Founded 1969

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Student Catalog
Volume 63

Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)

Licensed by the Michigan Department of Licensing and Regulatory Affairs (LARA)

Certificated by the Federal Aviation Administration (FAA)

Approved for the Federal Military and Veterans Education Benefits (VA)

Approved by the State of Ohio
State Board of Career Colleges and Schools
Ohio Registration #90-03-1286T

This institution is authorized by:
The Indiana Board for Proprietary Education
101 W. Ohio Street, Suite 670
Indianapolis, IN 46204-1984

February 21, 2017
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Change of Content

This catalog gives a general description of MIAT College of Technology and provides detailed information regarding the departments within the institution and curricula offered by MIAT.

This Catalog incorporates herein, by reference, the Enrollment Agreement, the Application for Consideration, the Student Handbook and the Campus Safety Handbook, and thereby, are part of the Catalog. The provisions of this and other school publications, documents, and forms are not to be regarded as an irrevocable contract between the student and MIAT College of Technology. The school reserves the right to make any and all changes to this and other publications, documents, and forms, including but not limited to, changes to program length, content, materials, or schedule at any time. However, any modification of student’s tuition rate, fees and refund policies will remain unchanged provided the student maintains continuous attendance. Any modification of tuition, fees or refund policies shall be agreed to in writing by all parties.

Online Catalog

An online version of this catalog, along with catalog addendums, is available at www.miat.edu/catalog. Addendums to the catalog are provided to reflect updated information that includes additions, corrections, and/or changes to the initial publication of the catalog.
MIAT College of Technology
General Information

Philosophy

MIAT College of Technology is committed to serving students, employers, and communities through career education, career advancement and personal enrichment.

Objectives

To serve the student

- by providing contemporary, career focused education delivered through theoretical lectures and hands-on learning platforms.
- by providing placement assistance for marketing the skills developed during training
- by providing avenues for continued academic and professional growth

To serve employers

- by providing quality employees who have sound practical, technical, and theoretical backgrounds and who are committed to their professional responsibilities

To serve the citizens of the community

- by developing a school–community partnership working cooperatively to the benefit of the student population, the school and the citizens of the community.
Accreditation and Approvals

MIAT College of Technology is affiliated with a variety of educational and industry-related agencies and organizations. Some assist the school in maintaining standards; others provide technical information for the development of educational methods and curriculum. Specific approvals indicate eligibility for funding of financial aid for students. Copies of the documents describing the school’s accreditation and licensing may be reviewed by current or prospective students by contacting the Campus President.

Accrediting Commission of Career Schools and Colleges (ACCSC)
MIAT College of Technology is accredited by The Accrediting Commission of Career Schools and Colleges (ACCSC), listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Michigan Department of Licensing and Regulatory Affairs (LARA)
MIAT College of Technology is licensed to operate in the State of Michigan. All programs are approved by the Michigan Department of Licensing and Regulatory Affairs (LARA).

Ohio State Board of Career Colleges and Schools
MIAT College of Technology is authorized to conduct business in the State of Ohio. Approval #90-03-1286T

The Indiana Board for Proprietary Education
MIAT College of Technology is authorized to conduct business in the State of Indiana. Approval #4282. Indiana Board of Proprietary Education, 101 W. Ohio Street, Suite 670, Indianapolis, IN 46204-1984.

Department of Veterans Affairs (VA)
All programs are approved for federal military and veteran educational benefits. Information regarding benefits may be obtained from the veterans’ certifying official designated by MIAT College of Technology.

Federal Aviation Administration (FAA)
MIAT College of Technology operates FAA approved Aviation Maintenance Technician programs. Certificate #BN9T040R. The school also operates a FAA approved Aircraft Dispatch course.

Computer Assisted Testing Services (CATS)
MIAT College of Technology proctors FAA Airmen Knowledge Tests in their approved CATS facility located within the school. Certificate #ABS48103

National Center for Aerospace and Transportation Technologies (NCATT)
MIAT College of Technology is an accredited training provider.

North American Technician Excellence (NATE)
MIAT College of Technology is an approved Testing Organization (Provider ID 5510)

Memberships and Other Affiliations

Aircraft Electrical Association (AEA)
American Wind Energy Association (AWEA)
Association for Women in Aviation Maintenance (AWAM)
Aviation Technician Education Council (ATEC)
Canton Chamber of Commerce
Center for Energy Workforce Development (CEWD)
Esco Group – HVAC Excellence
Helicopter Association International (HAI)
HYPE Athletics Community (HYPE)
Independent Energy Human Resource Association (IEHRA)
Manufacturing Skill Standards Council (MSSC)
Michigan Association of College Admissions Counselors (MACAC)
Michigan Business Aviation Association (MBAA)
Michigan Manufacturers Association (MMA)
Midwest Energy Association (MEA) – Partners in Education
Refrigeration Service Engineers Society (RSES)
Regional Air Cargo Carriers Association (RACCA)
Regional Airline Association (RAA)
Society for Human Resource Management (SHRM)
Southern Wayne County Regional Chamber of Commerce Transportation Club of Detroit (TCD)
Warehousing, Education and Research Council (WERC)
Women in Aviation International (WAI)
Yankee Air Museum (YAM)

Ownership

MIAT College of Technology is owned and operated by Michigan Institute of Aeronautics, Inc., a subsidiary of HCP ED Holdings, Inc. which is affiliated with Hispania Private Equity II, L.P.

Campus Locations

Main Campus – Canton, Michigan
2955 S. Haggerty Road
Canton, MI 48188

Branch Campus – Houston Texas
533 Northpark Central Drive
Suite #150
Houston, TX 77073
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History

MIAT College of Technology is a private school founded in 1969 by a highly experienced aircraft technician whose foresight regarding the growth of the aviation industry motivated him to develop a training resource for aircraft technicians.

The original school, named Detroit Institute of Aeronautics, was located on the west side of Willow Run Airport. The school had expanded to 14,300 square feet by 1980. In response to dramatic growth and sophistication in the aviation industry, a new 38,000 square foot training facility was constructed in 1990 for classes beginning in 1991. In 2010 the school expanded again and moved operations to a 125,000 square foot facility in Canton, Michigan.

Aviation Technology programs were created in 1969 to encompass training focusing on FAA certificated curriculum. Graduates of the Aviation Technology programs are eligible to take federal exams that qualify them to be certificated Airframe and Powerplant (A&P) Technicians.

An Aircraft Dispatch program was created in 2001 to meet the needs of the U.S. airline industry for qualified and FAA licensed dispatchers. In response to national employment trends and a high demand for these and other skills in transportation industries, the Transportation Dispatch Specialist program was developed in 2007. The name of the program was changed to Global Logistics and Dispatch in 2011 to reflect the wide range of transportation and logistics related skills and careers.

Energy Technology programs were created in 2007 in response to the energy industry looking for qualified technicians to work in steam and gas turbine technology, power plant operations, wind turbine technology, and other areas of power generation such as substation, standby, and nuclear. The industry recognized the high degree of skills that the aviation graduates possessed and asked for a program that was similar, but also specific, to the energy industry needs.

In 2010, MIAT College of Technology opened a branch campus in Houston, Texas, originally offering only the energy programs. The course offerings have since expanded to include aviation maintenance and HVACR.

The HVACR Technician program was created in 2012 to meet the needs of the heating, ventilation, air-conditioning and refrigeration industries for qualified technicians.

In August 2012, MIAT College of Technology received approval from the State of Michigan Licensing and Regulatory Affairs (LARA) and the Accrediting Commission of Career Schools and Colleges (ACCSC) to offer an Associate in Applied Science (AAS) degree in Aviation Maintenance Technology. As a degree granting institution, the State of Michigan recognized MIAT as a college. In the fall of 2012 MIAT changed its name from Michigan Institute of Aviation and Technology to MIAT College of Technology to reflect this achievement. In February, 2014, MIAT received approval from the State of Michigan and from ACCSC to offer a second Associate in Applied Science (AAS) degree for Energy Technology.

On August 18, 2014, Michigan Institute of Aeronautics, Inc. (dba MIAT College of Technology) was acquired by HCP ED Holdings, Inc. which is affiliated with Hispania Private Equity II, L.P.

Location, Facilities and Equipment

MIAT College of Technology is located north of Michigan Avenue on South Haggerty Road in Canton Township, Michigan just off of I-275 in Wayne County. The school purchased the 125,000 square foot facility in January 2010 and completed extensive remodeling prior to the start of classes in May of 2010.

The main campus has 19 classrooms including five computer labs and a learning resource center, a Computer Assisted Testing Service (CATS) facility, career services center, student services center, veteran resource center, faculty and administrative offices and student break areas.

Included in this facility is 79,000 square feet for hands-on training activities. A hangar/shop area houses aircraft, turbines, generators, HVACR equipment and other related industry specific equipment. Additional lab areas are specifically designed for non-destructive inspection, sheetmetal, welding, painting, composites, overhead crane, confined space and climb training.

Students at MIAT College of Technology benefit from practical application using basic equipment found in various segments of the aviation, transportation, energy and HVACR industries.

Housed on the campus for use in the Aviation Technology programs are numerous aircraft including a Sabreliner twin-engine jet, a twin-engine Cessna 421, a twin-engine Cessna 337 and an Enstrom Helicopter.

Additionally, the school possesses a wide assortment of reciprocating and turbine-jet powerplants, generator and electrical distribution mock-ups, airframe and powerplant training mock-ups and ground equipment, including a Pratt & Whitney JT9D engine used on Boeing 747 aircraft.

In April, 2015 MIAT College of Technology entered into a five-year agreement with Spirit Airlines to host a state-of-the-art, 14-student A320 Airbus Competency-Based Training
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(“ACT”) Next Generation Aircraft computer based training (CBT) maintenance simulation laboratory at the Canton campus. The equipment, which includes fully functional virtual aircraft and a virtual flight deck, allows trainees to practice all maintenance, testing, diagnostics, repair and operation procedures exactly as on actual, live aircraft. MIAT College of Technology is the first FAA approved aviation maintenance school in the world to partner with an operator to host a CBT lab of this type. The lab is used by Spirit Airlines to train all their technicians and has been incorporated into the current curriculum for MIAT students.

The Global Logistics and Dispatch program utilizes classroom computer workstations and a dispatch simulator room which includes computer based training (CBT) software widely used in various segments of transportation and logistics industries. Industry partners also provide specific training databases that they, or their clients, use which allows student first-hand experience on the types of systems they will encounter in various areas of the logistics and dispatch industries.

Energy Technology students train on a variety of industry equipment which include a Westinghouse W251 turbine engine weighing 130,000 pounds, General Electric GE 1.5MW wind turbine, wind turbine blades, climb and rescue apparatus, state certified operating boiler, and technical equipment found in power plants. Courses in the energy program also include introduction to the use of welding equipment, proper use of industry standardized lifting and rigging equipment, precision measuring devices, confined space training and various sizes and types of engines found in power generation. Additionally, students are exposed to a wide range of general and industry-specific tools.

The HVACR program utilizes a variety of widely-used residential and light commercial equipment. Specifically, industry partners have provided high efficiency furnaces, air-conditioning equipment, and light commercial refrigeration units.

Equal Opportunity Policy

MIAT College of Technology neither denies admission nor discriminates on the basis of race, religion, color, gender, gender identity or expression, sexual orientation, genetic information, age, disability, or national origin in its employment or educational programs and activities. A person who believes that such discrimination has occurred in the school should contact the Campus President to initiate a review.

Personal Property

All student personal property, including, but not limited to, clothing, tools, books, and vehicles is the responsibility of the student. While the school may make storage areas available for personal property, the school is not responsible for personal property that is lost, stolen, damaged, or destroyed.

Weapons, Explosives, Similar Devices

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.

Questions, Concerns or Complaints

If you need information or have any concerns, please ask your Admissions Representative, Instructor or any member of the staff. If you have a complaint that is unresolved by another member of the staff, contact the Campus President.

You may address questions, concerns or complaints in writing to:

School Review Board  
c/o MIAT College of Technology  
2955 South Haggerty Road  
Canton, Michigan, 48188
Admission Requirements and Procedures

Admission Process

Prospective students interested in obtaining additional information about MIAT College of Technology and its program offerings should contact an MIAT College of Technology Admissions Representative. The Admissions Representative will provide general information about MIAT and, based on this discussion, will determine if the prospective student should be scheduled for a Student Interest and Motivation Assessment (SIMA).

During the SIMA, the Admissions Representative will explain admission requirements, review program information, career opportunities, employment assistance, educational costs and conduct a tour of the facilities. In the event a SIMA is conducted offsite, a tour of the facilities is required prior to starting training. All prospective students interested in attending MIAT College of Technology must participate in a SIMA with an Admissions Representative.

After meeting with an Admissions Representative, prospective students interested in applying to MIAT College of Technology must complete an Application for Consideration and any additional required documentation to begin the application process as well as submit a $25 application fee.

Note: MIAT allows all veterans and current service members to apply for a waiver of the application fee. To apply for the waiver, the applicant must complete the Application Fee Waiver Form – Military at the time of application and provide appropriate documentation.

All Applications for Consideration will be accompanied by an Admissions Representative’s recommendation to the Admissions Committee detailing the applicant’s strengths and potential challenges as it relates to successfully completing the selected training program and/or obtaining meaningful employment upon graduation. The applicant will then, with the assistance and guidance of MIAT College of Technology support personnel, begin the post-application process.

Admission Requirements

Admission requirements include proof of high school graduation and an academic evaluation which will be reviewed by the Admissions Committee prior to enrollment:

Proof of Graduation

Applicants must provide documentation of high school graduation or its equivalent. Satisfactory documentation includes, but is not limited to:

a. Copy of the high school diploma or a copy of a high school transcript indicating successful completion of the requirements for high school graduation and the date of graduation.

b. Copy of recognized equivalency certificate such as the General Education Development (GED) or copy of the GED transcript showing fulfillment of the requirements for a GED.

Note: We offer assistance to prospective students without a high school diploma or GED. Speak to an Admissions Representative for a list of community programs that assist students in obtaining the recognized equivalent of a high school diploma.

c. An official letter signed by an appropriate school or state official indicating graduation status and graduation date.

d. Official college transcript indicating one of the following:
   - high school graduation status
   - the completion of an Associate, Bachelor or Master degree

e. Copy of form DD-214

All documentation must be in English or have been translated into English by a recognized translator. Admission documentation for students from foreign countries must be translated and certified to be at least equivalent to a U.S. high school diploma.

Academic Evaluation

Applicants must complete an academic evaluation recognized by MIAT College of Technology. The evaluations offered on campus are the Wonderlic Scholastic Level Exam (SLE) and the Career Programs Assessment Test (CPAt).

MIAT College of Technology also recognizes the Scholastic Aptitude Test (SAT) and the American College Testing (ACT) scores provided the results are within three years of the date of application.

Minimum acceptable scores are as follows:

a. Wonderlic SLE minimum acceptable score for the Aviation Maintenance Technology-AAS, Airframe and Powerplant Technician program and Global Logistics and Dispatch program is 15.
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Wonderlic SLE minimum acceptable score for the Energy Technology-AAS, Energy and Industrial Technician program, Wind Power Technician program and HVACR Technician program is 14.

b. SAT minimum acceptable score is 375 in Math and 350 in reading for all programs.

c. ACT minimum acceptable score is 16 in Reading and 17 in Math for all programs.

d. CPA minimum acceptable score is a composite score of 142 and a score of 45 in the Numerical Skills section for all programs.

Applicants applying for acceptance to the Global Logistics and Dispatch program will also be required to take the Office Proficiency Assessment and Certification (OPAC). The OPAC minimum acceptable score for the Global Logistics and Dispatch program is 60%.

Based on extenuating circumstances, the Campus President, Vice President of Education or Director of Training may waive the minimum standards of the Wonderlic SLE, SAT, ACT, CPA or OPAC upon presentation of acceptable documentation demonstrating that the applicant has the ability to successfully complete the training program.

All courses are taught in English, therefore, applicants must be able to speak, read, write and understand English. Applicants for whom English is a second language may be required to demonstrate English communication skills by way of the Test of English as a Foreign Language (TOEFL) exam or other acceptable documentation of ability to read, write and understand the English language.

The requirements listed above will determine acceptance or denial to MIAT College of Technology defined as:

1. Accepted: Applicant has met or exceeded all admissions requirements.

2. Denied: Applicants who fail to provide required documentation and/or fail to meet admissions requirements as detailed above.

Applicants who have their admission denied will be provided formal notification as to the reason(s) why and afforded an opportunity to appeal the denial decision. All appeals should be addressed to:

School Review Board
2955 South Haggerty Road
Canton MI, 48188

The appeal will be reviewed by the School Review Board to determine whether the applicant has taken the necessary steps to meet the admissions requirement and/or be granted a waiver.

Admission to MIAT College of Technology is on a space-available basis. To be eligible for enrollment, the applicant must execute an Enrollment Agreement and have received acceptance by the Admissions Committee.

