the endorsement required under Title 14 CFR 61.65 to be eligible to take the Instrument Rating-Helicopter practical test. This course is graded on a pass/fail basis.

Prerequisites: Instrument Pilot Ground School II (AER 220B); Rotorcraft Instrument Operations (AER 225); and Rotorcraft Instrument Pilot Flight II (AER 226B)

AER 230A Commercial Pilot Ground School I

20 Hours, 2 Credit Hours

This course provides students with the knowledge, skill and aeronautical experience necessary to meet the requirements of the FAA Commercial Pilot Certificate with an Airplane, Single-Engine, Land rating per current Airmen Certification Standards (ACS). The student will focus on the flight environment to include advanced concepts as it relates to human factors that may affect the professional pilot, navigation, and aviation weather. The student is expected to master the concept of being a professional pilot and the Aeronautical Decision Making (ADM) process associated with it.

Prerequisites: Instrument Pilot Ground School II (AER 220B) and Instrument Pilot Flight III (AER 221C)
Co-requisite: Commercial Pilot Flight I (AER 231)

AER 230B Commercial Pilot Ground School II

20 Hours, 2 Credit Hours

This course ensures that students have a thorough understanding of the aeronautical knowledge required in becoming a certificated commercial pilot. The student will master aerodynamic principles and considerations along with being able to predict aircraft performance by taking into account weather and weight and balance factors. This course will also ensure an understanding of high performance aircraft and complex aircraft as well as aircraft environmental and icing controls and emergency procedures. A review of the commercial FARs will be covered. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.125(b)) to be eligible to sit for their FAA Commercial Pilot Knowledge Exam.

Prerequisites: Commercial Pilot Ground School I (AER 230A) and Commercial Pilot Flight I (AER 231)
Co-requisite: Commercial Pilot Flight II (AER 241)

AER 231 Commercial Pilot Flight I

60 Hours, 3 Credit Hours

This course is designed to increase the student's proficiency in VFR cross-country flight planning and procedures by performing extended cross-country flights. The student will also gain additional proficiency and accuracy with flights being performed during night operations. Additional review is performed to ensure an expertise in Aeronautical Decision Making (ADM) along with human factors and weather that can have an effect on either the plane or the pilot. This course is graded on a pass/fail basis.

Prerequisites: Instrument Pilot Ground School II (AER 220B) and Instrument Pilot Flight III (AER 221C)
Co-requisite: Commercial Pilot Ground School I (AER 230A)

AER 235 Rotorcraft Commercial Operations

30 Hours, 2 Credit Hours

This course focuses on the flight environment to include advanced human factors concepts that may affect the professional pilot, navigation, and aviation weather, problems associated with flight at low altitudes specific to helicopters, and advanced application of techniques of off-airport take-off and landing operations. The student will master the concepts of Aeronautical Decision Making (ADM) processes. This course ensures that students have a thorough understanding of the aeronautical knowledge required to become a certificated commercial pilot. The student will master aerodynamic principles as applied to helicopters, and considerations along with being able to predict aircraft performance by taking into account weather and weight and balance factors. A review of the commercial FARs will be covered.

Prerequisites: Instrument Pilot Ground School II (AER 220B); Rotorcraft Instrument Operations (AER 225); and Rotorcraft Instrument Pilot Flight III (AER 226C)

AER 236 Rotorcraft Commercial Pilot Flight I

60 Hours, 3 Credit Hours

This course will expand the scope of helicopter operations, to include the planning and execution of approached and landings to off-airport locations such as pinnacles, confined areas, and approved heli-pads. Emergency procedures such as auto-rotations and stuck anti-torque pedals will be practiced. Night and cross-country operations will be continued, as will exercise of ADM skills. This course is graded on a pass/fail basis.

Prerequisites: Instrument Pilot Ground School II (AER 220B); Rotorcraft Instrument Operations (AER 225); and Rotorcraft Instrument Pilot Flight III (AER 226C)
Co-requisites: Commercial Pilot Ground School I (AER 230A)

AER 241 Commercial Pilot Flight II

60 Hours, 3 Credit Hours

This course continues to provide the student with the advanced flight training required of a commercial pilot. During this course, the student will demonstrate a thorough understanding and proficiency in flight maneuvers, such as lazy eights, eights on pylons, chandelles, steep spirals, and steep turns. These skills being performed are to ensure that the student has developed enhanced coordination and control of the aircraft. This coordination will prepare the student for the next phase of commercial training in high performance and complex aircraft. This course is graded on a pass/fail basis.

Prerequisites: Commercial Pilot Ground School I (AER 230A) and Commercial Pilot Flight I (AER 231)
Co-requisite: Commercial Pilot Ground School II (AER 230B)

AER 246 Rotorcraft Commercial Pilot Flight II

40 Hours, 2 Credit Hours

This course continues to provide the training required to develop the advanced skills of a Commercial Helicopter Pilot. The student will demonstrate a thorough understanding of the various maneuvers and operations, and the ability to perform them all to the Commercial Rotorcraft-Helicopter Practical Test Standards. This course is graded on a pass/fail basis.

Prerequisites: Commercial Pilot Ground School I (AER 230A) and Rotorcraft Commercial Pilot Flight I (AER 236)
Co-requisite: Commercial Pilot Ground School II (AER 230B)

AER 252 Multi-Engine Flight

30 Hours, 2 Credit Hours

This course prepares the student for multi-engine aircraft operations to include propulsion failures and the associated aerodynamic considerations to maintain safe aircraft control. Adverse aerodynamic flight characteristics are encountered and handled during the analysis and crew response to simulated engine malfunctions inflight. The student will build upon those skills achieved in the single-engine land (SEL) course and attain the skills, knowledge, and proficiency required for a multi-engine Commercial rating. This course is graded on a pass/fail basis.

Prerequisites: Commercial Pilot Ground School II (AER 230B) and Commercial Pilot Flight III (AER 253)

AER 253 Commercial Pilot Flight III

40 Hours, 2 Credit Hours

This course further develops the student's professionalism and flying skills with an increased level of knowledge and aeronautical decision making (ADM). The student will continue to perform and perfect his/her required aircraft control with the demonstration of required aircraft maneuvers as outlined in the current Airman Certification Standards (ACS). Students must demonstrate and perform at more narrow acceptable tolerance to meet the ACS standards. Students will also be required to become comfortable and familiar with complex aircraft, while demonstrating a secure understanding of the applicable FAR's for a commercial pilot. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.127 & 61.129) to be eligible to take their FAA Commercial Pilot Checkride. This course is graded on a pass/fail basis.

Prerequisites: Commercial Pilot Ground School II (AER 230B) and Commercial Pilot Flight II (AER 241)

AER 260 Certified Flight Instructor Ground School I

40 Hours, 4 Credit Hours

This course provides the student with the flight instruction fundamentals, evaluation techniques and related skills necessary to conduct student aviation instruction. The basics of human learning theory and successful techniques to enhance efficient aviation instruction are introduced. Focus is maintained on assessing student training progression and corrective instruction techniques that result in positive, safe task completion by a prospective student.

Prerequisites: Commercial Pilot Ground School II (AER 230B) and Commercial Pilot Flight II (AER 241)
Co-requisite: Certified Flight Instructor Flight I (AER 261)

AER 261 Certified Flight Instructor Flight I

20 Hours, 1 Credit Hours

This course provides students with the opportunity to practice the techniques and skills developed during ground classroom instruction in the training discipline. Students learn to apply self-critique principles and instruction self-assessment post-flight to develop the skills to be an effective aviation instructor. Flight instruction emphasizes accomplishment of stall entry and recognition, unusual attitude preparation, collision avoidance and wake turbulence awareness in promoting an ultimate safe flying instruction environment. Maturity and proficiency are developed to produce a highly effective aviation instructor. This course is graded on a pass/fail basis.

Prerequisites: Commercial Pilot Ground School II (AER 230B) and Commercial Pilot Flight II (AER 241)
Co-requisite: Certified Flight Instructor Ground School I (AER 260)

AER 265 Rotorcraft Certified Flight Instructor Ground School I

40 Hours, 4 Credit Hours

This course instructs the student in the fundamentals of flight instruction, techniques of evaluation and related skills necessary to function as a flight instructor. Topics of instruction include theory of human learning and techniques to enhance aviation instruction. Emphasis is placed upon techniques of assessment of student learning, progress, and application of corrective instruction.

Prerequisites: Commercial Pilot Ground School II (AER 230B); Rotorcraft Commercial Operations (AER 235); and Rotorcraft Commercial Pilot Flight II (AER 246)
Co-requisite: Rotorcraft Certified Flight Instructor Flight I (AER 266)

AER 266 Rotorcraft Certified Flight Instructor Flight I

20 Hours, 1 Credit Hours

This course provides the student with the opportunity to practice and develop, in the class-room and in flight, the skills and techniques of instructing. The student will learn to apply principles of self-critique and post-flight assessment in order to develop the skills to be an effective flight instructor. Exercise of situational awareness and the use of approved flying techniques are developed to promote a safe instructional environment. This course is graded on a pass/fail basis.

Prerequisites: Commercial Pilot Ground School II (AER 230B); Rotorcraft Commercial Operations (AER 235); and Rotorcraft Commercial Pilot Flight II (AER 246)
Co-requisite: Rotorcraft Certified Flight Instructor Ground School I (AER 265)

AER 270 Certified Flight Instructor Ground School II

20 Hours, 2 Credit Hours

This course prepares students to effectively instruct prospective instrument students in the skills and experience to safely conduct aviation operations. Emphasis is maintained on compliance with all Federal Aviation Regulations (FARs) during instruction and relaying the necessary discipline to potential students.

Prerequisites: Certified Flight Instructor Ground School I (AER 260) and Certified Flight Instructor Flight I (AER 261)
Co-requisite: Certified Flight Instructor Flight II (AER 271)

AER 271 Certified Flight Instructor Flight II

20 Hours, 1 Credit Hours

This course prepares students to successfully complete the FAA Certified Flight Instructor, Instrument practical test. Students will continue to practice techniques and skills developed during ground classroom instruction in the training discipline. This course is graded on a pass/fail basis.

Prerequisites: Certified Flight Instructor Ground School I (AER 260) and Certified Flight Instructor Flight I (AER 261)
Co-requisite: Certified Flight Instructor Ground School II (AER 270)

AER 275 Aviation Communication Methods

40 Hours, 4 Credit Hours

This course is aimed at providing an overview of the national air traffic control system with emphasis on basic air traffic control procedures; the role of centers, approach control, towers, and flight service centers; communications; navigation procedures, radar operations, facilities for a non-flyer. The course will also explore the functions and applications of existing and future technologies: Global Positioning Satellite System (GPSS), Airport Surface Detection Equipment, Mode X (ASDE-X), Automatic Dependent Surveillance Broadcast (ADS-B), Digital Data Links, Wide Area Augmentation System (WAAS) and Principles of Netcentric Communications.

AER 280 Aviation Ethical Issues

40 Hours, 4 Credit Hours

This course will present a survey of past and present ethical issues influencing the development of ethical behavior among U.S. aerospace companies, commercial, corporate and general aviation. Students will be encouraged to develop individual ethical responses to ensure ethical behavior in the competitive aviation/aerospace environments.

AER 300 Advanced Aviation Weather

40 Hours, 4 Credit Hours

This course will cover advanced weather and forecasting with application to flight. Includes detailed applications of meteorological functions as applied to aviation. Emphasis is placed on jet streams, air masses, fronts, thunderstorms and their effects on aviation. Advanced weather observations, prediction and charting applications are also covered.

Prerequisite: Intermediate Aviation Concepts (AER 110)

AER 305 High Performance Aerodynamics

40 Hours, 4 Credit Hours

This course studies the physical principles of airplane aerodynamics. The course involves examining the factors affecting aircraft performance, stability and control, and special flight conditions often experienced by commercial pilots of fixed-wing aircraft. Stall/spin awareness and recovery, and commercial aircraft design and construction issues are emphasized. The course will deal primarily with low speed aerodynamics or incompressible flow.

Prerequisite: Introduction to Aircraft Systems (AER 115)

AER 310 Next Generation Technology

40 Hours, 4 Credit Hours

This course is intended to provide students an updated and more focused look into current avionics and their use in the flight environment. Students will review a variety of topics to include: EWINS, ADSB, a variety of IPAD aviation applications, GPS, autopilot functions and examine the G1000 avionics system.

Prerequisite: Introduction to Aircraft Systems (AER 115)

AER 315 Aviation Law

40 Hours, 4 Credit Hours

This course is designed to introduce the student to the United States legal system and the development of air law. The course will cover a broad range of topics related to aviation operations including constitutional law, administrative law, Federal Aviation Administration enforcement actions, aircraft ownership issues, products liability law, criminal law, contract law, and international law. Course activities include case reading, argument, and legal research.

AER 320 Flight Safety Factors

40 Hours, 4 Credit Hours

This course provides a detailed introduction to aviation safety and the associated components of pilot psychology, physiology of flight, and human factors. Aircraft accidents due to human factors, adverse weather, runway incursions and mechanical failures are investigated. Situational awareness, hazardous attitudes, and flight physiology as they pertain to preventing aircraft accidents are emphasized.

AER 325 Advanced Aircraft Systems

40 Hours, 4 Credit Hours

Aircraft Systems and Performance is designed to provide students with advanced aircraft systems knowledge including engine operation, limitations, and performance. Students will study theory of carbureted and turbo- charged reciprocating engines as well as turbine engine theory. Students learn advanced aerodynamics, the science of engine operation and aircraft performance in normal and abnormal situations including high altitude operations.

Prerequisite: Introduction to Aircraft Systems (AER 115)

AER 330 Airline Operations Management

40 Hours, 4 Credit Hours

This course examines the four major areas of air carrier operations, including ground, technical, flight and system operations, as well as airline economics, utilizing a management simulation tool. There is an intensive examination of regional, point-to-point and network carrier operations. Topics covered will be: Overall Strategy; Marketing; Operations Management; Human Resource Development; Finance; Asset Management; and Behavioral Elements.

AER 340 Airport Management

40 Hours, 4 Credit Hours

This course will provide the student an important understanding of all aspects of the operation and management of small, medium and large airport operations. The course will include corporate flight departments, fixed-base operations, air cargo operations, and fractional ownership programs will be discussed. Pertinent regulations including FAR parts 65, 91, 135, 141, and 147 will be studied. Aircraft and equipment evaluations will be conducted.

Prerequisite: Principles of Management (BUS 315)

AER 345 Aviation Statistics

40 Hours, 4 Credit Hours

This course emphasizes statistical literacy and statistical thinking to enable the student to comfortably deal with the statistical reports and projects that are prevalent in the aviation field. Topics will include data collection, presenting data in tables and charts, numeral descriptive measures, basic probability, discrete probability distributions and normal distribution. Statistical literacy will be promoted throughout the course by the use and examination of many aviation and business examples and exercises.

Prerequisite: Intermediate Algebra (MTH 210)

AER 405 Human Factors in Aviation

40 Hours, 4 Credit Hours

This course will provide an in-depth study of human factors which impact the aviation industry. Students will have a thorough understanding of basic anatomy, sleep/fatigue, heat/cold extremes, gases, hearing, sight and other aspects of the human machine and how effect flight situations. Students will examine communications, CRM teamwork, Single-pilot CRM, aviation decision-making, and situational awareness. In addition, the student will learn how to properly utilize all available resources in order to conduct a safe and efficient flight.

AER 410 Safety Management Systems

40 Hours, 4 Credit Hours

This course provides instruction and practical application of Safety Management Systems (SMS) and how SMS relates to Accident Prevention Program Management. Students receive the necessary instruction required to design, develop, implement, manage, and foster an effective organizational level SMS and accident prevention program.

AER 420 Aviation Safety Analysis

40 Hours, 4 Credit Hours

This course will examine the various techniques and processes used to assess and predict organizational risk as it pertains to aviation operations. The role of quality assurance within a Safety Management System (SMS) will be also explored. An introduction to specific aviation safety assurance programs will be conducted and will include safety surveys; formalized observations; safety reporting; and flight data monitoring.

Prerequisite: Safety Management Systems (AER 410)

Aviation Maintenance Technology

AMT 100 Electrical Theory

150 Hours, 6 Credit Hours

This course is designed to cover the fundamentals of electricity and basic physics. Students learn how to measure capacitance and inductance, calculate and measure electrical power, and measure voltage, current, resistance, continuity, and leakage. Emphasis is placed on how to read and interpret electrical circuit diagrams and how to inspect and service batteries. Students are introduced to the principles of simple machines including sound, fluid, and heat dynamics, basic aerodynamics, aircraft structures, and theory of flight. A review of the basic operations in arithmetic as they are applied routinely in aircraft maintenance is also covered.

AMT 105 Materials and Processes

150 Hours, 6 Credit Hours

This course introduces students to the theory of weight and balance, various types of aircraft drawings, and the materials and processes used in aircraft construction. Students learn the procedure for weighing aircraft, how to find aircraft center of gravity, and how to properly record the information into aircraft records. Symbols used on aircraft drawings and schematic diagrams are presented. Students will practice reading aircraft blueprints and making sketches of typical aircraft repairs and alterations. This course also introduces students to a wide variety of specific tools used in aircraft repair, metallic and nonmetallic materials, and modern composite materials. Nondestructive testing methods, basic heat-treating processes, properly and improperly made welds, and precision measurements are covered.

AMT 110 General Aviation Maintenance

150 Hours, 6 Credit Hours

This course provides students with an introduction to cleaning materials and application for corrosion control, selection of materials and installation for both rigid and flexible fluid lines, and the standards for ground operations and servicing. Students learn the proper procedure for starting reciprocating and turbine engines and the procedures for proper engine run-up, aircraft movement, and tie down. Emphasis is placed on the choice and identification of fuels for both engines and the necessary precautions to observe when fueling an aircraft. Also included in this course is an introduction to maintenance forms and records, maintenance publications, and mechanic privileges and limitations.

AMT 125 Aviation Law for Mechanics

30 Hours, 3 Credit Hours

This course introduces students to the United States legal system, the development of air law rules governing aviation, and the federal regulations that govern mechanics. This course will cover a broad range of topics related to aviation operations including constitutional law, administrative law, Federal Aviation Administration enforcement actions, products liability law, criminal law, contract law, and international law. Regulations and liability pertaining to the design, manufacture, operation and maintenance of aircraft is also discussed. Emphasis is placed on the use and understanding of the Federal Aviation Administration and aircraft manufacturers' publications, forms and records, and the exercise of mechanic privileges within prescribed limits.

AMT 200 Non-Metallic Aircraft Structures

150 Hours, 6 Credit Hours

This course is designed to provide students with the knowledge and use of materials for repairing wood structures and aircraft fabric coverings. Students will build further knowledge and skills as applied to different aircraft finishing systems and the compatibility of the various system components. This course also emphasizes the hardware used to control aircraft and the way aircraft are assembled and rigged for the most efficient flight. In preparation for sheet metal fabrication, the types, tools, materials and methods of welding for aircraft construction and maintenance is covered.

Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)

AMT 205 Metallic Aircraft Structures

150 Hours, 6 Credit Hours

This course covers the types and materials used for metallic aircraft structures, including stresses on the aircraft structure and the strength of various metal materials. Students develop the skills to inspect sheet metal structures, access damage, and design an airworthy repair. Emphasis is placed on the techniques of sheet metal repair using proper tools, parts layout, forming and bending aluminum materials, assembly, and the use of rivets or special fasteners.

Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)

AMT 210 Composite Structures

150 Hours, 6 Credit Hours

This course is designed to provide students with the knowledge and use of materials for inspecting and repairing composite structures. Emphasis is placed on identifying the various types of composite structural components and the safety considerations when working with chemicals used with composite materials. This course also reviews the requirements for the various airframe inspections, authorization needed to conduct the inspection, how often they must be conducted, and what records must be kept. Students will perform the practical aspects of a routine inspection of an aircraft, with a focus on airframe structures, and manage documentation using FAA Aircraft Records and Maintenance Publications.

Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)

AMT 215 Hydraulic and Pneumatic Systems

120 Hours, 5 Credit Hours

This course is designed to give students a working knowledge of hydraulic and pneumatic power systems that operate many vital systems within an aircraft. Students will build the knowledge and skills needed to inspect, troubleshoot, service, and repair hydraulic and pneumatic power systems and components. Emphasis is placed on identifying the various FAA-approved hydraulic fluids and the safety procedures required when handling high-pressure compressed gases. Inspection and repair of a landing gear system, including shock absorbers, brakes and tires, is also covered.

Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)

AMT 221 Airframe Systems I

150 Hours, 6 Credit Hours

This course provides students with a working knowledge of aircraft electrical, fuel, ice and rain, and fire protection systems. Students will build the knowledge and skills needed to inspect, troubleshoot, service, and repair these systems and their components. Emphasis is placed on identifying the correct types of connectors on aircraft electrical wiring and installing the correct size and type of wiring in an electrical system. The various aircraft fuels and the fuel system requirements specified in the Airworthiness Standards of the Federal Aviation Regulations is also covered.

Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)

AMT 222 Airframe Systems II

150 Hours, 6 Credit Hours

This course provides students with a working knowledge of aircraft cabin atmosphere, instrument, communication and navigation, and position and warning systems. Students will build the knowledge and skills needed to inspect, troubleshoot, service, and repair these systems and their components. This course also requires students to perform the practical aspects of a routine inspection of an aircraft, with a focus on airframe systems, and manage documentation using FAA Aircraft Records and Maintenance Publications.

Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)

AMT 230 Reciprocating Engine Theory and Maintenance 150 Hours, 6 Credit Hours

This course is designed to introduce students to the operating principles of a gasoline-fueled aircraft reciprocating engine. Emphasis is placed on the design, construction, and operations of radial and horizontally opposed reciprocating engines. In this course, students learn the step-by-step procedures and techniques used for disassembly, cleaning, inspection, and repair of reciprocating engines.

Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)

AMT 235 Turbine Engine Theory and Maintenance 150 Hours, 6 Credit Hours

This course is designed to introduce students to the operating principles of a gas turbine engine. Emphasis is placed on the differences between turbojet, turbofan, turboprop, and turboshaft engines. This course will prepare students to inspect, remove, and replace a turbine engine as well as adjust the controls to trim the engine after installation.

Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)

AMT 241 Powerplant Systems I 150 Hours, 6 Credit Hours

This course provides students with a working knowledge of engine electrical, instrument, and ignition and starting systems. Students will build the knowledge and skills needed to inspect, troubleshoot, service, and repair these powerplant systems and their components. Students will learn the different aspects of reciprocating engine ignition and starting systems, magnetos and spark plugs, and their servicing. This course also includes specifics on air-turbine and electrical starting systems and high-energy ignition systems used in turbine engines.

Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)

AMT 242 Powerplant Systems II 150 Hours, 6 Credit Hours

This course provides students with a working knowledge of following engine systems: fuel and fuel metering systems; lubrication systems; induction and airflow systems; cooling systems; exhaust and reverser systems; and fire protection systems. Students will build knowledge and skills needed to inspect, troubleshoot, service, and repair these powerplant systems and their components.

Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)

AMT 250 Propellers and Auxiliary Power Units 150 Hours, 6 Credit Hours

This course is designed provide students with the fundamentals of propeller theory as a foundation for understanding propeller maintenance, repair, and inspection. Emphasis is placed on fixed-pitch, constant speed, and feathering type propellers. Inspecting and troubleshooting unducted fan systems and turbine-driven auxiliary power units is also covered. Students will perform the practical aspects of a powerplant inspection and manage documentation using FAA Aircraft Records and Maintenance Publications.

Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)

Business

BUS 100 College Success

40 Hours, 4 Credit Hours

This course is designed to teach the value of self-assessment and personal responsibility relative to the skills to develop healthy positive relationships, solve problems, and achieve academic success. Emphasis is placed on how the human brain processes information, the development of a positive self-image and attitude, and the value of goal setting as it applies to college, work, and life success. Critical thinking, communication skills, and financial literacy are also explored and improved.

BUS 200 Professional Resource Development

40 Hours, 4 Credit Hours

This course is designed to provide students with the tools and job search techniques necessary for obtaining employment in their chosen fields and fostering lasting career success. Emphasis will be placed on resume preparation, interviewing skills, networking, and professional attitudes.

BUS 250 Principles of Marketing

40 Hours, 4 Credit Hours

This course introduces the student to the purpose, function, process and responsibilities of marketing. Emphasis is placed on the assessment of marketing strategies and the importance of consumer behavior and relationships. Additional topics include: ethical responsibility, the impact and challenges of technology, and global marketing.

BUS 260 Personal Finance

40 Hours, 4 Credit Hours

This course provides students with a basic understanding of personal finance so that students may properly manage their own financial affairs. This course will enable students to understand and practice the principles of money management, consumer credit, savings, investments, taxation, and consumer protection.

BUS 315 Principles of Management

40 Hours, 4 Credit Hours

This course introduces students to management philosophies in today's changing world. It includes globalization, ethics, diversity, customer service, and innovation from a managerial perspective.

BUS 320 Principles of Supervision

40 Hours, 4 Credit Hours

This course is designed to introduce students to the roles and responsibilities of supervisors. The course builds from a foundation of fundamental skills through a pyramid of understanding the expanded scope of responsibilities for first-time, first-line supervisors through the chairman of the board in private, service, or public organizations.

BUS 325 Organizational Behavior

40 Hours, 4 Credit Hours

This course examines organizational behavior as it relates to employees and management domestically and internationally. Studies of organization and behavioral theories, structures, and cultures provide the student greater understanding of business perspectives. Job satisfaction and the individual perspective of organizational cultures are explored. The course provides a comprehensive review of individual, group and organizational performance in relation to contemporary business settings.

Prerequisite: General Psychology (PSY 200)

BUS 345 Introduction to Finance

40 Hours, 4 Credit Hours

This is an introductory course that provides students with a foundational knowledge of financial management. The course covers key language and terminology, time-value of money, financial markets and securities, financial statements, financial analysis, risk and return, valuation of stocks and bonds, capital budgeting and valuation, cost of capital and capital structure, working capital management, dividend policy and international finance. Students are required to apply the various financial tools and understand how they impact financial decision-making.

Prerequisite: Managerial Accounting (ACC 300)

BUS 350 Business Information Systems

40 Hours, 4 Credit Hours

This course introduces the various information and communication technologies and explains how information systems are used to enhance business and solve business problems. Students will develop a strong understanding of technical components and terminology.

Prerequisite: Computer Applications (CIS 101)

BUS 410 Human Resources Management

40 Hours, 4 Credit Hours

This course is designed to give students a working knowledge of human resources management in medium to large businesses, small entrepreneurial environments, and global industries. Students learn the fundamentals of labor studies, job descriptions, recruitment, the interview process, background investigation, testing candidates, and the hiring process. Post hiring topics include: training and developing employees, performance appraisal, coaching, motivation of employees, and safety and health. The financial aspects of human resource management are also covered in the development of pay rates, employee incentives, and benefits packages. Broader topics include strategic planning, legal obligations, ethics, fair treatment, employee rights, and the unionization process.

Prerequisite: Principles of Management (BUS 315)

BUS 440 E-Business Concepts

40 Hours, 4 Credit Hours

This course addresses current and emerging issues in business transactions utilizing a variety of electronic services. The e- commerce topics covered include: business models and concepts, infrastructure, marketing, security and encryption, retailing, supply chain, ethics, and social/political issues. This course also examines issues and topics in the functional areas of business as they relate to electronic commerce.

Prerequisites: Principles of Marketing (BUS 250) and Business Information Systems (BUS 350)

BUS 445 Entrepreneurship

40 Hours, 4 Credit Hours

This course prepares the student for the entrepreneurial experience. Students will gain an understanding of the terminology, processes, and responsibilities associated with building and owning their own business. Additional topics include intellectual property rights, partnerships, franchising, and ethical considerations.

Prerequisites: Principles of Marketing (BUS 250); Principles of Management (BUS 315); Organization Behavior (BUS 325); and Business Information Systems (BUS 350)

BUS 450 Strategic Management

40 Hours, 4 Credit Hours

In this course students learn about the challenges and opportunities facing organizations (of all sizes, cultures and locations) and the role strategic planning plays in their success. Strategic planning theories and systems are presented. In addition, students learn how to systematically develop a clear strategic plan.

Prerequisites: Aviation Ethical Issues (AER 280); Principles of Marketing (BUS 250); Principles of Management (BUS 315); and Organization Behavior (BUS 325)

BUS 490 Capstone Project

60 Hours, 4 Credit Hours

Each potential graduate will have a culminating experience in which he/she will demonstrate the ability to apply the knowledge gained during the baccalaureate program by analyzing and recommending solutions to issues central to businesses. This will be a research project documented by a formal written report which entails utilizing information from prior coursework and research. Students will also be required to present their research project.

Prerequisites: All Core Coursework; Microeconomics (ECN 210); Macroeconomics (ECN 220); and Research Methods (SOC 310)

Communications

COM 200 Speech Communications

40 Hours, 4 Credit Hours

This general education course provides the student with an introduction to the theories and practice of effective communication. Emphasis is placed on how to appropriately select a topic, research, organize, outline, and effectively write a variety of speeches.

Prerequisite: English Composition (ENG 210)

Computer Information Systems

CIS 101 Computer Applications

50 Hours, 4 Credit Hours

This course is designed to integrate computer concepts and applications into practical combinations of concepts and skills in the context of a job. With this approach, students learn how to work in the real world where they will solve problems using computer concepts *and* skills related to the Internet, Microsoft Office applications, collaboration, social media, and cloud computing.

CIS 110 Microsoft Excel

50 Hours, 4 Credit Hours

This course is designed to provide students with the hands-on experience and skills necessary to perform complex tasks using Microsoft Excel. Students will learn to perform basic and advanced functions by creating, editing and presenting worksheets. Emphasis will be placed on formulas, functions, lists and charts, and performing analysis of data.

CIS 140 Accounting Software

50 Hours, 4 Credit Hours

This course is designed to provide a realistic approach to automated accounting principles using the computer. Emphasis is placed on general ledger, accounts payable and receivable, payroll, depreciation, inventory, and financial statements.

Prerequisite: Accounting Principles I (ACC 100)

Economics

ECN 210 Microeconomics

40 Hours, 4 Credit Hours

This general education course provides an introduction to microeconomics, the branch of economics which deals with the market behavior of individuals and firms. The main goal of this course is to provide the student with the ability to apply the basic concepts of economics to real life situations. Topics include resource allocation, monopolies and the role of government in regulating and supplementing the price system.

ECN 220 Macroeconomics

40 Hours, 4 Credit Hours

This general education course is designed to introduce the analytical framework used by economists to examine macroeconomic issues. Emphasis is placed on the market system, inflation, economic growth, economic fluctuations, fiscal policy, monetary policy and international trade. This course will provide a solid foundation from which students can thoughtfully and intelligently examine issues affecting economies throughout the world.

English

ENG 210 English Composition

40 Hours, 4 Credit Hours

This general education course equips the student to understand, create, and develop English essays. Students will connect and combine paragraphs into cohesive, coherent, and developed essays. In addition, students will develop vital research skills that can be used both in college and the workplace.

ENG 310 Writing Argumentation

40 Hours, 4 Credit Hours

This general education course is designed to strengthen the student's understanding of argumentation and the expression of reasoning in written media. This course emphasizes reading arguments, writing arguments, understanding visual arguments, understanding and avoiding logical fallacies and creating argumentative research projects.

Prerequisite: English Composition (ENG 210)

ENG 330 Introduction to Literature

40 Hours, 4 Credit Hours

This general educational course presents the elements and examples of three genres of literature: fiction, poetry, and drama. Students will learn the origins of literature and the purposes of the study of literature. Students will associate the study of literature and thinking skills, such as critical reading. Students will utilize thinking skills to research and apply literary criticism, to analyze and critique various literary works, in the context of discussing and writing about literature.

Prerequisite: English Composition (ENG 210)

History

HIS 210 American History

40 Hours, 4 Credit Hours

This general educational course is designed to provide students with a survey of American history with emphasis on United States social, economic and institutional developments from 1865 to the present. Areas of study consist of Reconstruction, the Gilded Age, Progressivism, World Wars, the New Deal, the Cold War, civil rights, gender, social class, and 21st century issues. This course also includes factual understanding of these historical periods through the use of primary sources and historic documents.

Mathematics

MTH 110 Elementary Algebra

40 Hours, 4 Credit Hours

This general education course provides students with the key concepts of college algebra. Students will be introduced to the fundamental concepts of algebra, solving and graphing equations and inequalities, and solving systems of linear equations in two variables.

MTH 210 Intermediate Algebra

40 Hours, 4 Credit Hours

This general education course provides an overview of intermediate algebra topics. Topics include rational expressions and equations, functions and graphs, systems of equations, radical expressions, and quadratic equations. This course will emphasize a problem-solving approach for problem analysis and solution.

Prerequisite: Elementary Algebra (MTH 110)

Psychology

PSY 200 General Psychology

40 Hours, 4 Credit Hours

This general education course presents principles and concepts of psychology, the science concerned with understanding and explaining mental processes and behavior. Topics include human development, learning, thinking, motivation, sensation, and perception.

PSY 210 Group Dynamics

40 Hours, 4 Credit Hours

This general education course presents the study of current theories and techniques relative to small group interaction. Included are analyses of background factors, external forces, dynamic interplay and group results. Additionally, the decision making processes, conflict management theories and group process evaluations are explored.

Sociology

SOC 200 Introduction to Sociology

40 Hours, 4 Credit Hours

This general education course is designed to provide students with an introduction to the discipline of Sociology including research methods, data analysis and theories developed. The impact of various diversity models, poverty, power and politics on societies, world economies and the environment will be studied. Special emphasis will be placed on critical thinking and ethical considerations.

SOC 310 Research Methods

40 Hours, 4 Credit Hours

This general education course offers a step-by-step, systematic approach to conducting research. Emphasis is on using critical thinking, efficient and appropriate research techniques and the Internet to produce a factual, relevant in-depth white paper. Students will develop and evaluate data collection methods.

Prerequisite: English Composition (ENG 210)

Spanish

SPN 200 Spanish I

40 Hours, 4 Credit Hours

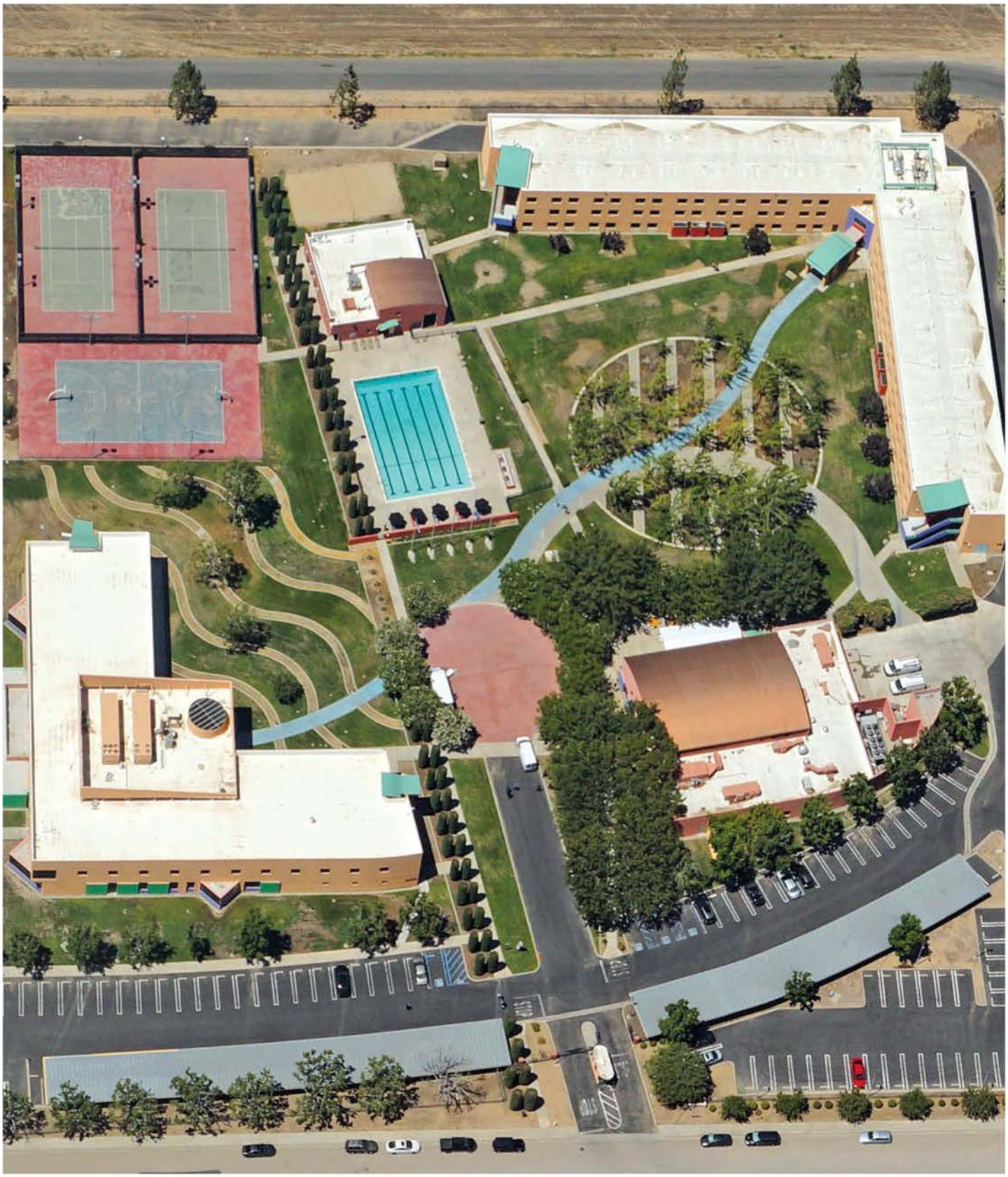
This general education course provides an introduction to the Spanish language and cultures which use Spanish as the primary language. The main focus is on the basics of the Spanish language. Vocabulary, grammar, and sentence structure are studied. This course also prepares the student for a smooth transition to more advanced Spanish language learning.

SPN 210 Spanish II

40 Hours, 4 Credit Hours

This general education course gives the student experience with more advanced Spanish. Extensive practice writing using advanced Spanish terms and phrases are provided. The primary focus is on advanced vocabulary, grammar, and complex sentence structure. This course also prepares the student for using Spanish on a regular basis in the business world.

Prerequisite: Spanish I (SPN 200)



Admissions – Graduate Students

Pre-Enrollment Advising

Helping students prepare for their education begins with an interview. During this initial interview, students' interests and goals are discussed. These goals are then matched to our programs and available career opportunities. We want each student to choose an educational plan that gives him/her every opportunity to succeed. The pre-enrollment interview with the Office of Admissions is required for incoming applicants. This ensures applicants have the opportunity for personal advising regarding potential success in their field of study. Applicants must be beyond the compulsory age of school attendance. Before an applicant is accepted into a program of study, he/she must meet the general admission requirements and the program-specific requirements.

General Admissions Requirements

Master's degree candidates must hold a bachelor's degree from an institution accredited by an agency recognized by the U.S. Department of Education. For internationally-based institutions, candidates must hold a bachelor's degree from an institution that is either accredited by agencies recognized by the U.S. Department of Education or recognized by the respective government as institution of higher education. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services, or the National Association of Credential Evaluation Services (NACES) to validate equivalency. Each candidate must demonstrate through previous study, educational performance, and/or work experience the ability to master analytical and quantitative concepts and apply critical analysis in the decision making process.

Students that are enrolling into distance education courses must complete the Online Readiness Assessment prior to signing the enrollment agreement to ensure they have the aptitude to succeed in a distance education learning environment.

Application for Admission

All applicants must complete the Application for Admission, provide two letters of reference and submit a one-page entrance essay. Specific guidelines and expectations related to the reference letters and essay can be obtained from an Admissions Associate. Once submitted, the Admissions Review Committee assesses applicant information, required documents, English language proficiency test scores (if applicable) and other relevant data and approves or denies admission to the University. Acceptance is based on personal goals, previous experience, individual needs, and any associated program requirements.

Upon receipt of an application for admission, students will be scheduled to meet with a Financial Services Coordinator to discuss tuition and fees. All students will be charged tuition, an application fee and a Student Tuition Recovery Fund fee. Each applicant will be presented with a financial package that may include financial aid (for those who qualify), cash payments, and/or scholarships to cover all tuition and fees.

Program-Specific Requirements

The University has additional admissions requirements for the following programs:

Master of Aviation Science

There is no particular previous course of study required to apply. The primary focus of the Master of Aviation Science degree is the professional who currently has experience within the aviation industry who wishes to receive a broader

exposure in order to move into managerial and leadership positions. The program is structured to also enable professionals from outside the industry to become knowledgeable and competent in the aviation profession.

Master of Business Administration

There is no particular previous course of study required to apply. However, a bachelor's degree in business administration, accounting, finance, or management will provide the strongest foundation for acceptance. Candidates who have not satisfied all undergraduate prerequisite course(s), may be required to complete the course(s) with the University at an additional cost.

Graduation Requirements

All students are required to achieve a "B" (3.0) cumulative grade point average or above and complete all coursework in no more than 150% of normal program length. Each master's degree program includes a Capstone course. No thesis is required.

Credit for Previous Training

California Aeronautical University does not allow credit for prior experiential learning; however, because the University provides employment training, it honors the students' previous work history and/or college experience by offering opportunities to challenge courses required for graduation in a program of study.

