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STUDENT HANDBOOK

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It is the policy of MIAT College of Technology not to discriminate on the basis of race, color, national origin, gender, age, disability, height, weight, religion or marital status in any of its programs, activities or employment.

WHO TO SEE ABOUT WHAT

Campus President	<ul style="list-style-type: none"> • MIAT Program Advisory Committees • Community Services • Graduation and Placement Statistics • Harassment or Discrimination Issues • Questions not resolved satisfactorily by Faculty or Staff
Vice President of Education, Director of Training or Assistant Director of Training.	<ul style="list-style-type: none"> • Academic progress • Attendance issues – Leave of Absence or Withdrawal • FAA regulations and make-up scheduling • Tutoring • School schedule, calendar, rules and regulations • Learning Resource Center
Instructor	<ul style="list-style-type: none"> • Questions on training • Attendance issues • Make-up assignments • Tutoring • Shop equipment problems
Student Services	<ul style="list-style-type: none"> • Student meetings, advising and guidance • Scholarships
Enrollment Coordinator	<ul style="list-style-type: none"> • Student housing information, complaints and transfers • Student referral program
Career Services	<ul style="list-style-type: none"> • Job information while attending school • Resume and interview preparation • Job boards, career fairs and job shadowing • On campus interviews and employer visits • Background checks • Graduate exit interviews • Graduation ceremonies
Student Finance	<ul style="list-style-type: none"> • FAFSA assistance • Veterans’ benefits • Default prevention
Customer Service	<ul style="list-style-type: none"> • Unofficial transcripts • Change/refunds for vending machines • Lost and Found
Veteran and Workforce Services	<ul style="list-style-type: none"> • TAA/TRA/NAFTA/WIA • VA Rehab and MI-Rehab • MI-Works, Ohio Funding and other Agency related items • Veteran resources
Gift Shop/Bookstore	<ul style="list-style-type: none"> • Gift shop items, textbooks and supplies
Bookkeeping	<ul style="list-style-type: none"> • Student payments/account cards/billing inquiries • Receipts for financial aid loans • Excess funds requests • Agency services invoicing, payments and billing • Trade Authorization forms
Student Records	<ul style="list-style-type: none"> • Official Transcripts/Detailed Attendance Reports • Verification letters and unemployment forms • Course descriptions and registration • Grade cards • Make-up time • Graduation audits • Certificates of Completion or Degrees
Business Relations	<ul style="list-style-type: none"> • General industry information • Articulation agreements

MIAT COLLEGE OF TECHNOLOGY'S COMPLIANCE WITH "RED FLAGS" RULES

MIAT College of Technology will require the student to provide identification when conducting the following business with the school:

- Requesting a check or information from your Student Account.
- Requesting a transcript.
- Communicating with any department that could place your identity in jeopardy of potential theft.

The policy applies to every student even if the business transaction is routine. Any questions regarding this policy should be directed to the Administrative Offices.

EXPECTATIONS OF MIAT COLLEGE OF TECHNOLOGY STUDENTS

The ultimate responsibility for any student's education rests directly with the student. In keeping with that philosophy, the following is the minimum that is expected of the students of MIAT College of Technology:

- The student will read the Student Catalog and Student Handbook (available online) and will know, understand and follow all school rules, policies and procedures.
- The student will complete all assigned work, within the assigned time period, to the best of his/her abilities.
- If a student experiences scholastic challenges, he/she will address the problem directly and immediately with their instructor. Help with academic challenges is available.
- The student will make every possible effort to foster a spirit of learning and teamwork during his/her education at MIAT College of Technology.
- The student will make every possible effort to keep any MIAT College of Technology equipment in the same or better condition than when he/she started to work with it.
- The student will respect all staff and faculty as he/she would their own instructor or supervisor and will respect other students and their diversity.
- The student will take an interest in making MIAT College of Technology a better personal and educational experience for themselves and all other students. Continually improving the quality of our training is the goal of the entire staff and administration.
- The student must represent the school in a professional manner while participating in school-related functions or activities. This includes while at work, particularly if working for an employer affiliated with the school.
- The student must be able to meet the attendance requirements.
- The student must be able to read, write and understand the English language, and be able to communicate verbally and in writing with staff, students and current/future employers for the purpose of exchanging required information.
- MIAT College of Technology reserves the right to require a medical release from a medical professional stating the student is able to begin or continue training. MIAT College of Technology also reserves the right to require the student seek and complete counseling and provide evidence of such prior to beginning or continuing their program of study.

TRAINING CONDITIONS/PHYSICAL REQUIREMENTS

Aviation Maintenance Technology • Airframe Technician • Powerplant Technician • Airframe and Powerplant Technician • Energy Technician • Wind Technician • HVACR Technician

Student must be able to:

- Work above ground (at heights up to 15 feet) from various ground support equipment;
- Work safely within confined spaces;
- Work with and near moving mechanical parts such as engines, propellers and tooling (drill press, chop saws, sheet metal shears, hand-held drill motors and rivet guns, etc.);
- Work in an environment that may include, but is not limited to, items such as mineral spirits, paint fumes and sanding dust, wearing safety glasses, hard hats or a safety harness. Student must adhere to Personal Protective Equipment (PPE) policy;
- Work in an environment that includes regular exposure to factors such as temperature extremes (working in and out of doors all seasons, all climates);
- Be exposed to intermittent and/or continuous loud noise (e.g. engine runs, riveting, etc.);
- Perform repeated, intermittent and/or continuous physical exertion such as standing, walking, stooping, bending, climbing, pushing, pulling and lifting material, some of which may be heavy or awkward;
- Routinely move and/or lift items of up to 20 pounds;
- Manipulate support equipment, tools and aircraft parts some of which are heavy and/or awkward to maneuver/utilize;
- Sit for extended periods of time, up to six hours while in a classroom or lab setting (10 minute breaks every hour, 50 minute lunch period);
- Understand verbal/visual material presented in a darkened room for extended periods of time such as during lectures with or without visual presentations performed with lights out.