Background Self-Disclosure/Evaluation

To ensure the safety of our student population, staff and faculty all applicants are requested to accurately self-disclose all criminal convictions and/or pending charges (misdemeanors and felonies) at the time of application on their Application for Consideration. A criminal conviction is not necessarily a bar to admittance. The Admissions Committee will assess the circumstances surrounding the offense, time frame, nature, gravity and the relevancy of the conviction to potential employment limitations after graduation. Based on the evaluation by the Admissions Committee, MIAT College of Technology reserves the right to conduct a secure background evaluation to obtain further information. Background evaluations include, but are not limited to:

a. Social security number verification
b. Driving record verification
c. Sexual and/or violent misconduct
d. Use of aliases
e. State and national criminal history

MIAT College of Technology reserves the right to deny or rescind admission based on criminal records that contain one or more convictions for violent or sexual offenses. Additionally, MIAT reserves the right to deny or rescind admission based on incomplete or falsification of information.
Information obtained may be only as accurate as the state and national information on file and may occasionally contain discrepancies. Therefore, prior to starting the background evaluation, applicants are required to read a summary of their rights according to the Fair Credit Reporting Act which will include information on how to dispute any discrepancies indicated in the information provided by state and federal agencies in the completed background evaluation.

**Age Requirements**

An applicant may begin training beforehand, but must have reached the age of 18 prior to the completion of their program.

**Vaccine Policy**

MIAT College of Technology does not require a student to have vaccinations to attend classes.

**Admission of Disabled Students**

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 determined 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 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 to facilitate accessibility. If necessary classes may be taught on floors easily accessible for disabled students or some other accommodations will be made.

A student who is not satisfied 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 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:

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.
Transfer and Comparable Credit Policy

Transfer credit

Transfer credit is defined as credit for previous training from accredited or certificated educational institutions. Credit granted will be based upon the presentation of a certified signed transcript of subject hours and satisfactory grades. Credit can only be granted provided the subjects are similar in content to those offered at MIAT. Granting of credit is at the sole discretion of MIAT College of Technology. Students must complete at least 25% of their program in residency at MIAT College of Technology as the institution awarding the certificate or degree. The remaining 75% of the program may be transfer credit.

Comparable credit

Comparable credit is defined as credit awarded for demonstrated relevant college-level education acquired through non-traditional schooling, work or other life experiences. See the Comparable Credit Handbook for additional policies and procedures for the granting of comparable credit, available from the training department.

Credits Accepted by MIAT College of Technology

For the awarding of transfer credit or comparable credit, MIAT College of Technology reserves the right to administer an evaluation to the student to determine competency of the information or to ensure that the competencies reasonably align with the course work and program into which the credit is to be transferred.

Transferability of credits to other institutions

MIAT College of Technology provides information on schools that may accept MIAT College of Technology’s course credits towards their programs. However, MIAT College of Technology does not guarantee transferability of credits to any other college, university or educational institution.

It should not be assumed that any courses or programs described in this catalog can be transferred to another educational institution. The decision of whether an educational institution will accept transfer credits is made at the sole discretion of the “accepting institution.” Accordingly, MIAT College of Technology does not make any representation that credits from MIAT College of Technology will be transferable to any non-affiliated college or educational institution, nor is any representative of MIAT College of Technology authorized to make any such representation or promise of transferability.

The student is advised that MIAT College of Technology accepts no responsibility if credits earned at MIAT College of Technology will not transfer to another educational institution. It is the student’s responsibility to confirm whether or not credits will be accepted by another educational institution of the student’s choice.
MIAT College of Technology maintains an employment assistance service that is primarily dedicated to developing the careers of its graduates. It also provides employment assistance for current students. There is no guarantee of employment or a minimum starting salary. No one is authorized by the school to make such guarantees.

MIAT has many employer contacts throughout the aviation, energy, logistics, 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 based on industry expectations and standards. These policies are in place to help students and graduates to be successful in their search for employment. Please see a list of these expectations in the Student Handbook under Career Services Expectations, Standards, and Policies. If any student or graduate fails to follow these and other expectations, standards and policies, MIAT reserves the right to limit any and all career services, including but not limited to exclusion from MIAT College of Technology facilitated employment interviews.

Graduate Employment Assistance

Our graduate employment assistance begins prior to program completion. We provide one-on-one advising, resume development, interviewing techniques and numerous on-campus interview opportunities such as job fairs and individual employment interviews. Employment assistance is available to all MIAT College of Technology graduates throughout their careers at no additional cost.

It is important to understand that a large percentage of employment opportunities are not in close proximity to the campus and surrounding metropolitan areas. Therefore, graduates should be willing and able to relocate to maximize their employment potential.

On-Campus Job Fairs and Interviews

A variety of companies frequently conduct on-campus interviews and participate in job fairs for our students. Occasionally, employers conducting job searches on campus will limit the number of students to interview. The school reserves the right to make interview selections based upon the employer’s request and requirements.

Student Employment Assistance

The Career Services department continually develops and maintains relationships with local employers interested in hiring MIAT College of Technology students for a variety of miscellaneous full-time or part-time positions. Job openings are updated frequently and are posted on campus bulletin boards and e-mailed to students who have expressed an interest in employment while attending school. This is a cooperative environment where students work closely with the Career Services department. Ultimately, it is the responsibility of the student to find and maintain employment, if desired, while attending school.

Prospective students should be aware that employers rely heavily upon a student’s attitude, appearance and attendance records as well as past and present driving, civil and criminal records. These and other factors may seriously affect the school’s ability to assist students in their search for employment.

Housing Referral Program

MIAT College of Technology is a non-residential educational facility and does not provide student housing. However, MIAT can assist students who are relocating to the area with shared living accommodations through its vendor Collegiate Housing Services (CHS). CHS works to provide quality, affordable housing in apartment communities located close to the school.

Advising

MIAT College of Technology strongly believes in an open-door policy and encourages students to seek assistance when problems arise.

Educational and personal guidance is available through the Campus President, Vice President of Education, Director of Training, Director of Career Services and other qualified staff members.

The school maintains community resource referral materials on a variety of topics including transportation, medical services, food pantries, legal resources and utility or homeowner services. In areas in which staff members are not qualified, students will be referred to community organizations or to other facilities with resources available to assist the student.

Learning Resource System

The Learning Resource System is a decentralized system that includes all materials to support a student’s educational experience and enhance their program of study. The components of the system include the Learning Recourse Center – “LRC” (technical library), the MIAT Research Database, the Tool Crib, computer labs/work stations providing access to maintenance manuals and simulation software and individual instructor specific websites containing instructional
materials, study guides and any other materials. The LRC also serves as a tutoring area for students who need extra help. This area is also used for computer-based training and satisfying the time requirements for FAA subjects should make-up be necessary.

Tutoring

We understand that students may occasionally need additional assistance throughout their training at MIAT College of Technology. We have dedicated facilities and faculty available for individual tutoring and assistance at no additional cost. Students needing assistance should contact their Instructor, LRC Coordinator or a Director of Training.

Orientation

Prior to a class start, new students participate in a group orientation to familiarize themselves with the staff and faculty and the operations of the following departments: Financial Aid, Career Services, Student Records, Bookkeeping and Training. Additionally, new students receive a copy of the Student Handbook which includes the rules and policies on student conduct. New students will also have the opportunity to complete any final admissions requirements on the day of orientation.

Scholarships

MIAT College of Technology continually cultivates and maintains a comprehensive list of competitive, industry-driven scholarship opportunities. Staff can assist interested students in completing their applications.

Veteran and Agency Services

MIAT College of Technology works closely with workforce agencies to assist students with options to help fund their chosen program of study. A Veterans Services Center is maintained on campus to help provide VA benefit resources and funding information, as well as to serve as a liaison between eligible students, Veteran Affairs and MIAT College of Technology.
MIAT College of Technology has trained officers who assist interested applicants in the completion of documents applicable to the various federal, state and/or private sources of student financial aid. Several financial aid programs are available to those who qualify in order to help students finance their education. To help a student select the best method or methods for financing their education, the Free Application for Federal Student Aid (FAFSA) should be completed. The FAFSA Website is www.fafsa.ed.gov. This application serves as the student’s application for federal student financial aid. Available resources are then determined based upon a federal needs analysis formula. The student’s expected expenses are compared to the Expected Family Contribution (EFC) to determine financial aid eligibility. In the event incorrect or incomplete data is provided, financial aid documentation will be requested. Upon receipt of a student’s properly completed documentation, changes will be made to the student’s application if necessary. A financial plan can then be developed. To continue eligibility for financial aid, a student must submit all required financial aid documents each academic year, continue to demonstrate financial need, and:

1. Remain in good standing with MIAT;
2. Maintain Satisfactory Academic Progress (“SAP”), and
3. Not have a drug-related criminal conviction which renders them ineligible

Students may also, if eligible, receive financial aid from various other state agencies, federal agencies, community scholarships, and organizations. This includes, but is not limited to, veteran and state benefits.

Types of Financial Aid

The following are the types of financial aid available to those who qualify:

FEDERAL PELL GRANT
Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree.

FEDERAL SUBSIDIZED DIRECT LOAN
Federal Subsidized Direct Loan is a federal student loan for which a borrower is not generally responsible for paying the interest on the loan while in an in-school, grace or deferment period.

FEDERAL UNSUBSIDIZED DIRECT LOAN
Federal Unsubsidized Direct Loan is a federal student loan for which the borrower is fully responsible for paying the interest on the loan regardless of the loan status.

FEDERAL DIRECT PLUS LOAN
Federal PLUS Direct Loans are loans to eligible parents of dependent undergraduate students to help pay for the cost of the student’s education at participating schools.

VETERAN BENEFITS
MIAT College of Technology’s training is approved for federal military and veteran educational benefits. Information regarding applications for veteran’s benefits may be obtained in the Financial Aid Office or from the Department of Veterans Affairs website at www.va.gov. Approval of a student’s eligibility to receive any veteran benefits is within the sole discretion of the Veterans Administration and MIAT College of Technology has no ability to influence such determinations.

OTHER FINANCIAL AID PROGRAMS
Students may also, if eligible, receive financial aid from various other state agencies, federal agencies, community scholarships, and organizations. These include, but are not limited to: the Bureau of Indian Affairs, Vocational Rehabilitation and Michigan Works. MIAT College of Technology may be able to provide additional information about these financial aid programs. Students should thoroughly investigate the availability of other sources of financial aid or assistance and should not rely upon MIAT College of Technology as being their sole source of all information regarding the availability of such programs, if any.

Scholarship Programs

NANCY HOFFMAN MEMORIAL SCHOLARSHIP
The Nancy Hoffman Memorial Scholarship is a “need-based” scholarship opportunity for eligible students and is determined as part of the student financial aid process. Award amounts vary based on each student’s individual circumstances. The scholarship is estimated for a student’s program length but is awarded yearly based on a calculation of an individual students remaining unmet need, program, information from the FAFSA and meeting minimum academic and attendance requirements.

PLEASE NOTE: To be eligible for renewal of the scholarship, the student must have a cumulative GPA of 2.7 or higher and may not have missed more than 15% of the total scheduled class time in their prior award year.

MIAT HIGH SCHOOL SCHOLARSHIP PROGRAM
MIAT College of Technology makes one renewable scholarship available to every high school in the United States for graduating high school seniors who begin MIAT College of Technology in the fall of each year.
12 Financial Aid

Aviation Program Scholarship Award
High school seniors interested in enrolling in an Aviation program at MIAT may apply for a $1,500 scholarship, awarded at $500 for the first academic year and renewable for the second and third academic years provided the applicant meets or exceeds all of MIAT’s professionalism, academic and attendance policies as outlined in the academic catalog.

Energy Program Scholarship Award
High school seniors interested in enrolling in an Energy program at MIAT may apply for a $1,000 scholarship, awarded at $500 for the first academic year and renewable for the second quarter provided the applicant meets or exceeds all of MIAT’s professionalism, academic and attendance policies as outlined in the academic catalog.

Global Logistics and Dispatch Scholarship Award
High school seniors interested in enrolling in MIAT’s Global Logistics and Dispatch program may apply for a $500 scholarship, awarded at $500 for the first academic year provided the applicant meets or exceeds all of MIAT’s professionalism, academic and attendance policies as outlined in the academic catalog.

HVACR Program Scholarship Award
High school seniors interested in enrolling in MIAT’s HVACR program may apply for a $500 scholarship, awarded at $500 for the first academic year provided the applicant meets or exceeds all of MIAT’s professionalism, academic and attendance policies as outlined in the academic catalog.

MIAT College of Technology will provide the high school counselors with a list of all the applicants with completed scholarship applications from their respective high school and ask the counselors to determine the recipient of the scholarship. For any counselor that requests not to make the determination of the recipient, MIAT College of Technology will assemble an Independent Scholarship Committee to review applications and determine the recipient. This scholarship award will be applied towards the tuition of each recipient.

IMAGINE AMERICA HIGH SCHOOL SCHOLARSHIP
Imagine America High School Scholarship is a scholarship program administered by the Imagine America Foundation. Imagine America offers one (1) $1,000 scholarships to every participating high school for seniors interested in a career education.

Award Distribution
Aviation maintenance students that earn this scholarship are awarded $333 for the first academic year and renewable for the second and third academic years. Energy Technology students that earn this scholarship are awarded $500 for the first academic year and renewable for the second academic year.

Applicant Qualification Requirements
This scholarship is awarded based on an applicant’s potential to meet or exceed all of the MIAT’s professionalism, academic and attendance policies as outlined in the Student Catalog and the likelihood of successful completion of their chosen program of study at MIAT. Several factors contribute to the analysis of an applicant’s potential, which may include a high school GPA of 2.5 or greater and the essay completed at the time of application with MIAT regarding their career goals and how they feel training at MIAT will help them meet said goals. Financial need will also be considered.

Application Process
High school students must apply online at www.imagine-america.org and selecting the High School Scholarships “Apply Now” button. After completing the online application, students must complete the “Imagine America Financial Planning Made Simple” video tutorial.

Approval Process
Once an application has been submitted, an e-mail is sent to the designated counselor at the high school. The counselor reviews and approves or denies the application. Approved applications are sent electronically to MIAT. All applications submitted are reviewed and an award determination is made.

IMAGINE AMERICA PROMISE SCHOLARSHIP
The Imagine America Promise Scholarship – Cash Grant is a program created to assist Imagine America high school scholarship recipients attending MIAT College of Technology whose exceptional grades show a strong commitment to their current program of study. The Promise Scholarship provides $500 cash grants to eligible students. More information is available on the Imagine America website.

In addition to the following scholarship programs, MIAT participates with many organizations offering scholarship resources for those who qualify. Details are available in Career Services department.

Code of Conduct (HEOA)
The Higher Education Opportunity Act (HEOA) added to MIAT College of Technology Program Participation Agreement with the Department of Education a requirement that institutions participating in a Title IV loan program must develop, publish, administer and enforce a code of conduct concerning any type of loan given to a student. The code of conduct applies to the officers, employees and agents of MIAT College of Technology. The Code of Conduct is published in its entirety on the school’s website-http://www.miat.edu/student-services/code-of-conduct.
Financial Aid

Tuition, Fees Books and Supplies

*A student's tuition rate will remain unchanged provided the student maintains continuous attendance

- Tuition is calculated on the number of clock hours in the program for Aviation Maintenance Technology and Airframe and Powerplant Technician. For all other programs, tuition is calculated on the number of quarter credit hours of the program. Additionally, the tuition for the Associate in Applied Science programs includes the cost of the general education courses which are calculated on the number of quarter credit hours.

- The Total Program Cost includes a $25.00 Application Fee.

- Continuing Education courses are not eligible for Title IV Funds

- If a student chooses to take all third party exams at MIAT, all exam fees will be covered (estimated $1,500). If a student chooses to test at a facility outside of MIAT, the maximum limit of $1,050, noted above, will apply.

MIAT will fund the cost of third party professional licensing exam fees up to the specified maximum amount outlined in the above chart. All exam fees are non-refundable. All third party professional licensing exams must be completed within 120 calendar days from the date of a student’s last regularly scheduled block or quarter. Student’s failing to complete all exams within the 120 calendar day period will be personally responsible for any and all fees incurred for any exam taken after the 120 calendar days.

**Note:** NIULPE 3rd Class Power Engineer exam available for an additional cost.
Financial Aid

Make-Up Charges

Make-up hours are charged at the rate of $6.00 per hour for any make-up time required for FAA programs if the time is not made up within the same block or quarter it was missed.

Other Expenses

Students may purchase books, tools and training supplies from MIAT College of Technology or any other vendor. It is the student’s responsibility to have all books, tools and training supplies as needed for training. Students who provide their own tools and/or training supplies must schedule an appointment with the Director of Training prior to completion of their initial course to verify the tools and/or training supplies meet industry standards.

Refund Policies

Any applicant or student may cancel their enrollment by notifying MIAT College of Technology at any time prior to or during training. Notification should be in writing.

