



# Student Handbook

Volume 59  
Revised 05.02.2016

# Student Handbook

## Introduction

This *Student Handbook*, along with your *Student Catalog and the Campus Safety Handbook*, is a resource for understanding the academic and administrative policies that are important to your success at MIAT College of Technology. It is your responsibility to be familiar with the contents of these publications. This handbook has been carefully prepared to ensure that all information is as accurate and complete as possible. However, MIAT reserves the right to modify or update applicable policies and procedures from time to time. Such changes will be communicated to students as necessary. Students and applicants are bound by the terms in effect at the time of any event or occurrence.

## Social Media and Online Resources

We want to help keep you connected with and informed about your MIAT College of Technology community. Join us! You may also find information at our website including downloadable versions of the *Student Catalog*, *Student Handbook* and the *Campus Safety Handbook*. The electronic version of the *Student Handbook* found at [www.miat.edu](http://www.miat.edu) is the official, current version.

**[www.miat.edu](http://www.miat.edu)**



### **Main Campus - CANTON**

2955 S. Haggerty Road

Canton, MI 48188

734.423.2100

800.447.1310

### **Branch Campus – HOUSTON**

533 NorthPark Central Drive

Suite 150

Houston, TX 77073

832.234.5700

888.547.7047

# Table of Contents

<b>Who to See</b>	ii	<b>Services for Students</b>	
<b>General Information</b>		Employers on Campus	15
Academic Excellence Award	1	Bulletin Boards	15
Attendance Awards		CATS Testing Center	15
Bookstore	1	Clubs and Organizations	15
Career Services Expectations and Standards	1	Community Resources	15
Change of Address	2	Field Experience Opportunities	15
Dress Code	2	Employment Advisor	15
Program Completion Rates	3	Lost and Found	16
School Closings	3	Sports on Campus	16
Student Conduct Rules and Policies	3		
Student Parking	4	<b>Safety and Security</b>	
Student Responsibilities	4	Accidents	17
<b>Administrative Policies</b>		Campus Safety Handbook	17
Admission of Disabled Individuals	5	Climb and Rescue Safety Requirements	17
Electronic Use Policy	5	Fire Evacuation	17
Drug and Alcohol Policy	7	MIAT Identification Badges	17
Graduation Requirements	8	Personal Protection Equipment	17
Guests in Classroom	8	Safety Rules	18
Identity Theft Prevention	8	Tornado Shelter	18
Medical Release	9	Training Conditions-Physical Requirements	19
Personal Electronic Devices	9	Weapons, Explosives and Similar Devices	19
Sexual Misconduct Policy	9		
Clery Act	10		
Tobacco Use Policy	10		
Tool Crib Policies and Procedures	10		
Transcripts	10		
<b>Academic Policies</b>			
Academic Integrity Policy	11		
Day/Afternoon Attendance Shift Changes	11		
Early FAA Oral and Practical Examination For Airframe and Powerplant	11		
FAA Certificates of Completion (General, Airframe, Powerplant)	11		
FAA Written Airman Knowledge Testing (General, Airframe, Powerplant)	12		
FAA Oral and Practical Airman Knowledge Testing (Airframe and Powerplant)	12		
Grade Dispute Procedures	12		
Interruption of Training	13		
Learning Resource Center	13		
Makeup Procedure for FAA Curriculum	13		
Makeup During Scheduled Class Hours	13		
Retest Policy	14		
Tutoring Assistance	14		

# Who To See

**Have Questions? We Have Answers.**

## **Bookkeeping**

- Bookstore and Gift Shop Items
- Payments, Account Cards, Billing Issues
- Receipts for Financial Aid Loans
- Excess Funds Requests
- Agency Services Invoicing, Payments and Billing
- Trade Authorization Forms
- Lost and Found
- Vending Machine Issues
- Photocopy or Fax Machine Access

## **Campus President**

- Graduation/Placement Statistics
- Harassment or Discrimination Issues
- Campus Safety/Crime Statistics Reporting
- Questions not resolved satisfactorily by Faculty/ Staff