TRAINING CONDITIONS/PHYSICAL REQUIREMENTS -

Aircraft Dispatch • Global Logistics and Dispatch

- Routinely use computer software at a computer station for extended periods of time, up to six hours while in a classroom or lab setting (10 minute breaks every hour, 50 minute lunch);
- Understand verbal/visual material presented in a darkened room for extended periods of time such as during lectures with or without visual presentations performed with lights out.

If a student is unable to meet any of these requirements because of a disability and wishes to request a reasonable accommodation, the student should meet with the Director of Training, Vice President of Education or Campus President to discuss the matter. Further information can be found in this handbook and in the MIAT College of Technology Student Catalog under the section entitled “Admission of Disabled Individuals.”

ADMISSION OF DISABLED INDIVIDUALS

MIAT College of Technology does not discriminate against persons with disabilities who can satisfy the MIAT College of Technology admission requirements and recognizes such person's right to participate in or benefit from the educational programs offered by MIAT College of Technology. When necessary, MIAT College of Technology will make reasonable accommodations to enable students to participate in the programs offered by the Institute.

If an applicant or current student has a disability that might require an accommodation, written notice must be given to MIAT College of Technology so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While MIAT College of Technology will make an effort to accommodate all disabilities, certain disabilities may not be capable of a reasonable accommodation. Applicants for admission should notify their admissions representative of their disability and immediately schedule a meeting with the Campus President or Director of Training. The Campus President will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to participate in the programs offered by MIAT College of Technology. Some accommodations may take time to implement, and thus, applicants must give MIAT College of Technology notice of their disability sufficiently in advance of their selected start date to enable MIAT College of Technology to provide a timely accommodation. If MIAT College of Technology does not receive sufficient advance notice of a disability, the applicant's start date may be delayed.

Students who have been attending classes and subsequently need to have a disability accommodated must notify the Director of Training at MIAT College of Technology and schedule a meeting with the Campus President. The Campus President will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to continue to participate in the programs offered MIAT College of Technology. Some accommodations take time to implement, and thus, students must give MIAT College of Technology notice sufficiently in advance of the date when an accommodation needs to be made to enable MIAT College of Technology to make an accommodation that will meet the student's needs and avoid the interruption of their participation in a program.

MIAT College of Technology has certain facilities and services available to enable disabled individuals who are otherwise qualified for admission MIAT College of Technology to participate in MIAT College of Technology's educational programs. The facilities' physical accommodations for disabled students include, but are not limited to: disabled student parking, wheelchair ramps for access to the facility, accessibility for disabled students to classrooms, laboratories, the Learning Resource Center, student break rooms, restrooms and support services areas at MIAT College of Technology. If the campus has multiple floors, either an elevator is available or classes will be taught in floors accessible by disabled students or some other accommodations will be made.

A student who is unsatisfied with the determination made by MIAT College of Technology for reasonable accommodations and has been unable to resolve the issue through an informal discussion with the Director of Training and/or Campus President, has the right to appeal the decision. The following steps should be followed to complete the appeal process and file a formal complaint:

The appeal must be in writing and must be submitted in person, by US mail or by fax to the President of MIAT College of Technology. It may not be submitted by e-mail. The appeal must be submitted within ten (10) days of the receipt of the decision. The submission must include:

1. Student's name, address, e-mail and phone number
2. Date of the complaint
3. A full description of the problem
4. A full description of the efforts that have been made to resolve the issue informally
5. A statement of the remedy requested.

The President of MIAT College of Technology will review all pertinent information and may meet with the parties involved. A decision will be made within fourteen (14) days of receipt of the appeal. The President's decision is final. Any of the above stated deadlines may be extended for good cause. The request for extension must also be provided in writing.

RULES AND POLICIES ON STUDENT CONDUCT

MIAT College of Technology students are expected to maintain high standards of professional conduct required by industry and are a tradition at MIAT College of Technology. Both in and out of school, students are expected to conduct themselves in a professional manner with pride in themselves, their community and their school. It is expected that the student will observe all rules and policies. Violation of any of the following rules and policies of MIAT College of Technology may result in disciplinary action up to or including dismissal:

1. Personal conduct which, in the opinion of the Administration or Faculty, is considered disruptive or unprofessional.
2. Theft or vandalism to school property, property of a student or property of a visitor to the school.
3. Gambling or other similar activity.
4. Any conduct that violates local, state and/or federal regulations or laws. In the event you are charged with or convicted of a crime, you are to notify a school official immediately.
5. The use of school equipment for personal projects without authorization. This includes the unauthorized use or access to the company/school computers/network.
6. Removal of school equipment from school premises. The defacement of school property and/or the intentional damage to training equipment.
7. Verbal or physically abusive behavior including excessive profanity, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person or which places them in fear of being physically abused.
8. Any form of sexual misconduct – physical or verbal.
9. Cheating on tests or other assignments. See Academic Integrity Policy
10. Possession of alcoholic beverages or controlled substances.
11. Being under the influence of alcohol or controlled substances.
12. Violation of safety rules and notices.
13. Eating in the classroom during class time.
14. Consumption of food or beverage in or around training equipment.
15. Parking in Visitor Parking or parking in a designated handicapped space without a handicap permit.
16. Parking in areas other than marked parking areas.
17. Exceeding posted speed limits on school premises.
18. Violation of school dress code.
19. Falsification of documentation.