Additionally:

1. If an applicant provides written notification to the school within three (3) days of the date of signing the Enrollment Agreement that he/she does not intend to enter school, all monies paid will be refunded within thirty (30) days of that notification.

2. An applicant who cancels their enrollment more than three (3) days after the date of signing the Enrollment Agreement but before starting classes, will receive a refund within thirty (30) days of all monies paid with the exception of the application fee.

3. If an applicant is denied admission to the school for any reason, all monies paid by the applicant will be refunded within thirty (30) days of the denial.

4. Applicants who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment. Any monies paid will be refunded within thirty (30) days.

5. Once a student has started classes, refunds will be made to the student or private assistance program(s) within thirty (30) days from the date of determination of the last day of attendance or to Title IV Federal Student Aid programs, as identified below, within forty-five (45) days from the date of determination of the last day of attendance.

6. In cases where a student does not return from an approved leave of absence, refunds will be made using the documented date of the student’s expected return to school from that leave of absence. Refunds will be made to the student or private assistance program(s) within thirty (30) days from the date that the student was expected to return to school and to Title IV Federal Student Aid programs, as identified below, within forty-five (45) days from the date of the student’s expected return to school.

Refund Policy: Energy Technology, Energy and Industrial Technician, Wind Power Technician, Global Logistics and Dispatch and HVACR Technician

Refunds for any student who withdraws from MIAT College of Technology before the end of any quarter are determined in accordance with the following refund policies:

- A student who officially withdraws during the first calendar week of the quarter is responsible for 25% of the tuition and fees for that quarter.

- A student who officially withdraws during the second calendar week of the quarter is responsible for 50% of the tuition and fees for that quarter.

- A student who officially withdraws during the third calendar week of the quarter is responsible for 75% of the tuition and fees for that quarter.

- A student who officially withdraws during the fourth calendar week or thereafter is NOT entitled to a refund of tuition or fees for that quarter.

- Application fee is NON-REFUNDABLE after the start of the program.

Tools and books delivered to the student become the property and responsibility of the student. Tools and books are not returnable or refundable once received by the student.

Refund Policy: Aviation Maintenance Technology, Airframe and Powerplant Technician

Any clock hour student who is withdrawn, suspended or terminated from school at any time after starting classes may have a financial obligation to the school for a pro-rated cost of tuition and fees charged and any books or tools received. This charge is based on the hours attended as determined by their last date of attendance and as detailed below.

If the last date of attendance is during the first 60% of the payment period, which is 450 hours, the school will refund a pro-rata amount of the tuition and fees as follows:
Tools and books delivered to the student become the property and responsibility of the student. Tools and books are not returnable or refundable once received by the student.

*Indiana students who matriculate at MIAT College of Technology will be governed by the State of Michigan refund policy as printed above.*

**Return of Non-Title IV Funds**

After the Institutional Policy has been applied, any excess non-title IV funds will be returned to the student or the appropriate agency within 30 days of the date of determination.

**Return of Federal Title IV Funds**

All MIAT College of Technology students receiving Federal Title IV grants and loans who withdraw will be subject to calculation of earned funds up through the 60% point in the quarter or payment period for clock hour programs. All unearned Title IV grants and loans will be returned to the appropriate program (Pell Grant, Direct Subsidized and Unsubsidized Loans and Plus Loans). If the withdrawal occurs after the 60% point in the quarter, or payment period then the percentage of aid earned is 100%.

Students must be aware if they withdraw from their program the school must calculate the required R2T4 Federal refund policy and the student may owe the school for charges that may have been previously covered by Federal Financial Aid.

Allocations of any Title IV refunds, in accordance with federal regulations, shall be made in the following order: Federal Direct Unsubsidized loan, Federal Direct Subsidized loan, Federal Plus loan, Federal Pell Grant, Private Assistance and then the student.

Per Federal regulations all Title IV refunds must be returned to the originator within forty-five (45) days of the student’s withdrawal date.

If a student withdraws from school at or before the 60% point the student may have a BALANCE DUE to the school.

If a student withdraws from school after the 60% point and is eligible for a Title IV disbursement but withdraws before the disbursement is posted to their account, the student will be notified by MIAT that they are eligible for a post-withdrawal disbursement. The student then has the opportunity to accept or decline the post-withdrawal disbursement.

**Energy Technology, Energy and Industrial Technician, Wind Power Technician, Global Logistics and Dispatch and HVACR Technician Programs**

To calculate the amount of Title IV funds not earned by a quarter student, the school must determine the last date of attendance. If a student withdraws before the 60% point (day specific), the school will calculate the percentage of financial aid NOT earned by the student and return the funds to the appropriate program.

**Example:** Ten week Quarter = 70 calendar days 60% point = 42 calendar days

**Aviation Maintenance Technology, Airframe and Powerplant Technician Programs**

The amount of Title IV funds received and the number of hours attended and or scheduled in a payment period (450 hours) determine the amount of funds earned. The Federal formula requires that the school determine the percentage of Title IV funds earned by using the following formula.

\[
\text{Amount Earned} = \frac{\text{Hours scheduled}}{\text{Hours in Payment Period}}
\]

*up to and including the last day of attendance*

Amount Earned = hours scheduled up to and including the last date of attendance divided by hours in the payment period. If this amount is 60% or more, 100% of the funds received are earned. If this amount is less than 60% of the scheduled hours, then a refund calculation shall occur.
Example: A student with scheduled hours of 175 up to and including the last date of attendance in a normal payment period of 450 hours would divide 175 by 450 = 38.9%. The amount earned percentage of aid then becomes 38.9%. Title IV funds that were received by the student were $1,272.64 in a subsidized loan, $1,760.25 in an unsubsidized loan, and $2,000.00 in a Pell Grant. Total received aid of $5,032.89 x 38.9% = $1,957.79 earned aid and $3,075.10 unearned aid. The school must determine the amount of institutional charges unearned by subtracting the percentage earned 38.9% from 100% = 61.1% and multiplying this percentage by the charges for the payment period. Example rate 196.00 per credit hour x 34.5 Credit Hours = $6,762.00 plus registration fee $250.00 (first term only) and shop fees charged to date $180.00 Total $7,192.00 x 61.1% = unearned $4,394.31. After both amounts are calculated, the school must refund the lesser of the unearned Title IV or the unearned institutional charges. In this example, the school would refund $3,075.10 in Title IV Aid. The school would also refund 60% of tuition and fees $4,315.20 from the students account card. A student is only required to return 50% of the unearned grant aid that is the responsibility of the student to repay.

Cost of Education

The Cost of Education will include direct expenses such as tuition, fee, books and supplies. There are also indirect costs such as room and board, transportation and personal expenses.

The following national standardized budgets reflect the estimated indirect costs associated with the courses offered at MIAT College of Technology. You may find your expenses differ, but these standard budgets should assist you with planning. Figures are shown at a cost per month.

<table>
<thead>
<tr>
<th>Living</th>
<th>Room/Board</th>
<th>Transportation</th>
<th>Personal Expenses*</th>
<th>Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>At Home</td>
<td>$473</td>
<td>$251</td>
<td>$400</td>
<td>$1,124</td>
</tr>
<tr>
<td>Away from Home</td>
<td>$1,181</td>
<td>$251</td>
<td>$400</td>
<td>$1,832</td>
</tr>
</tbody>
</table>

*i.e. clothing, laundry, personal care, recreation*
Academic Policies

Grading System

The final grade for any course is determined by theory grades and lab grades. Theory grades consist of test and quizzes. Lab grades consist of labs, competency based projects, homework and any other criteria indicated in the course syllabus. The academic standing of all students is based on the following scale with 4.0 being the maximum grade point possible and 1.7 the minimum passing grade point.

<table>
<thead>
<tr>
<th>Numerical Value</th>
<th>Letter Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90-93</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>84-86</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80-83</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>74-76</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>70-73</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>0-69</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

IC  The grade of Incomplete (IC) is issued to all students who fail to achieve a score of 70% or higher in scheduled course work. Students with grade of IC must resolve the IC prior to the completion of the current Quarter/Block unless an extension is granted by the Director of Training.

Missed exams can be scheduled and taken in the Learning Resource Center (LRC). Incomplete lab assignments may be reviewed by the LRC staff or Instructor and a plan of action to include the appropriate Instructor will be developed.

Upon successful completion of required work or testing to remedy an IC, a new score of 70% will be recorded. Students who fail to achieve a minimum score of 70% for any theory or lab grade will received a grade of “F” for that course.

All grades of IC must be satisfactorily resolved no later than 90 calendar days after the conclusion of the last regularly scheduled course of the program unless an extension is granted by the school. Failure to comply with this 90-calendar period will result in all IC grades being replaced with F grades.

F  A student receiving the grade of F will be assigned a numerical grade of 69% and must retake the failed course and receive a passing grade in theory and lab. Additional tuition and fees will apply. The failed course must be retaken in a timely manner determined by the Director of Training.

W  Withdrawn

CR  Transfer Credit or Comparable Credit

L  Leave of Absence

WM  Withdrawn Military

GPA and CGPA Calculations

A Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken at MIAT College of Technology. The GPA for each term is calculated by the total quality points earned that term by the total cumulative credit hours for that term. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA. The number of quality points earned for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.

Grades of “IC”, “W”, “R”, “WM” and “CR” do not enter into GPA calculations. Since grades of “IC” are not included in the calculation of GPA, the GPA nor CGPA is not final until grades of “IC” are resolved.

Satisfactory Academic Progress Policies

All students attending MIAT College of Technology must maintain satisfactory academic progress (SAP) regardless of category (full time certificate or degree). The following criteria determine a student’s satisfactory academic progress:

1. Successful course completion rate (cumulative hours or quarters with a GPA of 1.7 or higher) to maintain a minimum pace of completion.

2. CGPA throughout their program of study

3. Ability to complete their entire training program within one and one-half times (1.5) the planned program length.

Minimum pace of completion is measured by the student’s academic progress at the end of each payment period (450 hours for clock hour programs, every quarter for quarter programs). Any student that has not met the minimum pace of completion, CGPA and/or completion of their program within 1.5 times the planned program length as detailed in the charts below, will be placed on academic/financial aid warning:
Pace of Completion

Generally, the quantitative and qualitative standards used to judge academic progress include all terms of the student’s enrollment. Even terms in which the student did not receive Title IV program funds must be counted.

Grades of “IC”, “W”, “R”, “WM” and “CR” count as attempted for minimum pace of completion. For credit for previous training, “CR”, the calculation of a student’s satisfactory academic progress standing will include only those credits that apply toward the current program. Credit hours from another institution that are accepted toward the student’s educational program must count as both attempted and completed hours.

However, for a student who changes programs or pursues a second degree, the credits attempted and grades earned that do not count toward the student’s new program will not be included in the calculation of a student’s satisfactory academic progress standing.

Academic/Financial Aid Warning

Academic/financial aid warning means a status assigned to a student who fails to make satisfactory academic progress. A student on academic/financial aid warning may continue to receive Title IV program funds for one payment period.

While on academic/financial aid warning a student must be able to meet standards for the next evaluation point. Failure to meet these standards will mean dismissal from school unless an appeal is granted. A student who successfully meets the next evaluation point standards will be removed from academic/financial aid warning status.
Satisfactory Academic Progress Appeal

Students may appeal the determination that they are not meeting satisfactory academic progress standards while on academic/financial aid warning by petitioning the College for reconsideration of the student’s eligibility for Title IV program funds.

Basis for Appeal – Extenuating Circumstances

Extenuating circumstances include but are not limited to:

- illness of the student or death in the student's immediate family
- unavoidable conditions arising in connection to the student's employment, such as geographical transfer or change in hours or conditions of employment
- immediate family or financial obligation beyond the control of the student
- unanticipated legal or military obligations of the student beyond the control of the student.

All extenuating circumstances must be documented to the satisfaction of the school.

Submitting an Appeal

The student must provide the following to a Director of Training:

1. A written explanation of why the student failed to pass the course in three attempts.
2. A written explanation of what has changed in the student’s situation that will allow the student to successfully pass the course.
3. A written request to be placed on academic probation.

If the submitted appeal is denied, the student is not enrolled and is not eligible to receive Title IV funds. If a student does not understand the appeal decision, they can contact the Campus President. Students with successful appeals are placed on Academic/financial aid probation.

Academic/Financial Aid Probation

Academic/financial aid probation means a status assigned to a student who fails to make satisfactory academic progress and who has successfully appealed and has been reinstated. While on probation, a student must be able to make the standards for the next evaluation point or meeting the requirements of the academic plan developed by the school and the student. Failure to meet these standards will mean dismissal from school. A student who successfully meets the requirements at the next evaluation point will be removed from probation status.

Re-establishing Eligibility

A student who has been dismissed due to lack of satisfactory academic progress may appeal to be reconsidered for readmission to the school in the same program. At the sole discretion of the school, a student may be readmitted only if the school determines that there is a reasonable expectation that the student will satisfactorily complete their program based upon the student’s written appeal. The basis for appeal shall include any extenuating circumstances that resulted in the student failing to meet satisfactory academic progress. If approved, the student will be enrolled for a probationary period not to exceed the next evaluation point. With respect to Title IV program funds, a student must complete the probationary period with the minimum satisfactory completion required and numerical grade average required as outlined under satisfactory academic progress. Before applying for readmission, all financial obligations to the school must be satisfied. Students who retake a portion of the program will be charged current tuition and fees. The student will be dismissed if they fail to meet all satisfactory academic progress standards after the probationary period.

Class Availability

There are many factors that affect the scheduling of classes. MIAT strives to accommodate the scheduling needs of all students. However, MIAT cannot promise or guarantee the availability of any class and specifically reserves the right in its sole discretion to cancel any class, change room or location, dates, times or otherwise change the availability of any class.

Class Size

The maximum class size is thirty students per instructor with the following exceptions: FAA Part 147 (Aviation Maintenance Technical Schools) states that up to twenty-five students per one instructor in a lab setting unless a lab assistant is present. FAA Part 65 (Subpart C – Aircraft Dispatchers) states that a maximum class size is twenty-five students. In general, the minimum class size for the General Education courses is ten students and the maximum class size for the General Education courses is thirty students.

Make Up Work

Students are required to satisfy any incomplete grade which may include tests and labs. Missed exams can be scheduled and taken in the Learning Resource Center; incomplete lab assignments will be reviewed by their Instructor.

Course Repetitions

MIAT College of Technology permits students to retake a course a maximum of two additional times. When a student retakes a course the new grade achieved is recorded and substituted for the previous grade. The new grade is then included in the CGPA.
calculation. Course repetitions are included in satisfactory progress maximum time for completion calculation. The record of the repeated course remains part of the transcript and is identified as an "R" for repeated course. Additional tuition and fees will be charged. **Failure to pass any course on the third attempt will result in dismissal. For clock hour programs there is no additional Title IV aid for course repetitions.**

**Auditing a Course**

A student may audit one or more courses or subjects with the approval of the Vice President of Education or the Director of Training. School policies on grades and attendance do not apply. Good attendance is always encouraged. Standard tuition and fee rates in effect apply to all audit courses or subjects.

**General Education Registration/Wait List**

There will be an open registration period prior to each quarter to register for the General Education courses. If a student is currently enrolled in MIAT College of Technology and is in good standing, the student will have the option to register for General Education courses during a pre-registration period prior to open registration. During the pre-registration and/or registration period for General Education courses, if the maximum class size is reached, a wait list will be created. Students will be removed from the wait list and added to the class roster on a chronological basis in order of date of registration if seats become available.

**School Hours**

Classes are generally offered Monday through Friday between 7:30 a.m. to 11:00 p.m. Current class and make-up schedules are posted by the Training department. Classes (including General Education courses) may be scheduled on weekends.

**Clock Hour**

A clock hour is defined as the equivalent of: a) a 50-minute class, lecture, recitation, or b) a 50-minute faculty supervised laboratory, shop training or approved field trip.

**School Closings**

In the event of inclement weather or other circumstances out of the school’s control, MIAT may close training operations. The closure of the day program will be announced no later than 5:30 a.m. on the morning of the incident/bad weather. The closure of the afternoon program will be announced no later than 1:30 p.m. that afternoon. 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. School closure due to inclement weather or other circumstances out of the school’s control will cause the course to be extended.

**FAA Certification**

Students who graduate from programs certificated by the Federal Aviation Administration (FAA) at MIAT are qualified to apply for a federal certification in their field of study. In order to secure this certification, applicants must pass one or more written, practical and oral examinations. These examinations are administered by an FAA designated third party. A fee is charged at the time of the examination.