For graduate programs, the total number of transfer credits accepted cannot exceed 20 percent of the program's credits.

Test Out

Graduate students are not eligible to receive test-out credit.

Transfer of Credit

California Aeronautical University may accept coursework only from institutions that are either accredited by agencies recognized by the U.S. Department of Education or recognized by the respective government as institutions of higher education, for internationally-based institutions. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services, or the National Association of Credential Evaluation Services (NACES) to validate equivalency. Credit hours accepted as transfers are not eligible for financial aid. For proper evaluation, students must provide supporting documents including college catalog, course description and/or course outline as required. Credit hours transferred may be credited toward graduation if the following criteria are met:

- The course is similar in content, objectives and credit hours.
- The course can be applied to graduation requirements.
- The letter grade for the course is "B" or higher.
- An official college transcript is received.
- The credits have been earned within the last 7 years unless otherwise approved by the Provost.

Credits accepted for transfer will be indicated by a grade of 'TR' on the students' transcript.

Previous Credits Taken in Residence

California Aeronautical University will evaluate credits earned in a previous enrollment at the main or branch campus within the University and will determine accepting credits if the following criteria are met:

- The course is similar in content and objectives.
- The course can be applied to graduation requirements.
- Length of time since last enrollment.

Credits accepted from a previous enrollment in residence may exceed 20 percent for graduate programs.

Transferability of Credits and Credentials to Other Institutions

Although California Aeronautical University is accredited by an agency approved by the U.S. Department of Education, the acceptance of credit by other institutions is unlikely and cannot be guaranteed unless a specific articulation agreement is made between the institutions.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS
EARNED AT OUR INSTITUTION

The transferability of credits you earn at California Aeronautical University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earned in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Aeronautical University to determine if your credits, degree, diploma or certificate will transfer.

Academic Information – Graduate Students

Satisfactory Academic and Financial Aid Progress

Satisfactory academic progress (SAP) is required of all students and is necessary in order to maintain eligibility for federal financial aid programs. The two components of satisfactory academic progress are the qualitative component (cumulative grade point average) and the quantitative component (earned credits divided by attempted credits or incremental completion rate). A student's progress will be evaluated at the end of each term or payment period to determine satisfactory academic progress. California Aeronautical University defines a payment period as a ten-week term. A student who does not meet the standards of SAP at any given evaluation point will be notified and placed on either financial aid warning/financial aid probation or be dismissed as a regular student.

Academic Year

For graduate programs, federal regulations require the University to define the academic year. Listed below are the definitions of each program's academic year.

Program	Credits Hours	Weeks
Master Degree Programs		
Master of Aviation Science	**24 Credits**	**30**
Master of Business Administration	**24 Credits**	**30**

Enrollment Status

For the University's graduate programs, the University defines full-time enrollment status as eight (8) credit hours of regularly scheduled instruction or examination per term. Half-time enrollment is considered half of the full-time status.

Maximum Time Frame

A student must complete all coursework in no more than 1.5 times the normal program length (referred to as maximum time frame), as measured by the credit hours required for completion of the program. For example, a student in a 56 quarter credit hour program must complete the program in no more than 84 attempted credit hours.

Failure to Successfully Complete Program within Maximum Time Frame

A student is not permitted to exceed the maximum time frame for completion of his/her program. The student will be dismissed from the program of study when it is determined he/she will not be able to complete the program without exceeding the maximum time frame.

Required Minimum Academic Achievement

In order to be considered in satisfactory academic progress, a student must have earned the following cumulative grade point average (CGPA) and incremental completion rate (ICR) at the following evaluation points:

Required Evaluation Point	Minimum CGPA	Minimum ICR
The end of the first term and all subsequent terms	3.0	66.67

All students receiving veteran education benefits must attain a cumulative grade point average (CGPA) of 2.0 and incremental completion rate (ICR) of 66.67% at each evaluation point to remain eligible for VA benefits. See the Veteran's Bulletin within this Catalog for detailed information.

Effect of Attendance on Satisfactory Academic Progress

A student is expected to maintain good attendance and follow the established attendance policy. In the event a student fails to maintain the required attendance standard in any course, he/she will be withdrawn from the course, which will result in a 'WP' or 'WF' grade.

Effect of Grades on Satisfactory Academic Progress

Courses with grades of 'F,' 'INC,' 'WP,' or 'WF' are not counted as credits successfully completed, but are counted as credits attempted and will therefore affect the incremental completion rate. Grades of 'INC,' 'P,' 'WP' and 'WF' are not used in the calculation of CGPA.

Students with extenuating circumstances may apply for an extension of fourteen (14) calendar days following the last day of a term or module to complete work for courses in which an "INC" grade is received. Applications for extension must be submitted to the instructor and approved by the Academics Department no later than the last day of class. Courses indicating 'INC' at the end of the fourteen (14) days will automatically become the earned grade and will be calculated in the CGPA as well as the incremental completion rate.

Effect of Credit for Previous Training on Satisfactory Academic Progress

Credit for previous training (transfer credit) or test out credit will be counted as both completed and attempted credits when calculating the incremental completion rate and for determining the maximum time frame. However, the credits will not count in the CGPA.

Effect of Repeating a Course on Satisfactory Academic Progress

A student is required to repeat any course in which he/she has received a grade of "F" or has withdrawn from prior to completion. The new grade will replace the original grade for the purpose of calculating the CGPA. However, both courses will be considered credits attempted for the purpose of determining incremental completion rate.

Effect of Program Change on Satisfactory Academic Progress

A student who changes programs must submit a written request for a program change. The Registrar will complete an Enrollment Modification Form identifying which courses have been completed and which, if any, count toward the graduation requirements of the new program. Depending on the program, one of the following procedures will apply:

All coursework that applies to the new program will be used in the calculation of satisfactory academic progress, including both the CGPA and incremental completion rate. The student will need to sign a new enrollment agreement for the new program; or

If there are no relevant courses applicable to the new program, the student will begin the new curriculum with a new normal program length, maximum time frame, CGPA and incremental completion rate. The student will need to sign a new enrollment agreement for the new program.

Additional Degree-Seeking Students

Students who successfully complete a program at the University may be allowed to re-enroll in another program. In order to enroll, they must reapply to the University as a new enrollment following the completion of all admissions requirements. If admitted, all credits that apply to the new program of study will count as both completed and attempted when calculating the maximum time frame, CGPA, and incremental completion rate.

Financial Aid Warning, Appeals & Financial Aid Probation

Financial Aid Warning, Appeals and Financial Aid Probation applies to all students who are enrolled in an academic program of study and are not maintaining satisfactory academic progress, regardless of whether or not the student receives financial aid.

Financial Aid Warning

A student who does not maintain satisfactory academic progress will be placed on warning for a maximum of one (1) term. A student placed on warning will be notified within the ten (10) calendar days following the last day of the term in which he/she failed to maintain satisfactory academic progress. The student on warning will be advised and provided tutoring, if needed, in order to improve his/her CGPA and/or incremental completion rate. A student on warning will remain eligible for financial aid. At the end of the term in which the student is on warning, if the academic record is not in compliance with the standards of satisfactory academic progress, the student will be dismissed from the program of study. The student may submit a written appeal of the dismissal determination if mitigating circumstances have occurred. If granted, this would allow the student to remain enrolled in their program of study under a financial aid probation status.

Appeals

A student who wishes to appeal the determination that he/she is not making satisfactory academic progress due to mitigating circumstances, may submit a written appeal within ten (10) calendar days after the close of the current term to the Student Success Department for review. The written appeal should include a detailed explanation and documentation of the following:

- Current academic status of the student.
- Mitigating circumstances that led to the student's current academic status.
- How the student's situation has changed.
- The student's plan for achieving required minimum standards of satisfactory academic progress.

The Student Success Department is responsible for determining the appropriateness of the mitigating circumstances in regards to severity, timeliness, and the student's ability to avoid the circumstance. The result of the appeal (granted or denied) will be provided to the student and documented in the student's academic file. If the student's appeal is granted, he/she will be placed on financial aid probation and eligibility for financial aid will be reinstated for one (1) additional term.

Financial Aid Probation

A student on financial aid probation may receive financial aid despite the determination that he/she did not maintain satisfactory academic progress. However, if it is determined that the student will not make satisfactory academic progress by the end of the term in which he/she is on probation, a written academic plan must be developed by the Student Success Department and signed by the student within ten (10) calendar days after the close of the current term. The plan is designed to ensure the student will be able to meet the standards of satisfactory academic progress by a specified point in time. As part of the academic plan, the Student Success Department may require the student to repeat some or all of the courses in which the student previously received a grade of 'D.' 'F,' 'WF,' or 'WP' before attempting any other courses in the program of study.

In order for the student to qualify for further financial aid, he/she must meet the required CGPA and incremental completion rate standards by the end of the term in which he/she is on probation or be successful in following the academic plan. If the requirements are not met, the student will be dismissed from the program of study.

Mitigating Circumstances

Mitigating circumstances may include poor health, death in the family or other significant occurrence outside the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's academic performance. The student is responsible for providing any requested written verification of mitigating circumstances.

Non-Regular Enrollment Status

A student who has failed to maintain the academic minimums outlined above and is therefore ineligible to remain in regular enrollment may apply to continue his/her studies at the University in a non-regular enrollment status. During this time, the student is not eligible to receive financial aid and must attempt to improve the deficient areas that led to the failure to maintain satisfactory academic progress by retaking courses he/she failed. Upon completion of the non-regular status term, a student who has re-established satisfactory academic progress may apply to the administration to return to a regular student status and reinstate his/her eligibility for financial aid. A meeting will be scheduled between the Provost and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on financial aid warning for a period of one term.

Graduation Requirements

To be eligible for graduation, a student must complete each of his/her courses with a passing grade. Further, he/she must have earned at least a cumulative grade point average of 3.0 for the graduate program and have satisfactorily taken care of all obligations to the University.

To receive a graduate degree, a student must:

- Receive a passing grade for all required coursework.
- Achieve a minimum of a "C" for each course taken and a "B" (3.0) cumulative grade point average or above.
- Complete all coursework in no more than 150% of normal program length.

For students enrolling in the Master of Aviation Science program, the diploma for this program will read as: Master of Aviation Science. For students enrolling in the Master of Business Administration program, the diploma for this program will read as: Master of Business Administration.

Academic Honors and Graduation Honors

The Dean's List is compiled at the end of each term to honor graduate students who have completed 8 or more letter-graded credits during the term with a GPA of 3.5 or higher. High Honors is given to those students who have completed 8 or more letter-graded credits during the term with a GPA of 4.00.

Students who graduate with a cumulative grade point average (CGPA) of 3.5 or higher will be recognized at the graduation ceremony with one of the following honors:

High Honors – CGPA of 4.0

Honors – CGPA of 3.5 – 3.99

Regulations

There are no specific regulations that apply only to graduate studies. Graduate students are required to abide by the regulations within this catalog.

Graduate Programs

Degree Program Listings

Master of Aviation Science
Master of Aviation Science – Distance Education
Master of Business Administration
Master of Business Administration – Distance Education

The Master of Aviation Science and Master of Business Administration program listed above is offered residentially and through distance education. The course content for both modes of delivery is the same.

California Aeronautical University may limit offering the master's degree programs based on the number of students available to enter into a program.

Master of Aviation Science

Master's Degree	70 Instructional Weeks
C.I.P. Code 49.0104	Department of Labor Standard Occupational Classifications (SOC) Codes: 11-3071.01 Transportation Managers, 11-3071.03 Logistics Managers

The Master of Aviation Science degree is designed to offer students from a variety of professional backgrounds and experiences the ability to enter into managerial, administrative, and other professional specialties. Students will complete technical aviation coursework that will include intensive analysis of various topics. Students will apply the knowledge and skills learned throughout the program by completing a required Capstone Project. Graduates may qualify for entry-level positions in transportation, logistics, airport/transportation safety, and other non-aviation specific careers. Graduates with in-field experience may assume greater responsibility beyond an entry-level position within the aviation industry.

Number	Course Title	Clock	Credits
MAS 500	Human Factors and Psychology in Aviation	40	4
MAS 510	Safety Program Management Systems	40	4
MAS 515	The Airway Transportation System	40	4
MAS 520	Modern Aviation Communication Systems	40	4
MAS 525	Simulation Systems	40	4
MAS 530	Technological Development in Aviation	40	4
MAS 535	Contemporary Issues and Trends in Aviation	40	4
MAS 540	Airport Operations and Management	40	4
MAS 545	Aviation Security	40	4
MAS 550	Airline Operations and Management	40	4
MAS 555	Logistics Management	40	4
MAS 560	Human Resources Management	40	4
MAS 565	Management Information Systems	40	4
MAS 590	MAS Capstone Project	60	4
Master's Degree Totals		**580**	**56**

Master of Business Administration

Master's Degree	70 Instructional Weeks
C.I.P. Code 52.0201	Department of Labor Standard Occupational Classifications (SOC) Codes: 11-1021.00 General and Operations Managers; 11-2022.00 Sales Managers; 11-3011.00 Administrative Services Managers; 11-3071.01 Transportation Managers

The Master of Business Administration (MBA) degree program provides students with the knowledge, analytical, and interpersonal skills essential for assuming management positions in business, government, and non-profit entities that are global in scope. Students learn to achieve and maintain competitive advantage for their organizations through effective leadership and innovation in operations management, marketing, and human resources management, among other functional areas. The MBA program emphasizes 21st-century business environment opportunities and challenges, as well as the critical importance of effective leadership to achieve organizational objectives. Among the distinguishing features of the program is the capstone project: Throughout the program students design a strategy and strategy implementation plan for the leaders of an organization that is selected at the start of their MBA program. Graduates may qualify for entry-level positions in operations, sales, business, security and loss preventions. Graduates with experience in these fields may qualify for entry-level management positions in these fields.

Number	Course Title	Clock	Credits
MBA 500	Organizational Behavior	40	4
MBA 510	Managerial Accounting	40	4
MBA 515	Business Law	40	4
MBA 520	Ethical and Regulatory Environments	40	4
MBA 530	Effective Leadership Skills	40	4
MBA 535	Entrepreneurship and Business Management	40	4
MBA 545	Marketing Management	40	4
MBA 550	Managerial Economics	40	4
MBA 555	Operations and Management Systems	40	4
MBA 560	Corporate Finance	40	4
MBA 565	International Markets	40	4
MBA 570	Human Resources Management	40	4
MBA 575	Management Information Systems	40	4
MBA 590	MBA Capstone Project	60	4
Master's Degree Totals		**580**	**56**

Graduate Course Descriptions

Graduate Course Abbreviations

Master of Aviation Science (MAS)
Master of Business Administration (MBA)

Course Numbering System

California Aeronautical University uses the following course numbering systems:

500-599	Graduate Level Courses

Graduate standing is required for registration in 500 level courses.

Courses having prerequisites and co-requisites are listed with the course description in the catalog.

Not all courses are offered each term.

Master of Aviation Science

MAS 500 Human Factors and Psychology in Aviation

40 Hours, 4 Credit Hours

This course presents an overview of the importance of the human role in all aspects of the aviation and aerospace industries. It emphasizes the issues, problems, and solutions of unsafe acts, attitudes, errors, and deliberate actions attributed to human behavior and the roles supervisors and management personnel play in these actions. The course studies human limitations in the light of human engineering, human reliability, stress, medical standards, drug abuse, and human physiology. The course examines human behavior as it relates to the aviator's adaptation to the flight environment as well as the entire aviation/ aerospace industry's role in meeting the aviator's unique needs.

MAS 510 Safety Program Management Systems

40 Hours, 4 Credit Hours

This course provides instruction and practical application of Safety Management Systems (SMS) and how SMS relates to Accident Prevention Program Management. Students receive the necessary instruction required to design, develop, implement, manage, and foster an effective organizational level SMS and accident prevention program. Course topics include theory and application of SMS program elements.

MAS 515 The Airway Transportation System

40 Hours, 4 Credit Hours

This course covers the history, management and future trends in air transportation. It covers the four principal segments of air transportation: major carriers, regional carriers, all-cargo carriers and general aviation. In each segment, the issues of aircraft design, market share, finance, insurance and operations are discussed. The course analyzes the development and application of national and international regulations that impact air transportation. Topics include: cost structure, air fares, flight crews and safety, environmental impacts of aircraft and airports, operating and service characteristics, technological advances, world competition and intermodal operations.

MAS 520 Modern Aviation Communication Systems

40 Hours, 4 Credit Hours

This course provides a comprehensive overview and in-depth study of airborne electronics communications and navigation systems to include their design and operation.

MAS 525 Simulation Systems

40 Hours, 4 Credit Hours

This course presents a comprehensive examination of simulation in modern aviation/aerospace that includes history, state-of-the-art, and current research and development. Discussion focuses on the extent and impact of simulator applications throughout the industry and the effects on training costs and safety. Topics include the flight crew being checked out, updated, evaluated, or retrained in aircraft and systems simulators to the simulation models used in management, flight operations, scheduling, or air traffic control.

MAS 530 Technological Development in Aviation

40 Hours, 4 Credit Hours

This course provides students with an in-depth understanding of how aviation technology has evolved, from the earliest balloon flights to the invention of the airplane, to today’s sophisticated jet aircraft and their equally sophisticated flight systems and the developments of space flight and travel.

MAS 535 Contemporary Issues and Trends in Aviation

40 Hours, 4 Credit Hours

This course examines current research, current aviation literature reviews, students will learn and discuss the components, participants, activities, characteristics, scope and economic significance of the general aviation, corporate, and air carrier industry and its major segments. The course will evaluate the effects of regulation, pilot and mechanic shortages, competition, marketing, manufacturing and environmental control.

MAS 540 Airport Operations and Management

40 Hours, 4 Credit Hours

This course will provide the students with an understanding of the major elements in the process of airport planning and management from a system perspective. The course will cover such topics as airport financing and privatization, site selection and environment impact, airport capacity and delays, terminal plan and design, ground access plan, daily operations and security, international difference, multiple-airport system and airport's relationship with airlines.

MAS 545 Aviation Security

40 Hours, 4 Credit Hours

This course is designed to provide the student a solid understanding of the aviation security structure and study key management principles and best practices used by industry experts working in the field of aviation security. During this course, students will identify current and projected security risks, learn how to manage security risks and incidents, and analyze various emergency planning response options. The course will aid the student in learning how aviation security is integrated throughout the aviation industry, and evaluate how business decisions are being affected by security threats and risks. Students will practice decision-making scenarios aimed at balancing security needs with cost effectiveness, and develop effective communication techniques to deal with airlines, authorities, and other aviation-related security entities.

MAS 550 Airline Operations and Management

40 Hours, 4 Credit Hours

This course examines the four major areas of air carrier operations, including ground, technical, flight and system operations, as well as airline economics, utilizing a management simulation tool. There is an intensive examination of regional, point-to-point and network carrier operations.

MAS 555 Logistics Management

40 Hours, 4 Credit Hours

This course studies transportation and logistics management as a discipline concerned with efficient materials flow through the global industrial and economic system. The course emphasizes managerial aspects of air transportation and logistics systems and serves as specialized education for those students who desire careers in transportation or logistics.

MAS 560 Human Resources Management

40 Hours, 4 Credit Hours

This course allows students to gain a more thorough understanding of important managerial considerations related to employee management, including selection, retention, workforce planning, as well as ethical and legal considerations in hiring, performance management and progressive discipline.

MAS 565 Management Information Systems

40 Hours, 4 Credit Hours

This course examines managerial and strategic functions of management information systems to support an organization's mission and strategic plan. Major points of emphasis will be information reporting, analysis of management information and strategic decision making critical to the ever-changing aviation industry.

MAS 590 MAS Capstone Project

60 Hours, 4 Credit Hours

The MAS Capstone Project course is a culminating effort of the student's entire learning experience in the Master of Aviation Science degree. It is a written document on an aviation/aerospace topic that exposes the student to the technical aspects of writing. This course is included in the curriculum to provide the student with the opportunity to research a project of special interest and to document significant evidence that all program learning outcomes have been met. Students will work with designated faculty to formulate, develop, and complete the aviation/aerospace project.

Prerequisites or Co-requisites: All required MAS program courses.

Master of Business Administration

MBA 500 Organizational Behavior

40 Hours, 4 Credit Hours

This course examines the roles of leaders, and their influence on culture and performance within an organization. Topics include the establishment of common values, employee motivation, group and team dynamics, conflict resolution, managing change and communication within an organization.

MBA 510 Managerial Accounting

40 Hours, 4 Credit Hours

This course provides students with the tools necessary to apply accounting concepts to plan, control and evaluate business activities. Topics addressed include analysis and interpretation of financial data, developing and evaluating financial data and conducting cost-benefit analyses.

