CRIMSON
TECHNICAL COLLEGE

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INSTITUTION MISSION STATEMENT

Crimson Technical College is dedicated to provide quality skill-based programs that provide students with the knowledge, skills, and credentials needed to launch, enhance, or change careers.

By providing training and education based on industry standards, we offer students the quality education, training, and service that students need and industry expects.

By teaching students the skills and knowledge needed by industry, and the work behaviors expected by employers, we empower students to successfully pursue their individual career goals. By serving a diverse, multicultural body of students, we promise teamwork, student pride and respect for self and others.

AMT PROGRAM OBJECTIVE

The objective of Crimson Technical College's Aviation Maintenance Technician program is to provide quality skill-based training to instill students with the knowledge, skills, certifications and values needed to pursue a career in the aerospace industry.

By providing training and education based on industry standards and Federal Aviation Administration requirements, Crimson's AMT program offers students the quality education and training they need and the industry expects.

By teaching students more than just "academics" and maintaining a diverse student body, Crimson's AMT program empowers students to pursue their career/life goals and aids the aerospace industry in its search for the "best and brightest" all around professional employees they can find – the graduates of Crimson Technical College.

ACCREDITING AGENCY

Crimson Technical College is accredited by the Commission of the Council on Occupational Education.

Effective July 1, 2010 the Council on Occupational Education new address is as follows:

Council on Occupational Education
840 Roswell Road, Building 300, Suite 325
Atlanta GA 30350
(770) 396-3898 or (800) 917-2081
(770) 396-3790 fax

REGULATORY AGENCY

Crimson Technical College's approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Phone Number: (916) 431-6959, Toll Free: (888) 370-7589
Fax Number: (916) 263-1897

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, **http://www.bppe.ca.gov**, Phone Number: (916) 431-6959, Toll Free: (888) 370-7589, Fax Number: (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement

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

STUDENT HOUSING

Crimson Technical College has no student housing nor does it provide any student housing assistance.

GRIEVANCE POLICY AND PROCEDURE

Crimson Technical College recognizes that students may have a concern or issue that necessitates a prompt and fair resolution. When a problem between a student and the school arises, students should make every effort to resolve the issue by following the Crimson Technical College Grievance policy and procedure. In order to address any concern or issue, students need to follow the prescribed series of steps in an effort to obtain a mutual and satisfactory resolution of a concern or issue.

For an academic issue or concern, the first person to speak with is the instructor. If consulting with the instructor does not result in a satisfactory resolution, the next steps are to speak with the Program Director, then the Director of Education. These staff members can resolve a vast majority of concerns or issues.

For a non-academic issue or concern, the first person with whom the student should speak with is the director of the department where the concern is focused.

If a resolution has not been met, then the next step in the process is to speak with the Executive Director who will attempt to coordinate a mutual and satisfactory resolution with the individuals or departments involved with the issue or concern and the student. The student can then write to the President of Crimson Technical College if a resolution is not met in the previous steps.

Students may send an email to StudentVoice@crimsontech.edu with their issues or concerns.

If still no mutual and satisfactory resolution is made after following the previous steps to resolve an issue or concern the student may consider contacting the State of California, Dept of Consumer Affairs, Bureau of Private Postsecondary Education or the Council on Occupational Education. All complaints considered by the agency must be in written form. Complaints to the BPPE need to utilize their Complaint Form which can be found on their website. http://www.bppe.ca.gov/students/index.shtml. Letters to the Council on Occupational Education must contain the student's mailing address. The complaint must contain the nature of the problem(s), the approximate date the issue occurred, names of individuals concerned or involved and any documentation, copies or other information regarding the problem(s), as well as evidence that the institution's formal complaint process was followed.

California Department of Consumer Affairs
Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oakes Drive Suite 400
Sacramento CA 95833
Phone: 888.370.7589
http://www.bppe.ca.gov

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta GA 30350
Phone: 800.917.2081
www.council.org

HISTORY OF CRIMSON TECHNICAL COLLEGE

The history of Crimson Technical College can be traced back to 1936. For over 60 years, the school has provided training to the aviation industry. In 2006 the curriculum was expanded further to include Construction Management.

ALUMNI RETRAINING

All Crimson graduates are entitled to participate in the Crimson Alumni Retraining program. Students meeting the graduation requirements listed in the Academics section of this catalog can:

- Audit a class they have already taken*
- Take an updated course*
- Learn about new equipment/software*

**Subject to space availability.*

Additional charges may be incurred for any required books, labs, and fees. There is no tuition charge for qualified graduates who participate in the Crimson Alumni Retraining program; however, retraining is limited to the program from which the student graduated. Please see the campus Education Department for more information.

FACILITIES

Crimson Technical College
8911 Aviation Blvd.
Inglewood, CA 90301
310-337-4444
www.crimsontech.edu

All classes are held at the above address. The facilities at Crimson are designed to provide students with an environment that stimulates learning. Our campus-like setting consists of multiple buildings that house specialized shops and labs for hands-on training. Our classrooms are well lit, air conditioned, and furnished with audio visual equipment and specialized training aids.

Crimson's shops and laboratories are clean, well organized, and designed to be efficient. To assist students with career choices, our Career Development Center includes resource material that profiles employers. The school's bookstore offers basic school supplies, textbooks, and tools.

For a complete description of the classrooms and laboratories for each program, please refer to the individual program descriptions in this catalog.

AFFILIATIONS AND ACCREDITATIONS

Crimson Technical College is a wholly-owned entity of Bounty Island Corporation.

Evidence of the institutions licensing and accreditations is on display at the campus or may be reviewed upon written request to the Executive Director.

Crimson Technical College is certified by the Federal Aviation Administration.

AGENCIES
Students should contact their campus Financial Aid and/or Admissions departments for the most recent information regarding these agencies' programs.

All programs offered by the school meet the requirements of federal or state laws regarding student financial assistance.

Crimson Technical College is authorized by licenses, permits, registrations, or exemptions to recruit students in California.

ADDENDUM

Please note that the catalog is not considered complete unless the appropriate addenda (if applicable) are included. An addendum may include items such as tuition, book costs, charges, and specific state requirements not mentioned in the catalog. Although every effort has been made to ensure the accuracy of information included in this catalog, revisions may occur after publication. Please refer to the catalog addendum for more information.

PROGRAM DEFINITIONS

The Airframe and Powerplant program is referenced as an "Aviation Program".

ACADEMIC CALENDAR

January 2012 Term

Term Start Date	January 4
Add/Drop Period Ends	January 6
Withdraw Period Ends	January 31
Term End Date	February 6

February 2012 Term

Term Start Date	February 7
Add/Drop Period Ends	February 9
Holiday	February 20
Withdraw Period Ends	March 6
Term End Date	March 12

March 2012 Term

Term Start Date	March 13
Add/Drop Period Ends	March 15
Withdraw Period Ends	April 9
Term End Date	April 13

April 2012 Term

Term Start Date	April 16
Add/Drop Period Ends	April 18
Withdraw Period Ends	May 11
Term End Date	May 17
No School	May 18

May 2012 Term

Term Start Date	May 21
Add/Drop Period Ends	May 23
Holiday	May 28
Withdraw Period Ends	June 18
Term End Date	June 22

June 2012 Term

Term Start Date	June 25
Add/Drop Period Ends	June 27
Holiday	July 4
Withdraw Period Ends	July 23
Term End Date	July 27

July 2012 Term

Term Start Date	July 30
Add/Drop Period Ends	August 1
Withdraw Period Ends	August 24
Term End Date	August 30
No School	August 31
Holiday	September 3
No School	September 4

September 2012 Term

Term Start Date	September 5
Add/Drop Period Ends	September 7
Withdraw Period Ends	October 2
Term End Date	October 8

October 2012 Term

Term Start Date	October 9
Add/Drop Period Ends	October 11
Withdraw Period Ends	November 5
Term End Date	November 9

November 2012 Term

Term Start Date	November 12
Add/Drop Period Ends	November 14
No School	November 21
Holiday	November 22 & 23
Withdraw Period Ends	December 12
Term End Date	December 18

January 2013 Term

Term Start Date	January 7
Add/Drop Period Ends	January 9
Withdraw Period Ends	February 1
Term End Date	February 7
No School	February 8

February 2013 Term

Term Start Date	February 11
Add/Drop Period Ends	February 13
Holiday	February 18
Withdraw Period Ends	March 11
Term End Date	March 15

March 2013 Term

Term Start Date	March 18
Add/Drop Period Ends	March 20
Withdraw Period Ends	April 12
Term End Date	April 18
No School	April 19

April 2013 Term

Term Start Date	April 22
Add/Drop Period Ends	April 24
Withdraw Period Ends	May 17
Term End Date	May 23
No School	May 24
Holiday	May 27

May 2013 Term

Term Start Date	May 28
Add/Drop Period Ends	May 30
Withdraw Period Ends	June 24
Term End Date	June 28

July 2013 Term

Term Start Date	July 1
Add/Drop Period Ends	July 3
Holiday	July 4
Withdraw Period Ends	July 29
Term End Date	August 2

August 2013 Term

Term Start Date	August 5
Add/Drop Period Ends	August 7
Withdraw Period Ends	August 30
Holiday	September 2
Term End Date	September 6

September 2013 Term

Term Start Date	September 9
Add/Drop Period Ends	September 11
Withdraw Period Ends	October 4
Term End Date	October 10

October 2013 Term

Term Start Date	October 11
Add/Drop Period Ends	October 15
Withdraw Period Ends	November 7
Term End Date	November 13

November 2013 Term

Term Start Date	November 14
Add/Drop Period Ends	November 18
No School	November 27
Holiday	November 28 & 29
Withdraw Period Ends	December 16
Term End Date	December 20

January 2014 Term

Term Start Date	January 6
Add/Drop Period Ends	January 8
Withdraw Period Ends	January 31
Term End Date	February 6
No School	February 7

February 2014 Term

Term Start Date	February 10
Add/Drop Period Ends	February 12
Holiday	February 17
Withdraw Period Ends	March 10
Term End Date	March 14

March 2014 Term

Term Start Date	March 17
Add/Drop Period Ends	March 19
Withdraw Period Ends	April 11
Term End Date	April 17
No School	April 18

April 2014 Term

Term Start Date	April 21
Add/Drop Period Ends	April 23
Withdraw Period Ends	May 16
Term End Date	May 22
No School	May 23
Holiday	May 26

May 2014 Term

Term Start Date	May 27
Add/Drop Period Ends	May 29
Withdraw Period Ends	June 23
Term End Date	June 27

June 2014 Term

Term Start Date	June 30
Add/Drop Period Ends	July 2
Holiday	July 4
Withdraw Period Ends	July 28
Term End Date	August 1

August 2014 Term

Term Start Date	August 4
Add/Drop Period Ends	August 6
Withdraw Period Ends	August 29
Holiday	September 1
Term End Date	September 5

September 2014 Term

Term Start Date	September 8
Add/Drop Period Ends	September 10
Withdraw Period Ends	October 3
Term End Date	October 9
No School	October 10

October 2014 Term

Term Start Date	October 13
Add/Drop Period Ends	October 15
No School	November 10
Withdraw Period Ends	November 7
Term End Date	November 14

November 2014 Term

Term Start Date	November 17
Add/Drop Period Ends	November 19
Withdraw Period Ends	December 17
No School	November 26
Holiday	November 27 & 28
Term End Date	December 23

ADMISSIONS PROCESS
Before being admitted to any Crimson Technical College a prospective student must have an interview with an Admissions Representative.

FEDERAL AVIATION ADMINISTRATION REQUIREMENTS – AVIATION PROGRAMS
Eligibility requirements: General.

A. To be eligible for a mechanic certificate and associated ratings, a person must:
   1. Must be 18 years of age;
   2. Be able to read, write, speak, and understand the English language, or in the case of an applicant who does not meet this requirement and who is employed outside of the United States by a U.S. air carrier have his certificate endorsed "Valid only outside the United States"; and
   3. Have passed all of the prescribed tests within a period of 24 months.

ADMISSIONS REQUIREMENTS
Admission into any program requires the applicant to meet certain admissions requirements. Applicants must provide documentation of prior education and must demonstrate proficiency in basic college-level skills. Applicants from countries where English is not the primary language spoken and applicants whose native languages is not English must demonstrate English language proficiency.

The following must be completed and provided by the applicant to qualify for admission to the College:

1. An application for admission must be submitted to the College by the end of the Add/Drop period (as published in the Academic Calendar) along with a $100 application fee. In some cases application fees may be waived or deferred including:

   Full Waiver (No application or registration fee due):

   A. Education Alliance member
   B. Crimson Technical College graduate
   C. Current student upgrading his/her degree
   D. Former student, who has attended school, dropped and returns to school within one year (365 days) of his or her last day of attendance.
   E. Active, Veteran and Reserve military personnel (must have current Military ID or DD-214)
   F. Special circumstances with proper documentation.

   $75 Waiver ($25 application fee due):

   A. Active, Veteran and Reserve military personnel's dependents who are eligible for military tuition assistance or are eligible for Vocational Rehab benefits.
   B. Former student, who has attended school, dropped and returns to school more than one year (365 days) after their last day of attendance.