**Privacy of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

*The right to inspect and review the student's education records within 45 days of the day the school receives a request for access: Students should submit to the Student Records department written requests that identify the record(s) they wish to inspect. Student Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by Student Records, the representative from that department shall advise the student of the correct official to whom the request should be addressed. If it is necessary to furnish a copy of the student’s records, a fee may apply.*

*The right to request the amendment of the student's education records the student believes is inaccurate or misleading: Students may ask the school to amend a record that they believe is inaccurate or misleading. The student should write the Campus President clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. FERPA is not intended to provide a process to be used to question substantive judgments, which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If it is the decision of the school not to amend the record as requested by the student, the school will notify the student of this decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.*

*The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent: Generally, MIAT College of Technology must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):*
• School officials with legitimate educational interest;
• Other schools to which a student is transferring;
• Specified officials for audit or evaluation purposes;
• Appropriate parties in connection with financial aid to a student;
• Organizations conducting certain studies for or on behalf of the school;
• Accrediting organizations;
• To comply with a judicial order or lawfully issued subpoena;
• Appropriate officials in cases of health and safety emergencies; and
• State and local authorities, within a juvenile justice system, pursuant to specific State law.

The right to provide written consent before MIAT College of Technology discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent: For example, MIAT College of Technology discloses education records and/or personally identifiable information from those records without a student’s prior written consent under the FERPA exception for disclosure to school officials with a legitimate educational interest.

A “school official” is:

(1) a person employed by MIAT College of Technology in an administrative, supervisory, academic, research or support staff position (including security personnel); or

(2) a person, company, partnership or other entity with whom MIAT College of Technology is affiliated with or has contracted with as its agent to provide a service instead of using MIAT College of Technology employees or officials (e.g. attorney, accountant, auditor, collection agent, Title IX Coordinator, etc.).

A school official has a “legitimate educational interest” if the school official needs to review an education record or records in order to fulfill his/her/its professional responsibilities for MIAT College of Technology.

The following categories of information are designated as “directory information”:

• Name
• Program(s) Undertaken
• Address
• Date of Attendance
• Telephone Number
• Certificate Awarded
• Date and Place of Birth

MIAT College of Technology may disclose any of these items at its discretion, without the prior consent of the student, unless the student provides written notice to the Student Records Office objecting to the disclosure of all or part of the directory information within thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information shall be effective as of the date the written request is received by the Student Records Office unless and until rescinded in writing by the student.

The right of the student to file a complaint with the U.S. Department of Education concerning alleged failures by MIAT College of Technology to comply with the requirements of FERPA.

Please direct inquiries or complaints to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington D.C. 20202-4605

Graduation Requirements

To be classified as a graduate from their program of study, the student must have a minimum cumulative grade point average of 2.3 and have successfully completed all required courses. Successfully completed means that a student has received a course grade point of 1.7 or higher. Graduates who are free from all indebtedness to the school will be issued a certificate or degree in their program of study.

Graduates who have received their certificate or degree from programs that involve curriculum approved by the Federal Aviation Administration (FAA) must have made up all missed time in such curriculum per class attendance and absenteeism policies in order to qualify for an FAA written, oral, and practical examinations. Graduates with all missed time made up will be issued an FAA Certificate of Completion which is authorization for the graduate to apply to the FAA for testing.

Class Attendance and Absence Policy

MIAT College of Technology believes that regular and punctual attendance is important to achieve a high standard of work and students are expected to notify the school if they must be absent.

A student enrolled in a program certificated by the Federal Aviation Administration must make up absences by attending regularly scheduled make-up sessions and will be charged an additional hourly charge for these sessions.

Any student enrolled in MIAT College of Technology who accumulates more than 20% unexcused hours in any course will receive an “F” for that course. The student must continue in the next scheduled course to be considered active. Failure to return to the next scheduled course of instruction for any reason, may result in the withdrawal of the student from school and the student will be classified as inactive.
Students must attend each scheduled course in their program of study. In the event a student fails to attend their scheduled course, MIAT College of Technology will make every effort to provide an opportunity for the student to take that course at a later time; however, the appropriate federal and state tuition refund formulas may be applied which could result in a return of financial aid and/or tuition due from the student.

If a student does not attend or fails to notify the school of their intentions within ten (10) days of their last day of attendance, they will be withdrawn.

Make Up Time – Clock Hour Program

It is recommended that all required make-up time be completed prior to entering the next payment period. An excessive accumulation of missed time that is not made up may result in a warning and/or suspension of training.

Students must have verification of time missed (as shown on the Detailed Attendance Report for previous courses of instruction) and obtain and complete a Make-Up Receipt prior to making up time. The instructor will check the documentation and issue the student a project(s) to be completed during the make-up session. It is the student’s responsibility to have the tools and books required for any make-up session. Failure to complete and submit the assigned project(s) will result in no make-up credit.

Excused Absences

In very limited circumstances a student may request an excused absence from the instructor. The time missed during an excused absence will not count toward the maximum missed time allowed in a course. However, if the time missed is in an FAA approved section, this time must be made up and the student is responsible for all missed material. The following requirements apply:

- Excused absences may be granted at the discretion of the instructor.

- The reason for the excused absence must be documented to the school’s satisfaction. Examples of this documentation would include a doctor’s note (illness), letter from funeral home showing attendance (immediate family member’s death), letter of attendance at court/lawyer (legal obligation), or copy of orders (military obligation).

- Providing false documentation in an effort to obtain an excused absence may result in dismissal from the program.

In extenuating circumstances, requests for an excused absence may be brought to the attention of the Director of Training or an Assistant Director of Training for review.

Attendance Taking Procedures

Attendance is taken at the beginning of each 50-minute session. Attendance will also be taken immediately prior to lunch and at the end of the day.

Tardiness Policy

There are several class periods each regularly scheduled day. It is the student’s responsibility to be in class at the beginning of each period. If a student enters class after the start of any period, the student is considered tardy. Any time lost due to tardiness will be recorded as an absence, and the policy on CLASS ATTENDANCE AND ABSENCE applies.

Early Departure From Class

Early departures from any class are counted as periods of time missed. Students are required to notify their Instructor or designated administrator when leaving before the end of the scheduled day by completing the Request for Early Departure From Class form. Students leaving prior to the end of a scheduled class day without submitting the Request for Early Departure From Class form, will receive credit for attendance up to the last verified time of attendance.

Withdrawals

A student may request to be withdrawn from a class at any time. The staff and administration at MIAT College of Technology strongly recommends against students disrupting their training schedule for any reason. However, upon presentation of any reasonable request to a Director of Training, Director of Student Finance, Vice President of Education or Campus President, a withdrawal may be granted. The student’s withdrawal date will be the date the request for withdrawal is made. Additionally, if a student does not attend class and fails to notify the school of their intentions within ten (10) days of their last day of attendance, they will be withdrawn. The student’s withdrawal date will be the date ten days following their last day of attendance.

A student who withdrawals during a course must retake that course. Additional tuition and all attendance policies apply. All students returning from a withdrawal will be subject to a re-enrollment process, which may include review by the Admissions Committee. The return of any student to MIAT College of Technology after a withdrawal will be dependent on class availability.

Leave of Absence

Any student may request a leave of absence. The following requirements apply:
1. Leaves of Absence are normally limited to one (1) issuance every twelve (12) months not to exceed 180 days as calculated from the first date of the Leave of Absence.

2. The student must submit a written, signed and dated request to a Director of Training or Campus President that includes the reason for the request prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the school may grant the student’s request for a leave of absence if the school documents its decision and collects the written request at a later date, normally within two weeks.

3. Leaves of Absence are not automatically granted. At the sole discretion of the school, a Leave of Absence may be granted only if the school determines that there is a reasonable expectation that the student will return to classes and satisfactorily complete their program.

4. Leaves of Absence are normally not granted for longer than one quarter or two blocks.

Any student who is granted a Leave of Absence is eligible to return to school with no additional charges associated with that Leave of Absence. Upon return, the student must resume training at the same point in the academic program that he or she began the Leave of Absence. If additional courses are added to the student’s program because of curriculum changes all additional charges will apply.

Failure to return to school on or before the scheduled Leave of Absence return date will result in the student being withdrawn from school. If a student is a Federal Title IV loan recipient, the failure to return may have significant adverse consequences on loan repayment terms, including exhaustion of some or all of the student’s grace period.

Professional Conduct and Appearance

All students are expected to maintain the high standard of professional conduct and appearance that is required by industry and is 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.

The dress code regulations reflect industry standards for promoting professionalism and safety. Through professional conduct and appearance observed on campus, our students and graduates have established an outstanding reputation among industry employers and the public. It is expected that the student will observe the code of conduct of MIAT College of Technology. The current Student Handbook contains the rules and policies on student conduct, safety rules and dress code that students must adhere to. All students are issued five approved MIAT College of Technology shirts. These shirts are required attire while attending any activities at MIAT College of Technology.

MIAT College of Technology reserves the right to place students on academic or professional warning, probation, suspension or dismissal from school for failure to conduct themselves in a professional manner. Violations include, but are not limited to, the following:

1. Failure to maintain acceptable academic achievements. Please refer to Academic Policies criteria detailed in this catalog.
2. Excessive absences from scheduled training.
3. Possession, conviction or under the influence of alcohol or controlled substances.
4. Unprofessional conduct found to be offensive or detrimental to the individual, community, school, or to other students.
5. Dress, grooming and personal habits that are not proper for a professional person.
6. Disrespectful or insubordinate behavior toward any employee, guest or visitor.
7. Failure to adhere to policies and regulations stated in the student handbook.

Any student who is placed on academic or professional conduct warning, probation, suspension or dismissal may request a review in writing to:

School Review Board
C/o MIAT College of Technology
2955 S. Haggerty Road
Canton, MI 48188

Comprehensive Student Complaint and Dispute Resolution System

Primary Resolution System

MIAT College of Technology is dedicated to the professional and technical development of its students. To ensure each student is afforded fair, nondiscriminatory treatment, MIAT College of Technology has developed policies to govern student professional conduct, academic performance and administrative actions.
MIAT College of Technology has created a primary resolution system to facilitate the resolution of any concern or complaint with MIAT College of Technology, including the process of recruitment and enrollment, the educational process, financial matters and placement assistance. If you are not satisfied with the results, you have the right to pursue further action through arbitration (Secondary Resolution System).

If the student has any concerns or complaints, they should be first addressed informally with your classroom instructor or if it is not an instructional issue, with the appropriate MIAT College of Technology staff member. In many cases, issues are resolved at this informal level. If that approach does not resolve the concerns, a formal primary resolution process begins by presenting a written description of your complaint to the Director of Training, Vice President of Education or Campus President. The written complaint, which should be on the MIAT College of Technology Complaint Form, must include as much information as possible to assist in addressing the concern, and must include a statement of actions needed to resolve the matter. The complaint must be signed and dated by the student, and must include a valid address and telephone number. A copy of the MIAT College of Technology Complaint Form is available from the Campus President. The complaint should be submitted within fourteen (14) calendar days of the incident giving rise to the complaint, or after attempts to informally resolve the matter have ended, whichever is later.

A written response from the Director of Training, Vice President of Education or Campus President will be provided to the written complaint. If the student is dissatisfied with this response, he or she may appeal the decision to the School Review Board. The appeal must be in writing and submitted within 14 calendar days of the student’s receipt of the written response to his or her complaint. A student who is placed on academic or professional conduct warning, probation, suspension or dismissal may request review of the decision:

- **Level 1**: Assistant Director of Training, Instructor or appropriate MIAT College of Technology staff member (through informal means)
- **Level 2**: Director of Training, Vice President of Education or Campus President (through written complaint)
- **Level 3**: School Review Board (for review of any disciplinary decision or review of a Level 2 response to any written complaint)

**Secondary Resolution System (Arbitration)**

Any disputes or controversies between the parties to this agreement, arising out of or relating to the student’s recruitment, enrollment, attendance, education or placement by MIAT College of Technology or to this agreement, shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association in effect at the time of the dispute or controversy, or in accordance with procedures that the parties agree to in the alternative. The Federal Arbitration Act and related federal judicial procedure shall govern this agreement to the fullest extent possible, irrespective of the location of the arbitration proceedings or of the nature of the court in which any related proceedings may be brought. Arbitration shall be the sole remedy for the resolution of any disputes or controversies between the parties to this agreement. Arbitration shall take place before a neutral arbitrator in the locale of MIAT College of Technology attended by the student unless the student and MIAT College of Technology agree otherwise. The arbitrator must have knowledge of and actual experience in the administration and operation of postsecondary educational institutions unless the parties agree otherwise.

**Note**: It is understood and agreed that a student must complete and follow the Primary Resolution System procedures first, then, if necessary, follow the Secondary Resolution System procedures.

**Student Complaint/Grievance Procedure**

Colleges accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling complaints. If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting ACCSC. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission. Please direct all inquiries:
25 Academic Policies

Accrediting Commission of Career Schools and Colleges 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212 or online at www.accsc.org

A copy of the Commission’s Complaint Form is available at MIAT College of Technology and may be obtained by contacting the Campus President.

Michigan residents may also write to:

State of Michigan – Executive Director
Department of Licensing and Regulatory Affairs
Victor Office Center - 201 N. Washington Square, 2nd Floor
Lansing, MI 48913 ♦ (517) 335-5858.

Ohio residents may also write to:

State Board of Career Colleges and Schools
Executive Director
35 Gay Street, Suite 403,
Columbus, OH 43266 ♦ (614) 466-2752

Computer and Information Technology Policy

Computer and Internet access have an increasingly important role in today’s education and business environments. The intent of the following policy is to allow the greatest use of MIAT College of Technology’s computer facilities in a manner consistent with an appropriate professional environment and with the mission of MIAT College of Technology.

Computer Violation Examples:

1. Intentionally introducing damaging software, such as viruses.

2. Accessing any Internet sites or services that are inappropriate for a particular curriculum or the educational environment. This includes but is not limited to any information containing obscene, indecent or sexually explicit material. It also includes any information containing profane language.

3. Intentionally damaging hardware.

4. Attempting to access any computing resources to which a student is not entitled or authorized.

5. Violating the privacy of others’ computer information (either files or e-mail).

6. Harassing others or sending threatening, inappropriate or falsified e-mail messages.

7. Violating password security.

8. Violating copyright or license requirements.

9. Allowing computer access to any individual not an MIAT College of Technology student, graduate or employee.

10. Conducting any profit making or commercial activity from MIAT College of Technology computer facilities.

11. Violating any computer security rules, regulations or laws as follows:

   • MIAT College of Technology Computing Policy
   • Applicable State Laws and Regulations
   • Federal Copyright Law
   • Computer Fraud and Abuse Act of 1986
   • Electronic Communication Privacy Act of 1986
   • Computer Software Rental Amendments Act of 1990
Degree Programs of Study

Aviation Maintenance Technology-AAS

The Aviation Maintenance Technology Program is a combination of classroom and hands-on instruction and outside work/homework. Upon completion of this FAA (Federal Aviation Administration) certificated program, graduates are eligible to apply and test for the Airframe and Powerplant FAA Certification that is nationally recognized. Upon certification, graduates also possess industry-recognized certificates and are prepared to enter various career areas of the aviation industry at an entry level. Career options include, but are not limited to, Commercial Airlines, Corporate Aviation, Helicopters, Unmanned Aircraft Systems, General Aviation, Manufacturing, Repair and Overhaul and Avionics. A sample of entry-level careers include: Airframe Technician, Powerplant Technician, Aircraft Restoration, Jet Engine Mechanic, Avionics Technician, Avionics Installer, Engine Manufacturing, Structures Technician, Sheetmetal Assembly and Riveter. There are some limitations for career options without the FAA Airframe and Powerplant Certification. Graduates can also secure entry-level positions in other technical areas such as: Wind Energy (Wind Technician), Manufacturing Production (Electrical, Hydraulics/Pneumatics Technician, and Sheetmetal/Composite Technician), Engine and Other Machine Assemblers (Engine Assembler, Engine Builder, Fuel Injection Technician) and Electrical/Electronics (Control Technician, Instrument Repair Technician, Electronics Technician, Service Technician). Additionally, the general education courses expand and enhance non-technical skills important to the career growth and development of graduates of this program.