## **Career and Student Services**

- Resume and Interview Preparation
- Job Boards, Career Fairs
- Employment While In School
- Field Experience Opportunities
- On Campus Interviews/Employer Visits
- Background Checks
- Graduation Ceremonies
- Scholarships
- Transportation Issues
- Guidance on Solutions for Life Obstacles

## **Director of Training**

- Academic Progress
- Attendance Issues
- Leave of Absence or Withdrawal
- FAA Regulations
- Make-Up Scheduling
- Tutoring
- School Schedule, Academic Calendar
- Rules and Regulations
- Learning Resource Center
- Articulation Agreements

## **Instructor**

- Training Issues
- Attendance Issues
- Make-Up Assignments
- Tutoring
- Equipment Issues

## **Student Finance**

- FAFSA Assistance
- Veteran Benefits
- Default Prevention

## **Student Records**

- Transcripts/Detailed Attendance
- Verification Letters
- Unemployment Forms
- Course Descriptions and Registration
- Grade Cards
- Make-Up Time
- Graduation Audits
- Certificates of Completion  
(General, Airframe, Powerplant)
- Certificates/Degrees
- Academic Excellence/Perfect Attendance

## **Veteran/Workforce Services**

- TAA/TRA/NAFTA/WIA
- VA Rehab and MI Rehab
- MI Works, Ohio Funding
- Other Agency Related Items
- Veteran Resources

## **Vice President of Education**

- Program Advisory Committees
- Graduation/Placement Statistics
- Harassment or Discrimination Issues
- Questions not resolved satisfactorily by Faculty/ Staff

# General Information

## Academic Excellence Award

1. The Academic Excellence Award is achieved when a student has maintained a GPA = 4.0 for the quarter/block. This average is calculated by the student records database system and no rounded values are used. All students enrolled in eligible MIAT College of Technology Certificate or Degree Programs are eligible for this award. The award is presented after the graduation audit process is completed.
2. In addition, students from eligible programs that maintain Academic Excellence for their entire program will receive a **Program Academic Excellence Certificate** upon graduation.

## Attendance Awards

### Perfect Attendance

Perfect attendance is achieved when a student has attended all scheduled hours/days of their program. (*Note: For students enrolled in a degree program, this includes all required hours for general education courses*). Any absences, including excused absences, disqualify the student from achieving perfect attendance.

Students enrolled in the Aviation Maintenance Technology or Airframe and Powerplant Technician program will receive a Perfect Attendance Certificate at the end of each section (General, Airframe and Powerplant) for attending all scheduled hours in that section.

In addition, upon completion of the entire program of study, graduates from eligible programs will receive a Perfect Attendance Certificate as well as the following monetary award.

PROGRAM	AWARD
Aviation Maintenance Technology Program Airframe and Powerplant Technician Program	\$200
Energy Technology Program Energy and Industrial Technician Program	\$100
Global Logistics and Dispatch Program HVACR Technician Program	\$75

\*Aircraft Dispatch and Wind Technician not eligible for the Perfect Attendance monetary reward.

### Excellence Attendance

Excellent attendance is achieved when a student has missed equal to or less than one and one-half percent (1.5%) of the

total scheduled program hours. Each student qualifying for an Excellent Attendance award will receive \$50 and an Excellent Attendance Certificate upon completion of the program.

## Bookstore

In addition to textbooks and training supplies, the Bookstore also sells schools supplies (folders, pens, markers, flash drives, etc.), MIAT logo clothing and small gift items. Operating hours are posted, however, students needing to make a purchase outside posted hours may see Bookkeeping for assistance.

## Career Services Expectations and Standards

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:

1. Show up at least 15 minutes early for an interview.
2. Alert the appropriate people well in advance if you need to cancel or reschedule an interview.
3. Dress professionally for all interviews.
4. Remove all visible or potentially visible piercings prior to an interview.
5. Cover all tattoos prior to an interview.
6. Bring several professional looking copies of your resume.
7. Bring all appropriate documents and/or a career portfolio.
8. Send a follow-up thank you letter(s) to the person(s) who interviewed you.