2. One of the following documents must be submitted to the College by the 14th day of the term:
   A. Copy or original of applicant's high school transcript indicating that the applicant fulfilled the requirements for graduation from high school.
   B. Copy or original of applicant's recognized equivalency certificate such as the General Education Development (GED), or copy or original of the GED transcript showing fulfillment of the requirements for a GED.
   C. Copy of applicant's high school diploma.
   D. Copy or original of applicant's postsecondary school academic transcript which gives proof to one of the following:
      - Completed Associate, Bachelor or Master degree
      - Completed program of at least two years in length that is acceptable for full credit toward a bachelor's degree.
   E. Copy of applicant's Certificate of Release or Discharge from Active Duty (DD Form 214) that confirms that the applicant has graduated from high school or has received a recognized equivalency certificate such as the General Education Development (GED).
   F. Copy of applicant's certificate of completion of a home school program if the applicant's home state recognizes the home school. Documentation of the state's recognition must be evidenced in the applicant's records.

ADDITIONAL ADMISSIONS REQUIREMENTS – TECHNICAL PROGRAMS

3. Each applicant, except nonmatriculating students or students enrolled in diploma or certificate programs, must demonstrate proficiency in basic college-level skills as evidenced by attainment of passing scores (as defined below) on any one of the following examinations:
   A. ACT Test (college entrance test) developed and prepared by ACT, Inc. Applicants must have a composite score of at least 17 on both the English and Mathematics sections of the exam. ACT scores can be sent directly to the school by entering Crimson's ACT code (#0545) on ACT's form (scores valid for five years). See the table below for test specifications:

If ACT score requirements are...	Then the applicant must take the following Accuplacer sections...
met in Mathematics, but not met in English	Sentence Skills and Reading Comprehension
met in English, but not met in Mathematics	Arithmetic and Elementary Algebra*

   B. SAT Test (college entrance test) developed and prepared by The College Board and ETS. Applicants must have a score of at least 460 on both the Mathematics and Critical Reading sections of the exam. SAT scores can be sent directly to the school by entering Crimson's SAT code (#3948) on SAT's form (scores are valid for five years). See the table below for test specifications:

If SAT score requirements are...	Then the applicant must take the following Accuplacer sections...
met in Mathematics, but not met in Critical Reading	Sentence Skills and Reading Comprehension
met in Critical Reading, but not met in Mathematics	Arithmetic and Elementary Algebra*

   C. Accuplacer assessments developed by The College Board. Applicants must have their academic skills assessed by taking all four (4) of the following sections of Accuplacer:
      1. Reading Comprehension
      2. Arithmetic
      3. Elementary Algebra
      4. Sentence Skills

After completion of all four sections, applicants are classified as Denied or Accepted based on the scores attained. Denied students will not be admitted into the College until they reach the Accepted level. Accepted students will be admitted into the College. Some Accepted students will need to take associated College Prep coursework, depending on their Accuplacer scores. See the tables below. Scores are valid for one year from the date of testing and must still be valid at the time of the actual student term start. Accuplacer scores from other institutions are not valid.

Scores for Categorizing Students:
The table below shows the range of scores for categorizing students based on the results of their assessments in each subject area.

Accuplacer Subject	Denied Score Range	College Prep Score Range	Accepted Score Range
Reading Comprehension	0-29	30-42	43 and above
Arithmetic	0-21	22-28	29 and above
Elementary Algebra	N/A	0-24	25 and above
Sentence Skills	0-30	31-43	44 and above

Number of Subjects Within Each Status:
The table below shows the student's overall admission status based on the score ranges received on each of the four (4) sections of Accuplacer: Reading Comprehension, Arithmetic, Elementary Algebra, and Sentence Skills.

Accepted Score Range	College Prep Score Range	Denied Score Range	Overall Status
All	0	0	Accepted
2 or more	1 or 2	1	Accepted(1)
2	1	1	Accepted(1)
1	2	1	Denied
	3 or 4	0	Denied
		2 or more	Denied

(1)Applicants are admitted into the College, but they are required to take College Prep coursework for the subject(s) in which a College Prep or lower score was received.

Note: *See College Prep in the Academics – Technical Programs section of this catalog for more information about how Accuplacer scores are used for College Prep placement.*

Any applicant with 36 quarter hours (or equivalent) of documented college-level work from an accredited college or university will not be required to demonstrate proficiency in basic college-level skills provided that at least 4 quarter hours each (or equivalent) were completed in English composition and in college-level mathematics with a grade of C (or equivalent) or higher. In addition, any applicant who already holds a bachelor's degree from an accredited postsecondary institution will not be required to demonstrate proficiency in basic college-level skills. The applicant must provide a copy of his or her transcript at the interview. If the applicant does not submit the required transcript, a passing score on an examination (as detailed above) must be documented and provided in order to complete the enrollment process.

Applicants whose skill levels do not meet the minimum requirements will be denied admission, and they will be advised of the areas needing improvement. Applicants whose skill levels indicate that college prep assistance is necessary will be required to complete college prep courses. College prep courses may affect program length and cost.

ACCUPLACER RETESTING REQUIREMENTS
If an applicant is unable to complete all four sections of the test due to illness, disruption or other documented factor, the applicant may arrange to complete the session at a future time. Test section(s) (e.g. Sentence Skills, Arithmetic, etc.) completed in the partial session will not be re-administered in the next session and the next session will not be counted as a "retest".

The retesting policy provides the opportunity for an examinee to be retested in a timely manner using the Accuplacer. Because Accuplacer is a computer-adaptive test the number of different forms (i.e. sequence of test items in a session) is very large. After the initial testing session, applicants may retest for individual subjects only as follows:

- If an applicant qualifies for regular status on a section(s) (subject) of the test, the applicant may not retake that section.
- If an applicant qualifies for college prep status on a section(s) (subject) of the test, the applicant may retake that section a second time. If a student fails that section of the exam on the second time, they are not eligible to retest on that section of the exam for one year from the original (initial) application date. The highest score achieved for that section would be used to determine the status of the applicant.
- If an applicant receives a denied score on a section(s) (subject) of the test, the applicant may retake that section a second time. A third test can be taken after waiting 14 calendar days. If a student fails that section of the exam a third time, they are not eligible to retest on that section of the exam for one year from the original (initial) application date.
- If an applicant receives college prep scores on three or four sections of the test the student may retake any or all sections in an effort to advance from the denied admission status. After the second attempt, if a students scores college prep on three or four sections of the test, the student may retest again after waiting fourteen (14) calendar days. If the student fails to achieve scores on the third attempt that advance them beyond the denied admission status, the student must wait one year from the original (initial) date of the application to retest.

ADMISSION OF NON-NATIVE SPEAKERS OF ENGLISH
Applicants from countries where English is not the primary language spoken, and applicants whose native language is not English, must demonstrate English-language proficiency by providing Crimson with one of the following:

A. A Test of English as a Foreign Language (TOEFL) test score of 475 or higher on the paper-based test or 153 or higher on the computer-based test, or 53 or higher on the internet based test (TOEFL iBT).

B. An International English Language Testing System (IELTS) score of 4.5 or better.

C. A Michigan English Language Assessment Battery (MELAB) score of 70 or better.

D. Proof of completion of an accredited college program in the United States

E. A high school diploma or GED in the United States

F. A high school or college diploma from a country* which uses English as the language for education

G. Verification of a high school transcript from a school which uses English as the main language of instruction

H. Official documentation demonstrating successful completion of an English language program of study and/or English language proficiency exam as explicitly defined in a written cooperative agreement between the College and a Crimson Technical College-approved English language school. For a complete list of Crimson Technical College-approved English language schools with which the College has cooperative agreements.

Crimson's Director of Education will determine an applicant's English-proficiency status by reviewing one or more of the above documents.

**Approved countries that use English as the language for education are Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Canada, Ethiopia, Falkland Islands, Gambia, Ghana, Great Britain, Grenada, Guyana, India, Ireland, Jamaica, Kenya, Liberia, Micronesia, New Zealand, Nigeria, Sierra Leone, St. Kitts, St. Lucia, Solomon Islands, The Philippines, Trinidad, Uganda, United States, Zambia, and Zimbabwe.*

CANCELLED ENROLLMENTS

Any student who does not complete Crimson's enrollment process in a timely manner, or who cancels after enrolling but prior to beginning class, may have his/her application cancelled. At some campuses, application and registration charges may not be refundable, consistent with terms on the enrollment agreement.

RE-ENTRY

A student who returns to school within **one year** of their last day of attendance does not need to pay an additional $25 application fee or complete new application or enrollment agreement unless there has been a program change.

However, a returning student whose start date is **beyond one year** of their last date of attendance needs to complete another enrollment agreement, application and pay an additional $25 application fee. In no case does a returning student pay another $75 registration fee.

Students who withdraw from school must be aware that if a program is changed during their withdrawal period, they will automatically be entered into the new version of the program. If this occurs, a new enrollment agreement is required. A program change may include credit hours, clock hours, program length or content.

RETURNING STUDENTS

A returning student who resumes classes within one year (365 days) of his or her last day of attendance does not need to complete another application or pay another $25 application fee. However if the program has changed (cost, credit/clock hours etc.) a new Enrollment Agreement will be required. Students returning to the College after six months from last day of attendance must meet with an Admissions Representative (less than six months will meet with Student Services). A returning student who resumes classes after one year (365 days) must complete another application and pay another $25 application fee. In no case does a returning student pay another $75 registration fee.

LATE ADMISSION

Classes start on the date indicated in the Academic Calendar. Late starts are considered on an individual basis after assessing the student's ability to make up the work that has been missed. Under no circumstances, however, will a student be allowed to enter class after the last day to drop or add classes for technical programs, or no more than 10 class hours for the block for aviation programs without the permission of the campus Executive Director.

ADVANCED STANDING – TECHNICAL PROGRAMS

There are a number of ways to achieve advanced standing at a Crimson Campus, including:

1. Transfer credits from accredited colleges and universities.
2. Articulation agreements with selected high schools and colleges.
3. Passing grades on proficiency exams provided by Crimson Technical College, primarily in General Education subjects.
4. Advanced placement exams, College Level Examination Program (CLEP) exams, or nationally recognized certification exams.

Students should be aware that receiving advanced standing could affect their financial aid eligibility and graduation date.

POSTPONEMENT OF A STARTING DATE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement by the student and the school. The agreement must set forth:

A. Whether the postponement is for the convenience of the school or the student, and;

B. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entilted to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

NON-DISCRIMINATION POLICY

Crimson Technical College does not discriminate on the basis of race, color, religion, national origin, gender, age, sexual orientation, or disability. Crimson complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act; and all civil rights laws of the states of Colorado, California, Illinois, Texas, Georgia and other states from which Crimson enrolls students. Accordingly, equal opportunity for employment and admission will be extended to all persons, and the institution will promote equal opportunity and fair treatment.

DISABLED STUDENTS

Crimson Technical College does not discriminate on the basis of disability in admission or access to its programs of study or activities. Students should be aware that employment opportunities may be limited for individuals who cannot perform the essential functions of a job. Students who have specific needs are required to provide advance, adequate notice of the disabling condition to the Executive Director, and allow the school a reasonable period of time to consider the request and provide any reasonable accommodation. Students who request assistance may be required to provide supporting diagnostic test results and professional prescriptions for auxiliary aids.

STUDENTS APPROVED FOR GOVERNMENT/TRIBAL FUNDING

Any student currently approved for government or tribal funding for college costs or living expenses must inform the campus Financial Aid and Business Offices. Examples of funding sources include Native American tribes, Bureau of Indian Affairs, VA, Vocational Rehabilitation, Worker's Compensation, Social Security, job retraining, and Workforce Investment Act (formerly JTPA) programs.

GENERAL INFORMATION

We firmly believe that access to education beyond high school is the right of every individual. Lack of financial resources alone should not be a barrier to this preparation. Therefore, we are an eligible institution participating in federal and state financial aid programs. Financial aid is available to those who qualify.

The purpose of financial aid is to assist those students who, without such aid, would be unable to attend our school. The primary responsibility for meeting the costs of education rests with individual students and their families. Financial aid funds are available to supplement whatever funds students and their families can reasonably provide. Early application is encouraged to ensure availability of funds. Students should complete the financial aid applications upon enrollment, and they will be notified of funding by a Crimson official.

Each student is initially processed for financial aid based on the standard enrollment status as defined by the school for each particular program. Eligibility and disbursements of financial aid may change based on enrollment status each block or term. Because of federal financial aid regulations (excluding Pell), students whose enrollment status is less than half-time will have zero financial aid eligibility for that block or term. Due to these eligibility requirements, it is extremely important that students work with their program directors to ensure full-time enrollment status each block or term. A change from full-time enrollment status could cause a loss of financial aid eligibility and create a cash pay situation for some students. Please consult a financial aid administrator with any questions regarding enrollment status and financial aid eligibility.

TUITION, CHARGES, AND MATERIALS/TOOL KITS

A complete listing of tuition and charges (accident insurance, uniforms, etc.) is contained in a catalog addendum. Crimson reserves the right to adjust tuition rates at the beginning of any academic term, but such increases will be announced at least 60 days in advance.

For Technical Programs, tuition is charged to each student's account every term, based on the enrollment status for that term. Tuition for Aviation Programs is charged to each student's accounts each academic year. Students should review the enrollment agreement or contact the Business Office for information about the charges for each program. Tools are charged to each student's account in the term in which the tools are issued.