Aviation Maintenance Technology Program
Associate in Applied Science (AAS)
2340 Clock Hours
135 Quarter Credit Hours
Day or Afternoon Program
24 Months

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<th>Course Number</th>
<th>Course Name</th>
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<tr>
<td>*AS101-3</td>
<td>Learning Strategies, Human Factors and History</td>
<td>42</td>
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<td>*AS102-3</td>
<td>Math and Drawings</td>
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<td>*AS103-3</td>
<td>NDT and Physics</td>
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<td>*AS104-3</td>
<td>Weight and Balance, Safety and Ground Operations</td>
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<tr>
<td>*AS105-3</td>
<td>Fluid Lines, Materials and Processes and FARs</td>
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<td>*AS106-3</td>
<td>Basic Electricity I</td>
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<td>*AS107-3</td>
<td>Basic Electricity II</td>
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<td>Basic Electricity III</td>
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<td>*AF201-3</td>
<td>Basic Sheetmetal I</td>
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<td>*AF202-3</td>
<td>Basic Sheetmetal II</td>
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<td>*AF203-3</td>
<td>Basic Sheetmetal III and Welding</td>
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<td>*AF204-3</td>
<td>Advanced Sheetmetal</td>
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<td>*AF205-3</td>
<td>Rigging and Fuel Systems</td>
<td>66</td>
<td>3.5</td>
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<td>*AF206-3</td>
<td>Non-Metallic Structures and Fire Protection</td>
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<td>*AF207-3</td>
<td>Cabin Atmosphere and Aircraft Finishes</td>
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<td>*AF208-3</td>
<td>Airframe Electrical I</td>
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<td>*AF209-3</td>
<td>Airframe Electrical II</td>
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<td>*AF210-3</td>
<td>Position and Warning and Principles of Troubleshooting</td>
<td>42</td>
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<td>*AF211-3</td>
<td>Aircraft Instruments and Advanced Troubleshooting</td>
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<td>*AF212-3</td>
<td>Communication and Navigation Systems</td>
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<td>*AF213-3</td>
<td>Hydraulics and Pneumatics</td>
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<td>*AF214-3</td>
<td>Landing Gear Systems</td>
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<td>*AF215-3</td>
<td>Airframe Inspection</td>
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# Programs of Study

## POWERPLANT SECTION

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<td>*PP201-3</td>
<td>Reciprocating Engine Operation</td>
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<td>*PP202-3</td>
<td>Fuel Metering Systems</td>
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<tr>
<td>*PP203-3</td>
<td>Induction, Exhaust and Instrument Systems</td>
<td>42</td>
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<td>*PP204-3</td>
<td>Powerplant Lubrication Systems and Propellers</td>
<td>78</td>
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<td>*PP205-3</td>
<td>Reciprocating Engine Ignition Systems</td>
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<tr>
<td>*PP206-3</td>
<td>Reciprocating Engine Inspection and Overhaul I</td>
<td>48</td>
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<tr>
<td>*PP207-3</td>
<td>Reciprocating Engine Inspection and Overhaul II</td>
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<td>*PP208-3</td>
<td>Fire Protection and Reciprocating Engine Systems Troubleshooting</td>
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<td>*PP209-3</td>
<td>Turbine Engine Operation and Design I</td>
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<td>*PP210-3</td>
<td>Turbine Engine Operation and Design II</td>
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<td>*PP211-3</td>
<td>Turbine Engine Accessories</td>
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<td>*PP212-3</td>
<td>Turbine Engine Instruments</td>
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<td>*PP213-3</td>
<td>Turbine Engine Maintenance</td>
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<td>*PP214-3</td>
<td>Turbine Engine Overhaul and Troubleshooting</td>
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## GENERAL EDUCATION SECTION

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<td>GE111-3</td>
<td>English Composition</td>
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<td>GE112-3</td>
<td>Public Speaking</td>
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<tr>
<td>GE113-3</td>
<td>Introduction to Sociology</td>
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<tr>
<td>GE114-3</td>
<td>Environmental Sciences</td>
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<tr>
<td>GE115-3</td>
<td>Organizational Behavior</td>
<td>40</td>
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*FAA Approved Curriculum*
28 Programs of Study

Energy Technology-AAS

The Energy Technology Program is a combination of classroom, hands-on assignments and outside work/homework. Power generation, power plant operations, wind power, compression technology and process systems are covered. Upon successful completion of the Energy Technology program, graduates will have entry-level career choices in a variety of areas in the energy industry to include, Wind, Gas, Coal, Nuclear, Solar, Standby Power, Geothermal, Hydroelectric, Methane/Landfill Gas Generation, Power Distribution and Dispatch, and Water Treatment. A sample of job titles include: Power Plant Operator, Maintenance Worker/Repairer, Industrial Mechanic, Electrical/Electrician Repairer, Auxiliary Operator, Control Operator, Operations and Maintenance Technician, Field Service Technician, Boiler Operator, Gas Turbine Technician, Wind Turbine Construction Technician, Wind Service Technician, and Solar Installation Technician. Additionally, the general education courses expand and enhance non-technical skills important to the career growth and development of graduates of this program.

Energy Technology Program
Associate in Applied Science (AAS)
1440 Clock Hours
94 Quarter Credit Hours
All Quarters are a minimum of ten calendar weeks
Day or Afternoon Program
16 Months/7 Quarters

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GENERAL EDUCATION SECTION

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Certificate Programs of Study

Airframe and Powerplant Technician Program

The Airframe and Powerplant (A&P) Technician Program is a combination of classroom and hands-on assignments. Upon successful completion of the A&P program, graduates will have a variety of entry-level career choices in aviation and other technical industries. The program consists of three sections: air science, airframe, and powerplant. A&P Technicians are qualified to work in many areas of aviation such as Commercial Airlines, Corporate Aviation, Helicopters, Unmanned Aircraft Systems, General Aviation, Manufacturing, Repair and Overhaul, and Avionics. A sample of entry-level careers include: Aircraft Mechanic/Technician, Aircraft Restoration, Aviation Maintenance, Helicopter Mechanic, Avionics Technician, Avionics Installer, Equipment Service Mechanic, Sheet Metal Assembler and Riveter, and Structures Technician. There are some limitations for career options without the FAA Airframe and Powerplant Certification. Additionally, graduates can secure entry-level positions in other technical areas such as: Wind Energy (Wind Technicians), Machine Maintenance (Assembler, Machinist, Repair), Maintenance and Repair (Maintenance Technician or Mechanic, Maintenance Electrician, Building Maintenance, Instrument and Controls Technician), Engine Technology (Assemblers, Test Cell Technician, Engine Builder, Field Service Technician, Fuel Injection Technician), Electrical/Electronics (Control Technician, Instrument Repair Technician, Electronics Technician, Service Technician) and Manufacturing Production (Assembly Line Maintenance, Research and Development Machinist).

### Airframe and Powerplant Technician Program

**Certificate**

2100 Clock Hours

111 Quarter Credit Hours

Day or Afternoon Program

20 Months

### AIR SCIENCE SECTION

<table>
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<td>*AS102-3</td>
<td>Math and Drawings</td>
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<td>*AS103-3</td>
<td>NDT and Physics</td>
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<td>Weight and Balance, Safety and Ground Operations</td>
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<td>Fluid Lines, Materials and Processes and FARs</td>
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### AIRFRAME SECTION

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<td>*AF204-3</td>
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<td>Rigging and Fuel Systems</td>
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<td>*AF206-3</td>
<td>Non-Metallic Structures and Fire Protection</td>
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<td>*AF207-3</td>
<td>Cabin Atmosphere and Aircraft Finishes</td>
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<td>*AF211-3</td>
<td>Aircraft Instruments and Advanced Troubleshooting</td>
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<td>*AF212-3</td>
<td>Communication and Navigation Systems</td>
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<td>*AF213-3</td>
<td>Hydraulics and Pneumatics</td>
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<td>*AF214-3</td>
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### Programs of Study

#### POWERPLANT SECTION

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<td>Induction, Exhaust and Instrument Systems</td>
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<td>*PP204-3</td>
<td>Powerplant Lubrication Systems and Propellers</td>
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<td>*PP205-3</td>
<td>Reciprocating Engine Ignition Systems</td>
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<td>*PP206-3</td>
<td>Reciprocating Engine Inspection and Overhaul I</td>
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<td>*PP207-3</td>
<td>Reciprocating Engine Inspection and Overhaul II</td>
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<td>*PP208-3</td>
<td>Fire Protection and Reciprocating Engine Systems Troubleshooting</td>
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<td>Turbine Engine Operation and Design I</td>
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</table>

*FAA Approved Curriculum
31 Programs of Study

Energy and Industrial Technician Program

The Energy and Industrial Technician Program is a combination of classroom, hands-on assignments and outside work/homework. Power generation, power plant operations, compression technology and process systems are covered. Upon successful completion of the Energy and Industrial Technician program, graduates will have entry-level career choices in a variety of the following areas: Gas, Coal, Nuclear, Solar, Standby Power, Geothermal, Hydroelectric, Methane/Landfill Gas Generation, Power Distribution and Dispatch, Water Treatment, Equipment Repair and Installation, Testing, Inspecting, Assembly and Production. A sample of job titles include: Power Plant Operator, Maintenance Worker/Repairer, Industrial Mechanic, Electrical/Electrician Repairer, Auxiliary Operator, Control Operator, Operations and Maintenance Technician, Field Service Technician, Boiler Operator, Gas Turbine Technician, Solar Installation Technician, Manufacturing Technician, Fabricator, Production Technician and Assembly Technician.

Energy and Industrial Technician Program
Certificate
960 Clock Hours
56 Quarter Credit Hours
All Quarters are a minimum of ten calendar weeks
Day or Afternoon Program:
9 Months/4 Quarters

<table>
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<td>Refrigeration System Fundamentals and Operation</td>
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32 Programs of Study

Global Logistics and Dispatch Program

The Global Logistics and Dispatch Program is a combination of classroom, hands-on instruction and outside assignments. Logistics, supply chain management and operations management topics are covered. Upon successful completion, graduates will have a variety of entry-level career choices in a variety of the following areas: warehousing, distribution, import/export, customs and managing revenue-based transportation services, trucking and common carriers (over the road and local transport), service fleets (energy operations, shuttle services, food/beverage service vehicles) and the railroad industry. A sample of job titles include: Cargo Agent, Freight Forwarder/Broker, Shipping and Receiving Clerk, Traffic Manager, Documentation Clerk, Intermodal Dispatcher, Load Planner, Logistics Coordinator and Logistics Service Representative, Dispatcher, Communications Operator/Officer, Public Safety Dispatcher, Train Dispatcher, Bus Dispatcher, Communications Specialist, Crew Scheduler, Flight Follower and Customer Service Representative.

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<td>CLA and CLT Certification Preparation and Testing</td>
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<td>GLD118-1</td>
<td>Third Party Logistics (3PL) Operations, Import/Export</td>
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<td>GLD119-1</td>
<td>Business Process Management and Procurement</td>
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<td>Ground Transportation (Truck/Rail) Operations Management I</td>
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<td>GLD228-1</td>
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<td>GLD232-1</td>
<td>Integrated Supply Chain Solutions II</td>
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</table>
33 Programs of Study

HVACR Technician Program

The HVACR (Heating, Ventilation, Air-conditioning and Refrigeration) Technician Program is a combination of classroom, hands-on assignments and outside/homework. The program consists of four phases: heating, ventilation, air-conditioning, and refrigeration. Students will develop troubleshooting skills, learn the proper and safe handling of potentially hazardous materials, understand how to balance ventilation systems and develop a variety of other skills necessary to perform the functions of a HVACR technician. Upon successful completion of this program, graduates will have entry-level career opportunities in a variety of areas in the HVACR industry to include, residential and commercial heating, air-conditioning, and refrigeration. A sample of job titles include: AC Technician, Environmental Technician, Building Maintenance Technician, Industrial Air Handling Technician, Refrigeration Technician, and Furnace Repair Technician.

HVACR Technician Program
Certificate
960 Clock Hours
57.5 Quarter Credit Hours
All Quarters are a minimum of ten calendar weeks
Day or Afternoon Program:
9 Months/4 Quarters

<table>
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<td>Basic Electricity and Motors</td>
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<td>Fundamentals of Refrigeration</td>
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<td>Indoor Air Fundamentals</td>
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34 Programs of Study

Wind Power Technician Program

The Wind Power Technician Program is a combination of classroom, hands-on assignments and outside work/homework. Upon successful completion of the Wind Power Technician program, graduates will have entry-level career choices in areas in the wind energy industry to include Service, Manufacturing, Construction, Commissioning, and Sales. A sample of job titles include: Wind Service Technician, Wind Turbine Construction Technician, Composites Technician, Control Room Operator, Generator/Winder, and Wind Turbine Sales Representative.

Wind Power Technician Program
Certificate
720 Clock Hours
42.5 Quarter Credit Hours
All Quarters are a minimum of ten calendar weeks
Day or Afternoon Program
7 Months/3 Quarters

<table>
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<tr>
<td>ET107-1</td>
<td>DC Electrical Theory</td>
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<td>Advanced Electrical Theory</td>
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<td>ET106-1</td>
<td>Inspection</td>
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<td>ET109-1</td>
<td>Climb and Rescue</td>
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<td>Wind Operation</td>
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<td>ET111-1</td>
<td>Wind Turbine Components</td>
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<td>ET112-1</td>
<td>Renewable Energy Sources</td>
<td>60</td>
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</table>
Continuing Education

Continuing Education courses at MIAT College of Technology are designed for workforce training. These noncredit courses of the College provide training for both current and future employees in the professional and technical job sectors. The training is designed to allow graduates the opportunity to acquire additional skills to keep pace with industry changes and demands.

Aviation Dispatcher

The Aviation Dispatcher course is a combination of classroom, hands-on assignments. This course is designed for individuals already in the industry holding positions such as Flight Follower or Crew Scheduler that are looking for advancement. Students who desire to pursue an FAA Aircraft Dispatch Certificate must comply with FAA requirements as outlined in 14 CFR Part 65, Subpart C – Aircraft Dispatchers. Students must have made-up any missed time in FAA approved curriculum; Students must meet age requirements of the FAA Aircraft Dispatch program.

Aviation Dispatcher
240 Clock Hours (8 Weeks)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Clock Hours</th>
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<tr>
<td>AVD101</td>
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<tr>
<td>AVD102</td>
<td>Federal Aviation Regulations</td>
<td>30</td>
</tr>
<tr>
<td>AVD103</td>
<td>Communication Emergency Procedures</td>
<td>18</td>
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<tr>
<td>AVD104</td>
<td>Air Traffic Control</td>
<td>18</td>
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<tr>
<td>AVD105</td>
<td>Navigation</td>
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<tr>
<td>AVD106</td>
<td>Aircraft Specifics</td>
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<tr>
<td>AVD107</td>
<td>Practical Dispatching</td>
<td>48</td>
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<tr>
<td>AVD108*</td>
<td>FAA Test Preparation</td>
<td>18</td>
</tr>
</tbody>
</table>

*This course is not approved FAA curriculum

These courses are not eligible for Title IV funds

Non Destructive Testing (NDT)

Non Destructive Testing (NDT) is a combination of classroom, hands-on instruction. The objective of the course work is for the student to earn certificates for Level I and/or II in the Ultrasonic methods. All training meets NAS-410, ATA 105 and SNT-TC-1A specifications. The coursework will cover industry specific training for NDT technicians for opportunities in the Aerospace, Construction, Defense, Laboratory, Petrochemical, Shipbuilding, Steel and Foundry, Utility and Energy as well as Automotive industries.

Non Destructive Testing – Ultrasonic Certificate
80 Clock Hours (2 Weeks)

<table>
<thead>
<tr>
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Non Destructive Testing – Eddy Current Certificate
80 Clock Hours (2 Weeks)

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<tbody>
<tr>
<td>NDTET1</td>
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<tr>
<td>NDTET2</td>
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</table>
Programs of Study

Non Destructive Testing (NDT)

Non Destructive Testing – Magnetic Particle Certificate
24 Clock Hours (1 Weeks)

<table>
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<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Clock Hours</th>
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<tr>
<td>NDTMT1</td>
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Non Destructive Testing – Liquid Penetrant Certificate
24 Clock Hours (1 Weeks)

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<thead>
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<th>Course Name</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>NDTPT1</td>
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These courses are not eligible for Title IV funds

Unmanned Aerial Systems (UAS)

Unmanned Aerial Systems (UAS) is a combination of classroom, hands-on instruction. The objective of the course work is for the student to earn a certificate for Operator Safety in preparation to successfully obtain the proposed FAA UAS Operator Certification. All training will be guided by FAA specifications and regulations. The coursework will cover owner/operator safety measures and regulations as foundational knowledge for Technicians for opportunities in the Aerospace, Construction, Defense, Logistics, Utility and Energy industries.

Unmanned Aerial Systems Certificate
40 Clock Hours (2 Weeks)

<table>
<thead>
<tr>
<th>Course Number</th>
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<tr>
<td>USA002</td>
<td>UAS Owner Operator Safety II</td>
<td>20</td>
</tr>
</tbody>
</table>

These courses are not eligible for Title IV funds
Course Descriptions

Aviation Maintenance Technology-AAS
Airframe and Powerplant Technician

Air Science Courses

AS101-3 Learning Strategies, Human Factors and History
This course will prepare the student to succeed in their post-secondary education program by providing the student with learning strategy skills such as basic computer and software application, time management, study techniques, note taking and other similar skills. The student will gain an understanding and awareness of human factors unique to aviation. This course covers the history of aviation from early balloons and gliders through modern transport jet aircraft. The student is also introduced to the basic aircraft nomenclature.

AS102-3 Math and Drawings
This is a study of basic math and formulas, which will be encountered and used by the technician in performing daily activities. Fundamentals such as fractions, percentages, addition, multiplication and division will be reviewed and expanded upon. This course also includes a study of all elements necessary for effective understanding and interpretation of aircraft drawings. Drawing types include working drawings, schematics and assembly.