# General Information

9. Have your 10-year history and references completed prior to interviewing.
  10. Always give a two-week notice prior to leaving a position.
  11. Submit to and pass a drug and alcohol screening.
  12. Decline any interviews if there is a chance you will fail a pre-employment drug test or background check.
  13. Demonstrate an overall professional attitude and demeanor in your actions and statements as well as professionally communicating and interacting with people and organizations, including MIAT College of Technology and its employers.
1. All students are required to wear an approved MIAT garment while attending any activities at MIAT College of Technology. **The shirt must be buttoned up and tucked in.** An approved MIAT hooded sweatshirt may be worn but the hood is not to be worn while in the building.
  2. All clothing must be clean, in good repair with no holes.
  3. 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. Interpretation of appropriateness is at the sole discretion of MIAT College of Technology.
  4. Long pants must fit properly. Pants cannot be baggy or must 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.
  5. 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 must be worn with shorts.
  6. 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.
  7. 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.
  8. 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. Body piercing jewelry, if worn, can be post type only and is limited to one in each ear lobe. Ear gauges will be assessed for safety purposes while the students are engaged in lab/shop activities. Directives will be given at that time specific to the individual student. MIAT reserves the right to require removal of body piercing jewelry and/or making ear gauges less conspicuous.
  10. 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.

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.

## Change of Address

Students who change their address, telephone number or e-mail address should notify Student Records immediately. If you are living in a temporary residence while in school, be sure both your temporary and permanent address and phone numbers are on file. Changes in phone number and address are important after graduation as it will help us keep in touch with you with job leads after graduation.

## 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.

# General Information

11. Wrist watches may be worn, but must be removed upon request of an instructor or MIAT personnel.
12. 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.

## Program Completion Rates

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

## School Closings

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

1. Weather - past, present and future. How much snow/ice/rain 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 and primary roads surrounding the campus.
3. Post-Secondary Schools - have any area community colleges or universities closed?

The school will make every attempt to broadcast this information to students via social media outlets and text messaging. Local television and radio stations will also carry school closure information for weather related events.

Cancelled classes will be rescheduled as soon as the schedule permits.

## Student Conduct Rules and Policies

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 violation of MIAT's Sexual Misconduct Policy. *See MIAT's Sexual Misconduct Policy published in the Campus Safety Handbook and available online at [www.miat.edu](http://www.miat.edu).*
9. Cheating on tests or other assignments. *See Academic Integrity Policy*
10. Any violation of MIAT's Drug and Alcohol Abuse Prevention Policy. *See MIAT's Drug and Alcohol Abuse Prevention Policy available online at [www.miat.edu](http://www.miat.edu).*
11. Violation of safety rules and notices.

# General Information

12. Eating in the classroom during class time.
13. Consumption of food or beverage in or around training equipment.
14. Parking in Visitor Parking or parking in a designated handicapped space without a handicap permit.
15. Parking in areas other than marked parking areas.
16. Exceeding posted speed limits on school premises.
17. Violation of school dress code.
18. Falsification of documentation.
4. The student will make every possible effort to foster a spirit of learning and teamwork during the training process.
5. The student will take pride in their school's equipment and facilities and will make every possible effort to maintain MIAT College of Technology training equipment in the same or better condition than when starting to work with it.
6. The student will be respectful to all staff, administration and faculty. The student will respect all other students and their diversity.
7. The student will take an interest in making MIAT a better personal and educational experience for themselves and all other students. The student will contribute to the staff, administration and faculty's goal of continually improving the quality of training provided.

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

## Student Parking

Free parking is available in the lots surrounding the facility and is on a first-come, first-served basis. Students are prohibited from parking in the Visitor Parking area. Students violating this policy will be subject to disciplinary action up to and including dismissal. Handicapped parking available with proper State authorized tags or plates.