Books will be charged to a student's account when issued. The amount of the charges will be based on the currentor book prices. Used books are occasionally available for a discounted price. Charges to a student's account (tuition, tools, and/or books) must be paid by the end of each term for technical programs, either by financial aid, agency payments, cash payments, or through the Crimson's loan program. The toolkit, textbooks, and supplies may be purchased through Crimson or from an outside supplier, but must be the toolkit, textbooks, and supplies required by Crimson. Students who have tools which meet the requirement for suitability will receive credit for the tool kit price (see appropriate Program Director). A complete list may be obtained from the Program Director.

Students with delinquent cash or Crimson loan payments will not be allowed to attend classes for the next term or future terms until the account is brought current. Questions or concerns regarding an account or Crimson loan should be directed to Business Office personnel. The tool kit, textbooks, and supplies may be purchased through Crimson or from an outside supplier, but must be the tool kit, textbooks, and supplies required by Crimson.

STUDENT UNIFORMS

Student uniforms are mandatory. Students do not need to turn in their uniforms if they withdraw or graduate from Crimson.

FINANCIAL AID AVAILABLE

GRANTS

Federal Pell Grant (FPELL)

This federal student grant program is designed to provide assistance to any eligible undergraduate student pursuing post-high school education. The value of the award currently varies from $555-$2,550 depending on the financial need of the student and costs of the institution. Grant amounts may vary from year to year depending upon federal regulations. This program is the foundation for most financial awards.

Students are now limited to 12 semesters (or 600%) of Pell Grant eligibility during their lifetime. Students may view their percentage of Pell Grant used by logging onto NSLDS.ed.gov. Student's "Lifetime Eligibility Used" will be displayed in the "Grants" section.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This federal student grant program is intended to assist undergraduate students who have been determined to have financial need. It is usually available only to those students who also qualify for the Federal Pell Grant.

Cal Grants

These grant programs provide funds to eligible students to help pay tuition and fees. There are three different funds available and the California Student Aid Commission makes the final selection.

Basic requirements include filing the Free Application for Federal Student Aid (FAFSA) and supplying GPA documentation by the deadline. For the college to provide this assistance, the deadline will be approximately two weeks prior to the one established by the state, usually March 1 of each year. In addition to filing the required forms on time, a student must also be a California resident and show need. Several other guidelines apply. Please contact your campus Financial Aid Office for complete details.

LOANS

Direct Subsidized Stafford Loan

This program is a low interest rate, long-term loan program for undergraduate students who have demonstrated financial need. The maximum a student may currently borrow is $6,000. Stafford Loans are capped at 6.8% interest rate, and repayment is required to begin six months after the student completes or terminates his/her education or becomes less than a half-time student.

Direct Unsubsidized Stafford Loan

This is a federal loan program designed to allow students who do not qualify for federal interest subsidies under the federal Stafford Loan Program to obtain an unsubsidized loan. The maximum amount an independent student may currently borrow is $4,000 in addition to the Federal Stafford Loan for the first and second academic years. If a student does not qualify for a Federal Stafford Loan or some portion of that loan, he/she may borrow the remaining amount under this program. The interest on this loan is also capped at 6.8% and payment may be deferred until six months after the student no longer attends school or becomes less than a half-time student. However, interest will accrue during the deferment period.

Federal Perkins Loan

This is a low interest rate, long-term loan program available to students who have demonstrated need for such funds. Perkins Loans currently carry a 5% interest rate. The maximum a student may be eligible to borrow is $4,000 per award year. Repayment on this loan is not required until nine months after the student completes his/her education or falls below half-time status.

Direct PLUS Loans

This is a competitive interest rate loan that provides additional funds to help parents pay for the educational expenses of a dependent student. The interest rate for this non-need-based loan is market driven with a cap of 7.9%. Re-payment begins approximately 60 days after the first disbursement of the loan. This loan is subject to the policies of the individual lender. In most cases, the maximum loan amount is based on the student's estimated cost of attendance minus any estimated financial assistance the student has been or will be awarded during the academic year.

Institution Payment Plan

Crimson Technnical College has partnered with UNISA, Inc. to provide a payment plan that assists students and parents in managing educational expenses. Please contact a member of the Business Office for further details.

OTHER PROGRAMS

Federal College Work-Study Program

We participate in the Federal College Work-Study Program with award amounts based on demonstrated need. This program is designed to provide part-time employment to enable students to earn money to fund their education. Students employed under the Work-Study Program are generally limited to 20 hours per week during the regular academic period. Students may be authorized to work more hours during vacation periods. Wages vary, depending on the type of work and skill experience required.

Other Aid Programs

Students may, if eligible, receive funds to meet educational costs from Veterans Administration Benefits, Social Security, The Workforce Investment Act, The Bureau of Indian Affairs, The Division of Vocational rehabilitation, Worker's Compensation, employee tuition waivers, and other organizations and agencies providing scholarships and grants. Please contact the Financial Aid Department regarding these funding sources.

APPLICATION PROCEDURE

The application for financial aid involves the following procedure:

1. The enrollment paperwork must be submitted by the student with the specified charges.
2. The necessary financial aid paperwork may be completed with the assistance of a qualified Financial Aid Office Administrator.
3. The Financial Aid Administrator utilizes a needs analysis system to determine eligibility for financial aid programs.
4. The Institutional Application for Financial Aid, the Free Application for Federal Student Aid (FAFSA) and other documents are reviewed by the Financial Aid Administrator at the time of the student's interview, and at the time the student's eligibility is determined. A school official will review available funds and discuss tuition payment plans.

STUDENT ELIGIBILITY

Participants in federal and state aid programs must:

1. Be a United States citizen or eligible non-citizen.
2. Be enrolled as a regular student in a degree, diploma, or certificate program.
3. Maintain satisfactory academic progress. Non-citizens are required to verify eligibility with the Financial Aid Office.
4. Not be in default on federal education loans, or owe any federal grant money to any institution.
5. Have a valid Social Security number
6. Students who are required to register with Selective Service must be registered in order to receive financial aid.
7. Additional documentation may be required.

DETERMINING STUDENT NEED

Financial need equals the difference between the stated costs of attending Crimson minus the resources available to the student. Stated costs may include tuition, charges, books, supplies, room, board, personal expenses, transportation, and the related expenses of a student's dependents. Resources include parental contributions (if dependent), applicant's earnings, spouse's earnings, welfare, savings, assets, and other taxable or nontaxable income. In addition, applicants may be expected to provide a reasonable monthly payment from savings or earnings toward meeting the cost of their education.

Through the use of the Estimated Family Contribution calculated by the Federal Government, a determination is made of the amount of funds the financial aid applicant and/or his/her parents can contribute toward meeting educational costs. Students with a

demonstrated need, as calculated by the Financial Aid Administrator, will receive consideration for assistance.

DURATION OF AWARDS
All financial aid awards are made for an academic year (or less). These awards are usually posted to the student's account on a payment period basis. To continue receiving an award, a student must:

1. Be in good standing with the school.
2. Continue to demonstrate financial need.
3. Maintain satisfactory academic progress.
4. Complete all required financial aid applications each academic year.

Continuing awards are contingent upon adequate funding of federal and state financial aid programs.

GRADE LEVEL DEFINITION
A student's eligibility to continue receiving financial aid is defined by grade level restrictions. A student in an eligible program may receive federal student loans for subsequent years. The criteria for eligibility are as follows:

1st Level
Students enrolled in an eligible program may progress to a higher level of eligibility after completing 36 credit hours or 900 clock hours and 30 weeks.

2nd Level
Students enrolled in an eligible program should progress to the second year funding, provided that 36 credit hours or 900 clock hours and 30 weeks have been completed. Approved transfer credits may justify progression to the next year.

3rd Level
Students enrolled in an eligible program may progress to the third level after completing 72 credit hours or 1800 clock hours and 60 weeks. An associate degree or its equivalent may justify progression, provided approval is given by the Program Director.

ACADEMIC YEAR
An academic year is defined as a minimum of thirty weeks of classes (or 3 terms of 10 weeks each) and 36 credit hours. For clock hour programs an academic year is 30 weeks and 900 clock hours. Daytime associate degree programs are typically 2 or $2^{1}/_{3}$ academic years.

SATISFACTORY ACADEMIC PROGRESS STATEMENT
Satisfactory academic progress is necessary to maintain eligibility for Title IV and state funded assistance programs. See the Academics section for applicable satisfactory progress criteria. Please see the complete Satisfactory Academic Progress Policy in the Academics section of this catalog.

FINANCIAL AID IMPLICATIONS
PROBATION
If a student falls below the satisfactory academic progress criteria listed in this catalog, consultation with a Crimson official may be scheduled. At that time, the student may be placed on probation during which Title IV and state funds may be disbursed. At the end of the probationary period, if the student has not satisfied the specified requirements, financial assistance may be withheld.

INCOMPLETES, WITHDRAWALS, REPETITIONS, REMEDIAL WORK
Students with course incompletes, withdrawals, repetitions, and those doing remedial work are eligible to continue receiving financial aid if the following conditions are met:

1. The student is otherwise making satisfactory progress.
2. The time needed to make up the incomplete course work is within the program maximum time frame.

MAXIMUM TIME FRAME
To remain eligible for federal and state funds, students must complete their programs within the maximum time frame, defined as one and one-half times the standard duration of the program, in credit hours for Technical Programs and in blocks for Aviation Programs.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY
Students who have lost eligibility for financial aid may be reinstated by improving their academic standing to meet the minimum standards of the satisfactory academic progress policy. In cases of extenuating circumstances, special arrangements may be made on an individual basis. See the Financial Aid office for more details.

NOTICE TO APPLICANTS OF FINANCIAL AID
An offer of financial aid is contingent upon receipt of funds from all funding sources. The Financial Aid Office reserves the right to revise offers of financial aid at any time during the academic year based on availability of funds and/or procedures mandated by the state or federal authorities. Pursuant to the Privacy Act of 1974, applicants for student financial aid are hereby notified that the disclosure of their social security number is required to verify the identity of each applicant.

EDUCATIONAL PURPOSE
Any funds received under the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, state grants, the Federal College Work-Study Program, the Federal Perkins (National Direct) Student Loan Program, or the Stafford (Guaranteed/ Federally Insured) Loan Programs, are to be used solely for expenses related to attendance or continued attendance at Crimson. The student is responsible for repayment of a prorated amount of any portion of payments made which cannot reasonably be attributed to meeting educational expenses related to the attendance at Crimson. The amount of such repayment is to be determined on the basis of criteria set forth by the United States Department of Education and the appropriate state agency.

RETURN OF TITLE IV – CREDIT HOURS
Title IV funds are earned in proportion to the percentage of the payment period that is completed, with 100% of the funds awarded after 60% of the payment period is completed. For instance, if the payment period lasts 100 days, 100% of the title IV funds are earned after 60 days are completed. If a student withdraws after 60% of the payment period is completed, Title IV funds are not required to be returned. When a student withdraws prior to completion of 60% of the payment period, Crimson must determine if the Title IV funds the student has received exceed the amount earned. This calculation is based on the number of days completed in the payment period as of the student's withdrawal date. If the amount received by the student exceeds the amount earned, Crimson must return the excess funds to the Title IV programs in the sequence mandated by the U.S. Department of Education.

The normal refund calculations will be applied after the Title IV return calculation has been made. If you have any questions about this policy, please visit the Financial Aid or the Business Office for complete examples.

RETURN OF TITLE IV – CLOCK HOURS
Crimson will use a payment period to determine when excess Title IV financial aid funds are returned to the originating programs. During a student's first and second academic years, a payment period of 450 hours will be used at Crimson. During a student's third academic year, a payment period is determined by the number of hours the student is scheduled to attend, up to 450 hours.

Title IV funds are earned in proportion to the percentage of payment period that is completed, with 100% of the funds awarded after 60% of the payment period has been completed. For instance, a student in his or her first or second academic year will earn 100% of the Title IV funds after completing 270 scheduled hours (270 hours is 60% of the 450-hour payment period). Similarly, a student in his or her third academic year will earn 100% of the Title IV funds after completing 90 hours (90 hours is 60% of the 150-hour payment period).

The normal refund calculations will be applied after the Title IV return calculation has been made. If you have any questions about this policy, please visit the Financial Aid or the Business Office for complete examples.

MINIMUM CANCELLATION AND SETTLEMENT POLICY
Crimson Technical College requires an application charge of $25.00 and a registration charge of $75.00 at the time of enrollment. All refund requests must be in writing and by mail. The following policies apply to the two fees:

A. All monies paid by an applicant are refunded if requested within seven calendar days after signing an enrollment agreement or making an initial payment.
B. An applicant requesting cancellation more than seven days after signing an enrollment agreement or making an initial payment, but prior to touring or visiting the School, is entitled to a refund of all monies paid to the School minus the application charge.
C. An applicant who has signed an enrollment agreement but not toured the campus before the first day of class, who then requests cancellation within 72 hours of a tour of the campus and facilities/equipment (or within 72 hours of attending a scheduled orientation),is entitled to a full refund.
D. An applicant who is rejected by the School is entitled to a refund of all monies paid.
E. An applicant receives a refund of the application and registration fees paid if the school discontinues a course or program during a period of time within which the student could have reasonably completed it.
F. Examples of the application of Crimson Technical College refund policies are available in the Business Office.

