



**AIM**

AVIATION INSTITUTE OF MAINTENANCE



**School Catalog**

**Fall 2022**

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# Letter From The President

## Introduction



Congratulations on your decision to pursue a higher education at Aviation Institute of Maintenance. Founded in 1969, our institution is steeped in a tradition of career education and workforce development. Our programs are designed with an experienced group of industry leaders to make sure that we are preparing students for today's workplace, and our campuses are custom-built to support budding professionals within the Aviation industry and the other fields that we serve.

I am particularly proud of our faculty, who will be teaching you over the following semesters of your education. Our faculty members are hand-selected from the field of aviation maintenance and other industries, and are seasoned veterans from the field for which you are preparing. In order to teach at AIM, faculty members must have years of professional work in business and industry. Your instructors throughout your program will bring wisdom, guidance, and practical scenarios directly from the airplane hangars, workshops, and other professional work environments in which they served, assuring that you will be prepared both theoretically and practically to become a professional within your chosen career field.

Our campuses benefit from relationships with national and international airlines, local maintenance facilities, repair shops, and other businesses who employ our graduates. As you near graduation, you will work one-on-one with a Career Services Coordinator who will help you explore job opportunities that fit your interest. I also think you'll appreciate our campus facilities, which include Veterans' resources, a Student Lounge, an innovative Learning Resource Center, a hands-on aircraft hangar that simulate the working environment, a variety of technological resources, and several other features that are designed for your success.

I'm glad you have chosen to join our academic community, and I look forward to watching you develop your career within our institution.

Welcome to Aviation Institute of Maintenance.

I hereby certify that the contents of this catalog are true and correct to the best of my knowledge.

A handwritten signature in black ink that reads "Gerald Yagen". The signature is written in a cursive, flowing style.

Sincerely,  
Gerald W. Yagen, President

# Table of Contents

<b>Introduction</b> . . . . .	<b>3</b>	<b>Tuition and Fees</b> . . . . .	<b>68</b>
Letter From The President . . . . .	<b>3</b>	Tuition . . . . .	<b>68</b>
Table of Contents . . . . .	<b>4</b>	Fees . . . . .	<b>68</b>
Mission Statement . . . . .	<b>6</b>	<b>Academic Calendar</b> . . . . .	<b>72</b>
Core Educational Objectives . . . . .	<b>7</b>	Class Schedules . . . . .	<b>72</b>
Institutional History . . . . .	<b>8</b>	Start and Graduation Dates . . . . .	<b>73</b>
Facilities . . . . .	<b>10</b>	<b>Student and Career Services</b> . . . . .	<b>75</b>
<b>Campus Facilities &amp; Locations</b> . . . . .	<b>10</b>	Career Services . . . . .	<b>75</b>
Office Hours . . . . .	<b>10</b>	Student Services . . . . .	<b>75</b>
Locations . . . . .	<b>14</b>	Academic Success . . . . .	<b>75</b>
Programs & Courses by Campus . . . . .	<b>32</b>	Community Resources . . . . .	<b>75</b>
Programs & Courses . . . . .	<b>34</b>	Services for Students with Disabilities . . . . .	<b>75</b>
Avocational Courses . . . . .	<b>60</b>	<b>General Policies and Procedures</b> . . . . .	<b>76</b>
<b>Admissions</b> . . . . .	<b>62</b>	Administrative Decisions . . . . .	<b>76</b>
General Requirements . . . . .	<b>62</b>	Attendance Policy . . . . .	<b>76</b>
Additional Requirements by Program . . . . .	<b>62</b>	Authentication Policy . . . . .	<b>76</b>
Online and Remote Learning . . . . .	<b>63</b>	Consumer Information . . . . .	<b>76</b>
International Admissions Requirements . . . . .	<b>63</b>	Dismissal . . . . .	<b>76</b>
Admissions Application Process . . . . .	<b>63</b>	Explanation of a Credit Unit . . . . .	<b>77</b>
Student Orientation . . . . .	<b>64</b>	Grading System . . . . .	<b>77</b>
Transfer of Credit Policy . . . . .	<b>64</b>	Graduation Requirements . . . . .	<b>78</b>
Application for Re-Enrollment . . . . .	<b>65</b>	Indemnification . . . . .	<b>78</b>
Cancellation . . . . .	<b>65</b>	Honors and Awards . . . . .	<b>78</b>
Financial Aid . . . . .	<b>66</b>	Leave of Absence . . . . .	<b>79</b>
Postponement . . . . .	<b>66</b>	Make-up Work . . . . .	<b>80</b>
Grants and Scholarships . . . . .	<b>66</b>	Military and Veteran Students . . . . .	<b>81</b>
Federal Loans . . . . .	<b>67</b>	Readmission Policy for Returning Military Service Members . . . . .	<b>82</b>
Military Veterans Debt-Free Program . . . . .	<b>67</b>	Refund Policies . . . . .	<b>83</b>
Rehabilitative Services . . . . .	<b>67</b>	Refund Policies By State . . . . .	<b>84</b>
		Repeat Policy . . . . .	<b>91</b>

# Table of Contents

Retention of Student Records . . . . .	91
Satisfactory Academic Progress . . . . .	91
Financial Aid Warning & Academic Probation Policy . . . . .	93
Student Portal . . . . .	93
Transcript Requests . . . . .	94
Technology Requirements for Online Courses	94
Emergency Weather Policy . . . . .	94
Withdrawal . . . . .	94
Student Rights and Responsibilities . . . . .	95
General Grievance Process . . . . .	95
Unresolved Academic and Administrative Grievances . . . . .	95
Disability Grievance Process . . . . .	97
Student Code of Conduct . . . . .	98
Conduct Related Grievance Process . . . . .	100
Notice of Non-Discrimination . . . . .	100
Title IX Anti Discrimination and Sexual Harassment Policy . . . . .	100
<b>Addendum</b> . . . . .	<b>104</b>
California Addendum . . . . .	104
Florida Addendum . . . . .	109
Georgia Addendum . . . . .	112
Illinois Addendum . . . . .	115
Indiana Addendum . . . . .	117
Missouri Addendum . . . . .	119
Nevada Addendum . . . . .	121
New Jersey Addendum . . . . .	124
North Carolina Addendum . . . . .	126
Pennsylvania Addendum . . . . .	128
Texas Addendum . . . . .	130
Virginia Addendum . . . . .	135
<b>Course Descriptions</b> . . . . .	<b>139</b>
Student Code of Conduct Addendum . . . . .	146



# Training Tomorrow's Technicians

## Mission Statement

Aviation Institute of Maintenance helps adult students gain the skills and attitudes necessary for a meaningful entry-level career position. We strive to be responsive to the needs of our students, as well as businesses, industries, and government. We are committed to high academic standards in all curricular offerings, and we are dedicated to providing the services that support our students' efforts to succeed.





# Introduction

## Core Educational Objectives

Aviation Institute of Maintenance is dedicated to the success of our students from the moment they enroll, through the academic process, and into their professional lives after graduation. Our core educational objectives guide our support of student success throughout the process.

- 1** We provide quality academic programs and student support services through innovative delivery methods, in order to support students' successful educational achievement, graduation, professional certification where applicable, and employment within today's marketplace.
- 2** We support graduates' transition into entry-level professional positions within their fields of study, encouraging them to positively influence their employers, their professional industry, and their local communities.
- 3** We rely upon experienced and engaging faculty to provide an excellent educational experience to a wide array of students, benefitting from the faculty's direct experience within the professional workplace.
- 4** We teach students to develop sound financial literacy and strong fiscal decision-making as they complete their academic programs, enter the workforce, and take control of their financial futures.
- 5** We encourage personal development, interpersonal skills, commitment to community, and personal ethics, so students grow to become not only more skilled professionals but also better human beings.

# Introduction

## Institutional History

Our organization was founded in 1969 as an agency dedicated to workforce development and career training. Founding President Gerald Yagen formed Employment Services, Inc. in Norfolk, Virginia to provide contemporary employment services to those in need of careers throughout Southeastern Virginia. His employment agency thrived through the 1970s, and in 1982, he founded The Electronics Institute of Technology, a post-secondary institution that provided electronics, computer, and office administration training to those seeking to enhance their career potential. In the mid-1980s, Inc. Magazine selected the organization as one of the 500 fastest growing privately held companies in America.

Though The Electronics Institute of Technology originally offered technological training for the contemporary office setting, the main campus moved to a larger facility in Virginia Beach in 1986 and began expanding its program offerings. The institution developed additional academic programs for educating students in health care, legal, business, computer networking, and other technical areas, and expanded to additional branch campuses in Norfolk and Newport News in 1987, as well as building a new Home Office location in Virginia Beach in 1988. Due to this expansion of technical program areas and locations throughout Southeastern Virginia, the school changed its name to Tidewater Tech in 1989, and added an additional branch location in Chesapeake in 1995.

1994

Aviation Institute of Maintenance acquired its first campus, currently in **Chesapeake, VA.**

1998

AIM acquired a campus at Briscoe Field in Lawrenceville, GA, which was relocated to **Duluth, GA** in 2010 to serve the Atlanta metropolitan area.

2001

AIM founded a campus at the Manassas Regional Airport and relocated it to expanded facilities in **Manassas, VA** in 2010.

2005

AIM acquired Aeronautical Institute of Technologies in the Dallas-Ft. Worth metropolitan area and relocated the school to **Irving, TX.**

1997

AIM acquired Quaker City Institute of Aviation near **Philadelphia, PA.** Originally established in 1946, the school was relocated to its current location at the Northeast Philadelphia Airport.

2000

AIM acquired Trans World Technical Academy in **Kansas City, MO** and relocated it to an expanded location in 2007.

2004

AIM acquired ATA Training Academy, originally founded in 1992, in **Indianapolis, IN.**

2006

AIM founded a campus at the Orlando Executive Airport and later expanded the campus in **Casselberry, FL.**

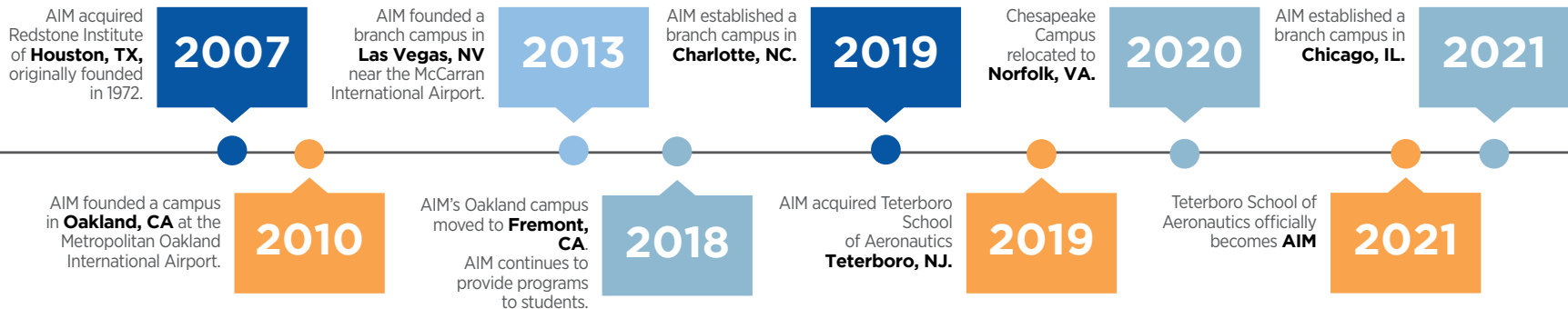


# Where It All Started

## Institutional History Continued

Mr. Yagen, the President of Aviation Institute of Maintenance, has a considerable history in the maintenance, repair, and operations of sophisticated aircraft, and in 1994, he acquired a school that prepared students for a career in aviation maintenance. Under the new corporate entity Technical Education Services, Inc., Tidewater Tech Aviation was first located near Norfolk International Airport. In January 2003, the school was renamed Aviation Institute of Maintenance, and the school relocated to Chesapeake in 2007. In 2019, AIM established a new branch campus in Charlotte, North Carolina and acquired Teterboro School of Aeronautics in Teterboro, New Jersey.

All campuses are certified by the Federal Aviation Administration (FAA) and accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The schools graduate hundreds of aviation maintenance technicians yearly. The President and Owner of Technical Education Services, Inc. is responsible for the school governance and designates this responsibility to the Campus Executive Directors of each of the local campuses.



# Facilities



## Campus Facilities & Locations

Each campus is custom-designed to serve the needs of students within the individual training programs offered at the campus. Each year, our Program Advisory Committees from all of the disciplines we serve survey our campus space, equipment, training aids, learning resource center, and all other aspects of the campus to provide input and guidance on the ways in which we can improve our learning space for students. Furthermore, our campuses are visited on an ongoing basis by the Federal Aviation Administration to assure that we are serving our students by maintaining high standards for space, equipment, technology, and campus life.

## Office Hours

Office hours are typically 8:00 a.m. to 5:00 p.m. Monday through Friday, except on company observed holidays. Hours may vary at each location.

## Learning Spaces

Each campus features authentic laboratory space to support our hands-on educational process, as well as contemporary classroom space to optimize the learning experience. Our campuses are Wi-Fi enabled, so students can learn with a variety of academic technologies (including the eBook technology by which students learn), and the technical laboratories are equipped with technical training aids similar to those used within the working environment.

Laboratory spaces are designed to accommodate student to faculty ratios of no more than 25:1. Computer laboratories provide internet access for students and all required learning materials. All buildings are air conditioned where appropriate, carpeted where appropriate, and lighted by modular fluorescent lighting systems. Buildings are accessible to those with physical limitations, including parking spaces designated as disability parking. Campuses are conveniently located by shopping centers, nearby restaurants, and public amenities.

# Beyond The Books

## Learning Resource Center (LRC)

The institution subscribes to the Library Information Resources Network (LIRN) for Internet library services. These services provide expansive online resources from the InfoTrac Search Bank, including:

- 1 Custom Newspapers including Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference, Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and Student Resource Center-Gold**
- 2 The Electronic Library (Selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast)**

## Learning Resource Center (LRC) Continued

Additionally, the campus' Learning Resource Center offers educational resources for research through computers with internet access and other media. Each campus also provides a variety of print publications as recommended by faculty and Program Advisory Committee members, based on the academic programs offered at the location.

## Veterans' Center and Student Lounge

Each campus offers a variety of spaces for students to use for recreation, relaxation, studying, and enjoying student life. Many campuses provide a Veterans' Center designed to promote a healthy learning experience for military veterans from all branches, offering comfortable furniture and veteran services to those who served our country. A student lounge is open to all students for relaxation between and after classes. Vending machines are available for student use. Smoking is not permitted in these areas or elsewhere in the school buildings, but smoking is permitted in designated areas outside the school building. This includes vaping and other related devices.







# Locations





# Opportunities Nationwide

## Atlanta, GA Metro Area

**2025 Satellite Pointe, Duluth, GA 30096  
(678) 377-5600**

The Duluth, GA campus is housed in a facility of approximately 100,000 square feet on 16 acres. The facility boasts 30 large classrooms, a large LRC to support students' needs, and three student break areas (inside and outside the building). There are also dedicated labs for avionics, advanced structures, welding and nondestructive testing courses. The aircraft hangar is approximately 61,000 square feet. Aircraft taxi space is available on site, as well as an indoor engine test cell for the testing of aircraft engines. There are 600 parking spaces for students, and the county bus system has a stop on the school property.



# Campus Locations

## Charlotte, NC

**7421 E. Independence Blvd., Charlotte, NC 28227  
(980) 785-0700**

The Charlotte, NC campus spans 51,000 square feet and includes 17 classrooms and a 20,000 square foot hangar facility. All classrooms are equipped with audio visual equipment. The hangar facility houses training aides, equipment, and aircraft to support training within the curriculum. A fully equipped computer lab and Learning Resource Center are available to provide the resources necessary for training. WiFi is provided throughout the school.

Our Charlotte Campus is a branch campus of Aviation Institute of Maintenance Indianapolis.

7251 W. McCarty Street, Indianapolis, IN 46241





# Campus Locations

## Chicago, IL

**3711 S. Ashland Avenue Chicago, IL 60609**  
**(872) 365-3500**

The Chicago Campus is housed in a building that was built in 2020 that contains 137,992 square feet of space. This area includes 30,250 square feet which houses 18 classrooms, a Computer Lab, Learning Resource Center, Veterans Center, Student Lounge, Student Services, Career Services, Financial Aid, Instructor Work Area, Reception, Admissions, and Campus Leadership offices. Additionally, a 32,000 square foot hangar houses airframe and powerplant lab areas, welding room, paint room, and aircraft for student projects. The remaining space is unfinished for future use by the campus.

*Our Chicago Campus is a branch campus of Aviation Institute of Maintenance Orlando.*





# Opportunities Nationwide

## Dallas, TX Metro Area

**400 E. Airport Freeway, Irving, TX 75062**  
**(214) 333-9711**

The Irving, Texas campus is housed in two buildings covering 55,000 square feet. Throughout the campus, a total of eighteen classrooms are available, a campus event center, a veterans center, avionics lab, and aircraft hangar workspace which also includes a tool room equipped with all the necessary tools for students learning while on campus. The campus learning resource center is in the main building and includes the campus's computer lab. The computer lab allows students to access FAA type databases and aircraft reference materials along with electronic digital library resources. The campus has a large student break area that is outfitted with vending machine services and microwave ovens for student usage. The college also has an on-site certified testing center where students can take their Federal Aviation Agency (FAA) written examinations.



# Campus Locations

## Fremont, CA

**420 Whitney Place, Fremont, CA 94539\***  
**(510) 553-9600**

The Fremont campus is housed in a facility of approximately 65,000 square feet. The school boasts 48,000 square feet of hangar space and 17,000 square feet of office and classrooms. The school's equipment includes multi-engine and single engine aircraft, airframes, turbine and piston engines and specially designed training aids. There are 21 classrooms, multiple indoor and outdoor student break areas including private study rooms, PSI FAA testing center, a Learning Resource System and 3 computer labs. It is conveniently located 1.2 miles from BART, 2 miles from the ACE train, and is easily accessible to both I-880 and I-680.

*\*Classes will be held at this location*





# Opportunities Nationwide

## Houston, TX

**7651 Airport Boulevard, Houston, TX 77061  
(713) 644-7777**

The Houston, TX campus includes 40,500 square feet of space and consists of large classrooms, student break area, and an FAA testing center. The primary hangar is approximately 18,000 square feet and contains classrooms, an electronics lab, and a tool room with specialty aviation equipment. A secondary lab area is approximately 3,400 square feet and is primarily dedicated to the powerplant segment of our curriculum. Over 21,000 square feet of laboratory space allows our students to hone their general, airframe, and powerplant skills.



# Campus Locations

## Indianapolis, IN

**7251 W. McCarty Street, Indianapolis, IN 46241  
(317) 243-4519**

The Indianapolis, IN campus is housed within a 32,000 square foot facility near the Indianapolis International Airport. The school's facilities include a shop with sample landing gear, brakes, struts, and tires; complimented by custom design aircraft mock-ups and training aids. The shop houses single engine, twin engine, high wing, low wing, fabric covered, rotary wing, and tri-gear configured aircraft. The campus includes 10 classrooms, a paint booth, a composite lab, a welding room, and a tool room equipped with all needed tools for students to borrow during their time on campus and a dedicated computer lab. An on-site computerized FAA testing center is offered for the convenience of our students.





# Opportunities Nationwide

## Kansas City, MO

**4100 Raytown Road, Kansas City, MO 64129**  
**(816) 753-9920**

The Kansas City campus is adjacent to the Truman Sports Complex and is housed in a 30,500 square foot campus on a 3.7-acre site. The campus includes six classrooms with separate computer and electronics laboratories, as well as an FAA testing center. The aircraft hangar is over 13,000 square feet of work area and includes all normal aviation shop utilities and equipment. Additionally, the site includes a large paved aircraft operating area where engines can be safely operated and ramp service performed.



# Campus Locations

## Las Vegas, NV

**5870 S. Eastern Avenue, Las Vegas, NV 89119  
(702) 798-5511**

The Las Vegas campus occupies 40,387 square feet, situated on nearly four acres of land with ample parking, located just off McCarran International Airport. The campus includes 14 lecture classrooms and an expansive hangar area as required by the FAA's Part 147 curriculum. The campus boasts the only helicopter maintenance program in the Las Vegas metro area and includes two rotary aircraft for this training.

Our Las Vegas Campus is a branch campus of Aviation Institute of Maintenance Atlanta.  
2025 Satellite Pointe, Duluth, GA 30096





# Opportunities Nationwide

## Norfolk, VA

**2329 E. Little Creek Road, Norfolk, VA 23518  
(757) 363-2121**

The Norfolk, VA Campus is housed in an 11-acre, 109,000 sq. ft. facility. Among its many amenities, the building boasts 2 separate hangars: one for airplanes and the other for powerplants. It also includes a separate engine room along with specific areas for welding, soldering and composites. The school's equipment includes multi-engine and single-engine aircraft, airframes, turbine and piston engines, a helicopter and specially designed training aids. Additionally, the facility offers the convenience of an on-site certified testing center where students can take their Federal Aviation Agency (FAA) written examinations.

All classrooms are equipped with Smart TV technology and WIFI is available for all students throughout the campus. There is a fully equipped computer lab and Learning Resource Center along with separate student lounge areas including a special area for our veteran population. The school also has a 13,000 sq. ft. gymnasium for student activities and community events. Along with the convenience of being less than 2 miles from Norfolk International Airport, there are also ample stores, restaurants and housing complexes available with easy access to public transportation.





# Campus Locations

## Orlando, FL Metro Area

**2725 S. U.S. Highway 17 92, Casselberry, FL 32707  
(407) 896-2800**

The Casselberry, FL campus offers over 42,000 square feet of space. The 18,000 square foot hangar is designated for multiple uses including teaching of lab skills to the students. The designated space used for the HVAC program is approximately 4,500 square feet that includes three classrooms that serve as labs for small projects and one large stand-alone lab approximately 14 X 20 that will allow for large projects such as of air compressors, air handlers, and running conduit for piping and electricity.





# Opportunities Nationwide

## Philadelphia, PA

**3001 Grant Avenue, Philadelphia, PA 19114  
(215) 676-7700**

The Philadelphia campus is located on the Northeast Philadelphia Airport and provides over 50,000 feet of instructional space within four buildings. The main 20,000 square foot facility houses administrative offices, 15 classrooms, the LRC, and student breakrooms. Two separate hangars totaling 28,000 square feet house single- and multi-engine aircraft, turbine and reciprocating aircraft engines, training aids, and dedicated labs for welding, painting, and composites. The city mass transit system has three bus stops along the property and multiple apartment complexes are within walking distance of the campus.



# Campus Locations

## Teterboro, NJ

**80 Moonachie Avenue, Teterboro, NJ 07608  
(201) 288-6300**

The school is located at Teterboro Airport, which is owned and operated by the Port Authority of New York and New Jersey. The school occupies a building on the airport of approximately 23,000 square feet containing classrooms, laboratories, and shop areas which house the materials and equipment necessary to conduct the school programs. The shop areas are ventilated and well-lit, and are supported by airconditioned classrooms, laboratories, computer room, a resource room, and a student lounge area. The equipment used in shops/labs consists of aircraft, aircraft engines, components, tools, mockups, and training aids required to meet the FAA requirements for a school approved for the training of AMTs.





# Opportunities Nationwide

## Northern Virginia

**10640 Davidson Place, Manassas, VA 20109  
(703) 257-5515**

The Manassas, Virginia Campus, located in Northern Virginia, spans 33,880 square feet, and includes 12 classrooms with an expansive hangar facility. All classrooms have WIFI and many have Smartboard Technology, along with audio visual equipment. The Campus boasts a variety of training aids and equipment; along with multi-engine and single-engine aircraft and composite, welding laboratory for student training. The campus also houses industry standard Nida equipment for avionics training. FAA testing for written exams is also offered on-site. For student convenience, the campus provides a student lounge, mini-market with beverages, sandwiches, snacks, microwaves, and refrigerators.









# Programs & Courses

## Programs & Courses by Campus

### Atlanta, GA Metro Area

Associate of Occupational Science Degree in Aviation Maintenance Technology †  
Aviation Maintenance Technician Certificate †  
Aviation Maintenance Technical Engineer Certificate †  
Avionics Technician Certificate †  
Combination Welding Certificate  
Professional Aviation Maintenance Certification\*

### Charlotte, NC

Aviation Maintenance Technician Certificate †  
Aviation Maintenance Technician - Internship Certificate  
Industrial Manufacturing Technician Diploma  
Professional Aviation Maintenance Certification\*

### Chicago, IL

Aviation Maintenance Technician Certificate

### Dallas, TX Metro Area

Aviation Maintenance Technician Certificate \*\* †  
Aviation Maintenance Technical Engineer Certificate \*\* †  
Aviation Maintenance Technician - Internship Certificate \*\*  
Heating, Ventilation, and Air Conditioning Certificate  
Maintenance Technician Certificate

### Fremont, CA

Aviation Maintenance Technician Certificate †  
Aviation Maintenance Technician - Internship Certificate  
Maintenance Technician Certificate  
Professional Aviation Maintenance Certification\*



### Houston, TX

Aviation Maintenance Technician Certificate \*\* †  
Aviation Maintenance Technical Engineer Certificate \*\*

### Indianapolis, IN

Associate of Applied Science Degree in Aviation Maintenance Technology  
Aviation Maintenance Technician Certificate †  
Maintenance Technician Certificate †  
Professional Aviation Maintenance Certification\*

### Kansas City, MO

Aviation Maintenance Technician Certificate †  
Maintenance Technician Certificate  
Professional Aviation Maintenance Certification\*





# The Destination

## **Philadelphia, PA**

Aviation Maintenance Technician Certificate †  
Aviation Maintenance Technician: Avionics Certificate  
Maintenance Technician Certificate  
Professional Aviation Maintenance Certification\*

## **Teterboro, NJ**

Aviation Maintenance Technician Certificate  
Airframe Maintenance Technician Certificate  
Powerplant Maintenance Technician Certificate  
Professional Aviation Maintenance Certification\*

## **Manassas, VA**

Aviation Maintenance Technician Certificate †  
Aviation Maintenance Technical Engineer Certificate  
Maintenance Technician Certificate  
Professional Aviation Maintenance Certification\*

*Not all programs available at all locations.*

*\*Course is avocational in nature and is not under the scope of ACCSC accreditation.*

*\*\*This program/course is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

*† Program is currently approved to offer via hybrid delivery and some online coursework may be utilized.*

## **Las Vegas, NV**

Aviation Maintenance Technician Certificate †  
Aviation Maintenance Technician – Helicopter Certificate  
Aviation Maintenance Technician - Internship Certificate  
Maintenance Technician Certificate  
Professional Aviation Maintenance Certification\*

## **Norfolk, VA**

Aviation Maintenance Technician Certificate †  
Aviation Maintenance Technician: Avionics Certificate  
Aviation Maintenance Technical Engineer Certificate  
Maintenance Technician Certificate  
Professional Aviation Maintenance Certification\*

## **Orlando, FL Metro Area**

Aviation Maintenance Technician Certificate †  
Aviation Maintenance Technical Engineer Certificate †  
Aviation Maintenance Technician - Internship Certificate  
Heating, Ventilation, and Air Conditioning Certificate  
Professional Aviation Maintenance Certification\*

# Programs & Courses

## Associate of Applied Science/Associate of Occupational Science in Aviation Maintenance Technology (AAS/AOS Degree)

**91 weeks/21 months**

The Associate of Applied Science/Associate of Occupational Science in Aviation Maintenance Technology program provides a graduate with the education and practical skills needed for a position in today's aviation industry. The program will provide the student a foundation of general education courses, technical skills, and aircraft systems knowledge. The degree program enhances critical thinking skills and provides the student with the opportunity to develop strong writing, mathematical, science, and communication skills, which may lead to greater opportunities for professional growth in the competitive aviation profession. Students learn the specialized skills necessary to work on structures, powerplants, aircraft systems, flight controlled systems, and engine systems, and become eligible and prepared for certification by the Federal Aviation Administration (FAA) as an Airframe and Powerplant (A&P) Mechanic.

While in school, students gain valuable hands-on experience in the hangar while studying the General, Airframe, and Powerplant subjects required by the FAA. During lab instruction, students are trained using FAA-approved equipment used throughout the aviation industry, and students learn to repair and maintain radial engines, reciprocating powerplants, modern turbo props, and jet engines. Students often work on carburetors, magnetos, turbo chargers, and other complex equipment found on aircraft.

The aviation industry, as well as other major repair and overhaul companies, desire not only the skills of our graduates, but also the professional skills, attention to detail, commitment to safety, ability to follow procedures and document processes, interpersonal soft skills, and critical thinking skills that we teach within the program. The program concludes with a Capstone course, which guides students in preparing for the FAA certification examinations.

**The educational and training objectives of the program include:**

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
- **Keeping records of maintenance and repair work and logs of all inspections, discrepancies, and replacements**
- **Conducting specified periodic inspections of engines and airframes**
- **Troubleshooting and diagnosing mechanical or electrical problems**
- **Inspecting or assisting in the inspection of completed work to ensure it meets the required performance standards**
- **Complying with applicable safety standards and guidelines**

COURSE NAME	CREDIT HOURS
BLK 101 General Science I: Math and General Physics	5.0
BLK 102 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 103 General Science III: Maintenance Operations and Records	5.0
BLK 104 General Science IV: Basic Electricity	4.5
BLK 105 Metallic Structures	4.5
BLK 106 Electrical, Navigational, and Communication Systems	4.5
BLK 107 Non-Metallic Structures	4.5
BLK 108 Aircraft Systems I	4.5
BLK 109 Aircraft Systems II	5.0
BLK 110 Airframe Assembly and Inspection	4.5
BLK 111 Aircraft Systems III	5.0
BLK 112 Reciprocating Engines	4.5
BLK 113 Turbine Engines	4.5
BLK 114 Powerplant Systems I	4.5
BLK 115 Powerplant Systems II	4.5
BLK 116 Aircraft Propellers and Inspections	4.5
BLK 117 AMT Capstone	4.0
*BLK 119 Crew Resource Management	5.0
GE 1312 Communications	3.0
GE 2302 Human Factors in Behavior and Performance	3.0
GE 2325 College Algebra	3.0
GE 2330 Physical Science	3.0
GE 2340 Logic and Ethics	3.0

**93 TOTAL**

\*This course is only available to graduates of other accredited A&P schools who can transfer in all 74 credits from their school, since these 74 credits are the equivalent of the 1900 hours of FAA content.

The GE courses are taught online via a Consortium Agreement with Centura College (Chesapeake).



# Programs & Courses

## Aviation Maintenance Technician

**91 weeks/21 months**

The Aviation Maintenance Technician (AMT) program prepares students for entry-level employment within the aviation maintenance industry. Students learn the specialized skills necessary to work on structures, powerplants, aircraft systems, flight controlled systems, and engine systems, and become eligible and prepared for certification by the Federal Aviation Administration (FAA) as an Airframe and Powerplant (A&P) Mechanic. The AMT program provides students with the proper knowledge and skill levels to earn employment as an aircraft mechanic, avionics technician, aircraft inspector, or other entry-level role related to the aviation maintenance field.

While in school, students gain valuable hands-on experience in the hangar while studying the General, Airframe, and Powerplant subjects required by the FAA. Instructors guide students through hours of hands-on training within our hangar and classrooms. During lab instruction, students are trained using FAA-approved equipment used throughout the aviation industry, and students learn to repair and maintain a variety of powerplants, including jet engines, turbo props, and reciprocating engines. Students often work on carburetors, magnetos, turbo chargers, and other complex equipment found on aircraft. Students are also trained to service, repair and overhaul aircraft components and systems, including the airframe, electrical systems, hydraulic systems, propellers, instrumentation, warning systems, and environmental systems.

The aviation industry, as well as other repair and overhaul companies, desire not only the technical skills of our graduates, but also the professional skills, attention to detail, commitment to safety, ability to follow procedures and document processes, and interpersonal soft skills that we teach within the program. The program concludes with a Capstone course, which guides students in preparing for the FAA certification examinations.

(This program is not under the purview of the Florida Commission for Independent Education, as it is regulated by the FAA.)

**The educational and training objectives of the program include:**

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
- **Keeping records of maintenance and repair work and logs of all inspections, discrepancies, and replacements**
- **Conducting specified periodic inspections of engines and airframes**
- **Troubleshooting and diagnosing mechanical or electrical problems**
- **Inspecting or assisting in the inspection of completed work to ensure it meets the required performance standards**
- **Complying with applicable safety standards and guidelines**

COURSE NAME	CREDIT HOURS
BLK 01 General Science I: Math and General Physics	5.0
BLK 02 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 03 General Science III: Maintenance Operations and Records	5.0
BLK 04 General Science IV: Basic Electricity	4.5
BLK 05 Metallic Structures	4.5
BLK 06 Electrical, Navigational, and Communication Systems	4.5
BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 09 Aircraft Systems II	5.0
BLK 10 Airframe Assembly and Inspection	4.5
BLK 11 Aircraft Systems III	5.0
BLK 12 Reciprocating Engines	4.5
BLK 13 Turbine Engines	4.5
BLK 14 Powerplant Systems I	4.5
BLK 15 Powerplant Systems II	4.5
BLK 16 Aircraft Propellers and Inspections	4.5
BLK 17 AMT Capstone	4.0
<b>*78 TOTAL</b>	

\*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 2,040 clock hours.



# Programs & Courses

## Aviation Maintenance Technician: Avionics

**91 weeks/21 months**

The Aviation Maintenance Technician: Avionics (AMTA) program prepares students for entry-level employment within the aircraft maintenance and avionics industry. Students learn the specialized skills necessary to work on structures, aircraft systems, flight and instrument controlled systems, electronic and digital systems, and become eligible and prepared for certification. The AMTA program provides students with the proper knowledge and skill levels to earn employment as an aircraft mechanic, avionics technician, electronics technician, aircraft inspector, or other entry-level role related to the aviation maintenance and avionics field.

While in school, students gain valuable hands-on experience in the hangar and avionics trainers while studying the general and airframe subjects required by the FAA, as well as the electronics and avionics subjects needed to test for the Aircraft Electronics Technician's certification and CertTEC exams. Instructors guide students through hours of hands-on training within our hangar and classrooms. Students are also trained to service, repair, and overhaul aircraft components and systems, including the airframe, electrical systems, hydraulic systems, integrated and logic circuits, data conversion systems, microprocessors, data buses, multiplexing, fiber optics, instrumentation, warning systems, and environmental systems.

The aviation and avionics industry, as well as other major repair and overhaul companies, desire not only the technical skills of our graduates, but also the professional skills, attention to detail, commitment to safety, ability to follow procedures and document processes, and interpersonal soft skills that we teach within the program. The program includes two Capstone courses, which guide students in preparing for and passing the General FAA written exam and the Aircraft Electronics Technician and CertTEC certification examinations.

**The educational and training objectives of the program include:**

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
- **Keeping records of maintenance and repair work and logs of all inspections, discrepancies, and replacements**
- **Conducting specified periodic inspections of engines and airframes**
- **Troubleshooting and diagnosing mechanical or electrical problems**
- **Inspecting or assisting in the inspection of completed work to ensure it meets the required performance standards**
- **Complying with applicable safety standards and guidelines**

## COURSE NAME

## CREDIT HOURS

BLK 01 General Science I: Math and General Physics	5.0
BLK 02 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 03 General Science III: Maintenance Operations and Records	5.0
BLK 04 General Science IV: Basic Electricity	4.5
BLK 05 Metallic Structures	4.5
BLK 06 Electrical, Navigational, and Communication Systems	4.5
BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 09 Aircraft Systems II	5.0
BLK 10 Airframe Assembly and Inspection	4.5
BLK 11 Aircraft Systems III	5.0
BLK 17 AMT Capstone	4.0
AMTA 201 Math, Physics, and Basic Electronics for Aircraft Technicians	5.0
AMTA 202 Electronic Fundamentals	4.5
AMTA 203 Digital Techniques and Electronic Instrument Systems	4.5
AMTA 204 Electronic Cables & Connectors, Communications/Navigation	4.5
AMTA 205 Aviation Maintenance Technology: Avionics Capstone	4.0

**\*78 TOTAL**

\*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 2,040 clock hours.