Prerequisite: Undergraduate Accounting course

MBA 515 Business Law

40 Hours, 4 Credit Hours

This course provides the student with a foundational knowledge of the legal issues that both start-up and established business enterprises face. With this knowledge, the student will more correctly assess an organization's need for competent legal advice from an experienced professional in matters of contracts, corporations, employment, insurance, intellectual property, international trade, leases, limited liability organizations, partnerships, and homeland security concerns. The purpose of this course is to expose the student to a select group of legal issues faced by the typical business in today's business environment. These issues include the following: the American legal system, business organizations, contracts, employment law, intellectual property law, and international law.

MBA 520 Ethical and Regulatory Environments

40 Hours, 4 Credit Hours

This course is a study of ethical decision-making in a business and the regulatory context. Emphasis is placed on theory and practice in the identification, evaluation and achievement of ethical standards for interacting with co-workers, management of employees, and development and implementation of business strategy. The impact of the external regulatory environment on ethical-decision making is also considered.

MBA 530 Effective Leadership Skills

40 Hours, 4 Credit Hours

This course emphasizes the development of effective leadership skills, focusing on personal development and interpersonal skills. Students will examine the role of managers and leaders in establishing individual responsibility, aligning values, building consensus and meeting objectives. Students will evaluate their personal leadership style as well as that of a current or former employer.

MBA 535 Entrepreneurship and Business Management

40 Hours, 4 Credit Hours

This course examines the creation of new business opportunities, which applies to startups, small businesses, and large companies. Emphasis is placed on new firms working with innovative products, how to make a small business profitable, and the management of new business units.

MBA 545 Marketing Management

40 Hours, 4 Credit Hours

This course explores how companies make price and promotion decisions. Students will examine marketing opportunities including pricing strategies, customer communications, identifying advertising and promotion opportunities, market segmentation, competitive analysis, and pricing issues. Students will work in teams to develop a marketing plan for a selected business.

MBA 550 Managerial Economics

40 Hours, 4 Credit Hours

This course applies economic theory to solve business problems related to costing, pricing, revenue prediction, budgeting, investment and consumer behavior. Students will learn to use economic information to make sound business decisions.

Prerequisite: Undergraduate Economics course

MBA 555 Operations and Management Systems

40 Hours, 4 Credit Hours

This course examines management strategies for strategic decision making, inventory and production control, forecasting and quality control as well as the design of effective planning, scheduling and resource control systems.

MBA 560 Corporate Finance

40 Hours, 4 Credit Hours

This course introduces students to concepts important to the financial success of a corporation. Students will examine the key financial concepts including sources of investment capital, corporate investment strategies, dividend policy, short and long- term planning and risk management.

Prerequisites: Managerial Accounting (MBA 510) and Managerial Economics (MBA 550)

MBA 565 International Markets

40 Hours, 4 Credit Hours

This course examines a variety of legal, political, cultural, economic, financial and environmental issues that must be considered when developing an international marketing strategy. Students will use this knowledge to develop a plan to market a selected good or service internationally.

Prerequisite: Marketing Management (MBA 545)

MBA 570 Human Resources Management

40 Hours, 4 Credit Hours

This course allows students to gain a more thorough understanding of important managerial considerations related to employee management, including selection, retention, workforce planning, as well as ethical and legal considerations in hiring, performance management and progressive discipline.

MBA 575 Management Information Systems

40 Hours, 4 Credit Hours

This course examines managerial and strategic functions of management information systems to support an organization's mission and strategic plan. Major points of emphasis will be information reporting, analysis of management information and strategic decision making.

MBA 590 MBA Capstone Project

60 Hours, 4 Credit Hours

Students will complete an independent research project approved by the instructor. Students will identify a business management challenge within an organization, research similar scenarios and solutions and develop a detailed solution proposal. Students will be required to provide weekly status reports and to prepare a final presentation to accompany the written project.

Prerequisites or Co-requisites: All required MBA program courses.

California Aeronautical University
1450 Boughton Drive
Bakersfield, Ca 93308

California Aeronautical University
Ventura County
1604 West 5th Street
Oxnard, Ca 93030

California Aeronautical University
San Diego County
3794 John J Montgomery Drive
San Diego, Ca 92123

CAU
CALIFORNIA AERONAUTICAL UNIVERSITY

CALIFORNIA AERONAUTICAL UNIVERSITY

Addendum to 2022 Catalog

January 1, 2022 – ~~December 31, 2022~~ ***March 19, 2023***

Addendum Effective January 2, 2023

California Aeronautical University

1450 Boughton Drive
Bakersfield, CA 93308
(661) 615-5915

University Departments & Staff:

Office of the President	
Matthew Johnston	President
Dr. Michael Berry	Provost
Andrea Georges	Vice President of Compliance and Fiscal Operations
Tamu Smith-Kohls	Vice President of Enrollment Management and Marketing
Lynn Duenas	Vice President of Human Resources
Steven Zabzdyr	Vice President of Information Systems
Heather Machado	Vice President of Institutional Development
Stephen Asche	Director of Safety and Operational Support
Marcus Fuentes	Director of Facilities
Academics	
David Alvarez	Director of Student Life and Success
Joe Vargas	Assistant Director of Student Success
Elise Alva	Director of Faculty Development and Learning
Pete Leonard	LMS Administrator
Kevin Lake	Registrar
Vicente Gutierrez	Librarian
Flight	
Jeremy Dempsey	Director of Flight Operations
Open	Director of Flight Instruction
Olga Zhuchenko	Assistant Director of Flight Instruction
Jason Hardy	Assistant Director of Flight Instruction, San Diego County Flight Training Center
Adam Eberle	Assistant Director of Flight Instruction, Ventura County Flight Training Center
Heather Fallis	Director of Aviation Resources
Melissa Johnston	Director of Flight Training Centers
Phillip Bogert	Director of Aircraft Maintenance
Office of Admissions	
Patricia Schmidt	Director of Admissions
Office of Financial Services	
Beatrice Villarreal	Director of Financial Services
Office of Graduate Services	
Raschel Grant	Director of Graduate Services
Student Life	
David Alvarez	Director of Student Life and Success
Amanda Harmon	Student Life Manager
Tandy Girotti	Café Manager
Kurteesa Thomas	Executive Chef

California Aeronautical University

1450 Boughton Drive
Bakersfield, CA 93308
(661) 615-5915

Faculty:

Name	Department	Credentials
Omar Aguilera	Aviation Maintenance Technology	AS Aviation Maintenance Technology, San Joaquin Valley College, Visalia, CA; FAA Certificated Mechanic – Airframe, Powerplant
Rodrigo Alvarez	General Education	MA Spanish, California State University Bakersfield, Bakersfield, CA; BA Spanish, California State University Bakersfield, Bakersfield, CA; AA Social Science, Taft College, Taft, CA; AA Liberal Arts Math & Science, Taft College, Taft, CA
Whitney Ballard	General Studies	MA Higher Education Administration and Leadership, Fresno State University, Fresno, CA; BS, Child Development, Fresno State University, Fresno, CA
Bob Coleman	Business	MA Organizational Leadership, University of Massachusetts, Amherst, MA; BS Business Management, Brigham Young University, Rexburg, ID
Leonardo Delgadillo	Business General Studies	MS Information Technology-Project Management, Purdue Global University, Chicago, IL; BS Management-Business Administration, Purdue Global University, Fort Lauderdale, FL
Skip DuRand	Aviation Maintenance Technology	BS Professional Aeronautics, Embry-Riddle Aeronautical University, Daytona Beach, FL; AS Aviation Maintenance Technology, San Joaquin Valley College, Fresno, CA; FAA Certificated Mechanic – Airframe, Powerplant and Inspection Authority
John Chris Dutton	General Education	MA Mythological Studies, Pacifica Graduate Institute, Carpinteria, CA; MS School Counseling, University of La Verne, La Verne, CA; BS Mathematics, California State University Bakersfield, Bakersfield, CA
Evan Evans	Aeronautics	AB Business, Bethany Nazarene College, Bethany, OK; FAA Certificated Commercial Pilot, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Ground Instructor, Advanced, Instrument; FAA Remote Pilot
Barbara Filkins	Aeronautics Graduate Level	MS Information Security Management, SANS Technology Institute, North Bethesda, MD; BS Physics, Harvey Mudd College, Claremont, CA; FAA Certificated Airline Transport Pilot Multi-Engine Land – Airplane; FAA Certificated Commercial Pilot, Single Engine Land – Airplane, FAA Certificated Flight Instructor, Single and Multi-Engine Land, Instrument – Airplane, FAA Certificated Ground Instructor, Advanced, Instrument
Theodore Framan	Business General Education	MBA, The University of Texas at Austin, Austin, TX; BS Business Administration, University of Southern California, Los Angeles, CA
Sean Paul Fredsti	Aeronautics	DTh Church History, University of South Africa, Pretoria; MA Pastoral Ministry, Saint John's University, Saint Joseph, MN; BA Philosophy, University of San Francisco, San Francisco, CA; FAA Certificated Commercial Pilot, Single and Multi-Engine Land, Instrument – Airplane
Denise Frusciante	General Education	PhD English, University of Miami, Coral Gables, FL; MA English, Florida Atlantic University, Boca Raton, FL; BA English, Florida Atlantic University, Boca Raton, FL
Melissa Lu	General Education	MS Mathematics, Grand Canyon University, Phoenix, AZ; MA Education, Azusa Pacific University, Azusa, CA; BA Liberal Studies, California Polytechnic State University, Pomona, CA
Jesus Luna	Aeronautics	Master of Aviation Science, Embry-Riddle Aeronautical University, Daytona Beach, FL; BS Professional Aeronautics, Embry-Riddle Aeronautical University, Daytona Beach, FL; AS Aviation Business Administration, Embry-Riddle Aeronautical University, Daytona Beach, FL; AS Professional Aeronautics, Embry-Riddle Aeronautical University, Daytona Beach, FL

California Aeronautical University

1450 Boughton Drive
Bakersfield, CA 93308
(661) 615-5915

Faculty (continued):

Name	Department	Credentials
Noel Luneau	Aeronautics	BS, Computer Information Systems, Excelsior University, Albany, NY; AAS, Technical Studies, Excelsior University, Albany, NY; FAA Certificated Airline Transport Pilot, Multi-Engine Land – Airplane; FAA Certificated Flight Instructor, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Single Engine Land and Sea – Airplane; FAA Certificated Ground Instructor Advanced, Instrument
Bonnie Martin	General Education	PhD English, Ohio State University, Columbus, OH; MA English, San Diego State University, San Diego, CA; BA English, San Diego State University, San Diego, CA
Kevin McNamara	Aeronautics Graduate Level	Master of Commercial Aviation, Delta State University, Cleveland, MD; BS Business Administration, Sonoma State University, Rohnert Park, CA; FAA Certificated Airline Transport Pilot, Multi-Engine Land – Airplane; FAA Certificated Flight Instructor, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Single Engine Land – Airplane
Cole McEuen	Business General Education	Master of Accountancy, Utah Valley University, Orem, UT; BS Accounting, Brigham Young University, Provo, UT
Brian Mitchell	General Education	MA Sociology; California State University Northridge, Northridge, CA; BA Sociology; California State University Northridge, Northridge, CA; AA Behavioral Sciences/Sociology, Moorpark College, Moorpark, CA
Miles Muzio	Aeronautics	AS Meteorology, Community College of the Air Force, Montgomery, AL
Eduardo Nezbeth	Aviation Maintenance Technology	AAS Aeronautical Technology, South Seattle College, Seattle, WA; FAA Certificated Mechanic – Airframe, Powerplant and Inspection Authority; FAA Certificated Aircraft Dispatcher
Scott Overstreet	Business General Education	MS Industrial/Organizational Psychology, Capella University, Minneapolis, MN; BS Marketing, Arizona State University, Tuscan, AZ; AA General Business, Eastern Arizona Community College, Thatcher, AZ
Louise Patterson	Aeronautics	BA English, University of Nevada, Las Vegas, NV; FAA Certificated Airline Transport Pilot, Multi-Engine Land – Airplane; FAA Certificated Flight Instructor, Single Engine Land – Airplane; FAA Certificated Commercial Pilot, Single Engine Land – Airplane
Veronica Paz	Business Graduate Level	DBA, Nova Southeastern University, Fort Lauderdale, FL; Master of Accounting Information System, Florida International University, Miami, FL; Bachelor of Accounting, Florida International University, Miami, FL
Whitney Robare	Aeronautics Business Graduate Level	MBA, Louisiana State University, Shreveport, LA; BS Aviation Management, Hampton University, Hampton, VA
John Sabel	Aeronautics Graduate Level	JD Duquesne University Pittsburgh, PA; BS Aeronautical Science, Embry-Riddle Aeronautical University, Daytona, FL; AS Aviation Management, Embry-Riddle Aeronautical University, Daytona, FL; AS Aeronautical Studies, Embry-Riddle Aeronautical University, Daytona, FL; FAA Certificated Airline Transport Pilot, Multi-Engine Land – Airplane; FAA Certificated Flight Instructor, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Single Engine Land – Airplane; FAA Certificated Ground Instructor, Advanced

California Aeronautical University

1450 Boughton Drive
Bakersfield, CA 93308
(661) 615-5915

Faculty (continued):

Name	Department	Credentials
Carol Sommers	Graduate Level	PhD Business Administration, North Central University, San Diego, CA; MBA, Trinity College, Dublin, Ireland; BA Business Administration, California State University, Fullerton, CA
Peter Van Dyke	Aeronautics	BA Government, University of Arizona, Tucson, AZ; FAA Certificated Flight Instructor, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Ground Instructor Advanced, Instrument
Jennifer Vandborg	General Education	MA Counseling/Marriage, Family & Child Therapy, University of Phoenix, Bakersfield, CA; BA Liberal Studies, University of LaVerne, Bakersfield, CA
Andreanna Vargas	Business	MBA, Louisiana State University, Shreveport, LA; BS Hospitality Management, California Polytechnic State University, Pomona, CA; AA General Studies, Pasadena City College, Pasadena, CA
Alyssa Wicker	General Education	MA Social Psychology, San Francisco State University, San Francisco, CA; BA, Psychology, Briar Cliff University, Sioux City, IA; BS Sport Science, Briar Cliff University, Sioux City, IA

California Aeronautical University

1450 Boughton Drive
Bakersfield, CA 93308
(661) 615-5915

Flight Instructors:

Name	Flight Department	Credentials
Olga Zhuchenko	Assistant Director of Flight Instruction	BS Aeronautics, California Aeronautical University, Bakersfield, CA; FAA Certificated Flight Instructor, Single Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Single and Mulit-Engine Land, Instrument – Airplane
Bryce Nichols	Assistant Director of Flight Instruction	BS Aeronautics, California Aeronautical University, Bakersfield, CA; FAA Certificated Flight Instructor, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Single and Mulit-Engine Land, Instrument – Airplane
Charles “David” Koble	Check Instructor	FAA Certificated Flight Instructor, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Ground Instructor, Advanced
Vanessa Collazo Gonzalez	Flight Instructor	BS Aeronautics, California Aeronautical University, Bakersfield, CA; FAA Certificated Flight Instructor, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Single and Multi-Engine Land, Instrument – Airplane
Kevin Carroll	Flight Instructor	BS Aeronautics, California Aeronautical University, Bakersfield, CA; FAA Certificated Flight Instructor, Single Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Single and Multi-Engine Land, Instrument – Airplane

California Aeronautical University

Ventura County Flight Training Center (KOXR)

1601 W 5th Street
Oxnard, CA 93030
(805) 201-0688

Name	Position
Melissa Johnston	Director of Flight Training Centers
Yuliana Lopez	Administrative Support Coordinator – Aviation Resources

Name	Department	Credentials
Jeremy Dempsey	Director of Flight Operations	AS General Studies, Ventura College, Ventura, CA; FAA Certificated Airline Transport Pilot, Multi-Engine Land – Airplane; FAA Certificated Flight Instructor, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Single Engine Land – Airplane, Sea
Adam Eberle	Assistant Director of Flight Instruction	BS Aeronautics, California Aeronautical University, Bakersfield, CA; FAA Certificated Flight Instructor, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Ground Instructor, Advanced

San Diego County Flight Training Center (KMYF)

3794 John J. Montgomery Drive
San Diego, CA 92123
(619) 293-5030

Name	Position
Melissa Johnston	Director of Flight Training Centers
Open	Administrative Support Coordinator – Aviation Resources

Name	Department	Credentials
Jason Hardy	Assistant Director of Flight Instruction	Master of Divinity, Bethel Seminary, San Diego, CA; BA Biblical Studies, San Diego Christian College, San Diego, CA; FAA Certificated Flight Instructor, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Ground Instructor, Advanced
Jonah Steinberg	Check Instructor	FAA Certificated Flight Instructor, Single Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Single and Multi-Engine Land, Instrument – Airplane
Justin Powers	Flight Instructor	BS, Aeronautics, Embry-Riddle Aeronautical University, Daytona Beach, FL; FAA Certificated Flight Instructor, Single Engine Land, Instrument – Airplane; FAA Certificated Flight Instructor, Instrument – Rotorcraft-Helicopter; FAA Certificated Commercial Pilot, Single and Multi-Engine Land, Instrument – Airplane; FAA Certificated Commercial Pilot, Instrument – Rotorcraft-Helicopter; FAA Certificated Ground Instructor Advanced, Instrument; FAA Certificated Mechanic – Airframe, Powerplant

Corrections to page 37

Current Read:

Financial Assistance Programs

C. Iraq and Afghanistan Service Grant

Students may be eligible to receive the Iraq and Afghanistan Service Grant (IASG) if they are not eligible for a Federal Pell Grant on the basis of their EFC, however, meet the remaining Federal Pell Grant eligibility requirements, and

- Their parent or guardian was a member of the US Armed Forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and
- The student was under 24 years old or enrolled in college at least part-time at the time of his/her parent's or guardian's death.

The grant amount is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed the student's cost of attendance for that award year. ~~The maximum Federal Pell Grant award is $6,495 for 2021-2022 award year, however, due to sequester, all Iraq & Afghanistan Service Grant award amounts first disbursed on or after October 1, 2020, and before October 1, 2021, are reduced by 7.0%. For example, a student otherwise eligible for a grant of $6,495 (the maximum Scheduled Award for 2021-2022) the grant is reduced by $370.22, resulting in a grant of $6,124.78~~.

Revisions:

C. Iraq and Afghanistan Service Grant

Students may be eligible to receive the Iraq and Afghanistan Service Grant (IASG) if they are not eligible for a Federal Pell Grant on the basis of their EFC, however, meet the remaining Federal Pell Grant eligibility requirements, and

- Their parent or guardian was a member of the US Armed Forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and
- The student was under 24 years old or enrolled in college at least part-time at the time of his/her parent's or guardian's death.

The grant amount is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed the student's cost of attendance for that award year. ***The maximum Federal Pell Grant award for 2021-2022 is $6,495, however, due to the sequester, all Iraq & Afghanistan Service Grant award amounts first disbursed on or after October 1, 2021, and before October 1, 2022, are reduced by 5.7%. For example, a student who is otherwise eligible for a grant of $6,495 (the maximum Scheduled Award for 2021-2022), would receive an IASG grant in the amount of $6,124.79 due to the reduction of $370.21 (5.7% of the maximum Scheduled Award).***

For 2022-2023, the sequester percentage reduction is the same as the 2021-2022 fiscal year. Therefore, the statutory award amount for all Iraq & Afghanistan Service Grant awards where the first disbursement is on or after Oct. 1, 2022, and before Oct. 1, 2023, are reduced by 5.70%. A student who is otherwise eligible for a grant of $6,895 (the maximum Scheduled Award for the 2022-2023), would receive an IASG grant in the amount of $6,501.99 due to the reduction of $393.01 (5.7% of the maximum Scheduled Award).

Corrections to page 39

Current Read:

Financial Assistance Programs

H. Institutional ~~Scholarships~~

California Aeronautical University has a variety of institutional ~~scholarships~~. For more details on each ~~scholarship~~, see the Institutional ~~Scholarship~~ section.

Revisions:

Financial Assistance Programs

H. Institutional Tuition Reduction

California Aeronautical University has a variety of institutional ***tuition reductions***. For more details on each ***tuition reduction***, see the Institutional ***Tuition Reduction*** section.

Corrections to page 39 - 41

Current Read:

Institutional ~~Scholarships~~

California Aeronautical University has developed the following ~~scholarship~~ program to build goodwill for our University, drive interest in our programs, demonstrate our commitment to changing lives, and advance our public relations efforts.

The University will review applications and award ~~scholarships~~ based on academic ability, personal attributes, financial need, and ~~scholarship~~ requirements. For all ~~scholarships~~, students must be enrolled full time and have no past due balances with the University and meet the admissions requirement for acceptance. Students may only receive one ~~scholarship~~ at a time from the University's ~~Scholarship~~ Program, however, may have other external scholarships in addition to those awarded by the University. ~~Scholarship~~ awards are generally split evenly among the terms or payment periods in the student's academic year, unless stated otherwise.