DEFINITIONS

A. Academic Year - A period of enrollment not less than 30 weeks in length and for students enrolled in Aviation Programs, during which a full-time student completes 900 clock hours.
B. Last Day of Attendance - The last day a student physically attends class.
C. First-Time Student - A student who has not previously attended Crimson and who has not previously incurred institutional charges.
D. Administrative Charge - A charge to the student which defrays the cost of processing a student withdrawal.
E. Period of Enrollment - The time frame for which a student has been charged.
F. Payment Period - The time frame in which students earn Title IV disbursements.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND
Effective January 1, 2002, Chapter 621, Statutes 2001, California Assembly Bill 201 (AB 201), which was signed into law on October 9, 2001, requires institutions to collect from each non-exempt* California student a Student Tuition Recovery Fund (STRF) fee of $2.50 per $1000 of total tuition and fees, including books. Each California student is responsible for paying the state assessment amount for the Student Tuition Recovery Fund (New Education Code 94810(a)(10), (11). If the student is not a resident of California, the student is not eligible for protection under the recovery from the Student Tuition Recovery Fund, and is therefore not charged the fee.

** Exempt students are those that receive payment for all charges, e.g., tuition, books, and fees, from a third-party payer such as an employer or government program.*

The Student Tuition Recovery Fund (STRF) was established by the California Legislature to protect any California resident who attends a private postsecondary institution from losing money if he/she prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, the student must be a "California resident" and reside in California at the time the enrollment agreement is signed or when the student receives lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered to be "California residents."

To qualify for STRF reimbursement, the student must file a STRF application within one year of receiving notice from the Council that the school is closed. If the student does not receive notice from the Council, the student has four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that the student keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814-6200, 916-445-3427.

STATE REFUND POLICIES
CALIFORNIA STATE REFUND POLICY – CLOCK HOURS
Students who withdraw from Crimson Technical College are entitled to a fair and equitable refund. The refund policy used will be one of the following, depending on the method of payment used for tuition and when a student elects to withdraw or is withdrawn.

A. Students Receiving Title IV Funds – Withdrawal During First Period of Enrollment

Under Federal regulations, Crimson Technical College is required to apply this policy to refund calculations for first-time students who withdraw before the 60% point of the first period of enrollment for which they have been charged.

Students are charged for each academic year of attendance. An academic year consists of 900 clock hours.

- Termination within the first 10% of the academic year results in a 90% refund.
- Termination after 10% but within 20% of the academic year results in an 80% refund.
- Termination after 20% but within 30% of the academic year results in an 70% refund.
- Termination after 30% but within 40% of the academic year results in an 60% refund.
- Termination after 40% but within 50% of the academic year results in an 50% refund.
- Termination after 50% but within 60% of the academic year results in an 40% refund.
- Termination after 60% results in no refund.

An Administration Fee of 5% of tuition, fees and other supplies, or $100 whichever is less, will be added to the amount retained by Crimson Technical College.

B. For Students Not Receiving Title IV Funding – who withdraw or are withdrawn during the first 12 months, the following applies to the first 12 month period only.
   (i) After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition.
   (ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition.
   (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition, and
   (iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

C. For students Who Withdraw or are Withdrawn after the first 12 Months and are not Receiving Title IV Funding, Sections (B)(i) through (iv) apply to the entire tuition due for the 17.5 month program period.

CALIFORNIA STATE REFUND POLICY – CREDIT HOURS
Refunds must be calculated from the last date of recorded attendance. The refund policy is for students who have completed 60 percent or less of the term. A student who has completed greater than 60 percent of the term will not be entitled to a refund. The following calculations reflect this policy:

1. Divide the total tuition charge (exclusive of the registration fee) by the number of hours in the program.
2. The quotient is the hourly charge for the program.
3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours scheduled to be attended through the last date of attendance by the hourly charge for instruction, plus the amount of the registration fee and other materials obtained by the student (i.e. books and equipment).
4. The refund shall be any amount paid in excess of the figure derived in "3" that was paid by the student.

For Example:
Program Information: 103 credit hours/1162 clock hours
1st term – 14 credit hours/200 clock hours
1st term – $2,833 total tuition charge

The student enters a 200-hour term, having paid $2,833 in tuition, $75 registration fee, and $500 equipment/book charges. If the student withdraws after completing 30 hours or 15% of the term, the refund calculation would be:

$\frac{\$2,833 \text{ (tuition charge)}}{200 \text{ (total hrs in term)}} \times 30 \text{ Hours} = \$425.10$

Total amount paid:
$2,833 + $75 + $500 = $3,408

Total amount charged:
$425.10 + $75 + $500 (if equipment/books are not returned) = $1,000.10

Refund = $3,408.00 - $1,000.10 = $2,407.90

If a student received equipment and/or books and they are in excellent condition, the student will be able to return them for a refund within seven calendar days from the effective date of withdrawal. If the student fails to return equipment and/or books in excellent condition within seven calendar days, Crimson Technical College may retain the documented cost of the equipment and/or books and offset them against the refund calculated above.

Discontinued Programs
If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued or relocated and the refund must be paid within 30 days after receipt of such a request.

Application of Refund Policies
The refund amount will be refunded within 30 days of the day that the School determines the student is no longer enrolled (effective date). The effective date of termination (cancellation/withdrawal) is defined as:

1. The date of receipt of student's notification; or
2. The date the institution determines the student is no longer attending; or
3. The earlier of these two dates, for students on an approved excused leave or an approved leave of absence; the expected return date OR the date the student notifies the College of his or her non-return; or
4. The date that is 14 consecutive calendar days from the student's last date of attendance, (assuming the student is not on an approved excused leave or leave of absence).
5. All previously completed blocks, terms, and/or payment periods are charged at 100%.
6. This policy is administered on a term-by-term, block-by-block, and/or payment periods basis

WITHDRAWALS

1. Each student of the institution has the right to withdraw from a course of instruction at any time.

2. Within 30 days of the day on which the refund is made, the School will notify the student in writing of the date on which the refund was made, the amount of the refund, and the name and address of the entity to which the refund was sent.

REFUND AND DISTRIBUTION POLICY

Crimson adheres to the refund policy as published in this catalog. This refund policy is in accordance with the guidelines prescribed by the state of California and other states as noted in the enrollment agreement or addenda, and by the federal government. If a student withdraws from Crimson and a refund is due, the following return of funds and refund distribution policy will be observed.

Amounts of Title IV refunds will be allocated in compliance with federal regulation. Refunds will be allocated in the following manner:

- Direct Unsubsidized Stafford Loan
- Direct Subsidized Stafford Loan
- Federal Perkins Loan
- Direct PLUS Loans
- Federal Pell Grant
- Federal SEOG
- Other Title IV, HEA assistance, federal, state, private, and institutional student financial assistance received by the student.

If after all required Title IV funds are returned based on the Return of Title IV calculation and the state or institutional refund has been calculated and a credit balance still exists, the credit must be first applied to the Apex loan (if applicable). If a credit balance still remains all Title IV loans will first be refunded beginning with the current period of enrollment and going backward, then to any other private loan, federal grants, state grants, finally the student.

Any credit balance on the student account at graduation will first be applied to the Apex loan (if applicable) prior to sending to the student.

TUITION AND CHARGES REPAYMENT

REPAYMENT

When a student receives Title IV aid funds for living expenses and then withdraws from school, the Financial Aid Administrator must determine if the student owes a repayment on funds received in excess of calculated living expenses for the enrollment period.

Note: *The Financial Aid Administrator keeps track of this repayment amount, because financial aid transcripts must reflect any outstanding repayment due by the student.*

FINANCIAL OBLIGATION

Students who fail to make prompt monthly cash payments, issue personal checks that are returned by banks or fail to take a good faith effort to process their financial aid paperwork on a timely basis are subject to Crimson's disciplinary action. It is Crimson's policy that students must satisfy all financial obligations to Crimson prior to the start of the next term. No academic records will be released to any institution or individual until all financial obligations are satisfied.

ERRORS, FRAUD, AND ABUSE

If a staff member becomes aware that a student and/or a student's parents have provided incorrect information on the student's aid application, the staff member will report the situation to the Director of Financial Aid. The Director of Financial Aid will make an appointment with the student in an effort to correct the information. If the student and/or parents correct the information, the Director of Financial Aid will compute the student's awards based on the corrected information, and if necessary, submit such corrections or information to the appropriate agencies.

REMEDIAL AND MAKE UP CHARGES

In the event a student is required to repeat a block of instruction, the additional class requirements will extend the original enrollment agreement by adding the additional block to the original agreement. Additional blocks are then billed and the charges are based on any new tuition rate in effect at that time. See the Campus Business Office for information regarding re-takes.

METHOD OF PAYMENT

As you review the tuition information, keep in mind that many options are available to assist you. Do not make the assumption that you cannot afford a quality education.

If a tuition balance remains after deducting all sources of financial aid, or if the student is using only personal funds to pay his/her tuition, the account balance may be paid on a monthly basis throughout the period of training without interest or carrying charges.

Payments are due on the first of each month, and are considered late on the tenth of the month and may result in an interruption in training if not received by the fifteenth of the month. All tuition must be paid in full prior to graduation. Crimson accepts cash, checks, money orders, Visa and MasterCard for payment of enrollment fees and tuition payment.

LOAN REPAYMENT

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

FINAL THOUGHT

These financial aid guidelines and procedures may be a combination of federal and state regulations and are constantly changing. For information regarding any current changes, please contact the college Financial Aid Office.

STUDENT INSURANCE

Crimson students are covered by a mandated group accident insurance policy for an additional fee (see catalog addendum) - for the duration of the student's enrollment at Crimson.

Students are advised that while attending Crimson, they are parking and attending at their own risk and should carry proper insurance to protect themselves against damages, injury and theft.

DEFINITION OF A QUARTER CREDIT UNIT
One quarter credit hour equals ten hours of classroom contact, twenty hours of laboratory work, or thirty hours of externship/field instruction plus appropriate outside preparation. Actual hours spent on outside preparation depend on the individual student.

UPPER-DIVISION STATUS
"Upper-division" is a status given to students who have completed all lower-division (100 and 200 level) courses, including any stated pre-requisites for the program, and who are currently enrolled in 300 and 400 level courses.

"Upper-division Courses" are advanced, specialized, in-depth, and emphasize problem-solving, analytical thinking skills, and theoretical applications beyond the introductory level. These courses often build on the foundation provided by the skills and knowledge of lower-division education. Upper-division courses may require the student to synthesize topics from a variety of sources and also may require greater responsibility, or independence on the part of the student.

TRANSCRIPTS
Students may request an unofficial copy of his/her transcript from the Registrar. Official academic transcripts may also be requested from the Registrar, however, the school reserves the right to withhold an official transcript if the student's financial obligations to the school, state loan, or federal loan are not current. A fee per official transcript may be charged by the school.

ACADEMIC INTEGRITY POLICY
The Academic Integrity Policy is designed to foster a fair and impartial set of standards of conduct against which academic honesty will be judged. All students are required to adhere to these standards. This system defines dishonest acts as those which are cited in the following paragraphs. This list is not all-inclusive, as instructors may establish other standards based upon the nature of the course or the setting in which the course material may be delivered or applied. The following, however, constitutes the minimum standards against which academic integrity will be measured.

PREVENTION TECHNIQUES
All Crimson students have a responsibility to adhere to the Academic Integrity Policy, as do all members of the Crimson community. Students are expected to prevent and confront academic integrity violations by:

1. Reporting violations of the Academic Integrity Policy to:
   A. The faculty member teaching the course,
   B. The Program Director, or
   C. Director of Education.
2. Making it difficult and unacceptable for other students to violate the Policy.

DEFINITIONS
For the purpose of this policy, dishonest acts are defined as those which permit a student to gain an unfair advantage over other students by any of the listed means. These include, but are not limited to:

Copying
Any act of copying information from another student or for another student by any means to obtain an advantage for oneself or for another student.

Plagiarism
Student's submission of word-for-word passages of others' work without proper acknowledgement.

Collaboration
Any act of two or more students actively cooperating on any assignment when such cooperation has not been expressly permitted by the instructor.

Alteration of Records
Altering of records by yourself or someone else.

Aids
Any use of aids that have not been expressly permitted.

Bribery
Offering money, any item, or any service to a faculty member or any other person to gain academic advantage for oneself or another.

Lying
The deliberate misrepresentation by words, actions, or deeds of any situation or fact, in part or in whole, for the purpose of enhancing one's academic standing.

Also see Student Conduct and Discipline section.

PROCEDURES

1. Any member of the Crimson community may report a violation of the standards of conduct by completing a Student Action Report as described in the Academic Integrity Policy.
2. Upon receipt of the Student Action Report, the Program Director will review the record to determine whether the incident is the student's first, second, or third offense.

SANCTIONS
For each offense, the mandatory sanction will be the minimum imposed on the student. The discretionary sanctions for each offense may be imposed if deemed appropriate by the Program Director.

EXAMINATION OF STUDENT RECORDS
The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their educational records.