# Programs & Courses

## Aviation Maintenance Technical Engineer

**116 weeks/27 months**

The Aviation Maintenance Technical Engineer (AMTE) program trains the student on subjects ranging from the basic theories of flight to advanced electronic systems on modern aircraft. The student will receive classroom instruction and hands-on experience in a wide range of subjects such as sheet metal and composite fabrication and repair, hydraulics, avionics and communications, piston and turbine engines, and other systems.

AMTE graduates receive the entry-level skills to maintain and repair aircraft airframe, powerplant, and avionics systems. The program prepares the graduate with the knowledge and skills required to pass the FAA tests and obtain a mechanic certificate with Airframe and Powerplant ratings. Graduates will also have prepared to take the Aircraft Electronics Technician's certification and CertTEC exams. The AMTE graduate will then be prepared for a number of careers in the field of aviation, such as Aircraft Mechanic, Avionics Technician, Inspector, Installer, Parts Manager, and Service Technician. These career opportunities may be found throughout the U.S. and around the world.

(This program is not under the purview of the Florida Commission for Independent Education, as it is regulated by the FAA.)

**The educational and training objectives of the program include:**

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
- **Keeping records of maintenance and repair work and logs of all inspections, discrepancies, and replacements**
- **Conducting specified periodic inspections of engines and airframes**
- **Troubleshooting and diagnosing mechanical or electrical problems**
- **Inspecting or assisting in the inspection of completed work to ensure it meets the required performance standards**
- **Complying with applicable safety standards and guidelines**



COURSE NAME	CREDIT HOURS
BLK 01 General Science I: Math and General Physics	5.0
BLK 02 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 03 General Science III: Maintenance Operations and Records	5.0
BLK 04 General Science IV: Basic Electricity	4.5
BLK 05 Metallic Structures	4.5
BLK 06 Electrical, Navigational, and Communication Systems	4.5
BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 09 Aircraft Systems II	5.0
BLK 10 Airframe Assembly and Inspection	4.5
BLK 11 Aircraft Systems III	5.0
BLK 12 Reciprocating Engines	4.5
BLK 13 Turbine Engines	4.5
BLK 14 Powerplant Systems I	4.5
BLK 15 Powerplant Systems II	4.5
BLK 16 Aircraft Propellers and Inspections	4.5
BLK 17 AMT Capstone	4.0
AMTA 201 Math, Physics, and Basic Electronics for Aircraft Technicians	5.0
AMTA 202 Electronic Fundamentals	4.5
AMTA 203 Digital Techniques and Electronic Instrument System	4.5
AMTA 204 Electronic Cables & Connectors, Communications/Navigation	4.5
AMTA 205 Aviation Maintenance Technology: Avionics Capstone	4.0
<b>*100.5 TOTAL</b>	

\*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 2,640 clock hours.



# Programs & Courses

## Aviation Maintenance Technical Engineer (Texas Campuses Only)

### 111 weeks/26 months

The Aviation Maintenance Technical Engineer (AMTE) program takes the student through the basics of flight and into the technological advances for the world of aviation. The course of study takes the student through the hands on techniques and knowledge in such areas as composite fabrication and repair, sheet metal, hydraulics, pneumatics, instrumentation, landing gear, piston and turbine engines, to include the various aircraft systems. The student learns the intricacies of the entire aircraft as each system is dissected for deeper understanding. Students will gain the skills to properly and efficiently troubleshoot and repair aircraft systems as they relate to fixed wing aircraft and rotary aircraft.

The program blends aircraft electrical systems into more advanced aircraft electronics (avionics) and troubleshooting. Students prepare to take the Federal Communications Commission (FCC) test for their Element One and Element Three License or the GROL (The General Radiotelephone Operators License), as well as the FAA Airframe and Powerplant Certification.

Aviation Maintenance Technical Engineer graduates receive the entry-level skills to maintain and repair aircraft engine systems, airframes, and avionics systems enabling the graduate to be a success in the expanding field of aviation. This training prepares the student with the proper knowledge and skill levels required to pass the tests administered by the Federal Aviation Administration (FAA) and the Federal Communications Commission (FCC) to gain entry-level employment in careers as an Airframe and Powerplant (A&P) Mechanic, Aviation Maintenance Technician, Avionics Technician, Inspector, Installer, Parts Manager, or Service Technician. The graduate will find these career opportunities throughout the U.S. and

the world in the areas of aircraft manufacturing; charter, corporate, or commercial airlines; the U.S. Government; or in the general aviation sector. The more recognizable career opportunities are in regional air carriers, general aviation, manufacturers, industrial trades, and the U.S. government. The student will be able to service, repair, and overhaul aircraft components and systems, including the airframe, piston engines, turbine engines, electrical systems, avionics systems, hydraulic systems, propellers, instrumentation, warning, and environmental systems.

#### The educational and training objectives of the program include:

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
- **Keeping records of maintenance and repair work and logs of all inspections, discrepancies, and replacements**
- **Conducting specified periodic inspections of engines and airframes**
- **Troubleshooting and diagnosing mechanical or electrical problems**
- **Inspecting or assisting in the inspection of completed work to ensure it meets the required performance standards**
- **Complying with applicable safety standards and guidelines**

COURSE NAME	CREDIT HOURS
BLK 01 General Science I: Math and General Physics	5.0
BLK 02 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 03 General Science III: Maintenance Operations and Records	5.0
BLK 04 General Science IV: Basic Electricity	4.5
BLK 05 Metallic Structures	4.5
BLK 06 Electrical, Navigational, and Communication Systems	4.5
BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 09 Aircraft Systems II	5.0
BLK 10 Airframe Assembly and Inspection	4.5
BLK 11 Aircraft Systems III	5.0
BLK 12 Reciprocating Engines	4.5
BLK 13 Turbine Engines	4.5
BLK 14 Powerplant Systems I	4.5
BLK 15 Powerplant Systems II	4.5
BLK 16 Aircraft Propellers and Inspections	4.5
BLK 17 AMT Capstone	4.0
AVTBLK 01 Direct Current and Circuits	5.0
AVTBLK 02 Alternating Current and Electronic Control Devices	5.0
AVTBLK 03 Aircraft Communications and Navigation	5.0
AVTBLK 04 Autopilot and Flight Director Systems	5.0
<b>*98 TOTAL</b>	

\*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 2,520 clock hours.



# Programs & Courses

## Aviation Maintenance Technician - Helicopter

**111 weeks/26 months**

The Aviation Maintenance Technician - Helicopter (AMTH) program prepares students for entry-level employment within the aviation maintenance industry. Students learn the specialized skills necessary to work on structures, powerplants, aircraft systems, rotorcraft, flight controlled systems, and engine systems, and specific aspects of helicopter maintenance. Graduates are eligible and prepared for certification by the Federal Aviation Administration (FAA) as an Airframe and Powerplant (A&P) Mechanic. The program provides students with the proper knowledge and skill levels to earn employment as an aircraft mechanic, helicopter mechanic, avionics technician, aircraft inspector, or other entry-level role related to the aviation maintenance field.

While in school, students gain hands-on experience in the hangar while studying the General, Airframe, and Powerplant subjects required by the FAA. During lab instruction, students are trained using FAA-approved equipment used throughout the aviation industry, and students learn to repair and maintain a variety of powerplants, including jet engines, turbo props, and reciprocating engines, and the upper-level courses focus on rotary aircraft and helicopter maintenance. Students often work on carburetors, magnetos, turbochargers, and other complex equipment found on aircraft. Students are also trained to service, repair and overhaul aircraft components and systems, including the airframe, electrical systems, hydraulic systems, propellers, instrumentation, warning systems, and environmental systems.

**The educational and training objectives of the program include:**

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
- **Keeping records of maintenance and repair work and logs of all inspections, discrepancies, and replacements**
- **Conducting specified periodic inspections of engines and airframes**
- **Troubleshooting and diagnosing mechanical or electrical problems**
- **Inspecting or assisting in the inspection of completed work to ensure it meets the required performance standards**
- **Complying with applicable safety standards and guidelines**

COURSE NAME	CREDIT HOURS
BLK 01 General Science I: Math and General Physics	5.0
BLK 02 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 03 General Science III: Maintenance Operations and Records	5.0
BLK 04 General Science IV: Basic Electricity	4.5
BLK 05 Metallic Structures	4.5
BLK 06 Electrical, Navigational, and Communication Systems	4.5
BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 09 Aircraft Systems II	5.0
BLK 10 Airframe Assembly and Inspection	4.5
BLK 11 Aircraft Systems III	5.0
BLK 12 Reciprocating Engines	4.5
BLK 13 Turbine Engines	4.5
BLK 14 Powerplant Systems I	4.5
BLK 15 Powerplant Systems II	4.5
BLK 16 Aircraft Propellers and Inspections	4.5
BLK 17 AMT Capstone	4.0
AMHBLK 01 Rotary Wing Familiarization	5.0
AMHBLK 02 Preventative Maintenance	5.0
AMHBLK 03 Helicopter Propulsion Systems	5.0
AMHBLK 04 Helicopter Main Rotor Systems	5.0
<b>*98 TOTAL</b>	

\*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 2,520 clock hours.



# Programs & Courses

## Aviation Maintenance Technician - Internship

**96 weeks/23 months**

The Aviation Maintenance Technician - Internship (AMTI) program is designed to provide our students not only with the knowledge and skills needed to excel in their chosen career field as an AMT or Service Technician, but also an authentic extended training experience within a working maintenance environment. This training prepares our students with the proper knowledge and skill sets required to pass the Federal Aviation Administration (FAA) written, oral, and practical exams required of mechanic certification with airframe and powerplant ratings and prepares them for an exciting career as an A&P Mechanic, AMT, or a variety of aviation positions. The training can qualify the graduate for several related opportunities such as Avionics Technician, Inspector, Installer, Parts Manager, or Service Technician and it provides real world working experience with its internship offering.

All instructors teaching A&P courses are fully FAA Certificated Airframe and/or Powerplant Mechanics that have years of practical experience maintaining a long list of highly complex aircraft. The curriculum taught by the school relies greatly on many hours of actual hands on training in the shop areas. During this lab instruction, students are trained using much of the equipment utilized throughout the aircraft industry. They are taught on aircraft engines ranging from the earlier used radials, to opposed reciprocating powerplants, modern turbo props, and turbofan/turbojet engines. Students work on carburetors, magnetos, turbo chargers, and other complex equipment commonly found on aircraft.

The Aviation Maintenance Technician - Internship program requires 150 hours of both classroom and hands-on practical training allowing students the ability to apply the skills and competencies learned in the classroom and laboratory to an authentic maintenance environment. Under the supervision of a site supervisor and/or campus coordinator, students will practice and sharpen the maintenance techniques they have studied throughout their chosen course of study on-site at an occupational location. The externship coordinator meets with the site supervisor and reviews the syllabus, the externship agreement and also the skills check off list. Mastery of skills are assessed throughout the course and include project completion with the skill set checklist and on-site evaluations/observation

reflecting successful completion of the externship objectives. The Externship Coordinator has extensive practical work experience as well as instructional classroom experience. The Externship Coordinator oversees all aspects of the student externship to include the selection of the site, random weekly on-site visits and on-going communication with the site supervisor. At the completion of the externship, the Externship Coordinator has a debriefing session. This includes reviewing student evaluations, comments from the site supervisor and any input the student may have.

AMTs are certificated by the FAA and work for a variety of industries that require highly skilled technicians. The most recognized among these are major and regional air carriers, general aviation maintainers, manufacturers, industrial trades, and the U.S. government. They are trained to service, repair and overhaul aircraft components and systems, including the airframe, piston engines, turbine engines, electrical systems, hydraulic systems, propellers, instrumentation, warning and environmental systems. This career requires someone who has a desire to work with tools, an appreciation of craftsmanship, and a desire to continually learn while accepting new challenges.

### The educational and training objectives of the program include:

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
- **Keeping records of maintenance and repair work and logs of all inspections, discrepancies, and replacements**
- **Conducting specified periodic inspections of engines and airframes**
- **Troubleshooting and diagnosing mechanical or electrical problems**
- **Inspecting or assisting in the inspection of completed work to ensure it meets the required performance standards**
- **Complying with applicable safety standards and guidelines**

COURSE NAME	CREDIT HOURS
BLK 01 General Science I: Math and General Physics	5.0
BLK 02 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 03 General Science III: Maintenance Operations and Records	5.0
BLK 04 General Science IV: Basic Electricity	4.5
BLK 05 Metallic Structures	4.5
BLK 06 Electrical, Navigational, and Communication Systems	4.5
BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 09 Aircraft Systems II	5.0
BLK 10 Airframe Assembly and Inspection	4.5
BLK 11 Aircraft Systems III	5.0
BLK 12 Reciprocating Engines	4.5
BLK 13 Turbine Engines	4.5
BLK 14 Powerplant Systems I	4.5
BLK 15 Powerplant Systems II	4.5
BLK 16 Aircraft Propellers and Inspections	4.5
BLK 17 AMT Capstone	4.0
AMTI 201 Advanced Occupational Theory	3.5
AMTI 202 Occupational Externship	1.5
<b>*83 TOTAL</b>	

\*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, and the two AMTI courses add 147 hours, for a total of 2,187 clock hours.



# Programs & Courses

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## Avionics Technician

### 27 weeks/7 months

Upon graduation, the student will be qualified for an entry-level position in the field of avionics and electronics. This career offers opportunities in the United States or overseas working for the aircraft manufacturers, charter or corporate aircraft fleet, airlines, general aviation, or the U.S. Government. Other areas utilizing avionics, electrical and electronics technicians include the automotive, elevator, railroad, and manufacturing industries.

The Avionics Technician (AVT) program is designed to prepare the student who has had some training or experience in aircraft maintenance and/or electronics repair for career opportunities ranging from aircraft electricity to aviation electronics systems troubleshooting and repair. After learning the basics of analog and digital electronics, the student is taught more advanced aspects of the aviation electronics field and how they relate to a position in this technical industry. The student learns to perform duties utilizing standard test equipment such as the oscilloscope, voltmeter, function generators, avionics flight line diagnostics equipment, and similar electronics test equipment essential for troubleshooting aircraft systems. Students are instructed how to read schematic drawings and logic diagrams in order to diagnose, repair, and replace a range of electronic devices.

Throughout the program, emphasis is placed on job-related skills in avionics maintenance and troubleshooting. This includes the installation, operation, troubleshooting, and replacement of avionics equipment such as fuel quantity systems, transponders, communication receivers, distance measuring equipment, transceivers, satellite navigation systems, automatic direction finders, autopilot and flight directors. Students prepare for the electronics and avionics subjects needed to test for the Aircraft Electronics Technician's certification and CertTEC exams.



COURSE NAME	CREDIT HOURS
AMTA 201 Math, Physics, and Basic Electronics for Aircraft Technicians	5.0
AMTA 202 Electronic Fundamentals	4.5
AMTA 203 Digital Techniques and Electronic Instrument Systems	4.5
AMTA 204 Electronic Cables & Connectors, Communications/Navigation	4.5
AMTA 205 Aviation Maintenance Technology: Avionics Capstone	4.0
<b>*22.5 TOTAL</b>	

\*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 600 clock hours.



# Programs & Courses

## Combination Welding

### 33 Weeks / 8 Months

The Combination Welding diploma program teaches the fundamentals of welding, which includes the preparation and joining of pieces of metal into machine parts and other equipment. This program provides students with the ability to gain knowledge and skills necessary for entry-level employment in a career that utilizes metal fabrication and repair.

Students have the opportunity to obtain industry competencies in shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux core arc welding (FCAW), and gas tungsten arc welding (GTAW). The program allows students to become proficient at blueprint reading, plasma and oxy-fuel cutting, measurement, and cylinder safety. Students also learn skills associated with career success, such as effective communication, listening skills, time management, problem solving, and organizational skills.

Students meet the following educational and training objectives upon completion of the program:

#### The educational and training objectives of the program include:

- **Recognize possible safety hazards in the welding shop or other work environments**
- **Describe the operation of each welding and cutting process**
- **List and identify the components of a shielded metal arc welding station**

- **Select the proper welding power source, polarity, shielding gas, flow rate, tungsten electrode type, diameter, nozzle size, and filler metal required to produce an acceptable weld using the GTAW process**
- **Setup, adjust, and operate various types of SMAW welding machines**
- **Identify the various types of shielding gases used for GMAW and understand how they affect the shape and penetration of the completed welds**
- **Properly assemble and adjust the equipment required to produce an acceptable weld using the GMAW and FCAW processes**
- **Name the various types of shielding gases used in GTAW, describe their characteristics, and evaluate their effectiveness**
- **Identify and specify the type of electrode used for GTAW, referring to the tables provided in the book and using the AWS electrode classification system**

Students have the opportunity to obtain the Combination Welding certifications below:

- **Occupational Safety and Health Administration (OSHA) 10-Hour Safety Certification**
- **American Welding Society (AWS) Vertical (3G) and Overhead (4G) Certification**

COURSE NAME	CREDIT HOURS
WES 1161 Fundamentals of Modern Welding	4.0
WES 1181 Shielded Metal Arc Welding Flat and Horizontal	4.0
WES 1201 Shielded Metal Arc Welding Vertical	4.0
WES 1221 Shielded Metal Arc Welding Overhead	4.0
WES 1241 Gas Metal Arc Welding & Flux Core Arc Welding Processes	4.0
WES 1261 Special Cutting and Gas Tungsten Arc Welding	4.0
<b>*24 TOTAL</b>	

\*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 1,080 clock hours.



# Programs & Courses

## Heating, Ventilation, and Air Conditioning

### 48 weeks/12 months

The Heating, Ventilation, and Air Conditioning (HVAC) program provides students with the technical skills necessary for entry-level employment in the air-conditioning and refrigeration industry. This program explains typical HVAC systems followed by practical hands-on competencies for the three areas of HVAC: mechanical, electrical, and airflow systems, including extensive troubleshooting of each area.

Areas of study include air-conditioning fundamentals, electrical theory, refrigerants, heat pumps, heating systems, icemakers, ice cream machines, refrigeration equipment, specialty tools, commercial water-cooled air-conditioning systems, brazing and soldering techniques, and psychometrics.

Students will have the opportunity to complete HVAC certifications, including the Occupational Safety and Health Administration (OSHA) 10-Hour Safety Certification and Environmental Protection Agency (EPA) Section 608 Refrigerant Transition Certification.

#### The educational and training objectives of the program include:

- Describe the basic refrigeration cycle
- List procedures used for bending copper tubing
- Discuss procedures used for soldering and brazing tubing
- Describe a standing pressure test
- Explain how magnetism is used to produce electricity
- State the difference between alternating current and direct current
- List the units of measurement for electricity
- Describe the various types of motor applications
- Describe the different types of open single-phase motors used to drive fans, compressors, and pumps
- Trace the circuitry in a diagram of an electric forced-air furnace
- Perform basic troubleshooting of electrical problems in an electric-forced air furnace
- Define high- and low-temperature refrigeration
- Describe the differences between the operating characteristics of water-cooled and air-cooled systems
- Identify types of duct system installations
- Describe the installation of metal duct
- List and briefly explain the five diagnostic tests of a residential energy audit
- Discuss health and safety issues as they relate to indoor air quality for energy audits
- Troubleshoot mechanical problems on an air-to-air heat pump
- Troubleshoot electrical problems on an air-to-air heat pump
- Troubleshoot Air Flow problems on an air-to-air heat pump
- Calculate the standard operating discharge pressures at various ambient conditions
- Select the correct instruments for troubleshooting electrical problems in an air-conditioning system
- Check the line and low-voltage power supplies
- Troubleshoot basic electrical problems in an air conditioning system
- List different types of chilled-water air-conditioning systems
- Describe the operation of a centrifugal compressor in a high-pressure chiller

COURSE NAME	CREDIT HOURS
RHVS 100 Air Conditioning and Refrigeration I	4.0
RHVS 115 Air Conditioning and Refrigeration Controls I	4.0
RHVS 117 Air Conditioning and Refrigeration Controls II	4.0
RHVS 124 Heating Systems	4.0
RHVS 132 Commercial Air Conditioning and Refrigeration	4.0
RHVS 141 Comfort and Psychometrics	4.0
RHVS 156 Heat Pumps	4.0
RHVS 186 Advanced Troubleshooting and Service	4.0
RHVS 192 Air Conditioning and Refrigeration II	4.0
<b>*36 TOTAL</b>	

\*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 1,080 clock hours.

The course numbering system is an 7-digit system, where the first four letters are the subject code, the fifth digit is for instructional level, and the sixth and seventh digits are that of the course number (anything from 00-99), i.e. RHVS 100 is as follow; RHVS is for the Heating, Ventilation and Air Conditioning (HVAC which is the program name), 1 is the instructional level of the non-degree program, and 00 is of the course number.

DALLAS CAMPUS ONLY	CREDIT HOURS
HVAC 100 Air Conditioning and Refrigeration I	5.0
HVAC 115 Air Conditioning and Refrigeration Controls I	5.0
HVAC 117 Air Conditioning and Refrigeration Controls II	5.0
HVAC 124 Heating Systems	5.0
HVAC 132 Commercial Air Conditioning and Refrigeration	5.0
HVAC 141 Comfort and Psychometrics	5.0
HVAC 156 Heat Pumps	5.0
HVAC 186 Advanced Troubleshooting and Service	5.0
HVAC 192 Air Conditioning and Refrigeration II	5.0
<b>*45 TOTAL</b>	



# Programs & Courses

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## Maintenance Technician

### 65 weeks/15 months

The Maintenance Technician program draws from the core coursework in professional maintenance to focus on the main job-skills of troubleshooting, inspecting, checking, servicing, repairing and fabricating with a continual emphasis on professional work documentation. Students are introduced to electricity, surfaces and controls, transportation structures, power systems, hydraulics, and electrical control systems with additional focused training that will lead to entry in occupations such as welder, industrial pneumatic and hydraulic system maintainer, air conditioning system installer, electric motor and control applications designer, 3-d printer, communication systems specialist, and sustainable energy system technician. The student is additionally guided in following process procedures and ensuring a safe and compliant working environment, as they develop the skills desired of a maintenance professional.

The program's specialized instruction leads to entry in diverse work settings designated as essential within the maintenance industry local to the campus. Targeted by the campus with guidance from employers, these settings include transportation, robotics, commercial buildings, and real estate, large and small engine repair, automotive repair, and many other. All program electives include the Occupational Safety and Health Administration (OSHA) 10 hour general safety online certification.

COURSE NAME	CREDIT HOURS
BLK 01 General Science I: Math and General Physics	5.0
BLK 02 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 03 General Science III: Maintenance Operations and Records	5.0
BLK 04 General Science IV: Basic Electricity	4.5
BLK 05 Metallic Structures	4.5
BLK 06 Electrical, Navigational, and Communication Systems	4.5
BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 11 Aircraft Systems III	5.0
BLK 12 Reciprocating Engines	4.5
BLK 13 Turbine Engines	4.5

**Students will take one of the following Elective Courses:**

CMT 10 Industrial Pneumatic and Hydraulic Systems	4.0
CMT 12 Related Structural and Pipe Welding	4.0
CMT 13 Programmable Logic Controls	4.0
CMT 14 Air Conditioning Systems	4.0
CMT 15 Electrical Motors and Controls	4.0
CMT 16 3D Printing for Innovators	4.0
CMT 17 Communication Systems	4.0
CMT 18 Introduction to Sustainability	4.0
CMT 19 Wind Energy Fundamentals	4.0
CMT 20 Powerplant Systems II	4.0
CMT 21 Aircraft Systems II	4.0

**\*55 TOTAL**

\*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 1,440 clock hours.



# Programs & Courses

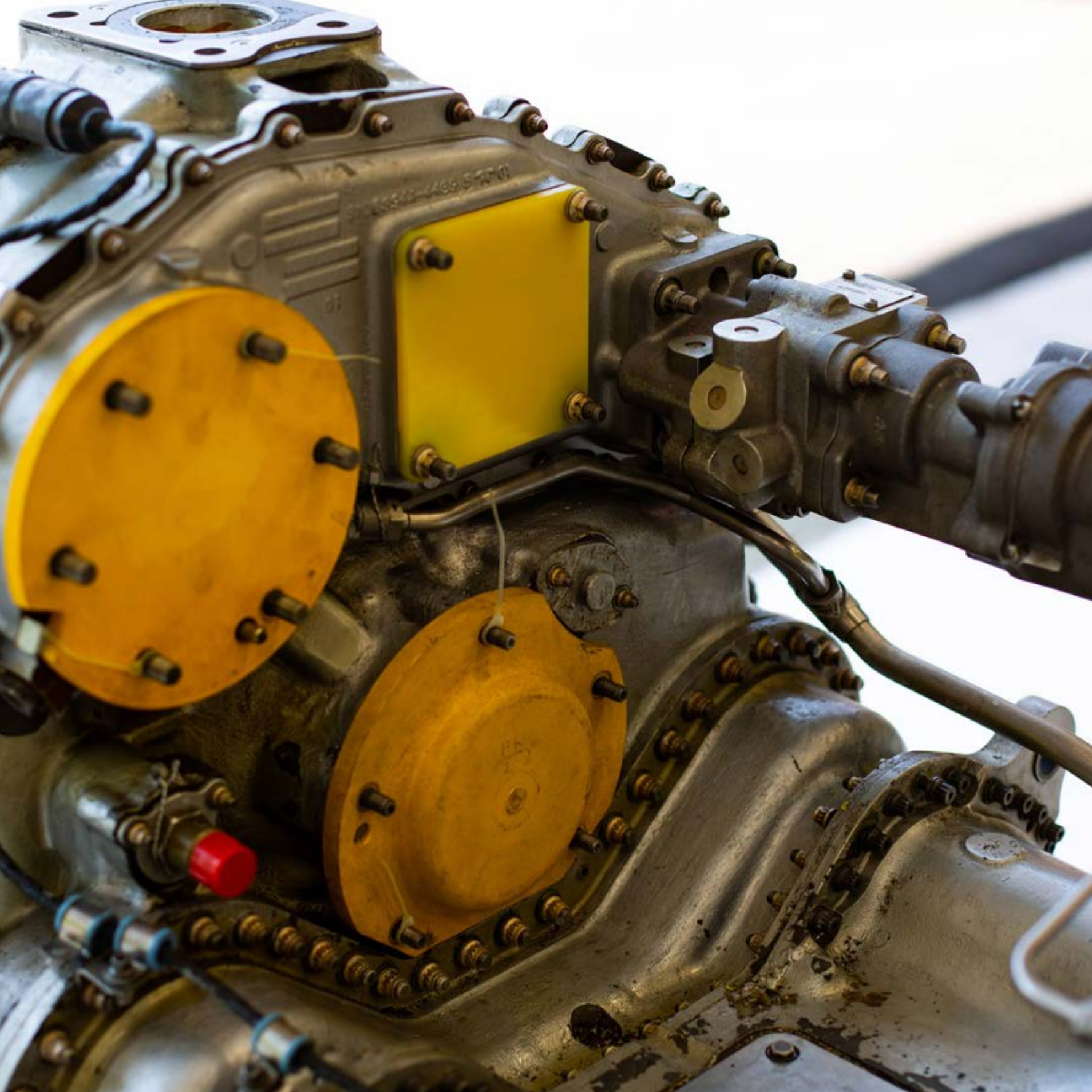
## Maintenance Technician (Dallas Campus Only)

COURSE NAME	LECTURE HOURS	LAB HOURS	CLOCK HOURS	CREDIT HOURS
TMT 01 General Science I: Mathematics and General Physics	72	48	120	6.00
TMT 02 General Science II: Tools, Surfaces & Corrosion Control	54	66	120	5.50
TMT 03 General Science III: Maintenance Forms and Records	66	54	120	5.50
TMT 04 General Science IV: Basic Electricity	40	80	120	5.00
TMT 05 Metallic Structures	40	80	120	5.00
TMT 06 Electrical, Navigational, and Communication Systems	55	65	120	5.50
TMT 07 Non-Metallic Structures	50	70	120	5.00
TMT 08 Aircraft Systems I	60	60	120	6.00
TMT 11 Aircraft Systems III	50	70	120	5.00
TMT 12 Reciprocating Engines	60	60	120	6.00
TMT 13 Turbine Engines	40	80	120	5.00
MTX XX Maintenance Technician Elective Course **	40	80	120	5.00
<b>TOTAL</b>	<b>627</b>	<b>813</b>	<b>1,440</b>	<b>64.50</b>

**\*\* Students will take one of the following Elective Courses:**

MTX 12 Related Structural and Pipe Welding	40	80	120	5.00
MTX 13 Programmable Logic Controllers	40	80	120	5.00
MTX 15 Electrical Motors and Controls	40	80	120	5.00
MTX 17 Communication Systems	40	80	120	5.00
MTX 20 Powerplant Systems II	40	80	120	5.00





# Programs & Courses

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## Industrial Manufacturing Technician

### 65 weeks/15 months

The Industrial Manufacturing Technician program provides students the opportunity to gain the skills necessary for entry level positions in the manufacturing and fabrication industry. Areas of study include basic welding and fabrication methods, blueprint reading, safe machining practices, lathe and milling machine operations, CNC operations and setup machinery, general machinery, and CNC machinery as well as metal and composite fabrication and repair. Additionally, students will have the opportunity to learn skills focusing on prototyping parts and component, along with injection molding.

This program incorporates shop safety to ensure safe practices, while completing required competencies. Topics include blueprint reading, mathematics and physics, mechanical drawing, blueprint reading, precision measurement, shielded metal arc welding, flux core arc welding, sheet metal repair and fabrication, lathe and mill machining, electrical theory and applications, industrial wiring, and injection molding fundamentals. These skills are vital to manufacturing and fabrication positions such as Team Assemblers, Electrical and Electronic Equipment Assemblers, Packaging & Filling Machine Operators and Tenders, Machinists, and more.

Students have the opportunity to obtain the Occupational Safety and Health Administration (OSHA) 10-Hour Safety Certification.

COURSE NAME	CREDIT HOURS
GE 1010 Basic Mathematics and Physics	4.0
GE 1030 Professional Communication and Career Development	4.0
IMT 1020 Introduction to Mechanical Drawing and CAD/CAM	4.0
IMT 1040 Precision Tooling and Processes	4.0
IMT 1050 Electrical Fundamentals for Manufacturing	4.0
IMT 1060 Electrical Wire and Harness Fabrication	4.0
IMT 2010 Basic Sheetmetal for Manufacturing	4.0
IMT 2020 Basic Composites Technology	4.0
IMT 2030 Introduction to Industrial Welding	4.0
IMT 2040 Machining Practices	4.0
IMT 2050 Machining Operations Lab	4.0
IMT 2060 Introduction to Plastics Technology	4.0
<b>*48 TOTAL</b>	

\*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 1,440 clock hours.



# Avocational Courses

## Professional Aviation Maintenance Certification - (Avocational Course)\*

### 6 weeks/2 months

The Professional Aviation Maintenance Certification course is an advanced course for the experienced Aviation Maintenance professional. The course is designed for students who have familiarity and experience with aviation maintenance through military or civilian experience, and who seek to transition to professional civilian certification in the field. Because of the advanced content of this course and the rapid pace of coverage, enrollees must be familiar with aviation maintenance within a professional setting prior to enrollment.

The course covers aircraft and powerplant fundamentals, as well as the range of theoretical knowledge required within the professional aviation maintenance workplace. Within the institution's classroom and hangar environment, the student engages in a fast paced, hands-on instruction on FAA-specific content, including airframe types, nomenclature, aerodynamics, and the full range of airframe technology. They also learn the types of powerplants used on aircraft, nomenclature associated with these powerplants, major components, and operating cycles. Reciprocating, turbine, and unducted fan type engines are covered.

In addition to subjects taught in the lab and classroom, there is an interactive video portion to this course. This type of training experience is one of a kind that combines personalized, adaptive learning and predictive analytics to help the aviation maintenance technician prepare for the high-stakes test in the most convenient, effective and efficient way possible. This course covers everything a technician needs to know to pass the General, Airframe and Powerplant written tests. The course features 97 animated videos that explain complex theories, as well as real world test problems. Learners also have access to more than 1,000 practice activities to help them get acquainted and comfortable with the test environment.

Upon completion of this course of study, students will be prepared to become certified as an A&P mechanic by the FAA. Due to the avocational nature of this course, career services are not offered.

\*This course is avocational in nature and is not included in ACCSC's scope of accreditation.

COURSE NAME	CREDIT HOURS
PAMC 1501 Professional Aviation Maintenance Certification	4.0
<b>4 TOTAL</b>	



# Admissions

## General Requirements

Applicants must submit the following to be considered for admission:

- **Application for Admission**
- **\$25 Application Fee**

The following requirements must also be met:

- **Applicants must be beyond the age of compulsory high school attendance and have an approved cosigner if under the age of 18.**
- **Applicants must provide proof of graduation from high school, a General Education Diploma, or equivalent. If the applicant provides an international/foreign transcript, it must be translated into English and evaluated by a third party and determined to be equivalent to a US high school diploma.**
- **Applicants must submit a government issued photo ID, such as:**
  - **Copy of a state issued driver's license**
  - **Copy of a state issued identification card**
  - **Copy of a passport**

## Additional Requirements by Program

In addition to the aforementioned general requirements, applicants must meet program specific requirements as outlined in the Technical Standards. Additional program specific admissions requirements are outlined below.

## Avionics Technician

Applicants wishing to enroll in the Avionics Technician program must also meet the following criteria:

- **Applicants must have prior experience in aircraft maintenance and/or electronics repair, either by:**
- **At least 6 months of work experience, or**
- **An Airframe and Powerplant Mechanic Certificate, or**
- **Successful completion of the General Section of training at Certified Aircraft Maintenance Technician school**

## Professional Aviation Maintenance Certification

Applicants wishing to enroll in the Professional Aviation Maintenance Certification course must meet the following criteria:

- **Application for Admission**
- **\$25 Application Fee**
- **Applicants must provide an appropriate graduation certificate or certificate of completion from a Certified Aviation Maintenance Technician school, or**
- **Form 8610-2 signed by the FAA showing:**
- **At least 18 months of practical experience with the procedures, practices, inspection materials, tools, machine tools, and equipment generally used in constructing, maintaining, or altering airframes or powerplants, or**
- **At least 30 months of practical experience with both airframe and powerplant practices, materials, and equipment**

# Launching Careers

## Remote/Online Learning

Prior to students enrolling in a program that includes a distance education component, the student will be required to complete the Online Course Readiness Assessment. A passing score is considered to be 12 correct answers out of 15 (80% or higher). Should an individual score below 80% they will be remediated prior to starting the program to ensure their capability to complete online coursework.

## International Admissions Requirements

International applicants must meet all of the general admissions requirements listed above. In addition, they must meet the following requirements:

- **Applicants must complete the International Student Application for Admission online via <http://global.aviationmaintenance.edu/apply/>.**
- **Applicants must provide a copy of their passport with an expiration date valid 6+ months beyond their start date.**
- **Applicants must pay the \$100.00 Application Fee as well as the \$500.00 Orientation Fee.**
- **Applicants must provide verification of English Language Proficiency by submitting one of the following minimum test scores, taken within 2 years of their application date (excluding Canadian and UK Citizens only):**
  - Minimum TOEFL iBT score of 55
  - Minimum IELTS score of 5.5
- **Applicants must demonstrate the ability to meet tuition and other financial obligations or the ability to qualify for financial aid as an eligible non-citizen.**
- **Applicants must sign the applicable International Student Enrollment Agreement for the campus, program, start date, and shift that they are applying for.**
- **Applicants must pay the SEVIS I-901 Fee of \$350.00 via <https://www.fmjfee.com/i901fee/> if/once acceptance is issued via the Form I-20.**
- **Applicants must obtain the proper Student Visa for the applicable program.**

The FAA requirement for successful A&P certification mandates the candidate read, write, and speak in the English language. Not all campuses are accepting international students at this time. Please see individual campus for details.