AS103-3 NDT and Physics
This subject relates the conditions of the physical world and their effect on systems and components used in aircraft. In this course the student learns and practices the processes used for the cleaning of aircraft parts and structures, as well the methods employed to protect them from corrosion. Several different types of non-destructive testing methods are explored.

AS104-3 Weight and Balance, Safety and Ground Operations
This class contains a study of the weight and balance of aircraft and its relationship to maintenance, installation and flight characteristics. The student will receive instruction in the criteria for selecting the proper tool for a job, whether it is a hand tool or power. With the ability to select the proper tool, the student will then learn how to properly and safely use the tools that are essential to the Aviation Maintenance Technician. Students are taught hangar safety, starting of aircraft, directing aircraft for taxi, tying down of aircraft and jacking an aircraft.

AS105-3 Fluid Lines, Materials, Processes and FARs
This course will provide the student with a solid foundation of interpretation of Federal Aviation Administration acceptable FARs.

AS106-3 Basic Electricity I
The student will be introduced to electrical theory and principles, and their application to aircraft systems. This course is designed to introduce the student to aircraft electrical circuit diagrams, including solid state devices and logic functions. Basics such as ohm’s law and power calculations will be included.

AS107-3 Basic Electricity II
The student will be introduced to electrical theory and principles, and their application to aircraft systems. This course is designed to introduce the student to aircraft electrical circuit diagrams, including solid state devices and logic functions. Basics such as ohm’s law and power calculations will be included.

AS108-3 Basic Electricity III
This will include DC and AC circuit operation and electrical fundamentals, which will prepare the student for advanced electrical functions and troubleshooting. The characteristics of both AC and DC electricity will be explored and their unique operation and application will be demonstrated.

Airframe Courses

AF201-3 Basic Sheetmetal I
Students receive a general introduction to FAA’s requirements for sheetmetal fabrication and repair. Industry standard practices such as de-burring metal to prevent cracking and failure will be included. Proper interpretation of repair drawing as well as the process to develop a repair plan will be discussed and applied publications. This will include FAR’s, maintenance manuals, and the privileges/limitations of an Airframe and Powerplant Certificate. The student will acquire skills based on standard industry practices which will make possible the fabrication, installation and repair of rigid and flexible fluid lines used in various aircraft systems, including fuel and hydraulic systems. In this course the student learns to recognize, properly select and use a variety of hardware and materials used in aircraft repair and maintenance. Techniques and methods for securing aircraft fasteners are learned.

AF202-3 Basic Sheetmetal II
This class includes special fasteners, layouts, bends in sheetmetal, forming and stressed skin repairs. Fasteners such as Hi-Lock, Taper Lock, Cherry-Max and Cam-Locks will be selected and installed as per a print. Repair procedures and requirements will be evaluated and employed during this phase of training.

AF203-3 Basic Sheetmetal III and Welding
In this class repair procedures and requirements will be evaluated and employed during this phase of training and welding will be discussed and demonstrated at an entry level. TIG welding will be demonstrated and practiced in this course. Fundamental operations such as oxyacetylene equipment operation and safety are included in this course.

AF204-3 Advanced Sheetmetal
In this course the student will develop advanced skills and techniques used in the workplace. This course includes advanced hardware such as Hi-Lock and Taper-Lock fasteners. Advanced fabrication skills such as shrinking and stretching will provide significant hands on experience that will prepare the student for a career focused on sheetmetal repair and fabrication.
AF205-3 Rigging and Fuel Systems
This course covers the theory of flight and explains correct aircraft nomenclature for both fixed and rotary wing aircraft. It includes verification of structural alignment, control responses and balancing. Aircraft component and cabling assembly, inspection and repair are accomplished. This class covers aircraft fuel systems and all associated components from the fueling point to the combustion chamber.

AF206-3 Non-Metallic Structures and Fire Protection
This course is designed to introduce the student to composite materials, such as fibreglass and Kevlar, used in aircraft construction and some of the historically traditional building materials and techniques, like wood and fabric. The student will be exposed to the fire detection, warning and protection systems as they relate to the airplane.

AF207-3 Cabin Atmosphere and Aircraft Finishes
Students learn to identify aircraft dopes, paints, thinners and related materials. Application of materials, inspection of finishes and recognition of defects are accomplished. This course covers rules regarding installation of aircraft registration numbers and covers, in depth, the inspection, checking and troubleshooting, service and repair of air conditioning and pressurization systems and heater and oxygen systems. The student will also be exposed to ice and rain systems, maintenance and installation.

AF208-3 Airframe Electrical I
This course will familiarize the student with basic airframe and powerplant electrical installation and troubleshooting. Component identification by location and function will be included. Troubleshooting and fault isolation will be demonstrated and practiced by the student.

AF209-3 Airframe Electrical II
Material covered will expand on and reinforce the troubleshooting skills learned in Airframe Electrical I. Complex drawings and systems will be evaluated and inspected in this phase of electrical training. Students will study various electrical systems from a functional point of view and identify faults.

AF210-3 Position and Warning and Principles of Troubleshooting
The student will learn to inspect, check, troubleshoot and service aircraft speed and configuration warning systems, landing gear position indicating and warning systems, airframe carbon monoxide systems. The student will also develop the demanding skills needed for aviation troubleshooting. Hands-on activities to identify problems commonly found in aviation maintenance and logically develop solutions to those problems will be practiced.

AF211-3 Aircraft Instruments and Advanced Troubleshooting
This course contains the theory of all instruments and instrument systems used for flight and navigation of an aircraft. The student will develop an understanding of avionics at the systems level and how data is transferred in those systems. The student will develop an understanding of computer systems in the aircraft and their function as it relates to the operation and maintenance of the aircraft. In addition, the student will be exposed to real world aviation databases, which they will encounter in the work place and develop an understanding of one or more specific avionics system utilized in today’s aircraft.

AF212-3 Navigation and Communication Systems
This course is a study of aircraft navigation, communication, approach control systems and autopilot. The course includes inspection, installation, service and FAA regulations. Traditional analog gauges as well as digital advanced systems will be included in this course.

AF213-3 Hydraulics and Pneumatics
This course acquaints students with basic hydraulic and pneumatic principles, operation and servicing of equipment. It includes information covering fluids, washers, seals, pressures and component repair. Basic theory is reinforced through hands-on activities such as the inspection of a hydraulic pump for efficiency after a detailed disassembly and reassembly by the student.

AF214-3 Landing Gear Systems
Study in this area increases the student’s knowledge of hydraulic and pneumatic landing gear systems, including operation, tires, and anti-skid brakes. This course includes a discussion of inspection, troubleshooting and repair of systems. The hands-on activities include oleo strut identification and disassembly, brake system inspection to include pad wear and rotor measurement.

AF215-3 Airframe Inspection
The student will be required to perform airframe conformity and airworthiness inspections including 100 hour and annual type. The process will include the proper completion of all of the required records and forms. This process will be conducted in lock-step fashion using approved maintenance manuals and inspection techniques. Any defect will be recorded and a logbook entry will be completed. Also included is an Airworthy Directive search for compliance with the FAR’s.

Powerplant Courses

PP201-3 Reciprocating Engine Operations
This course includes an introduction to reciprocating engine theory and operation. Internal and external components used to make up an operating aircraft reciprocating engine are discussed. The hands-on portion of this course will include identification of reciprocating engine components such as pistons, rings, crankshaft, valves and cylinders. A cutaway will be used to illustrate the cycles of an internal combustion engine as it goes through the four strokes of operation.

PP202-3 Fuel Metering Systems
Float-type carburetors, pressure-type carburetors and direct fuel injection theory and operation are stressed. The course includes inspection, removal and adjustment of carburetors. The physics required for a carbureted engine to function will be explained. The pressures of a fuel injection system as well as the injectors and their operation will be included in this course.

PP203-3 Induction, Exhaust and Instruments Systems
This course covers the inspection, troubleshooting, service and repair of reciprocating engine induction and exhaust components, operation and inspection including turbo charger, superchargers, heat exchangers, airflow and temperature controls, and engine ice and rain control systems. The student will learn to troubleshoot, service and repair electrical and mechanical fluid rate-of-flow indicating systems as well as electrical and mechanical engine temperature, pressure, and RPM indicating systems.
39  Course Descriptions

PP204-3  Powerplant Lubrication Systems and Propellers
This course addresses the identification of lubricants and their functions. It includes identifying, servicing and adjusting the components, installing rings and lines, interpreting FAA regulations pertaining to oil tanks and disassembling and reassembling engine oil pumps. The student learns the theory of aircraft propellers, installation procedures, major and minor repair classifications, balancing, tracking, government regulations concerning maintenance and aircraft applications of propellers and governors.

PP205-3  Reciprocating Engine Ignition Systems
This course offers hands-on experience in disassembling, inspecting, timing and reassembling magneto; removing, inspecting, checking, troubleshooting and reinstalling ignition wiring. Sparkplug operation, cleaning and testing will be demonstrated and performed by the students. High-tension wires and magneto operations will be examined.

PP206-3  Reciprocating Engine Inspection and Overhaul I
This course provides theory and hands-on experience on reciprocating engines including inspection, checking, servicing, repair and overhaul of opposed engines. Standard operating procedures such as shop safety and equipment protection will be stressed in this course. Using an aircraft manufactures maintenance manual, the students will begin the process of inspecting a reciprocating engine.

PP207-3  Reciprocating Engine Inspection and Overhaul II
Engine removal, troubleshooting and engine installation are covered in this class. Disassembly, inspection and reassembly are in this course. Several key measurements such as piston wear will be taken and recorded using precision measuring devices such as micrometers. Reassembly will include the use of tools such as torque wrenches and cylinder wrenches as required. Instructors monitor the reassembly operations to insure a safe work environment.

PP208-3  Fire Protection and Reciprocating Engine Systems Troubleshooting
In this course the student will be exposed to fire detection, warning and protection systems as they relate to the powerplant. The student will practice the systematic identification of problems that develop in engine systems, such as intake, fuel delivery, ignition and exhaust. Faults that occurred during the rebuilding process or that were introduced into the engine by design will be identified and corrected to allow an engine run on a test stand.

PP209-3  Turbine Engine Operation and Design I
This course will introduce the future technician to gas turbine engines beginning with the history of the development of gas turbines, the theory of jet propulsion followed by a study of the major sections of a typical gas turbine engine. After a familiarization of turbine engine development, the student will see and identify the intake, compression, hot section, the turbine and exhaust areas of a given turbine engine.

PP210-3  Turbine Engine Operation and Design II
This course is designed to develop an understanding of the designs of turbine engines used on aircraft to include turbojet engines, turbofan engines and turboprop engines. The multiple operating principals will be described as well as the specific benefit of each for a given application. The evolution of the different designs will be explained.

PP211-3  Turbine Engine Accessories
In this course the student will be exposed to accessory and auxiliary turbine engine systems, such as engine ignition, fuel, thrust augmentation, bleed air and others. All of the accessories that are used to support the turbine engine will be explained and diagramed for the students.

PP212-3  Turbine Engine Instruments
This course covers the instrumentation found in turbine engine installations, including instrumentation found in transport category aircraft. The interpretation of the data received from the instrumentation will be demonstrated and explained. Analog and digital instruments will be included in this training.

PP213-3  Turbine Engine Maintenance
In this course the student is introduced to the maintenance and inspections required for turbine engines. This course utilizes approved maintenance publications and Federal Aviation Administration databases such as the Airworthiness Directive catalog. Inspection techniques such as bore scope inspection is included in this course.

PP214-3  Turbine Engine Overhaul and Troubleshooting
In this course the student is exposed to the overhaul procedures of turbine engines. In this course the student will practice the systematic identification of problems that develop in turbine engine systems, including intake, compressor, ignition, combustion, power, exhaust, bleed air and fuel.
ET101-1 Learning Skills, History and Math
In this course the student will learn skills such as basic computer and software application, time management, study strategies, testing techniques and note taking skills. This course reviews the history of the power technology industry up to and including present and a review of common terminology and definitions used in the industry. An overview of the components and the function of a power plant will be presented. The student will learn basic math and formulas which will be encountered and used by the technician in performing daily activities. In this course the student will also learn how to read, convert and understand the metric system of measurement.

ET102-1 OSHA
In this course the student will learn the safety required in the field while performing tasks on the job including an understanding of Occupational Safety and Health Administration (OSHA) regulations. Lock-Out Tag-Out procedures will be learned and demonstrated. This class will approach safety from a behavioral prevention standpoint. General shop safety and material handling will be covered as well as regulation compliance. The student will learn how function safely and understand the importance of compliance when on the site at a power generation facility. Emergency Response will also be discussed and reinforced through case studies. Proper procedures and responsibilities will be learned.

ET103-1 Tools and Professional Skills
The student will learn the criteria used when selecting the proper tool for the task, whether it is a hand or power tool (including hydraulic wrenches). With the ability to select the proper tool, the student then will learn how to properly and safely use the tools that are essential to Energy Technology Technicians. Students will learn general shop safety and the importance of preventing damage to components when using tools. The importance of personal protective equipment is emphasized to help ensure a safe working environment. Concepts such as professional behavior on and off the job will be learned. The student will learn the proper code of conduct required to ensure success when working on the road with little or no supervision. Additional subjects learned will include how to manage expenses, the expectation of an employer regarding attendance and job performance and global etiquette when overseas. Another factor emphasized is the ability to learn from experienced technicians in the field during on-the-job training.

ET104-1 Precision Measuring and Rigging
The student will learn the proper use and interpretation of precision measuring devices such as micrometers, calipers, depth gauges and gap measuring devices. This course will include both standard and metric tooling to teach the student about the equipment that will be encountered in the field. The student will learn basic skills based on standard industry practices. Safety will be emphasized and will prepare the student to participate in lifting and rigging on-the-job training when they enter the power generation field. The student will demonstrate the skills they have learned by participating in an actual lift operation.
41 Course Descriptions

ET112-1 Renewable Energy Sources
Students will be introduced to renewable energy sources other than wind power. The student will examine the technology for solar, biomass, geothermal, hydroelectric and fuel cell energy. Topics include efficiency of photovoltaic cells and solar arrays; biomass to energy and algae generation of petroleum products and hydrogen gasses; geothermal systems; generation and distribution of hydroelectric power and fuel cell operations and applications.

ET113-1 Gas Turbine and Co-Generation Operation
In this course the student will learn about gas turbine engines beginning with the history of the development of turbines followed by a study of the major sections of a typical turbine engine. Common accessories employed by gas turbine engines will be presented and discussed. Instrumentation and control systems will be learned and examined to help determine proper performance and assist in troubleshooting skills. The efficiencies derived from combined cycle power generation will be learned by the student. The student will demonstrate what they have learned through identification and explanation of the major components found in a co-generation facility.

ET114-1 Gas Turbine Maintenance
In this course the student will learn about scheduled and non-scheduled maintenance required for gas turbines. The student will learn about the overhaul process. They will discuss and demonstrate their skill by performing hands-on tasks related to the overhaul process.

ET115-1 Boiler Operation
In this class the student will learn the water treatment process used in power generation systems. The student will learn the need for water treatment and the process used to comply with state and federal guidelines to protect the environment. Safety is reinforced in this course and HAZMAT is introduced to the student. The student will learn the basic operation and design of boiler systems, the safety required for high pressure and high heat systems reinforced through case studies. Fundamental operation and physics will be explained and demonstrated. Emergency procedures will be incorporated in this training.

ET116-1 Steam Operation
In this course the student will learn about steam turbines beginning with the history of the development of steam turbines followed by a study of the major sections of a typical steam turbine. Common accessories employed by steam turbines will be presented and discussed. Instrumentation and control systems will be explained and examined to help determine proper performance and assist in troubleshooting skills. This course is designed to develop an understanding of the scheduled and nonscheduled maintenance required for steam turbines. The overhaul process will be discussed with hands-on demonstrations and will further foster an understanding of the steam turbine operation.

ET209-1 Process Systems and Components
In this class the student will learn process plant drawings and diagrams from a systems point of view. The concept of system integration will be emphasized as the student learns how systems interact with each other. The student will learn at an introductory level how to perform basic pipefitting operations. Heat sources used in process technology will be identified and explained to the student. The students will also learn about the theory of operation utilized in heat exchangers.

ET211-1 Compression Technology
In this class the student will learn an overview of the various pieces of compression equipment found in industry. Specific equipment such as screw, piston and centrifugal compressors will be examined. The basic theory behind compression and the equipment used to achieve this goal will be discussed, diagramed and learned by the student. Standard inspection and preventative maintenance practices will be demonstrated and practiced in this class. The selection and use of proper tooling and standard maintenance practices will be emphasized in this course.

ET213-1 Advanced Electrical Theory
Building on the principles learned in previous electrical courses, the student will be introduced to three-phase electric power, a common method of alternating-current electric power generation, transmission and distribution. The student will learn about three-phase motors and the concepts of WYE and DELTA three-phase configurations will be explored. Additional material covered will include electrical schematics and stand-by power systems.