Career Path University ~~Scholarship~~

California Aeronautical University awards a $2,000 Career Path University ~~Scholarship~~ to high school seniors, recent high school graduates and recent General Education Development (GED) recipients based on academic achievement and merit.

The following requirements must be met in full when applying for the Career Path University ~~Scholarship~~:

1. Submit a completed ~~scholarship~~ application and ~~scholarship~~ agreement.
2. Submit an official high school transcript with a statement of intention to graduate
3. Submit a recommendation letter completed by the applicant's High School/GED Counselor, HS/GED Administrator or HS/GED Instructor.
4. Submit a short essay to explain the desire to pursue the chosen area of study and describe any long-term goals.

The application deadline is within one year of the applicant's high school graduation date or date the student received their GED. Final awards are made by January 31. California Aeronautical University may award thirty-five $2,000 ~~scholarships~~ per calendar year. The ~~scholarship~~ award will be distributed evenly among the terms or payment periods in the student's academic year. All required documents must be submitted to the University's Office of Financial Services. ~~Scholarships~~ are applied to the first term and are applicable to the first academic year attending the University.

Reaching New Heights ~~Scholarship~~

California Aeronautical University understands the barriers and challenges presented to many pursuing a career as a professional pilot. Therefore, the University is committed to assisting students with financial resources to pursue their dreams of a career in aviation**.** The University is proud to award up to one hundred (100) ~~scholarships~~ of $10,000 each. We encourage individuals who are well-rounded, involved in their school or community, and actively interested in a career in aviation to apply for the Reaching New Heights' ~~Scholarship~~.

The award is applicable to students enrolled in the University's Bachelor of Science in Aeronautics program.

The following requirements must be met in full when applying for the Reaching New Heights ~~Scholarship~~:

1. Submit a completed ~~scholarship~~ application and ~~scholarship~~ agreement.
2. Submit proof of high school Cumulative Grade Point Average (CGPA) of at least 2.5.
3. Submit a recommendation letter completed by a high school official on behalf of the applicant.
4. Submit an essay to explain the motivation behind pursuing a career as a pilot and any future aviation career goals.

The applicant must apply and start California Aeronautical University within one year of their high school graduation date. The ~~scholarship~~ award will be distributed evenly throughout the student's applicable program. Funds are applied to each student's account and at no time will the award be issued directly to the student. All required documents must be submitted to the University's Office of Financial Services. In addition, awardees must maintain ~~scholarship~~ eligibility for the duration of their program through graduation by:

1. Maintaining a 2.5 CGPA throughout the program and is allotted on financial aid warning term if their CGPA falls below the required minimum.
2. Maintaining an enrollment status of at least a half-time student.
3. Maintaining a current student account balance.
4. Complying at all times with University policies, procedures, rules or other defined guidelines set forth in the University catalog or other student manuals.

Public Safety/Emergency Responder ~~Scholarship~~

In recognition of service to our communities, California Aeronautical University is proud to offer the Public Safety/Emergency Responder ~~Scholarship~~ to students, and their immediate family. This ~~scholarship~~ is open to civil duty service professional households including law enforcement, fire fighters, and public safety employees and reservist. The University will honor ten (10) applicants with this ~~scholarship~~ in recognition of service.

This ~~scholarship~~ is awarded in the amount of $3,000 per one academic year and it is applicable for the first academic year only. Students must enroll in one of the University's Bachelor's degree programs. The ~~scholarship~~ award will be split evenly among the terms or payment periods in the student's academic year.

The following requirements must be met in full when applying for the Public Safety/Emergency Responder ~~Scholarship~~:

1. Submit a completed ~~scholarship~~ application and ~~scholarship~~ agreement.
2. Proof of Service.
3. Submit an essay to explain how earning your degree/diploma at California Aeronautical University will help you achieve your career goals.

All required documents must be submitted to the University's Office of Financial Services. The deadline for applying for the ~~scholarship~~ is the Friday immediately preceding the student's start date.

Executive Education ~~Scholarship~~ (Master's Degree)

Each year, California Aeronautical University campuses will recognize up to ten (10) students with the distinction of earning the Executive Education ~~Scholarship~~. This ~~scholarship~~ is awarded based on professional achievement and merit of applicants who have successfully completed the University's application process.

This ~~scholarship~~ is awarded in the amount of $2,400 per one academic year only. The award is applicable to students enrolled in the University's ~~Master of Business Administration (MBA) and~~ Master of Aviation Science (MAS) programs.

The following requirements must be met in full when applying for the Executive Education ~~Scholarship~~:

1. Submit a completed ~~scholarship~~ application and ~~scholarship~~ agreement.
2. Demonstrate at least one year of work experience.
3. Submit a letter of recommendation from current or past employer.
4. Submit an essay, up to 750 words, answering the question: how will earning an MBA further your career? What are the critical behaviors of a successful executive? How will earning your MBA help you practice these behaviors and achieve your career ambitions?
5. Submit a current résumé.

All required documents must be submitted to the University's Office of Financial Services. Completed applications must be received the Friday immediately preceding the student's start date.

All completed applications will be reviewed by a ~~scholarship~~ committee at California Aeronautical University. Finalists may be scheduled for a personal interview. Preference will be given to employees of organizations that have employed California Aeronautical University graduates.

Revisions:

Institutional Tuition Reduction

California Aeronautical University has developed the following ***tuition reduction*** program to build goodwill for our University, drive interest in our programs, demonstrate our commitment to changing lives, and advance our public relations efforts.

The University will review applications and award ***tuition reductions*** based on academic ability, personal attributes, financial need, and ***tuition reduction*** requirements. For all ***tuition reductions***, students must be enrolled full time and have no past due balances with the University and meet the admissions requirement for acceptance. Students may only receive one ***tuition reduction*** at a time from the University's ***Tuition Reduction*** Program, however, may have other external ***scholarships*** in addition to those awarded by the University***.*** ***Tuition reduction*** awards are generally split evenly among the terms or payment periods in the student's academic year, unless stated otherwise.

Career Path University Tuition Reduction

California Aeronautical University awards a $2,000 Career Path University ***Tuition Reductions*** to high school seniors, recent high school graduates and recent General Education Development (GED) recipients based on academic achievement and merit.

The following requirements must be met in full when applying for the Career Path University ***Tuition Reduction***:

1. Submit a completed ***tuition reduction*** application and ***tuition reduction*** agreement.
2. Submit an official high school transcript with a statement of intention to graduate
3. Submit a recommendation letter completed by the applicant's High School/GED Counselor, HS/GED Administrator or HS/GED Instructor.
4. Submit a short essay to explain the desire to pursue the chosen area of study and describe any long-term goals.

The application deadline is within one year of the applicant's high school graduation date or date the student received their GED. Final awards are made by January 31. California Aeronautical University may award thirty-five $2,000 ***tuition reductions*** per calendar year. The ***tuition reduction*** award will be distributed evenly among the terms or payment periods in the student's academic year. All required documents must be submitted to the University's Office of Financial Services. ***Tuition reductions*** are applied to the first term and are applicable to the first academic year attending the University.

Reaching New Heights Tuition Reduction

California Aeronautical University understands the barriers and challenges presented to many pursuing a career as a professional pilot. Therefore, the University is committed to assisting students with financial resources to pursue their dreams of a career in aviation**.** The University is proud to award up to one hundred (100) ***s*** of $10,000 each. We encourage individuals who are well-rounded, involved in their school or community, and actively interested in a career in aviation to apply for the Reaching New Heights' ***Tuition Reduction***.

The award is applicable to students enrolled in the University's Bachelor of Science in Aeronautics program.

The following requirements must be met in full when applying for the Reaching New Heights ***Tuition Reduction***:

1. Submit a completed ***tuition reduction*** application and ***tuition reduction*** agreement.
2. Submit proof of high school Cumulative Grade Point Average (CGPA) of at least 2.5.
3. Submit a recommendation letter completed by a high school official on behalf of the applicant.
4. Submit an essay to explain the motivation behind pursuing a career as a pilot and any future aviation career goals.

The applicant must apply and start California Aeronautical University within one year of their high school graduation date. The ***tuition reduction*** award will be distributed evenly throughout the student's applicable program. Funds are applied to each student's account and at no time will the award be issued directly to the student. All required documents must be submitted to the University's Office of Financial Services. In addition, awardees must maintain ***tuition reduction*** eligibility for the duration of their program through graduation by:

1. Maintaining a 2.5 CGPA throughout the program and is allotted on financial aid warning term if their CGPA falls below the required minimum.
2. Maintaining an enrollment status of at least a half-time student.
3. Maintaining a current student account balance.
4. Complying at all times with University policies, procedures, rules or other defined guidelines set forth in the University catalog or other student manuals.

Public Safety/Emergency Responder Tuition Reduction

In recognition of service to our communities, California Aeronautical University is proud to offer the Public Safety/Emergency Responder ***Tuition Reduction*** to students, and their immediate family. This ***tuition reduction*** is open to civil duty service professional households including law enforcement, fire fighters, and public safety employees and reservist. The University will honor ten (10) applicants with this ***tuition reduction*** in recognition of service.

This ***tuition reduction*** is awarded in the amount of $3,000 per one academic year and it is applicable for the first academic year only. Students must enroll in one of the University's Bachelor's degree programs. The ***tuition reduction*** award will be split evenly among the terms or payment periods in the student's academic year.

The following requirements must be met in full when applying for the Public Safety/Emergency Responder ***Tuition Reduction***:

1. Submit a completed ***tuition reduction*** application and ***tuition reduction*** agreement.
2. Proof of Service.
3. Submit an essay to explain how earning your degree/diploma at California Aeronautical University will help you achieve your career goals.

All required documents must be submitted to the University's Office of Financial Services. The deadline for applying for the ***tuition reduction*** is the Friday immediately preceding the student's start date.

Executive Education Tuition Reduction (Master's Degree)

Each year, California Aeronautical University campuses will recognize up to ten (10) students with the distinction of earning the Executive Education ***Tuition Reduction***. This ***tuition reduction*** is awarded based on professional achievement and merit of applicants who have successfully completed the University's application process.

This ***tuition reduction*** is awarded in the amount of $2,400 per one academic year only. The award is applicable to students enrolled in the University's Master of Aviation Science (MAS) programs.

The following requirements must be met in full when applying for the Executive Education ***Tuition Reduction***:

1. Submit a completed ***tuition reduction*** application and ***tuition reduction*** agreement.
2. Demonstrate at least one year of work experience.
3. Submit a letter of recommendation from current or past employer.
4. Submit an essay, up to 750 words, answering the question: how will earning an MBA further your career? What are the critical behaviors of a successful executive? How will earning your MBA help you practice these behaviors and achieve your career ambitions?
5. Submit a current résumé.

All required documents must be submitted to the University's Office of Financial Services. Completed applications must be received the Friday immediately preceding the student's start date.

All completed applications will be reviewed by a ***tuition reduction*** committee at California Aeronautical University. Finalists may be scheduled for a personal interview. Preference will be given to employees of organizations that have employed California Aeronautical University graduates.

Corrections to page 46

Current Read:

Cancellation Policy

Student's Right to Cancel (CA Private Postsecondary Education Act of 2009)

A. The California Private Postsecondary Education Act of 2009 provides students the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time; they have the right to receive a pro rata refund if they have completed 60 percent or less of the period of attendance.

B. Cancellation may occur when students provide a written notice of cancellation by mail or by hand delivery at the students' place of training:

California Aeronautical University, 1450 Boughton Drive, Bakersfield, California 93308

C. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

D. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

E. If the Enrollment Agreement is cancelled, the University will refund the students any money they paid, less an application and/or STRF fee not to exceed $250.00. Flight costs are non-refundable after the initial enrollment cancellation period and students will be assessed a charge for any flight costs incurred. If students have completed more than 60% of the period of attendance for which they were charged, the tuition is considered earned and they will not receive a refund.

Revisions:

Cancellation Policy

California Aeronautical University is required to comply with the cancellation policy requirements outlined in the California Private Postsecondary Education Act of 2009 and the Accrediting Commission of Career Schools and College's (ACCSC) Standards of Accreditation. For students who request to cancel their enrollment, the University will evaluate both policies to determine which requirement is most beneficial to the student and apply that standard. Refer to the Catalog Addendum for the current application fee cost.

Student's Right to Cancel (CA Private Postsecondary Education Act of 2009)

A. The California Private Postsecondary Education Act of 2009 provides students the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time; they have the right to receive a pro rata refund if they have completed 60 percent or less of the period of attendance.

B. Cancellation may occur when students provide a written notice of cancellation by mail or by hand delivery at the students' place of training:

California Aeronautical University, 1450 Boughton Drive, Bakersfield, California 93308

C. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

D. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

E. If the Enrollment Agreement is cancelled, the University will refund the students any money they paid, less an application and/or STRF fee not to exceed $250.00. Flight costs are non-refundable after the initial enrollment cancellation period and students will be assessed a charge for any flight costs incurred. If students have completed more than 60% of the period of attendance for which they were charged, the tuition is considered earned and they will not receive a refund.

Student's Right to Cancel (Accrediting Commission of Career Schools and College)

The school must have and apply a fair and equitable cancellation policy in compliance with state or third-party requirements that minimally conforms to the following:

A. Students who have not visited the University prior to enrollment may cancel without penalty by requesting cancellation within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

B. Students requesting cancellation within three days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid by the student.

C. Students requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than $150.

Corrections to page 64

Current Read:

Satisfactory Academic and Financial Aid Progress

Required Minimum Academic Performance

Undergraduate Degree Programs

Required Evaluation Point	Minimum CGPA	Minimum ICR
The end of the first term	1.0	55%
The end of the second term	1.25	60%
The end of the third term	1.5	60%
The end of the fourth term	1.75	60%
The end of the fifth term and all subsequent terms	2.0	66.67%

~~*All students receiving veteran education benefits must attain a cumulative grade point average (CGPA) of 2.0 and incremental completion rate (ICR) of 66.67% at each evaluation point to remain eligible for VA benefits. See the Veterans' Bulletin within this Catalog for detailed information.*~~

Revisions:

Required Minimum Academic Performance

Undergraduate Degree Programs

Required Evaluation Point	Minimum CGPA	Minimum ICR
The end of the first term	1.0	55%
The end of the second term	1.25	60%
The end of the third term	1.5	60%
The end of the fourth term	1.75	60%
The end of the fifth term and all subsequent terms	2.0	66.67%

Corrections to page 70

Current Read:

Veterans' Bulletin

Academic and Attendance Standard

The Department of Veterans Affairs (VA) requires that all students receiving veteran educational benefits maintain progress toward their program of study. Therefore, all students receiving benefits must maintain ~~a cumulative grade point average (CGPA) of 2.0 and incremental completion rate (ICR) of 66.67%~~ at each evaluation point to remain eligible for VA benefits.

A student who allows his/her ~~CGPA to fall below a 2.0 and/or allows his/her ICR to fall below 66.67%~~ will be placed on financial aid warning for a maximum of one (1) warning term or payment period ~~to meet the satisfactory academic progress (SAP) standards~~. California Aeronautical University defines a payment period as a ten-week term. If the student fails to come into compliance with the SAP standards at the end of the warning term, the student will be dismissed from the program.

The student may submit a written appeal of the dismissal determination if mitigating circumstances have occurred. If the appeal is granted, he/she will be placed on probation. However, if it is determined that the student will not make satisfactory academic progress by the end of the term in which he/she is on probation, a written academic plan must be developed by the Student Success Department and signed by the student within ten (10) calendar days after the close of the warning term. The plan is designed to ensure the student will be able to meet the standards of satisfactory academic progress by a specified point in time.

In order for the student to qualify to remain enrolled in school, he/she must meet the required CGPA and ICR standards by the end of the first term in which he/she is on probation or be successful in following the academic plan. If the requirements are not met, the student will be dismissed from the program of study.

Regular attendance is expected of all students. If it is necessary for a student to be absent at any time, he/she is required to notify the University in advance. If excessive absenteeism affects a student's academic progress, he/she could be placed on warning. Excessive absence from a class is cause for an instructor to drop a student from that class or to assign an 'F,' 'INC,' 'WP' or 'WF' for that class.

In compliance with veterans' regulations, absences from classes on legal holidays are permitted when the campus is closed. Time off during the winter break is counted as a period of non-attendance.

Revisions:

Academic and Attendance Standard

The Department of Veterans Affairs (VA) requires that all students receiving veteran educational benefits maintain progress toward their program of study. Therefore, all students receiving benefits must maintain ***the required minimum academic achievement standards*** ~~a cumulative grade point average (CGPA) of 2.0 and incremental completion rate (ICR) of 66.67%~~ at each evaluation point to remain eligible for VA benefits.

A student who allows his/her ***cumulative grade point average (CGPA) and/or incremental completion rate (ICR) to fall below the minimum academic achievement standards*** will be placed on financial aid warning for a maximum of one (1) warning term or payment period ***in order to come into compliance with the SAP standards***. California Aeronautical University defines a payment period as a ten-week term. If the student fails to come into compliance with the SAP standards at the end of the warning term, the student will be dismissed from the program.

The student may submit a written appeal of the dismissal determination if mitigating circumstances have occurred. If the appeal is granted, he/she will be placed on probation. However, if it is determined that the student will not make satisfactory academic progress by the end of the term in which he/she is on probation, a written academic plan must be developed by the Student Success Department and signed by the student within ten (10) calendar days after the close of the warning term. The plan is designed to ensure the student will be able to meet the standards of satisfactory academic progress by a specified point in time.

In order for the student to qualify to remain enrolled in school, he/she must meet the required CGPA and ICR standards by the end of the first term in which he/she is on probation or be successful in following the academic plan. If the requirements are not met, the student will be dismissed from the program of study.

Regular attendance is expected of all students. If it is necessary for a student to be absent at any time, he/she is required to notify the University in advance. If excessive absenteeism affects a student's academic progress, he/she could be placed on ***financial aid*** warning. Excessive absence from a class is cause for an instructor to drop a student from that class or to assign an 'F,' 'INC,' 'WP' or 'WF' for that class.

In compliance with veterans' regulations, absences from classes on legal holidays are permitted when the campus is closed. Time off during the winter break is counted as a period of non-attendance.

Corrections to page 75

Current Read:

Bachelor's Degree Programs

Aeronautics

Bachelor of Science Degree	150 Instructional Weeks
C.I.P. Code 49.0102	Department of Labor Standard Occupational Classifications (SOC) Codes: 53-2011.00 Airline Pilots, Copilots and Flight Engineers; and ~~53-2011.00 Commercial Pilots~~

Revisions:

Aeronautics

Bachelor of Science Degree	150 Instructional Weeks
C.I.P. Code 49.0102	Department of Labor Standard Occupational Classifications (SOC) Codes: 53-2011.00 Airline Pilots, Copilots and Flight Engineers; and ***53-2012.00 Commercial Pilots***

Corrections to page 78

Current Read:

Associate's Degree Programs

Aviation Maintenance Technology

Associate of Science Degree	90 Instructional Weeks
C.I.P. Code 47.0607 and C.I.P. Code 47.0608	Department of Labor Standard Occupational Classifications (SOC) Codes: 49-3011.00 Aircraft Mechanics and Service Technicians and 51-2011.00 Aircraft Structure, Surfaces, Rigging, and System Assemblers

The Associate of Science in Aviation Maintenance Technology program is designed to provide the necessary educational opportunities through hands-on training and academic study for a student to acquire the skills and knowledge needed to enter the industry as an entry-level Airframe and Powerplant (A&P) Technician. A&P Technicians are trained to inspect, troubleshoot, service and repair aircraft components and systems within applicable regulations. In addition to the technical knowledge, students will also gain skills in communication, decision-making, conflict resolution, and appropriate interpersonal interaction necessary to successfully carry out their FAA Mechanic privileges with inspectors, pilots, aircraft owners, and suppliers. Graduates will be eligible to take the Federal Aviation Administration (FAA) examinations. Upon successful completion of the written exams, the graduate will be eligible to take the oral and practical examinations to complete the requirements for the A&P Certificate. The A&P Technician may enter a number of employment areas, such as general aviation, fixed-base operations, executive aircraft services, major airlines, aircraft contractors, modification operations, and manufacturers as an A&P Technician.