## Student Responsibilities

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 an MIAT College of Technology student:

1. The student will read the Student Catalog, Student Handbook, Campus Safety Handbook and the Drug and Alcohol Abuse Prevention Program (available online at [www.miat.edu](http://www.miat.edu)) and will know, understand and follow all school rules, policies and procedures.
2. The student will complete all assigned work within the assigned time period to the best of their abilities.
3. If a student experiences academic challenges, the student will address the problem immediately directly with their instructor. Help with academic challenges is available and the student will take advantage of the assistance offered.
8. The student will represent the school and themselves 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.
9. The student will meet the attendance requirements.
10. The student must be able to read, write and understand the English language and be able to communicate verbally and in writing with staff, administration, faculty, fellow students and with current/future employers for the purpose of exchanging required information.



# Administrative Policies

## 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 MIAT.

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 by 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 to 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. The Canton campus has multiple floors and an elevator is available or classes will be taught on 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 complaint must be submitted in person, by US mail or by fax to the Campus President. Complaints 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 School Review Board 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 Review Board'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.

# Administrative Policies

## Electronic Use 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](http://copyright.gov)
- The Electronic Frontier Foundation fair use frequently asked questions (FAQ): [eff.org](http://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.

# Administrative Policies

## Legal Alternatives for Acquiring Copyright 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.

## Drug and Alcohol Policy - DAAPP

MIAT College of Technology is committed to a campus free from illegal drugs, abuse of legal drugs, alcohol use on school property as well as alcohol and drug use outside the school which adversely affects performance. In addition to the policies and procedures outlined in MIAT College of Technology's Drug and Alcohol Abuse Prevention Program, the following is 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.

# Administrative Policies

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 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.
1. **Student Records** – all incomplete grades completed or resolved.
  2. **Student Finance** – complete an exit interview with a Student Finance Officer.
  3. **Bookkeeping** – the student's account must have a zero (\$0) balance or the student must have a contract in place and must be current on all contract payments.
  4. **Career Services** – complete and exit interview and submit all necessary forms.

## Guests in Classroom

Permission may be granted for a student to have a guest on premises. The guest and student must complete a “**Student Guest Approval**” form stating the guest agrees to adhere to all rules, policies and procedures of MIAT. The guest further agrees to the following:

1. The guest will not be disruptive or a distraction to the training environment.
2. The guest is prohibited from the use of any and all training equipment.
3. The guest is prohibited from being in the classroom during testing or at any time as indicated by the sole discretion of the instructor or any DOT.

The “**Student Guest Approval**” must be signed by the instructor and by a DOT. The approval of the guest is at the sole discretion of the instructor and DOT.

## Identity Theft Prevention

The Federal Trade Commission “Red Flags Rule” requires MIAT to implement an identity theft prevention program designed to detect the warning signs of identity theft in our day-to-day operations and to protect the privacy of our student's personal information. Students will be required to provide identification when conducting the following business with the school:

1. Requesting a check or information from the student account
2. Requesting a transcript or detailed attendance report
3. Any communication with any department that could potentially jeopardize the student's identity and place them at risk of identity theft.

## United States Department of Transportation - Drug and Alcohol Compliance Policy

The link below is to a letter issued by the Department of Transportation. This letter and its content as has been adopted as MIAT College of Technology policy applicable to all students:

<http://www.dot.gov/odapc/dot-recreational-marijuana-notice>

## Graduation Requirements

The following is a list by department of requirements needing to be met prior to the issuance of the student's certificate or degree. Due to an extensive audit process, all certificates or degrees will be issued within thirty (30) business days after all requirements are completed.

# Administrative Policies

This policy applies to every student even if the business transaction is routine. Any questions regarding this policy can be directed to the Business Office.

## Medical Release

MIAT reserves the right to require a medical release from a medical professional stating the student is able to begin or continue training. MIAT 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.

## Personal Electronic Devices (PEDs)

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, may have permission to use devices in class.**

## Tips for Successful Use of PEDs:

**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** - Be respectful of your instructor, your classmates and the learning environment

- 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 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 (e.g. special events, guest speakers, exams, quizzes) and 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 PEDs.

## Sexual Misconduct Policy

MIAT College of Technology is committed to providing a work and educational environment for all students, faculty and staff that is free from sexual discrimination and sexual misconduct. MIAT prohibits all forms of sexual misconduct and sexual discrimination. The school's Sexual Misconduct Policies are published in the **Campus Safety Handbook** available online at [www.miat.edu](http://www.miat.edu) or hard copies may be obtained from Student Records. All students, staff and faculty members are required to read and understand the contents of this policy and to abide by all requirements stated in the policy.