The above are illustrative of the types of conduct that will not be permitted but are not intended to be all inclusive.

SAFETY RULES

1. Students will not operate school equipment without approval and direct supervision from an instructor.
2. No school equipment is to be operated without instructor supervision.
3. No smoking or smokeless tobacco products are permitted except in designated smoking areas.
4. Personal Protection Equipment (PPE) must be worn in posted areas or when directed by any member of MIAT College of Technology staff in compliance with the PPE policy.
5. Hair longer than collar length must be tied back or tucked in the collar of the shirt or tucked under a hat while in the shop area.
6. Adequate hand cover (gloves) must be worn when directed by the Instructor.
7. Jewelry such as hand rings, earrings and necklaces must be removed when directed by the instructor.
8. Sunglasses are not permitted in classrooms or shop. Dark glasses of any type may not be worn in the building unless the wearer has a letter on file from an accepted medical professional identifying a condition requiring dark glasses.
9. Students will not disassemble any shop equipment or components without instructor approval.
10. All injuries, no matter how slight, shall be reported to an instructor.
11. Body pierced jewelry, if worn, can be of the post type only and is limited to one in each ear lobe. Other body pierced jewelry, including ear gauges are not allowed. Jewelry around the neck cannot hang outside of the shirt. Rings should be limited to a single ring on each hand, with the caution that there are many documented instances of rings causing serious personal injury. Wrist watches may be worn, but must be removed upon request of an instructor or MIAT College of Technology personnel.

PERSONAL PROTECTION EQUIPMENT (PPE) POLICY

The student must adhere to the following PPE policy:

- Safety glasses are to be worn at all times, including breaks and lunch, in the designated areas of the hangar/high bay (outside the yellow lines) and as instructed by any member of the MIAT College of Technology staff. Safety glasses must be clear or yellow tint; no other color tint will be accepted.
- The student must wear a hard hat while in the designated area of the hangar/high bay.
- The student must wear a safety harness while participating in any climb training and as directed by any member of MIAT College of Technology staff.

Every student is expected to adhere to the PPE policy to ensure safety of themselves and their fellow students. Failure to comply with this policy will result in disciplinary action.

PERSONAL ELECTRONIC DEVICES

Due to the creation of distractions in the training environment, the school has developed guidelines for personal electronic devices at the facility.

Using cell phones, electronic or wireless devices in the classroom is a privilege, not a right. **The use of these devices in the classroom is permitted on a class-by-class basis at the discretion of the instructor.** Instructors may, at their discretion, reduce points awarded for participation in class or other graded activities for the inappropriate use of personal electronic devices. Students should clarify with the instructor if they have questions about these policies.

It is important that electronic/wireless devices are used appropriately. The guidelines below are to direct the proper use of these devices in the classroom. Remember that students are in the classroom for one reason -- to learn. The use of electronic/wireless devices during class should be restricted to in-class activities, including taking notes, viewing the lecture slides presented by the instructor, or accessing the internet for class-related information. Do not assume you can use these devices. Rather, check with the instructor.

As a student you have the right to request that a classmate cease the inappropriate use of any electronic/wireless devices. You also have the right to speak to the instructor for accommodations if you find **any** use of wireless/laptop devices distracting. **Be aware that some students, for a variety of reasons, have permission to use devices in class.**

Tips for Successful Use of Electronic/Wireless Devices:

DON'T DISTRACT YOURSELF

- Avoid activities unrelated to the course including, but not limited to:
 - completing assignments for other courses
 - checking email during class
 - communication unrelated to in-class activities (i.e., voice, email, text messaging, etc.)
 - surfing the web or visiting websites unrelated to in-class activities
 - playing games, listening to music or watching videos

DON'T DISTRACT OTHERS

- Set all devices including all sound alerts to “vibrate” or “mute” during class
- Do not place or accept calls or text messages during class
 - *if a true personal emergency call is anticipated, speak directly to the instructor **before** the start of class. Sit near an exit and quietly leave the room to accept the call.*
- Minimize set-up time
 - arrive with sufficient time to set up laptops, etc., before class begins. Set-up must be completed before class begins.
- Be aware of potentially distracting typing or clicking
- Follow all “device prohibited” times
 - Special events or guest speakers
 - Exams/quizzes
 - Any other time designated by the instructor
- Be sensitive to and respect privacy concerns of others
- Respect the request of a classmate or the instructor to cease the use of any and all electronic/wireless devices.

WEAPONS, EXPLOSIVES AND OTHER SIMILAR DEVICES/ITEMS

No person shall possess, carry or otherwise transport any weapon including handguns, paintball guns and rifles, explosives or explosive devices or other similar items onto any school premises, parking area, facilities, aircraft, vehicle, etc. Any knife other than one comparable to a foldable pocket knife with a blade no longer than 2-1/2 inches is considered a weapon. Any person who violates this policy is subject to probation, suspension and dismissal. In addition, the school will cooperate with local, State and Federal officials.