## Admissions Application Process

The Admissions Department will assist with completing the application process. To apply:

- **Complete an interview with an Admissions Representative. If the applicant is under the age of 18, a parent or guardian should be present.**
- **Complete and submit the Application for Admission along with \$25 Application Fee.**

Once the application and application fee have been submitted, the Admissions Representative will schedule a preliminary appointment with a Financial Aid Advisor. The applicant will be notified of the admission decision in writing. If the application is rejected, any fees paid will be fully refunded.

Applicants who have met all admissions criteria will be recommended for acceptance by the Director of Admissions or designee. An applicant's signed Student Enrollment Agreement does not constitute a contract until it has been approved by the Campus Executive Director.

A student can begin the enrollment process 12 months prior to the actual start date. The latest a student can enroll is two days prior to the start date. With appropriate documentation, Veteran students can enroll through the first day of the start.

*Aviation Institute of Maintenance does not admit Ability to Benefit students.*

# Admissions

## Student Orientation

Before each program start, a mandatory Student Orientation is held to acclimate incoming students to the campus. During this time, students are introduced to key administrative staff and faculty, informed of the school's policies and procedures, and presented with the resources available to ensure their personal, academic, and professional success.

## Transfer of Credit Policy

Applicants, including online learners, who wish to have either prior coursework from postsecondary institutions or military experience evaluated for credit may submit an Application for Transfer Credit. Applicants planning to use VA Benefits to fund their education are required to submit an application for transfer credit. Applicants may obtain this form from their Admissions Representative and must return it to the Registrar by the end of the first week of attendance. The applicant is responsible for providing transcripts and course descriptions, which must be received by the school before the end of the second week of classes.

The school reserves the right to accept or reject credit earned at other institutions. Approval of transfer credit is only granted with successful completion of similar coursework with a grade of C or better. No more than 75% of a program can be satisfied by transfer credits from a different institution. For those campuses in Virginia, no more than 70% of a program can be satisfied by transfer credits from a different institution. Once a decision has been made regarding the transfer of credits, the applicant will receive the results of their transcript evaluation form during a mandatory academic advising session.

In some instances, the institution may accept transfer credits for courses, even if the exact amount of credit hours from the previously taken course differs in credit hours from the course being replaced. For example, if a 5-credit course was previously taken and the course being accepted for transfer is a 6-credit course, then the institution may, at its discretion, award 6 transfer credit hours for the transferred

course and consider the 6-credit hour requirement to have been met. Conversely, if the student is transferring a course that originally awarded 6 credit hours in for a course that is only 5 credits in the new program, the institution reserves the right to award credit for only that 5-credit course.

## Dallas Students (Maintenance Technician Program Only)

An evaluation for credit of previous education and training must be completed for all students entering the program.

## Aviation Programs

In order for an applicant to receive credit for a course in an FAA Part 147 approved program, the applicant must have completed similar coursework at another FAA Part 147 approved school, or have obtained the appropriate military training, and be able to pass the cumulative exam for that course.

## Transferability of Credit

The school does not guarantee the transferability of credits to any other educational institutions. The Associate of Occupational Science Degree is a terminal/occupational degree, and the credits are generally not applicable to other degrees. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.

## Experiential Learning

Aviation Institute of Maintenance does not award experiential learning credits.

## California Students

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT AVIATION INSTITUTE OF MAINTENANCE. The transferability of credits/clock hours the student earns at Aviation Institute of Maintenance is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the certificate



# Launching Careers

the student earned in the Aircraft Dispatcher, Aviation Maintenance Technician, Aviation Maintenance Technician: Avionics, or Maintenance Technician programs, or the Professional Aviation Maintenance Certification courses, is also at the complete discretion of the institution to which the student may seek to transfer. If the credits/clock hours or certificate that the student earned at this institution are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at the institution. For this reason, the student should make certain that attendance at this institution will meet the student's educational goals. This may include contacting an institution to which the student may seek to transfer after attending Aviation Institute of Maintenance to determine if the certificate will transfer.

## Articulation Agreement

The institution maintains an articulation agreement with National American University. Within the terms of this agreement, National American University will admit graduates of Aviation Institute of Maintenance's certification programs into the Bachelor of Science degree programs listed in its undergraduate catalog, subject to university policies and procedures. Credits acceptable for transfer are determined by National American University, and Aviation Institute of Maintenance neither guarantees nor infers which courses will be accepted for transfer into NAU's degree programs. For more information about this articulation agreement, the student may see the Director of Education at Aviation Institute of Maintenance or speak with the Admissions staff at National American University. There are no additional articulation agreements.

## Application for Re-Enrollment

A student applying for re-enrollment will need to go through Admissions. The student's academic records, conduct, and financial aid records will first be reviewed to determine eligibility. The student will then be notified and, if found eligible to re-enroll, guided through the admissions process.

## Cancellation

If an applicant is rejected for admission, all monies previously paid will be refunded. All monies paid by an applicant must be refunded if requested within three (3) business days, or five (5) calendar days, of signing the Student Enrollment Agreement and making an initial payment. An applicant requesting cancellation more than three business days or five calendar days after signing the Student Enrollment Agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the Application Fee of \$25, but in no event may the school retain more than \$150 (\$100 for Virginia students). If the student has not previously visited the school, then these days commence from the time of the student's first visit or the student's regularly scheduled orientation, whichever occurs first.

## California Students

If the student is rejected for admissions, all monies previously paid will be refunded. **STUDENT'S RIGHT TO CANCEL:** If the student cancels this agreement by written notice to the Campus Executive Director at the above campus address within 3 calendar days from the date of signing the Student Enrollment Agreement, excluding legal holidays, all monies paid will be refunded. If the Student cancels between day 4 to day 7, or through attendance of the first day of class, whichever is later, all monies will be refunded less the amount for fees/deposits allowed, not to exceed \$150.

## Indiana Students

If the student cancels the Student Enrollment Agreement by written notice to the Campus Executive Director within six (6) business days, or eight (8) calendar days, excluding legal holidays, from the date of signing the agreement, all monies paid will be refunded.

## Nevada Students

Students should refer to Nevada Institutional/State Refund Policy regarding Cancellation.

# Financial Aid

## Pennsylvania Students

If the student is rejected for admissions, all monies previously paid will be refunded. All monies paid by an applicant must be refunded if requested within five calendar days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than five calendar days after signing an enrollment agreement and making an initial payment, but prior to entering school, is entitled to a refund of all monies paid minus a registration fee of \$25. If the student has not previously visited the school, then these days commence from the time of the student's first visit or the student's regularly scheduled orientation, whichever occurs first.

## Dallas Students

The applicant will receive a full refund if the applicant cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment agreement is signed.

A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$125 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

## Postponement

In the event a scheduled new class start date is postponed by the school for longer than 45 calendar days, applicants may cancel this contract and are entitled to a full refund of all monies paid.

**(Dallas only)** If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school due to the class start being postponed by the school, not more than \$125 in administrative fees charged shall be retained by the school.

## Financial Aid

Financial aid is financial assistance to students whose resources may not fully cover the cost of their education. It consists of a combination of grants, loans, reimbursements, and other arrangements. The school is recognized by the U.S. Department of Education as a proprietary institution of higher education for the purpose of student participation in federal grant and loan programs. Eligibility for Financial Aid Programs requires that a student be a U.S. citizen, eligible non-citizen, or permanent resident, and maintain Satisfactory Academic Progress. Students are not eligible for financial aid if they are currently in default on a previous student loan or owe a repayment for a federal grant. In either case, a student may restore their eligibility by repaying in full or making satisfactory repayment arrangements. For more information, please refer to the booklet *Guide to Our Financial Aid Programs and Consumer Information*, which can be obtained from your Admissions Representative, or by accessing the Student Portal. Prospective students and their parents are encouraged to meet with a Financial Aid Advisor for assistance in filling out applications for the various types of financial aid available.

## Grants and Scholarships

Grants and scholarships are considered gift aid and do not need to be repaid. Your school can assist you in determining your eligibility for available programs.

## Federal Pell Grant

The Federal Pell Grant Program is designed to assist undergraduates with education expenses. To qualify for this program, a student must not have previously earned a four-year degree or a professional degree. Eligibility for this award is primarily based upon parent/student income and assets, family size, and number in school. The amount actually awarded will also depend upon the expected family contribution, full- or part-time status, how long the student will be enrolled during the academic year, and the cost of the program.

# Financial Literacy

## Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is awarded to those students who demonstrate exceptional need, as defined by the U.S. Department of Education. The funding for this grant is very limited, so it may not be possible to meet the demand of all students within a given award year. To qualify for this program, a student must not have previously earned a four-year degree or a professional degree. Eligibility for this award is based upon expected family contribution, Pell eligibility, and the availability of federal funds.

## New Jersey Student Scholarship

There are a number of scholarship programs available to students. The Teterboro campus directly participates and grants scholarships through the CIE Program available in many New Jersey high schools. CIE scholarships can pay for up to 25% of a student's education. Applicants interested in the CIE program should contact their high school guidance department while they are in high school.

Additional scholarships are made available through several aviation professional and maintenance organizations. The student may apply for these while they are attending school. The school informs students as the scholarships become available so that the student may apply.

## Federal Loans

Loans are funds that are lent to a student in order to help defray educational expenses and must be repaid. Current interest rates and additional information are available from a Financial Aid Officer.

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

## William D. Ford Federal Direct Subsidized Loan Program

The William D. Ford Direct Subsidized Loan program provides low-interest, long-term loans. The federal government pays interest on the loan while the student is in school, as well as during the six-month grace period following their last date of attendance. Repayment generally begins six months after the student leaves the school. The interest rate varies annually, up to a maximum of 8.25%.

## Parent PLUS Loans

Through the William D. Ford Direct Loan Program, parents of students determined to be dependent for financial aid purposes may apply for a Parent Loan for Undergraduate Students (PLUS Loan). The maximum loan amount varies depending upon the student's cost of attendance and any other aid the student may receive. Repayment usually begins on the date the last disbursement of the loan is made, though deferments may be available to the parent. The interest rate varies annually, up to a maximum of 9%.

## Military Veterans Debt-Free Program\*

Our institution is committed to providing a pathway for military veterans to transition from military life to the civilian workplace with zero student loan debt. Veterans from any branch of the US military who are eligible for Post-9/11 (Chapter 33) benefits at the 100% coverage level are eligible and encouraged to participate in our debt-free program, which assures that no student loans or college debt follows the student after graduation. Each academic year, the institution will consider Chapter 33 benefits as payment in full, up to the full tuition and fee cost for the program. The institution will cover any shortfall in funding, so that the veteran will not need any student loans to support their cost of attendance. This commitment to our Veterans assures that service men and women transition from the military with financial freedom and the skills and certifications needed to attain employment in their chosen field and thrive as professionals in the civilian workplace.

*\*This program is not available in Pennsylvania.*

*\*\*The Duluth campus participates in the VA Yellow Ribbon Program.*



## Rehabilitative Services

Our institution is approved to train qualified clients of the Department of Vocational Rehabilitative Services. The amount of financial assistance is dependent upon the counselor's recommendations. If the student has a disability, which may limit the normal pursuance of any position, the student may be eligible under this program. Contact your local Vocational Rehabilitation Office for more information.

# Tuition and Fees

## Tuition

The school reserves the right to modify tuition, fees, and other charges upon sufficient notice. The tuition obligation for each program or course begins on the first day of class. The student will be charged an additional pro-rata amount for courses repeated or courses taken that cause the student to attempt more credits than listed on the student's Student Enrollment Agreement. The school may assign the agreement to a bank or other third party. No such transactions will alter the refund policy contained in this agreement. Any unpaid tuition becomes due and payable in full, less any applicable refund, upon the student's last day of class attendance. A Financial Aid Estimate Worksheet indicating how the prospective student will be able to meet their financial obligation to the school will be completed. If a promissory note is indicated, the promissory note will become a part of the Student Enrollment Agreement.

Students who do not pay in accordance with the foregoing terms or by a payment plan agreed upon by the student and the school are subject to dismissal at the discretion of the Campus Executive Director. Failure to pay in accordance includes returned checks and declined credit or debit card payments. The school reserves the right to withhold graduation services, career service assistance, and other services for failure to meet financial commitments. Unless other arrangements have been satisfactorily made, all outstanding unpaid tuition is due, in full, no later than the last day of classroom instruction.

Tuition costs include the use of equipment needed for class. Textbooks and tool kits are not included in the tuition, but can be purchased through the school. Estimated textbook cost does not include sales tax or shipping charges. Textbooks and tool kits are generally non-returnable, but some items ordered through the school's vendor may be returned for credit if they meet the return guidelines.

## Fees

The following fees apply to students and are charged during the student's enrollment. These fees are charged separately from tuition and may or may not be covered by Federal Financial Aid, Veterans Administration Benefits, or other funding sources, depending upon the rules of those sources.

### Application Fee

The student must pay a \$25 Application Fee upon application for enrollment. This fee covers the administrative forms, processes, and human resources around processing the application for enrollment.

### Administrative Fee

During the enrollment process, the student pays a \$125 Administrative Fee, which covers the paperwork processing and administrative costs associated with the enrollment process, processing financial aid and student funding paperwork, student orientation costs, and other administrative expenses associated with the enrollment process.

### Library Fee

The student pays a one-time Library Fee of \$12, which supports the maintenance and upkeep of the library resources and reference materials in the learning resource center.

### Security Fee

To preserve security on campus, only students wearing approved uniform clothing are permitted on campuses and in learning spaces. The \$100 Security Fee covers the cost of uniform clothing, the student name badge and student ID, and other measures to provide a secure campus.

### Textbook and Supply Charges

The specific additional costs associated with each program or course are listed on the coinciding Student Enrollment Agreement. Programs typically require students to purchase an eBook reader and online textbooks at the beginning of the first academic year or if the student opts to use their own compatible mobile device, the eBooks may be purchased without a reader device. However, some programs or courses use hardcopy books.

# Tuition and Fees

## Technology Fee

A \$25 per credit Technology Fee will be charged to students taking distance education courses to cover costs of the learning management system, distance education platform, and emerging technologies in the online delivery of courses

## Additional Fees

Students who wish to transfer courses from previous institutions will be assessed \$100 per evaluation Transfer Credit Fee. Students who wish to re-enroll into the institution will be assessed a \$25 Re-enrollment Fee. Official transcript requests are processed after payment of a \$5 Transcript Fee.

## Aviation Maintenance Programs

### Lab Fee (Junior Year Only)\*

During the third academic year of the program, students use the laboratory and shop equipment within the lab environment extensively. During this academic year of the program, a required \$1,550 Lab Fee covers the material costs for fixed training aids and aircraft; shop facility maintenance; avionics equipment; aviation trainers; computer hardware, software, and supplies; the machines and training aids used within the laboratory environment; rental of select lab equipment; and the employment costs associated with the lab attendants, tool room clerks, and janitorial services. The \$1,550 Lab Fee is based on our direct expenses within the laboratory environment.

### Materials Fee (Sophomore and Junior Years Only)\*

During the second and third academic years of the program, students use a range of consumable items within the practical shop and lab environment. During these years, the Materials Fee (\$425 per year, for a total of \$850) covers consumable items such as welding rods, sheet metal, avionics training cards, wiring, tools, gloves, safety equipment, rivets and bolts, knives and tin snips, and other non-reusable items that become spent during student training. These materials are ordered in bulk from affiliate companies in

order to reduce the costs and to keep the labs stocked with the needed safety and training equipment as required by the FAA; the materials cannot be ordered or acquired separately by students. Additionally, the school prepares the training environment for students to prepare for their hands-on FAA Oral and Practical exam, which requires consistent replenishing and preparing the training environment, shop supplies, and testing center for student testing. The Materials Fee covers these expenses.

### Advancing Status Fee\*

As the student nears completion of the program, they are guided in a range of professional experiences to prepare for them for the professional workplace. These experiences include preparing for professional roles and certifications, negotiating and accepting professional positions, investigating tool and resource options, and other skills associated with becoming a professional within industry. The Advancing Status Fee covers expenses for preparation tools, licenses for the online professional development tool, materials and study guides for professional credentials, aviation workforce development, and other materials and services. The student pays a \$1,900 Advancing Status Fee to cover the direct costs associated with this professional preparation offered within the final academic year of the program. For the Aviation Maintenance Technical Engineer program (except at the Dallas campus), there will be an additional fee of \$175 levied in the student's second academic year to cover the cost of avionics testing.

### Internship Site Fee\*

Students who enroll in an off-site Internship course will be assessed a \$700 Internship Site Fee. This fee covers costs associated with the technology required to be maintained at the internship site, consumable products used during internship training, the cost of an internship site director, and some travel expenses associated with administering the internship.

*\*These fees do not apply to all programs. See your Enrollment Agreement for the fees applicable to your program.*

# Tuition and Fees

## Non-Aviation Maintenance Programs

### Lab Fee\*

Students use laboratory and shop equipment within the lab environment exclusively. This fee covers the materials cost for training aids, shop facility maintenance, computer hardware, software, and supplies; the machines and training aids used within the lab; rental of select lab equipment; and the employment costs associated with the lab attendants, tool room clerks, and janitorial services.

### Materials Fee\*

During the second academic year of the program, students use a range of consumable items within the practical shop and lab environment. covers consumable items such as welding rods, sheet metal, wiring, tools, gloves, safety equipment, rivets and bolts, knives and tin snips, and other non-reusable items that become spent during student training. These materials are ordered in bulk from affiliate companies in order to reduce the costs and to keep the labs stocked with the needed safety and training equipment. The Materials Fee covers these expenses.

### Advancing Status Fee\*

As the student nears completion of the program, they are guided in a range of professional experiences to prepare for them for the professional workplace. These experiences include preparing for professional roles and certifications, negotiating, and accepting professional positions, investigating tool and resource options, and other skills associated with becoming a professional within industry. The Advancing Status Fee covers expenses for preparation tools, licenses for the online professional development tool, materials and study guides for professional credentials, and other materials and services. The student pays the Advancing Status Fee to cover the direct costs associated with this professional preparation offered within the final academic year of the program.

*\*These fees do not apply to all programs. See your Enrollment Agreement for the fees applicable to your program.*



# Tuition & Fees

## PROGRAMS THAT FALL WITHIN THE SCOPE OF ACCREDITATION

PROGRAM	COST PER GENERAL CREDIT	GENERAL CREDITS	COST PER ADVANCED CREDIT	ADVANCED CREDITS	TOTAL CREDITS	TUITION
Aviation Maintenance Technician	\$520	19	\$610	59	78	\$45,870
Aviation Maintenance Technical Engineer	\$520	19	\$610	81.5	100.5	\$59,595
Aviation Maintenance Technical Engineer (Texas)	\$520	19	\$610	79	98	\$58,070
Aviation Maintenance Technician Internship	\$520	19	\$610	64	83	\$48,920
Aviation Maintenance Technician (AOS)	\$520	19	\$610	74	93	\$55,020
Aviation Maintenance Technician (AAS)	\$520	19	\$610	74	93	\$55,020
Aviation Maintenance Technical Helicopter	\$520	19	\$610	79	98	\$58,070
Industrial Manufacturing Technician	\$520	24	\$610	24	48	\$27,120
Maintenance Technician	\$520	19	\$610	36	55	\$31,840
Maintenance Technician (Dallas)	\$520	22	\$610	42.5	64.5	\$37,365
Avionics Technician	-	-	\$610	22.5	22.5	\$13,725
Heating, Ventilation, and Air Conditioning	\$520	36	-	-	36	\$18,720
Heating, Ventilation, and Air Conditioning (Dallas)	\$520	45	-	-	45	\$23,400
Combination Welding	\$725	24	-	-	24	\$17,400

## AVOCATIONAL COURSES NOT UNDER THE SCOPE OF ACCREDITATION

PROGRAM	COST PER CREDIT	TOTAL CREDITS	TUITION
Professional Aviation Maintenance Certification	*	4	\$2,800

† These programs are not currently eligible for Title IV funding.

\* These programs or courses are billed at the flat-rate amount reflected in the Tuition column and are not billed by the credit hour. Title IV aid may not be available for all programs at all locations.

# Class Schedules

## 2022 START DATES AND ESTIMATED GRADUATION DATES BY PROGRAM LENGTH

START DATE	6 WEEKS	12 WEEKS	27 WEEKS	43 WEEKS	48 WEEKS
<b>1/18/22</b>	2/20/22	3/27/22	7/17/22	10/30/22	12/4/22
<b>2/22/22</b>	3/27/22	5/8/22	8/21/22	12/4/22	1/15/23
<b>3/28/22</b>	5/8/22	6/12/22	9/25/22	1/15/23	2/19/23
<b>5/9/22</b>	6/12/22	7/17/22	10/30/22	2/19/23	3/26/23
<b>6/13/22</b>	7/17/22	8/21/22	12/4/22	3/26/23	5/7/23
<b>7/18/22</b>	8/21/22	9/25/22	1/15/23	5/7/23	6/11/23
<b>8/22/22</b>	9/25/22	10/30/22	2/19/23	6/11/23	7/16/23
<b>9/26/22</b>	10/30/22	12/4/22	3/26/23	7/16/23	8/20/23
<b>10/31/22</b>	12/4/22	1/15/23	5/7/23	8/20/23	9/24/23
<b>12/5/22</b>	1/15/23	2/19/23	6/11/23	9/24/23	10/29/23

## 2023 START DATES AND ESTIMATED GRADUATION DATES BY PROGRAM LENGTH

START DATE	6 WEEKS	12 WEEKS	27 WEEKS	43 WEEKS	48 WEEKS
<b>1/17/23</b>	2/19/23	3/26/23	7/16/23	10/29/23	12/3/23
<b>2/21/23</b>	3/26/23	5/7/23	8/20/23	12/3/23	1/14/24
<b>3/27/23</b>	5/7/23	6/11/23	9/24/23	1/14/24	2/18/24
<b>5/8/23</b>	6/11/23	7/16/23	10/29/23	2/18/24	3/24/24
<b>6/12/23</b>	7/16/23	8/20/23	12/3/23	3/24/24	5/5/24
<b>7/17/23</b>	8/20/23	9/24/23	1/14/24	5/5/24	6/9/24
<b>8/21/23</b>	9/24/23	10/29/23	2/18/24	6/9/24	7/14/24
<b>9/25/23</b>	10/29/23	12/3/23	3/24/24	7/14/24	8/18/24
<b>10/30/23</b>	12/3/23	1/14/24	5/5/24	8/18/24	9/22/24
<b>12/4/23</b>	1/14/24	2/18/24	6/9/24	9/22/24	10/27/24

\* In Texas, weekend start dates are Friday of the week listed above.



# Start and Graduation Dates

## 2022 START DATES AND ESTIMATED GRADUATION DATES BY PROGRAM LENGTH

START DATE	65 WEEKS	91 WEEKS	96 WEEKS	111 WEEKS	116 WEEKS
<b>1/18/22</b>	3/26/23	9/24/23	10/29/23	10/29/23	3/24/24
<b>2/22/22</b>	5/7/23	10/29/23	12/3/23	12/3/23	5/5/24
<b>3/28/22</b>	6/11/23	12/3/23	1/14/24	1/14/24	6/9/24
<b>5/9/22</b>	7/16/23	1/14/24	2/18/24	2/18/24	7/14/24
<b>6/13/22</b>	8/20/23	2/18/24	3/24/24	3/24/24	8/18/24
<b>7/18/22</b>	9/24/23	3/24/24	5/5/24	5/5/24	9/22/24
<b>8/22/22</b>	10/29/23	5/5/24	6/9/24	6/9/24	10/27/24
<b>9/26/22</b>	12/3/23	6/9/24	7/14/24	7/14/24	12/1/24
<b>10/31/22</b>	1/14/24	7/14/24	8/18/24	8/18/24	1/19/25
<b>12/5/22</b>	2/18/24	8/18/24	9/22/24	9/22/24	2/23/25

## 2023 START DATES AND ESTIMATED GRADUATION DATES BY PROGRAM LENGTH

START DATE	65 WEEKS	91 WEEKS	96 WEEKS	111 WEEKS	116 WEEKS
<b>1/17/23</b>	1/14/24	9/22/24	10/27/24	2/23/25	3/30/25
<b>2/21/23</b>	2/18/24	10/27/24	12/1/24	3/30/25	5/11/25
<b>3/27/23</b>	3/24/24	12/1/24	1/19/25	5/11/25	6/22/25
<b>5/8/23</b>	5/5/24	1/19/25	2/23/25	6/22/25	7/20/25
<b>6/12/23</b>	6/9/24	2/23/25	3/30/25	7/20/25	8/24/25
<b>7/17/23</b>	7/14/24	3/30/25	5/11/25	8/24/25	9/28/25
<b>8/21/23</b>	8/18/24	5/11/25	6/22/25	9/28/25	11/2/25
<b>9/25/23</b>	9/22/24	6/22/25	7/20/25	11/2/25	12/7/25
<b>10/30/23</b>	10/27/24	7/20/25	8/24/25	12/7/25	1/18/26
<b>12/4/23</b>	12/1/24	8/24/25	9/28/25	1/18/26	2/22/26

## Holiday Schedules

2022 HOLIDAY SCHEDULE	
HOLIDAY	DATE
New Year's Break	1/1/22 - 1/2/22
Martin Luther King, Jr. Day	1/17/22
Presidents' Day	2/21/22
Spring Break	4/9/22 - 4/17/22*
Memorial Day	5/30/22
Independence Day Break	7/4/22
Labor Day Break	9/5/22
Thanksgiving Break	11/24/22 - 11/25/22
Winter Break	12/24/22 - 12/31/22*

\*Recommended Break. School may specify different dates within the same block.

2023 HOLIDAY SCHEDULE	
HOLIDAY	DATE
New Year's Break	1/1/23 - 1/2/23
Martin Luther King, Jr. Day	1/16/23
Presidents' Day	2/20/23
Spring Break	4/8/23 - 4/16/23*
Memorial Day	5/29/23
Independence Day Break	7/4/23
Labor Day Break	9/4/23
Thanksgiving Break	11/23/23 - 11/24/23
Winter Break	12/23/23 - 12/31/23*

\*Recommended Break. School may specify different dates within the same block.

## Block/Modular Calendars

2022 DAY/NIGHT BLOCK/MODULAR CALENDAR			
MONTH	START DATE	END DATE	ONLINE END DATE*
January	1/18/22	2/17/22	2/20/22
February	2/22/22	3/24/22	3/27/22
March	3/28/22	5/5/22	5/8/22
May	5/9/22	6/9/22	6/12/22
June	6/13/22	7/14/22	7/17/22
July	7/18/22	8/18/22	8/21/22
August	8/22/22	9/22/22	9/25/22
September	9/26/22	10/27/22	10/30/22
October	10/31/22	12/1/22	12/4/22
December	12/5/22	1/12/23	1/15/23

\*Applies to AOS Aviation Maintenance Technology program.

2022 WEEKEND BLOCK/MODULAR CALENDAR		
MONTH	START DATE	END DATE
January	1/21/22	2/20/22
February	2/25/22	3/27/22
April	4/1/22	5/8/22
May	5/13/22	6/12/22
June	6/17/22	7/17/22
July	7/22/22	8/21/22
August	8/26/22	9/25/22
September	9/30/22	10/30/22
November	11/4/22	12/4/22
December	12/9/22	1/15/23

\* Available shifts vary by program and campus.

# Career and Student Services

## Career Services

The Career Services Department offers job placement assistance to all eligible students, graduates, and alumni in good standing. Career services offered by the Institution are not an obligation or guarantee of employment and no employer can guarantee that a graduate will earn any specific salary. Each graduate's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect salary levels and career prospects. Students, graduates, and alumni are provided self-directed career search strategies as well as assistance with resume writing, interviewing, job search activities, and job openings. Graduates who require additional assistance after their initial employment are encouraged to contact the campus to use the resources available in the Career Services Department.

## Student Services

Student support services are offered by the school to cultivate a well-rounded educational experience both inside, and outside, the classroom. Support services provide the basis for student success in academic endeavors and in the workplace. Comprehensive student support assistance and guidance are offered from the first day of class through graduation by Admissions, Financial Aid, Bursar, Registrar, Education, and Student Affairs staff at no additional cost to the student. Student Support Services provides a wide variety of services to maximize student satisfaction, personal, and academic success. It links students to a wide range of community services including, but not limited to: academic tutoring, housing, transportation, and child care resources.

## Academic Success

### Community Resources

Every campus's Student Services Office maintains a range of community and emergency resource information on childcare, transportation, housing, sexual assault, alcohol and drug abuse prevention, mental health counseling, and a variety of other topics. This information is available in the Student Services Office, the Student Portal, and in other public areas within the campus.

## Advising and Tutoring

Various types of student advising are offered to students on a continuing basis. Academic, vocational, and personal guidance is available to all students throughout their tenure at the school. This process begins with the Admissions Representative advising prospective students about available programs of study. The Admissions Representative also introduces prospective students to the Student Services Coordinator, Career Services Coordinator, and Program Coordinator or Director of Education if available during the campus tour. Tutoring assistance is continuously available to all students. Regular class attendance is a prerequisite for such tutoring, which will be scheduled outside of normal class time.

## Services for Students with Disabilities

The school provides opportunity for student academic adjustment and accommodation. Any student who voluntarily discloses a disability will be afforded all rights, protections, and/or accommodations. The school maintains a campus-based Office of Disability Services. Students desiring more information about services may schedule an Information Session with the Campus Section 504 Liaison. Students seeking academic adjustment, auxiliary aid, or accommodation must submit their request to the Campus Section 504 Liaison by using the school's Office of Disability Services Request for Academic Adjustment/Accommodation Form. Students who have disability services related concerns may contact the campus-based Section 504 Liaison for information or the Corporate Section 504 Coordinator by mail at 4455 South Boulevard, Suite 200, Virginia Beach, Virginia 23452; toll free at (877) 604-2121; or, by email at [dinsaforcorp@centura.edu](mailto:dinsaforcorp@centura.edu). For more information regarding services to students with disabilities, students may request a copy of the school's Student Guide to the Office of Disability Services brochure.

# General Policies and Procedures

## Administrative Decisions

The school reserves the right to make any necessary changes in the policies, tuition, or fees upon proper notification to the appropriate regulatory agencies, when required. Any course is subject to cancellation if registrations do not justify continuation of the class. Normally, a minimum of five students is required for a class to be scheduled. The school reserves the right to make changes in the equipment, textbooks, and curriculum in the best interest of the student, and to reset class schedules and hours, consolidate classes, and change locations.

## Attendance Policy

Regular and punctual attendance is expected and encouraged to be successful in your training and career. Students should report in advance of the class starting times. There is no distinction between an excused and unexcused absence.

The school records attendance at the beginning of all scheduled instructional periods. Students are expected to participate during every day of the block. The school holds a census during each block where it is determined if a student should be withdrawn for attendance, academic progress, or other reasons. If it is determined the student should be withdrawn, the date of determination will be the date of census or 14 calendar days from the last date of academic activity, whichever is sooner.

Additionally, for blocks designated as Part 147 by the Federal Aviation Administration and all Maintenance Technician program blocks, missing more than 20% of a single block will result in a failing grade and the student being required to repeat the block.

### Aviation Programs

Online students earn attendance by, at a minimum, submitting an assignment and participating within a discussion posting daily.

### Non-Aviation Programs

Online students earn attendance by, at a minimum, submitting an assignment and participating within a discussion posting weekly.

## Authentication Policy

All work performed on the course management system of any institutional computer system is performed behind a password-protected Internet site, and students' identity is authenticated through private login information. All students are issued a username and password for online courses during the orientation process of enrollment. This user ID and password are used to

access all course information and assessments. Students may not reveal their login information to any other person, and all activity within the password-protected course site is authenticated as the intellectual property and performance of that student. Additionally, the school forbids any acts of plagiarism, which is defined as submitting work, assessment, participation, or any academic activity that was not written or performed wholly by the student submitting that material. Acts of plagiarism or unauthorized access to a student's user ID is grounds for disciplinary action up to and including expulsion from the institution without the possibility of a refund of tuition.

## Consumer Information

Postsecondary higher education institutions participating in Title IV are required by The Higher Education Act of 1965 (HEA) to distribute or make available disclosures and reporting requirements of the institution to the students, as well as the general public. You may contact the campus during normal business to request a paper copy of the information. For important information about the educational debt, earnings, and completion rates of students who attended the program, Notice of Non-Discrimination and other information, please visit our website at [www.Aviationmaintenance.edu](http://www.Aviationmaintenance.edu).

## Dismissal

The school reserves the right to terminate a student's enrollment for excessive absenteeism, destruction or theft of school property, failure to maintain required academic progress, consumption or possession of alcoholic beverages, illegal drugs, or any weapon (firearms, explosives, or knives) while on school grounds, or the failure to follow school rules and policies. Furthermore, a student may be terminated for inability to meet required financial obligations or behavior inconsistent with professional business standards, which may prove to be disruptive to academic progress. In the case of dismissal for disciplinary reasons, the refund policy will be the same as for withdrawals. Such a termination does not relieve the student of the financial obligation to repay all tuition due, per the school refund policy.

### (Dallas Only)

The school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

1. More than 10 consecutive school days or 14 calendar days, whichever is sooner
2. More than 20% of the total course time hours in the program with course time of more than 200 hours
3. Any number of days if the student fails to return as scheduled from an approved leave of absence

The date of determination will be the date of census or 14 calendar days from the last date of academic activity, whichever is sooner.

# General Policies and Procedures

## Explanation of a Credit Unit

One "hour" is defined as a class period of a minimum of 50 minutes during which instruction occurs, either by lecture, demonstration, or laboratory activities. The conversion of clock "hours" to credits is calculated on a semester credit basis, wherein each type of instruction has a unit value assigned, and 45 units is equal to one semester credit. The unit value for each type of activity is as follows:

- **One clock hour in a didactic learning environment = 2 units**
- **One clock hour in a supervised lab setting = 1.5 units**
- **One hour of externship = 1 unit**
- **One hour of out-of-class work and/or preparation = 0.5 unit**

In the school's certificate or diploma programs, each 30-clock hours of instruction is accompanied by 7.5 hours of out-of-class preparation, which may include reading, studying, or completing assignments.

In the schools' degree programs, each hour of didactic learning is usually accompanied by 2 hours of outside preparation, and each hour of supervised lab is usually accompanied by 30 minutes of outside preparation. This varies by course, but is detailed in each corresponding syllabus.

## Maintenance Technician (Dallas only)

The conversion of clock "hours" to credits is calculated on a semester credit basis, wherein each type of instruction has a credit value assigned using the 15-30-45 conversion methodology as follows:

- **Fifteen clock hours in a didactic learning environment = 1 credit**
- **Thirty clock hours in a supervised lab setting = 1 credit**
- **Forty-five clock hours of externship = 1 credit**

## Grading System

Students are graded based upon classroom participation, laboratory and project assignments, and written and/or skills examinations. The final grade for a course reflects a measurement of performance in achieving the necessary objectives of that course. Students are expected to complete all assignments and take each examination to obtain a passing grade. A student should understand that final grades for each block, as well as final grades for graduation, represent a weighted average of the student's overall lecture, lab, externship, and clinical grades. All grades reported by the instructor are included in a student's permanent record and are available at any time upon request. Students contesting a final grade should follow the Academic Grievance policy. Grievances for amending grades must be initiated by the student within five weeks of the end of the block.