# Administrative Policies

## Clery Act

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and as amended by the 2013 Violence Against Women Reauthorization Act, MIAT collects and publishes specific information on campus crime statistics, security policies and services. All criminal incidents and emergency situations are to be immediately reported. Depending on the nature of the situation, appropriate law enforcement authorities will be contacted. MIAT publishes a **Campus Safety Handbook** outlining in detail policies, procedures and guidelines for students and employees relevant to campus safety. The **Campus Safety Handbook** is available online at [www.miat.edu](http://www.miat.edu) and all students, staff and faculty members are required to read and understand the contents of the Handbook and to abide by all requirements.

## Tobacco Use Policy

It is important to all students, faculty, staff and visitors to have a healthy environment and a clean campus. To this point, smoking and all smokeless tobacco products are prohibited except in designated smoking areas. Violations of the policy could result in disciplinary action up to and including dismissal.

## 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 tool crib policies follow:

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.

## Transcripts

An unofficial transcript may be obtained by a student at any time from the Student Records department. A student is entitled to receive an official transcript upon completion of the program provided the following conditions are met:

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

# Academic Policies

## 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 text, 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.

## Day/Afternoon Attendance Shift Changes (“Day Swap”)

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 a day or two in advance. Students should be aware there are limitations to this policy and may not always be allowed. Students with questions in reference to this matter or to arrange for a day/afternoon shift change should see the Director of Training.

## Early FAA 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 forty-five

(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 Certificates 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 ten (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 zero (\$0) balance on the student's account or the student has a contract and is current on all contract payments.

Students in the Aviation Maintenance Technology or Airframe and Powerplant Technician program are eligible to receive three (3) 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 makeup 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 makeup 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 makeup time owed.

# Academic Policies

## FAA Written Airman Knowledge Testing (AKT) Procedure for General, Airframe and Powerplant

1. Complete the **Request for Certificate of Completion** form for General, Airframe or Powerplant. Return the completed form to Student Records. Provided all conditions are met, Student Records will have the Certificate of Completion available within ten (10) business days.
2. Call Computer Assisted Testing Service (CATS) at 1.800.947.4228 or [www.catstest.com](http://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.

MIAT (Canton Campus ONLY) has an exemption from the FAA allowing students to test for their General after completing the Air Science portion of the curriculum but prior to completion of the Airframe or Powerplant sections (“AMG examination”). Students choosing to test for the General certification prior to completion of the Airframe or Powerplant section should be aware:

1. To qualify to take the AMG written test, a student must have passed all components of the curriculum with a minimum of 70% GPA and attended all required hours in the General (Air Science) curriculum.
2. The student must take the AMG written test within sixty (60) days of completing the last required course of the General (Air Science) curriculum.
3. Before retesting after a failed AMG written test, the student must be tutored by an instructor or other staff member holding an A&P certificate and rating and provide a “General Written Retest Approval Form” in order to retest. The approval form certifies that the student has been provided with additional instruction for each item associated with the AMG written test and

that the instructor considers the student ready for testing.

4. Once the General Written Retest Approval form has been signed by an instructor or other staff member holding an A&P certificate, the original will be given to the Director of Training and will be kept on file for a period of two (2) years. A second copy of the approval form will be retained by the student as proof of additional instruction.

## FAA Oral and Practical Airman Knowledge Testing (AKT) Procedure for Airframe and Powerplant

1. Fill out *two (2)* 8610-2 Airman Certificate and/or Rating applications available from Student Records or at [www.faa.gov](http://www.faa.gov). These forms must be completed legibly. Take these forms to the Designated Mechanic Examiner (DME) for the oral and practical test.
2. 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 Student Records.
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.

## Grade Dispute Procedure

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

1. The student discusses the dispute with the Instructor.
2. 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.



# Academic Policies

3. 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.
4. 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.
5. 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.