DRESS CODE

- Professional appearance is required at all times. Responsible personal grooming habits must be maintained. Safety and professionalism will always take precedent in matters of dress code interpretation. All clothing must be clean and in good repair with no holes.
- All students are required to wear an approved shirt as the outer most garment while attending any activities at MIAT College of Technology. The shirt must be buttoned up and tucked in. Hoodies may be worn under the approved shirt but the hood is not to be worn while in the building.
- Clothing may not bear any printed material that is sexually or racially provocative or otherwise socially controversial. No profane language, ethnic, racial or sexual slurs. Individual interpretation will be at the discretion of MIAT College of Technology.
- Long pants cannot be baggy and must fit properly or be secured with a belt to prevent them from slipping below the waist or touching the ground. Sweat pants and nylon athletic warm-up pants are prohibited.
- Shorts must have cuffs or be hemmed. The length must be at least to the top of the knee. No baggy, “short-short” or skin tight shorts will be allowed. Nylon athletic shorts (“basketball” shorts) are prohibited. Shoes and socks, as required by the dress code, must be worn with shorts.
- Full shoes or oxfords with full socks are required. Athletic shoes (i.e. sneakers, tennis shoes, etc.) are allowed, but leather soles or oxfords are recommended. Sandals, open-toe or high heel shoes are prohibited.
- Hair longer than collar length must be tied back, tucked in the collar of the shirt or tucked under a hat while in the shop area.
- Dark glasses of any type may not be worn in the building unless the wearer has a letter on file from an accepted medical professional identifying a condition requiring dark glasses.
- Body pierced jewelry, if worn, can be of the post type only and is limited to one in each ear lobe. Other body pierced jewelry, including ear gauges are not allowed. Jewelry around the neck cannot hang outside of the shirt. Rings should be limited to a single ring on each hand, with the caution that there are many documented instances of rings causing serious personal injury. Wrist watches may be worn, but must be removed upon request of an instructor or MIAT personnel.
- By their permanent nature it is difficult to prohibit the wearing of tattoos. However, MIAT College of Technology strongly advises any individual so inclined that visible tattoos are not readily accepted in the industry and having visible tattoos could affect employment opportunities. The policy regarding the content of printed material also applies to tattoos. Any sexually or racially provocative or otherwise socially controversial message will require that the tattoo be covered while on campus.

DRUG AND ALCOHOL POLICY

MIAT College of Technology is committed to freedom from illegal drugs, abuse of legal drugs, alcohol use on school property, as well as alcohol/drug use outside the school, which adversely affects performance. The following are expected of all students:

1. All students are expected to arrive fit for work/study. Illicit use of any mind-altering drugs/alcohol is prohibited.
2. Unlawful possession, use, or distribution of illicit drugs/alcohol on school property or at any school activity will result in expulsion from the school. MIAT College of Technology will cooperate with local, State, and Federal officials. Off school possession, use, or distribution of illicit drugs/alcohol may also be cause for expulsion from MIAT, regardless of whether on or off MIAT College of Technology property, as such use can affect performance.
3. When such use can be anticipated to affect performance, use of prescription drugs or over-the-counter drugs should be reported to MIAT College of Technology supervisory personnel.
4. All students are required to notify MIAT College of Technology of any controlled substance violation conviction within five (5) days of such conviction. MIAT College of Technology must then notify the U.S. Department of Education within ten (10) days and will, within thirty (30) days, take appropriate action, up to and including expulsion from training as appropriate.
5. Drug/alcohol policy violations may be evaluated by the Federal Aviation Administration or employer in determining employee/student qualification for certification or employment. Drug/alcohol policy violations are investigated and may also be prosecuted under Federal and State Law.
6. All illegal drugs will be turned over to local law enforcement agencies.
7. The school reserves the right to require drug and/or alcohol testing of students if, at the sole discretion of the school, the student is suspected to be under the influence.
8. Student Referrals: Any student may voluntarily seek help for a drug/alcohol problem from MIAT College of Technology's Campus President, Vice President of Education, Director of Training, Assistant Director of Training or Director of Career Services. The student will be referred to the appropriate agency and will be provided, if possible, the option of returning to school upon documented successful completion of treatment. Any recurrence following completion of a drug/alcohol treatment program may result in expulsion.

**A COPY OF THE
APPLICABLE FEDERAL
LEGAL SANCTIONS, AS
WELL AS THE APPLICABLE
MICHIGAN LEGAL
SANCTIONS REGARDING
THE USE OF DRUGS AND
ALCOHOL MAY BE
OBTAINED FROM THE
CAMPUS PRESIDENT'S
OFFICE.**

**DEPARTMENT OF TRANSPORTATION
OFFICE OF DRUG AND ALCOHOL POLICY AND COMPLIANCE NOTICE**

(The following letter and its content has been adopted as MIAT College of Technology policy for all students)

Recently, the Department of Justice (DOJ) issued guidelines for Federal prosecutors in states that have enacted laws authorizing the use of “medical marijuana.”

<http://www.justice.gov/opa/documents/medical-marijuana.pdf>

The Department of Transportation has had several inquiries about whether the DOJ advice to Federal prosecutors regarding pursuing criminal cases will have an impact upon the Department of Transportation’s longstanding regulation about the use of marijuana by safety-sensitive transportation employees-pilots, school bus drivers, truck drivers, train engineers, subway operators, aircraft maintenance personnel, transit fire-armed security personnel, ship captains and pipeline emergency response personnel, among others.

We want to make it perfectly clear that the DOJ guidelines will have no bearing on the Department of Transportation’s regulated drug testing program. We will not change our regulated drug testing program based upon these guidelines to Federal prosecutors.

The Department of Transportation’s Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) does not authorize “medical marijuana” under a state law to be a valid medical explanation for a transportation employee’s positive drug test result.

This section states:

§ 40.151 What are MROs prohibited from doing as part of the verification process?