ET214-1 Materials, Processes, Welding and Advanced Troubleshooting
In this course the student learns to recognize, properly select and use a variety of hardware and materials used in the repair and maintenance of power technology equipment. Specific procedure when accomplishing “hot work” will also be learned. The student will learn the concept of troubleshooting from a theoretical position. Input and output into a situation is examined and a logical flow is developed to determine the critical path of failure. In this class the student will learn an overview of the operation and design of diesel power plants. The specific application to standby power for diesel will be emphasized. Inspection, preventative maintenance and troubleshooting will be explained and demonstrated. Subsystems such as fuel control and emissions will also be included in this training.

ET215-1 Refrigeration System Fundamentals and Operations
In this course the student will gain a basic understanding of the refrigeration system fundamentals and operation including concepts and information for obtaining an EPA-608 license/certification.
Course Descriptions

Global Logistics and Dispatch

GLD116-1 Supply Chain Management, Warehousing and Distribution
This course will include an overview of the global supply chain system. Students will learn about the worldwide transportation networks that facilitate the flow of goods and services from raw materials and resources to finished consumer goods. Principles and practice of modern warehousing and distribution operations are reviewed. General topics include warehouse design, automated and manual storage and retrieval systems and equipment, warehousing management systems and inventory control. Advanced topics include packaging and kitting, reverse logistics and specialized functions such as cross-docking, security, food safety and hazardous materials.

GLD117-1 CLA and CLT Certification Preparation and Testing
Students will prepare for and take certification assessments for Certified Logistics Associate (CLA) and Certified Logistics Technician (CLT) from the Manufacturing Skills Standards Council (MSSC). Students achieving the CLA certification will have broad, foundational knowledge of the supply chain and related core competencies. Modules covered include the global supply chain, the logistics environment, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork and problem solving and using computers. The CLT certification denotes a mid-level technical knowledge of supply chain logistics. Topics include product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs and dispatch and tracking operations.

GLD118-1 Third Party Logistic Operations, Importing and Exporting
Students will learn about third party logistic (3PL) operations and their function in the supply chain. The concepts of integrating transportation, warehousing, cross-docking, inventory management, packaging and freight forwarding and other logistics services will be studies. The complexities of importing and exporting materials will be explored and students will learn about licensing requirements, government agencies and rules and regulations.

GLD119-1 Business Process Management and Procurement
This course examines how organizations use logistics in efforts to improve effectiveness and efficiency while striving for innovation, flexibility and technological integration. Students will be introduced to the principles and procedures in the purchasing process including strategy and planning.

GLD120-1 Logistics Operations and Material Handling Safety
This course will provide students an overview of safety and compliance, an OSHA 10-hour certification (Occupational Safety and Health Administration) and basic training in first aid, CPR and AED. Students will undergo forklift operator training including forklift design, controls and instrumentation, pre-use inspection and an understanding of forklift stability.

GLD121-1 Material Handling Equipment and Operations
Students will practice safe and efficient material handling techniques in a simulated warehouse/loading dock environment. Students will use a variety of both manual and powered material handling equipment including pallet jacks, forklifts and an overhead gantry crane. Students will practice moving a variety of materials safely, identifying the appropriate equipment to be used.

GLD227-1 Ground Transportation Operation Management I
Students are introduced to transportation operations and management in the trucking and rail industries. Students will learn about issues relating to ground transportation of goods such as health and safety, licensing, regulations and trade barriers.

GLD228-1 Ground Transportation Operation Management II
Building upon the concepts learned in Ground Transportation Operations Management I, student will delve into more complex areas of ground freight transport including intermodal transport. Students will participate in exercises and simulations modeled after real-world scenarios, using the software applications that are used by transportation companies throughout North America.

GLD229-1 Aviation Operations Management I
Students are introduced to the air transportation system, its function, role and scope. Topics include: planning economic and resource considerations, current issues and future trends.

GLD230-1 Aviation Operations Management II
Building upon the concepts learned in Aviation Operations Management I, student will delve into more complex areas including: corporate flight management under FAA CFR Title 14 Parts 91 and 135, air cargo operations conducted under FAA CFT Title 14 Parts 121 and 135, and international operations. Students will participate in simulations resembling real-world scenarios in these areas.

GLD231-1 Integrated Supply Chain Solutions I
Students will participate in real-world applications designed to resemble activities of the supply chain. Students will rotate through a number of “companies” including suppliers, manufacturers, warehouse and distribution centers, transportation companies and third party logistics providers. Students will assume various roles working to coordinate the efficient flow of goods and services through the supply chain.

GLD232-1 Integrated Supply Chain Solutions II
Building on the experiences and skills developed in GLD231-1 students will gain experience using technology and software including inventory and warehouse management systems, transportation management systems, resource scheduling and regulatory compliance systems. Students will have experience in every aspect of supply chain operations: planning, sourcing, production, transportation, storage and distribution.
HV001-3 Introduction to HVACR and Math
This course introduces the student to the career paths and opportunities in the HVACR industry. Professional associations and professional certification are discussed as well. The course also covers basic math and mathematical formulas that will be encountered and used by the technician in performing daily activities.

HV002-3 OSHA
In this course, the student will also learn the safety required in the field while performing tasks on the job. General safety procedures are covered, including Occupational Health and Safety Administration (OSHA) regulation compliance.

HV003-3 Basic Electricity and Motors
The student is introduced to electrical theory and principles, and their application to HVACR systems. This course covers DC and AC circuit operation and electrical fundamentals. Basics such as ohm’s law, relays, and transformers will be included. Students will learn about reading circuit diagrams and the application of schematics in equipment troubleshooting and repair. The course will look at summarize the operation of various electronic semiconductor devices and how they are used in HVACR systems. The student will learn the function of various components such as transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors, and the instruments and techniques used in testing AC circuits and components.

HV004-3 Fundamentals of Refrigeration
Students will learn about the basic components of a refrigeration system and refrigeration systems accessories function, installation and service, as well as the basic refrigeration cycle. Additional topics covered will be heat transfer, heat transfer methods and heat content. Introduction to refrigerants will be included in this course, which will give the student a comprehensive understanding on the different types of refrigerants and the impact of refrigerants on the environment. This course will expose students to the safe and proper procedures of refrigerant handling including refrigerant recovery, recycle and reclaim.

HV005-3 Heating Systems I
This course will cover hydronic heating systems such as hot water boilers and steam boilers systems. The course will cover the different areas such as sizing and equipment selection as well as the various components used in hydronic heating systems. Students will learn about installation and service of hydronic systems.

HV006-3 Indoor Air Fundamentals
The student will examine air movement, measurement including the understanding the concepts of climate and weather, humidity and an understanding of how air movement affects human comfort. The student will study air quality control as measured by temperature, humidity, fresh airflow, pollutants and chemicals in an enclosed space. Air distribution and ventilation system service are discussed during this course.

HV007-3 Heating Systems II
This course will cover heat load calculations, equipment sizing, equipment selection, and equipment installation and service for both residential and commercial setups. Students will be introduced to gas, oil and electric heating systems as well as control systems that operate in combination with heating systems such as thermostats and humidity and energy recovery systems. Students will practice furnace troubleshooting and tune-up using instruments including combustion analyzers, monometers and multi-meters. After completing this course, students will be able to install, troubleshoot and service heating systems.

HV008-3 Air Conditioning Systems
In this course, students will learn about residential air conditioning systems as well as commercial air conditioning systems. The course will expose students to the methods of equipment sizing and selection. Students will practice the proper methods and procedures of installation and troubleshooting for air conditioning systems such as a residential central systems and commercial roof top units. Preventive maintenance will be included in this course.

HV009-3 Alternative HVAC Systems
Students will learn about alternative, non-traditional HVAC systems, such as ductless multi-zone systems and geothermal systems. Students will learn about the components of such systems as well as installation and service.

HV010-3 Sheetmetal, Installation and Mechanical Code
The student will learn system installation, including, gas pipe, drains, electrical and sheetmetal. The student will learn to use a variety of electrical, pressure and temperature measuring devices and will use sheetmetal tools necessary for assembling ductwork. Students will learn about the mechanical codes that regulate the installation of HVACR systems. Students will be exposed to the proper State mechanical codes as well as the International mechanical codes.

HV011-3 EPA 608 Certification and 410A
The student will be introduced to EPA regulations, recovery requirements, leak detection, and repair. At the end of this course the student will be able to take the examination for the EPA 608 Universal Certification. They will also understand the properties and handling of 410A.

HV012-3 Fundamentals of Building Management
Students will learn about the importance of energy conservation as well as the purpose of building controls, protocols and principles of control system troubleshooting and repairs. Students will learn about the role of information technology in HVACR and building management systems installation and services, as well as components that can be added to an existing system to improve energy conservation.

HV013-3 NATE Core
The student will review all associated course materials and be prepared to take the NATE Core examination covering topics such as communication skills, mathematics, basic science, personal ethics and conduct, fabrication tools, safety, heat transfer and comfort, electricity and motors.
Course Descriptions

HV014-3  Domestic Refrigeration
The student will engage in study of domestic refrigerators and freezers. The student will learn the systems, components of these units. This class also engages the student with installation, troubleshooting, service, and repair of domestic refrigerators and freezers.

HV015-3  Commercial Refrigeration
In this course, the student is introduced to commercial refrigeration systems. This class explains system configurations, high-side components, low-side components, and piping. Special refrigeration systems and applications will be discussed to include transportation refrigeration as well as alternative methods.
45 Course Descriptions

Course Descriptions

Continuing Education Courses

Aviation Dispatch

AVD101 Meteorology (54 hours)
An in-depth look at requirements of meteorological needs of aviation and the specific requirements of airline and corporate flight departments to include interpretation of National Weather Service reports, their weather charts and forecasting presentations.

AVD102 Federal Aviation Regulations (30 hours)
An in-depth look at requirements of meteorological needs of aviation A comprehensive review of the Federal Aviation Regulations under U.S. Code Title 14 governing the safe flight planning, control and dispatch of aircraft covered under parts 1, 25, 61, 71, 91, 103, 119, 121, 135 and 139 of Title 14. HMR is also covered, as is NTSB part 830.

AVD103 Communications and Emergency Procedures (18 hours)
This course enables the student to have the knowledge to contact aircraft anywhere in the World. This course will include phraseology requirements for international and domestic operations as well as FCC rules and regulations. Familiarization with procedures used when an emergency situation occurs, including dispatcher and pilot responsibilities, also will be covered.

AVD104 Air Traffic Control (18 hours)
This course introduces the student to the FAA Air Traffic Control System (ATC). Discussions pertaining to how a dispatcher affects the ATC system, common problems associated with domestic and international flights, air traffic procedures and equipment usage are detailed and discussed.

AVD105 Navigation (24 hours)
Skills developed include planning aircraft routes in domestic and international airspace, as well reading and interpreting high and low altitude en-route charts and terminal procedure charts. The student will also learn about on board navigation systems, radio navigation, and Global Positioning System navigation including Wide Area Augmentation Systems (WAAS) and Local Area Augmentation System (LAAS).

AVD106 Aircraft Specifics (30 hours)
The student will learn advanced aerodynamics, aircraft systems and aircraft performance. Lessons include detailed study of several types of large transport category airplanes used in air transportation. At the completion of this section, the student will have a thorough understanding of aircraft systems including hydraulics, electrical, pressurization, and powerplant. Flight planning and performance limitations are discussed in detail.

AVD107 Practical Dispatching (48 hours)
The student will learn how to apply their skills in order to release flights in accordance with all applicable regulations, and within the constraints of ATC procedures, navigation systems, weather, and aircraft performance limitations. Real-world scenarios are presented, and students are challenged with numerous abnormal situations, system malfunctions and emergency situations.

AVD108 FAA Test Prep (18 hours)
This will prepare students to take the FAA Aircraft Dispatcher oral and practical examination. Students will be thoroughly evaluated by the instructor to ensure they are properly prepared to pass the exam. Time is allotted for guided independent study and review.

Non Destructive Testing

NDTUT1 NDT-Ultrasonic I (40 hours)
An in-depth look at requirements of meteorological needs of aviation The student will be introduced to the fundamental properties of sound and wave propagation within different materials, the generation of ultrasonic waves and characteristics of transducers. The course covers the different methods of ultrasound, the operation of ultrasonic equipment and specific inspection procedures. The student will also learn defect identification, sizing and orientation.

NDTUT2 NDT-Ultrasonic II (40 hours)
This course explains advanced theory, application and variables such as beam profile, near and far zones, acoustic impedance, absorption and sound characteristics. The student will learn about other subjects pertaining to angle beam inspection including refraction, mode conversion and tip diffraction. Vertical and horizontal linearity and mode converted calibrations are covered.

NDTET1 NDT-Eddy Current I (40 hours)
Students will learn basic eddy current theory, test instrumentation, coils and basic impedance plane principles. Students will learn to perform conductivity, lift-off, thickness and flaw detection application.

NDTET2 NDT-Eddy Current I (40 hours)
This course stresses eddy current test setup and display interpretation, based on impedance plane analysis as well as covering numerous applications, using surface probes, inner diameter probes and encircling coils.

NDTMT1 Magnetic Particle I and II (24 hours)
Magnetic Particle Testing is sued to locate inherent, processing or service discontinuities in ferrous materials. This course covers the theoretical aspects of this method and also provides demonstrations and practical hands-on time using both portable and stationary equipment.

NDTP1 Liquid Penetrant I and II (24 hours)
This course covers the theoretical aspects of Liquid Penetrant Testing and provides demonstrations and practical hands-on time using both portable and stationary equipment.
Unmanned Aerial Systems

UAS001  UAS Owner/Operator Safety I (20 hours)
This course covers the safe operation and handling of small Unmanned Aerial Systems and will cover topics including: FAA and FCC restrictions, allowances and involvement; local laws and regulations; operator awareness of safe fly areas and restricted space; terms and acronyms associated with use of a UAV; registration of personal unmanned vehicles and visual flight rules for operators. The students will have actual flight time with the UAV.

UAS002  UAS Owner/Operator Safety II (20 hours)
This course is a continuation of the material covered in UAS001 for the safe operation and handling of small Unmanned Aerial Systems. In this course, students will learn about satellite coverage control versus radio control; weather interferences and other hazards to aerial navigation; small UAV construction material and design; repairs of light damage to structures, motors, propellers, circuitry; weight and balance in placement of cameras and/or payload; flight tracking and online log book entries. The students will have actual flight time with the UAV.
Course Descriptions

General Education Courses

GE110-3 Intermediate Algebra
This course introduces algebraic, geometric and trigonometric concepts. Topics include: a review of the fundamentals of fractions, decimals and percentages; terminology and applications of geometry; measurements and conversions; algebraic expressions, equations, and formulas; ratio and proportions; summary graphs and charts; and an introduction to right triangle trigonometry.

GE111-3 English Composition
This course teaches students to write effective academic essays for various audiences. Students develop written communication skills with emphasis placed on the principals of effective communication, which includes, understanding the writing process, critical reading and logical thinking skills. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats and critical analysis of written topics.

GE112-3 Public Speaking
This course provides the student with a basic understanding of public speaking and how to prepare and present a variety of speeches. This course will enhance the student’s communication skills particularly in a business setting.

GE113-3 Introduction to Sociology
This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, new technology and the growing influence of mass media.

GE114-3 Environmental Science
This course explores the relationship between man and the environment. Students examine balance between natural resources and the needs of mankind. Students explore the scientific, political, economic and social implications of environmental science.

GE115-3 Organizational Behavior
This course examines organizational theory and application. A comprehensive review is made of individual, group and organizational performance in relation to organizational structures in contemporary business settings.
Management

Jennifer Paugh, Campus President
B.S., Secondary Education, H. Anderson College. B.S. Business Management, Western Governors University. Fifteen years of experience in secondary education serving in high-level to executive-level management positions in Education, Admissions and Student Services with seven years as a Campus President.

Chris A. Pipesh, Vice President of Education

Peter Kostiuk, Director of Strategic Development
M.B.A., University of Chicago. B.S. Economics, Vanderbilt University. CFA Charterholder. Over seven years of financial, strategic, and operational analysis experience related to the security, defense, consumer, and education industries.

Anthony Muraca, Controller
M.B.A., University of Detroit. B.S. Accounting, University of Michigan-Dearborn. Over thirty years’ experience as a Controller for mid-sized corporations primarily in the manufacturing industry.

Amy Kienast, Director of Career Services
B.S. Education, University of Wisconsin-Oshkosh. Professional in Human Resources (PHR) certification. Certified Global Career Development Facilitator (GCDF). Fifteen years of experience in post-secondary career education covering networking, recruiting, business-education relations, career search skills, business development and workforce planning. Board of Directors of Aviation Technician Education Council (ATEC).