Final grades are issued based upon the following system:

FINAL GRADES				
SCALE (AVIATION)	SCALE (OTHER)	GRADE	GRADE POINTS	DESCRIPTION
90-100	90-100	A	4	Excellent
80-89	80-89	B	3	Good
70-79	70-79	C	2	Average
-	60-69	D	1	Poor
0-69	0-59	F	0	Failing
I	I	I	0	Incomplete
T	T	T	0	Transfer
U	U	U	0	Unattempted
W	W	W	0	Withdrawal
AU	AU	AU	0	Audit

# General Policies and Procedures

## Incompletes

If a student fails to complete all requirements of a course within the block, the Instructor, Coordinator, or Director of Education may approve a temporary Incomplete grade. Students assigned an "I" in a course will be allowed two weeks from the end of the block to submit all required materials (or five weeks at the end of a Capstone course). After the incomplete period has ended, the "I" grade must be resolved to an earned grade. If the required work is not submitted and deemed successful within this time period, the course grade will become an "F," and the student will be required to retake the course.

Maintenance Technician program (Dallas only) - Under Texas Education code, Section 132.061(f), a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. In this case, the student will be allowed to re-enroll in the program or course during the 12-month period following the date the student withdraws and complete those subject(s) without payment of additional tuition for that portion of the course or program.

\*Due to the COVID-19 pandemic of 2020, the Aviation Institute of Maintenance, Las Vegas, NV campus in partnership and alignment with the Veteran's Administration COVID-19 policy may extend the allowable timeline for Incompletes for veteran students only. The extension is awarded on an individual student basis and must be approved by the Director of Education. The extension will be clearly stated with a required completion date to resolve the "I" grade and to enter an earned grade.

## Graduation Requirements

To maintain satisfactory status leading to graduation, all students must:

- **Complete the required number of credit hours in the appropriate courses with a passing grade.**
- **Achieve a minimum cumulative grade point average of 2.0**
- **Make-up all academic deficiencies (incompletes, failures, withdrawals, etc.).**

- **Meet all financial obligations to the school.**
- **Pass each block's cumulative final exam with a score of 70% or higher, complete each required project with a score of 70% or higher, and in the case of an externship course, complete externship competencies.**

Students are considered graduated upon successful completion of their program of study and having satisfactorily met all obligations to the school, including financial obligations. Upon successful completion of these requirements, each graduate of a certificate program will receive a certificate, and each graduate of a degree program will receive a degree. Participation in graduation exercises is strongly encouraged. Our programs provide all educational requirements needed in order for graduates to qualify to take related industry-recognized certification or licensure examinations.

## Indemnification

The student releases and holds harmless the institution, its employees, its agents, and its representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them, by reason of bodily injury, property damage or loss, which may be suffered by the student from any cause while enrolled in the school.

## Honors and Awards

To graduate with honors, a student must attain a CGPA of 3.5 or above and be recommended by the Campus Executive Director. Those graduating with a 3.5-3.699 would graduate cum laude; those graduating 3.7-3.849 would graduate magna cum laude; and those who graduate with a 3.85-4.0 will graduate summa cum laude. Such scholastic achievement is so indicated upon their graduation credential. Perfect Attendance Certificates are awarded to those students who have not been tardy or missed any instruction since the first day of their program. Students who are honored at these graduation ceremonies are encouraged to note those honors and awards on their resumes. Employers look for positive behavioral patterns when they make hiring decisions.

# General Policies and Procedures

## Leave of Absence

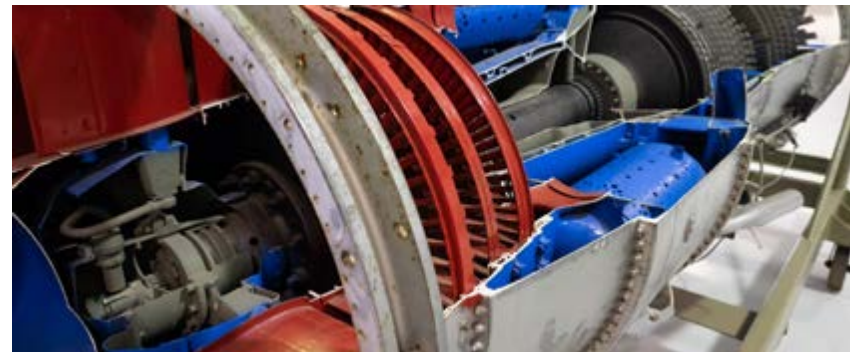
If a student needs to take a temporary break in their education, a Leave of Absence (LOA) may be granted provided the following conditions are met. A student must request an LOA in writing by completing an LOA Request Form. The form will include the start and end dates of the LOA, the reasons for the request, and be signed and dated. There must be a reasonable expectation that the student will return from an LOA, therefore the student must provide the school with the reason for the request. Acceptable reasons may include:

- **Medical necessity**
- **Active military duty**
- **Legal obligations**
- **Personal reasons**
- **Extenuating circumstances as approved by the Campus Executive Director**

The following policies must be followed for any student placed on LOA:

- **All LOAs must be approved in writing by a designated school official. The effective begin date of an LOA may not be earlier than the date the school approves the written request.**
- **The return date for the LOA will always be on the first day of a new block.**
- **An LOA may not exceed 180 days in a 12-month period. A student may be granted more than one LOA provided that the combined LOAs do not exceed 180 days within the 12-month period. The 12-month period begins on the first day of the student's initial LOA.**
- **Prior to granting an LOA, the school must explain the effects that failure to return from an LOA may have on Title IV loan repayment terms, including the expiration of the grace period.**

- **If an LOA occurs prior to the student completing all courses within a module or block, the student may be required to retake those courses in their entirety. Students will receive the appropriate withdrawal grade based on attendance for such courses.**
- **All LOAs must be applied for in advance unless unforeseen circumstances prevent the student from doing so. In this case, an LOA may be granted if the school secures the LOA Request Form as soon as reasonably possible and collects documentation to show that the LOA could not have been requested and approved in advance. The effective begin date of the LOA may not be earlier than the date the circumstances occurred that prevented the student from attending school.**
- **In the case that a student fails to return from LOA on the scheduled date, he or she will be withdrawn from the institution. The scheduled return date will be used as the date of determination (DOD), and the last date of attendance will be used as the NSLDS withdrawal date.**
- **In the rare occasion a student must extend the length of an LOA, he or she must apply for a second, consecutive LOA following the same procedures.**



# General Policies and Procedures

## Make-up Work

It is the responsibility of the student to contact each instructor and make appropriate arrangements to complete any missed work.

Normally, instructors will make arrangements on the student's time, outside of class, to make up tests or other missed work. If an exam is not taken within three school days after returning to class, a grade of zero may be recorded. Quizzes that are missed may be scheduled for make-up at the discretion of the instructor. There is no charge for work made up within a class.

## Aviation Programs

It is the responsibility of the student to contact each instructor and make appropriate arrangements to complete any missed work.

Normally, instructors will make arrangements on the student's time, outside of class, to make up tests or other missed work. If an exam is not taken on the day scheduled or if the exam was failed on the first attempt, a make-up test may be taken. In accordance with the regulations of the Federal Aviation Administration, all missed material in a subject must be made-up in order for the student to receive credit for that subject. All the classroom material missed during the absence shall be made-up in the specific content area that was missed. The instructor issuing the make-up work assignment will determine whether the assignment will include projects, questions, or essays, depending upon the subject, and the amount of time that was missed. Make-up work can be scheduled before class, after class, or on Fridays or Saturdays, with prior notice to the Campus Executive Director. Only the instructor who assigned the make-up work will be able to give the students a satisfactory grade upon the completion of the make-up work. The Director of Education or Campus Executive Director may attest to completion of the make-up work in the event the instructor is unavailable. All make-up work assigned must be completed before the end of the block; this includes all tests, assignments, and projects. Failure to complete all make-up assignments by the end of the block will result in an "F" grade. Under extenuating circumstances, an incomplete may be granted, which would allow a student up to two

weeks from the end of the block to submit all required materials.

Although the school is charged with reporting and enforcing this policy, it is primarily the responsibility of each student to maintain attendance and ensure make-up work is completed as required.

## Maintenance Technician Program (Dallas)

Students who have missed assignments due to absences will be permitted to make up the work. Make-up work shall not be authorized for the purpose of removing an absence. It is the responsibility of the student to contact each instructor and make appropriate arrangements to complete any missed work. Normally, instructors will make arrangements on the student's time, outside of class, to make up tests or other missed work. If an exam is not taken on the day scheduled or if the exam was failed on the first attempt, a make-up test may be taken. All missed material in a subject must be made-up for the student to receive credit for that subject. All the classroom material missed during the absence shall be made-up in the specific content area that was missed. The instructor issuing the make-up work assignment will determine whether the assignment will include projects, questions, or essays, depending upon the subject, and the amount of time that was missed. Make-up work can be scheduled before class, after class, or on Fridays or Saturdays, with prior notice to the Campus Executive Director. Make up work will be supervised by an instructor approved for the class, in which the material is being made up. Only the instructor who assigned the make-up work will be able to give the students a satisfactory grade upon the completion of the make-up work. The Director of Education or Campus Executive Director may attest to completion of the make-up work in the event the instructor is unavailable. The instructors will document that the work has been completed and the student will sign and date the completed make up session documentation. All make-up work assigned must be completed before the end of the block; this includes all tests, assignments, and projects. Failure to complete all make-up assignments by the end of the block will result in an "F" grade. Under extenuating circumstances, an incomplete may be granted, which would allow a student up to two weeks from the end of the block to submit all required materials. There is no charge for work made up within a class. No more than 5% of the total course time hours for a program will be accepted as official



# General Policies and Procedures

makeup work per Texas Workforce regulations. Although the school is charged with reporting and enforcing this policy, it is primarily the responsibility of each student to maintain attendance and ensure make-up work is completed as required.

## Military and Veteran Students

### Attendance Policy for Veterans

We are required to monitor attendance throughout the entire program for students using Veterans' educational benefits. Class attendance is mandatory, so the school makes no distinction between excused and unexcused absences. The school considers any absence an attendance violation, including tardies and class cuts. Attendance violations are communicated to the student in writing by means of a deficiency log maintained by the instructor. Unsatisfactory attendance is defined as missing 20% (24 hours) of the scheduled class time or five (5) consecutive absences. Unsatisfactory attendance is reported to the School Certifying Official (SCO) daily. The SCO will report all unsatisfactory attendance to the Department of Veteran Affairs (DVA), even if the student has completed the required number of hours to complete and no refund is due the student and/or funding sources.

Florida - Students exceeding 20% total absences in a 5-week block will be terminated from their VA Benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one five-week block after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA Education Benefits.

### Leave of Absence for Veterans

The school will notify the Department of Veterans Affairs of the last day of class attendance of a student going on LOA. The student may be re-enrolled for educational benefits upon return from their leave of absence.

### VA Payment of Tuition and Fees

In order to best serve the veteran with information on costs, VA eligibility and potential out of pocket costs, we strongly recommend that veterans provide eligibility documentation such as a certificate of eligibility, or a statement of benefits. However, we will not withhold certification or impose any penalty for failure to submit such

documentation. Further, in compliance with Section 103 & Section 104 of the Veterans Benefits and Transition Act of 2018, for VA Chapter 31 and 33 recipients, the school will not impose any late fee, deny access to facilities, or impose any other penalty on a veteran due solely to delay in receipt of tuition or fees payment from the VA. This policy applies to VA tuition and fee payment only and does not apply to any amount owed by the student above and beyond what the VA covers.

### Military Tuition Assistance

Title IV eligible programs may also be approved for military tuition assistance for active duty military personnel. The level of tuition assistance varies depending upon the branch of service and any additional financial aid the student receives. Students must maintain at least a C average to remain eligible for tuition assistance benefits. For additional information, students may contact a Financial Aid Advisor and their Base Education Officer.

### Refunds

VA refunds will be paid within 45 days of the date of determination that the student has dropped, or within 14 days of the receipt of the VA debt letter, whichever comes first.

### Pennsylvania Students Receiving VA Benefits

VA refunds will be paid within 30 days of the date of determination that the student has dropped, or within 14 days of the receipt of the VA debt letter, whichever comes first.

### Satisfactory Academic Progress for Active Duty Military

A student called to immediate active military duty will not have the semester from which he or she withdrew counted as an attempt for the purposes of calculating rate of progress.

### Transfer of Credit

All post-secondary education, training, and military experience completed must be evaluated in accordance with the institution's Transfer of Credit Policy. The institution will waive transfer of credit fees for all military education benefit recipients.

# General Policies and Procedures

## Veterans Benefits

Our institutions are approved for use of Veteran Educational Benefits for those veterans who are eligible. Avocational programs are not eligible for VA Benefits. Student attendance will be certified based on the dates listed on the Block/Modular calendar. See the campus VA Certifying Official for details.

## Veterans Survivors

The spouses and children of deceased or disabled veterans may be eligible for VA benefits. For more information, contact the Veterans Administration or the Campus VA Certifying Official.

## Readmission Policy for Returning Military Service Members

A school must promptly readmit a service member with the same academic status as he had when last attending the school or accepted for admission to the school. This requirement applies to any student who cannot attend school due to military service.

The student must notify the school of his military service and intention to return to school as follows:

- **Notification of military service. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the school and may not be subject to any rule of timeliness. (Timeliness must be determined by the facts in each case.) Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated the student's absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.**

- **Notification of intent to return to school. The student must also give oral or written notice of her intent to return to the school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the school's established leave of absence policy and general practices.**

A school must designate one or more offices that a student may contact to provide notification of service and notification of intent to return. The school may not require that these notices follow any particular format.

The school must promptly readmit the student into the next class or classes in the program beginning after he provides notice of intent to reenroll, unless he requests a later date or unusual circumstances require the school to admit him at a later date. This requirement supersedes state law—for example, a school must readmit a qualifying service member to the next class even if that class is at the maximum enrollment level set by the state.

The school must admit the student with the same academic status, which means to the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless she chooses a different program; at the same enrollment status, unless the student wants to enroll at a different enrollment status; with the same number of credit hours or clock hours previously completed, unless the student is readmitted to a different program to which the completed credit hours or clock hours are not transferable, and with the same academic standing (e.g., with the same satisfactory academic progress status) the student previously had.

# General Policies and Procedures

## Refund Policies

### Return to Title IV

Title IV program funds are awarded under the assumption that a student will remain in classroom attendance for the entire period (semester) for which the funds were awarded. If a student withdraws or is determined by the school to be withdrawn, their last day of attendance (LDA) will be used as their withdrawal date. The date of determination (DOD) will be the date the student requested to withdraw or the date school has determined the student to be a withdrawal, but in no case will the DOD exceed 14 calendar days from the student's LDA.\*

Eligibility for Title IV aid must first be revised based on any changes to enrollment status caused by the student's withdrawal. This revised status reflects a reduced number of attempted credits, as the student did not begin attendance in all the courses for which they enrolled during the payment period (semester) in question.

The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time in which they remain enrolled. A pro-rated schedule, specified by federal regulation, determines the amount of Title IV program funds they will have earned at the time of withdrawal. For example, if the student completed 30% of the payment period, the student earned 30% of the assistance they were originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student has earned all the assistance they were scheduled to receive for that period. The Title IV programs that are covered by this law include Federal Pell Grants, Iraq Afghanistan Service Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. In accordance with federal regulations, unearned aid will be returned to Title IV programs in the following order:

*\* The school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination.*

- **Unsubsidized Federal Direct Loan**
- **Subsidized Federal Direct Loan**
- **Federal Direct Parent (PLUS) Loan**
- **Federal Pell Grant**
- **Federal Supplemental Educational Opportunity Grant**
- **Other Title IV assistance**

If the student received (or the school or a parent received on student's behalf) less assistance than the amount earned, the student may be able to receive those additional funds as a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before the school can disburse them. The student may choose to decline some or all of the loan funds. The school is permitted to automatically use all or a portion of a post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school will need permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission, the student will be offered the funds. Grant post-withdrawal funds must be paid within 45 days of the DOD and loan post-withdrawal funds must be paid within 180 days of the DOD. There are some Title IV funds that the student may have been scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, if a first-time, first-year undergraduate student has not completed the first 30 days of the

# General Policies and Procedures

program before withdrawing, the student will not receive any FFEL or Direct Loan funds that they would have received had they remained enrolled past the 30th day. If the student received more assistance than earned, the excess funds must be returned by the school and/or the student. If the student receives (or the school or a parent receives) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of the institutional charges multiplied by the unearned percentage of funds, or the entire amount of excess funds. The school must return this amount even if the school didn't keep this amount of the student's Title IV program funds. Should there be any additional refund over the total amount of Title IV assistance, a refund will be made to the student and/or other sponsoring agencies. Amounts refunded to each program shall not exceed the award from that program. If the school is not required to return all of the excess funds, the student must return the remaining amount. The student (or parent for a PLUS Loan) repays any loan funds that must be returned, in accordance with the terms of the promissory note. Any amount of unearned grant funds that must be returned is an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds received or scheduled to be received. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds. An outstanding overpayment makes the student ineligible for Title IV. To regain eligibility, they must either repay the amount in full or make satisfactory repayment arrangements with the Department of Education and provide documentation of good standing. The requirements for Title IV program funds when a student withdraws are separate from the state/institutional refund policy. Therefore, the student may still owe funds to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school is required to return. The state/institutional refund policy determines how much in tuition and fees are owed; the Return to Title IV policy

determines how much aid the student earned. These two amounts may be very different. Students should contact the Campus Bursar if they have questions about either calculation. The school is required to provide the student with an estimate of what may be earned and what may have to be returned, should the student withdraw.

## State Refund Policies

After the Return to Title IV calculation has been made, the institutional refund policy is applied. State regulations determine the amount of tuition due to the institution at the point of withdrawal/termination on a pro-rata basis. The calculation is based upon the number of weeks completed. Neither Spring Break nor Winter Break is included in the calculation. In any event, the last date of attendance (LDA) will be the date used for calculating the amount of refund due and the date of determination (DOD) will be the date used for calculating the time frame allowed to actually refund any monies due. After the return calculation and refunds are paid, the student is notified via Bursar Exit Letter, which details costs incurred and payments applied. It also contains the FA Summary Report of loans disbursed. In special cases of prolonged illness or accident, death in the family, or circumstances that make it impractical to complete the program, the school will follow its refund policy in making a decision regarding repayment arrangements that is reasonable and fair to both parties. Please see state specific refund policies below for more detail.

## California Institutional/State Refund Policy

Refunds will be paid within 30 days of the cancellation date or within 30 days of the written request for withdrawal or 30 days from the last date of recorded attendance or within 30 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance unless federal or state requirements specify otherwise. Attendance will be recorded at the end of each grading period within

# General Policies and Procedures

the term. If the school receives a written request for withdrawal from the student, that date shall be the last date of attendance. If a student does not submit written notification to the school, the last date of attendance will be the last date of documented academic activity. In any event the date used for calculating the amount of refund due will never be longer than the last date of academic activity. The policy the school uses is as follows:

- **The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. Unless notated as "NON-REFUNDABLE", all amounts paid by the student in excess of what is owed as calculated shall be refunded.**
- **The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance**

## Florida Institutional/State Refund Policy

Refunds will be paid within 30 days of the cancellation date, within 30 days of the written request for withdrawal, 30 days from the date a student has been determined to be a drop (date of determination), or within 30 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance unless federal or state requirements specify otherwise. The policy the school uses is as follows:

- **If the student withdraws during the first 10% of the term (period of obligation), the student owes only the cost of any non-returnable books and/or supplies issued. Any tuition paid will be refunded.**
- **If the student withdraws any time after the first 10% of the term (period of obligation), the student owes 100% the tuition charged for the term, including any non-returnable books, administrative fees, and/or supplies issued during that term.**

## Georgia Institutional/State Refund Policy

Refunds will be paid within 30 days of the cancellation date, within 30 days of the written request for withdrawal, 30 days from the date a student has been determined to be a drop (date of determination), or within 30 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance unless federal or state requirements specify otherwise.

The policy the school uses is as follows:

GEORGIA STATE FORMULA	
IF THE STUDENT COMPLETES:	THE INSTITUTION RETAINS:
1 – 5%	5%
6 – 10%	10%
11 – 25%	25%
26 – 50%	50%
51 – 100%	100%

## Indiana Institutional/State Refund Policy

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Indiana Commission for Higher Education (ICHE). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal. If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form

# General Policies and Procedures

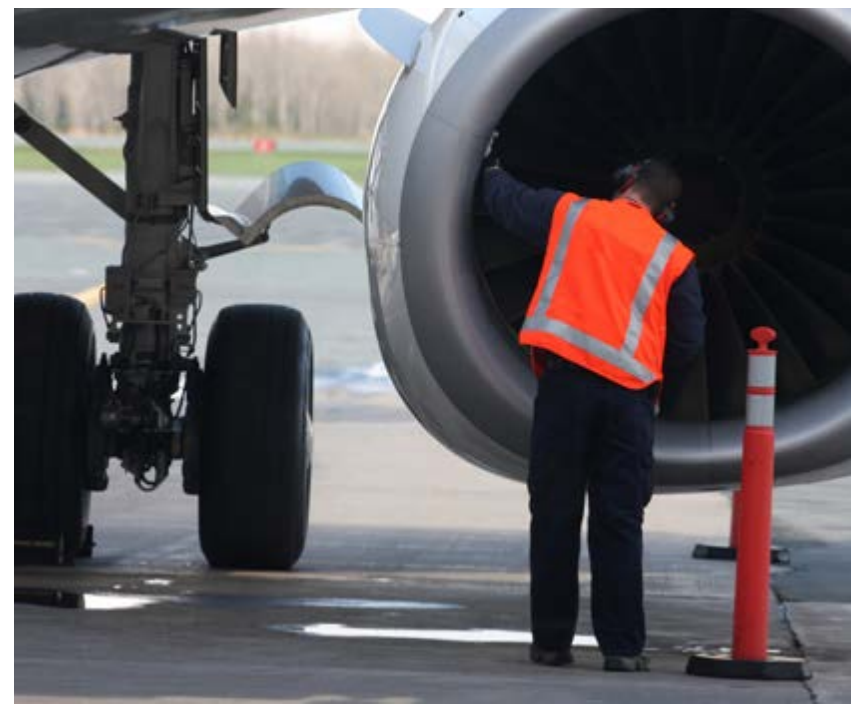
of a final refund calculation, upon the request of ICHE, that its refund policy is more favorable to the student than that of ICHE. The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
  - (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
  - (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
  - (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

## Student Protection Fund

Student Protection Fund IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution authorized by the Indiana Commission for Higher Education to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form" located at [www.in.gov/bpe/student-complaint-form/](http://www.in.gov/bpe/student-complaint-form/)



# General Policies and Procedures

## Illinois, Missouri and Virginia Institutional/State Refund Policy

Refunds will be paid within 45 days of the cancellation date, within 45 days of the written request for withdrawal, 45 days from the date a student has been determined to be a drop (date of determination), or within 45 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance, unless federal or state requirements specify otherwise. All refunds are paid within 45 days of the DOD by electronic funds transfer. The policy the school uses is as follows:

- **If the student withdraws within the first 25% of the term, the school will retain 50% of the charged Tuition and Fees.**
- **If the student withdraws before the first 50% of the term and after the first 25% of the term, the school will retain 75% of the charged Tuition and Fees.**
- **If the student withdraws after the first 50% of the term, the school will retain 100% of the charged Tuition and Fees**

## North Carolina Institutional/State Refund Policy

Refunds will be paid within 45 days of the cancellation date, within 45 days of the written request for withdrawal, 45 days from the date a student has been determined to be a drop (date of determination), or within 45 days from the receipt of payment in the event the date of such receipt is after the last date of attendance unless federal or state requirements specify otherwise. The policy the school uses is as follows:

- **The student will receive a full refund of all monies paid minus the application fee if the student does not start the program or if the school cancels the class.**
- **If the student withdraws within the first 25% of the term (period of obligation) the school will retain 25% of the charged tuition and fees.**
- **If the student withdraws any time after the first 25% of the term (period of obligation), the student owes 100% of the tuition charged for the term, including any non-returnable books, fees, and/or supplies issued during that term school will retain 100% of the charged Tuition and Fees.**



# General Policies and Procedures

## Nevada Institutional/State Refund Policy

Each postsecondary educational institution shall have a policy for refunds which at least provides:

- That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
- That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
- That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
- As used in this section. "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:
  - (a) Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or
  - (b) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.
- That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
- If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
  - Date of cancellation by a student of his or her enrollment;
  - Date of termination by the institution of the enrollment of a student;
  - Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  - Last day of attendance of a student, whichever is applicable.
- Books, educational supplies or equipment for individual use are

not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

For the purposes of this section:

- The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
- The period of time for a training program is the period set forth in the enrollment agreement.
- Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies, or equipment that is listed separately from the tuition and fees.

## New Jersey Institutional/State Refund Policy

Refunds will be paid within 45 days of the cancellation date, within 45 days of the written request for withdrawal, 45 days from the date a student has been determined to be a drop (date of determination), or within 45 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance, unless federal or state requirements specify otherwise. All refunds are paid within 45 days of the DOD by electronic funds transfer.

If refunds are due as a result of withdrawal, dismissal or cancellation, etc., they will first be applied to any overpayment due to the Federal Title IV programs then to any outstanding private student loan balance. Any remaining funds will be returned to the student, or parent as applicable. Refunds in this section will be made within 10 business days after the date the Institute determines the student is no longer enrolled, dismisses the student, receives notice of withdrawal, the last date of recorded attendance or the date of cancellation, whichever is applicable.

The policy the school uses is as follows:

- If the student withdraws within the first 25% of the term, the school will retain 50% of the charged Tuition and Fees.
- If the student withdraws before the first 50% the term and after the first 25% of the term, the school will retain 75% of the charged Tuition and Fees.
- If the student withdraws after the first 50% of the term, the school will retain 100% of the charged Tuition and Fees.



# General Policies and Procedures

## Pennsylvania Institutional/State Refund Policy

Refunds will be paid within 30 days of the cancellation date, within 30 days of the written request for withdrawal, 30 days from the last date of recorded attendance, or within 30 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance, unless federal or state requirements specify otherwise.

The policy the school uses is as follows:

PENNSYLVANIA STATE FORMULA	
IF THE STUDENT COMPLETES:	THE INSTITUTION RETAINS:
1 -7 Calendar Days	25%
After 7 Days – 25%	45%
26 – 50%	70%
51 – 100%	100%

## Texas Institutional/State Refund Policy

1. The applicant will receive a full refund if the applicant cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment agreement is signed.
2. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$125 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.
3. If an applicant is denied admission to the school for any reason, all monies paid by the applicant will be refunded within 30 days of the denial.

4. Applicants who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment. Any monies paid will be refunded within 30 days.

5. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

6. The effective date of termination for refund purposes will be the earliest of the following: (a) The last day of attendance, if the student is terminated by the school; (b) The date of receipt of written notice from the student; or (c) Ten school days following the last date of attendance.

7. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$125 in administrative fees charged shall be retained by the school.

8. If a student enters a residence program and withdraws or is otherwise terminated after the cancellation period, the College may retain not more than \$125 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

9. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to

# General Policies and Procedures

purchase instructional supplies, books and tools until these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the College can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

10. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

11. A full refund of all tuition and fees is due and refundable in each of the following cases: (a) An enrollee is not accepted by the school; (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

12. Refund Policy for Students Called to Active Military Service: A student of the College who withdraws from the College as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does to complete following withdrawal; (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right

to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor(s) of the program determine that the student has: (i) satisfactorily completed at least 90 percent of the required coursework for the program; and (ii) demonstrated sufficient mastery of the program material to receive credit for completing the program.

13. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.



# General Policies and Procedures

## Repeat Policy

Students failing to achieve a passing grade in a class must repeat it. The failing grade will be averaged into their CGPA until the class is repeated. The new grade earned will replace the original grade, and will be used to recalculate the CGPA. Repeated classes are charged to the student at the cost-per-credit rate as documented in their Student Enrollment Agreement.

## Retention of Student Records

Permanent electronic records, to include the official transcript, are accessible at the school, but are stored indefinitely on a secured network that is routinely backed up. This procedure ensures that copies of all records are kept at more than one location and are retrievable should any storage location be destroyed by fire, vandalism, or other peril.

## Satisfactory Academic Progress

In order to demonstrate satisfactory academic progress (SAP) toward completion of a program, a student must maintain a specific overall grade point average and must progress through the program at a specific minimum pace. Attendance in any portion of a semester will be counted as a semester attempted. Satisfactory progress is evaluated at the end of each 15-week semester and/or other designated checkpoints as required. For the Maintenance Technician program (in Texas only), students are evaluated for satisfactory progress at both the midpoint and end of each semester. The qualitative and quantitative evaluations measured at the midpoint (where applicable) and the end of each semester are described below. If the student completes a program and decides to enroll in a new program, satisfactory progress measurement will begin with the new program.

## Qualitative Measurement

The minimum cumulative grade point average (CGPA) is measured using a progressive standard outlined in the charts below. The minimum CGPA required for graduation is a 2.0 with a passing grade in every required course. If a student receives a failing grade for a required class, the course must be retaken. When a student repeats a class, the second grade will be substituted for the first for CGPA calculation purposes. For programs less than one year in length, the minimum acceptable CGPA at the midpoint (where applicable) and the end of each semester is:

SEMESTER	MINIMUM CGPA
1	1.75
2+	2.0

For programs one year or longer in length, the minimum acceptable CGPA at the midpoint (where applicable) and the end of each semester is:

SEMESTER	MINIMUM CGPA
1	1.25
2	1.5
3	1.75
4+	2.0

# General Policies and Procedures

## Quantitative Measurement

The quantitative measure is summarized as the total number of credit hours successfully passed divided by the total number of credit hours attempted. For example, if a student passed 20 credits out of 24 credits attempted, their rate of progress (ROP) would be 83%, since  $(20 \div 24 = 83.33\%)$ . All students must meet the minimum standards indicated below by the end of each semester of classes. Attempted credits include all credits attempted: transfer credits, repeat courses, withdrawals (official or unofficial), and credits earned without benefit of financial aid. Any courses transferred in will count toward the academic progress as credits attempted. Developmental coursework is excluded from the calculation. See charts below for the progressive pace requirements. For programs less than one year in length, the minimum acceptable ROP at the midpoint (where applicable) and the end of each semester is:

SEMESTER	MINIMUM ROP
1	50%
2+	67%

For programs one year or longer in length, the minimum acceptable ROP at the midpoint (where applicable) and the end of each semester is:

SEMESTER	MINIMUM ROP
1	50%
2	62.5%
3	65%
4+	67%

For the Aircraft Dispatcher program, the minimum acceptable ROP at each checkpoint is:

CHECKPOINT	CRS/HRS COMPLETED	MINIMUM ROP
1	4 crs/96 hrs	67%
2	8 crs/198 hrs	67%
3	12 crs/300 hrs	67%

The maximum time frame that a student can work toward a program is 150% of the time scheduled for that program. If, at any time, the school determines that a student is unable to graduate from their program without exceeding the maximum time frame of 150%, the student will be dismissed from the program. For example, the maximum timeframe of a 60-credit program is 90 attempted credits. If a student in a 60-credit program has attempted 70 credits, but has passed only 20, then they could not possibly pass all 60 credits within 90 credits attempted, and they would be dismissed from the program. Any semester with incomplete grades will be re-evaluated once the incomplete has been resolved into either a passing or failing grade. If not resolved within two weeks of the end of the block, an incomplete automatically becomes a failing grade.

# General Policies and Procedures

## Financial Aid Warning & Academic Probation Policy

If the student fails to achieve the minimum qualitative or quantitative requirements, the student will be placed on financial aid warning and academic probation for one semester of instruction. During this probationary period, the student must maintain satisfactory progress in order to meet the minimum qualitative and quantitative requirements for that semester. Students on financial aid warning will remain eligible for financial aid, and, if satisfactory progress is met at the end of the semester, the financial aid warning and academic probationary status will be lifted. Failure to achieve satisfactory progress by the end of the semester will result in financial aid suspension and the loss of Title IV eligibility or VA benefits, as applicable. Probation requires that students be advised of the terms and conditions, including any necessary academic plans, of the probation in writing and in person.

### Maintenance Technician (Dallas only)

- Any student not meeting the minimum qualitative or quantitative requirements at the end of each 7.5 week progress evaluation period will be placed on academic probation for the next progress evaluation period.
- Any student on academic probation who achieves satisfactory progress at the end of the subsequent progress evaluation period, but fails to achieve overall satisfactory progress, may be continued on probation for one more progress evaluation period.
- Any student on academic probation who fails to achieve the required standards for the progress evaluation period and overall satisfactory progress shall be dismissed.
- Any student on academic probation who fails to achieve overall satisfactory progress at the end of two consecutive progress evaluation periods shall be dismissed.
- Any student on academic probation will be advised, in writing and in person, prior to returning to class. Documentation of this will be a part of the student's permanent record.

## Appeals

A student on financial aid suspension may appeal a determination that they are not achieving satisfactory academic progress. The student must submit the appeal in writing to the Campus Executive Director. The Campus Executive Director may grant an appeal of the satisfactory academic progress standards for the following mitigating circumstances: death of a family member, injury or illness, or other special circumstances. The decision of the Campus Executive Director is final and the student will be notified in writing. SAP may only be appealed once.

Students who successfully appeal will be placed on financial aid probation for one semester of instruction. If the student fails to maintain satisfactory progress while on financial aid probation, the student will be dismissed from school.

Students dismissed for unsatisfactory progress may apply for re-admission through the Office of Admissions. If accepted, the student will be placed on an academic plan and will be required to regain satisfactory academic progress to reestablish Title IV eligibility and VA benefits.

### Maintenance Technician (Dallas only)

- Students dismissed for unsatisfactory progress will be eligible to apply for Re-Admission after a minimum of one progress evaluation period.
- Students who return after being dismissed for unsatisfactory progress will be placed on academic probation for one progress evaluation period, and will be dismissed if they fail to demonstrate satisfactory progress at the end of this probationary period.

## Student Portal

The student portal is a self-service resource that acts as the primary method of communication between the school and the student. Access to academic and financial information—including grades, attendance, class schedules, advisor appointments, important school-related messages and announcements, and loan disbursement notifications—is facilitated via the student portal. Final grades are published to

# General Policies and Procedures

the Student Portal at the end of each 15-week semester. Students can access the portal from any internet enabled computer or device. Information available to view and print includes annual campus security reporting and consumer information.

## Transcript Requests

An official transcript bearing the seal of the college and the signature of the Registrar is a document required by colleges and prospective employers. An official transcript is sent only with the student's written request. A transcript issued to the student will be marked "Unofficial." A student may request academic transcripts be forwarded to other institutions or places of employment by notifying the Registrar's Office in writing. The Transcript Request Form is available in the Registrar's Office. A transcript request must include:

- **Student Name**
- **Date of Birth**
- **Approximate dates of attendance**
- **Address to which transcript is to be forwarded**
- **Student Signature**

Each student will receive one complimentary official transcript upon request. All others will be provided upon receipt of a \$5.00 fee for each transcript. There is no charge for unofficial transcripts.

## Minimum Technology Requirements

The school provides technical services and resources through its online platform. Online students must also have at least the following hardware and software to access the online platform and successfully attend classes:

- **Microsoft Windows 7**
- **2.2 GHz Processor**
- **2 GB RAM**
- **56 kbps Modem or Broadband Connection**
- **Adobe Reader 10**
- **Microsoft Office 2010**
- **Google Chrome**
- **Anti-virus protection**

## Emergency Weather Policy

The institution may occasionally cancel classes because of a weather emergency. Students will make up any material missed to ensure completion of the entire course. Notice of such weather-related closings will be relayed via the method determined by the individual school at Student Orientation.