## 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 Student Catalog.

## Learning Resource Center (LRC)

The LRC seeks to promote student success and support faculty instruction through the development and maintenance of a well-rounded academic collection and online research resources.

All MIAT College of Technology students and graduates are welcome to use the Learning Resource Center during normal operating hours. The LRC can be used for making up time, tutoring, research projects, job searches or FAA test prep. Current students may not use the LRC during their scheduled class times unless directed to do so by their instructor. LRC hours are posted outside the center with individual tutoring available daily.

## Makeup Procedure for FAA Curriculum

The Federal Aviation Administration regulations state each student must complete the required number of training hours regardless of illness, weather conditions or other excused or unexcused absences. Consequently, all missed time must be made up. The following is the procedure governing makeup time.

1. The student must have verification of time missed in order to make up 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 Student Records).
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

Makeup during regularly scheduled class hours is at the discretion of the instructor. The following steps should be undertaken:

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.

# Academic Policies

4. Upon completion of your makeup obtain your signed receipt from the Instructor.
5. All school policies apply during makeup.

## 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 tutoring and/or additional training prior to the student making a second attempt at the test.

## Tutoring Assistance

Students in need of tutoring may contact their instructor to schedule individual tutoring sessions. Tutoring is also available daily in the Learning Resource Center. Tutoring is free of charge and encouraged for all students. Never hesitate to ask for help.

# Services for Students

## Employers on Campus

A variety of companies are frequently on campus to visit classrooms and/or make all-school presentations. Some employers may conduct on-campus interviews. These employers work with Career Services to identify candidates. Career Services can assist students and graduates in resume preparation and interview techniques.

## Bulletin Boards

Campus bulletin boards are intended to provide students with up-to-date information on a variety of topics including employer visits, career fairs and job postings. All boards are maintained by faculty and staff with the exception of the boards that are specifically designated for student use. If you wish to post an item and are unsure which board to use, please see a staff member.

## CATS Testing Center

MIAT College of Technology's Canton campus houses a Computer Assisted Testing Service (CATS) Testing Center. Among the tests available is the family of NCATT exams. Additional information can be found at [www.catstest.com](http://www.catstest.com).

## Clubs and Organizations

Alpha Mu Tau (AMT) Chapter of Alpha Eta Rho Fraternity  
AMT is the first all aviation maintenance technician chapter of Alpha Eta Rho fraternity at MIAT's Canton campus. The mission of the fraternity is to foster a professional and social atmosphere that not only enhances the collegiate aviation experience, but also builds friendships and networking opportunities for a lifetime. The fraternity is co-ed and is student organized and led. Membership is open to all MIAT students and alumni. Associate memberships are available for MIAT students and alumni in programs other than aviation maintenance. More information is available on their Facebook page.

### Student Veterans Organization (SVO)

The MIAT Chapter of the Student Veterans Organization supports military veterans and their families as they reintegrate and pursue their post-secondary education. The group works to provide support, resources and advocacy needed to succeed in higher education and after graduation. More information is available on their Facebook page "Student Veteran Organization, MIAT Canton."

### Student Advisory Committee

MIAT's Student Advisory Committee is a group of current MIAT students that meet with the Campus President and the Vice President of Education to share the students' viewpoints on their educational experience, proposed changes and other important issues. Meetings are scheduled with 8-10 students on a rotating basis so as not to place too much of a burden on a student's time schedule. If you are interested, please give your name to any ADOT or to the Vice President of Education.

## Community Resources

MIAT maintains information, forms and resource for various agencies and organizations that help students with challenges they may face while attending school. Students may find information for help with transportation, health care, part-time employment, housing and food assistance. MIAT also maintains information regarding scholarship opportunities. Additionally, MIAT maintains close Veteran Administration contacts and through the Veteran Service Center (located on the Canton campus) is able to refer individuals to VA benefits and resources available to veterans.

## Employment Advisor

Employment Advisors (EA) assist students with preparing for the job market after graduation. Each new student is assigned an advisor who will be a main point of contact throughout training and post-graduation. **Students should make sure their EA has up-to-date, accurate contact information for them on file** (cell phone, e-mail). Students are encouraged to meet with their EA frequently and utilize their support. The EA will have information on upcoming employer visits and field experience opportunities and will help the student with resume and interview preparation. As a student nears completion of their training, the EA will be vital partner in a successful placement process.