Number	Course Title	Clock	Credits
~~AMT 100~~	~~Electrical Theory~~	~~150~~	~~6~~
~~AMT 105~~	~~Materials and Processes~~	~~150~~	~~6~~
~~AMT 110~~	~~General Aviation Maintenance~~	~~150~~	~~6~~
~~AMT 125~~	~~Aviation Law for Mechanics~~	~~30~~	~~3~~
~~AMT 200~~	~~Non-Metallic Aircraft Structures~~	~~150~~	~~6~~
~~AMT 205~~	~~Metallic Aircraft Structures~~	~~150~~	~~6~~
~~AMT 210~~	~~Composite Structures~~	~~150~~	~~6~~
~~AMT 215~~	~~Hydraulic and Pneumatic Systems~~	~~120~~	~~5~~
~~AMT 221~~	~~Airframe Systems I~~	~~150~~	~~6~~
~~AMT 222~~	~~Airframe Systems II~~	~~150~~	~~6~~
~~AMT 230~~	~~Reciprocating Engine Theory and Maintenance~~	~~150~~	~~6~~
~~AMT 235~~	~~Turbine Engine Theory and Maintenance~~	~~150~~	~~6~~
~~AMT 241~~	~~Powerplant Systems I~~	~~150~~	~~6~~
~~AMT 242~~	~~Powerplant Systems II~~	~~150~~	~~6~~
~~AMT 250~~	~~Propellers and Auxiliary Power Units~~	~~150~~	~~6~~
Core Totals		~~2100~~	~~86~~

Number	Course Title	Clock	Credits
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
MTH 110	Elementary Algebra	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
PSY 210	Group Dynamics	40	4
SOC 200	Introduction to Sociology	40	4
SPN 200	Spanish I	40	4
General Education Totals		320	32
Associate's Degree Totals		**~~2420~~**	**~~118~~**

Revisions:

Associate's Degree Programs

Aviation Maintenance Technology

Associate of Science Degree	90 Instructional Weeks
C.I.P. Code 47.0607 and C.I.P. Code 47.0608	Department of Labor Standard Occupational Classifications (SOC) Codes: 49-3011.00 Aircraft Mechanics and Service Technicians and 51-2011.00 Aircraft Structure, Surfaces, Rigging, and System Assemblers

The Associate of Science in Aviation Maintenance Technology program is designed to provide the necessary educational opportunities through hands-on training and academic study for a student to acquire the skills and knowledge needed to enter the industry as an entry-level Airframe and Powerplant (A&P) Technician. A&P Technicians are trained to inspect, troubleshoot, service and repair aircraft components and systems within applicable regulations. In addition to the technical knowledge, students will also gain skills in communication, decision-making, conflict resolution, and appropriate interpersonal interaction necessary to successfully carry out their FAA Mechanic privileges with inspectors, pilots, aircraft owners, and suppliers. Graduates will be eligible to take the Federal Aviation Administration (FAA) examinations. Upon successful completion of the written exams, the graduate will be eligible to take the oral and practical examinations to complete the requirements for the A&P Certificate. The A&P Technician may enter a number of employment areas, such as general aviation, fixed-base operations, executive aircraft services, major airlines, aircraft contractors, modification operations, and manufacturers as an A&P Technician.

Number	Course Title	Clock	Credits
AMT 101	*Aircraft Concepts and Practices*	*120*	*6*
AMT 102	*Electrical Theory*	*120*	*6*
AMT 115	*Materials and Processes*	*120*	*6*
AMT 120	*General Aviation Maintenance*	*120*	*6*
AMT 201	*Non-Metallic Aircraft Structures*	*140*	*6*
AMT 206	*Metallic Aircraft Structures*	*140*	*6*
AMT 211	*Advanced Airframe Technologies*	*140*	*6*
AMT 220	*Hydraulic and Pneumatic Systems*	*140*	*6*
AMT 225	*Airframe Systems I*	*140*	*6*
AMT 226	*Airframe Systems II*	*140*	*6*
AMT 231	*Reciprocating Engine Theory and Maintenance*	*140*	*6*
AMT 236	*Turbine Engine Theory and Maintenance*	*140*	*6*
AMT 245	*Powerplant Systems I*	*140*	*6*
AMT 246	*Powerplant Systems II*	*140*	*6*
AMT 251	*Propellers and Air Systems*	*140*	*6*
Core Totals		*2020*	*90*

Number	Course Title	Clock	Credits
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
MTH 110	Elementary Algebra	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
PSY 210	Group Dynamics	40	4
SOC 200	Introduction to Sociology	40	4
SPN 200	Spanish I	40	4
General Education Totals		320	32
Associate's Degree Totals		*2340*	*122*

Corrections to page 81

Current Read:

Diploma Program

Aviation Maintenance Technology

~~Certificate~~	~~70 Instructional Weeks~~
C.I.P. Code 47.0607	Department of Labor Standard Occupational Classifications (SOC) Codes: 49-3011.00 Aircraft Mechanics and Service Technicians; and 51-2011.00 Aircraft Structure, Surfaces, Rigging, and System Assemblers

The diploma program in Aviation Maintenance Technology is designed to provide the necessary educational opportunities through hands-on training and academic study for a student to acquire the skills and knowledge needed to enter the industry as an entry-level Airframe and Powerplant (A&P) Technician. A&P Technicians are trained to inspect, troubleshoot, service and repair aircraft components and systems within applicable regulations. Graduates will be eligible to take the Federal Aviation Administration (FAA) examinations. Upon successful completion of the written exams, the graduate will be eligible to take the oral and practical examinations to complete the requirements for the A&P Certificate. The A&P Technician may enter a number of employment areas, including general aviation fixed-base operations, executive aircraft services, major airlines, aircraft contractors, modification operations, manufacturers, and other non-aviation specific positions working as a technician.

Number	Course Title	Clock	Credits
~~AMT 100~~	~~Electrical Theory~~	~~150~~	~~6~~
~~AMT 105~~	~~Materials and Processes~~	~~150~~	~~6~~
~~AMT 110~~	~~General Aviation Maintenance~~	~~150~~	~~6~~
~~AMT 125~~	~~Aviation Law for Mechanics~~	~~30~~	~~3~~
~~AMT 200~~	~~Non Metallic Aircraft Structures~~	~~150~~	~~6~~
~~AMT 205~~	~~Metallic Aircraft Structures~~	~~150~~	~~6~~
~~AMT 210~~	~~Composite Structures~~	~~150~~	~~6~~
~~AMT 215~~	~~Hydraulic and Pneumatic Systems~~	~~120~~	~~5~~
~~AMT 221~~	~~Airframe Systems I~~	~~150~~	~~6~~
~~AMT 222~~	~~Airframe Systems II~~	~~150~~	~~6~~
~~AMT 230~~	~~Reciprocating Engine Theory and Maintenance~~	~~150~~	~~6~~
~~AMT 235~~	~~Turbine Engine Theory and Maintenance~~	~~150~~	~~6~~
~~AMT 241~~	~~Powerplant Systems I~~	~~150~~	~~6~~
~~AMT 242~~	~~Powerplant Systems II~~	~~150~~	~~6~~
~~AMT 250~~	~~Propellers and Auxiliary Power Units~~	~~150~~	~~6~~
~~Certificate~~ Totals		~~2100~~	~~86~~

Revisions:

Diploma Program

Aviation Maintenance Technology

Diploma	*75 Instructional Weeks*
C.I.P. Code 47.0607 *and C.I.P. Code 47.0608*	Department of Labor Standard Occupational Classifications (SOC) Codes: 49-3011.00 Aircraft Mechanics and Service Technicians; and 51-2011.00 Aircraft Structure, Surfaces, Rigging, and System Assemblers

The diploma program in Aviation Maintenance Technology is designed to provide the necessary educational opportunities through hands-on training and academic study for a student to acquire the skills and knowledge needed to enter the industry as an entry-level Airframe and Powerplant (A&P) Technician. A&P Technicians are trained to inspect, troubleshoot, service and repair aircraft components and systems within applicable regulations. Graduates will be eligible to take the Federal Aviation Administration (FAA) examinations. Upon successful completion of the written exams, the graduate will be eligible to take the oral and practical examinations to complete the requirements for the A&P Certificate. The A&P Technician may enter a number of employment areas, including general aviation fixed-base operations, executive aircraft services, major airlines, aircraft contractors, modification operations, manufacturers, and other non-aviation specific positions working as a technician.

Number	Course Title	Clock	Credits
AMT 101	*Aircraft Concepts and Practices*	*120*	*6*
AMT 102	*Electrical Theory*	*120*	*6*
AMT 115	*Materials and Processes*	*120*	*6*
AMT 120	*General Aviation Maintenance*	*120*	*6*
AMT 201	*Non-Metallic Aircraft Structures*	*140*	*6*
AMT 206	*Metallic Aircraft Structures*	*140*	*6*
AMT 211	*Advanced Airframe Technologies*	*140*	*6*
AMT 220	*Hydraulic and Pneumatic Systems*	*140*	*6*
AMT 225	*Airframe Systems I*	*140*	*6*
AMT 226	*Airframe Systems II*	*140*	*6*
AMT 231	*Reciprocating Engine Theory and Maintenance*	*140*	*6*
AMT 236	*Turbine Engine Theory and Maintenance*	*140*	*6*
AMT 245	*Powerplant Systems I*	*140*	*6*
AMT 246	*Powerplant Systems II*	*140*	*6*
AMT 251	*Propellers and Air Systems*	*140*	*6*
Diploma Totals		*2020*	*90*

Corrections to page 84

Current Read:

Undergraduate Course Descriptions - Aeronautics

AER 099 ~~NIFA Preparation and Advanced Planning~~ 20 Hours, 0 Credit Hours

This course focuses on advanced ~~flight planning and teaches students in-depth methods for planning accurate and complex VFR or IFR flights using both an aviation manual flight computer and an electronic flight planning device. The Course will teach rules, procedures and competition standards required to compete at NIFA (National Intercollegiate Flying Association). Flight planning is an enhancement of techniques and procedures taught in the perquisite classes, and are in compliance with the FAA ACS (Airman Certification Standards). This course teaches appropriate techniques and prepares students to sharpen their flight planning skills through competition with their peers in collegiate aviation. This course leads the student to become eligible to compete in NIFA flight competitions. This course can be repeated up to three times. This course is not approved by ACICS as part of the institution's accreditation and is offered for the sole purpose of continuing education, professional development, or preparation~~. No Title IV funds are available for this course. This course does not contribute to a student's enrollment status for funding.

Revisions:

AER 099 *Advanced Flight Planning* 20 Hours, 0 Credit Hours

This course focuses on advanced ***performance topics related to in-flight and on ground aviation topics. Students develop in-flight and preflight planning skills to improve accuracy and understanding of complexities related to VFR or IFR flights using various resources including an aviation manual flight computer and an electronic flight planning device. Flight planning is an enhancement of techniques and procedures taught in the foundational courses and follow the FAA Airman Certification Standards (ACS). This course teaches appropriate techniques and prepares students to sharpen their flight planning skills and apply their knowledge through competition with their peers in collegiate aviation and other community aviation events. In addition, students will learn the rules, procedures and competition standards required to participate in various events and aviation related activities, including but not limited to the National Intercollegiate Flying Association (NIFA) competitions. This course is not approved as part of the institution's accreditation and is offered for the sole purpose of continuing education, professional development, or preparation.*** No Title IV funds are available for this course. This course does not contribute to a student's enrollment status for funding. ***Enrollment into this course requires an acceptance. Once accepted, there is a course fee requirement for the initial term of enrollment and then annually due each year at the term start following July 1. This course is graded on a pass/fail basis.***

Current Read:

Undergraduate Course Descriptions - Aeronautics

AER 115 Introduction to Aircraft Systems 40 Hours, 4 Credit Hours

This course expands upon previous Single Engine Airplane systems knowledge. ~~Complex aircraft systems operation is addressed to include advanced systems analysis of electrical, hydraulic, flight controls and avionics operations. Introduction to turbine-powered aircraft principles is conducted with the associated impact of high altitude flight operations on human physiology and inflight aircraft performance. Composite navigation for cross-country operations and operations at unfamiliar airports is expanded. Emphasis is placed on complex aircraft operations and the impact on Aeronautical Decision Making during faster paced aviation operations. Fundamental Crew Resource Management (CRM) principles are introduced~~.

Revisions:

AER 115 Introduction to Aircraft Systems 40 Hours, 4 Credit Hours

This course expands upon previous single engine airplane systems knowledge. ***The course will review general aviation reciprocating engines and the electrical, fuel, hydraulics, lubricating, cooling, instrumentation, and flight control systems associated in today's aircraft. Students will also receive a brief introduction to turbine engines and helicopters***.

Corrections to page 90

Current Read:

Undergraduate Course Descriptions - Aeronautics

AER 236 Rotorcraft Commercial Pilot Flight I 60 Hours, 3 Credit Hours

This course will expand the scope of helicopter operations, to include the planning and execution of approached and landings to off-airport locations such as pinnacles, confined areas, ~~and approved heli-pads. Emergency procedures such as auto-rotations and stuck anti-torque pedals~~ will be practiced. Night and cross-country operations will be continued, as will exercise of ADM skills. This course is graded on a pass/fail basis.

Prerequisites: Instrument Pilot Ground School II (AER 220B); Rotorcraft Instrument Operations (AER 225); and Rotorcraft Instrument Pilot Flight III (AER 226C)
Co-requisites: Commercial Pilot Ground School I (AER 230A)

Revisions:

AER 236 Rotorcraft Commercial Pilot Flight I 60 Hours, 3 Credit Hours

This course will expand the scope of helicopter operations, to include the planning and execution of approached and landings to off-airport locations such as pinnacles ***and*** confined areas. ***Flight procedures such as autorotations and simulated emergency procedures*** will be practiced. Night and cross-country operations will be continued, as will exercise of ADM skills. This course is graded on a pass/fail basis.

Prerequisites: Instrument Pilot Ground School II (AER 220B); Rotorcraft Instrument Operations (AER 225); and Rotorcraft Instrument Pilot Flight III (AER 226C)
Co-requisites: Commercial Pilot Ground School I (AER 230A)

Corrections to page 90

Current Read:

Undergraduate Course Descriptions - Aeronautics

AER 241 Commercial Pilot Flight II 60 Hours, 3 Credit Hours

This course continues to provide the student with the advanced flight training required of a commercial pilot. During this course, the student will demonstrate a thorough understanding and proficiency in flight maneuvers, such as lazy eights, eights on pylons, chandelles, steep spirals, and steep turns. These skills being performed are to ensure that the student has developed enhanced coordination and control of ~~the aircraft. This coordination will prepare the student for the next phase of commercial training in high performance and complex aircraft~~. This course is graded on a pass/fail basis.

Prerequisites: Commercial Pilot Ground School I (AER 230A) and Commercial Pilot Flight I (AER 231)
Co-requisites: Commercial Pilot Ground School II (AER 230B)

Revisions:

AER 241 Commercial Pilot Flight II 60 Hours, 3 Credit Hours

This course continues to provide the student with the advanced flight training required of a commercial pilot. During this course, the student will demonstrate a thorough understanding and proficiency in flight maneuvers, such as lazy eights, eights on pylons, chandelles, steep spirals, and steep turns. These skills being performed are to ensure that the student has developed enhanced coordination and control of ***a complex or technically advanced aircraft.*** This course is graded on a pass/fail basis.

Prerequisites: Commercial Pilot Ground School I (AER 230A) and Commercial Pilot Flight I (AER 231)
Co-requisites: Commercial Pilot Ground School II (AER 230B)

Corrections to page 90

Current Read:

Undergraduate Course Descriptions - Aeronautics

AER 246 Rotorcraft Commercial Pilot Flight II 40 Hours, 2 Credit Hours

This course continues to provide the training required to develop the advanced skills of a Commercial Helicopter Pilot. The student will demonstrate a thorough understanding of the various maneuvers and operations, and the ability to perform them all to the Commercial Rotorcraft-Helicopter Practical Test Standards. This course is graded on a pass/fail basis.

Prerequisite: Commercial Pilot Ground School I (AER 230A) and Rotorcraft Commercial Pilot Flight I (AER 236)
Co-requisites: Commercial Pilot Ground School II (AER 230B)

Revisions:

AER 246 Rotorcraft Commercial Pilot Flight II 40 Hours, 2 Credit Hours

This course continues to provide the training required to develop the advanced skills ***and decision making*** of a Commercial Helicopter Pilot. The student will demonstrate a thorough understanding of the various maneuvers and operations, and the ability to perform them all to the Commercial Rotorcraft-Helicopter Practical Test Standards. This course is graded on a pass/fail basis.

Prerequisite: Commercial Pilot Ground School I (AER 230A) and Rotorcraft Commercial Pilot Flight I (AER 236)
Co-requisites: Commercial Pilot Ground School II (AER 230B)

Corrections to page 91

Current Read:

Undergraduate Course Descriptions - Aeronautics

AER 253 Commercial Pilot Flight III 40 Hours, 2 Credit Hours

This course further develops the student's professionalism and flying skills with an increased level of knowledge and aeronautical decision making (ADM). The student will continue to perform and perfect his/her required aircraft control with the demonstration of required aircraft maneuvers as outlined in the current Airman Certification Standards (ACS). Students must demonstrate and perform at more narrow acceptable tolerance to meet the ACS standards. Students will also be required to become comfortable and familiar with ~~complex aircraft~~, while demonstrating a secure understanding of the applicable FAR's for a commercial pilot. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.127 & 61.129) to be eligible to take their FAA Commercial Pilot Checkride. This course is graded on a pass/fail basis.

Prerequisites: Commercial Pilot Ground School II (AER 230B) and Commercial Pilot Flight II (AER 241)

Revisions:

AER 253 Commercial Pilot Flight III 40 Hours, 2 Credit Hours

This course further develops the student's professionalism and flying skills with an increased level of knowledge and aeronautical decision making (ADM). The student will continue to perform and perfect his/her required aircraft control with the demonstration of required aircraft maneuvers as outlined in the current Airman Certification Standards (ACS). Students must demonstrate and perform at more narrow acceptable tolerance to meet the ACS standards. Students will also be required to become comfortable and familiar with ***a complex or technically advanced aircraft***, while demonstrating a secure understanding of the applicable FAR's for a commercial pilot. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.127 & 61.129) to be eligible to take their FAA Commercial Pilot Checkride. This course is graded on a pass/fail basis.

Prerequisite: Commercial Pilot Ground School I (AER 230A) and Rotorcraft Commercial Pilot Flight I (AER 236)
Co-requisites: Commercial Pilot Ground School II (AER 230B)

Corrections to page 91

Current Read:

Undergraduate Course Descriptions - Aeronautics

AER 260 Certified Flight Instructor Ground School I 40 Hours, 2 Credit Hours

This course provides the student with the flight instruction fundamentals, evaluation techniques and related skills necessary to conduct student aviation instruction. The basics of human learning theory and successful techniques to enhance efficient aviation instruction are introduced. Focus is maintained on assessing student training progression and corrective instruction techniques that result in positive, safe task completion by a prospective student.

Prerequisites: Commercial Pilot Ground School II (AER 230B) and ~~Commercial Pilot Flight II (AER 241)~~
Co-requisite: Certified Flight Instructor Flight I (AER 261)

Revisions:

AER 260 Certified Flight Instructor Ground School I 40 Hours, 2 Credit Hours

This course provides the student with the flight instruction fundamentals, evaluation techniques and related skills necessary to conduct student aviation instruction. The basics of human learning theory and successful techniques to enhance efficient aviation instruction are introduced. Focus is maintained on assessing student training progression and corrective instruction techniques that result in positive, safe task completion by a prospective student.

*Prerequisites: Commercial Pilot Ground School II (AER 230B) and **Commercial Pilot Flight III (AER 253)***
Co-requisite: Certified Flight Instructor Flight I (AER 261)

Undergraduate Course Descriptions - Aeronautics

AER 261 Certified Flight Instructor Flight I 20 Hours, 1 Credit Hours

This course provides students with the opportunity to practice the techniques and skills developed during ground classroom instruction in the training discipline. Students learn to apply self-critique principles and instruction self-assessment post-flight to develop the skills to be an effective aviation instructor. Flight instruction emphasizes accomplishment of stall entry and recognition, unusual attitude preparation, collision avoidance and wake turbulence awareness in promoting an ultimate safe flying instruction environment. Maturity and proficiency are developed to produce a highly effective aviation instructor. This course is graded on a pass/fail basis.

Prerequisites: Commercial Pilot Ground School II (AER 230B) and ~~Commercial Pilot Flight II (AER 241)~~
Co-requisite: Certified Flight Instructor Ground School I (AER 260)

Revisions:

AER 261 Certified Flight Instructor Flight I 20 Hours, 1 Credit Hours

This course provides students with the opportunity to practice the techniques and skills developed during ground classroom instruction in the training discipline. Students learn to apply self-critique principles and instruction self-assessment post-flight to develop the skills to be an effective aviation instructor. Flight instruction emphasizes accomplishment of stall entry and recognition, unusual attitude preparation, collision avoidance and wake turbulence awareness in promoting an ultimate safe flying instruction environment. Maturity and proficiency are developed to produce a highly effective aviation instructor. This course is graded on a pass/fail basis.