## Withdrawal

If a student finds it necessary to withdraw from school before completing their courses, the student is requested to submit written notice of withdrawal to the Campus Executive Director or Registrar. Submission of notification to withdraw to any other department may result in a delay of processing, but will not invalidate the notification. The effective date of determination of the withdrawal will be the date of the written notification or 14 calendar days from the last day of documented academic activity, whichever is sooner. If the student does not submit written notification to the school, it is considered an unofficial withdrawal. In either case, the last date of class attendance will be used as the last day of documented academic activity. Any possible tuition refund and final grade determination are based upon the last day of documented academic activity.

Students must attend an exit interview to resolve all academic and financial matters. Students will receive an invoice of the amounts owed to the school and other lenders with payment options after withdrawal. Payment will be due 30 days from the date of the invoice. A 1.5% rate of interest per month will be incurred for balances not paid to the institution when due. In the event third party financing is found at a lower interest rate than the established 1.5% per month, the student agrees to apply and accept such new terms from the third party lender.

# Student Rights and Responsibilities

## General Grievance Process

A general grievance procedure is an essential part of an effective educational system. At the school, every safeguard is taken to protect this right of the student. The Campus Executive Director ensures that no retaliatory action be allowed against any student who has lodged a complaint. All files pertaining to a student's complaint will be maintained by the school for five (5) years.

## Academic Grievances

For complaints pertaining to academic matters (grades, tests, academic protocols), the student should:

- **Contact the instructor(s) privately, either orally or in writing to rectify the situation or concern;**
- **If the outcome is not satisfactorily resolved within three (3) business days of this contact, the student should contact the Lead Instructor, Program Coordinator, or Director of Education (as defined by the campus);**
- **If this outcome is not satisfactorily resolved within five (5) business days of this contact, then the student should contact the Campus Executive Director to detail the complaint on a Student Complaint Form, noting academic concern.**

## Administrative Grievances

For complaints pertaining to administrative matters (FA, scheduling, supplies), the student should contact the Campus Executive Director by either making an appointment with the Campus Executive Director, or submitting the complaint in writing on the Student Complaint Form, noting reason for administrative complaint. The Campus Executive Director will meet with each party involved separately to seek a fair and unbiased resolution to the student complaint.

## Unresolved Academic and Administrative Grievances

Should an academic or administrative complaint not be satisfactorily resolved within fifteen (15) business days, and after the established process at the campus level has been followed, a student may submit their complaint to the Regional Director. Contact of the Regional Director should be made by sending the complaint in writing to: Aviation Institute of Maintenance Corporate, Attention: Regional Director, 4455 South Boulevard, Suite 250, Virginia Beach, VA 23452.

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

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

**A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.**

# Student Rights and Responsibilities

## California

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau at:

**Bureau for Private Postsecondary Education**  
**1747 North Market Street, Suite 225, Sacramento, CA 95833**  
**(888) 370-7589 or fax (916) 263-1897 • [www.bppe.ca.gov](http://www.bppe.ca.gov)**

## Florida

Aviation Programs - A student may choose to contact the Federal Aviation Administration (FAA) at:

**Federal Aviation Administration**  
**5950 Hazeltine National Drive, Suite 500, Orlando, FL 32822**  
**(407) 812-7727**

HVAC Program - AIM is licensed by the Commission for Independent Education, Florida Department of Education. Should an academic or administrative complaint not be satisfactorily resolved within fifteen (15) business days, and after the established process at the campus level has been followed, additional information regarding this institution may be obtained by contacting the Commission at:

**Commission for Independent Education**  
**325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400**  
**(888) 224-6684**

## Georgia

Students attending school in Georgia may contact the Non-Public Postsecondary Education Commission at:

**Non-Public Postsecondary Education Commission**  
**2082 East Exchange Place, Suite 220, Tucker, GA 30084-5313**  
**(770) 414-3300**

All complaints must be made via the NPEC website at:  
[www.npec.georgia.gov](http://www.npec.georgia.gov).

## Indiana

This institution is regulated by:

**The Indiana Commission for Higher Education/  
The Indiana Board for Proprietary Education**  
**101 West Ohio Street, Suite 300**  
**Indianapolis, IN 46204-4206**

Complaints: [www.in.gov/bpe/student-complaint-form/](http://www.in.gov/bpe/student-complaint-form/)

## Illinois

Complaints against this school may be registered with the Illinois Board of Higher Education and may be submitted to:

**Illinois Board of Higher Education**  
**1 N. Old State Capitol Plaza, Suite 333**  
**Springfield, IL 62701**  
**(217) 782-2551, Fax: (217) 782-8548**  
**<http://complaints.ibhe.org>**

## New Jersey

Students attending school in New Jersey may contact:

**New Jersey Department of Labor and Workforce Development**  
**Center for Occupational Employment Information**  
**Attn: Conflicts**  
**P.O. Box 057**  
**Trenton, NJ 08625-0057**

## Nevada

Students attending school in Nevada may contact the Commission on Post-Secondary Education at

**Commission on Postsecondary Education**  
**2800 E. St. Louis Avenue**  
**Las Vegas, NV 89104**  
**[https://cpe.nv.gov/Students/Student\\_Home](https://cpe.nv.gov/Students/Student_Home)**  
**(Student Complaint Form)**



# Student Rights and Responsibilities

## North Carolina

Aviation Programs - A student may choose to contact the Federal Aviation Administration (FAA) at:

**Federal Aviation Administration**  
**3800 Arco Corporate Drive, Suite 233, Charlotte, NC 28273**  
**(407) 812-7727**

## Missouri

Students attending school in Missouri may contact the State of Missouri Coordinating Board for Higher Education at:

**Missouri Coordinating Board for Higher Education**  
**P.O. Box 1469, Jefferson City, MO 65102**  
**(573) 751-2361**

## Pennsylvania

The school is licensed by the Pennsylvania State Board of Private Licensed Schools and any questions or concerns that are not satisfactorily resolved by the school may be brought to the attention of the State Board at any time:

**State Board of Private Licensed Schools**  
**333 Market Street, 12th Floor, Harrisburg, PA 17123-0333**

## Texas

Students with unresolved grievances may contact:

**Texas Workforce Commission**  
**Career Schools and Colleges, Room 226T**  
**101 East 15th Street, Austin, Texas 78778-0001**  
**Phone: (512) 936-6959 • <http://csc.twc.state.tx.us/>**

## Virginia

Students attending school in Virginia may contact the State Council of Higher Education for Virginia at:

**State Council of Higher Education for Virginia**  
**101 North 14th Street, Richmond, VA 23219**

The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. This office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact this office via email: [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

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

## Disability Grievance Process

The school works to ensure a learning environment that is accessible as well as free from discrimination and retaliation and does not tolerate discrimination based on disability. The Student Code of Conduct specifically addresses student-on-student violations of this nature. In addition, a disability grievance process is available to students who have voluntarily disclosed a disability and who seek academic accommodation, auxiliary aid, or other accommodations. Such complaints are often related to the type, level, or timeliness of services provided to students with disabilities, but may also be the result of complaints by students regarding staff, not otherwise addressed under the General Grievance Process section.

A student who believes they have been discriminated against based on accommodation, provision of services, or other related factors impacting prompt and reasonable accommodation based on disability may follow the following grievance process:

- **To make a formal complaint, complete the school’s Student Complaint Form.**
- **Turn the complaint form into the Campus Section 504 Liaison, who will immediately notify the Campus Executive Director and the Corporate Director of Student Affairs.**
- **Be prepared to meet with the Corporate Section 504 Coordinator to discuss the complaint and possible solutions.**

# Student Rights and Responsibilities

Should the initial remedy of a complaint not resolve the complaint, the student may then file a Student Request for an Appeal Form. To learn more about the school's Office of Disability Services, please contact the Campus Section 504 Liaison located in the Student Services Office or call the Corporate Office of Disability Services, located in the Corporate Department of Student Affairs, toll free at (877) 604-2121.

## Student Code of Conduct

### Introduction

We provide educational opportunities to a diverse student population. As with any institution of higher learning, students are expected to maintain order and to adhere to standards of conduct that promote mature interactions, open dialogue, communication, and a positive overall campus culture. The Student Code of Conduct provides a set of guidelines under which students may enjoy their active educational environment while also respecting the rights of others and the campus itself. Additional institutional policies, such as non-discrimination policies, further define expectations for conduct in unique circumstances and will be used in conjunction with this policy in applicable situations. Substantiated violations of the Student Code of Conduct are addressed promptly through the Institution's defined disciplinary process.

### Overview of the Standards of Conduct

By enrolling in the Institution, students agree to adhere to certain standards of conduct that reflect professional behavior and that support safety on campus. These standards are in place to help ensure that each campus remains a positive environment for education and professional growth, and that the welfare of the Institution's students, faculty, and staff is maintained at all times.

The Institution provides all students with opportunities at the campus level to address concerns related to this policy. Students seeking information should first consult the Institution's policy and make their concerns known to the appropriate administrator on campus (Assistant Director/Director of Compliance and Administration, Director of Education, or Campus Executive Director). Policies are available to students from several sources: they are provided in paper form at Student Orientation; they can be requested in paper form at any time; and they are permanently available for download from the Institution's website.

In order to remain in good standing as alumni and to receive associated benefits such as career advising assistance, graduates are expected to continue to comply with the standards of conduct in all dealings with the Institution. Therefore, it is the expectation of the Institution that students and alumni will exemplify professional, courteous, and mature behavior. Such behavior includes, but is not limited to, these standards of conduct:

- **Respecting the rights of others without regard to race, color, national origin, gender, sex, age, and disability;**
- **Using language that is relevant to the operation of the Institution and free from profanity;**
- **Appearing on campus in appropriate, professional attire or uniforms ("appropriate" means ready to meet with a potential employer given a few minutes notice);**
- **Contributing to order in all institutionally sanctioned activities, whether on or off campus, to include the classroom, hallway, facilities, labs, intern/externship sites, and housing;**
- **Respecting the property both of the Institution and of the community by doing no harm or damage to the facility, its contents, the property of others while on or off campus, or to vehicles on or off campus;**
- **Contributing to the health and safety of others while on the private property of the campus as well as during institutionally sponsored events on or off campus;**
- **Adhering to all local, state, and federal laws.**

# Student Rights and Responsibilities

The standards of conduct represent the behaviors that administrators hope to see from all members of the learning community. Violations of these standards are subject to the disciplinary actions in the Conduct Level and Range Summary Chart and to the grievance processes in the General Conduct Violation Grievance and Investigation Process. The Institution has distinct student grievance policies and processes for academic concerns vs. administrative concerns vs. discrimination concerns.

## Overview of the Process

The institution views its Student Code of Conduct as the basis for a productive learning community. The Student Code of Conduct provides specific levels of violation and detailed ranges of discipline for first and second violations within each Level. Allegations of a level I or II violation of the Student Code of Conduct (i.e. those deemed most serious) require formal investigations and may warrant immediate removal from campus. In level I situations (which includes all “direct threat” matters) this removal may persist pending the outcome of a Formal Investigation, while level II cases may call only for removal from campus for a day to stabilize a situation. Applicable sanctions for a substantiated level I or II violation include suspension and expulsion.

Allegations of level III and IV violations lead to an informal resolution process and, if substantiated, are subject to defined disciplinary ranges that include written warnings, sanctions, and suspension for defined periods of time from campus (see Conduct Level and Range Summary Chart).

The institution encourages students with complaints to refer to the policies and procedures for formally expressing them. These allow for an airing of grievances while still respecting the rights of other classmates. Students may also seek guidance from administrators regarding their rights, responsibilities, and applicable policies and processes.

Complaints or reports of alleged violations of the Student Code of Conduct shall first be submitted to a campus administrator. If the

Campus Executive Director is part of the complaint or report, it can be submitted to the campus’s Regional Director at the corporate office. Upon receipt of a complaint or report, i.e. upon being formally notified, a campus administrator will conduct a brief informal inquiry to determine the appropriate next steps. This inquiry will include identifying the applicable levels and ranges for the allegations and determining whether the situation requires immediate mitigating action such as in direct threat or discriminatory situations.

## Disciplinary Process

The school has established clear guidelines for addressing Student Code of Conduct violations. Such violations fall into four levels, each having ranges of possible discipline. The school has established the General Conduct Violation Grievance and Investigation Process, which offers students an unbiased, defined protocol for addressing any conduct matter. Students should review the policy and be familiar with the process. A full copy of the policies and procedures are available upon request from a campus administrator, may be downloaded from the school website, or may be obtained with a written request to DSAF—Policy Request, 4455 South Blvd, Suite 200, Virginia Beach, VA 23452.

The Campus Executive Director is responsible for maintaining good order on the campus and for administering the school’s established conduct related policy and procedures. Should a complaint be received from a student against another student using the Student Complaint Form, or should a violation of the Student Code of Conduct occur as observed or reported by school officials, a student will be informed of the alleged violation in conference with a campus administrator and in writing through receipt of a Record of Student Advising Form. The student may be removed from school during a Formal Investigation. Documentation of all findings, to include the type of violation and subsequent discipline, will be noted in the student’s official school record and maintained by the school for a period of five (5) years.

# Student Rights and Responsibilities

## Conduct Related Grievance Process

The student has the right to participate in the Formal Investigation, and if appropriate, request an appeal of the investigative findings. An Appeal Committee will be convened by the Department of Student Affairs off campus. The school provides appeals on matters of adherence to policy and procedures, and not as an additional forum for dispute of the conduct violation or administered discipline.

A student who is expelled as a result of a Student Code of Conduct violation may apply for re-admission. Applications for re-admission will be considered on an individual basis with the Review Board making a final determination. If a student leaving school as a result of a Student Code of Conduct violation is accepted for re-admission, the student will be placed on conduct probation for the remainder of the program in which they are enrolled. The Campus Executive Director ensures that no retaliatory action will occur based on a student complaint or a student's pursuit of remedy under the Conduct Related Grievance Process.

## Notice of Non-Discrimination

The institution does not discriminate on the basis of race, color, national origin, gender, sex, age, or disability in any of its programs or activities. The institution provides policies and procedures that are compliant with Title VI of the Civil Rights Act of 1964 of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. Any individual who believes that she or he has been discriminated against has the right to seek relief and to be free from retaliation by members of the learning community.

The following person has been designated by the institution to handle all inquiries regarding its non-discrimination policies:

**Corporate Director of Student Affairs,  
4455 South Blvd., Suite 250, Virginia Beach, VA 23452  
(877) 604-2121 (toll free)**

**A person may also contact the Federal Department of Education,  
Office for Civil Rights at:  
<https://www2.ed.gov/about/offices/list/ocr/index.html>.**

## Discrimination Grievance Process

The school does not discriminate in its admissions processes, programs, activities, or offerings and does not tolerate discrimination. The Student Code of Conduct specifically addresses violations related to student-on-student or student-on-staff discrimination (See General Conduct Violation Grievance and Investigation Process in a full copy of the policies and procedures). The Campus Executive Director is responsible for maintaining a campus free from discrimination and retaliation and is the first point of contact for complaints of discrimination based on color, race, national origin, sex, gender, and age. A specialized process has been established to address complaints related to discrimination, which takes precedent over any other policy. This process is detailed in the Civil Rights Non-Discrimination Grievance and Investigation Process available to all students upon request.

In cases where a student believes they have been discriminated against by another student based on race, color, national origin, gender, sex, or age, and who wishes to make a formal complaint, they may complete the Student Complaint Form noting the circumstances surrounding their complaint and may immediately seek an appointment with the Campus Executive Director.

# Student Rights and Responsibilities

A fair and unbiased grievance process allows student complaints to be addressed at the campus level in conjunction with the Department of Student Affairs, and provides for an off campus appeal process. In cases where the complaint is against the Campus Executive Director, the Regional Director will administer all campus level complaints in concert with the Corporate Director of Student Affairs. Complaints sent to the Regional Director will be investigated to ensure that all school policies and procedures have been followed. All files pertaining to a student's complaint will be maintained by the school for five (5) years.

## Unresolved Discrimination Grievances

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the

**U.S. Department of Education,  
Office for Civil Rights,  
Lyndon Baines Johnson Department of Education Building,  
400 Maryland Avenue, SW, Washington, DC 20202-1100  
Telephone: 800-421-3481 FAX: 202-453-6012;  
TDD: 877-521-2172 or email: OCR@ed.gov**

## Title IX Anti Discrimination and Sexual Harassment Policy

### I. Policy

It is the policy of The Aviation Institute of Maintenance ("the Institute") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The Institute has enacted the Campus Sexual Harassment Policies & Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.



# Student Rights and Responsibilities

## Title IX Anti Discrimination and Sexual Harassment Policy cont.

The Policy can be found at the Institute's website at [www.aviationmaintenance.edu](http://www.aviationmaintenance.edu) or obtained in person from the Campus Executive Director or the Title IX Coordinator (see below).

The Institute does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the Institute's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the Institute's Title IX coordinators, the U.S. Department of Education Office for Civil Rights, or both.

The Institute also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

**Atlanta Campus**  
Ben Sitton, Title IX Coordinator  
2025 Satellite Pointe  
Duluth, GA 30096  
Phone: (678) 377-5600  
Email: [DirectorAMA@AviationMaintenance.Edu](mailto:DirectorAMA@AviationMaintenance.Edu)

**Charlotte Campus**  
Alex Diaz, Title IX Coordinator  
7421 E Independence Blvd  
Charlotte, NC 28227  
Phone: (980) 785-0700  
Email: [DirectorAMC@AviationMaintenance.Edu](mailto:DirectorAMC@AviationMaintenance.Edu)

**Chicago Campus**  
Lee Mueller, Title IX Coordinator  
3711 S. Ashland Avenue  
Chicago, IL 60609  
Phone: (872) 365-3500  
Email: [directorAMW@AviationMaintenance.Edu](mailto:directorAMW@AviationMaintenance.Edu)

**Dallas Campus**  
Chris Coley, Title IX Coordinator  
400 E Airport Fwy  
Irving, TX 75062  
Phone: (214) 333-9711  
Email: [DirectorAMD@AviationMaintenance.Edu](mailto:DirectorAMD@AviationMaintenance.Edu)

**Houston Campus**  
Aaron Armendariz, Title IX Coordinator  
7651 Airport Blvd  
Houston, TX 77061  
Phone: (713) 644-7777  
Email: [DirectorAMH@AviationMaintenance.Edu](mailto:DirectorAMH@AviationMaintenance.Edu)

**Indianapolis Campus**  
Andy Duncan, Title IX Coordinator  
7251 W McCarty St,  
Indianapolis, IN 46241  
Phone: (317) 243-4519  
Email: [DirectorAMI@AviationMaintenance.Edu](mailto:DirectorAMI@AviationMaintenance.Edu)

**Kansas City Campus**  
Adrian Rothrock, Title IX Coordinator  
4100 Raytown Rd  
Kansas City, MO 64129  
Phone: (816) 753-9920  
Email: [DirectorAMK@AviationMaintenance.Edu](mailto:DirectorAMK@AviationMaintenance.Edu)

**Las Vegas Campus**  
Richard Wynn, Title IX Coordinator  
5870 S Eastern Ave  
Las Vegas, NV 89119  
Phone: (702) 798-5511  
Email: [DirectorAIML@AIMSchool.Edu](mailto:DirectorAIML@AIMSchool.Edu)

**Manassas Campus**  
Jeremiah Scarbrough, Title IX Coordinator  
10640 Davidson Pl  
Manassas, VA 20109  
Phone: (703) 257-5515  
Email: [DirectorAMM@AviationMaintenance.Edu](mailto:DirectorAMM@AviationMaintenance.Edu)

**Norfolk Campus**  
Ashley Oden, Title IX Coordinator  
2329 E Little Creek Rd  
Norfolk, VA 23518  
Phone: (757) 363-2121  
Email: [DirectorAMN@AviationMaintenance.Edu](mailto:DirectorAMN@AviationMaintenance.Edu)

**Orlando Campus**  
Mike Bragg, Title IX Coordinator  
2725 US-17  
Casselberry, FL 32707  
Phone: (407) 896-2800  
Email: [DirectorAMO@AviationMaintenance.Edu](mailto:DirectorAMO@AviationMaintenance.Edu)

**Philadelphia Campus**  
Stephanie Makhoul, Title IX Coordinator  
3001 Grant Ave  
Philadelphia, PA 19114  
Phone: (215) 676-7700  
Email: [DirectorAMP@AviationMaintenance.Edu](mailto:DirectorAMP@AviationMaintenance.Edu)

**Fremont Campus**  
Josh Smith, Title IX Coordinator  
420 Whitney Pl  
Fremont, CA 94539  
Phone: (510) 553-9600  
Email: [DirectorAMS@AviationMaintenance.Edu](mailto:DirectorAMS@AviationMaintenance.Edu)

**Teterboro Campus**  
De'Kylan Jordan, Title IX Coordinator  
80 Moonachie Ave  
Teterboro, NJ 07086  
Phone: (201) 288-6300  
Email: [DirectorAMT@AviationMaintenance.Edu](mailto:DirectorAMT@AviationMaintenance.Edu)

# Student Rights and Responsibilities

## **Title IX Anti Discrimination and Sexual Harassment Policy cont.**

In addition to the campus Title IX Coordinators listed above, the Corporate Director of Student Affairs has been designated to handle inquiries regarding the non-discrimination policies, including Title IX. You may contact the Corporate Director of Student Affairs at 4455 South Blvd, Suite 200, Virginia Beach, VA 23452, E-mail: sscorp@centura.edu Toll Free: (877) 604-2121 Fax: (757) 497-6503. Inquiries or complaints concerning the Institute's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

### **Office for Civil Rights, District of Columbia Office**

400 Maryland Avenue, S.W.  
Washington, DC 20202-1475  
Telephone: (202) 453-6020  
Facsimile: (202) 453-6021  
Email: OCR.DC@ed.gov

The Institute desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The Institute will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in Institute.

## **II. Sexual Harassment Grievance Procedure**

Reports of sexual harassment should be made to the Institute's Title IX Coordinators or Corporate Director of Student Affairs. The Institute will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The Institute will investigate all formal complaints of sexual harassment. A formal complaint must be in writing filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the Institute investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The Institute's Title IX Coordinator oversees the Institute's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the Institute determines that the particular formal complaint is appropriate for such a process, the Institute will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The Institute retains the discretion to determine which cases are appropriate for voluntary resolution.

The Institute will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions the Institute imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

For more information, please see our website at: <https://aviationmaintenance.edu/your-rights/title-ix/>.

# California Addendum

## California

The class start dates for which this catalog is effective for are January 18, 2022 - June 14, 2022.

### Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201  
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

### Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Northrop Rice Foundation**
- **Military Tuition Assistance**
- **State Approving Agency for Veterans Education and Training**
- **Vocational Rehabilitation**
- **Aviation Maintenance Technical Council (ATEC)**
- **Student Exchange Visitor Program (SEVP)**

### Licensure

This private institution is approved to operate by the Bureau for Private Postsecondary Education by complying with the state standards as set forth in the Educational Code.

### Bureau for Private Postsecondary Education

1747 North Market Street, Suite 225, Sacramento, CA 95833  
(888) 370-7589 or fax (916) 263-1897 • [www.bppe.ca.gov](http://www.bppe.ca.gov)

### State Disclosures

**Bankruptcy** - The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor has it filed a petition within the preceding five years, or had a petition in 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.).

**Language Disclaimer** - Instruction will not occur in a language other than English.

**School Performance Fact Sheet** - 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.

The AIM AMT program provides students with the training required by the FAA to be eligible for Mechanic Certification Testing with Airframe and Powerplant Ratings. Certification is not necessarily a requirement of employment.

### 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 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. The STRF fee is \$2.50 per one thousand dollars (\$1,000) of institutional charges.



# California Addendum

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 Street, Suite 225, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- **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.**
- **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.**
- **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.**
- **The institution has been ordered to pay a refund by the Bureau but has failed to do so.**

- **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.**
- **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.**
- **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. Aviation Institute of Maintenance – Fremont DOE NOT provide any English language services, including instruction such as ESL.

# California Addendum

## Tuition, Fees, and Charges

CALIFORNIA TUITION, FEES, AND CHARGES			
TUITION AND FEES	AVIATION MAINTENANCE TECHNICIAN	MAINTENANCE TECHNICIAN	PROFESSIONAL AVIATION MAINTENANCE CERTIFICATION
	AY 1 (28 CREDITS)	AY 1 (28 CREDITS)	COURSE COST
Tuition	\$14,810.00	\$14,810.00	\$2,800.00
Books	\$1000.00	\$1000.00	\$0.00
Application Fee	\$25.00	\$25.00	\$25.00
Administrative Fee	\$125.00	\$125.00	\$0.00
Library Fee	\$12.00	\$12.00	\$0.00
Security Fee	\$100.00	\$100.00	\$0.00
Student Tuition Recovery Fund*	\$37.50	\$37.50	\$0.00
<b>Balance Due for AY 1</b>	<b>\$16,054.00</b>	<b>\$16,054.00</b>	<b>\$2,825.00</b>
<b>Total Program/Course Charges</b>	<b>\$49,854.00</b>	<b>\$33,259.00</b>	<b>\$2,825.00</b>

\* This fee is non-refundable.

# California Addendum

## International Students

The campus offers visa services for international students who enroll into the program, which includes providing students with an I-20, which provides a certification of eligibility for nonimmigrant students entering the institution. To offset the costs associated with these services, the institution charges an administrative fee of \$500 for international students who enroll.

† For international students, the administrative fee is \$500, which covers the administrative costs associated with visa services provided by the institution.

## Class Schedule

### CALIFORNIA CLASS SCHEDULE

DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break
WEEKEND SHIFT FRIDAY - SUNDAY	8:00 a.m. – 4:30 p.m. - Class in session 30 minute lunch break

## Housing

The average price for a one-bedroom apartment in the immediate area is \$1,800 per month. Dormitory facilities are not available. Institution does not assume any responsibility in assisting students in finding housing.

## California Distance Education Information

All student work, including lessons or projects, will be evaluated or responded to within 72 hours of school's receipt of said work.

## SOC CODES

Aviation Maintenance Technician: 49-3011

Aviation Maintenance Technician Internship: 49-3011

Maintenance Technician: 49-9041



# California Addendum

## Administration and Faculty



**Josh Smith**  
**Campus Executive Director**  
Bachelor of Art in Education  
SFSU  
Veteran - US Army  
Commercial Pilot  
Flight Instructor

**Abeer Robinson**  
**Director of Education**  
Bachelor of Aerospace engineering  
Cairo University  
FAA A&P Certificate

**Bradley Boroff**  
**Program Coordinator**  
US Marines  
FAA A&P Certificate

**Francis Schmidt**  
**Program Coordinator**  
FAA A&P Certificate

**Wilner Alcantara**  
**Instructor**  
FAA A&P Certificate

**Emmanuel Alejandro**  
**Instructor**  
MBA in Reliability Engineering  
FAA A&P Certificate

**Abdul Alhaideri**  
**Instructor**  
Associate of Science in Arts  
College of San Mateo  
FAA A&P Certificate

**Robert Brooks**  
**Instructor**  
FAA A&P Certificate

**Leonel Castro**  
**Instructor**  
Bachelor of science in aeronautics  
FAA A&P Certificate

**Humberto Corea**  
**Instructor**  
FAA A&P Certificate



**William Crawford**  
**Instructor**  
US Airforce  
FAA A&P Certificate

**John Crowell**  
**Instructor**  
FAA A&P Certificate

**Nathan Holman**  
**Instructor**  
Bachelor of Science in Aviation  
San Jose State University  
US Navy  
FAA A&P Certificate

**Doug Jain**  
**Instructor**  
FAA A&P Certificate

**Anthony Jenkins**  
**Instructor**  
FAA A&P Certificate

**Don Johnson**  
**Instructor**  
FAA A&P Certificate

**Byron Lang**  
**Instructor**  
FAA A&P Certificate  
Private Pilot

**Uriah Savary**  
**Instructor**  
FAA A&P Certificate

**Jimmy Urteaga**  
**Instructor**  
US Army  
FAA A&P Certificate

**Thomas Wheeler**  
**Instructor**  
US Army  
FAA A&P Certificate

**Mohammad Zendeenam**  
**Instructor**  
FAA A&P Certificate



# Florida Addendum

## Florida

### Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201  
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

### Memberships, Approvals, and Affiliations

- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **State Approving Agency for Veterans Education and Training**

*(Do not apply to the HVAC program)*

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Military Tuition Assistance**
- **Aviation Maintenance Technical Council (ATEC)**
- **Professional Aviation Maintenance Association (PAMA)**
- **Northrop Rice Foundation**
- **Vocational Rehabilitation**
- **Aircraft Electronics Association (AEA)**
- **Student Exchange and Visitor Program (SEVP)**

### Licensure

(Only applies to the HVAC program)

Licensed (License #5684) by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

### Commission for Independent Education

**325 West Gaines Street, Suite 1414, Tallahassee, FL 32399  
(888) 224-6684**

### Class Schedule

FLORIDA CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break
FRIDAY	No scheduled class unless it is a makeup day.

# Florida Addendum

## State Disclosures

Students will be notified of any changes made at the institution.

Aviation Institute of Maintenance is wholly owned by Technical Education Services, Inc., (TES), which is 100% owned by Gerald Yagen.



# Florida Addendum

## Administration and Faculty



**Michael Bragg**  
**Campus Executive Director**  
Master of Arts, Criminal Justice  
University of Toledo  
Bachelor of Science, Criminal Justice  
University of Toledo

**Olivia Jordan**  
**Campus Assistant Director**  
Bachelor of Science, Psychology  
Oral Roberts University

**Troy Majeska**  
**Director of Education**  
US Marine Corps  
Bachelor of Science Degree in Aviation  
Management  
Southern Illinois University  
FAA A&P Certificate  
FCC GROL  
FAA Commercial Pilot

**Ronald Caton**  
**Program Coordinator**  
US Air Force  
Associate of Science, Aviation  
Maintenance Technology  
College of the Air Force  
FAA A&P Certificate

**Demetrio Balaguer**  
**Instructor - HVAC**  
EPA Certification  
Bachelor of Science, Electronic  
Technology  
University of Puerto Rico  
Associate of Science, Electronic  
Technology  
University of Puerto Rico

**Jose Bracero**  
**Instructor**  
US Army  
FAA A&P Certificate  
FAA Inspection Authorization  
FCC GROL



**David Itkin**  
**Instructor**  
FAA A&P Certificate  
US Army

**Michael Lamaine**  
**Instructor**  
FAA A&P Certificate

**Robert Lamb**  
**Instructor**  
US Marines  
FAA A&P Certificate

**Ruben Lopez Rodriguez**  
**Instructor**  
US Army  
FAA A&P Certificate  
EPA Universal Certification

**Robert McRight**  
**Instructor**  
FAA A&P Certificate  
Private Pilot  
FCC GROL

**Jose Rivera**  
**Instructor**  
US Coast Guard  
FAA A& P Certificate

**Rafael Rosado**  
**Instructor**  
FAA A&P Certificate

**Samy Shenouda**  
**Instructor**  
FAA A&P Certificate

**Thomas Stevens**  
**Instructor**  
FAA A&P Certificate

**Christian Wong**  
**Instructor**  
FAA A&P Certificate



# Georgia Addendum

## Georgia

### Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

### Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Aviation Technical Education Council (ATEC)**
- **Atlanta Regional Commission - Workforce Investment Opportunity Act (WIOA)**
- **Military Tuition Assistance**
- **State Approving Agency for Veterans Education and Training**
- **Atlanta Regional Commission Workforce Development Division approved training service provider**
- **Vocational Rehabilitation**
- **Georgia Private Schools Association**
- **Northrop Rice Foundation**
- **Aircraft Electronics Association (AEA)**
- **Student Exchange Visitor Program (SEVP)**
- **NCATT (National Center for Aircraft Technician Training) Accredited Training Provider for the Avionics program**

### Licensure

Authorized by the State of Georgia Non-Public Postsecondary Education Commission:

**Non-Public Postsecondary Education Commission**  
**2082 East Exchange Place, Suite 220**  
**Tucker, GA 30084-5313**  
**[www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)**

### Class Schedule

GEORGIA CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:00 p.m. - Class in session 30 minute lunch break
FRIDAY	7:30 a.m. – 4:30 p.m. - Class in session
WEEKEND SHIFT FRIDAY - SUNDAY	7:30 a.m. – 4:30 p.m. - Class in session 70 minute lunch break



# Georgia Addendum

## Administration and Faculty



**Ben Sitton**  
**Campus Executive Director**  
Bachelor of Science in Marketing/  
Management  
University of Georgia

**James "Jim" McDonald**  
**Director of Education**  
Bachelor of Science in Business  
Administration  
Masters of Business Administration  
Colorado Technical University  
FAA A&P Certificate

**Douglas Blackburn**  
**Program Coordinator**  
Master of Business Administration in  
Business Administration  
Everest University  
FAA A&P Certificate  
Private Pilot

**Billy Fenner**  
**Program Coordinator**  
Veteran - US Air Force  
FAA A&P Certificate  
FCC GROL

**Chris Kraft**  
**Program Coordinator**  
Veteran - US Coast Guard  
FAA A&P Certificate  
FCC GROL

**Gary Silber**  
**Weekend Program Coordinator**  
FAA A&P Certificate

**Ralph Adegbuji**  
**Instructor**  
Associate of Occupational Science in  
Aviation  
Eastern New Mexico University  
FAA A&P Certificate

**James Beihl**  
**Instructor**  
FAA A&P Certificate



**Kyle Brown**  
**Instructor**  
American Welding Society (AWS)  
Certified

**Jason Carrig**  
**Instructor**  
FAA A&P Certificate  
David Coetzee  
Instructor  
Welding

**Gemiel Coston**  
**Instructor - Welding**

**James Crowder**  
**Instructor**  
NCATT Certificate  
FAA A&P Certificate

**Erik Dahlquist**  
**Instructor**  
FAA A&P Certificate

**Brad Davidson**  
**Instructor**  
FAA A&P Certificate

**William Davidson**  
**Instructor**  
FAA A&P Certificate

**Jake Davis**  
**Instructor**  
FAA A&P Certificate

**James Deering**  
**Instructor**  
FAA A&P Certificate  
AET Certificate  
FCC GROL

**Earnest Delgado**  
**Instructor**  
Master of Business Administration in  
Valdosta State  
Veteran - US Air Force  
FAA A&P Certificate  
Private Pilot



**Michael DelGiacco Jr.**  
**Instructor**  
FAA A&P Certificate

**Samantha Fietzek**  
**Instructor**  
Associate in Applied Science  
Alabama Aviation Center  
FAA A&P Certificate

**Carlos Flores**  
**Instructor**  
FAA A&P Certificate

**Chris Geronimos**  
**Instructor**  
FAA A&P Certificate

**Donald Gorham**  
**Instructor**  
Bachelor of Science in Business  
Administration  
FAA A&P Certificate

**Austin Gowder**  
**Instructor**  
American Welding Society (AWS)  
Certified

**Nathan Hacker**  
**Instructor**  
FAA A&P Certificate

**Derrick Hart**  
**Instructor**  
FAA A&P Certificate  
Veteran - US Air Force

**Joseph Hodges**  
**Instructor**  
FAA A&P Certificate

**Arianus Johnson**  
**Instructor**  
FAA A&P Certificate

# Georgia Addendum

## Administration and Faculty



**James Johnson**  
**Instructor**

Associate of Applied Science in Aviation  
Pasadena City College  
Veteran - US Navy  
FAA A&P Certificate

**Jeffrey Kouba**  
**Instructor**

FAA A&P Certificate  
National Aviation Academy

**Yamikani Khaueza**  
**Instructor**

FAA A&P Certificate

**Phillip Larson**  
**Instructor**

Veteran - US Navy  
FAA A&P Certificate

**Jason Garrick**  
**Instructor**

FAA A&P Certificate

**Michael Golson**  
**Instructor**

FAA A&P Certificate

**Eugene McCann**  
**Instructor**

Veteran - US Army  
FAA A&P Certificate

**Sam Mihyar**  
**Instructor**

FAA A&P Certificate

**Radoslaw Muraski**  
**Instructor**

FAA A&P Certificate

**Sami Mahshi**  
**Instructor**

FAA A&P Certificate



**Priester, Noah**  
**Instructor**

Veteran - US Army  
FAA A&P Certificate  
A. A.S in Aviation Technology  
North Central Institute

**Adam Norwood**  
**Instructor**

FAA A&P Certificate

**Thomas Oriole**  
**Instructor**

Veteran - US Air Force  
FAA A&P Certificate

**Manish Patel**  
**Instructor**

FAA A&P Certificate

**Edwin Peck**  
**Instructor**

FAA A&P Certificate  
MBA

**Daniel Pelletier**  
**Instructor**

Veteran - US Army  
FAA A&P Certificate

**Mark Pitts**  
**Instructor**

Bachelor of Science in Aviation  
Maintenance and Operations  
Trinity College University  
Veteran - US Navy  
FAA A&P Certificate  
FCC GROL

**Jonathan Primm**  
**Instructor**

Veteran - US Army  
FAA A&P Certificate

**Phillip Shekey**  
**Instructor**

Veteran - US Marines  
FAA A&P Certificate



**Mack Shockley**  
**Instructor**

Veteran - US Army  
FAA A&P Certificate  
Private Pilot

**Randolph Smith**  
**Instructor**

Veteran - US Army  
FAA A&P Certificate

**Steven Smith**  
**Instructor**

FAA A&P Certificate

**Mark Stephens**  
**Instructor**

FAA A&P Certificate

**Jason Taylor**  
**Instructor**

FAA A&P Certificate

**Norm Thompson**  
**Instructor**

Veteran - US Marines  
FAA A&P Certificate

**Calvin Williams**  
**Instructor**

Veteran - US Army  
FAA A&P Certificate

**Flip Wilson**  
**Instructor**

FAA A&P Certificate

**James Winkes**  
**Instructor**

FAA A&P Certificate  
EPA Universal Technician Certification

# Illinois Addendum

## Illinois

### Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201  
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

### Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**

### Licensure

This institution is approved by:

**Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.**

**1 N. Old State Capitol Plaza, Suite 333  
Springfield, IL 62701-1377**

**(217) 782-2551 Fax: (217) 782-8548**

**[www.ibhe.org](http://www.ibhe.org)**

# Illinois Addendum

## Institutional Disclosure Reporting Table

A1. The number of students who were admitted in the program as of July 1, 2020:	0
A2. Number of additional students who were admitted in the program during the next 12 months and classified in on of the following tables:	48
A2a. New Starts:	48
A2b. Re-enrollments:	0
A2c. Transfers:	0
A3. Total (total of A1 and A2):	48
A4. The number of students enrolled in program during the 12-month reporting period who:	0
A4a. Transferred out:	0
A4b. Completed or graduated:	0
A4c. Withdrew:	4
A4d. Still enrolled:	44
A5e. Not employed:	0
B1. Number of students who took a state licensing test:	0
B2. Number of students who took and passed a state licensing test:	0
C. Number of students employed in field that did not use the school's placement assistance during the reporting period; compiled by reasonable efforts of school to contact graduates by written correspondence:	0
D. Average starting salary for all school graduates employed during reporting period; compiled by reasonable efforts of school to contact graduates by written correspondence:	0

**Institutional Disclosure Reporting Table  
July 1, 2020 to June 30, 2021  
Program: Aviation Maintenance Technician  
CIP Code: 47.0607  
SOC Code: 49-3011**

# Indiana Addendum

## Indiana

### Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201  
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

### Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Indiana Workforce Development – Workforce Investment Opportunity Act (WIOA)**
- **Aviation Technical Education Council (ATEC)**
- **Military Tuition Assistance**
- **Vocational Rehabilitation**
- **State Approving Agency for Veterans Education and Training**
- **Aircraft Electronics Association (AEA)**
- **Northrop Rice Foundation**
- **Student Exchange Visitor Program (SEVP)**
- **University Aviation Association (UAA)**

### Licensure

This institution is authorized by:

**The Indiana Commission for Higher Education/  
The Indiana Board for Proprietary Education  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204-4206**

### Class Schedule

INDIANA CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	8:00 a.m. – 2:30 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break
FRIDAY	No scheduled class unless it is a makeup day.