Shuhdi Alrishood, Program Coordinator - HVACR
B.S.C. Agricultural Machinery, University of Basra, Iraq. Certificate in Climate Control Technology, Northwestern Technological Institute. Over four years’ experience in HVAC field with a concentration in the commercial environment. Licensed EPA 609 (Automotive Air Conditioning) and EPA 608 (Universal, Refrigerant).

Derek Cichewicz – Program Coordinator - Energy

Kamal Hanzara, Assistant Director of Training

William Hughes, Hangar Manager

Mary E. Ladd, Training Administration Manager
B.B.A. Management and Marketing, Davenport University (fka: Detroit College of Business); A.A.S. General Studies, Schoolcraft College. Over five years’ experience in administration for the training department at MIAT. Over twenty-five years’ experience as an executive level assistant.

Susan Martinez, Regulatory and Testing Administrator/ Title IX Coordinator
Certificate, Accounting; Business Administration, Stautzenberger College. Over thirty years’ experience in career education. Twenty years’ experience in computer operations and information systems.

Adrienne Ontiveroz, Assistant Director of Admissions
B.A. English Language and Literature and Cultural Anthropology from the University of Michigan-Ann Arbor. Extensive experience in direct fundraising for non-profit organizations. Three years in student recruitment at both the national and local level.

Neal Perkins Jr., Assistant Director of Training/Lead Faculty-Aviation Maintenance Technology-AAS

Jessica Pieknik, Registrar
A.A.S. Marketing and Applied Management, Schoolcraft College. Over seven years’ experience in student records for MIAT with an additional eight years’ business/administrative experience.

Richard Rau, Assistant Hangar Manager

Nicole Richmond, Director of Financial Aid
B.A., Psychology and Sociology; Certificate/Minor, Women’s Studies, University of Michigan – Dearborn. Active member of Michigan Student Financial Aid Association. Financial Aid training from numerous seminars, conferences and workshops.

Lenny Teske, Assistant Director of High School Admissions
Attended Northwest Michigan College; Over twenty-five years’ sales and marketing experience of which three years as an admissions representative for a career technical college.
49 MIAT Management, Faculty and Staff

Faculty

Lonnie Allgood

David Bottenhorn Jr.

Timothy Colley
A.A.S. Electronics, Ohio Institute of Technology. Mechanical Inspector license, State of Michigan; Plan Reviewer license, State of Michigan; Mechanical Contractor license, State of Michigan; Universal Refrigerant Technician license. Thirty years’ experience in HVACR industry as an Instrument Control Technician, Mechanical Inspector and as an owner/operator of a heating and cooling business.

Eugene Conner
A.A.S. Energy Technology, MIAT College of Technology; HVACR Technician, MIAT College of Technology. Over four years’ experience as a technician in the heating and cooling industry.

John Crowley
A.A.S. Aviation Maintenance Technology, Purdue University. FAA Airframe and Powerplant Technician Certificate. Experience on various corporate aircraft such as Lear 35, Kingair C-90, Gulfstream II, III, IV, Cessna Citation II and III, Sikorsky S-76A and Sabreliner 60 Series; line maintenance, avionics on DC-8 for Cargo operations.

Nada Alyacoubi

Holly Arnold – Lead Instructor: Air Science
A.A.S. Aviation Maintenance Technology, MIAT College of Technology. FAA Airframe and Powerplant Technician Certificate. Two years’ experience as an Aircraft Support Mechanic with Delta Airlines and four years’ experience as an aviation lab assistant instructor at MIAT College of Technology.

Brian Beerbower

David Bottenhorn Jr.

David Bindas

Holly Arnold – Lead Instructor: Air Science
A.A.S. Aviation Maintenance Technology, MIAT College of Technology. FAA Airframe and Powerplant Technician Certificate. Two years’ experience as an Aircraft Support Mechanic with Delta Airlines and four years’ experience as an aviation lab assistant instructor at MIAT College of Technology.

Richard Ernest

Monique Ferranto-Joyner
M.A. in Sociology, emphasis in teaching from California State University, Bakersfield. B.A. in Sociology – minor in Black Studies from California State University, Bakersfield. Three years teaching experience at post-secondary level in discipline of Sociology.

John Crowley
A.A.S. Aviation Maintenance Technology, Purdue University. FAA Airframe and Powerplant Technician Certificate. Experience on various corporate aircraft such as Lear 35, Kingair C-90, Gulfstream II, III, IV, Cessna Citation II and III, Sikorsky S-76A and Sabreliner 60 Series; line maintenance, avionics on DC-8 for Cargo operations.

Alice Earl
M.S. Organizational Leadership, Mercy College. B.S. Organizational Management, Mercy College. A.S. Registered Nurse, Iona College. Fifteen years’ post-secondary teaching experience in leading diverse teams, managerial behavior, business ethics, science technology and society, psychology of communication and integrative project management.

Thomas Foley
B.S. in Aviation Maintenance Management, Lewis University. FAA Airframe and Powerplant Technician Certificate, Inspection Authorization. Private Pilot License. Twenty-seven years of aviation experience with airframe accessories, inspection and maintenance on various general aviation piston/turbine engine aircraft. Fifteen years of experience in airframe repair station and FBO management as an Aircraft Maintenance Manager, General Manager, Quality Control Manager and Shift Supervisor.

Karl Gawne, Jr.
A.A.S. Airframe and Powerplant, Kirkland Community College. FAA Airframe and Powerplant Technician Certificate. Twenty-three years’ experience in aviation maintenance as mechanic, inspector and instructor.

Irma Givens
M.A. Corporate and Organizational Communication, Northeastern University. B.A. in General Studies with a concentration in Communications, Psychology and Sociology from University of Michigan-Dearborn. Over twenty years’ experience in corporate sector working in communications.

Michael Goldenberg
50 MIAT Management, Faculty and Staff

Rabih (Ray) Hammond

Neil Haynes
B.S. Mathematics, University of San Francisco. Twenty-two years of experience in electronics, mathematics, and physics, including working in plastics testing labs and an optic lab. Three years serving in the U.S. Army as a fire control instrument repairman.

Fadi Henawi

Jeffery Hope – Lead Instructor: Powerplant
A.A.S. Aviation Maintenance Technology, Eastern New Mexico University-Roswell. FAA Airframe and Powerplant Technician Certificate. Six years’ experience overhaul and maintenance on turbojet engines. Light aircraft maintenance and inspections on Lear Jets, Falcons, and Citation II for general aviation and transport.

David Howe

Kelli Kapp-Heifner

Dwayne Jones

Hank Markison

Sara Mierzwiak
M.A. Geography, University of Toledo. M.S. Geology, University of Toledo. B.S. Geology, University of Toledo, A.A.S. Chemical Technology, University of Toledo. Three years’ teaching experience at post-secondary level in course on Climate Change.

Patricia Mullen
M.A. Journalism, University of Georgia. B.A. Journalism, University of Georgia. M.E., Piedmont College, Educate VA Licensure Program. Over 2 years’ experience teaching at post-secondary level in the disciplines of Communication, English, Journalism, Language Arts.

Melinda Opfermann

Robert Powell
M.S., Environmental Science, University of Oklahoma. B.S. Zoology, University of Oklahoma. Extensive professional experience and expertise in soil, air, subsurface and aquatic environmental media and their interfaces: geochemistry, analytical chemistry, contaminant transport, fate, remediation, project and permit management, and environmental health and safety.

Brandon Segur – Lead Instructor: Dual Enrollment

Robert Snell
Diploma, Transportation Dispatch, Michigan Institute of Aviation and Technology. FAA Aircraft Dispatcher License. Over five years’ experience in aircraft dispatching, flight operations, crew scheduling, logistics and Hazmat procedures. Experienced in flight dispatch and logistics activities in the United States, Canada and Mexico.

David Souva
Votec HVAC training. Millwrights Union training in welding and conveyor maintenance. Over fifteen years’ experience in HVAC industry performing maintenance, repair and installations. EPA certified.

Darrin Spooner
EPA-approved Universal Refrigeration/Chlorofluorocarbon Certificate, Ferris State University. Over twenty-five years’ experience in inspecting, servicing, repairing, installing and maintaining residential and commercial HVAC systems. State of Michigan Licensed Mechanical Contractor (License #7111096) Classifications: 10D, 2, 3, 6, 7.

Jason Todd
A.A.S in Energy Technology from MIAT College of Technology. Five years’ experience as a field technician for Siemens Power Generation and six years’ experience as a machine operator.

Kenneth Towers
Craig D. Vassel – Lead Instructor: Composites

Frank Zielinski
## Administrative Staff

<table>
<thead>
<tr>
<th>Department</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admissions</strong></td>
<td></td>
</tr>
<tr>
<td>Riquele Barranger</td>
<td>Admissions Representative</td>
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<tr>
<td>Christopher Davis</td>
<td>Admissions Representative</td>
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<tr>
<td>Troy North</td>
<td>Admissions Representative</td>
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<tr>
<td>Larry Gaul</td>
<td>High School Admissions Representative</td>
</tr>
<tr>
<td>Chris Jackson</td>
<td>High School Admissions Representative</td>
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<tr>
<td>Angela Stoddard-Burse</td>
<td>High School Admissions Representative</td>
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<tr>
<td><strong>Bookkeeping</strong></td>
<td></td>
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<tr>
<td>Sandra Lupfer</td>
<td>Bookkeeper</td>
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<tr>
<td>Nicole Pridemore</td>
<td>Bookkeeper</td>
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<tr>
<td><strong>Career Services</strong></td>
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<tr>
<td>Jennifer Cooper</td>
<td>Employment Advisor</td>
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<tr>
<td>Helen Lawton</td>
<td>Employment Advisor</td>
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<tr>
<td>Diane Tucker</td>
<td>Employment Advisor</td>
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<tr>
<td><strong>Facilities and Equipment</strong></td>
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<tr>
<td>Andy Cichewicz</td>
<td>Facilities Maintenance</td>
</tr>
<tr>
<td>Richard Goodwin</td>
<td>Special Projects Coordinator</td>
</tr>
<tr>
<td>Pete Herroon</td>
<td>Equipment Restoration</td>
</tr>
<tr>
<td>Don Will</td>
<td>Tool Crib Coordinator</td>
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<tr>
<td><strong>Financial Aid</strong></td>
<td></td>
</tr>
<tr>
<td>Richard Aldrich</td>
<td>Financial Aid Officer</td>
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<tr>
<td>Kristen Gessner</td>
<td>Financial Aid Officer</td>
</tr>
<tr>
<td>Ben Yager</td>
<td>Financial Aid Officer</td>
</tr>
<tr>
<td>Lynn Roberts</td>
<td>Default Prevention Specialist</td>
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<tr>
<td><strong>Human Resources</strong></td>
<td></td>
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<tr>
<td>Shannon Wilson</td>
<td>Human Resources Coordinator</td>
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<tr>
<td><strong>Learning Resource Center</strong></td>
<td></td>
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<tr>
<td>Joe Hutchison</td>
<td>Learning Resource Coordinator</td>
</tr>
<tr>
<td><strong>Reception</strong></td>
<td></td>
</tr>
<tr>
<td>Amieka Jones</td>
<td>Receptionist</td>
</tr>
<tr>
<td>Erin Murray</td>
<td>Receptionist</td>
</tr>
<tr>
<td><strong>Social Media and Information Technology</strong></td>
<td></td>
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<tr>
<td>DeAndre Calloway</td>
<td>Social Media Coordinator</td>
</tr>
<tr>
<td>Andrew McKelvey</td>
<td>IT Administrator</td>
</tr>
<tr>
<td><strong>Student Records</strong></td>
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</tr>
<tr>
<td>Jessica Kidd</td>
<td>Student Records - Registration Specialist</td>
</tr>
</tbody>
</table>
### Academic Calendar

#### Aviation Maintenance Technology - AAS •
#### Airframe and Powerplant Technician Certificate

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Jan 02, 2017</td>
<td>New Year’s Day (school closed)</td>
</tr>
<tr>
<td>Jan 04, 2017</td>
<td>Block 16B3A Ends</td>
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<tr>
<td>Jan 05, 2017</td>
<td>Flex Day</td>
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<tr>
<td>Jan 06, 2017</td>
<td>Block 16B3B Begins</td>
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<tr>
<td>Jan 16, 2017</td>
<td>Martin Luther King, Jr. Day (school closed)</td>
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<td>Feb 10, 2017</td>
<td>Block 16B3B Ends</td>
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<td>Feb 13, 2017</td>
<td>Flex Day</td>
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<tr>
<td>Feb 14, 2017</td>
<td>Block 16B3C Begins</td>
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<tr>
<td>Mar 17 – Mar 20, 2017</td>
<td>Flex Days</td>
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<tr>
<td>Mar 22, 2017</td>
<td>Block 16B3C Ends</td>
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<tr>
<td>Mar 23, 2017</td>
<td>Flex Day</td>
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<tr>
<td>Mar 24, 2017</td>
<td>Block 17B1A Begins</td>
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<tr>
<td>Apr 14 – Apr 17, 2017</td>
<td>Spring Break</td>
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<tr>
<td>May 01, 2017</td>
<td>Block 17B1A Ends</td>
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<td>May 02 – May 03, 2017</td>
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<td>Block 17B1B Begins</td>
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<td>May 11 – May 12, 2017</td>
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<td>May 29, 2017</td>
<td>Memorial Day (school closed)</td>
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<td>Block 17B1B Ends</td>
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<td>Jun 13, 3017</td>
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<td>Jun 14, 2017</td>
<td>Block 17B1C Begins</td>
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<tr>
<td>Jul 03, 2017</td>
<td>Flex Day</td>
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<tr>
<td>Jul 04, 2017</td>
<td>Independence Day (school closed)</td>
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<tr>
<td>Jul 20, 2017</td>
<td>Block 17B1C Ends</td>
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<td>Jul 21 – Jul 27, 2017</td>
<td>Summer Break</td>
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<td>Jul 28, 2017</td>
<td>Block 17B2A Begins</td>
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<td>Aug 31, 2017</td>
<td>Block 17B2A Ends</td>
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<tr>
<td>Sep 01, 2017</td>
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<td>Sep 04, 2017</td>
<td>Labor Day (school closed)</td>
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<td>Sep 05, 2017</td>
<td>Block 17B2B Begins</td>
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<td>Oct 06, 2017</td>
<td>Flex Day</td>
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<td>Oct 10, 2017</td>
<td>Block 17B2B Ends</td>
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<tr>
<td>Oct 11, 2017</td>
<td>Flex Day</td>
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<td>Oct 12, 2017</td>
<td>Block 17B2C Begins</td>
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<td>Oct 30 – Oct 31, 2017</td>
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<td>Nov 10, 2017</td>
<td>Veteran’s Day (school closed)</td>
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<tr>
<td>Nov 20, 2017</td>
<td>Block 17B2C Ends</td>
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<td>Nov 21, 2017</td>
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<td>Nov 22, 2017</td>
<td>Block 17B3A Begins</td>
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<tr>
<td>Nov 23 – Nov 24, 2017</td>
<td>Thanksgiving Break (school closed)</td>
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<tr>
<td>Dec 01, 2017</td>
<td>Flex Day</td>
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<tr>
<td>Dec 21 – Dec 31, 2017</td>
<td>Winter Break</td>
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This page has been amended. See Addendum 1 Dated April 24, 2017
# Academic Calendar

**Aviation Maintenance Technology - AAS • Airframe and Powerplant Technician Certificate**

<table>
<thead>
<tr>
<th>Date</th>
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### Academic Calendar

**Aviation Maintenance Technology - AAS • Airframe and Powerplant Technician Certificate**

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Volume 63
# Academic Calendar

(Quarter Hour Programs)

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56 Academic Calendars

**Energy Technology – AAS • Energy and Industrial Technician • Global Logistics and Dispatch • HVAC Technician • Wind Technician**
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### Academic Calendar
(Quarter Hour Programs)

**Energy Technology – AAS** • **Energy and Industrial Technician** •
**Global Logistics and Dispatch** • **HVACR Technician** • **Wind Technician**

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Customized Industry Training

MIAT College of Technology partners with global business and industry to provide technical training designed to develop and maintain a competitive work force. MIAT delivers flexible customized-designed curriculum to meet specific training needs of an organization. Training can be offered either onsite or at MIAT’s campus facilities and scheduled for convenience of both the company and the employees. Customized training solutions can be developed for the fields of aviation, energy, logistics, heating and cooling and information technology. Contact the Director of Training for additional information regarding our services.

The following course is provided for industry on a contract basis and, therefore, does not fall under institutional accreditation.

DTE Energy® – FOSSIL GENERATION BOOT CAMP
DTE Energy Fossil Generation Boot Camp is a combination of classroom, hands-on instruction and outside work/homework. The coursework will cover DTE Energy’s pre-employment industry specific training for the Instrument and Control Technician A job duties, as well as, DTE Energy’s Power Plant Operator. Additionally, upon successful completion of the course credit may be awarded and transferable into MIAT College of Technology’s Energy Technician Certificate Program.

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