*Prerequisites: Commercial Pilot Ground School II (AER 230B) and **Commercial Pilot Flight III (AER 253)***
Co-requisite: Certified Flight Instructor Ground School I (AER 260)

Corrections to page 95

Addition:

Undergraduate Course Descriptions – Aviation Maintenance Technology

AMT 101 Aircraft Concepts and Practices 120 Hours, 6 Credit Hours

In this course, students learn the procedure for weighing aircraft, how to find aircraft center of gravity, and how to properly record the information into aircraft records. Symbols used on aircraft drawings and schematic diagrams are presented. Students will practice reading aircraft blueprints and making sketches of typical aircraft repairs and alterations. Students will be introduced to maintenance forms and records, maintenance publications, and mechanic privileges and limitations, as well as the concepts of Human Factors in aviation maintenance. A review of the basic operations in arithmetic as they are applied routinely in aircraft maintenance is also covered.

Corrections to page 95

Current Read:

Undergraduate Course Descriptions – Aviation Maintenance Technology

~~AMT 100~~ Electrical Theory ~~150 Hours~~, 6 Credit Hours

This course is designed to cover the fundamentals of electricity and basic physics. Students learn how to measure capacitance and inductance, calculate and measure electrical power, and measure voltage, current, resistance, continuity, and leakage. Emphasis is placed on how to read and interpret electrical circuit diagrams and how to inspect and service batteries. Students are introduced to the principles of simple machines including sound, fluid, and heat dynamics, basic aerodynamics, aircraft structures, and theory of flight. ~~A review of the basic operations in arithmetic as they are applied routinely in aircraft maintenance is also covered~~.

Revisions:

AMT 102 Electrical Theory *120 Hours*, 6 Credit Hours

This course is designed to cover the fundamentals of electricity and basic physics. Students learn how to measure capacitance and inductance, calculate and measure electrical power, and measure voltage, current, resistance, continuity, and leakage. Emphasis is placed on how to read and interpret electrical circuit diagrams and how to inspect and service batteries. Students are introduced to the principles of simple machines including sound, fluid, and heat dynamics, basic aerodynamics, aircraft structures, and theory of flight.

Current Read:

~~AMT 105~~ Materials and Processes ~~150 Hours~~, 6 Credit Hours

This course introduces students to the ~~theory of weight and balance, various types of aircraft drawings, and the materials and processes used in aircraft construction. Students learn the procedure for weighing aircraft, how to find aircraft center of gravity, and how to properly record the information into aircraft records. Symbols used on aircraft drawings and schematic diagrams are presented. Students will practice reading aircraft blueprints and making sketches of typical aircraft repairs and alterations. This course also introduces students to a wide variety of specific tools used in aircraft repair, metallic and nonmetallic materials, and modern composite materials. Nondestructive testing methods, basic heat-treating processes, properly and improperly made welds, and precision measurements are covered~~.

Revisions:

AMT 115 Materials and Processes *120 Hours*, 6 Credit Hours

This course introduces students to the ***materials and processes used in aircraft construction, inspection concepts and techniques, and basic safety, ground operations, and servicing. Students are introduced to a wide variety of specific tools used in aircraft repair, metallic and nonmetallic materials, and modern composite materials. Nondestructive testing methods, basic heat-treating processes, properly and improperly made welds, and precision measurements are covered. In this course, students learn the proper procedure for starting reciprocating and turbine engines and the procedures for proper engine run-up, aircraft movement, and tiedown procedures. Emphasis is placed on the choice and identification of fuels for both engines and the necessary precautions to observe when fueling an aircraft***.

Corrections to page 95

Current Read:

Undergraduate Course Descriptions – Aviation Maintenance Technology

~~AMT 110~~ General Aviation Maintenance ~~150 Hours~~, 6 Credit Hours

~~This course provides students with an introduction to cleaning materials and application for corrosion control, selection of materials and installation for both rigid and flexible fluid lines, and the standards for ground operations and servicing. Students learn the proper procedure for starting reciprocating and turbine engines and the procedures for proper engine run-up, aircraft movement, and tie-down. Emphasis is placed on the choice and identification of fuels for both engines and the necessary precautions to observe when fueling an aircraft. Also included in this course is an introduction to maintenance forms and records, maintenance publications, and mechanic privileges and limitations~~.

Revisions:

AMT 120 General Aviation Maintenance *120 Hours*, 6 Credit Hours

This course is designed to cover the rudiments of fluid lines and fittings and cleaning and corrosion control. Corrosion cleaning and control will expound on theory and prevention, cleaning materials, corrosion control, and the application of aerospace topcoats. This course will also include the selection of materials and installation for both rigid and flexible fluid lines and their applications to the aviation industry.

Corrections to page 95

Deletion:

Undergraduate Course Descriptions – Aviation Maintenance Technology

~~AMT 125 Aviation Law for Mechanics 30 Hours, 3 Credit Hours~~

~~This course introduces students to the United States legal system, the development of air law rules governing aviation, and the federal regulations that govern mechanics. This course will cover a broad range of topics related to aviation operations including constitutional law, administrative law, Federal Aviation Administration enforcement actions, products liability law, criminal law, contract law, and international law. Regulations and liability pertaining to the design, manufacture, operation and maintenance of aircraft is also discussed. Emphasis is placed on the use and understanding of the Federal Aviation Administration and aircraft manufacturers' publications, forms and records, and the exercise of mechanic privileges within prescribed limits.~~

Corrections to page 95

Current Read:

Undergraduate Course Descriptions – Aviation Maintenance Technology

~~AMT 200~~ Non-Metallic Aircraft Structures ~~150 Hours~~, 6 Credit Hours

This course is designed to provide students with the knowledge and use of materials for repairing wood structures and aircraft fabric coverings. ~~Students will build further knowledge and skills as applied to different aircraft finishing systems and the compatibility of the various system components. This course also emphasizes the hardware used to control aircraft and the way aircraft are assembled and rigged for the most efficient flight. In preparation for sheet metal fabrication, the types, tools, materials and methods of welding for aircraft construction and maintenance is covered~~.

~~*Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)*~~

Revisions:

AMT 201 Non-Metallic Aircraft Structures *140 Hours*, 6 Credit Hours

This course is designed to provide students with the knowledge and use of materials for repairing wood structures and aircraft fabric coverings *as well as understanding the construction and materials used in the production of composites, composites repair, acrylics, and plastics structures in aircraft manufacturing. The students will be able to demonstrate and perform inspections and repairs on the various components associated with the wood structures, composites, fiberglass, plastics, and fabric covered aircraft and components*.

Prerequisites: Aircraft Concepts and Practices (AMT 101); Electrical Theory (AMT 102); Materials and Processes (AMT 115); and General Aviation Maintenance (AMT 120)

Corrections to page 96

Current Read:

Undergraduate Course Descriptions – Aviation Maintenance Technology

~~AMT 205~~ Metallic Aircraft Structures ~~150 Hours~~, 6 Credit Hours

This course covers the types and materials used for metallic aircraft structures, including stresses on the aircraft structure and the strength of various metal materials. Students develop the skills to inspect sheet metal structures, access damage, and design an airworthy repair. Emphasis is placed on the techniques of sheet metal repair using proper tools, parts layout, forming and bending aluminum materials, assembly, and the use of rivets or special fasteners.

~~*Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)*~~

Revisions:

AMT 206 Metallic Aircraft Structures *140 Hours*, 6 Credit Hours

This course covers the types and materials used for metallic aircraft structures, including stresses on the aircraft structure and the strength of various metal materials. Students develop the skills to inspect sheet metal structures, access damage, and design an airworthy repair. Emphasis is placed on the techniques of sheet metal repair using proper tools, parts layout, forming and bending aluminum materials, assembly, and the use of rivets or special fasteners. ***Welding and various types of welding techniques will be discussed, and students will have an understanding of proper safety precautions to use when working with different types of welding gases and equipment.***

Prerequisites: Aircraft Concepts and Practices (AMT 101); Electrical Theory (AMT 102); Materials and Processes (AMT 115); and General Aviation Maintenance (AMT 120)

Corrections to page 96

Deletion:

Undergraduate Course Descriptions – Aviation Maintenance Technology

~~AMT 210 Composite Structures~~ ~~150 Hours~~, 6 Credit Hours

This course is designed to provide students with the ~~knowledge and use of materials for inspecting and repairing composite structures. Emphasis is placed on identifying the various types of composite structural components and the safety considerations when working with chemicals used with composite materials. This course also reviews the requirements for the various airframe inspections, authorization needed to conduct the inspection, how often they must be conducted, and what records must be kept. Students will perform the practical aspects of a routine inspection of an aircraft, with a focus on airframe structures, and manage documentation using FAA Aircraft Records and Maintenance Publications~~.

~~*Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)*~~

Corrections to page 96

Addition:

Undergraduate Course Descriptions – Aviation Maintenance Technology

AMT 211 Advanced Airframe Technologies *140 Hours*, 6 Credit Hours

This course is designed to provide students with the ***basic knowledge of control cables, control cable maintenance, cable connectors, cable guides, controls stops, push-pull tubes, torque tubes, bellcranks, flutter and flight control balance, secondary and auxiliary control surfaces. Students will demonstrate understanding of rotorcraft aerodynamics, flight controls, transmissions, rigging requirements for rotary wing aircraft, design, type, and operation of rotor systems, helicopter skid shoe and tube inspection, rotor blade functions and construction, rotor vibrations, track, and balance, drive system vibrations and inspection. Students will acquire an understanding of inspection requirements under 14 CFR part 91, requirements of complying with Airworthiness Directives, identification of life-limited parts and their replacement intervals, special inspections, use of FAA approved data, compliance with service letters, service bulletins, instructions of continued airworthiness, CFRs applicable to inspection and airworthiness, and corrosion types and identification***.

Prerequisites: Aircraft Concepts and Practices (AMT 101); Electrical Theory (AMT 102); Materials and Processes (AMT 115); and General Aviation Maintenance (AMT 120)

Corrections to page 96

Current Read:

Undergraduate Course Descriptions – Aviation Maintenance Technology

~~AMT 215~~ Hydraulic and Pneumatic Systems ~~120 Hours, 5 Credit Hours~~

This course is designed to give students a working knowledge of hydraulic and pneumatic power systems that operate many vital systems within an aircraft. Students will build the knowledge and skills needed to inspect, troubleshoot, service, and repair hydraulic and pneumatic power systems and components. Emphasis is placed on identifying the various FAA-approved hydraulic fluids and the safety procedures required when handling high-pressure compressed gases. Inspection and repair of a landing gear system, including shock absorbers, brakes ~~and tires, is also covered~~.

~~*Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)*~~

Revisions:

AMT 220 Hydraulic and Pneumatic Systems *140 Hours, 6 Credit Hours*

This course is designed to give students a working knowledge of hydraulic and pneumatic power systems that operate many vital systems within an aircraft. Students will build the knowledge and skills needed to inspect, troubleshoot, service, and repair hydraulic and pneumatic power systems and components. Emphasis is placed on identifying the various FAA-approved hydraulic fluids and the safety procedures required when handling high-pressure compressed gases. Inspection and repair of a landing gear system, including shock absorbers, brakes, ***tires, and wheels is also covered. Students will have a working knowledge of hydraulic system components and fluids, hydraulic system operation, servicing, function, and operation of accumulators, hoses, lines, and fittings. Students will gain an understanding of fixed and retractable landing gear systems, components, landing gear strut servicing and lubrication as well as steering systems, anti-skid system components and operation***.

Prerequisites: Aircraft Concepts and Practices (AMT 101); Electrical Theory (AMT 102); Materials and Processes (AMT 115); and General Aviation Maintenance (AMT 120)

Current Read:

~~AMT 221~~ Airframe Systems I ~~150 Hours~~, 6 Credit Hours

This course provides students with a working knowledge of aircraft electrical, fuel, ice and rain, and fire protection systems. Students will build the knowledge and skills needed to inspect, troubleshoot, service, and repair these systems and their components. Emphasis is placed on identifying the correct types of connectors on aircraft electrical wiring and installing the correct size and type of wiring in an electrical system. The various aircraft fuels and the fuel system requirements specified in the Airworthiness Standards of the Federal Aviation Regulations is also covered.

~~*Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)*~~

Revisions:

AMT 225 Airframe Systems I *140 Hours*, 6 Credit Hours

This course provides students with a working knowledge of aircraft electrical, fuel, ice and rain, and fire protection systems. Students will build the knowledge and skills needed to inspect, troubleshoot, service, and repair these systems and their components. Emphasis is placed on identifying the correct types of connectors on aircraft electrical wiring and installing the correct size and type of wiring in an electrical system. The various aircraft fuels and the fuel system requirements specified in the Airworthiness Standards of the Federal Aviation Regulations is also covered. ***Students will demonstrate an understanding of Aircraft icing causes and effects, ice detection systems, de-ice systems and components, anti-icing and de-icing system maintenance and environmental conditions that degrade vision.***

Prerequisites: Aircraft Concepts and Practices (AMT 101); Electrical Theory (AMT 102); Materials and Processes (AMT 115); and General Aviation Maintenance (AMT 120)

Corrections to page 96

Current Read:

Undergraduate Course Descriptions – Aviation Maintenance Technology

~~AMT 222~~ Airframe Systems II ~~150 Hours, 6 Credit Hours~~

This course provides students with a working knowledge of aircraft ~~cabin atmosphere, instrument, communication and navigation, and position and warning systems~~. Students will build the knowledge and skills needed to inspect, troubleshoot, service, and repair these systems and their components. ~~This course also requires students to perform the practical aspects of a routine inspection of an aircraft, with a focus on airframe systems, and manage documentation using FAA Aircraft Records and Maintenance Publications~~.

~~*Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)*~~

Revisions:

AMT 226 Airframe Systems II *140 Hours, 6 Credit Hours*

This course provides students with a working knowledge of aircraft ***instruments, communication and navigation, cabin environmental, and water and waste systems***. Students will build the knowledge and skills needed to inspect, troubleshoot, service, and repair these systems and their components.

Prerequisites: Aircraft Concepts and Practices (AMT 101); Electrical Theory (AMT 102); Materials and Processes (AMT 115); and General Aviation Maintenance (AMT 120)

Corrections to page 97

Current Read:

Undergraduate Course Descriptions – Aviation Maintenance Technology

~~AMT 230~~ Reciprocating Engine Theory and Maintenance ~~150 Hours, 6 Credit Hours~~

This course is designed to introduce students to the operating principles of a gasoline-fueled aircraft reciprocating engine. Emphasis is placed on the design, construction, and operations of radial and horizontally opposed reciprocating engines. In this course, students learn the step-by-step procedures and techniques used for disassembly, cleaning, inspection, and repair of reciprocating engines.

~~*Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)*~~

Revisions:

AMT 231 Reciprocating Engine Theory and Maintenance *140 Hours, 6 Credit Hours*

This course is designed to introduce students to the operating principles of a gasoline-fueled aircraft reciprocating engine. Emphasis is placed on the design, construction, and operations of radial and horizontally opposed reciprocating engines. In this course, students learn the step-by-step procedures and techniques used for disassembly, cleaning, inspection, and repair of reciprocating engines.

Prerequisites: Aircraft Concepts and Practices (AMT 101); Electrical Theory (AMT 102); Materials and Processes (AMT 115); and General Aviation Maintenance (AMT 120)

Corrections to page 97

Current Read:

Undergraduate Course Descriptions – Aviation Maintenance Technology

~~AMT 235~~ Turbine Engine Theory and Maintenance ~~150 Hours~~, 6 Credit Hours

This course is designed to introduce students to the operating principles of a gas turbine engine. Emphasis is placed on the differences between turbojet, turbofan, turboprop, and turboshaft engines. This course will prepare students to inspect, remove, and replace a turbine engine as well as adjust the controls to trim the engine after installation.

~~*Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)*~~

Revisions:

AMT 236 Turbine Engine Theory and Maintenance *140 Hours*, 6 Credit Hours

This course is designed to introduce students to the operating principles of a gas turbine engine. Emphasis is placed on the differences between turbojet, turbofan, turboprop, and turboshaft engines. This course will prepare students to inspect, remove, and replace a turbine engine as well as adjust the controls to trim the engine after installation*.*

Prerequisites: Aircraft Concepts and Practices (AMT 101); Electrical Theory (AMT 102); Materials and Processes (AMT 115); and General Aviation Maintenance (AMT 120)

Current Read:

~~AMT 241~~ Powerplant Systems I ~~150 Hours~~, 6 Credit Hours

This course provides students with a working knowledge of engine electrical, instrument, and ignition and starting systems. Students will build the knowledge and skills needed to inspect, troubleshoot, service, and repair these powerplant systems and their components. Students will learn the different aspects of reciprocating engine ignition and starting systems, magnetos and spark plugs, and their servicing. This course also includes specifics on air-turbine and electrical starting systems and high-energy ignition systems used in turbine engines.

~~*Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)*~~

Revisions:

AMT 245 Powerplant Systems I *140 Hours*, 6 Credit Hours

This course provides students with a working knowledge of engine electrical, instrument, and ignition and starting systems. Students will build the knowledge and skills needed to inspect, troubleshoot, service, and repair these powerplant systems and their components. Students will learn the different aspects of reciprocating engine ignition and starting systems, magnetos and spark plugs, and their servicing. This course also includes specifics on air-turbine and electrical starting systems and high-energy ignition systems used in turbine engines*.*

Prerequisites: Aircraft Concepts and Practices (AMT 101); Electrical Theory (AMT 102); Materials and Processes (AMT 115); and General Aviation Maintenance (AMT 120)

Corrections to page 97

Current Read:

Undergraduate Course Descriptions – Aviation Maintenance Technology

~~AMT 242~~ Powerplant Systems II ~~150 Hours~~, 6 Credit Hours

This course provides students with a working knowledge of following engine systems: fuel and fuel metering systems; lubrication systems; ~~induction and airflow systems; cooling systems;~~ exhaust and reverser systems; and fire protection systems. Students will build knowledge and skills needed to inspect, troubleshoot, service, and repair these powerplant systems and their components.

~~*Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)*~~

Revisions:

AMT 246 Turbine Engine Theory and Maintenance *140 Hours*, 6 Credit Hours

This course provides students with a working knowledge of following engine systems: fuel and fuel metering systems; lubrication systems; exhaust and reverser systems; and fire protection systems. Students will build knowledge and skills needed to inspect, troubleshoot, service, and repair these powerplant systems and their components*.*

Prerequisites: Aircraft Concepts and Practices (AMT 101); Electrical Theory (AMT 102); Materials and Processes (AMT 115); and General Aviation Maintenance (AMT 120)

Current Read:

~~AMT 250~~ Propellers and ~~Auxiliary Power Units~~ ~~150 Hours~~, 6 Credit Hours

This course is designed provide students with the fundamentals of propeller theory as a foundation for understanding propeller maintenance, repair, and inspection. Emphasis is placed on fixed-pitch, constant speed, and feathering type propellers. ~~Inspecting and troubleshooting unducted fan systems and turbine-driven auxiliary power units is also covered. Students will perform the practical aspects of a powerplant inspection and manage documentation using FAA Aircraft Records and Maintenance Publications~~.

~~*Prerequisites: Electrical Theory (AMT 100); Materials and Processes (AMT 105); and General Aviation Maintenance (AMT 110)*~~

Revisions:

AMT 251 Propellers and *Air Systems* *140 Hours*, 6 Credit Hours

This course is designed to provide students with the fundamentals of propeller theory as a foundation for understanding propeller maintenance, repair, and inspection. Emphasis is placed on fixed-pitch, constant speed, and feathering type propellers. ***Students will also acquire a working knowledge of reciprocating engine induction and cooling system theory, components, and operation. Turbine engine cowling airflow, internal cooling, baffle, and seal installation as well as turbine engine induction system theory, components, and operation, bleed air system theory, components, and operation as well as turbine engine anti-ice systems will be discussed.***

Prerequisites: Aircraft Concepts and Practices (AMT 101); Electrical Theory (AMT 102); Materials and Processes (AMT 115); and General Aviation Maintenance (AMT 120)

Corrections to page 111

Current Read:

Program-Specific Requirements

The University has additional admissions requirements for the following programs:

Master of Aviation Science

There is no particular previous course of study required to apply. The primary focus of the Master of Aviation Science degree is the professional who currently has experience within the aviation industry who wishes to receive a broader exposure in order to move into managerial and leadership positions. The program is structured to also enable professionals from outside the industry to become knowledgeable and competent in the aviation profession.

~~*Master of Business Administration*~~

~~There is no particular previous course of study required to apply. However, a bachelor's degree in business administration, accounting, finance, or management will provide the strongest foundation for acceptance. Candidates who have not satisfied all undergraduate prerequisite course(s), may be required to complete the course(s) with the University at an additional cost.~~

Revisions:

Program-Specific Requirements

The University has additional admissions requirements for the following programs:

Master of Aviation Science

There is no particular previous course of study required to apply. The primary focus of the Master of Aviation Science degree is the professional who currently has experience within the aviation industry who wishes to receive a broader exposure in order to move into managerial and leadership positions. The program is structured to also enable professionals from outside the industry to become knowledgeable and competent in the aviation profession.