As an MRO, you are prohibited from doing the following as part of the verification process:

(e) You must not verify a test negative based on information that a physician recommended that the employee use a drug listed in Schedule I of the Controlled Substances Act. (e.g., under state law that purports to authorize such recommendations, such as the “medical marijuana” laws that some states have adopted.)

Therefore, Medical Review Officers will not verify a drug test as negative based upon information that a physician recommended that the employee use “medical marijuana.” Please note that marijuana remains a drug listed in Schedule I of the Controlled Substance Act. It remains unacceptable for any safety-sensitive employee subject to drug testing under the Department of Transportation’s drug testing regulations to use marijuana.

We want to assure the traveling public that our transportation system is the safest it can possible be.

Jim L. Swart, Director
Office of the Secretary of Transportation
Office of Drug and Alcohol Policy Compliance
Department of Transportation
October 22, 2009

HARRASSMENT/DISCRIMINATION POLICY

It is the policy of MIAT College of Technology to require a professional work and school environment that reflects industry expectations and standards. This includes the absence of any form of harassment or discrimination prohibited by law.

What is sexual harassment? *Sexual harassment is any type of "unwelcome sexual conduct", either verbal, visual or physical that alters the conditions of employment or schooling and/or creates an abusive environment. Sexual conduct is unwelcome when the victim does not encourage, solicit or incite it and when the victim regards it as undesirable or offensive.*

Students who believe they are being subjected to any form of harassment or discrimination should report the situation and circumstances to the Campus President or Compliance Officer. The Campus President or Compliance Officer will promptly investigate and take the appropriate action.

LEARNING RESOURCE CENTER (LRC) AND TUTORING ASSISTANCE

All MIAT College of Technology students and graduates are welcome to use the Learning Resource Center (LRC) during normal operating hours. The LRC can be used for making up time, tutoring, research or job searching. Current students may not use the Learning Resource Center during their scheduled class times unless directed to do so by their instructor. LRC hours are as posted with individual tutoring available daily. Contact the instructor to schedule individual tutoring. For additional tutoring options, see the Director of Training.

RETEST POLICY

If a student fails a test, the student will undergo tutoring and/or additional training to prepare them for the retake. The student will be required to obtain and complete a **"Request for Retest"** form. This form can be found in the LRC, ADOT Office or from the instructor. An instructor must sign-off that the student has successfully completed the tutoring and/or additional training prior to the student making a second attempt at the test.

Additionally, if a student fails the test for a second time, the student may appeal to the School Review Board, in writing, requesting permission to retake for a third time. The written request must state the reasons why the student feels they failed the test, what the student will do to not let it happen again and ask for permission to retake the test for a third time.

ACADEMIC INTEGRITY POLICY

The relationship between students and faculty is an important part of the training at MIAT College of Technology. This relationship is one that is built on mutual trust, respect and responsibility. How you learn at MIAT College of Technology is as important as what you learn. Our goal is to produce graduates that can become quality employees who have sound practical, technical and theoretical backgrounds and who are committed to their professional responsibilities.

Academic dishonesty will not be tolerated at MIAT College of Technology and violations may result in penalties up to and including dismissal from the school. Violations apply equally to electronic media and print and involve test, images and ideas. Examples include, but are not limited to, cheating, dishonest conduct, plagiarism, copyright infringement and peer-to-peer file sharing violations. Acts of academic dishonesty are not limited to a student's personal benefit – they also include knowingly or intentionally helping another student in an act of academic dishonesty.

COPYRIGHT INFRINGEMENT AND PEER-TO-PEER FILE SHARING POLICY

The Department of Education oversees federal regulations in which schools must comply with. Federal regulation mandates that schools must have a copyright infringement and peer-to-peer file sharing policy. The following is the MIAT College of Technology) policy:

MIAT College of Technology Plans to Effectively Combat Unauthorized Distribution of Copyrighted Material: Student and Employee Sanctions

As a student or employee, your conduct in MIAT College of Technology classrooms and websites is subject to and must fully conform to the MIAT College of Technology code of conduct policy and any other applicable policies. MIAT College of Technology may monitor traffic or bandwidth on our networks utilizing information technology programs designed to detect and identify indicators of illegal peer-to-peer file sharing activity. In addition to, or as an alternative, MIAT College of Technology may employ other technical means to reduce or block illegal file sharing and other impermissible activities.

Disciplinary sanctions will be based on the seriousness of the situation. These sanctions may be in conjunction with additional sanctions through the MIAT College of Technology code of conduct and any other policy applicable to the particular situation.

Copyright Law: Copyright is a form of legal protection provided by United State law (Title 17 U.S.C. §512(c)(2)) that protects an owner's right to control the reproduction, distribution, performance, display and transmission of a copyrighted work. The public, in turn, is provided with specific rights for "Fair Use" of copyrighted works.

Copyrighted works protect "original works of authorship" and include:

- Books, articles and other writings
- Songs and other musical works
- Movies and Television productions
- Pictures, graphics and drawings
- Computer software
- Pantomimes and choreographic works
- Sculptural and architectural works

Specific information on copyright law and fair use may be found at the following sites:

- The U.S. Copyright Office: copyright.gov
- The Electronic Frontier Foundation fair use frequently asked questions (FAQ): eff.org

Copyright Infringement: The copyright law states that "anyone who violates any of the exclusive rights of the copyright owner is an infringer of the copyright or right of the author." The copyright law provides the owner of copyright in a work the exclusive right:

- To reproduce the work in copies;
- To prepare derivative works based upon the work;
- To distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly;
- To display the copyrighted work publicly
- In the case of sound recordings to perform the work publicly by means of a digital audio transmission.