# Indiana Addendum

## Administration and Faculty



**Andrew Duncan**  
**Campus Executive Director**  
Bachelor of Science in Bible  
Johnson University

**Aaron Martin**  
**Director of Education**  
Associate of Applied Science in Aviation  
Maintenance  
AIM Bachelor of Science in Aviation  
Management  
National American University  
FAA A&P Certificate

**Ronald Bennett**  
**Instructor**  
Bachelor of Science in Aviation  
Technology  
Purdue University  
FAA A&P Certificate

**Ben Bingham**  
**Instructor**  
Associates of Applied Science in Aviation  
Technology  
Vincennes University  
FAA A&P Certificate

**Erick Donker**  
**Instructor**  
A.S. Degree in Aviation Maintenance  
Technology  
FAA A&P Certificate  
Wentworth Institute of Technology  
FAA Inspection Authorization  
FCC GROL

**Randy Drake**  
**Instructor**  
US Air Force  
FAA A&P Certificate  
Private Pilot  
AET Certificate  
FCC GROL



**Richard Ellis**  
**Instructor**  
Master of Science in Aviation Safety  
Embry Riddle  
US Air Force  
FAA A&P Certificate  
FAA Inspection Authorization

**Thomas Foley**  
**Instructor**  
Bachelor of Science in Aviation Maintenance  
Management  
Lewis University  
FAA A&P Certificate

**Daniel Jarrett**  
**Instructor**  
Associate of Science in Aviation Maintenance  
Vincennes University  
FAA A&P Certificate

**Joe Jones**  
**Instructor**  
Associates of Applied Science in Aviation  
Technology  
Vincennes University  
FAA A&P Certificate

**Russell Ladd**  
**Instructor**  
Associate of Applied Science in Business Finance  
Harrison College  
Bachelor of Science in Accounting  
Harrison College  
Associate of Applied Science in Accounting  
Harrison College  
FAA A&P Certificate  
FCC Radio Operator License

**David Livesay**  
**Instructor**  
Associate of Applied Science in Aviation  
Maintenance  
PIA  
US Air Force  
FAA A&P Certificate  
Private Pilot  
FCC GROL



**Robert Madigan Jr.**  
**Instructor**  
U.S. Army  
FAA A&P Certificate

**Michael Morgan**  
**Instructor**  
Bachelor of Science in Aviation  
Management  
Lewis University  
FAA A&P Certificate

**Gordon Moser**  
**Instructor**  
US Air Force  
FAA A&P Certificate

**Tracy Oliver**  
**Instructor**  
FAA A&P Certificate

**James Smith**  
**Instructor**  
Associate of Applied Science in Aviation  
Maintenance  
Vincennes University  
US Air Force  
FAA A&P Certificate  
FAA Inspection Authorization  
Commercial Pilot

**Luke Terry**  
**Instructor**  
FAA A&P Certificate  
FCC GROL

**Frank Zunis**  
**Instructor**  
Associates of Applied Science in Aviation  
Maintenance  
Olympic College  
FAA A&P Certificate

# Missouri Addendum

## Missouri

### Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201  
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

### Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Aviation Technical Education Council (ATEC)**
- **Military Tuition Assistance**
- **State Approving Agency for Veterans Education and Training**
- **Missouri Department of Economic Development Division of Workforce Development approved training service provider**
- **Vocational Rehabilitation**
- **Northrop Rice Foundation**
- **Kansas City Chamber of Commerce**
- **Better Business Bureau**
- **Aircraft Electronics Association (AEA)**
- **Student Exchange Visitor Program (SEVP)**
- **University Aviation Association (UAA)**

### Licensure

Approved to operate by the Missouri Coordinating Board for Higher Education:

**Missouri Coordinating Board for Higher Education**  
**P.O. Box 1469, Jefferson City, MO 65102**  
**(573) 751-2361**

### Class Schedule

MISSOURI CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break
WEEKEND SHIFT FRIDAY - SUNDAY	7:30 a.m. – 4:30 p.m. - Class in session 70 minute lunch break

# Missouri Addendum

## Administration and Faculty



**Adrian Rothrock**  
**Campus Executive Director**

**Damon Cook**  
**Director of Education**  
Associate of Applied Science in  
Architecture  
Otero Junior College  
US Army  
FAA A&P Certificate

**Norman Bradshaw**  
**Program Coordinator**  
US Marines  
FAA A&P Certificate  
FAA Inspection Authorization  
Private Pilot

**John Barber**  
**Instructor**  
AS HR College of the AF  
US Air Force Veteran  
FAA A&P Certificate

**Mark Barefoot**  
**Instructor**  
FAA A&P Certificate  
U.S. Airforce  
Aviation Institute of Maintenance-  
Aviation Maintenance

**Timothy Chernicky**  
**Instructor**  
AA Aviation Maintenance,  
Metro Tech Community College  
FAA A&P Certificate

**Joe Heath**  
**Instructor**  
US Marines  
FAA A&P Certificate

**Aaron Hall**  
**Instructor**  
FAA A&P Certificate



**John MacVarish**  
**Instructor**  
FAA A&P Certificate

**Jackie McCord**  
**Instructor**  
US Marine - Veteran  
FAA A&P Certificate

**Robert Meredith**  
**Instructor**  
US Army - Veteran  
FAA A&P Certificate

**John Morris**  
**Instructor**  
FAA A&P Certificate

**Matthew Mosler**  
**Instructor**  
BS Aeronautics  
Embry-Riddle Aeronautical University  
US Air Force Veteran  
FAA A&P Certificate

**Benjamin Rector**  
**Instructor**  
US Army Veteran  
FAA A&P Certificate

**Casey Sawyer**  
**Instructor**  
Associate of Applied Science in Aviation  
Maintenance  
Redstone College  
US Army  
FAA A&P Certificate

**Michael Thacker**  
**Instructor**  
Associate of Applied Science in Aviation  
Maintenance  
Maple Woods Community College  
US Navy  
FAA A&P Certificate



**Hal Vay**  
**Instructor**  
FAA A&P Certificate

**Curtis Voiles**  
**Instructor**  
Embry-Riddle Aeronautical University  
FAA A&P Certificate



# Nevada Addendum

## Nevada

### Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201  
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

### Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Military Tuition Assistance**
- **Vocational Rehabilitation**
- **State Approving Agency for Veterans Education and Training**
- **Student Exchange Visitor Program (SEVP)**
- **Aviation Technician Education Council (ATEC)**

### Licensure

Licensed to operate by the Commission on Postsecondary Education.  
Commission on Postsecondary Education  
1860 East Sahara Avenue  
Las Vegas, NV 89104  
Phone: (702) 486-7330

### Class Schedule

NEVADA CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	4:30 p.m. – 11:00 p.m. - Class in session 30 minute lunch break
WEEKEND SHIFT FRIDAY - SUNDAY	8:00 a.m. – 4:30 p.m. - Class in session 30 minute lunch break

### Maintenance Technician

TUITION, FEES & CHARGES	
TUITION & FEES	TOTAL PROGRAM COST
Tuition	\$31,840.00
Books (estimated)	\$1,850.00
Application Fee	\$25.00
Library Fee	\$12.00
Administrative Fee	\$125.00
Security Fee	\$100.00
Materials Fee	\$425.00
<b>Total Charges</b>	<b>\$33,252.00</b>

# Nevada Addendum

## State Disclosures

State Commission on Post-Secondary Education, State of Nevada:  
All employees of an institute of higher learning offering VA Educational Benefits are required to undergo FBI finger printing (CPE Form 40c).

Language Disclaimer:

Instruction will not occur in a language other than English School Performance Fact Sheet:

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Ownership:

Aviation Institute of Maintenance is wholly owned by Employment Services, Inc. (ESI), which is 100% owned by Gerald Yagen.

Disclosure of Student Education Records:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records of both current and former students. Students over the age of 18 years of age reserve the right to decline completion of the FERPA documents. Institutions must have written permission from an eligible student in order to release any personally identifiable information from a student's education record. However, under certain conditions FERPA allows institutions to disclose those records, without consent, to the following parties or under the following conditions:

- a. School official with legitimate educational interest
- b. Other schools to which a student is transferring
- c. Specified officials for audit or evaluation purposes
- d. Appropriate parties in connection with financial aid to a student
- e. Organizations conducting certain studies for or on behalf of the institution
- f. Accrediting organizations
- g. To comply with a judicial order or lawfully issued subpoena, provided that the institution makes a reasonable attempt to notify the student in advance of compliance
- h. Appropriate officials in cases of health and safety emergencies
- i. State and local authorities, within a juvenile justice system, pursuant to specific state law.

NRS 394.553 - Account for Student Indemnification:

1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.
2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
  - (a) The discontinuance of operation of a postsecondary educational institution licensed in this state; or
  - (b) The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.
3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.
4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or \$10,000, whichever is less.
5. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below \$10,000.
6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.
7. The money in the Account does not lapse to the State General Fund at the end of any fiscal year.  
(Added to NRS by 1995, 323)

# Nevada Addendum

## Administration and Faculty



### **Richard Wynn**

#### **Campus Executive Director**

Bachelor of Administration, Business Administration  
Cheyney University  
Aviation Institute of Maintenance  
Anthem College

### **Lisa Nordman**

#### **Assistant Campus Director**

Bachelor of Science in Psychology  
Eastern Michigan University  
Secondary Provisional License, Social Studies  
State of Michigan, Grades 7-12

### **Jerome Aguinaldo**

#### **Director of Education**

Associate of Science, Instructor in Technology and Aviation Maintenance Technology, Community College of the Airforce  
FAA A&P Certificate

### **John Lewing**

#### **Program Coordinator**

Master of Aeronautical Science  
Embry Riddle Aeronautical University  
US Air Force  
FAA A&P Certificate

### **David Seddon**

#### **Program Coordinator**

Bachelors of Science Degree in Business Management  
University of Phoenix  
Associates Degree in Aviation Maintenance Management  
North Central Institute  
Duncan Aviation  
US Army  
FAA A&P Certificate

### **Steven Acor**

#### **Instructor**

Vision Airlines  
FAA A&P Certificate

### **Marvin Alexander**

#### **Instructor**

U.S. Airforce  
Saudi Arabian Airlines  
FAA A&P Certificate

### **Christopher Bates**

#### **Instructor**

Sundance Helicopter  
US Marine Corps  
FAA A&P Certificate



### **James Belleveau**

#### **Instructor**

Vision Airlines, Inc.  
General Dynamics Aviation Service  
U.S. Airforce  
FAA A&P Certificate

### **Raymond Carolan**

#### **Instructor**

Associate of Applied Science, Aviation  
Tomball College  
Costal Bend College, Aviation Instructor  
FAA A&P Certificate

### **Darryl Exom**

#### **Instructor**

Memphis Area VoTech  
Northwest Airlines  
FAA A&P Certificate

### **Stephen Favors**

#### **Instructor**

Teterboro School of Aeronautics, Aircraft Mechanics  
Suny Farmingdale, Aerospace Technology and American Airlines  
FAA A&P Certificate

### **William Fifles**

#### **Instructor**

United Airlines  
Kamaka Air, Inc.  
FAA A&P Certificate

### **Steven Hansen**

#### **Instructor**

US Marine Corps – Aviation Stations  
FAA A&P Certificate

### **Michael Higgins**

#### **Instructor**

Associate Degree, General Studies  
Price George's Community College  
US Navy  
Sundance Helicopters  
FAA A&P Certificate

### **Ron Larabie**

#### **Instructor**

General Manager/Partner JetSet Interiors  
FAA A&P Certificate

### **Joseph Lowndes**

#### **Instructor**

Lockheed Martin  
Evergreen Aviation of Alaska  
US Air Force  
FAA A&P Certificate



### **Daniel Polk**

#### **Instructor**

American West Airlines  
Clark County School District  
FAA A&P Certificate

### **Earl John Romarate**

#### **Instructor**

Vaughn College of Aeronautics & Technology  
FAA A&P Certificate

### **Brandon Stoddard**

#### **Instructor**

GAMA Aviation  
Atlantic Aviation  
FAA A&P Certificate

### **Daniel Tomitz**

#### **Instructor**

Associate of Occupational Studies, Airframe & Powerplant Maintenance  
Redstone College  
Kalitta Air  
TransState Airlines  
FAA A&P Certificate

### **Michael Werner**

#### **Instructor**

Bachelor of Science, Management  
University of Phoenix  
Aisalam Aerospace Industries  
Honda Aircraft Company Inc.  
FAA A&P Certificate

# New Jersey Addendum

## New Jersey

### Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201  
(703) 247-4212

### Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA)**
- **New Jersey Department of Education and Department of Labor and Workforce Development (NJDOE/DOLWD)**
- **Approved for the Training of Veterans and other Eligibles by the State Approving Agency Approving Agency**
- **United States Department of Homeland Security**
- **Aviation Technician Education Council (ATEC)**
- **Private College and School Association of New Jersey (PCSANJ)**
- **Professional Aviation Maintenance Association (PAMA)**
- **Westchester Aircraft Maintenance Associate (WAMA)**
- **Career Education Colleges and Universities (CECU)**
- **Northrop Rice Foundation (NRF)**

### Licensure

Approved and licensed to operate by the State of New Jersey Department of Labor and Workforce Development.

### Class Schedule

NEW JERSEY CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	8:00 a.m. – 2:30 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break

### Unannounced School Closing

In the event of an unannounced school closure, students enrolled at the time of closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-2487.

# New Jersey Addendum

## Administration and Faculty



**De'Kylan Jordan**  
**Campus Executive Director**  
Master of Science - Education  
Bachelor of Science - Economics

**Enmanuel Rodriguez**  
**Assistant Campus Executive Director**  
MBA in Leadership/ Project Management  
Bachelor of Science in Electrical Engineering  
FAA A&P Certificate

**Angel Irizarry**  
**Director of Education**  
FAA A&P Certificate

**Mark Ungar**  
**Program Coordinator**  
FAA A&P Certificate

**Ian Borrowdale**  
**Instructor**  
FAA A&P Certificate

**Wayne Feuerherm**  
**Designated Mechanic Examiner**  
FAA A&P Certificate  
FAA IA Certificate  
FAA DME Certificate  
FAA CFI Certificate

**Michael Frim**  
**Instructor**  
FAA A&P Certificate  
FAA IA Certificate  
FAA DME Certificate  
US Air Force

**Keith Krysz**  
**Instructor**  
FAA A&P Certificate

**Michael Lapoff**  
**Instructor**  
FAA A&P Certificate  
FAA IA Certificate  
FAA DME Certificate  
US Marine Corps



**Arjune Madramotto**  
**Instructor**  
FAA A&P Certificate

**John Schmitt**  
**Instructor**  
FAA A&P Certificate

**Ramjeet Singh**  
**Instructor**  
FAA A&P Certificate

# North Carolina Addendum

## North Carolina

### Licensure

Licensed by North Carolina State Board of Community Colleges  
Raleigh, NC.

### Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201  
(703) 247-4212

### Class Schedule

#### NORTH CAROLINA CLASS SCHEDULE

DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break

Prior to enrollment, North Carolina veteran applicants must provide a written record (transcript) of previous education and training. The applicants' program will be adjusted according to any transfer credit awarded and the veteran notified in writing.

The Aviation Maintenance Technician and Aviation Maintenance Technician-Internship programs offered by Aviation Institute of Maintenance, have been declared exempt from the requirements for licensure under provisions of Article 8, §115D of the North Carolina General Statutes. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.



# North Carolina Addendum

## Administration and Faculty



### **Alex Diaz** **Campus Executive Director**

Master of Business Administration  
University of Phoenix  
Bachelor of Science in General Business  
Excelsior College

### **James Hill** **Director of Education**

FAA A&P Certificate  
Bachelor of Science – Management of Technical Operations  
Embry-Riddle Aeronautical University  
Associate in Applied Science – Instructor of Aviation  
Technology and Military Science  
Associate in Applied Science – Aircraft Systems  
Maintenance Technology  
Community College of the Air Force  
General Authority of Civil Aviation A&P Certificate  
US Air Force

### **Forrest Shane Beal** **Instructor**

FAA Airframe Certificate  
US Navy

### **Shawn Benson** **Instructor**

FAA A&P Certificate  
Bachelor of Science – Aviation Maintenance Management  
Embry-Riddle Aeronautical University  
Associate in Aviation Maintenance Technology  
Associate of Science – Aircraft Maintenance  
FAA Inspection Authorization  
FAA Private Pilot

### **Michael Curtis** **Instructor**

FAA A&P Certificate  
Associate of Occupational Studies – Advanced Electronics  
Associate of Occupational Studies – Airframe & Powerplant  
Spartan College of Aeronautics and Technology School  
FCC License  
US Navy

### **John DiNatale** **FAA A&P Certificate**

Bachelor of Science – Aviation Maintenance Management  
Embry-Riddle Aeronautical University  
Associate in Applied Science – Aircraft Maintenance  
Academy of Aeronautics  
Associate in Applied Science – Air Force Policies and  
History  
Community College of the Air Force  
US Army  
US Air Force

### **Gary Foglio** **Instructor**

FAA A&P Certificate  
FCC License

### **Carl Gerald** **Instructor**

FAA A&P Certificate  
Bachelor of Aeronautical Technology - Aviation Maintenance  
Vaughn College of Aeronautics  
FCC License

### **Thomas J. Hall** **Instructor**

FAA A&P Certificate  
Charles Taylor Master Mechanic Award Recipient  
US Marine Corps

### **Robert Hinchey** **Instructor**

FAA A&P Certificate  
Bachelor of Arts – Special Education General Curriculum  
University of North Carolina – Charlotte  
US Air Force

### **Gary Huckaby** **Instructor**

FAA A&P Certificate  
Associate in Science in General Education  
Associate in Applied Science in Cardiovascular Technology  
Central Piedmont Community College

### **Keith Karriker** **Instructor**

FAA A&P Certificate  
US Navy

### **Tim Kaufman** **Instructor**

FAA A&P Certificate  
Associate of Science in Aviation Maintenance  
Associate of Science – Career Pilot  
Broward College  
FAA Airline Transport Pilot  
FAA Flight Engineer  
FAA Flight Instructor  
US Air Force

### **William Eric Kelly** **Instructor**

FAA A&P Certificate  
Associate of Applied Science in Aviation Maintenance Technology  
Eastern New Mexico University  
FAA Commercial Helicopter Pilot  
FAA Private Airplane Pilot  
FAA Flight Instructor - Helicopter  
FAA Inspection Authorization  
FAA UAS Remote Pilot  
US Army National Guard

### **Robert King** **Instructor**

FAA A&P Certificate  
Bachelor of Science in Finance  
Western Governors University  
Associate in Applied Science – Aviation Systems Technology  
Guildford Technical Community College  
FAA Private Airplane Pilot

### **Roger Miller** **Instructor**

FAA A&P Certificate  
FAA Inspector

### **David Nowlan** **Instructor**

FAA A&P Certificate  
Associate in Applied Science in Law Enforcement  
Central Piedmont Community College  
FAA Commercial Helicopter Pilot  
FAA Private Airplane Pilot  
US Coast Guard

### **Matthias Poelman** **Instructor**

FAA A&P Certificate  
Master of Aeronautical Science  
Embry-Riddle Aeronautical University  
Bachelor of Science – Business Administration  
Cardinal Stritch University  
Associate of Science – Aviation Technology  
LeTourneau College  
FAA Designated Mechanic Examiner  
FAA Inspection Authorization  
FAA Private Airplane Pilot

### **James Rolan** **Instructor**

FAA A&P Certificate  
Associate of Occupational Studies in Airframe & Powerplant  
Redstone College

### **David Slaybaugh** **Instructor**

FAA A&P Certificate  
Associate in Applied Science – Electronics  
Richland Community College  
FAA Airline Transport Pilot  
FAA Flight Instructor  
FAA Inspection Authorization  
FAA UAS Remote Pilot  
Wright Brothers Master Pilot Award Recipient  
Charles Taylor Master Mechanic Award Recipient

### **Antonio Torres** **Instructor**

FAA A&P Certificate  
Associate in Applied Science – Aeronautical Engineering Technology  
Associate in Occupational Studies – Electronics Technology  
Vaughn College of Aeronautics  
FCC License

### **Brent Vandervort** **Instructor**

Associate in Applied Science – Mechanical Engineering Technology  
Central Piedmont Community College  
FAA Private Pilot

# Pennsylvania Addendum

## Pennsylvania

### Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201  
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

### Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Aviation Technical Education Council (ATEC)**
- **Military Tuition Assistance**
- **State Approving Agency for Veterans Education and Training**
- **Vocational Rehabilitation**
- **Pennsylvania Higher Education Assistance Agency (PHEAA)**
- **Northrop Rice Foundation**
- **Aircraft Electronics Association (AEA)**
- **Student Exchange Visitor Program (SEVP)**

### Licensure

Licensed by the Division of Law Enforcement Education and Trade Schools Bureau of Postsecondary and Adult Education, Pennsylvania Department of Education:

**Division of Law Enforcement Education and Trade Schools  
Bureau of Postsecondary and Adult Education  
333 Market Street | 12th Floor Harrisburg PA 17126**

### Class Schedule

PENNSYLVANIA CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break
FRIDAY	No scheduled class unless it is a makeup day.

### Prerequisites

Students must complete the following General Sciences courses prior to enrolling in subsequent courses within the Aviation Maintenance Technician and Aviation Maintenance Technician: Avionics programs: BLK 101 General Science I: Math and General Physics; BLK 102 General Science II: Tools, Surfaces, and Corrosion Control; BLK 103 General Science III: Maintenance Operations and Records; and BLK 104 General Science IV: Basic Electricity.

### AIM Philadelphia Post-9/11 Veteran Institutional Grant:

The Aviation Institute of Maintenance (AIM) in Philadelphia, PA will award veteran students, eligible for Post-9/11 (Chapter 33) benefits at the 100% coverage level, a grant that will cover any out-of-pocket tuition costs after their VA benefits and any PELL grants have been applied as long as they do not participate in the federal Title IV Loan programs. The grant does not cover books, supplies, housing, or charges for repeat coursework the VA does not, by policy, cover. Each academic year, the institution will consider Chapter 33 benefits and any federal Pell Grant funding as payment in full, up to the full tuition and fee cost for the program. Recipients' accounts are reviewed each semester of the academic year for receipt of VA payment and recipients are awarded the grant to cover eligible remaining tuition and fees for that semester. The institution offers this grant so that the veteran will not need any student loans to support their cost of attendance. This commitment to our Veterans assures that service men and women transition from the military with financial freedom and the skills and certifications needed to attain employment in their chosen field and thrive as professionals in the civilian workplace.



# Pennsylvania Addendum

## Administration and Faculty



**Stephanie Makhoul**  
**Campus Executive Director**  
Bachelor of Arts in Communication  
College of Notre Dame of Maryland

**Thomas Gonzales**  
**Director of Education**  
FAA A&P Certificate

**Nicholas Boscaino**  
**Instructor**  
FAA A&P Certificate

**Patrick Byrnes**  
**Instructor**  
FAA A&P Certificate  
US Air Force

**William Cappella**  
**Instructor**  
US Navy

**James Cook**  
**Instructor**  
FAA A&P Certificate

**Peter Costa**  
**Instructor**  
FAA A&P Certificate  
US Air Force

**Walter Davis**  
**Instructor**  
FAA A&P Certificate  
Associate of Science - Applied Technology  
DCCC

**Shaun Dawson**  
**Instructor**  
FAA A&P Certificate

**Nicholas Farrace**  
**Instructor**  
FAA A&P Certificate  
Bachelor of Science -  
Science and Engineering  
S.O.S.U Durant Oklahoma  
US Army



**Michael Kieffer**  
**Instructor**  
FAA A&P Certificate  
Bachelor of Science -Business, Aviation  
Management and Math  
Southeastern OK State University  
US Navy

**Daniel Leonard**  
**Instructor**  
FAA A&P Certificate

**John Loftus**  
**Instructor**  
FAA A&P Certificate  
FAA Inspection Authorization

**Scott Olsen**  
**Instructor**  
FAA A&P Certificate

**Daniel Ortega**  
**Instructor**  
FAA A&P Certificate

**Max Oswald**  
**Instructor**  
FAA A&P Certificate

**Joseph Ries**  
**Instructor**  
FAA A&P Certificate

**Scott Roberts**  
**Instructor**  
FAA A&P Certificate  
US Army

**Andrew Strite**  
**Instructor**  
FAA A&P Certificate  
Bachelor of Science -  
Aviation Technology  
Embry Riddle Aeronautical



**James Toy**  
**Instructor**  
FAA A&P Certificate  
US Air Force

**Belinda Williams**  
**Instructor**  
FAA A&P Certificate

**Ricardo Wilson**  
**Instructor**  
FAA A&P Certificate

# Texas Addendum

## Texas

### Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201  
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

### Memberships, Approvals, and Affiliations – Dallas

- Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147
- Certified by the U.S. Department of Education to participate in Federal Title IV programs
- Aviation Technical Education Council (ATEC)
- Military Tuition Assistance
- Vocational Rehabilitation
- Northrop Rice Foundation
- Aircraft Electronics Association (AEA)
- Student Exchange Visitor Program (SEVP)
- State Approving Agency for Veterans Education and Training
- Professional Aviation Maintenance Association (PAMA)
- Association Connecting Electronics Industries (IPC)

### Memberships, Approvals, and Affiliations - Houston

- Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147
- Certified by the U.S. Department of Education to participate in Federal Title IV programs
- Aviation Technical Education Council (ATEC)
- State Approving Agency for Veterans Education and Training
- Aircraft Electronics Association (AEA)
- Women in Aviation International (WAI)
- Veteran Readiness and Employment
- Professional Aviation Maintenance Association (PAMA)
- Experimental Aircraft Association (EAA)
- Military Tuition Assistance
- Student Exchange Visitor Program (SEVP)
- Association of Women in Aviation Maintenance

## Licensure

The Dallas campus is approved and regulated by the:

### Texas Workforce Commission (TWC) Career Schools and Colleges, Austin, TX

AIM has been granted an exemption under Texas Education Code, Section 132.002(a)(8) whereby the following Federal Aviation Administration regulated programs of study are not approved nor regulated by the Texas Workforce Commission.

### Aviation Maintenance Technical Engineer Aviation Maintenance Technician Aviation Maintenance Technician - Internship

## TUITION, FEES & CHARGES

### Maintenance Technician Dallas

TUITION & FEES	TOTAL PROGRAM COST
Tuition	\$37,365
Books	\$1,850.00
Application Fee	\$25.00
Library Fee	\$12.00
Administrative Fee	\$125.00
Security Fee	\$100.00
Materials Fee	\$425.00
<b>Total Charges</b>	<b>\$39,877</b>

### Heating, Ventilation, and Air Conditioning Dallas

TUITION & FEES	TOTAL PROGRAM COST
Tuition	\$23,400
Books	\$430
Application Fee	\$25.00
Library Fee	\$12.00
Administrative Fee	\$125.00
Security Fee	\$100.00
Materials Fee	\$550.00
<b>Total Charges</b>	<b>\$24,642</b>

# Texas Addendum

## Class Schedule - Dallas

### DAY CLASS SCHEDULE (MON-THURS)

7:30 AM	8:20 AM	BREAK (8:20 AM – 8:30 AM)
8:30 AM	9:20 AM	BREAK (9:20 AM – 9:30 AM)
9:30 AM	10:20 AM	BREAK (10:20 AM – 10:30 AM)
10:30 AM	11:20 AM	BREAK (11:20 AM – 11:30 PM)
		LUNCH (11:30 PM – 12:00 PM)
		BREAK (12:00 PM – 12:10 PM)
12:10 PM	1:00 PM	BREAK (1:00 PM – 1:10 PM)
1:10 PM	2:00 PM	

### EVENING CLASS SCHEDULE (MON-THURS)

5:00 PM	5:50 PM	BREAK (5:50 PM – 6:00 PM)
6:00 PM	6:50 PM	BREAK (6:50 PM – 7:00 PM)
7:00 PM	7:50 PM	BREAK (7:50 PM – 8:00 PM)
		LUNCH (8:00 PM – 8:30 PM)
		BREAK (8:30 PM – 8:40 PM)
8:40 PM	9:30 PM	BREAK (9:30 PM – 9:40 PM)
9:40 PM	10:30 PM	BREAK (10:30 PM – 10:40 PM)
10:40 PM	11:30 PM	

### WEEKEND CLASS SCHEDULE (FRI-SUN)

7:30 AM	8:20 AM	BREAK (8:20 AM – 8:30 AM)
8:30 AM	9:20 AM	BREAK (9:20 AM – 9:30 AM)
9:30 AM	10:20 AM	BREAK (10:20 AM – 10:30 AM)
10:30 AM	11:20 AM	BREAK (11:20 AM – 11:30 PM)
		LUNCH (11:30 AM – 12:20 PM)
		BREAK (12:20 PM – 12:30 PM)
12:30 PM	1:20 PM	BREAK (1:20 PM – 1:30 PM)
1:30 PM	2:20 PM	BREAK (2:20 PM – 2:30 PM)
2:30 PM	3:20 PM	BREAK (3:20 PM – 3:30 PM)
3:30 PM	4:20 PM	

Maintenance Technician program – Not all classes offered on weekends.