## Field Experience Opportunities

Working in cooperation with industry-leading employers, MIAT offers students, from time to time, field experience opportunities. Field experiences are jobs with the employer (either paid or unpaid) for a limited time frame (at the discretion of the employer) while the student is still enrolled in training at MIAT. Students do not receive credit

# Services for Students

toward graduation with a field experience. There is an application and interview process for each field experience opportunity. Career Services will post available opportunities and the deadlines associated with each. Some past field experiences have been offered by Cummins-Bridgeway, DeAngelis Heating, Delta Airlines, Johnson Controls, Kalitta Tire and Brake, Masco, RedViking, Thornton & Grooms, USA Jet and Williams International.

## Lost and Found

The Lost and Found is located in the Business Office at the Customer Service desk. All lost items are to be turned in on a timely basis. A staff member will send an e-mail notification to faculty and staff regarding a lost or found items. Items unclaimed after thirty (30) days become the property of MIAT College of Technology and are donated to a non-profit organization or are destroyed.

## Sports on Campus (Canton Campus)

While sports played on campus during break periods are not prohibited, for the safety of themselves and others and the protection of personal property, students are asked to restrict these activities to the designated area in the southwest corner of the parking lot (Haggerty/Michigan Avenue) where the basketball hoop has been installed. MIAT is not responsible for any injuries or property damage that may occur.

# Safety and Security

## Accidents

Accidents during class time should be reported immediately to the instructor. Accidents occurring outside of class time that are **non-emergencies**, should be reported to the Director of Training. An **Accident/Injury Report** must be completed.

## Campus Safety Handbook

MIAT believes that all students deserve a safe and secure facility in which to study. MIAT strives to provide such an environment for its students, faculty and staff. MIAT takes active steps to secure and safeguard its facilities. However, students, faculty and staff must be aware of the established safety and security measures. MIAT publishes a Campus Safety Handbook (available at <http://www.miat.edu>). The policies and procedures outlined in the Campus Safety Handbook are, by reference, incorporated into the MIAT Student Handbook. Students are, therefore, required to read and understand all policies published in the Student Catalog, Student Handbook and the Campus Safety Handbook.

## Climb and Rescue Safety Requirements

MIAT has adopted and complies with the safety standards published by **ANSI** (American National Standards Institute) with respect to our Climb and Rescue course and the personal fall arrest equipment utilized. ANSI Z359.1-2007 requirements concern the following:

### *Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components*

*This standard establishes requirements for the performance, design, marking, qualification, instruction, training, inspection, use, maintenance and removal from service of connectors, full body harnesses, lanyards, energy absorbers, anchorage connectors, fall arresters, vertical lifelines, and self-retracting lanyards comprising personal fall arrest systems for users within the capacity range of 130 to 310 pounds (59 to 140 kg).*

This capacity range is calculated with the weight of the individual **plus** the weight of all the equipment and/or tools. At the discretion of the instructor, compliance with the capacity range may have to be verified. This policy **does not** prevent someone from taking MIAT programs; they simply will not be permitted to climb due to safety requirements.

## Fire Evacuation

Every MIAT student will undergo a Safety Briefing session which will explain in detail the procedures for a Fire emergency. In general, when the fire alarm sounds, students should listen for the public address announcement and follow instructions given by the instructor in order to exit the building in a safe and orderly fashion. Elevators should be avoided. Students will assemble in their designated evacuation area and are asked not to leave until released by an MIAT official.

## MIAT Identification Badges

### Student

For your safety and security, it is required that all students have their MIAT Student ID displayed (lanyard or clip) on their person at all times while on campus or at any MIAT sponsored field trip, activity or event. The only exception made will be when wearing the badge poses a safety risk. The instructor supervising the activity will be the only individual allowed to make the decision if the badge can be removed. Upon completion of the activity, the badge must once again be displayed. The Student Identification Badge serves as a visible indicator that you are allowed on campus.