Peer-to-Peer File Sharing

Peer-to-Peer (P2P) file sharing is a general term that describes software programs that allow computer users, utilizing the same P2P software, to connect with each other and directly access digital files from one another's hard drives. Many copyrighted works may be stored in digital form such as software, movies, videos, photographs, etc. Through P2P file sharing it has become increasingly easy to store and transfer these copyrighted works to others thus increasing the risk that users of P2P software and file sharing technology will infringe the copyright protections of content owners. If P2P file-sharing applications are installed on your computer, you may be sharing someone else's copyrighted materials without realizing that you are doing so. As a user of MIAT College of Technology's network it is important that you recognize the legal requirements of the files that you may be sharing with others. You should be very careful not to download and share copyrighted works with others. The transfer and distribution of these works without authorization of the copyright holder is illegal and prohibited.

LEGAL ALTERNATIVES FOR DOWNLOADING AND ACQUIRING COPYRIGHTED MATERIAL

Fair Use

Fair use allows limited use of copyrighted material without permission from the copyright holder for purposes such as criticism, parody, news reporting, research and scholarship, and teaching. There are four factors to consider when determining whether your use is a fair one. You must consider all the factors below, even though all the factors do not have to be in favor of a use to make it a fair one. The four fair use factors are as follows:

- The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work, such as whether the work is fiction or non-fiction, published or unpublished.
- The amount of work used in relation to the copyrighted work as a whole, such as using a poem in its entirety, or using one chapter from a long book.
- The effect of the use upon the potential market for the copyrighted work.

Requesting Permission

At some point you may find yourself in a situation when you will want to use someone else's copyrighted material. The first step is to determine whether you can reasonably make a fair use of the material (see above). If your use is not fair use, the next step is to ask for permission. For many works the publisher is the copyright holder. Look for a copyright notice. Unfortunately, not all works will include a copyright notice, and it is also possible that the copyright has changed hands since it was printed. For older material it may be impossible to identify and locate the copyright holder. In such instances documentation should be kept to show proof that a search was performed to find out who the copyright holder was. There are organizations that can help identify and contact copyright holders.

Ask for Permission

Once the copyright holder is identified, the next step is to ask for permission. An increasing number of publishers prefer that a request is made using a form on their website. Others may require that the request is made via fax or email. Whenever possible, make your request in the format preferred by the copyright holder. If the copyright holder does not have a set form then send a letter to them. Always keep copies of your correspondence.

VIOLATIONS AND PENALTIES UNDER FEDERAL LAW

In addition to MIAT College of Technology's sanctions under its policies anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

TOOL CRIB POLICIES AND PROCEDURES

The tool crib provides supplies, equipment and specialized tools necessary to perform various projects and lab assignments required in our curriculum. When requesting a tool, students will be required to fill out a tool and supply request sheet, which is located at the tool crib window. When the checked out item is returned, the supply request sheet will be processed. Basic policies at the tool crib are as follows:

1. Items checked out from the tool crib must be signed for on a tool and supply request sheet. Students are responsible for the items signed out and will be charged the cost of replacing any missing or maliciously damaged items.
2. The tool crib is not required to provide tools which are included in the tool set issued to MIAT College of Technology students. Students should have their own tools available for use at any time during their training.
3. Students are not allowed in the tool crib unless accompanied by an instructor or tool crib employee.

GRADE DISPUTE PROCEDURE

Any student may dispute any grade given in any course. The process consists of the follow steps:

Step One: The student discusses the dispute with the Instructor.

Step Two: If Step One does not resolve the dispute, the student submits a written statement of the dispute and requests a meeting with the Director of Training (DOT). The DOT will notify the Instructor of the written dispute request. This step must be taken within one quarter/block of the posting of the grade to the student's record.

Step Three: After review of the student's statement, the Instructor's grading sheet and discussions with the student and Instructor, the DOT makes a determination regarding the basis of the dispute.

Step Four: If the student wishes to pursue the dispute further, he/she should submit a written appeal within five days of the DOT's decision to the Vice President of Education.

Step Five: The Vice President of Education will schedule a meeting with the student, Instructor and DOT to make the final determination. The Vice President of Education will inform the student in writing of the decision. This step must be completed within two quarters/blocks of the posting of the grade to the student's record.

COMPLETION RATES

A detailed copy of the school's completion rates for each program is available in the office of the Campus President.

INTERRUPTION OF TRAINING

The Staff and Administration at MIAT College of Technology strongly recommends students avoid disrupting their training schedule for any reason. However, if circumstances require, a student to take a break in training, it is important they notify the school within three (3) days of their last date of attendance. Failure to do so could result in a withdrawal from active status. A withdrawal can dramatically affect a student's financial status. Please see Leave of Absence/Withdrawal Policy in the college catalog.

MAKEUP PROCEDURE FOR FAA REQUIRED CURRICULUM

1. The student must have verification of time missed to makeup the missed time. This can be an ABSENCE VERIFICATION form (for time missed during current course of instruction, obtain this from current Instructor) or a DETAILED ATTENDANCE REPORT (for previous courses of instruction, obtain from the front office).
2. The student must obtain and complete a MAKEUP RECEIPT prior to making up time.
3. The Instructor will check the documentation and issue the student a project(s) to be completed during the makeup session. It is the student's responsibility to have tools and books for the section to be made up. Failure to complete and present the assigned project(s) will result in no credit for the makeup.
4. When the student has completed the project(s) and time on the makeup receipt the Instructor will sign the form and give the student the YELLOW copy. It is the student's responsibility to retain all of the makeup receipts to ensure the correct amount of credit is given.