# Texas Addendum

## Class Schedule - Houston

### DAY CLASS SCHEDULE (MON-THURS)

7:30 AM	8:20 AM	BREAK (8:20 AM – 8:30 AM)
8:30 AM	9:20 AM	BREAK (9:20 AM – 9:30 AM)
9:30 AM	10:20 AM	BREAK (10:20 AM – 10:30 AM)
10:30 AM	11:20 AM	BREAK (11:20 AM – 11:30 PM)
		LUNCH (11:30 PM – 12:00 PM)
		BREAK (12:00 PM – 12:10 PM)
12:10 PM	1:00 PM	BREAK (1:00 PM – 1:10 PM)
1:10 PM	2:00 PM	

### EVENING CLASS SCHEDULE (MON-THURS)

5:00 PM	5:50 PM	BREAK (5:50 PM – 6:00 PM)
6:00 PM	6:50 PM	BREAK (6:50 PM – 7:00 PM)
7:00 PM	7:50 PM	BREAK (7:50 PM – 8:00 PM)
		LUNCH (8:00 PM – 8:30 PM)
		BREAK (8:30 PM – 8:40 PM)
8:40 PM	9:30 PM	BREAK (9:30 PM – 9:40 PM)
9:40 PM	10:30 PM	BREAK (10:30 PM – 10:40 PM)
10:40 PM	11:30 PM	



# Texas Addendum

## Dallas - Administration and Faculty



**Christopher Coley**  
**Campus Executive Director**  
Masters Degree -  
Business Administration  
New England College of Business and  
Finance

**Robert Manuel**  
**Director of Education**  
FAA A&P Certificate  
Associate of Science -  
Aviation Maintenance Technology  
Everette Community College  
US Marines

**Timothy Minion**  
**Program Coordinator**  
FAA A&P Certificate  
US Navy  
FAA Commerical Pilot

**Krishnan Ramkissoon**  
**Program Coordinator**  
FAA A&P Certificate  
Bachelor of Science -Aeronautical  
Science  
Vaughn College of Aeronautics &  
Technology

- **Areas of Instruction** -  
Aviation Maintenance/  
Maintenance Technician

**Donald Back**  
**Instructor**  
FAA A&P Certificate

**Steven Beasley**  
**Instructor**  
FAA A&P Certificate

**Francisco Chinchilla**  
**Instructor**  
FAA A&P Certificate

**Ashley Chingaya**  
**Instructor**  
FAA A&P Certificate

**Brian Cormier**  
**Instructor**  
FAA A&P Certificate  
FCC License

**Lucas Crowell**  
**Instructor**  
FAA A&P Certificate



**Ronnie Davila**  
**Instructor**  
FAA A&P Certificate

**Kenneth Fillpot**  
**Instructor**  
FAA A&P Certificate

**Edward Glinsky**  
**Instructor**  
FAA A&P Certificate

**Frank Good**  
**Instructor**  
FAA A&P Certificate

**Michael Gray**  
**Instructor**  
FAA A&P Certificate

**Henry Hilburn**  
**Instructor**  
FAA A&P Certificate  
US Army

**Russell Hoover**  
**Instructor**  
**FAA A&P Certificate**

**Thomas Hynes**  
**Instructor**  
FAA A&P Certificate

**Herbert Jones**  
**Instructor**  
FAA A&P Certificate  
US Air Force

**John Justice**  
**Instructor**  
FAA A&P Certificate

**Gerald Longley**  
**Instructor**  
FAA A&P Certificate

**George Lux**  
**Instructor**  
FAA A&P Certificate  
FCC License

**Shawn Martin**  
**Instructor**  
FAA A&P Certificate

**William Maye**  
**Instructor**  
FAA A&P Certificate



**Gregory Morrison**  
**Instructor**  
FAA A&P Certificate

**Cosmic Ray**  
**Instructor**  
FAA A&P Certificate

**William Rechenmacher**  
**Instructor**  
FAA A&P Certificate

**Kathleen Rhoda**  
**Instructor**  
FAA A&P Certificate  
US Army

**William Richmond**  
**Instructor**  
FAA A&P Certificate

**Roger Slakery**  
**Instructor**  
FAA A&P Certificate  
FCC License

**James Stevenson**  
**Instructor**  
FAA A&P Certificate

**William Stinnette**  
**Instructor**  
FAA A&P Certificate

**Dustin Thompson**  
**Instructor**  
FAA A&P Certificate

**Joe Thompson**  
**Instructor**  
FAA A&P Certificate  
FCC License

**David Wilson**  
**Instructor**  
FAA A&P Certificate

**Derek Wilson**  
**Instructor**  
FAA A&P Certificate

**Robert Zboralski**  
**Instructor**  
FAA A&P Certificate

# Texas Addendum

## Houston - Administration and Faculty



**Aaron B. Armendariz**  
**Campus Executive Director**  
M.B.A. Technology Management  
University of Phoenix  
M.S. Education  
Southern Illinois University  
B.S. Workforce Education  
Southern Illinois University  
A.A.S. Electronics Systems  
Community College of the Air Force

**Irwin Stewart**  
**Director of Education**  
B.S. International Economics  
Texas Tech University  
FAA A&P Certificate  
Rice Aviation

**Troy Thompson**  
**Program Coordinator**  
FAA A&P Certificate  
Rice Aviation

**Charles Aiken**  
**Instructor**  
FAA A&P Certificate  
U.S. Army Aviation

**Harold R. Cheek**  
**Instructor**  
FAA A&P Certificate  
Rice Aviation

**Harry Dumas**  
**Instructor**  
FAA A&P Certificate  
A.A.S. Aviation Management  
San Jacinto College,  
Spartan School of Aeronautics

**Matthew Holley**  
**Instructor**  
FAA A&P Certificate  
Aviation Institute of Maintenance



**Kevin Lynch**  
**Instructor**  
FAA A&P Certificate  
Tennessee Technology Center;  
BFA Graphics Design/Photography  
Memphis College of Art

**Derek Mayfield**  
**Instructor**  
A&P Certificate- FAA  
U.S. Air Force Aviation

**Matthew McCraw**  
**Instructor**  
FAA A&P Certificate  
Northrop Rice Houston

**Cedric Moore**  
**Instructor**  
FAA A&P Certificate  
Westwood Aviation Institute

**Alfredo Morris Ramos**  
**Instructor**  
FAA A&P Certificate  
U.S. Navy Aviation

**Alex Petrushansky**  
**Instructor**  
FAA A&P Certificate  
Rice Aviation

**Danial Price**  
**Instructor**  
FAA A&P Certificate  
U.S. Army Aviation

**Jonathan Riley**  
**Instructor**  
FAA A&P Certificate  
Rice Aviation  
B.S. Biblical Studies  
College of Biblical Studies



**Timothy Warren**  
**Instructor**  
FAA A&P Certificate  
International Aviation and Travel  
Academy

**Vance Watson**  
**Instructor**  
FAA A&P Certificate  
U.S. Air Force Aviation

**Frederic Thomas Whitaker**  
**Instructor**  
FAA A&P Certificate  
AAS Aviation Maintenance  
Cochise College

**Phillip Welch**  
**Instructor**  
FAA A&P Certificate  
Aviation Institute of Maintenance

**Maziyar Vaziri**  
**Instructor**  
FAA A&P Certificate  
Westwood College of Aviation Technology

# Virginia Addendum

## Virginia

### Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201  
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

### Memberships, Approvals, and Affiliations – Manassas

- Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147
- Certified by the U.S. Department of Education to participate in Federal Title IV programs
- Aviation Technical Education Council (ATEC)
- Military Tuition Assistance
- State Approving Agency for Veterans Education and Training
- Vocational Rehabilitation
- Northrop Rice Foundation
- Student Exchange Visitor Program (SEVP)
- Northern Virginia Workforce Investment Board – Workforce Investment Opportunity Act (WIOA)
- Aircraft Electronics Association (AEA)
- University Aviation Association (UAA)
- Prince William County Chamber of Commerce

### Memberships, Approvals, and Affiliations – Norfolk

- Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147
- Aviation Technical Education Council (ATEC)
- Military Tuition Assistance
- State Approving Agency for Veterans Education and Training
- Virginia Department of Rehabilitative Services an eligible institution for Vocational Rehabilitation training
- Northrop Rice Foundation
- Student Exchange Visitor Program (SEVP)
- Approved by the U.S. Department of Immigration
- Virginia Career Works Hampton Roads Region – Workforce Investment Opportunity Act training provider

### Licensure

Certified to Operate by the State Council of Higher Education for Virginia (SCHEV):

State Council of Higher Education for Virginia  
101 North 14th Street, Richmond, VA 23219

### Class Schedule

VIRGINIA CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break
WEEKEND SHIFT FRIDAY - SUNDAY	8:00 a.m. – 4:30 p.m. - Class in session 30 minute lunch break

\*Not all shifts offered at all campuses.

# Virginia Addendum

## Manassas - Administration and Faculty



**Jeremiah Scarbrough**  
**Regional Director**

**Jim Haver**

**Director of Education**

FAA A&P Certification

UAS Drone Operator Certification

**Larry Crim**

**Program Coordinator**

FAA A&P Certificate

**Scott Kenney**

**Program Coordinator**

FAA A&P Certificate

AET Certificate

FCC GROL + Radar

Avionics/Aviation Maintenance

US Air Force

**Richard Bobinger**

**Instructor**

FAA A&P Certificate

FCC GROL

US Air Force

**Steven Clarke**

**Instructor**

FAA A&P Certificate

Associate of Science

Aviation Maintenance

Mohegan Community College

Veteran - US Navy

**Archie Cleveland**

**Instructor**

FAA A&P Certificate

Aviation Maintenance

**Imeh Ekasi-Out**

**Instructor**

FAA A&P Certificate

Bachelor of Science

Aviation Maintenance

Rivers State University of Science and

Technology



**Greg Hart**

**Instructor**

FAA A&P Certificate

**Robert Rutter**

**Instructor**

FAA A&P Certificate

Associate Degree in Aeronautical Applied

Sciences

FCC

**Samuel Stewart**

**Instructor**

FAA A&P Certificate

Aviation Maintenance

Bachelor of Science

Aviation Maintenance & Technology

Pacific Western University

**William Schillinger**

**Instructor**

FAA A&P Certificate

FAA Inspection Authorization

Bachelor of Science

Bachelor of Arts

National Lewis University

**Marvin Urbina**

**Instructor**

FAA A&P Certificate

FAA Certified Commercial Pilot

**Mohammed Waseem**

**Instructor**

FAA A&P Certificate

**Paul Webber**

**Instructor**

FAA A&P Certificate



# Virginia Addendum

## Norfolk - Administration and Faculty



**Ashley Oden**  
**Campus Executive Director**  
MBA  
Averett University

**Brad Groom**  
**Director of Education**  
FAA A&P Certificate  
Bachelor of Science  
Eastern New Mexico University

**Michael Barnes**  
**Program Coordinator**  
FAA A&P Certificate

**Alexis Alexander**  
**Instructor**  
FAA A&P Certificate

**Anthony Clark**  
**Instructor**  
FAA A&P Certificate

**Matthew Corcoran**  
**Instructor**  
FAA A&P Certificate

**Carl Craig**  
**Instructor**  
FAA A&P Certificate

**Dominic Cummings**  
**Instructor**  
FAA A&P Certificate

**Scott Dudley**  
**Instructor**  
FAA A&P Certificate

**Paul Garza**  
**Instructor**  
FAA A&P Certificate

**Brooks Hodge**  
**Instructor**  
FAA A&P Certificate



**Aaron Johnson**  
**Instructor**  
FAA A&P Certificate

**Nancy Jones**  
**Instructor**  
FAA A&P Certificate

**Jeremiah Lee**  
**Instructor**  
FAA A&P Certificate  
Bachelor of Science  
Eastern New Mexico University

**Jody Leininger**  
**Instructor**  
FAA A&P Certificate

**Steve Pheiffer**  
**Instructor**  
FAA A&P Certificate

**Richard Ryburn**  
**Instructor**  
FAA A&P Certificate

**Tom Schaffer**  
**Instructor**  
FAA A&P Certificate

**Benjamin Thompson**  
**Instructor**  
FAA A&P Certificate

**Steve Trimble**  
**Instructor**  
FAA A&P Certificate

**Johnny Trinidad**  
**Instructor**  
FAA A&P Certificate

**Ken Wiley**  
**Instructor**  
FAA A&P Certificate



# Course Descriptions

## **AMHBLK 01 Rotary Wing Familiarization**

This course will introduce the student to rotary wing theories unique to rotary aircraft and teach the student proper documentation in publications pertaining to rotary aircraft. The student will learn flight theories, angle of attack, airfoils, lift, gyroscopic precession, and flight controls and historical records for rotary-wing aircraft. At the end of this course, the student will be able to apply this knowledge on rotary wing aircraft.

**5.0 Credits**

## **AMHBLK 02 Preventative Maintenance**

This course will introduce the student to theories of helicopter flight and the different types of maintenance programs typical to helicopters per 14 CRF Part 43 – Appendix A. Students will learn the electrical systems, communication and navigation systems used on helicopters. At the end of this course, the student will have the basic knowledge and aptitude for helicopter preventative maintenance.

**5.0 Credits**

## **AMHBLK 03 Helicopter Propulsion Systems**

This course will introduce the student to the general engine maintenance procedures on different types of engines and the associated systems that are applicable on a rotary-wing aircraft. The student will learn turbine and reciprocating engines, inspection, removal and installation of engines and main transmissions systems. At the end of this course, the student will be able to apply this knowledge by maintaining helicopter engines and control systems.

**5.0 Credits**

## **AMHBLK 04 Helicopter Main Rotor Systems**

This course will introduce the student to rotary-wing aircraft flight controls, flight control maintenance, and rigging techniques of flight control systems that are unique to helicopters. The student will learn static and dynamic balance of the rotor systems and usage of the basic tools required to perform such tasks. At the end of the class, the student will have the basic knowledge and aptitude necessary to apply these techniques on helicopters or related equipment.

**5.0 Credits**

## **AMTA 201 Math, Physics, and Basic Electronics for Aircraft Technicians**

In this course, students will review mathematic properties and physics, addressing linear equations and measurements, ratio and proportion, and geometric analysis as applicable to aircraft design and aeronautical physics. Basic principles of series circuits, parallel theory, basic DC Circuits, oscilloscope use and RC and RL series circuits will be studied. Upon completing this course, the student will be able to apply this theory and knowledge to troubleshooting resonance, transformers, relay and switches, and function generators.

**5.0 Credits**

## **AMTA 202 Electronic Fundamentals**

In this course, students will be introduced to safety practices of electrostatic sensitive devices. The student will study high pass and low pass filter circuits and diodes, and will be able to identify and describe multivibrators and multivibrator circuits, operational amplifiers and AM receivers. At the end of this course, the student will be able to apply this knowledge to troubleshoot amplifiers, AM receivers, closed loop systems, and synchro systems using the principles of static control.

**4.5 Credits**

## **AMTA 203 Digital Techniques and Electronic Instrument Systems**

In this course, students will be able to identify the uses of digital electronics by learning computer math, Boolean algebra and Gate networks, microprocessors, multiplexing, signal processing, and simple programming. Students will learn digital test equipment and integrated circuits and be able to discuss the theory of digital and analog switch operation and analyze the digital and analog switch configurations. At the end of this class, students will be able to identify and describe fiber optic applications, connections, and troubleshooting and apply it to RS-232C-2 line interfacing and RS-485 tristate devices, as well as basic data communications.

**4.5 Credits**

## **AMTA 204 Electronic Cables and Connectors, Communications/ Navigation**

This class will introduce students to electronic cables and connectors, aircraft communications, antenna systems, navigation, and basic radar operation, in addition to human factors fundamentals and aviation legislation. Students will learn about the materials and hardware used in single wire assemblies and how to complete wire stripping, tinning, splicing and troubleshooting, as well as waveguide theory, troubleshooting hydraulic and pneumatic systems, and aircraft ignition systems. At the end of this class, students will be able to identify terminal types and connections and describe circuit board types and manufacturing methods and they will apply this knowledge to troubleshooting aircraft systems, aircraft wire repair, aircraft communications, and antenna systems.

**4.5 Credits**

## **AMTA 205 Aviation Maintenance Technology: Avionics Capstone**

This course is designed to provide an intensive study of the range of technologies, aircraft functions, avionics, and avionics maintenance responsibilities of the civilian aviation maintenance field. This course consists of lectures, online instruction modules, hands-on experiments, and sample test questions designed to help candidates pass the avionics certification exams. At the end of this course, students will be prepared to successfully pass the NCATT/ASTM standards Aircraft Electronics Technician (AET) written exam and the CertTEC avionics certification exam.

**4.0 Credits**

## **AMTI 201\* Advanced Occupational Theory**

This course will expand on the knowledge and skills acquired during the student's chosen maintenance program, while focusing on industry-specific training in a didactic learning environment. Real-world application and learning will employ specific industry equipment, with emphasis on proper company maintenance procedures, safety inspections, repairs, and servicing.

**3.5 Credits**

## **AMTI 202\* Occupational Externship**

This hands-on practical training allows students the ability to apply the skills and competencies learned in the classroom and laboratory, to an authentic maintenance environment. Through school controlled activities and working under the supervision of a site supervisor and/or campus coordinator, students will practice and sharpen the maintenance techniques they have studied throughout their chosen course of study on-site at an occupational location.

**1.5 Credits**

## **AVTBLK 01 Direct Current and Circuits**

This course introduces the student to the history of electronics and avionics theory. Students will learn composition and construction of matter and be able to recognize sources of DC power. At the end of this course, students will be able to measure for direct current, magnetic and electromagnetic generation of DC current and DC generator distribution, and be familiar with installation and aircraft wiring practices.

**5.0 Credits**

## **AVTBLK 02 Alternating Current and Electronic Control Devices**

This course introduces the student to the concepts associated with alternating current, including waveforms, phase, frequency, power factors, apparent power, and real power. Students will learn to recognize capacitors, inductors, reactance, and impedance. At the end of this course, students will be able to master maintenance procedures and apply their skills to recognizing categories of vacuum tubes, control devices, solid-state semi-conductor devices and solid state switching and logic circuits.

**5.0 Credits**

## **AVTBLK 03 Aircraft Communications and Navigation**

This course introduces the student with operations of electronic communication circuits/systems and the student will become familiar with instrumentation/navigation systems. The student will learn maintenance, troubleshooting procedures, and processes. At the end of this course, the student will be able to apply this knowledge, troubleshoot, and maintain aircraft communications and navigation systems.

**5.0 Credits**

*\*Attendance and grading for AMTI 201 and AMTI 202 remain consistent with those of the FAA approved AMT program. Post-secondary coursework assumes that the student will spend adequate time outside of class preparing for classroom instruction, quizzes, exams, and appropriate projects. Students should read textbook chapters prior to being discussed in class, and they should come to class with all assignments complete and ready for discussion.*

# Course Descriptions

## **AVTBLK 04**

### **Autopilot and Flight Director Systems**

This course introduces students to the systems that provide the axis of an aircraft and autopilot/flight director system requirements. Students will learn input and output feedback methods and modes of operation of automatic landing systems. At the end of this class, students will be prepared to take the FCC General examination.

**5.0 Credits**

## **BLK 01/BLK 101**

### **General Science I: Math and General Physics**

In this course students will demonstrate the skills necessary to perform algebraic operations utilizing fractions, exponents, roots, and geometric analysis as applicable to common aircraft designs and proven laws of physics relating to flight. In addition, in this course students will develop and demonstrate the skills necessary to inspect, check, and service aircraft during actual weight and balance operations. Students will apply acquired math skills while calculating weight and center of gravity changes following aircraft repairs and alterations while documenting work accomplished to acceptable industry standards.

**5.0 Credits**

## **BLK 02/BLK 102**

### **General Science II: Tools, Surfaces, and Corrosion Control**

In this course students will demonstrate the ability to troubleshoot, check and inspect aircraft utilizing charts, diagrams, and text which show the dimensions, stations, access doors, zoning and physical locations of the major structural components of an aircraft. Students will demonstrate proper usage of the tools, hardware, materials, and processes used in aircraft maintenance and repair. At the end of this course, students will demonstrate proper handling and inspection of aircraft and be able to recognize various types of corrosion causes and troubleshoot corrective measures to control corrosion of different types of metals used in aircraft construction.

**4.5 Credits**

## **BLK 03/BLK 103**

### **General Science III: Maintenance Operations and Records**

In this course students will demonstrate proficiency with the use of maintenance publications and Federal Regulations used to inspect, check, troubleshoot, and repair aircraft. In addition, students will prepare records relative to aircraft maintenance forms to include documentation of major repairs and alterations. Students will fabricate, test, and install flexible and rigid lines and fittings used to convey fluids in aircraft systems. Students accomplish aircraft services, ground handling of aircraft and demonstrate safety procedures relative to turbine and reciprocating powerplants used in aircraft. By the end of this class, students will document aircraft maintenance records utilizing FAA regulations accounting for the limitations and requirements for inspection, maintenance, and aviation mechanic privileges.

**5.0 Credits**

## **BLK 04/BLK 104**

### **General Science IV: Basic Electricity**

In this course students will use test equipment while demonstrating a working knowledge of electrical theory and operation. Students calculate and measure voltage, current, and resistance, fabricate and analyze simple circuits, and use electrical schematics. At the end of this course, students will be able to troubleshoot and repair direct and alternating current electrical systems and their components. In addition, students will inspect, service and troubleshoot aircraft batteries and solid-state devices.

**4.5 Credits**

## **BLK 05/BLK 105**

### **Metallic Structures**

In this course students utilize basic fabrication and repair techniques for sheet metal Structures. Students will demonstrate metal selection, layout, material forming, and rivet selection while completing repairs and fabricating metallic structures. The student will in addition perform weld inspection and demonstrate proper safety techniques while utilizing gas and arc welding equipment.

**4.5 Credits**

## **BLK 06/BLK 106**

### **Electrical, Navigational, and Communication Systems**

In this course students will demonstrate proficiency relative to electronics systems (avionics), theory of operation, use, installation, testing, and services. Students apply theory and applications to motors, generators, alternators, and voltage regulators. At the end of this course, students will demonstrate understanding of the electrical supply and production systems found on an aircraft and apply their knowledge by testing, wire splicing, routing, installing, and servicing aircraft electrical systems.

**4.5 Credits**

## **BLK 07/BLK 107**

### **Non-Metallic Structures**

In this course students will inspect and repair wood structures, fabric and fiberglass coverings, and apply protective or decorative finishes. Students will utilize basic structural techniques to inspect, check, repair, and fabricate fiberglass laminates, plastics, and honeycomb materials, as well as some interior refinishing. At the end of class, students will have inspected, checked, repaired, and fabricated both structure and non-structural non-metallics.

**4.5 Credits**

## **BLK 08/BLK 108**

### **Aircraft Systems I**

In this course students will demonstrate proficiency at inspecting, checking, troubleshooting, and repairing hydraulic and pneumatic power systems. Students operate and maintain air conditioning, heating, oxygen and cabin pressurization systems. By the end of the class students will demonstrate proficiency inspecting, checking, troubleshooting, repairing, and servicing aircraft hydraulic and pneumatic system components to include filtration systems.

**4.5 Credits**

## **BLK 09/BLK 109**

### **Aircraft Systems II**

This course provides theory, operation, and repair information of landing gear, retraction systems, wheels, tires, brakes, struts, antiskid systems, and shocks. Students learn about the atmospheric conditions that lead to precipitation icing in flight and about aircraft installed systems designed to prevent icing on frames and engines. At the end of this course, students will be able to complete maintenance and servicing of these specific aircraft systems.

**5.0 Credits**

## **BLK 10/BLK 110**

### **Airframe Assembly and Inspection**

This course provides instruction on how to assemble, rig, and verify proper alignment of fixed and movable portions of the aircraft structure. Students learn to conduct conformity inspections of aircraft and powerplants, including required research and maintenance record entries. At the end of the class, students will be able to apply this knowledge, complete assembly, and rigging on the aircraft structure, control cable construction and maintenance, flight controls, aircraft stability and control surface balances and then log the maintenance record entry.

**4.5 Credits**

## **BLK 11/BLK 111**

### **Aircraft Systems III**

In this course students demonstrate proficiency inspecting, checking, troubleshooting, and installing aircraft instruments systems. In addition, students show understanding of aircraft and engine fire protection system by performing inspections, functional checking and repairing. At the end of this course, students will be able to complete maintenance and servicing of these specific aircraft systems while demonstrating industry accepted maintenance documentation.

**5.0 Credits**

## **BLK 12/BLK 112**

### **Reciprocating Engines**

This course provides students the opportunity to overhaul, operate, and install aircraft reciprocating (piston) engines. Students demonstrate proficiency of engine theory and maintenance operations during overhaul and installation. At the end of class, students will be able perform all tasks required to overhaul of reciprocating engines and maintain proper records of the overhaul.

**4.5 Credits**

## **BLK 13/BLK 113**

### **Turbine Engines**

This course provides students an opportunity to demonstrate the understanding of various types of turbine engine constructions and overhaul as they perform disassembly, inspection, checking, reassembly, testing, and repair of turbine engines. At the end of the course, students will be able to apply these skills and troubleshoot remove, repair, and install turbine engines.

**4.5 Credits**

# Course Descriptions

## **BLK 14/BLK 114 Powerplant Systems I**

This course introduces the student to Ignition and starting systems, engine cooling systems, and engine exhaust and reversal systems. Students learn reciprocating engine baffles, carburetor heat, heat exchangers, superchargers, turbo charges, intake, turbine engine exhaust, thrust reverser systems, and engine cooling systems. At the end of the course, students will be able to apply their skills by troubleshooting and repairing powerplant systems.

**4.5 Credits**

## **BLK 15/BLK 115 Powerplant Systems II**

This course provides students an opportunity to demonstrate the understanding of theory of operation, construction, overhaul, maintenance, and adjustment of fuel metering devices such as float type carburetors, pressure carburetors, and fuel injection systems used with reciprocating engines. In addition, students will demonstrate the ability to troubleshoot, inspect, check, service, and repair turbine engine fuel control units used in turbine engines. Students learn lubrication characteristics while servicing, inspecting, and repairing engine lubrication, external units, filters, dilution, and oil temperature controls. At the end of the course, students will be able to apply this knowledge by inspecting, checking, servicing, and repairing engine fuel system components and troubleshooting reciprocating and turbine engine operations.

**4.5 Credits**

## **BLK 16/BLK 116 Aircraft Propellers and Inspections**

This course introduces the student to the construction, inspection, checking, servicing, and repairing of fixed pitch, constant speed, feathering controls, and governing systems. Students learn conformity inspections of aircraft and powerplants, including required research and maintenance record entries. At the end of this course, students will be able to take the theory and operation of propellers and be able to measure blade angle and repair, and lubricate and install on aircraft.

**4.5 Credits**

## **BLK 17/BLK 117 AMT Capstone**

This interactive course will review the General, Airframe, and Powerplant subjects with classroom and online video lessons. Students will review the testing material and learn how to study for the FAA written exams, followed by periods of instructor/ student Q and A sessions. At the end of this course, students will have taken the FAA written exams and prepared for the FAA Oral and Practical exam.

**4.0 Credits**

## **BLK 119 Crew Resource Management**

This course gives a manager a basic understanding of roles and responsibilities key to being a well-functioning team. The course emphasizes the importance of crew communication, resource management and engagement as function of risk management and effective and efficient operations.

**5.0 Credits**

## **CMT 10 Industrial Pneumatic and Hydraulic Systems**

Student explore pneumatics and hydraulics as applied in modern industrial settings. Students review the basic laws and principles as they relate to day-to-day applications, and study components and their operational functions. The course introduces common maintenance activities that are necessary for industrial and mobile systems controlled by hydraulics, and principles of circuit evaluation and component operation, construction, maintenance, and testing. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.

**4.0 Credits**

## **CMT 12 Related Structural and Pipe Welding**

Students will become skilled in various welding processes, including oxyacetylene cutting, Shielded Metal Arc Welding (SMAW) and Gas Tungsten Arc Welding (GTAW) in the 2G (flat) and 3G (vertical) welding positions. This course provides the skills needed to become proficient in Shielded Metal Arc Welding in both flat and vertical positions. Students will be able to strike an arc and produce stringer and weaving beads, demonstrate the five basic welds in the flat and horizontal positions, identify basic welding defects that occur during welding and differentiate between acceptable and unacceptable welds. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.

**4.0 Credits**

## **CMT 13 Programmable Logic Controls**

In this course students demonstrate acceptable industry practices while maintaining commercial and industrial systems controlled by pneumatic, hydraulic, electrical and electronic means to include principles of circuit evaluation and component operation, construction, servicing, and testing. At the end of this course, students will determine operational sequencing and conduct basic programming and test software using input/output controllers. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.

**4.0 Credits**

## **CMT 14 Air Conditioning Systems**

The student explores thermodynamic principles, pressures, and mechanical applications in residential and light commercial applications. Students also perform heat content calculations for liquids and gasses for air conditioning and refrigeration systems.

**4.0 Credits**

## **CMT 15 Electrical Motors and Controls**

In this course students will demonstrate proficiency in utilizing measuring instruments for electrical quantities to include magnetism, voltage, resistance, and current flow, as they relate to Ohm's Law. Applications will include both single-phase and three-phase AC motors used in the operation of electrical and electronic components of machinery and equipment. By the end of this class, students will be able to successfully install electrical controls and safety devices, practice service procedures for communicating controls, and troubleshoot and repair control systems using equipment wiring schematics. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.

**4.0 Credits**

## **CMT 16 3D Printing for Innovators**

This course explores 3D design and printing as a method of artistic and industrial creation. Students learn contemporary software associated with 3D printing, study a range of application within industry, and engage in numerous projects employing the technology.

**4.0 Credits**

## **CMT 17 Communication Systems**

In this course students will demonstrate the skills necessary to perform crimping of connectors, and terminations for various low-voltage and medium-voltage cable systems. Students will install and troubleshoot life safety systems, voice-data-video (VDV) cabling systems, and complete general maintenance of contactors, mechanical relays, and solid-state relays utilized in various heating, cooling, and lighting systems using the National Electric Code (NEC) requirements. Students will have the opportunity to take the Occupational Safety and Health Administration (OSHA) 10-Hour safety certification.

**4.0 Credits**

## **CMT 18 Introduction to Sustainability**

This course is designed to prepare students for entry-level roles in the field of renewable energy, with focus on solar energy theory, solar panel construction, and applications.

**4.0 Credits**

## **CMT 19 Wind Energy Fundamentals**

This course prepares students for entry-level careers in the field of renewable energy, with focus on wind energy, theory, and applications.

**4.0 Credits**

# Course Descriptions

## **CMT 20 Powerplant Systems II**

This course provides students an opportunity to demonstrate the understanding of theory of operation, construction, overhaul, maintenance, and adjustment of fuel metering devices such as float type carburetors, pressure carburetors, and fuel injection systems used with reciprocating engines. In addition, students will demonstrate the ability to troubleshoot, inspect, check, service, and repair turbine engine fuel control units used in turbine engines. Students learn lubrication characteristics while servicing, inspecting, and repairing engine lubrication, external units, filters, dilution, and oil temperature controls. At the end of the course, students will be able to apply this knowledge by inspecting, checking, servicing, and repairing engine fuel system components and troubleshooting reciprocating and turbine engine operations.

**4.0 Credits**

## **CMT 21 Aircraft Systems II**

This course provides theory, operation, and repair information of systems, wheels, tires, brakes, struts, antiskid systems, and shocks. Students learn about the atmospheric conditions that lead to precipitation icing and about installed systems designed to prevent icing on frames and engines. At the end of this course, students will be able to complete maintenance and servicing of these specific systems.

**4.0 Credits**

## **GE1010 Basic Mathematics and Physics**

Students will develop a strong foundation in mathematics that is essential to the success as a Manufacturing Technician. Topics of discussion include whole number operations, fraction, decimal notation, ratio, proportion, percentages, exponents, scientific notation, basic algebra, measurement, area and volume, and fundamental right triangle trigonometry. Following foundational mathematic skills, students are introduced to introductory physics. Students will leave the course with knowledge in weight, mass, gravity, energy, force, work, power, machines, stress, motion, heat, pressure, gas laws, and fluid mechanics.

**4.0 Credits**

## **GE1030 Professional Communication and Career Development**

Students will develop a strong foundation in professional communications essential to the success as a Manufacturing Technician. In this course, students will carefully examine their motivation and individual learning styles while learning strategies for a successful collegiate and employment experience including critical thinking, time management, study skills, and test taking strategies. Students will be introduced to procedural and professional writing skills. A variety of professional composition skills and the principles and conventions of procedural writing will be emphasized. Students will leave the course with a thorough understanding of the essential elements necessary for clear, concise professional communication. Emphasis will be placed on the understanding and practice of Occupational Safety and Health Administration (OSHA) safety standards as it pertains to manufacturing. Students will have the opportunity to complete the OSHA 10-Hour Safety Certification.

**4.0 Credits**

## **GE 1312 Communications**

In this course, students will be introduced to procedural and professional writing skills. A variety of composition skills and the principles and conventions of procedural writing will be emphasized. The student will leave the course with a thorough understanding of the essential elements necessary for clear, concise professional communication.

**3.0 Credits**

## **GE 2302 Human Factors in Behavior and Performance**

This course introduces students to the study of human factors, performance, and limitations. Topics include the importance of communication, human error, error models, and factors affecting personal performance. The student will leave the course understanding how human behavior and stress affect daily performance and interactions with others.

**3.0 Credits**

## **GE 2325 College Algebra**

This course develops students' advanced mathematical skills and problem-solving abilities in the area of algebra. Topics of study include algebraic equations and inequalities, absolute value, polynomial, rational, exponential and logarithmic functions, conic sections, systems of equations and inequalities, matrices and determinants, sequences and series, combinatorics, and probability. Students will leave the course with the ability to solve mathematical problems using appropriate algebraic equations and mathematic principles.

**3.0 Credits**

## **GE 2330 Physical Science**

This course is designed to introduce students to fundamental concepts of physical sciences. The course includes concepts for general physics and chemistry such as: laws of motion, forces, gravity, conservation of matter and energy, the behavior of waves, and atomic structure. Students will leave this course with an understanding of the basic principles and natural laws by which our physical world operates.

**3.0 Credits**

## **GE 2340 Logic and Ethics**

This course will provide students with an understanding of philosophical discipline of morality and the fundamental theories of ethics. Topics include the differences between reason and opinion, divine command and natural law, subjectivism and egoism; skills necessary to analyze and evaluate different moral theories and lines of reasoning; and the ability to distinguish the importance of moral, legal, and social duty in conjunction with legal and moral rights. Upon course completion, students will develop critical thinking skills to improve students' ability to make better moral judgments.

**3.0 Credits**

## **IMT 1020 Introduction to Mechanical Drawing and CAD/CAM**

This course will explore drafting fundamentals and advancing to the evolution of machining applications and how it applies in today industry. Students will be instructed to understand and practice safety in the workplace including fire safety, identify typical equipment involved in mechanical drawing concepts, understand manual and Computer Numerically Controlled (CNC) machining operations. Use acquired math skills in this course to calculate and utilize typical measuring tools including other gaging tools to measure precision components prior to machine operations.

**4.0 Credits**

## **IMT 1040 Precision Tooling and Processes**

Students will understand and practice safe operations for milling configuration and set-up including climb milling, column and knee milling, and conventional milling. The students will learn to practice milling operations on a horizontal and vertical milling machine, calculate proper cutting feeds and speeds for ferrous and nonferrous metals, and practice manufacturing components using blueprints and verifying correct measurements.

**4.0 Credits**

## **IMT 1050 Electrical Fundamentals for Manufacturing**

This course will instruct the students to understand the theories and laws of the flow of electricity, magnetism, inductance, capacitance, and the fundamentals of direct and alternating currents in addition to providing practical application using test and measuring equipment, circuitry, and electrical apparatus, and introduction to the National Electric Code (NEC).

**4.0 Credits**

## **IMT 1060 Electrical Wire and Harness Fabrication**

Students will understand and practice running pathways with various types of electrical conduit using appropriate fasteners and anchors in various structures. This course will instruct on learning to identify and install low-voltage cabling, determine cable color coding, install and test mechanical and solid-state relays including commonly utilized switches, test and troubleshoot basic electric/electronic circuits. The students will practice soldering techniques for various electrical applications including components used for grounding and bonding transmission lines, determine proper cable shielding and grounding requirements.

**4.0 Credits**

## **IMT 2010 Basic Sheetmetal for Manufacturing**

Students will understand and practice metal fabrication safety, use their acquired math skills to calculate area of a square/circle, circumference and segments of a circle. This course will provide instruction for inspection of different types of metal in preparation of fabricating parts/components, determine common mechanical testing methods used to measure the response of metals, and setup and operate Precision Sheet Metal (PSM) using basic maintenance practices.

**4.0 Credits**

# Course Descriptions

## **IMT 2020**

### **Basic Composites Technology**

This course introduces the knowledge and skills necessary to understand the components of composites, demonstrate fundamental knowledge of mechanical advantages of composites, learn an introductory level of composites vocabulary, and learn types of composite manufacturing techniques. Students will be introduced to and learn about entry-level career opportunities involving composites.

**4.0 Credits**

## **IMT 2030**

### **Introduction to Industrial Welding**

This course will provide the student with welding fundamentals, proper welding safety procedures and fire prevention. Students will practice the procedures for Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), metal grinding practices, set up, changing cylinders, cutting tips, hoses and operation of portable and stationary oxyacetylene and propane. This course will provide instruction for set up and operation of welding equipment and electrical fundamentals of various welders.

**4.0 Credits**

## **IMT 2040**

### **Machining Practices**

Students will understand and practice safe operations for broaching operations, milling configuration and set-up including climb milling, column and knee milling, and conventional milling. Practice milling operations on a fixed bed, horizontal and vertical milling machine. Students will learn to calculate proper cutting feeds and speeds for ferrous and nonferrous metals and practice manufacturing components using blueprints and verifying correct measurements.