Crimson complies with FERPA as follows:

1. Students have the right to inspect and review their educational records within 45 days of the day Crimson receives a request for access.
2. The Registrar oversees the maintenance of the educational records. Students may request a review of their records by writing to the Registrar or his/her designee. Such review will be allowed during regular school hours under appropriate supervision. A copy of the records may be obtained for $1.00 per page. When grades are included, the transcript fee applies.
3. A student may request that Crimson amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right of privacy.
4. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing with the reason fully stated. However, the following apply:
   A. The Director of Education involved will review the written challenge and meet with the student. A decision

will then be made to retain, change, or delete the disputed data.

B. Should further review be requested, a grievance hearing will be held at which time the student will be afforded a full and fair opportunity to present evidence relevant to the disputed issues.

C. A copy of the challenge and/or a written explanation of the contents will then be included as part of the student's permanent record.

The following are exceptions to the Privacy Act :

1. A Parent's Confidential Statement and other financial need data cannot be reviewed by a student seeking to view his or her own educational record.
2. A parent, who would not normally have access to his child's educational records, may be granted such access if the parents can certify that the student is financially dependent, as defined in Section 152 of the 1954 Internal Revenue Code. This access is granted at the discretion of the institution.
3. Access to a student's educational record is granted to a school official who has a legitimate educational interest and needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by Crimson in an administrative, supervisory, academic, research, or support staff position (including law enforcement); a person or company with whom Crimson has contracted (such as an attorney, auditor, collection agent, employment agency, or loan management agency); a person serving on the Board of Directors; or a student serving on an official committee or assisting another school official in performing his/her tasks.
4. A student may not view confidential letters of recommendation received by the school prior to January 1, 1975. As to such letters received after 1975, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors.
5. Educational records do not include school security records kept by the school's security department, and are thus not protected under FERPA.
6. Education records do not include employment records for school employees as long as they are not also current students. Thus, these records are not protected by FERPA.
7. Education records do not include records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment. These records are therefore not protected by FERPA.
8. Records requested through court action or subpoena can be released without a student's written consent.

DIRECTORY INFORMATION
With the exception of requests by qualified government agencies, it is Crimson's policy to NOT release ANY information about any student without written consent. This includes information that is generally considered "Directory Information."

CANCELLATION OF CLASSES
INSUFFICIENT ENROLLMENT
Crimson reserves the right to cancel any course or program for which there is insufficient enrollment. In the unfortunate event that Crimson must cancel a course or program, every effort will be made to teach students through a teachout agreement with another institution offering similar programs. Students also will have the option to transfer to another course or program, or to accept a mutually agreed upon arrangement between the students and the school, not excluding refund.

INCLEMENT WEATHER
Generally, the Crimson's policy is to remain open, regardless of weather conditions, and to hold classes with as many students and instructors as can safely reach the school.

If Crimson's administration should determine that the building must be closed due to inclement weather, the announcement will be broadcast on major radio and television stations. Students may call the school to listen to a recorded message or call the Emergency Call Center at (888) 302-1806, as directed by the campus.

TRANSFERABILITY OF CREDITS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Crimson Technical College is at the discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Aviation Maintenance Technician program is also at the complete discretion of the institution to which you seek to transfer. If the certificate or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Crimson Technical College to determine if your diploma or certificate will transfer.

PROGRAM ADVISORY COMMITTEES
To uphold our commitment to high quality, career-oriented education and training, and to the maximum employability of our graduates, Crimson has established Program Advisory Committees for each career program.

Program Advisory Committees are composed of industry members who formally meet at least twice per calendar year with Crimson's staff and faculty, and who may be called on as needed to make recommendations to Crimson regarding curriculum changes, equipment purchases, or program enrichment.

The policies in this section apply only to students enrolled in aviation programs.

CLASS TIMES

Day Classes		Evening Classes	
Class	7:30 - 9:14 a.m.	Class	5:30 - 7:14 p.m.
Break	9:14 - 9:45 a.m.	Break	7:14 - 7:45 p.m.
Class	9:45 - 11:29 a.m.	Class	7:45 - 9:29 p.m.
Lunch	11:29 - 12:00 p.m.	Lunch	9:29 - 10:00 p.m.
Class	12:00 - 1:45 p.m.	Class	10:00 - 11:45 p.m.

GRADING SYSTEM

Students are graded at the completion of each block of instruction and must satisfactorily complete the blocks before they proceed. Students are graded on a 0-100 percentile scale and a grade of 70% is considered passing. All required notebooks, drawings, projects or hand-in materials must be completed on or before completion of the block. Students are graded on class and lab work during each block using the following formula:1) Academic grade = 50%. 2) Shop or Lab Projects = 50%.In all cases, students must achieve a passing grade on both lecture and laboratory areas to pass each block.

Grades which appear on the student's transcript are a combination of written test scores and a professional appraisal of technical knowledge and performance of laboratory/shop projects.

The final block grade must be 70% or higher for a student to pass the block.

REPEATING A COURSE (R)

If a student re-takes and completes a course, the higher or latest grade achieved in the repeated course is recorded in the academic record; however, the original grade also remains on the academic record as converted to an R, indicating the course has been re-taken. Students still earn credits attempted for R grades, but only the course with the highest grade is used in computing the GPA. Students should be aware that repeating a course may result in additional charges, as additional block may be required to complete the program.

The Grading System is as follows. The primary means for tracking grades is based on numerical grading.

GRADING SYSTEM

Letter Grade	Grade Points	Numerical Equivalent
A	4.0	90-100
B	3.0	80-89
C	2.0	70-79
F	0.0	69 & below

Other Grades	Receive Credit	Affects GPA
I – Incomplete	No	Yes
W – Withdrawal	No	No
R – Re-take	No	No
L – On Leave	No	No
CR – Advanced Credit	Yes	No

STUDENT RECORDS

Following the completion of each instructional unit, students are informed of grades and of any time deficiencies by means of a grade report.

WITHDRAWALS

If a student chooses to withdraw from any course or from a program of study, the student is requested (although not required) to notify the appropriate Program Director in writing prior to the date of withdrawal, detailing the intended date of withdrawal and reasons for withdrawing. Prior to the date of withdrawal, the student must have an exit interview with the appropriate Program Director and a representative from the financial aid office.

Students who are enrolled in a program of study and fail to register for the subsequent block, will be withdrawn from his or her program of study at the school.

FAA CERTIFICATION

Upon graduation, students will be eligible to take the Federal Aviation Administration (FAA) knowledge tests for the Airframe and Powerplant Mechanics Certificate (as applicable, based on which Crimson program the student completed). FAA testing consists of three written tests and three parts to an oral and practical (O&P) exam. Crimson is a Designated FAA Test Center for the written tests. Crimson will provide, one-time, all the required written tests at no additional cost to the student provided that:

1. The student is a Crimson program graduate.
2. He or she has fulfilled all financial obligations to Crimson.
3. Written tests are taken at Crimson within 30 days of graduation.
4. Successful completion and passing of practice exams with a score of at least 90% in each of the three subject areas (General, Airframe, and Powerplant).

Students not completing their written tests within 30 days of graduation will pay the market rate for the FAA written tests. Each of the three written tests is given only one time free of charge if taken within 30 days of graduation. Students who fail any of the written tests must pay market rate for the re-take, regardless of whether or not the re-take is accomplished within 30 days of graduation or not. Furthermore, students who test off campus are responsible for paying the costs of their tests.

After successful completion of the written knowledge tests, an oral and practical (O&P) examination is given to each graduate by a Designated Mechanic Examiner. The cost of the O&P examination is the responsibility of the student. Crimson does not provide this test nor is the cost of the test included in any tuition fees the student paid as part of their enrollment.

Upon passing the oral and practical examination and written tests, the FAA will issue the appropriate certificate (Airframe, Powerplant, or Airframe and Powerplant).

SATISFACTORY ACADEMIC PROGRESS

To be in good academic standing with the College and to be eligible to receive Title IV financial aid, students must maintain satisfactory academic progress.

At the end of each three terms, each student is evaluated on three components to determine if he/she is maintaining satisfactory academic progress:

1. cumulative grade point average (CGPA),
2. successful course completion rate, and
3. credits attempted relative to the maximum credits attempted that are allowed (1.5 times the credits in the student's program).

EVALUATION POINTS
Satisfactory academic progress evaluations are conducted after the third, sixth, ninth, twelfth, and fifteenth terms. Students not meeting SAP requirements will have up to three terms to meet the requirements.

COMPLETION RATE REQUIREMENTS
At each evaluation point, students must have completed 66.67% of the cumulative credits attempted to be making satisfactory progress. Any credits for which the student has remained enrolled past the Add/Drop period and has incurred a financial obligation are considered in this calculation.

Evaluation Point	Minimum CGPA***	Minimum Successful Completion % of Credits Attempted	Academic Status
Block 3, 6, 9, 12, 15, etc	2.0	66.67%	Warning
Block 6, 9, 12, 15, etc	2.0	66.67%	Probation
Block 9, 12, 15, etc	2.0	66.67%	Extended Enrollment

Note: *This chart represents minimum standards; however, Crimson students will be evaluated at the end of each term for the duration of his/her program.*

COUNTING GRADES FOR THE COMPLETION RATE CALCULATION

Grade	Credits Attempted	Credits Completed	Calculated in GPA
A - C	Yes	Yes	Yes
F	Yes	No	Yes
Incomplete (I)[1]	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Repeated course (R)	Yes	No	No
Pass (P)	Yes	Yes	No
No Pass (N)	Yes	No	No
Transfer credit (TR)	No	No	No
Proficiency credit (PR)	No	No	No
Audited course (none)	No	No	No

[1]*A student who receives an "I" that results in a CGPA below the SAP standards will be placed on probation until such time as the "I" is removed and the CGPA is reevaluated.*

ACADEMIC WARNING, PROBATION, AND EXTENDED ENROLLMENT
At the end of each **evaluation point**, after grades have been posted, students' CGPAs and completion rates are reviewed to determine whether the students are meeting the above requirements.

- If the students are not meeting the above requirements, they will be placed on Warning the first term in which their CGPAs or completion rate fall below the values specified in the table above. Students placed on Warning will be required to meet with Director of Education or designee to develop an Academic Success Plan (ideally prior to registering for the next term but no later than the end of the drop/add period) that details a specific plan for academic recovery. This plan may include actions such as mandatory tutoring and/or periodic advising until the CGPA and/or completion rate reaches the minimums to be removed from Warning. At the end of each succeeding term, students will be evaluated and removed from Warning if they meet the specified values of 2.0 CGPA 66.67 completion rate. If they have not met the standard, they will continue on Warning status until their next evaluation point.
- Students will be placed on Probation, if, at the end of the Warning period (three terms), they have not met the specified values of 2.0 CGPA 66.67 completion rate. Students will continue on an Academic Success Plan and will be evaluated at the end of each term. Students who raise their CGPAs and completion rates to the specified values will be removed from Probation. If they have not met the standard, they will continue on Probation status until their next evaluation point.

** Probation students that do not meet the minimum CGPA or completion rate requirements at the Next evaluation point will be dismissed from school unless they are able to make cash payment arrangements to continue with classes. Students who decide to make cash payment arrangements and continue with classes may be said to be in an extended enrollment status in which,* ***while they are not receiving Federal financial aid, they are still held to the requirement that they complete the program in which they are enrolled within 150% of the normal program length. See the table for Maximum Time in Which to Complete for details. Should any students exceed the 150% maximum time requirement, they will not be allowed to graduate from their programs of study.*** *Crimson Technical College, as directed by the Federal government, does not allow students who do not raise their CGPAs or completion rates of progress to the necessary minimums to continue to receive federal financial assistance regardless of the students' circumstances. See the chart below for further explanation.*

Situation	Academic Status	Federal Financial Aid Eligibility
First term at evaluation point in which CGPA and/or completion rate is below minimum standards Students will have **up to** three terms to meet minimum standards	Warning	Students are still eligible for Federal financial aid for the following 10-week term
Second consecutive evaluation point in which CGPA and/or completion rate is below minimum standards **and** student had not met standard within prior evaluation period	Probation	Students are still eligible for Federal financial aid for the following 10-week term
Third consecutive evaluation point in which CGPA and/or completion rate is below minimum standards and student had not met standard within prior evaluation period	Dismissal (Suspension)	Students are no longer eligible for Federal financial assistance and must be dismissed from school

PROBATION
If a student falls below the criteria listed in #1 and #2 above, the student will be notified in writing that he/she is not making satisfactory academic progress, and a consultation with a Crimson official may be scheduled. At that time, the student will be placed on probation during which Title IV and State funds may be disbursed and the student will be warned that failure to return to making satisfactory academic progress will result in

termination. A probationary period lasts for three blocks. At the end of the probationary period, if a student has not satisfied the specified requirements, financial assistance will be withheld and the student will be notified in writing that he/she has been dismissed from Crimson.

WITHDRAWALS, REPETITIONS, TIMEOUTS, AND LEAVES OF ABSENCE

A withdrawal grade is issued for a block of instruction from which a student withdraws either voluntarily or involuntarily. Due to the nature of the industry, attendance is crucial and therefore, should a student enrolled at Crimson miss more than 14 hours in any block, he/she will be required to re-take that block. These withdrawals are not counted in the grade average, but are counted in the blocks attempted. All "Timeouts" are charged a fee to re-take the class. For blocks in which a student takes a Leave of Absence (L),the block of instruction is not counted in the GPA or counted in blocks attempted for Satisfactory Progress. If a student fails a block, he/she must repeat the block and a grade is assigned for the repeated block. The failed block is not counted in the grade average, but is counted in the blocks attempted. A student must have at least 70% average in order to successfully complete the block.