MAKEUP DURING SCHEDULED CLASS HOURS

1. Obtain a makeup receipt and complete all necessary information.
2. Check with the Instructor before class begins or during break time.
3. Enter the classroom only during scheduled break times. This is to avoid disrupting the class lecture.
4. Upon completion of your makeup obtain your signed receipt from the Instructor.
5. All school policies apply during makeup.

DAY/AFTERNOON ATTENDANCE SHIFT CHANGES

MIAT College of Technology allows students to change shifts for the purpose of scheduled attendance on a particular calendar day. This procedure should be pre-arranged and approved with the Director of Training or an Assistant Director of Training a day or two in advance. Students should be aware there are limitations to this policy and may not always be allowed. Questions in reference to this matter or to arrange for a day/afternoon shift change, see the Director of Training or Assistant Director of Training.

SCHOOL CLOSING

The school considers three primary factors in deciding whether to cancel classes.

1. Weather - past, present and future. How much snow/ice has occurred? Is it currently snowing, blowing, etc. and what is the forecast?
2. Road Conditions - how much and how fast is traffic moving on Interstate highways (e.g. I-94, I-275, I-96, US 23) and primary roads (e.g. Michigan Avenue)?
3. Post Secondary Schools - have any area community colleges or universities closed?

Television and radio stations normally carry MIAT College of Technology school closure information. The school may be contacted after 5:30 am (Day Classes) and 1:30 pm (Afternoon Classes). Cancelled classes will be rescheduled as soon as the schedule permits. If school is closed, either the receptionist or the voicemail of the school will explain the details.

The telephone number for the main campus is **1.800.447.1310** or **1.734.423.2100**.

PROCEDURE FOR RECEIVING A CERTIFICATE OF COMPLETION

The procedures outlined below apply to the following programs: Aviation Maintenance Technology, Airframe and Powerplant Technician, Airframe Technician, Powerplant Technician and Aircraft Dispatch

Any student enrolled in one of the above listed programs must request a Certificate of Completion from Student Records. The certificate will be issued within 10 days from submission of the request, provided the following conditions are met: (1) All grades are complete; (2) All make-up time has been completed and (3) There is a \$0 balance on student's account or have a contract with Bookkeeping signed off by the Business Office Manager and be current on all contract payments.

****Note:** Students in the Aviation Maintenance Technology or Airframe and Powerplant Technician program are eligible to receive three Certificates of Completion, General, Airframe, and Powerplant provided the following conditions are met:

For First or Second Certificate: (1) All required grades are complete; (2) All required make-up time has been completed; (3) Acceptable status on private pay contract – all payments current and (4) Meeting with Bookkeeping regarding contract payments and procedures.

For Last Certificate: (1) All required grades are complete; (2) All required make-up time has been completed; (3) Acceptable status on private pay contract – all payments current and (4) Verification that private pay contract amount reflects all outstanding balances and includes any and all make up time owed.

FAA WRITTEN AIRMAN KNOWLEDGE TESTING (AKT) PROCEDURE FOR GENERAL, AIRFRAME AND POWERPLANT

1. Receive certificate of completion for the general, airframe, or powerplant sections from Student Records.
2. Call Computer Assisted Testing Service (CATS) at 1.800.947.4228 or www.catstest.com to schedule a date and time to take test.
3. Bring your certificate of completion, valid government issued photo identification with correct address, and a calculator. Pencils, paper and reference books are provided by the Testing Center. No cell phones or personal materials will be permitted in the testing center.
4. Receive an Airman Knowledge Test Report (AKTR) from the testing center.

FAA ORAL AND PRACTICAL AIRMEN KNOWLEDGE TESTING (AKT) PROCEDURE FOR AIRFRAME AND POWERPLANT

1. Schedule a general and airframe or a general and powerplant oral and practical test with a Designated Mechanic Examiner (DME). DME contact information may be obtained from Customer Service or Student Records
2. Fill out *two* 8610-2 Airman Certificate and/or Rating applications available in the Student Records Department or at www.faa.gov . These forms must be completed legibly. Take these forms to the Designated Mechanic Examiner (DME) for the oral and practical test.
3. Take the written Airman Knowledge Test Reports (AKTR) for general and airframe or general and powerplant to a Designated Mechanic Examiner (DME) for the oral and practical test.
4. The Designated Mechanic Examiner (DME) will administer the oral and practical test and issue a temporary certificate upon successful completion.

EARLY ORAL AND PRACTICAL EXAMINATION FOR AIRFRAME AND POWERPLANT

A student may request to take their oral and practical (O&P) exams before completion of the written exams. To qualify for early oral and practical testing a student must have a cumulative numerical grade average of at least 92% ; all makeup time completed and receive approval from the Director of Training. Students wishing to take an early oral and practical exam must submit MIAT College of Technology Request for Early Testing at least 45 days before the completion of their approved curriculum. Early oral and practical exams must be completed prior to last day of scheduled training.

FAA WRITTEN AIRMAN KNOWLEDGE TESTING (AKT) PROCEDURE FOR AIRCRAFT DISPATCHERS

1. Call Computer Assisted Testing Service (CATS) at 1.800.947.4228 or www.catstest.com to schedule a date and time to take test.
2. Bring your valid government issued photo identification with correct address, and a calculator. Pencils, paper and reference books are provided by the Testing Center. No cell phones or personal materials will be permitted in the testing center.
3. Receive an Airman Knowledge Test Report (AKTR) from the testing center.