### Visitor

Visitors to the campus are required to sign-in at Reception. Each visitor will be issued a visitor badge which is to be worn throughout their stay on campus. The visitor badge should be returned at the end of the visit and the guest will be asked to sign-out with Reception.

### Employee

It is required that all employees have their MIAT ID displayed (lanyard or clip) on their person at all times while on campus or at any MIAT sponsored field trip, activity or event. The only exception made will be when wearing the badge poses a safety risk.

## Personal Protection Equipment (PPE) Policy

The student must adhere to the following PPE policy:

1. 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.

# Safety and Security

2. The student must wear a hard hat while in the designated area of the hangar/high bay.
3. 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.
4. As directed by an instructor, students may be required to use respiratory protective equipment during certain lab/shop activities.
5. Students will be required to wear all appropriate PPE when working in the welding area including: welding hat, welding helmet, welding gloves, welding jacket or welding apron, fully enclosed shoes, full socks, long sleeve shirt, long pants and safety glasses.
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 piercing jewelry, if worn, can be post type only and is limited to one in each ear lobe. Ear gauges will be assessed for safety purposes while the students are engaged in lab/shop activities. Directives will be given at that time specific to the individual student. MIAT reserves the right to require removal of body piercing jewelry and/or making ear gauges less conspicuous.

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.

## Safety Rules

Students must be aware and follow all safety rules at all times.

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.

12. 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.

## Tornado Shelter

NOAA Radios located in Facility Manager and ADOT Offices are monitored when severe weather is imminent. When an authorized management representative has determined shelter is warranted **OR** the local weather siren sounds the **Alert System for “Weather Emergency”** will be activated.

Students and all MIAT personnel are to seek shelter in safe areas such as stairwells, restrooms, first floor office areas away from windows and enclosed shop areas. Students will be advised of the school’s shelter areas during the Safety Briefing at the beginning of their program of study. Students are asked to remain in the shelter areas until an all clear announcement has been given.

# Safety and Security

## Training Conditions – Physical Requirements

Students in the *aviation maintenance, energy/wind or heating and cooling* programs must be able to:

1. Work above ground (at heights up to 15 feet) from various ground support equipment.
2. Work safely within confined spaces.
3. Work with and near moving mechanical parts, such as engines, propellers and tooling (drill press, chop saws, sheet metal shears, rivet guns, etc.).
4. Work in an environment that may include, but not limited to, items such as mineral spirits, paint fumes and sanding dust, wearing safety glasses, hard hats or safety harnesses. Student must adhere to Personal Protection Equipment (PPE) policy.
5. Work in an environment that includes regular exposure to factors such as temperature extremes (working indoors and outdoors through all seasons, climates and weather conditions).
6. Be exposed to intermittent and/or continuous loud noise (e.g. engine runs, riveting, etc.)
7. 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.
8. Routinely move and/or lift items of up to 20 pounds.
9. Manipulate support equipment, tools and parts some of which are heavy and/or awkward to maneuver and utilize.
10. Sit for extended periods of time, up to six hours, in a classroom or lab setting (10 minute breaks every hour; 50 minute lunch period).
11. Understand verbal and 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.

Students in the *global logistics* programs must be able to:

1. Routinely use computer software at a computer station for extended periods of time, up to six hours, in a

classroom or lab setting (10 minute breaks every hour; 50 minute lunch).

2. Understand verbal and 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, the student may request a reasonable accommodation. The student should see the Director of Training, Vice President of Education or Campus President to discuss the matter. Additional information can be found in this handbook and in the MIAT College of Technology Student Catalog under “Admission of Disabled Individuals.”

## Weapons, Explosives and Similar Devices or Items

MIAT College of Technology prohibits an individual to possess, carry or otherwise transport any weapon; (including handguns and rifles) any explosive devices or other similar items onto school premises, including parking area, facilities, aircraft and vehicles. All knives must be collapsible and primarily designed and used for work purposes. No other knives may be possessed, carried or transported onto school premises, including facilities, and are subject to the provisions of this section. Any person who violates this policy is subject to probation, suspension and/or dismissal.