**4.0 Credits**

## **IMT 2050**

### **Machining Operations Lab**

In this course, students will safely prepare metal stock for cutting tapers and internal and external screw threads for metric and standard sizes including taper turning, taper threading using the offset tailstock and taper attachment. Students will measure tapers by direct and comparison methods. The student will understand and practice CNC function codes for planning, preparing, and programming for machine operation on various parts using blueprint schematics. Practice basic CAD/CAM development of basic milling components. Identify and understand the nomenclature of a thread and properly create using thread gages for final product comparison.

**4.0 Credits**

## **IMT 2060**

### **Introduction to Plastics Technology**

Students will learn the language of the industry and improve their ability to communicate across the entire spectrum of plastic part development: from part design through injection molding and 3D printing. The course includes an overview of the process and types of polymers and composite materials used by today's manufacturers and covers the techniques and procedures used in the set-up, operation, and processing of molded plastic parts including: injection mold machine set-up, injection pressures, press temperatures, clamping pressures and secondary machining operations of completed parts including the 3D printing and finishing process.

**4.0 Credits**

## **MTX 12**

### **Related Structural and Pipe Welding**

Students will become skilled in various welding processes, including oxyacetylene cutting, Shielded Metal Arc Welding (SMAW) and Gas Tungsten Arc Welding (GTAW) in the 2G (flat) and 3G (vertical) welding positions. This course provides the skills needed to become proficient in Shielded Metal Arc Welding in both flat and vertical positions. Students will be able to strike an arc and produce stringer and weaving beads, demonstrate the five basic welds in the flat and horizontal positions, identify basic welding defects that occur during welding and differentiate between acceptable and unacceptable welds. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.

**5.0 Credits Total /40 Lecture Hours,  
80 Laboratory Hours**

## **MTX 13**

### **Programmable Logic Controllers**

In this course students demonstrate acceptable industry practices while maintaining commercial and industrial systems controlled by pneumatic, hydraulic, electrical and electronic means to include principles of circuit evaluation and component operation, construction, servicing, and testing. At the end of this course, students will determine operational sequencing and conduct basic programming and test software using input/output controllers. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.

**5.0 Credits Total /40 Lecture Hours,  
80 Laboratory Hours**

## **MTX 15**

### **Electrical Motors and Controls**

In this course students will demonstrate proficiency in utilizing measuring instruments for electrical quantities to include magnetism, voltage, resistance, and current flow, as they relate to Ohm's Law. Applications will include both single-phase and three-phase AC motors used in the operation of electrical and electronic components of machinery and equipment. By the end of this class, students will be able to successfully install electrical controls and safety devices, practice service procedures for communicating controls, and troubleshoot and repair control systems using equipment wiring schematics. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.

**5.0 Credits Total /40 Lecture Hours,  
80 Laboratory Hours**

## **MTX 17**

### **Communication Systems**

In this course students will demonstrate the skills necessary to perform crimping of connectors, and terminations for various low-voltage and medium-voltage cable systems. Students will install and troubleshoot life safety systems, voice-data-video (VDV) cabling systems, and complete general maintenance of contactors, mechanical relays, and solid-state relays utilized in various heating, cooling, and lighting systems using the National Electric Code (NEC) requirements. Students have the opportunity to obtain the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.

**5.0 Credits Total /40 Lecture Hours,  
80 Laboratory Hours**

## **MTX 20**

### **Powerplant Systems II**

This course provides students an opportunity to demonstrate the understanding of theory of operation, construction, overhaul, maintenance, and adjustment of fuel metering devices such as float type carburetors, pressure carburetors, and fuel injection systems used with reciprocating engines. In addition, students will demonstrate the ability to troubleshoot, inspect, check, service, and repair turbine engine fuel control units used in turbine engines. Students learn lubrication characteristics while servicing, inspecting, and repairing engine lubrication, external units, filters, dilution, and oil temperature controls. At the end of the course, students will be able to apply this knowledge by inspecting, checking, servicing, and repairing engine fuel system components and troubleshooting reciprocating and turbine engine operations.

**5.0 Credits Total /40 Lecture Hours,  
80 Laboratory Hours**

## **PAMC 1501**

### **Professional Aviation Maintenance Certification**

The course is designed to provide an intensive investigation of the range of technologies, aircraft functions, and maintenance responsibilities of the civilian aviation maintenance field. The course was developed for students who have familiarity and experience with aviation maintenance through military or civilian experience and who seek to transition to professional civilian certification in the field. At the completion of this course, the student will be prepared to successfully pass the FAA General, Airframe, and the Powerplant written exams and the Oral and Practical portions in order to obtain the FAA Airframe and Powerplant Certification.

**4.0 Credits**

## **RHVS 100/HVAC 100**

### **Air Conditioning and Refrigeration I**

This course explores thermodynamic principles, pressures, and mechanical applications in residential and light commercial applications. Students will perform heat content calculations for liquids and gases for air conditioning and refrigeration systems, and practice copper tube bending, soldering, and brazing.

**4.0 Credits**

# Course Descriptions

## **RHVS 115/HVAC 115**

### **Air Conditioning and Refrigeration Controls I**

This course is the foundation for electric and electronic components. Students will explore electron theory, magnetism, Ohm's Law, resistance, current flow, measuring instruments for electrical measurement, power distribution controls, and their applications for HVAC systems. Course content incorporates the operation and applications of various safety controls used in the HVAC industry and how to troubleshoot them.

**4.0 Credits**

## **RHVS 117 /HVAC 117**

### **Air Conditioning and Refrigeration Controls II**

Students will safely operate various measuring instruments for electrical components of single and three phase motors used in the HVAC industry. Students will test and adjust various types of controls, including power distribution controls, control wiring, and electronic circuits using wiring schematics and diagrams.

**4.0 Credits**

## **RHVS 124 /HVAC 124**

### **Heating Systems**

This course covers the types of fuels and their combustion characteristics, types of heating fuels used, components, and characteristics of burners, burner efficiency, flue testing analyzers, and electric heating systems. Students will operate, test, and adjust fuel-heating systems to manufacture specifications. Students will learn fluids and components used in hydronic heating systems.

**4.0 Credits**

## **RHVS 132 /HVAC 132**

### **Commercial Air Conditioning and Refrigeration**

In this course, students learn about air conditioning and refrigeration applications as applied to commercial systems. This course provides the student with refrigerant recovery, evacuation, and charging practices in compliance with current Environmental Protection Agency (EPA) laws and regulations. Students will practice refrigerant recovery procedures prior to taking the EPA certification.

**4.0 Credits**

## **RHVS 141 /HVAC 141**

### **Comfort and Psychometrics**

This course will examine air and its properties, characteristics, and measurements as they apply to human comfort. Additionally, students will investigate control of temperature, humidity and distribution of air and air mixtures.

**4.0 Credits**

## **RHVS 156 /HVAC 156**

### **Heat Pumps**

In this course, students learn the theory of a reverse-cycle heat pump including the components and operation of four-way valves, identify the various heat sources for heat pumps including geothermal applications, and perform preventive and corrective maintenance procedures on a residential heat pump.

**4.0 Credits**

## **RHVS 186 /HVAC 186**

### **Advanced Troubleshooting and Service**

In this course, students practice the proper techniques and tools required to properly troubleshoot mechanical, electrical, and refrigeration components on residential air-conditioning and commercial refrigeration units.

**4.0 Credits**

## **RHVS 192 /HVAC 192**

### **Air Conditioning and Refrigeration II**

This course focuses on the operation of commercial refrigeration systems, ice machines, restaurant refrigeration systems, and the installation and service of commercial air conditioning. Student will perform mechanical and electrical diagnostics and repairs of commercial equipment.

**4.0 Credits**

## **TMT 01**

### **General Science I: Math and General Physics**

In this course students will demonstrate the skills necessary to perform algebraic operations utilizing fractions, exponents, roots, and geometric analysis as applicable to common aircraft designs and proven laws of physics relating to flight. In addition, in this course students will develop and demonstrate the skills necessary to inspect, check, and service aircraft during actual weight and balance operations. Students will apply acquired math skills while calculating weight and center of gravity changes following aircraft repairs and alterations while documenting work accomplished to acceptable industry standards.

**6.0 Credits Total /72 Lecture Hours,  
48 Laboratory Hours**

## **TMT 02**

### **General Science II: Tools, Surfaces, and Corrosion Control**

In this course students will demonstrate the ability to troubleshoot, check and inspect aircraft utilizing charts, diagrams, and text which show the dimensions, stations, access doors, zoning and physical locations of the major structural components of an aircraft. Students will demonstrate proper usage of the tools, hardware, materials, and processes used in aircraft maintenance and repair. At the end of this course, students will demonstrate proper handling and inspection of aircraft and be able to recognize various types of corrosion causes and troubleshoot corrective measures to control corrosion of different types of metals used in aircraft construction.

**5.5 Credits Total /54 Lecture Hours,  
66 Laboratory Hours**

## **TMT 03**

### **General Science III:**

#### **Maintenance Forms and Records**

In this course students will demonstrate proficiency with the use of maintenance publications and Federal Regulations used to inspect, check, troubleshoot, and repair aircraft. In addition, students will prepare records relative to aircraft maintenance forms to include documentation of major repairs and alterations. Students will fabricate, test, and install flexible and rigid lines and fittings used to convey fluids in aircraft systems. Students accomplish aircraft services, ground handling of aircraft and demonstrate safety procedures relative to turbine and reciprocating powerplants used in aircraft. By the end of this class, students will document aircraft maintenance records utilizing FAA regulations accounting for the limitations and requirements for inspection, maintenance, and aviation mechanic privileges.

**5.5 Credits Total /66 Lecture Hours,  
54 Laboratory Hours**

## **TMT 04**

### **General Science IV: Basic Electricity**

In this course students will use test equipment while demonstrating a working knowledge of electrical theory and operation. Students calculate and measure voltage, current, and resistance, fabricate and analyze simple circuits, and use electrical schematics. At the end of this course, students will be able to troubleshoot and repair direct and alternating current electrical systems and their components. In addition, students will inspect, service and troubleshoot aircraft batteries and solid-state devices.

**5.0 Credits Total /40 Lecture Hours,  
80 Laboratory Hours**

## **TMT 05**

### **Metallic Structures**

In this course students utilize basic fabrication and repair techniques for sheet metal Structures. Students will demonstrate metal selection, layout, material forming, and rivet selection while completing repairs and fabricating metallic structures. The student will in addition perform weld inspection and demonstrate proper safety techniques while utilizing gas and arc welding equipment.

**5.0 Credits Total /40 Lecture Hours,  
80 Laboratory Hours**

## **TMT 06**

### **Electrical, Navigational, and Communication Systems**

In this course students will demonstrate proficiency relative to electronics systems (avionics), theory of operation, use, installation, testing, and services. Students apply theory and applications to motors, generators, alternators, and voltage regulators. At the end of this course, students will demonstrate understanding of the electrical supply and production systems found on an aircraft and apply their knowledge by testing, wire splicing, routing, installing, and servicing aircraft electrical systems.

**5.5 Credits Total /55 Lecture Hours,  
65 Laboratory Hours**



# Course Descriptions

## **TMT 07 Non-Metallic Structures**

In this course students will inspect and repair wood structures, fabric and fiberglass coverings, and apply protective or decorative finishes. Students will utilize basic structural techniques to inspect, check, repair, and fabricate fiberglass laminates, plastics, and honeycomb materials, as well as some interior refinishing. At the end of class, students will have inspected, checked, repaired, and fabricated both structure and non-structural non-metallics.  
**5.0 Credits Total /50 Lecture Hours,  
70 Laboratory Hours**

## **TMT 08 Aircraft Systems I**

In this course students will demonstrate proficiency at inspecting, checking, troubleshooting, and repairing hydraulic and pneumatic power systems. Students operate and maintain air conditioning, heating, oxygen and cabin pressurization systems. By the end of the class students will demonstrate proficiency inspecting, checking, troubleshooting, repairing, and servicing aircraft hydraulic and pneumatic system components to include filtration systems.  
**6.0 Credits Total /60 Lecture Hours,  
60 Laboratory Hours**

## **TMT 11 Aircraft Systems III**

In this course students demonstrate proficiency inspecting, checking, troubleshooting, and installing aircraft instruments systems. In addition, students show understanding of aircraft and engine fire protection system by performing inspections, functional checking and repairing. At the end of this course, students will be able to complete maintenance and servicing of these specific aircraft systems while demonstrating industry accepted maintenance documentation.  
**5.0 Credits Total /50 Lecture Hours,  
70 Laboratory Hours**

## **TMT 12 Reciprocating Engines**

This course provides students the opportunity to overhaul, operate, and install aircraft reciprocating (piston) engines. Students demonstrate proficiency of engine theory and maintenance operations during overhaul and installation. At the end of class, students will be able perform all tasks required to overhaul of reciprocating engines and maintain proper records of the overhaul.  
**6.0 Credits Total /60 Lecture Hours,  
60 Laboratory Hours**

## **TMT 13 Turbine Engines**

This course provides students an opportunity to demonstrate the understanding of various types of turbine engine constructions and overhaul as they perform disassembly, inspection, checking, reassembly, testing, and repair of turbine engines. At the end of the course, students will be able to apply these skills and troubleshoot remove, repair, and install turbine engines.  
**5.0 Credits Total /40 Lecture Hours,  
80 Laboratory Hours**

## **WES 1161 Fundamentals of Modern Welding**

This course provides the student with welding fundamentals, proper welding safety procedures, and fire prevention techniques. Students read shop prints, blueprints, and welding symbols. They calculate dimensions for manufacturing work orders, practice the procedures for metal grinding practices, setup, changing cylinders, cutting tips, and hoses, and operate portable and stationary oxyacetylene and propane. Students set up and operate oxyfuel gas cutting equipment and electrical fundamentals of welding equipment. This course also introduces students to Virtual Reality welding cells which provide real time computer-based feedback of their performance using the Shielded Metal Arc Welding (SMAW) process. Students discuss attitude, motivation, planning and memory, and how these items relate to their profession.  
**4.0 Credits**

## **WES 1181 Shielded Metal Arc Welding Flat & Horizontal**

Students will understand and practice shielded metal arc welding (SMAW) in the flat and horizontal positions. The course includes selection of correct electrodes for material thickness, current and polarity. Students strike an arc and produce stringer, demonstrate the five basic welds in the flat and horizontal positions, and identify basic welding defects that occur during welding, differentiating between acceptable and unacceptable welds.  
**4.0 Credits**

## **WES 1201 Shielded Metal Arc Welding Vertical**

In this course, students will learn the Shielded Metal Arc Welding (SMAW) process in the vertical position using E7018 1/8 inch and 3/32 inch diameter electrodes. Students will practice and complete test plate for vertical welding competencies according to the American Welding Society (AWS) certification with E7018 1/8 inch diameter electrodes in the 3G position.  
**4.0 Credits**

## **WES 1221 Shielded Metal Arc Welding Overhead**

Students learn the shielded metal arc welding (SMAW) process in the overhead position and learn to tie-in beads using 7018 1/8 inch and 3/32 inch electrodes. Students will practice and complete test plates for overhead welding competencies according to the American Welding Society (AWS) certification using E7018 1/8 inch diameter electrodes in the 4G position.  
**4.0 Credits**

## **WES 1241 Gas Metal Arc Welding and Flux Core Arc Welding Processes**

In this course, students will learn the Flux Core Arc Welding (FCAW) process in all positions using a variety of carbon steel filler materials. Students will practice welding plates in all positions, and test plates in the 3G and 4G positions along with completing competencies. Additionally, students will conduct American Welding Society (AWS) certifications using either .045 inch diameter E70T-1 or E71T-1 filler material in both the 3G and the 4G position.  
**4.0 Credits**

## **WES 1261 Special Cutting and Gas Tungsten Arc Welding**

In this course, the student will learn the Gas Tungsten Arc Welding (GTAW) process using 70S-3 filler material to join together various welding joints. Students will complete welds in flat, horizontal, and vertical positions.  
**4.0 Credits**

## **WES 1281 Advanced Shielded Metal Arc Welding**

The student will utilize the Shielded Metal Arc Welding process to perform weldments on 1-inch thick material and be given the opportunity to perform qualification testing using the American Welding Society (AWS) D1.1:2015 Structural Welding Code-Steel.  
**4.0 Credits**

## **WES 1301 Advanced Bridge Shielded Metal Arc Welding**

The student will utilize the Shielded Metal Arc Welding process to perform weldments on 1-inch thick material and be given the opportunity to perform qualification testing using the American Association of State Highway and Transportation Officials AASHTO/AWS D1.5M/D1.5.2015-AMD1 Bridge Welding Code.  
**4.0 Credits**

## **WES 1311 Carbon Steel Pipe Welding using GTAW**

The student will be given the opportunity to perform qualification testing utilizing the Gas Tungsten Arc Welding process to weld a 6 inch diameter, schedule 80 carbon steel pipe with backing ring in 6G position in accordance with the American Welding Society AWS B2.1/B2.1M:2014, Specification for Welder Procedure and Performance Qualification and the American Welding Society Standard Welding Procedure Specification (SWPS) ANSI/AWS B2.1-1-207-96.  
**4.0 Credits**

# Student Code of Conduct Policy

## INTRODUCTION

Administrators at the Institution provide educational opportunities to a diverse student population. As with any institution of higher learning, students are expected to maintain order and to adhere to standards of conduct that promote mature interactions, open dialogue, communication, and a positive overall campus culture. The *Student Code of Conduct* provides a set of guidelines under which students may enjoy their active educational environment while also respecting the rights of others and the campus itself. Additional institutional policies, such as non-discrimination policies, further define expectations for conduct in unique circumstances and will be used in conjunction with this policy in applicable situations. Substantiated violations of the Student Code of Conduct are addressed promptly through the Institution's defined disciplinary process.

## OVERVIEW OF THE STANDARDS OF CONDUCT

By enrolling in the Institution, students agree to adhere to certain *standards of conduct* that reflect professional behavior and that support safety on campus. These standards are in place to help ensure that each campus remains a positive environment for education and professional growth, and that the welfare of the Institution's students, faculty, and staff is maintained at all times.

The Institution provides all students with opportunities at the campus level to address concerns related to this policy. Students seeking information should first consult the Institution's policy and make their concerns known to the appropriate administrator on campus (Assistant Director/Director of Compliance and Administration, Director of Education, or Campus Executive Director). Policies are available to students from several sources: they are provided in paper form at Orientation; they can be requested in paper form at any time; and they are permanently available for download from the Institution's website.

In order to remain in good standing as alumni and to receive associated benefits such as career advising assistance, graduates are expected to continue to comply with the Standards of Conduct in all dealings with the Institution.

Therefore, it is the expectation of the Institution that students and alumni will exemplify professional, courteous, and mature behavior. Such behavior includes but is not limited to these standards of conduct:

- Respecting the rights of others without regard to race, color, national origin, gender (including gender identity and sexual orientation), sex, age, and disability;
- Using language that is relevant to the operation of the Institution and free from profanity;
- Appearing on campus in appropriate, professional attire or uniforms ("appropriate" means ready to meet with a potential employer given a few minutes notice);
- Contributing to order in all institutionally sanctioned activities, whether on or off campus, to include the classroom, hallway, facilities, labs, intern/externship sites, and housing;
- Respecting the property both of the Institution and of the community by doing no harm or damage to the facility, its contents, the property of others while on or off campus, or to vehicles on or off campus;
- Contributing to the health and safety of others while on the private property of the campus as well as during institutionally sponsored events on or off campus;
- Adhering to all local, state, and federal laws.

The standards of conduct represent the behaviors that administrators hope to see from all members of the learning community. Violations of these standards are subject to the disciplinary actions in the *Conduct Level and Range Summary Chart* and to the grievance processes in the *General Conduct Violation Grievance and Investigation Process*. This information is summarized in the current school catalog. The Institution has distinct student grievance policies and processes for academic concerns vs. administrative concerns vs. discrimination concerns.

# Student Code of Conduct Policy

## OVERVIEW OF THE PROCESS

The Institution views its Student Code of Conduct as the basis for a learning community that is productive and free from disruption. The Student Code of Conduct provides specific “Levels” of violation and detailed “Ranges” of discipline for first and second violations within each Level. **Allegations of a Level I or II violation of the Student Code of Conduct (i.e. those deemed most serious) require formal investigations and may warrant immediate removal from campus. In Level I situations (which includes all “direct threat” matters) this removal may persist pending the outcome of a Formal Investigation while Level II cases may call only for removal from campus for a day to stabilize a situation.** Applicable sanctions for a substantiated Level I or II violation include suspension and expulsion.

Allegations of Level III and IV violations lead to an informal resolution process and, if substantiated, are subject to defined disciplinary ranges that include written warnings, sanctions, and suspension for defined periods of time from campus (see *Conduct Level and Range Summary Chart*).

The Institution encourages students with complaints to refer to the policies and procedures for formally expressing them—these allow for an airing of grievances while still respecting the rights of other classmates. A brief review of the avenue for complaints may be found in the Student Services section of the School Catalog. Students may also seek guidance from administrators regarding their rights, responsibilities, and applicable policies and processes.

Complaints or reports of alleged violations of the Student Code of Conduct shall first be submitted to the Campus Executive Director. If the Campus Executive Director is part of the complaint or report, it can be submitted to the campus’s Regional Director at the corporate office. Upon receipt of a complaint or report, i.e. upon being formally notified, the Campus Executive Director will conduct a brief informal inquiry to determine the appropriate next steps. This inquiry will include identifying the applicable Levels and Ranges for the allegations and determining whether the situation requires immediate mitigating action such as in direct threat or discriminatory situations.

## DEFINITIONS OF ACADEMIC DISHONESTY

While the Code of Conduct addresses student behavior comprehensively, our status as a Higher Education Institution places special emphasis on student conduct that amounts to academic dishonesty. Academic dishonesty includes but is not limited to the following definitions:

- **Cheating**—the improper use or attempted use of any material in any academic exercise. Cheating includes:
  - Obtaining or using answer keys, test banks or other instructor materials on tests;
  - Using notes, textbooks, electronic devices, or other unauthorized items during tests;
  - Copying another student’s coursework or test answers.
- **Plagiarism**—using another person’s words or ideas as one’s own. Plagiarism includes:
  - Directly quoting any source without using appropriate punctuation and citation;
  - Copying and pasting any text from the Internet without marking it as a quote and citing the source;
  - Failing to cite the source when paraphrasing, summarizing, or otherwise using ideas from any source;
  - Submitting a paper or assignment written by any other person;
  - Submitting the same paper or assignment in two or more classes without the permission of the instructor.
- **Facilitating Dishonesty**—knowingly assisting another in committing an act of academic dishonesty. Facilitating dishonesty includes:
  - Allowing another student to copy one’s work on in-class assignments, tests, etc.;
  - Writing a paper or other assignment for another student;
  - Giving a previously completed paper or assignment to another student.
- **Unauthorized Collaboration**—two or more students working together on an assignment without authorization from the instructor.

Any members of the learning community who are uncertain about these definitions should be directed to their Director of Education or Program Coordinators for further dialogue.

# Violations of the Code of Conduct

The Institution defines the following Student Code of Conduct Levels and associated violations as follows:

## Level I (deemed to be the most serious type of violations):

1. Any act deemed to be discriminatory such as sexual harassment, sexual assault or threat of assault based on gender/sex, unwelcomed/uninvited physical contact, retaliation, hostile environment, offensive language that may be determine to be lewd or indecent, use of or display of any symbol, word, phrase, or information that may be deemed discriminatory or in violation of the Institution's Civil Rights Notice of Non-Discrimination or relevant policies.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, bullying, retaliation, coercion and/or other conduct, explicit or insinuated, which, regardless of intent has the effect of threatening and/or endangering the health and well-being of any person.
3. Violation of published institution policies and procedures related to safety, as well as any unsafe act or conduct, whether intentional or unintentional.
4. Hazing, defined as an act which endangers the mental or physical health or safety of a individual(s), or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
5. Use, possession, or distribution of illegal narcotic, alcoholic, or other controlled substances, except as expressly permitted by law, to include public intoxication.
6. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals within 1000 feet of the campus, or threat of use of such weapons at any time, including at institution-sponsored activities and on transportation furnished by the Institution, such as in the vehicles of ride share participants. This includes the use of legal or illegal fireworks of any type.
7. Attempted or actual theft of and/or damage to property of a member of the learning community or other personal or public property while on campus.
8. Unbecoming student conduct, including but not limited to conduct that is disorderly, a breach of the peace, aiding, abetting, or procuring another person to breach the peace on the private property of the Institution or at other sponsored institutional activities.
9. Unauthorized, unwelcomed and/or uninvited solicitation of other individual(s) on campus property which may result in disrupting the rights of others, or to limiting free access to classes, the private property of the campus, or to events held on campus property.
10. Refusal to exit campus property when specifically instructed to do so by administration as a result of conduct deemed disruptive or unsafe and which may result in the involvement of campus security or local police.
11. Any other type of conduct deemed dangerous to the learning community.

## Level II:

1. Unauthorized possession, duplication, or use of keys to institution premises, or unauthorized entry to or use of institution premises.
2. Violation of published institution policies, procedures, rules, or regulations, including, but not limited to, rules imposed upon students who enroll in a particular course or program, or violation of federal, state, or local laws while on the campus or at an institution-sponsored or supervised activity (not otherwise deemed a Level I: Violation
3. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other institution activities on or off campus.
4. Blatant acts of dishonesty, including but not limited to the following:
  - a. Intentional and conscious cheating, plagiarism, facilitation of dishonesty, or unauthorized collaboration.
  - b. Coordination between multiple students to bias the academic environment.
  - c. Furnishing false information to any institution official, staff member, or faculty member.
  - d. Forgery, alteration, misuse of any institution document, record, or instrument of identification.
  - e. Tampering with the election of any institution-recognized student organization.
5. Participation in, leading, or inciting others to participate in campus demonstrations that disrupt the normal operation of the Institution and infringe on the rights of other members of the learning community, or intentional obstruction of the freedom of either pedestrian or vehicular movement on campus or at institution-sponsored or supervised activities.

# Conduct Level + Range Summary Chart

6. Theft or abuse of computer time, including but not limited to the following:
  - a. Unauthorized entry to a file, to use, read, transfer, or change the contents, or for any other purpose.
  - b. Unauthorized use of another individual's identification and/or password.
  - c. Use of computing facilities to interfere with the work of another student, faculty member, or institution official.
  - d. Use of the computing facilities to send or receive obscene or abusive messages, or to interfere with the normal operation of the Institution's computing system.
  - e. Violation of the Institution's Computer Usage Policy.
7. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
8. Failure to comply with directions of institution officials, contracted security officers, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. In instances of dissatisfaction with some aspect of the school experience, failure to express dissatisfaction in a professional manner while respecting the rights of others.
10. Any other type of conduct deemed disruptive to the campus community. Examples of disruptive conduct include protests, demonstrations, and solicitations not related to academic assignments.

### Level III:

1. Use of tobacco products in campus buildings or in areas other than those marked as designated smoking areas.
2. Failure to dress appropriately according to the following dress code:
  - a. Do wear appropriate attire as designated for classrooms, laboratories, shop areas, internships, and clinical courses according to the requirements of the work/career for which the student is studying.
  - b. Do not wear emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the Institution.
  - c. Cleanliness of body and clothing, with attention to discreet display of body piercings and body art, e.g., tattoos.
3. Isolated incidence of disruption of classroom that may include insubordination or disrespect toward instructor or administrator (no verbal or physical violence).
4. Failure to adhere to designated parking regulations that may include parking in a fire lane or handicapped designated area; or parking in an area that would impede campus activities or endanger others such as blocking a doorway.
5. Leading or participating in pranks or activities that are of similar nature that may cause disruption during class and/or practical lab, or in a hallway, the facility, or parking lot.
6. Use of inflammatory or foul language (single occurrence, without pattern).
7. Failure to comply with general directions or processes meant to maintain classroom order and flow of educational offerings (single occurrence, without pattern).
8. Failure to adhere to generally accepted rules of daily order while participating in the educational process (such as cleaning up after a project or being in class on time).
9. Any other type of conduct deemed inappropriate to the campus community.

### Level IV:

In limited circumstances when the preponderance of the evidence does not permit a clear substantiation of a violation, the individual may be verbally cautioned and a review of relevant policy with the individual may occur. This caution is noted to be a result of some type of conduct, not otherwise defined, and provides the individual an opportunity to correct errant behavior.

Under the Institution's policies each violation Level corresponds to a defined range of discipline that is fair, unbiased, and progressive. Progressive discipline is the cycle in which repeated violations will receive progressively harsher sanctions in response. In this manner the third or fourth instance of a Level III violation which would normally require only conduct probation may actually result in expulsion (see the *Conduct Level and Range Summary Chart*).

# Definitions

**Violation:** a discrete action or a system/pattern of related actions which directly contradict a written rule or policy of the Institution.

**Level:** defined categories of violations of the Institution Student Code of Conduct.

**Range:** defined spectrums of discipline within Levels that may include re-education, written warning, sanction, probation, suspension, and/or expulsion, or a combination.

**Removal:** an action by the Institution meant to prevent further disruption or errant conduct on a given day or during a Formal Investigation. The student may be removed pending the outcome of a conduct matter, and such days of removal may be included retroactively as time in the sanction of suspension.

**Re-education:** an action by the Institution meant to inform rather than discipline an individual or individuals when a conduct violation cannot be proven upon the preponderance of evidence after an informal or formal investigative process.

**Sanction:** a component of a range of discipline that provides immediate recourse up to loss of campus privileges.

**Probation:** a component of a range of discipline that requires monitoring of the individual's conduct for further violations and may last a period of time and is meant to remediate and prevent future conduct violations.

**Suspension:** a component of a range of discipline, an act by the Institution to remove an individual from campus for a designated period of time based on a conduct violation.

**Expulsion:** a component of a range of discipline, an act by the Institution to terminate an individual's status as an active student.

**Student Advising Action:** a component of a range of discipline that is generally used by the Institution as a means to provide a written warning and/or to address re-education or a conversation with an individual when a conduct violation has or may have occurred; accompanied by the use of the Institution's Student Advising Form.

**Complaint:** formal verbal and/or written notice to the Institution from an individual or individuals regarding a violation of conduct.

**Investigation:** can be an informal inquiry process allowing for the review of a complaint/ violation pending certification and/or a formal investigation of the complaint/violation that may lead to discipline.

**Appeal:** formal process which provides an individual the ability to have matters of process or procedure reviewed upon a finding from an investigation; new witnesses or evidence would only be permitted in extenuating circumstances.

**Direct Threat:** indicates that, unless addressed immediately, a situation is more likely than not to result in physical harm to at least one individual within a short period of time.

**Intentional:** done on purpose, deliberate.

**Conscious:** done with an understanding that something is inappropriate or with awareness of the consequences—the opposite of innocent.

**Blatant:** undisguised, without regard for the impact on others.

**Collaboration:** verbal or written statements between at least two people with the goal of achieving a mutually beneficial outcome.

**Isolated Incident:** a behavior that, while technically a violation of the Code of Conduct, does not fit into a pattern of such behavior—something that in happening does not materially increase the chances that it will happen again.

## DISCIPLINARY PROCESS

The Institution maintains an established, progressive disciplinary process to address violations of conduct. The process permits the Institution to complete an inquiry, provide an informal resolution, conduct a formal investigation, and provide the means for appeal. The Institution will exercise its right to remove a student from campus pending the outcome of an investigation in Level I cases. The *General Conduct Violation Grievance and Investigation Process* may be applied to all conduct violations and may include additional stipulations when the conduct violation includes discrimination-based misconduct or gender-based misconduct. Based on their nature these situations require specialized action as a result of actual notice being provided to the Institution.

## Conduct Level + Range Summary Chart

<b>Level I (Formal Investigation)</b> <i>A serious offense which may include abuse, violence, discrimination, or direct</i>		<b>Level II (Formal Investigation)</b> <i>A moderate offense which may include destruction of property, blatant cheating,</i>		<b>Level III (Informal Resolution)</b> <i>A lesser offense which may include failure to comply with policy, lesser</i>	
Range 1 - First Offense	Range 2 - Second Offense	Range 1 - First Offense	Range 2 - Second Offense	Range 1 - First Offense	Range 2 - Second Offense
<p>Student may receive a written sanction on a Student Record of Advising form.</p> <p><b>AND</b></p> <p>Student may receive a suspension of up to 2 terms. If this is the second incident of suspension overall, the student may be expelled.</p> <p><b>OR</b></p> <p>Student may be expelled. Reapplication may be considered. If Reapplication is approved, student may be on permanent conduct probation.</p>	<p>Student may receive a written sanction on a Student Record of Advising form.</p> <p><b>AND</b></p> <p>Student may receive a suspension of up to 3 terms.</p> <p><b>AND</b></p> <p>Student may return on conduct probation for all subsequent terms of enrollment.</p> <p><b>OR</b></p> <p>Student may be expelled. Reapplication may be considered. If Reapplication is approved, student may be on permanent conduct probation.</p>	<p>Student may receive a written sanction on a Student Record of Advising form.</p> <p><b>AND</b></p> <p>may receive one or more of the following sanction(s): loss of class time due to removal for day, required written apology or essay, loss of privileges on campus, required community service, grade reduction, policy review/affirmation.</p> <p><b>OR</b></p> <p>Student may receive a suspension of up to 1 Module.</p> <p><b>AND</b></p> <p>Student may be placed on conduct probation for 1 term.</p> <p><b>OR</b></p> <p>Student may receive a suspension of up to 1 Module.</p> <p><b>AND</b></p> <p>Student may be placed on permanent conduct probation.</p> <p><b>OR</b></p> <p>Student may be expelled. Reapplication may be considered. If Reapplication is approved, student may be on permanent conduct probation.</p>	<p>Student may receive a written sanction on a Student Record of Advising form.</p> <p><b>AND</b></p> <p>Student may receive a suspension of up to 1 term.</p> <p><b>AND</b></p> <p>Student may be placed on permanent conduct probation.</p> <p><b>OR</b></p> <p>Student may receive a suspension of up to 2 terms.</p> <p><b>AND</b></p> <p>Student may be placed on permanent conduct probation.</p> <p><b>OR</b></p> <p>Student may be expelled. Reapplication may be considered. If Reapplication is approved, student may be on permanent conduct probation.</p>	<p>Student may receive a written sanction on a Student Record of Advising form.</p> <p><b>AND</b></p> <p>may receive one or more of the following sanction(s): loss of class time due to removal for day, required written apology or essay, loss of privileges on campus, required community service, grade reduction, policy review/affirmation.</p> <p><b>AND</b></p> <p>Policy review and affirmation by signature- failure to do so may result in further action.</p>	<p>Student may receive a written sanction on a Student Record of Advising form.</p> <p><b>AND</b></p> <p>may receive one or more of the following sanction(s): loss of class time due to removal for day, required written apology or essay, loss of privileges on campus, required community service, grade reduction, policy review/affirmation.</p> <p><b>AND</b></p> <p>Student may be placed on conduct probation for 1 Module.</p> <p><b>OR</b></p> <p>Student may receive a conduct probation for 1 Term.</p> <p><b>AND</b></p> <p>Policy review and affirmation by signature- failure to do so may result in further action.</p>
<b>Level IV (Informal Resolution)</b> <i>The determination of the inquiry suggests re-education may address the matter.</i>		<p>Student may be verbally advised of relevant policy and the Student Code of Conduct as documented on a Student Record of Advising form.</p> <p><b>AND</b></p> <p>The expectation is that the student may return to the campus community without further delay and with an understanding of and an intention to practice appropriate</p>			









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*All instruction will be held at these locations.*