Corrections to page 114

Current Read:

Academic Information – Graduate Students

Satisfactory academic progress (SAP) is required of all students and is necessary in order to maintain eligibility for federal financial aid programs. The two components of satisfactory academic progress are the qualitative component (cumulative grade point average) and the quantitative component (earned credits divided by attempted credits or incremental completion rate). A student's progress will be evaluated at the end of each term or payment period to determine satisfactory academic progress. California Aeronautical University defines a payment period as a ten-week term. A student who does not meet the standards of SAP at any given evaluation point will be notified and placed on either financial aid warning/financial aid probation or be dismissed as a regular student.

Academic Year

For graduate programs, federal regulations require the University to define the academic year. Listed below are the definitions of each program's academic year.

Program	Credits Hours	Weeks
Master Degree Programs		
Master of Aviation Science	**24 Credits**	**30**
~~**Master of Business Administration**~~	~~**24 Credits**~~	~~**30**~~

Revisions:

Academic Information – Graduate Students

Satisfactory academic progress (SAP) is required of all students and is necessary in order to maintain eligibility for federal financial aid programs. The two components of satisfactory academic progress are the qualitative component (cumulative grade point average) and the quantitative component (earned credits divided by attempted credits or incremental completion rate). A student's progress will be evaluated at the end of each term or payment period to determine satisfactory academic progress. California Aeronautical University defines a payment period as a ten-week term. A student who does not meet the standards of SAP at any given evaluation point will be notified and placed on either financial aid warning/financial aid probation or be dismissed as a regular student.

Academic Year

For graduate programs, federal regulations require the University to define the academic year. Listed below are the definitions of each program's academic year.

Program	Credits Hours	Weeks
Master Degree Programs		
Master of Aviation Science	**24 Credits**	**30**

Corrections to page 117

Current Read:

Graduation Requirements

To be eligible for graduation, a student must complete each of his/her courses with a passing grade. Further, he/she must have earned at least a cumulative grade point average of 3.0 for the graduate program and have satisfactorily taken care of all obligations to the University.

To receive a graduate degree, a student must:

- Receive a passing grade for all required coursework.
- Achieve a minimum of a "C" for each course taken and a "B" (3.0) cumulative grade point average or above.
- Complete all coursework in no more than 150% of normal program length.

For students enrolling in the Master of Aviation Science program, the diploma for this program will read as: Master of Aviation Science. ~~For students enrolling in the Master of Business Administration program, the diploma for this program will read as: Master of Business Administration~~.

Revisions:

Corrections to page 117

Current Read:

Graduation Requirements

To be eligible for graduation, a student must complete each of his/her courses with a passing grade. Further, he/she must have earned at least a cumulative grade point average of 3.0 for the graduate program and have satisfactorily taken care of all obligations to the University.

To receive a graduate degree, a student must:

- Receive a passing grade for all required coursework.
- Achieve a minimum of a "C" for each course taken and a "B" (3.0) cumulative grade point average or above.
- Complete all coursework in no more than 150% of normal program length.

For students enrolling in the Master of Aviation Science program, the diploma for this program will read as: Master of Aviation Science.

Current Read:

Graduate Programs

Degree Program Listings

~~Master of Aviation Science~~

Master of Aviation Science ~~– Distance Education~~

~~Master of Business Administration~~

~~Master of Business Administration – Distance Education~~

The Master of Aviation Science ~~and Master of Business Administration program listed above is offered residentially and through distance education. The course content for both modes of delivery is the same.~~

California Aeronautical University may limit offering the master's degree program~~s~~ based on the number of students available to enter into a program.

Revisions:

Graduate Programs

Degree Program Listings

Master of Aviation Science

The Master of Aviation Science graduate degree program is offered through distance education only.

California Aeronautical University may limit offering the master's degree program based on the number of students available to enter into a program.

Corrections to page 121

Remove Section:

~~*Master of Business Administration*~~

~~Master's Degree~~	~~70 Instructional Weeks~~
~~C.I.P. Code 52.0201~~	~~Department of Labor Standard Occupational Classifications (SOC) Codes: 11-1021.00 General and Operations Managers; 11-2022.00 Sales Managers; 11-3011.00 Administrative Services Managers; 11-3071.01 Transportation Managers~~

~~The Master of Business Administration (MBA) degree program provides students with the knowledge, analytical, and interpersonal skills essential for assuming management positions in business, government, and non-profit entities that are global in scope. Students learn to achieve and maintain competitive advantage for their organizations through effective leadership and innovation in operations management, marketing, and human resources management, among other functional areas. The MBA program emphasizes 21st century business environment opportunities and challenges, as well as the critical importance of effective leadership to achieve organizational objectives. Among the distinguishing features of the program is the capstone project: Throughout the program students design a strategy and strategy implementation plan for the leaders of an organization that is selected at the start of their MBA program. Graduates may qualify for entry-level positions in operations, sales, business, security and loss preventions. Graduates with experience in these fields may qualify for entry-level management positions in these fields.~~

~~Number~~	~~Course Title~~	~~Clock~~	~~Credits~~
~~MBA 500~~	~~Organizational Behavior~~	~~40~~	~~4~~
~~MBA 510~~	~~Managerial Accounting~~	~~40~~	~~4~~
~~MBA 515~~	~~Business Law~~	~~40~~	~~4~~
~~MBA 520~~	~~Ethical and Regulatory Environments~~	~~40~~	~~4~~
~~MBA 530~~	~~Effective Leadership Skills~~	~~40~~	~~4~~
~~MBA 535~~	~~Entrepreneurship and Business Management~~	~~40~~	~~4~~
~~MBA 545~~	~~Marketing Management~~	~~40~~	~~4~~
~~MBA 550~~	~~Managerial Economics~~	~~40~~	~~4~~
~~MBA 555~~	~~Operations and Management Systems~~	~~40~~	~~4~~
~~MBA 560~~	~~Corporate Finance~~	~~40~~	~~4~~
~~MBA 565~~	~~International Markets~~	~~40~~	~~4~~
~~MBA 570~~	~~Human Resources Management~~	~~40~~	~~4~~
~~MBA 575~~	~~Management Information Systems~~	~~40~~	~~4~~
~~MBA 590~~	~~MBA Capstone Project~~	~~60~~	~~4~~
~~**Master's Degree Totals**~~		~~**580**~~	~~**56**~~

Corrections to page 122

Current Read:

Graduate Course Descriptions

Graduate Course Abbreviations

Master of Aviation Science (MAS)

~~Master of Business Administration (MBA)~~

Course Numbering System

California Aeronautical University uses the following course numbering systems:

500-599	Graduate Level Courses

Graduate standing is required for registration in 500 level courses.

Courses having prerequisites and co-requisites are listed with the course description in the catalog.

Not all courses are offered each term.

Revisions:

Graduate Course Descriptions

Graduate Course Abbreviations

Master of Aviation Science (MAS)

Course Numbering System

California Aeronautical University uses the following course numbering systems:

500-599	Graduate Level Courses

Graduate standing is required for registration in 500 level courses.

Courses having prerequisites and co-requisites are listed with the course description in the catalog.

Not all courses are offered each term.

Corrections to page 125

Remove Section:

~~*Master of Business Administration*~~

~~MBA 500 Organizational Behavior~~ ~~40 Hours, 4 Credit Hours~~

~~This course examines the roles of leaders, and their influence on culture and performance within an organization. Topics include the establishment of common values, employee motivation, group and team dynamics, conflict resolution, managing change and communication within an organization.~~

~~MBA 510 Managerial Accounting~~ ~~40 Hours, 4 Credit Hours~~

~~This course provides students with the tools necessary to apply accounting concepts to plan, control and evaluate business activities. Topics addressed include analysis and interpretation of financial data, developing and evaluating financial data and conducting cost benefit analyses.~~

~~Prerequisite: Undergraduate Accounting course~~

~~MBA 515 Business Law~~ ~~40 Hours, 4 Credit Hours~~

~~This course provides the student with a foundational knowledge of the legal issues that both start-up and established business enterprises face. With this knowledge, the student will more correctly assess an organization's need for competent legal advice from an experienced professional in matters of contracts, corporations, employment, insurance, intellectual property, international trade, leases, limited liability organizations, partnerships, and homeland security concerns. The purpose of this course is to expose the student to a select group of legal issues faced by the typical business in today's business environment. These issues include the following: the American legal system, business organizations, contracts, employment law, intellectual property law, and international law.~~

~~MBA 520 Ethical and Regulatory Environments~~ ~~40 Hours, 4 Credit Hours~~

~~This course is a study of ethical decision-making in a business and the regulatory context. Emphasis is placed on theory and practice in the identification, evaluation and achievement of ethical standards for interacting with co-workers, management of employees, and development and implementation of business strategy. The impact of the external regulatory environment on ethical decision making is also considered.~~

~~MBA 530 Effective Leadership Skills~~ ~~40 Hours, 4 Credit Hours~~

~~This course emphasizes the development of effective leadership skills, focusing on personal development and interpersonal skills. Students will examine the role of managers and leaders in establishing individual responsibility, aligning values, building consensus and meeting objectives. Students will evaluate their personal leadership style as well as that of a current or former employer.~~

~~MBA 535 Entrepreneurship and Business Management~~ ~~40 Hours, 4 Credit Hours~~

~~This course examines the creation of new business opportunities, which applies to startups, small businesses, and large companies. Emphasis is placed on new firms working with innovative products, how to make a small business profitable, and the management of new business units.~~

~~MBA 545 Marketing Management~~ ~~40 Hours, 4 Credit Hours~~

~~This course explores how companies make price and promotion decisions. Students will examine marketing opportunities including pricing strategies, customer communications, identifying advertising and promotion opportunities, market segmentation, competitive analysis, and pricing issues. Students will work in teams to develop a marketing plan for a selected business.~~

~~MBA 550 Managerial Economics~~ ~~40 Hours, 4 Credit Hours~~

~~This course applies economic theory to solve business problems related to costing, pricing, revenue prediction, budgeting, investment and consumer behavior. Students will learn to use economic information to make sound business decisions.~~

~~*Prerequisite: Undergraduate Economics course*~~

MBA 555 Operations and Management Systems 40 Hours, 4 Credit Hours

This course examines management strategies for strategic decision making, inventory and production control, forecasting and quality control as well as the design of effective planning, scheduling and resource control systems.

MBA 560 Corporate Finance 40 Hours, 4 Credit Hours

This course introduces students to concepts important to the financial success of a corporation. Students will examine the key financial concepts including sources of investment capital, corporate investment strategies, dividend policy, short and long- term planning and risk management.

Prerequisites: Managerial Accounting (MBA 510) and Managerial Economics (MBA 550)

MBA 565 International Markets 40 Hours, 4 Credit Hours

This course examines a variety of legal, political, cultural, economic, financial and environmental issues that must be considered when developing an international marketing strategy. Students will use this knowledge to develop a plan to market a selected good or service internationally.

Prerequisite: Marketing Management (MBA 545)

MBA 570 Human Resources Management 40 Hours, 4 Credit Hours

This course allows students to gain a more thorough understanding of important managerial considerations related to employee management, including selection, retention, workforce planning, as well as ethical and legal considerations in hiring, performance management and progressive discipline.

MBA 575 Management Information Systems 40 Hours, 4 Credit Hours

This course examines managerial and strategic functions of management information systems to support an organization's mission and strategic plan. Major points of emphasis will be information reporting, analysis of management information and strategic decision making.

MBA 590 MBA Capstone Project 60 Hours, 4 Credit Hours

Students will complete an independent research project approved by the instructor. Students will identify a business management challenge within an organization, research similar scenarios and solutions and develop a detailed solution proposal. Students will be required to provide weekly status reports and to prepare a final presentation to accompany the written project.

Prerequisites or Co-requisites: All required MBA program courses.

Tuition and Fee Schedule

The tuition and fees listed below are effective for students enrolling in programs on or after the date 1/02/2023. Student Tuition Recovery Fund (STRF) consists of fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars. Students are not assessed a cost for books or a tablet as these costs are included in the tuition cost below.

A student requesting the University to place a stop payment on a stipend check and re-issue an additional check will have their account assessed a $30 Stop Payment Fee. The student's account will be assessed a $30 Non-Sufficient Funds (NSF) fee for payments made by check and are returned for NSF. A 3% Convenience Fee will be added to payments made by credit card.

Program	QTR Charge per Cr.**	Cr.	Tuition	Flight***	Written Exams	Technology Fee	Application Fee*	STRF (CA Res. ONLY)*	Total Cost of Program
Masters:									
Master of Aviation Science	330.00	56	18,480	0	0	1,400	100	50	**$20,030**
Bachelor of Science:									
Aeronautics****	475.00	188	89,300	83,020	1,050	3,000	100	440	**$176,910**
Aviation Business Administration****	350.00	180	63,000	0	0	3,000	100	165	**$66,265**
Associate of Science:									
Aviation Maintenance Technology****	355.00	122	43,310	0	525	1,800	100	115	**$45,850**
Aviation Studies, Emphasis in Fixed-Wing****	490.00	111	54,390	68,420	1,050	1,800	100	315	**$126,075**
Aviation Studies, Emphasis in Rotorcraft – Helicopter****	490.00	111	54,390	77,642	875	1,800	100	337.50	**$135,144.50**
Diploma:									
Aviation Maintenance Technology	355.00	90	31,950	0	525	1,500	100	85	**$34,160**

**Nonrefundable Fees.*
*** Except for flight lab courses, students repeating a course will be charged by the amount of credits for the course at a rate of the "Quarter Charge per Credit" listed for the program.*
****Non-refundable after the initial enrollment cancellation period – Fight Costs are non-refundable after the initial enrollment cancellation period and students will be assessed a charge for any flight costs incurred. Flight costs listed above are estimated based on the FAA course hour minimums and are financially packaged based on an estimated course hour average determined by the University.*
*****Tuition and Fee costs are the same amounts for students enrolling in Residential and Distance Education programs.*

Flight Lab Rate Schedule	Cost Per Hour*
172S (Single-Engine)	$200.00
B55 (Multi-Engine)	$330.00
R22 Helicopter**	$280.00
R44 Helicopter	$535.00
Redbird SD	$50.00
Redbird MCX	$75.00
Frasca B58	$50.00
Platinum PHS	$150.00
Observation Ride Along	$0.00
Instructor Rate	$70.00

**Aircraft cost per hour rates are shown as wet rates (aircraft plus fuel). Due to fluctuation in aviation fuel costs, the University reserves the right to add a fuel surcharge, at any given time, to the published hourly rate.*
***The R22 helicopter is limited to an instructor and student payload of 389 pounds. Therefore, to complete the majority of flight training in the R22, the student must weigh less than 190 pounds (fully clothed).*

Tuition and Fee Schedule (cont.')

Check Ride Costs

FAA Examination Check Ride costs vary $800-$1400 (approximately). Payments are made directly to the examiner. Payments for these exams are the responsibility of the student. Some students may be eligible for federal or state financial aid assistance for these payments, but it is not guaranteed.

Note: Check Ride costs are covered by the Veteran's Administration for eligible servicemembers and included in the VA Flight Addendum.

Technology Fee

A $200.00 per term technology fee is assessed to every student. The fee is non-refundable after the initial enrollment cancellation period and provides students with access to the University's Wi-Fi services, software applications, student portal and/or other technology used to enhance learning.

Advanced Flight Planning (AER 099) Course Fee

The non-refundable Advanced Flight Planning course fee of $300 is charged to students enrolled into the course one time each calendar year. The fee will support the events or other supporting activities that the class objectives identify. This fee is non-Title IV funded, therefore, students enrolled in the course will pay by other non-Title IV funding sources such as a cash or credit card payment directly to the University.

Student Housing and Food Services

CAU has a Residence Hall including food services for students who choose to live on campus during their enrollment. Food service is mandatory and included in the housing costs for all students choosing to live on campus. Students will need to complete the CAU Standard Housing Agreement and acknowledge understanding of the Residence Life Housing Policies. Students must remain current on all housing charges to remain a resident on campus. Housing costs are charged by term and are contracted with each student per calendar year. The student housing costs include double or single occupancy housing, access to the Recreation Center, utilities, basic cable television, internet access, and nineteen (19) meals each week. Students will be notified in advance of any change in student housing costs but can expect annual increases.

A $200.00 housing deposit must be paid when executing the CAU Standard Housing Agreement. The deposit is fully refundable until the student occupies the dormitory. The deposit will be credited in full or as otherwise appropriate to the student's account after the student moves out and a room inspection is completed. Any and all repairs, repainting, trash removal, cleaning and/or other expenses that are attributed to restoring the room to its condition prior to tenancy will be deducted from the housing deposit.

Student Housing and Food Services	Cost Per Term
Double Occupancy	$2,650.00*
Single Occupancy *(limited number)*	$3,150.00*

**After the initial enrollment cancellation period, the cost per term is non-refundable per term. A Standard Housing Agreement will be executed each calendar year and changes applied per term. Costs are subject to change per calendar year.*

Period of Attendance

California Education Code §94909(a) requires California Aeronautical University to provide each prospective student the total charges for a period of attendance. A period of Attendance is the Academic Year defined by the program in the Catalog. The following charges are the same estimated cost as listed above:

	Total Charges by Period of Attendance			
Masters:	**Academic Year 1**	**Academic Year 2**	**Academic Year 3**	**Total**
Master of Aviation Science	8,670	8,520	2,840	**$20,030**

	Total Charges by Period of Attendance					
Bachelor of Science:	**Academic Year 1**	**Academic Year 2**	**Academic Year 3**	**Academic Year 4**	**Academic Year 5**	**Total**
Aeronautics	35,272	34,660	49,683	39,595	17,700	**$176,910**
Aviation Business Administration	13,465	13,200	13,200	13,200	13,200	**$66,265**

	Total Charges by Period of Attendance			
Associate of Science:	**Academic Year 1**	**Academic Year 2**	**Academic Year 3**	**Total**
Aviation Maintenance Technology	13,770	16,395	15,685	**$45,850**
Aviation Studies, Emphasis in Fixed-Wing	35,702	35,215	55,158	**$126,075**
Aviation Studies, Emphasis in Rotorcraft – Helicopter	37,955.50	52,802	44,387	**$135,144.50**

	Total Charges by Period of Attendance			
Diploma:	**Academic Year 1**	**Academic Year 2**	**Academic Year 3**	**Total**
Aviation Maintenance Technology	13,740	13,555	6,865	**$34,160**

Student Tuition Recovery Fund Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Academic Calendar

TERMS

2023		2024		2025		2026	
Term Starts	**Term Ends**	**Term Starts**	**Term Ends**	**Term Starts**	**Term Ends**	**Term Starts**	**Term Ends**
Monday	**Sunday**	**Monday**	**Sunday**	**Monday**	**Sunday**	**Monday**	**Sunday**
January 2	March 12	January 8	March 17	January 6	March 16	January 5	March 15
March 20	May 28	March 18	May 26	March 17	May 25	March 16	May 24
May 29	August 6	May 27	August 4	May 26	August 3	May 25	August 2
August 7	October 15	August 5	October 13	August 4	October 12	August 3	October 11
October 16	December 24	October 14	December 22	October 13	December 21	October 12	December 20

STUDENT HOLIDAYS

Holiday or Holiday Observed	2023	2024	2025	2026
New Year's Day	Sunday, January 1	Monday, January 1	Wednesday, January 1	Thursday, January 1
Martin Luther King Jr.'s Day	Monday, January 16	Monday, January 15	Monday, January 20	Monday, January 19
Presidents' Day	Monday, February 20	Monday, February 19	Monday, February 17	Monday, February 16
Spring Break	Monday, March 13 - Sunday, March 19	*No Scheduled Break*	*No Scheduled Break*	*No Scheduled Break*
Good Friday	Friday, April 7	Friday, March 29	Friday, April 18	Friday, April 3
Easter	Sunday, April 9	Sunday, March 31	Sunday, April 20	Sunday, April 5
Memorial Day	Monday, May 29	Monday, May 27	Monday, May 26	Monday, May 25
Independence Day	Tuesday, July 4	Thursday, July 4	Friday, July 4	Saturday, July 4
Labor Day	Monday, September 4	Monday, September 2	Monday, September 1	Monday, September 7
Veterans' Day	Saturday, November 11	Monday, November 11	Tuesday, November 11	Wednesday, November 11
Thanksgiving Holiday	Wednesday, November 22 - Friday, November 24	Wednesday, November 27 - Friday, November 29	Wednesday, November 26 - Friday, November 28	Wednesday, November 25 - Friday, November 27
Winter Break	Monday, December 25, 2023 - Sunday, January 7, 2024	Monday, December 23, 2024 - Sunday, January 5, 2025	Monday, December 22, 2024 - Sunday, January 4, 2026	Monday, December 21, 2026 - Sunday, January 3, 2027