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*It is the policy of MIAT 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 . . . . . . | • MIAT Program Advisory Committees  
|                      |                            | • Community Services  
|                      |                            | • Graduation and Placement Statistics  
|                      |                            | • Harassment or Discrimination Issues  
|                      |                            | • Questions not resolved satisfactorily by Faculty or Staff  
| Director of Training . . . . . | • 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 . . . . . . | • Questions on training  
|                      | • Make-up assignments  
|                      | • Attendance issues  
|                      | • Tutoring  
|                      | • Shop equipment problems  
| Student Services . . . . . | • Student meetings, advising and guidance  
|                        | • Housing questions  
|                        | • Learning Resource Center (LRC)  
|                        | • Tutoring help  
|                        | • Scholarships  
|                        | • Orientation  
|                        | • Articulation agreements  
| Career Services . . . . . | • 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  
|                        | • Career preparation  
|                        | • Credit transfers to degree granting schools  
|                        | • Graduation ceremonies  
|                        | • Passport Processing  
| Financial Aid Office . . . . . | • FAFSA assistance  
|                        | • Default prevention  
| Front Desk/Reception . . . . . | • Unofficial transcripts  
|                        | • Change/refunds for vending machines  
|                        | • Lost and Found  
| Veteran and Workforce Services . . . . | • TAA/TRA/NAFTA  
|                        | • VA Rehab  
|                        | • WIA  
|                        | • Veteran resources  
| Bookkeeping . . . . . | • Student payments/account cards  
|                      | • Billing inquiries  
|                      | • Receipts for financial aid loans  
|                      | • Excess funds requests  
|                      | • Gift Shop items  
|                      | • School supplies  
| Student Records . . . . . | • Official transcripts  
|                        | • Verification letters  
|                        | • Course descriptions and registration  
|                        | • Grade cards  
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|                        | • Graduation audits  
|                        | • Certificates of Completion or Diplomas  

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MIAT’S COMPLIANCE WITH “RED FLAGS” RULES

MIAT Institute 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 INSTITUTE 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 Institute 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 Institute of Technology.
- The student will make every possible effort to keep any MIAT Institute 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 Institute 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 Institute 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 Institute 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
- 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 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, he/she should meet with the Director of Training or Campus President to discuss the matter. Further information can be found in this handbook and in the MIAT Institute of Technology Student Catalog under the section entitled “Admission of Disabled Individuals.”
ADMISSION OF DISABLED INDIVIDUALS

MIAT does not discriminate against persons with disabilities who can satisfy the MIAT admission requirements and recognizes such person’s right to participate in or benefit from the educational programs offered by MIAT. When necessary, MIAT 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 so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While MIAT 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. 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. Some accommodations may take time to implement, and thus, applicants must give MIAT notice of their disability sufficiently in advance of their selected start date to enable MIAT to provide a timely accommodation. If MIAT does not receive sufficient advance noticed 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 Campus President and schedule a meeting. 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 by MIAT. Some accommodations take time to implement, and thus, students must give MIAT notice sufficiently in advance of the date when an accommodation needs to be made to enable MIAT to make an accommodation that will meet the student’s needs and avoid the interruption of their participation in a program.

MIAT has certain facilities and services available to enable disabled individuals who are otherwise qualified for admission to MIAT to participate in MIAT’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. 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 for reasonable accommodations and has been unable to resolve the issue through an informal discussion with the 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. 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 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 Institute of Technology students are expected to maintain high standards of professional conduct required by industry and are a tradition at MIAT Institute 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 Institute 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 Institute 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 the Instructor.

11. Due to the potential for personal injury and/or personal property destruction, playing sports on the campus is prohibited.

12. 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 Institute 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 Institute 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 high bay.
- The student must wear a safety harness while participating in any climb training and as directed by any member of MIAT 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 precedence 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 Institute 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.

- 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 or 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 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 MIAT premises.
DRUG AND ALCOHOL POLICY

MIAT Institute 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 Institute 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 the Institute, regardless of whether on or off MIAT Institute 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 Institute of Technology supervisory personnel.

4. All students are required to notify MIAT Institute of Technology of any controlled substance violation conviction within five (5) days of such conviction. MIAT Institute 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 the Campus President or 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 TEXAS LEGAL SANCTIONS REGARDING THE USE OF DRUGS AND ALCOHOL MAY BE OBTAINED FROM THE CAMPUS PRESIDENT’S OFFICE.
Recently, the Department of Justice (DOJ) issued guidelines for Federal prosecutors in states that have enacted laws authorizing the use of “medical marijuana.”


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 Institute 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) & TUTORING ASSISTANCE

All MIAT Institute 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, DOT 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 retest 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 Institute of Technology. This relationship is one that is built on mutual trust, respect and responsibility. How you learn at MIAT Institute 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 Institute 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 MIAT Institute of Technology’s policy:

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

As a student or employee, your conduct in MIAT Institute of Technology classrooms and websites is subject to and must fully conform to the MIAT Institute of Technology code of conduct policy and any other applicable policies. MIAT Institute 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 Institute 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 Institute 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/IP/eff_fair_use_faq.php

**Copyright Infringement**

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.

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.”

**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 Institute 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.

Identify the copyright holder: 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 Institute 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. 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 subject. The process consists of the follow steps:

Step One: The student discusses the dispute with the subject 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 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 Campus President.

Step Five: The Campus President will schedule a meeting with the student, Instructor and DOT to make the final determination. The Campus President will inform the student in writing of his/her decision. This step must be completed within two quarters 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 Institute 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 Institute 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 DOT.
SCHOOL CLOSING

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

1. Weather - past, present and future. How much rain/ice has occurred? What is the forecast?
2. Road Conditions - how much and how fast is traffic moving on Interstate highways (e.g. I-45, Beltway, I-10, US 59)
3. Post Secondary Schools - have any area community colleges or universities closed?

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 1.877.490.3399 or 1.713.401.3399. Television and radio stations normally carry MIAT school closure information.

PROCEDURE FOR RECEIVING A CERTIFICATE OF COMPLETION FOR AIRCRAFT DISPATCH

Any student completing the Aircraft Dispatch program will receive their Certificate of Completion within 10 days from the last day of training, provided the following conditions are met:

1. All grades are complete
2. All make-up time has been completed
3. Have a $0 balance on student’s account or
4. Have a contract signed by the Business Office Manager and be current on all payments.

GRADUATION REQUIREMENTS FOR ALL PROGRAMS

The following is a list of requirements needed prior to the issuance of a diploma. Due to an extensive audit process, all diplomas 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 signed by the Business Office Manager and be current on all contract payments.

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

CAREER SERVICES EXPECTATIONS, STANDARDS AND POLICIES

MIAT Institute of Technology has many employer contacts throughout the aviation, dispatch, energy 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 Institute 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 Institute of Technology and its employers.

MIAT Institute of Technology is dedicated to assisting each student in beginning a rewarding career, however, MIAT Institute 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 to these and other expectations, standards and policies, MIAT Institute of Technology reserves the right to limit any or all career services, including but not limited to, exclusion from MIAT Institute of Technology facilitated employment interviews.

Our goal is to ensure the success of our students and graduates. MIAT Institute 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.