MAXIMUM TIME FRAME

Students must complete their programs within a specified time frame. A program time frame has been set up by Crimson as no longer than 1.5 times the normal time it would take to complete the program.

REESTABLISHMENT AS A REGULAR (TITLE IV ELIGIBLE) STUDENT AND EXTENDED ENROLLMENT STATUS

Students who have been dismissed due to the failure to maintain the qualitative and quantitative minimums outlined above may apply to continue their studies at the institution in an extended enrollment status. During this time, the student is not eligible to receive financial aid or loans and must attempt to improve the deficient areas that led to the dismissal by retaking courses from which the student withdrew or which he/she failed. The student will be responsible for all costs incurred while on extended enrollment status and must make acceptable arrangements with the business office in order to continue.

Students on extended enrollment status will have their progress evaluated at the completion of each block by the Director of Education. Students on extended enrollment who do not make improvement as determined by the Director of Education may be dismissed from the institution. A student on extended enrollment who reestablishes satisfactory progress may return to a regular student status. If the Director of Education determines that the student has the academic ability and desire to successfully continue the program, the student will meet with the Director of Financial Aid or designee to determine eligibility for Title IV aid.

APPEALS

Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit a letter to the Director of Education. The letter should describe any circumstances the student feels deserve further consideration. An appeal decision will be made and the student notified. The decision of the Director of Education is final.

TRANSFER STUDENT

After the College has determined which courses will be accepted for transfer credit from a non-Crimson Technical College, the student's transcript will be changed to reflect these courses. The standard program length will be shortened to reflect the transfer courses and the maximum time frame recalculated. The student will start with a 0.0 GPA and 0% courses attempted and successfully completed. If a student transfers credits to a new program from the same or other Crimson Technical College, the courses will be counted in the calculation of completion and in the calculation of GPA. These transfer credits may shorten the maximum time frame for the new program

MULTIPLE ATTEMPTS

Students who voluntarily withdraw from the College or who are withdrawn for academic, disciplinary, or attendance reasons may re-enter the College one time. Students must complete the Reentry Process, as outlined by the Director of Student Services, to be considered eligible for re-entry. If a re-entering student attends classes before the end of the drop/add period, the student will be returned to "active" status at the College. If the student does not attend classes after the drop/add period of the re-entry term, the student retains his/her status as a withdrawn student.

If a student is dropped or voluntarily withdraws from the College a second time, the student must meet with the Executive Director or Director of Education to discuss the extenuating circumstances that would warrant an additional attempt to re-enter the College.

GRADUATION REQUIREMENTS

A completion certificate and transcript will be issued only after satisfactory completion of all blocks, tests, financial, and other obligations have been satisfied.

Requirements for graduation are as follows:

1. Completion of total clock hours required (1900 hours).
2. Passing grade average of 70% or better in each block of instruction.
3. Accounts must be paid for in full or other arrangements made.
4. Completion of professional résumé and graduate information form.
5 Student has scheduled and confirmed dates to take the written and oral F.A.A. tests post-graduation.

ADVANCED STANDING

Students wishing to transfer from another approved FAA Part 147 school will be placed into the appropriate point in the curriculum as determined by transcript evaluation. For advanced standing, the student must submit official transcripts and the official school catalog. Former military personnel having aviation experience may also be eligible for advanced standing by submitting all documentation to the admissions office.

A student requesting transfer credit from another approved FAA Part 147 school or applicable aviation experience, must submit official documentation (i.e., official transcripts, military experience and/or FAA certifications, etc.) at the time of enrollment up through the 10th official class day of the block term. If the documentation cannot be produced at the time of enrollment, the student may enroll at a future date to insure any credit that is relevant is applied.

Documentation for prior credit that is produced within the first 10 official days of the block term may result in the student having to re-enter the program at the next class start since Crimson does not admit students into classes beyond the 2nd day of a class start. It is therefore advised that all students seeking prior credit do so at the time of enrollment.

Students who are enrolled in the program past the 10th official day of class who have not requested advanced standing or who have not provided the required documentation will not be given credit for any prior experience or coursework.

ABSENTEEISM AND TARDINESS

All absences from the assigned classes are recorded. Tardiness is counted on a minute by minute basis toward the total time missed in each unit. Absences are counted in increments of 1/10th of an hour. Example: 1-6 minutes = 0.1
6-12 minutes = 0.2
one hour and 30 minutes = 1.5.

A student who is absent more than 14.0 unexcused hours in any block of instruction will automatically fail that subject. A student that fails a block for any reason must re-take the block again. The student will be charged an additional cost for retaking the block.

Any student who withdraws or fails to complete a block for any reason will be required to re-take the block at an additional cost.

(All shop projects, tests and other course work for each subject must be satisfactorily completed to receive a passing grade).

MAKE-UP WORK
(EXCUSED ABSENCES-AVIATION PROGRAMS ONLY)

Regular attendance is expected and is to be reflected in the student's grades. Since the material discussed in class will be included in the examinations, it is to the students' advantage to attend all classes. It is essential that students absent from school make up all work missed.

Students shall not be penalized for absence due to unavoidable or legitimate circumstances. Such circumstances include, but are limited to, verified illness, group activities sponsored by the college, subpoenas, jury duty, aviation industry related job training, military service, and religious observances.

Makeup work will be allowed only in the event of an excused absence. When there is knowledge in advance of an unavoidable circumstance, students must notify the Program Director prior to the absence and make arrangements for make-up work. It is the responsibility of the student to initiate requests with the Program Director for makeup work on the day he/she returns to class from an excused absence. Students will be expected to complete classroom assignments to demonstrate their learning on content standards and to meet the academic expectations. Before any makeup work is permitted, the student must provide a written statement explaining the reason for the absence and why it was unavoidable. In addition, to be considered, the student must provide verifiable supporting documentation together with this request. Such documentation must be in the form of a signed letter from a physician, attorney, commanding officer, minister, etc. E-mails, photocopies, handwritten notes, "permission to return to class" slips etc. may not be accepted. All makeup work must be completed before Day 6 of the next block following the absence. Students who complete makeup work within the required timeline will receive academic credit earned for the makeup work. Attendance awards will be calculated based upon the actual time present in class / shop, exclusive of make-up work. Students will be assessed an additional fee of $15.00 for each hour or portion thereof for makeup work. This fee is to be paid in advance of the make-up work.

If approved - Options for completing Make-Up Work:

- One-on-One meeting with an Instructor to make up the material missed during the excused absence
- Audit classes in the same block of instruction at a different session
- Extra session assignment from the Instructor/DOE/Program Director to be completed on a designated day

INTERRUPTION IN TRAINING

Students are expected to maintain continuous attendance for the length of his/her program. A student is subject to a $50.00 administrative fee from any amendment or interruption of training. Any amendments or changes would be at the then current tuition amount. An interruption in training is granted when personal circumstances dictate that a temporary absence would be beneficial. Students returning from an interruption of training must register and may be required to re-apply for financial aid.

LEAVE OF ABSENCE (LOA)

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave school for an extended period of time without withdrawing or affecting his/her satisfactory academic progress calculations. The appropriate Program Director or a designee may authorize a leave of absence under the following circumstances:

- A Leave of Absence may only be granted to a student who has completed a block of instruction and has not been in class past the end of the third day of the block.
- The student must provide a signed written request for the leave of absence. The last date of attendance and return date must be clearly identified on the accompanying Student Action Report.
- The student has not completed his/her program.
- Under no circumstances will a leave of absence be extended beyond 180 days.
- Multiple leaves of absences may be granted during any 12-month period beginning with the start of the most recent leave of absence as long as the total days do not exceed 180.
- The student will incur no additional tuition charges during an approved leave of absence.
- If the student is eligible under the authority of the Higher Education Relief Opportunities for Students (HERDES) act s/he may verbally request the leave. However all other conditions apply.

Reasons for granting a leave of absence may include, but are not limited to:

- Serious student medical problems
- Pregnancy
- Military duty
- Death of an immediate family member

If a student does not resume classes on or before the approved return date, the student will be withdrawn from the program.

Note: *If a student does not return from an approved leave of absence, the grace period for Stafford and Perkins loans will begin with the last date of attendance. The length of the remaining eligibility of the grace period is contingent upon any portion of the time frame previously used for the leave of absence.*

The policies in this section apply only to students enrolled in technical programs at Crimson Technical College.

ANNUAL TERM SCHEDULE
There are five terms at the College each calendar year. Terms begin in January, March, May, August, and October.

CLASS TIMES
Typically, day section classes will be scheduled between 7:00 a.m. and 6:00 p.m. Monday through Saturday. Typically, night section classes will be scheduled between 6:00 p.m. and 11:00 p.m. two to five nights a week. Although every effort is made to schedule classes for students' convenience, Crimson Technical College reserves the right to alter scheduling if proper facilities, equipment, or staff are not available. On rare occasions and with permission from the Executive Director, independent study may be available. There will be 50 minutes of instruction with a 10 minute break for each hour of instruction. Mealtimes are included in each program's schedule based upon class schedules.

GRADING SYSTEM
Crimson Technical College students will be evaluated and assessed using quizzes, lab exercises, tests, projects, written and oral reports, and presentations. Students will receive additional course requirements in each course syllabus.

Crimson Technical College uses a traditional A–F (4.0–0.0) grading system, with A representing Excellent work, B representing Above Average work, C designating Average work, D designating Below Average work, and F indicating a Failure by the student.

In addition to these grades, the College uses the following designations:

1. PROFICIENCY (PR)
A credit designation of PR indicates that a student has demonstrated competence in the content of a course through examination. The credit designation of PR does not contribute to a student's grade point average however, the student receives the quarter credit units toward his/her degree completion requirements. Credits achieved through demonstration of proficiency do not count toward determining full or part-time academic status. Proficiency exams may not be used to replace a failing grade.

2. TRANSFER (TR)
A credit designation of TR indicates that the student has demonstrated competence in the content of a course by successfully completing an equivalent course at an accredited college or university with a grade of C or better on an A-F scale. The credit designation of TR does not contribute to a student's grade point average however, the student receives the quarter credit units toward his/her degree completion requirements. Credits achieved through transfer do not count toward determining full or part-time academic status.

3. PASS (P) / NO PASS (N)
A credit designation of P indicates that the student has both attended and demonstrated competence in a regularly scheduled course. Competence is demonstrated by successfully completing a skill or written examination and is available in a limited number of specifically designated courses. A credit designation of N indicates that the student did not satisfactorily meet the academic requirements of the course for which the Pass designation is offered. The credit designations of P and N do not contribute to a student's grade point average however, the student who receives a P designation may receive the quarter credit units toward his/her degree completion requirements. College prep courses do not count toward degree completion requirements. Credits achieved through a grade of Pass or No Pass count toward determining full or part-time academic status.

4. INCOMPLETE (I)
A credit designation of I indicates that the student did not complete all of the work required for a course prior to the end of a term. A credit designation of I is a temporary credit where at least 75% of the coursework has been completed satisfactorily. It may be recommended when the instructor has determined that extenuating circumstances prevented the student from completing all course requirements.

Students will have two weeks after the start of a term to complete all incomplete work from the prior term. It is the responsibility of the student to ensure that all work is submitted and received by the appropriate faculty member, thereby ensuring that a grade change can be submitted. Faculty members have seven calendar days from receipt of this work to submit a grade change to the Student Records Department. The final grade will be calculated based upon the final percentage the student earned in the course. Incomplete work turned in during the allotted time period will be factored into the final percentage. Work turned in after the allotted time period will not be accepted.

The grade of I contributes zero points (the equivalent of an F) and is computed into a student's grade point average. The student receives no quarter credit units toward his/her degree completion requirements, but quarter credit units will count toward the total number of credits attempted.

5. WITHDRAW (W)
A credit designation of W indicates that the student has attended and then subsequently withdrawn from a course after the end of the Add/Drop period and prior to completing 80% of the scheduled clock hours for the course. A student who withdraws from a course after at least 80% of the scheduled clock hours in a course have passed receives an F.

The credit designation of W does not contribute to a student's grade point average, and the student receives no quarter credit units toward his/her degree completion requirements. Quarter credit units will count toward the total number of credits attempted. Credits attempted count toward determining full or part-time academic status.

6. REPEATING A COURSE (R)
If a student retakes and completes a course, the higher or latest grade achieved in the repeated course is recorded in the academic record, however, the original grade also remains on the academic record as converted to an R, indicating the course has been retaken. Students still earn credits attempted for R grades, but only the course with the highest grade is used in computing the GPA.

Students should be aware that repeating a course may result in additional charges, as either a) an additional term may be required to complete the course, or b) the repeated course may increase the student's credit load, the basis for all tuition charges (e.g., from three-quarter time to full-time).

A complete listing of all grades and GPA values is located in the following table.