FAA PRACTICAL AIRMAN KNOWLEDGE TESTING (AKT) PROCEDURE FOR AIRCRAFT DISPATCHERS

1. Schedule an aircraft dispatcher practical exam with a Designated Aircraft Dispatch Examiner (DADE). DADE contact information may be obtained from Customer Service or Student Records.
2. Acquire an 8400-3 Application for an Airman Certificate and/or Rating from your instructor. Take this form to the Designated Aircraft Dispatch Examiner (DADE) for the practical test.
3. Take the written Airman Knowledge Test Report (AKTR) for aircraft dispatch to a Designated Aircraft Dispatch Examiner (DADE) for the practical test.
4. The Designated Aircraft Dispatch Examiner (DADE) will administer the practical test and issue a temporary certificate upon successful completion.

GRADUATION REQUIREMENTS FOR ALL PROGRAMS

The following is a list of requirements needed prior to the issuance of a certificate or degree. Due to an extensive audit process, all certificates or degrees will be issued within ten (10) business days after all requirements are completed.

Student Records: Complete all incomplete grades

Financial Aid: Complete exit interview

Bookkeeping:

- \$0 balance on student's account or
- Have a contract with Bookkeeping signed off by the Business Office Manager and be current on all contract payments.

Career Services: Complete exit interview and submit all necessary forms

TRANSCRIPTS

An unofficial transcript may be obtained by a student at any time. Upon completion of the program, a student is entitled to receive an official transcript provided the following conditions are met:

- \$0 balance on student's account or
- Have a contract with Bookkeeping signed off by the Business Office Manager and be current on all contract payments.

Official transcripts are issued for a fee of \$5 per transcript.

ACADEMIC EXCELLENCE AWARD

1. Academic Excellence Award Certificate is achieved when a student has a quarter/block numerical average of 98.0% or higher (GPA = 4.0). This will be an average calculated by the student records database system and no rounded values will be used. All students enrolled in eligible MIAT College of Technology Certificate or Degree Programs are eligible for this award.
2. In addition, students from eligible programs that maintain Academic Excellence for their entire program will receive a Program Academic Excellence Certificate upon graduation.
3. **Eligible Programs:** Aviation Maintenance Technology Program, Airframe and/or Powerplant Technician Program; Energy Technician Program; Global Logistics and Dispatch Program and HVACR Technician Program.

PERFECT ATTENDANCE AWARD

Perfect attendance is achieved when a student has attended all scheduled hours/days of their program. Any absences, including excused absence, disqualify the student from achieving perfect attendance.

There is a Perfect Attendance Drawing each quarter/block for each eligible program. Any student who achieves perfect attendance for that quarter or block will receive an MIAT College of Technology Perfect Attendance Certificate and will be entered into a \$50.00 drawing.

In addition, graduates from eligible programs will receive an MIAT College of Technology Perfect Attendance Certificate as well as the following monetary award.

PROGRAM	AWARD
Aviation Maintenance Technology Program Airframe and Powerplant Technician Program	\$200
Energy Technician Program	\$100
Global Logistics and Dispatch Program HVACR Technician Program	\$75
Aircraft Dispatch Program	Not Eligible

EXCELLENT ATTENDANCE AWARD

Excellent attendance is achieved when a student has missed equal to or less than one and one-half percent (1.5%) of their total scheduled program hours. Each student qualifying for an Excellent Attendance award will receive \$50 and a MIAT College of Technology Excellent Attendance Certificate upon completion of their program.

CAREER SERVICES EXPECTATIONS, STANDARDS AND POLICIES

MIAT College of Technology has many employer contacts throughout the aviation, dispatch, energy, HVACR and other technical-based industries. The Career Services Department and our graduates have established an outstanding reputation among these employers. This reputation was achieved because our students and graduates followed employment policies and procedures established by the Career Services Department which are based on industry standards. These policies are in place to help students and graduates be successful in their search for employment. In order to continue this tradition of excellence, MIAT College of Technology requires all students and graduates to adhere to the standards and policies listed below:

- Show up at least 15 minutes early for an interview
- Alert the appropriate people well in advance if you need to cancel or reschedule an interview
- Dress professionally for all interviews
- Remove all visible or potentially visible piercings prior to an interview
- Cover all tattoos prior to an interview
- Bring several professional looking copies of your resume
- Bring all appropriate documents and/or a career portfolio
- Send a follow-up thank you letter(s) to the person(s) who interviewed you
- Have your 10 year history and references completed prior to interviewing
- Always give a two-week notice prior to leaving a position
- Submit to and pass a drug and alcohol screening
- Decline any interviews if there is a chance you will fail a pre-employment drug test or background check
- Demonstrate professional attitude, demeanor and overall professionalism in actions and statements as well as to professionally communicate and interact with people and organizations, including MIAT College of Technology and its employers.

MIAT College of Technology is dedicated to assisting each student in beginning a rewarding career, however, MIAT College of Technology has a responsibility to all students, graduates, and our employers to ensure the above industry-based standards and policies are followed. If any student or graduate fails to follow these and other expectations, standards and policies, MIAT College of Technology reserves the right to limit any or all career services, including but not limited to, exclusion from MIAT College of Technology facilitated employment interviews.

Our goal is to ensure the success of our students and graduates. MIAT College of Technology reserves the right to define or to otherwise determine, in its sole discretion, the application of the above Career Services Standards and Policies to any student, graduate, employer and/or event.