GRADING SYSTEM

Letter Grade	Grade Points	Numerical Equivalent	Indicates
A	4.0	93-100	Excellent
A-	3.7	90-92	
B+	3.3	87-89	
B	3.0	83-86	Above average
B-	2.7	80-82	
C+	2.3	77-79	
C	2.0	73-76	Average
C-	1.7	70-72	
D+	1.3	66-69	
D	1.0	60-65	Below average
F	0.0	59 & below	Failure
I	0.0		Incomplete

Other Grades	Receive Credit	Affects GPA
PR – Proficiency	Yes	No
TR – Transfer	Yes	No
P – Pass	Yes	No
N – No Pass	No	No
W – Withdrawal	No	No
R – Retake	No	No

GRADE POINT AVERAGE CALCULATION

Grade Point Average (GPA) calculations will be based upon the following:

Course Credit x Grade Points = Total Points
Total Points ÷ Credits = GPA

Example:

Course	Credits		Grade(Points)		Total Points
Course 1	3 Cr.	x	B+ (3.3)	=	9.9
Course 2	5 Cr.	x	C (2)	=	10.0
Course 3	7 Cr.	x	A (4)	=	28.0
Totals	15 Cr.				47.9

Grade Point Average for this example:
47.9 points ÷ 15 Credits = 3.19 GPA

COLLEGE PREP

Crimson provides College Prep courses to help students strengthen their academic skills and fill gaps in their learning. Such coursework is required for those students who lack basic skills mastery in an area determined by the Accuplacer assessments. Crimson Technical's College Prep courses in reading, writing, and math are designed to provide such basic skills. Successful completion of the courses will prepare students for college-level courses, and mastery of basic skills is critical to a student's life and employment success.

The following four (4) courses are in Crimson Technical's College Prep program:

- ENG090 Reading for Understanding
- ENG091 Fundamentals of Writing
- MTH090 Pre-Algebra I
- MTH091 Pre-Algebra II

Students will receive institutional credit upon completion of any College Prep course. See Institutional Credit section of this catalog for more information.

COLLEGE PREP PLACEMENT

College Prep course placement is determined by a student's Accuplacer scores in the following four (4) areas:

1. Reading Comprehension
2. Arithmetic
3. Elementary Algebra
4. Sentence Skills

The table below shows the scores that are used for determining placement into College Prep courses.

Accuplacer Subject	College Prep	Regular Status
Reading Comprehension	below 43	43 and above
Arithmetic	below 29	29 and above
Elementary Algebra	below 25	25 and above
Sentence Skills	below 44	44 and above

Students who are accepted into the college but score as College Prep in one or more subjects must complete associated College Prep coursework as assigned.

COLLEGE PREP COURSE ASSIGNMENTS

The table below shows the courses in which students are placed if they have a College Prep score.

Accuplacer Subject	College Prep	Course Assignment(s)
Reading Comprehension	below 43	ENG090 Reading for Understanding
Arithmetic	below 29	MTH090 Pre-Algebra I first, then take MTH091 Pre-Algebra II
Elementary Algebra	below 25	MTH091 Pre-Algebra II
Sentence Skills	below 44	ENG091 Fundamentals of Writing

INSTITUTIONAL CREDIT

Institutional Credit is credit awarded for successfully completed course work that is non-transferable (except to other Crimson Schools). Institutional credits for required college prep courses is not included in the calculation of a grade point average (GPA), but is included in the number of credits attempted for satisfactory academic progress. Institutional credit does not count toward degree-completion requirements. For financial aid only, institutional credit is included in the determination of the award amount.

GRADE CHANGE

All grades are considered final when recorded by the registrar's office. Any grade change, other than completion of an I grade, must be made within 30 days after the end of the term in which the grade was earned. All requests for grade changes must be submitted in writing to the Director of Education or designee.

CLASS SIZE

Crimson strives to maintain a low student-to-teacher ratio, especially in laboratory settings. Some lecture classes may be larger depending on the nature of the subject matter. Class sizes will be appropriate to the course of instruction and shall contribute to the achievement of the course objectives. The maximum number of students in a classroom or laboratory is 50 students.

STUDENT PROGRESS REPORTS
Students are apprised of their academic status at the conclusion of every term, and students are encouraged to communicate with their instructors when dealing with concerns about their progress. Students who are placed on probationary status are informed at the time the action is taken, and appropriate advising is provided.

Student progress is evaluated through daily assignments, assessments of hands-on work, quizzes, and written examinations. Progress is measured by use of the grade-point system.

GRADUATION REQUIREMENTS
A student is eligible for graduation if all of the following are true:

1. The student has completed all courses required by his/her program of study with a passing grade by the last day of the graduating term.
2. The student has accumulated the total number of credits required for graduation from his/her program of study.
3. The student has a cumulative grade point average of 2.0 or better.
4. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the College.

The student may qualify for graduation while on academic probation if, at the end of the probationary term, the student meets the satisfactory progress requirements.

ACADEMIC AWARDS
GRADUATION AWARD
Graduating with Honors
Students achieving a 3.75 cumulative grade point average upon completion of the program will graduate with honors. This is noted on the student's final academic record.

TERM AWARD
Dean's List
Students maintaining a 3.75 grade point average or above for a term will be placed on the Dean's List. The Dean's List designation will be noted on the student's transcript.

ACADEMIC POLICIES
ADVANCED ACADEMIC STANDING
The following are four ways to achieve Advanced Academic Standing at Crimson Technical College.

1. Transfer credits from accredited colleges and universities.
2. Crimson Technical College Proficiency Exams.
3. Advanced Placement Exams, College Level Examination Program (CLEP) exams, or nationally recognized certification exams.

When Advanced Academic Standing is granted, the student is exempted from the course requirement. Advanced Standing may have an effect on tuition. Students should be aware that transfer and proficiency credits may reduce financial aid eligibility.

Students are advised to consult with the Financial Aid Office prior to seeking Advanced Standing to review the effect of transfer or proficiency credits on financial aid eligibility.

No more than 75% of a program's total credits may be transferred or courses exempted through the awarding of credit via these four methods of achieving Advanced Standing. The Director of Education may grant exceptions to this policy on a case-by-case basis.

TRANSFER CREDIT
Requests for transfer credits should be submitted to the Director of Education as part of the admissions process and will only be accepted for consideration prior to the first day of scheduled classes during the student's first term. In order to have transfer credits accepted at Crimson, a student must have an official transcript sent from the previous institution to the Crimson Technical College Student Records office. To be considered "official," a transcript must be in a sealed envelope and signed by the granting institution. No photocopies will be accepted. To be accepted for transfer credit, the course must be similar in scope and credits to a Crimson course, and the student must have earned a grade of C or better. Courses found in the career major may transfer if completed within the past 5 years. All other courses may transfer without time limitations. All requests are subject to approval at the sole discretion of the Director of Education or designee. If transfer credits cannot be submitted to the Director of Education because of delays in receiving them from previously attended institutions, transfer credits must be accepted by the end of the Add/Drop period for the applicable term.

Please note that terms in which transfer credits are applied may affect enrollment status and financial aid eligibility for that term. Consult with the appropriate Program Director and a Financial Aid Advisor concerning the acceptance and impact of transfer credits.

CRIMSON TECHNICAL COLLEGE PROFICIENCY EXAMS
Crimson provides its students the opportunity to be exempt from certain required courses by demonstrating proficiency via an exam in the subject area. A schedule for these exams will be posted each term. There is a an administrative charge for each Proficiency Exam taken. This charge must be paid through the Business Office prior to sitting for the exam. Students must bring their receipt from the Business Office to the exam. Please note that the terms in which Proficiency Exam credits are applied may affect enrollment status and financial aid eligibility for that term. Please see the Director of Education for questions regarding these exams. Students should also see a Financial Aid Advisor to find out how these credits could affect financial aid eligibility.

ADVANCED PLACEMENT, PROFICIENCY, AND CERTIFICATION EXAMS
Students who complete Advanced Placement, CLEP, or nationally recognized certification exams (e.g., Microsoft Certified Systems Engineer (MCSE)) at a prescribed level of performance, may be granted "PR" credit for the appropriate course(s). A complete listing of acceptable levels of performance and recognized national certification examinations is available through the Director of Education. Students should also see a Financial Aid Advisor to find out how these credits could affect financial aid eligibility.

ADD/DROP PERIOD
Beginning with the first class each term, there is an Add/Drop period during which students will be allowed to add or drop classes from their schedule. The Add/Drop period ends on the day designated in the academic calendar found in this catalog. Once the Add/Drop period ends, all schedules are final and the Registrar will determine students' enrollment status based on these schedules and submit the status to the Business Office for tuition charges. Students will not be allowed to change schedules after the Add/Drop period. Students will be charged according to the enrollment status as of the end of the Add/Drop period.

ATTENDANCE/TARDINESS
Attendance is vital to academic achievement and the acquisition of good work habits. Prospective employers may screen graduates for academic achievement and attendance. A student who is late to class is considered to be tardy to that class. Absenteeism and accumulated tardiness may result in grade reduction, failure of a course, or dismissal. In the event of an absence or tardy attendance, all missed work must be made up. Students who are absent from a class for the following hours will be withdrawn from the class by the instructor, Program Director, Director of Education, or other designated official:

1. 24 consecutive contact hours in a 108-contact-hour course, or
2. 8 consecutive contact hours in a 36-contact-hour course, or
3. 16 consecutive contact hours in a 72-contact-hour course, or
4. 12 consecutive contact hours in a 54-contact-hour course.

Students who are withdrawn from all scheduled classes, according to the policy stated above will be withdrawn from the school.

Students who wish to be readmitted must complete the Re-Entry process and may not enter until the start of the next term.

In addition, individual instructors may impose stricter attendance requirements as needed to support educational objectives. These requirements will be disclosed in the course syllabus. Veteran and agency students' absences will be reported to the appropriate government agency.

LEAVE OF ABSENCE (LOA)
The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave school for an extended period of time without withdrawing or affecting his/her satisfactory academic progress calculations. The Director of Education or a designee may authorize a leave of absence under the following circumstances:

- A leave of absence may only be granted to a student who has completed a term and has not been in class past the end date of the published Add/Drop period of the current term they wish to take the leave of absence in.
- The student must resume classes at the same point at which they exited the program.
- The student must provide a signed written request for the leave of absence. The last date of attendance and return date must be clearly identified on the accompanying Student Action Report.
- The student has not completed his/her program.
- Under no circumstances will a leave of absence be extended beyond 180 days.
- Multiple leaves of absences may be granted during any 12-month period beginning with the start of the most recent leave of absence as long as the total days do not exceed 180.
- The student will incur no additional tuition charges during an approved leave of absence.

Reasons for granting a leave of absence may include, but are not limited to:

- Serious student medical problems
- Pregnancy
- Military duty
- Death of an immediate family member

If a student does not resume classes on or before the approved return date, the student will be withdrawn from the program.

Note: *If a student does not return from an approved leave of absence, the grace period for Stafford and Perkins loans will begin with the last date of attendance. The length of the remaining eligibility of the grace period is contingent upon any portion of the time frame previously used for the leave of absence.*

MAKE-UP WORK
Students will be allowed to make up work that they have missed because of an illness or absence. Proof of these circumstances may be required. If students are aware that they might have to miss a class, it is extremely important that they inform their instructor or Program Director. The determination that the absence is, in fact, an emergency will be made by the Program Director. All grades from make-up work will be averaged into the final grade for the course. Under no circumstances will make-up work erase an absence as defined and applied in the Attendance Policy.

WITHDRAWALS
If a student chooses to withdraw from any course or from a program of study, the student is requested (although not required) to notify the Director of Education in writing prior to the date of withdrawal, detailing the intended date of withdrawal and reasons for withdrawing. Prior to the date of withdrawal, the student must have an exit interview with the Director of Education and a representative from the financial aid office.

Students who are enrolled in a program of study and fail to register for the subsequent term, fail to meet the attendance policy as detailed in this catalog, and/or withdraw from all program courses for which the student is registered to take in that term, will be withdrawn from his or her program of study at the school.

SATISFACTORY ACADEMIC PROGRESS
To be in good academic standing with the College and to be eligible to receive Title IV financial aid, students must maintain satisfactory academic progress.

At the end of each three terms, each student is evaluated on three components to determine if he/she is maintaining satisfactory academic progress:

1. cumulative grade point average (CGPA),
2. successful course completion rate, and
3. credits attempted relative to the maximum credits attempted that are allowed (1.5 times the credits in the student's program).

EVALUATION POINTS
Satisfactory academic progress evaluation points are tied to the academic year. An academic year is defined as a minimum of 30 weeks of classes (or 3 terms of 10 weeks each and 36 credit hours). A Crimson student will be evaluated at the end of each term for the duration of his/her program. When a minimum evaluation point occurs during a term, the evaluation will be performed at the end of the prior term.

COMPLETION RATE REQUIREMENTS
At the midpoint of the first academic year (up to and including 18 quarter credit hours attempted), students enrolled in undergraduate-level programs must have completed a minimum of 55% of the cumulative credits attempted. From that point (18 quarter credit hours attempted) to the end of the 2nd academic year (up to and including 72 quarter credit hours attempted), students must complete a minimum of 60% of the cumulative credits attempted. Thereafter, students must complete 65% of the

MINIMUM EVALUATION POINT STANDARDS

Evaluation Point	Minimum Required CGPA***	Minimum Successful Completion % of Credits Attempted	Academic Status
End of first 10-week term or midpoint of 1st academic year (up to and including 18 quarter credits attempted*)	1.75	55%	Warning
25% Maximum Program Length	2.0	60%	Warning/Probation
End of 1st Academic Year (up to and including 36 quarter credit hours attempted)	2.0	60%*	Warning/Probation
Midpoint of 2nd academic Year (up to and including 54 quarter credit hours attempted)	2.0	60%*	Warning/Probation
End of 2nd Academic Year (up to and including 72 quarter credit hours attempted)	2.0	60%*	Warning/Probation
50% Maximum Program Length**	2.0	65%	Warning/Probation
Midpoint of 3rd Academic Year (up to and including 90 quarter credit hours attempted)	2.0	65%	Warning/Probation
End of each subsequent Academic Year	2.0	65%	Warning/Probation
100% Maximum Program Length	2.0	65%	Not allowed (Dismissed)

***If the evaluation point of 50% of the maximum program length occurs prior to this point (as is the case with some diploma and associate degree programs), then the maximum successful completion percentage of credits attempted is 65% at this point (instead of 60%).*

Note: *This chart represents minimum standards; however, Crimson students will be evaluated at the end of each term for the duration of his/her program. When a minimum evaluation point occurs during a term, the evaluation will be performed at the end of the prior term.*

cumulative credits attempted to be making satisfactory progress. Any credits for which the student has remained enrolled past the Add/Drop period and has incurred a financial obligation are considered in this calculation. Students enrolled in graduate-level programs must complete a minimum of 65% of the cumulative credits attempted at the end of each term to be making satisfactory academic progress.

COUNTING GRADES FOR THE COMPLETION RATE CALCULATION

Grade	Credits Attempted	Credits Completed	Calculated in GPA
A - D	Yes	Yes	Yes
F	Yes	No	Yes
Incomplete (I)[1]	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Repeated course (R)	Yes	No	No
Pass (P)	Yes	Yes	No
No Pass (N)	Yes	No	No
Transfer credit (TR)	No	No	No
Proficiency credit (PR)	No	No	No
Audited course (none)	No	No	No

[1]*A student who receives an "I" that results in a CGPA below the SAP standards will be placed on probation until such time as the "I" is removed and the CGPA is reevaluated.*

MAXIMUM TIME FRAME

Students must complete the entire program within one and one-half times the standard program length, which is defined by the College as the total number of credit hours in the program. Therefore, the maximum time frame for any program is calculated by multiplying the number of total credits by 1.5. For example, students enrolled in a 90-credit hour program can attempt no more than 135 credit hours.

Students who exceed the maximum time frame may not be eligible for financial aid, but may complete the program at his or her own expense. Students who exceed the maximum time frame cannot receive a diploma.

TRANSFER CREDITS AND PROFICIENCY EXAM CREDITS

For students who receive transfer credit from other institutions or who pass proficiency exams, the standard program length is adjusted by subtracting the number of transfer and/or proficiency credits from the number of total program credits. The maximum time frame is then recalculated by multiplying the adjusted program length by 1.5.

For example, if there are 90 total credit hours in the program and 12 transfer or proficiency credits are awarded, the student's standard program length is based on a 78 credit hour program. Therefore, the student may attempt 117 credit hours (78 x 1.5).

PROGRAM CHANGES

The maximum time frame for a student who changes from one field of study to another is adjusted by subtracting the earned course credits that are common to both programs from the total credits in the new program and multiplying that number by 1.5.

ACADEMIC WARNING AND PROBATION

At the end of each term, after grades have been posted, students' CGPAs and completion rates are reviewed to determine whether the students are meeting the above requirements.

- If the students are not meeting the above requirements, they will be placed on Warning the first term in which their CGPAs or completion rate fall below the values specified in the table above. Students placed on Warning will be required to meet with a Program Director or designee to develop an Academic Success Plan (ideally prior to registering but at the latest prior to the last day to drop/add for the next term) that details a specific plan for academic recovery. This plan may include actions such as mandatory tutoring, periodic advising as well as taking a reduced number of courses until the CGPA and/or completion rate reaches the minimums to be removed from Warning. At the end of the next term, the students will be placed on Probation if they continue to fall below the specified values.
- Students on Probation will continue on an Academic Success Plan and will be evaluated at the end of their second terms of monitoring. Students who raise their CGPAs and completion rates at or above the minimums will be removed from Probation and returned to regular status. If students do not meet the minimum CGPA or completion rate requirements at the time of evaluation, they will be dismissed from school.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from school. Crimson Technical College reserves the right to place a student on, or remove them from, academic monitoring based on their academic performance, notwithstanding these published standards.

MAXIMUM PROGRAM LENGTH (MPL)

Should any students exceed the 150% maximum time requirement, they will not be allowed to graduate from their programs of study. Crimson Technical College, as directed by the Federal government, does not allow students who do not raise their CGPAs or completion rates of progress to the necessary minimums to continue to receive federal financial assistance regardless of the students' circumstances. See the chart below for further explanation.

Situation	Academic Status	Federal Financial Aid Eligibility
First term in which CGPA and/or completion rate is below minimum standards	Warning	Students are still eligible for Federal financial aid for the following 10-week term
Second consecutive term in which CGPA and/or completion rate is below minimum standards	Probation	Students are still eligible for Federal financial aid for the following 10-week term
Third consecutive term in which CGPA and/or completion rate is below minimum standards	Dismissal (Suspension)	Students are no longer eligible in his-her 4th term for Federal financial assistance and will be dismissed from school

Under no circumstances, however, will a student be permitted to continue past the maximum time frame or graduate with a CGPA of less than 2.0 (3.0 for students enrolled in graduate-level programs). Students who fail to show significant improvement during the probationary term(s) may be dismissed from the College.

APPEAL FOR MITIGATING CIRCUMSTANCES

Students may appeal this dismissal in writing to the Director of Education at their campus. A response to the appeal will be given to the student in writing within five business days. If the appeal is granted a student may be allowed to continue in an extended enrollment status on a cash payment basis.

INCOMPLETES, WITHDRAWALS, REPETITIONS, REMEDIAL WORK

Students with course incompletes, withdrawals, repetitions, and those doing remedial work are eligible to continue receiving financial aid if the following conditions are met:

1. The student is otherwise making satisfactory progress.
2. The time needed to make up the incomplete course work is within the program maximum time frame.

***Note:** *For students enrolled in the MBA program, undergraduate pre-requisites are not included in the CGPA calculations.*

TRANSFER CREDITS AND PROFICIENCY EXAM CREDITS

For students who receive transfer credit from other institutions or who pass proficiency exams, the standard program length is adjusted by subtracting the number of transfer and/or proficiency credits from the number of total program credits. The maximum time frame is then recalculated by multiplying the adjusted program length by 1.5.

For example, if there are 90 total credit hours in the program and 12 transfer or proficiency credits are awarded, the student's standard program length is based on a 78 credit hour program. Therefore, the student may attempt 117 credit hours (78 x 1.5).

PROGRAM CHANGES

The maximum time frame for a student who changes from one field of study to another is adjusted by subtracting the earned course credits that are common to both programs from the total credits in the new program and multiplying that number by 1.5.

ACADEMIC PROBATION OR DISMISSAL APPEAL

A student who is placed on academic probation or dismissed for failing to maintain satisfactory academic progress may appeal this action by submitting to the Director of Education a written statement explaining the mitigating circumstances that affected his/her performance. Such circumstances may include illness or injury, death in the family, family crisis, or other occurrences outside the control of the student. The student must provide documentation of the circumstances that had an adverse impact on his/her performance.

APPEAL PROCESS

To appeal the application of the satisfactory academic progress standards, the student must follow the appeal process:

1. Obtain a Satisfactory Academic Progress Appeal Form from the Education Department.
2. Within two days of notification of probation or dismissal, complete the form and submit it to the Director of Education.
3. Should the appeal be granted, the student must meet with the Director of Education or designee to develop an academic success plan.
4. Continue to attend regularly scheduled classes during the review period.

The Director of Education will review the student's request and reach a decision no later than the fourteenth calendar day after the term start day. Should an appeal be denied, the student's dismissal stands and he/she can no longer attend classes; any tuition charges that have been posted for the current term will be reversed. A student may appeal academic dismissal only 1 time. Any additional appeals may be considered at the sole discretion of the Director of Education.

REESTABLISHMENT AS A REGULAR (TITLE IV ELIGIBLE) STUDENT AND EXTENDED ENROLLMENT STATUS

Students who have been dismissed due to the failure to maintain the qualitative and quantitative minimums outlined above may apply to continue their studies at the institution in an extended enrollment status. During this time, the student is not eligible to receive financial aid or loans and must attempt to improve the deficient areas that led to the dismissal by retaking courses from which the student withdrew or which he/she failed. The student will be responsible for all costs incurred while on extended enrollment status and must make acceptable arrangements with the business office in order to continue. Students on extended enrollment status remain in probationary status and will have their progress evaluated at the completion of each term by the Director of Education or designee. Students on extended enrollment who do not make improvement as determined by the Director of Education or designee may be dismissed from the college. A student on extended enrollment who reestablishes satisfactory progress may return to a regular student status. If the Director of Education or designee determines that the student has the academic ability and desire to successfully continue in the program, the student will meet with the Director of Financial Aid or designee to determine eligibility for Title IV aid. Reinstated students will be placed on probation for one term after reestablishing satisfactory progress.

TRANSFER STUDENT

After the College has determined which courses will be accepted for transfer credit from a non-Crimson Technical College, the student's transcript will be changed to reflect these courses. The standard program length will be shortened to reflect the transfer courses and the maximum time frame recalculated. The student will start with a 0.0 GPA and 0% courses attempted and successfully completed. If a student transfers credits to a new program from the same or other Crimson Technical College, the courses will be counted in the calculation of completion and in the calculation of GPA. These transfer credits may shorten the maximum time frame for the new program

MULTIPLE ATTEMPTS

Students who voluntarily withdraw from the College or who are withdrawn for academic, disciplinary, or attendance reasons may re-enter the College one time. Students must complete the Reentry Process, as outlined by the Director of Student Services, to be considered eligible for re-entry. If a re-entering student attends classes before the end of the drop/add period, the student will be returned to "active" status at the College. If the student does not attend classes after the drop/add period of the re-entry term, the student retains his/her status as a withdrawn student.

If a student is dropped or voluntarily withdraws from the College a second time, the student must meet with the Executive Director or Director of Education to discuss the extenuating circumstances that would warrant an additional attempt to re-enter the College.

GENERAL INFORMATION
Crimson provides services to all students during their programs. Crimson is committed to providing an environment that supports students in achieving their personal and professional goals. The campus has various resources to support students throughout their time at Crimson. Crimson endeavors to provide high quality services in an efficient manner, subject to ongoing evaluation by students and faculty.

TUTORING PROGRAM
At some point in nearly every student's training program, he/she may find it necessary to seek some additional help with course work. Crimson can provide help through the Free Tutoring Program. Tutors are available on an as-needed basis. The Tutoring Program is also a viable means for advanced students to help other students and earn some income. Students have found tutoring to be an advantageous addition to their résumé as employers find this to be a very valuable skill. Students may inquire about the Tutoring program through their appropriate Program Director.

STUDENT CONDUCT AND DISCIPLINE
The following behaviors are unacceptable with the educational goals of Crimson:

1. Act in such a manner as to bring unfavorable criticism upon Crimson, staff or any fellow student.
2. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to Crimson.
3. Forgery, alteration, misuse, or mutilation of Crimson documents, records, identifications, educational materials, or Crimson property.
4. Obstruction or disruption of teaching, administration, disciplinary procedures, or other activities including public service functions or other authorized activities on the campus.
5. Physical or verbal abuse of any person, or conduct which threatens or endangers health or safety.
6. Theft of, or damage to, property of Crimson, or using or attempting to use Crimson property in a manner inconsistent with its designed purpose.
7. Unauthorized entry to, use, or occupation of Crimson facilities.
8. Intentional and unauthorized interference with a right of access to Crimson facilities or freedom of movement or speech of any person on the premises.
9. Use or possession of firearms, ammunition, or other dangerous weapons, substances, or materials (except as expressly authorized by the Crimson), bombs, explosives, or incendiary devices prohibited by law.
10. Disorderly conduct or lewd, indecent, or obscene conduct or expression.
11. Violation of a federal, state, or local ordinance including but not limited to those covering alcoholic beverages, narcotics, dangerous drugs, gambling, sex offenses, or arson, which violation occurs on Crimson property.
12. Rioting, or aiding, abetting, encouraging, or participating in a riot.
13. Failure to comply with the verbal or written directions of any Crimson official acting in the performance of his/her duty and in the scope of his/her employment or resisting a security officer while acting in the performance of his/her duties.
14. Aiding, abetting, or inciting others to commit any act of misconduct set forth in 1 through 13 above.
15. Conviction of a serious crime. (Upon the filing of charges in civil court involving an offense which is of a serious nature and upon determination that the continued presence of the student would constitute a threat or danger to the Crimson community, such student may be temporarily suspended pending disposition of the charges in civil court).
16. It is against school policy to consume or possess alcohol on school property. It is also against policy to report to class under the influence of alcohol.
17. The sale, purchase, use, or possession of non-medically prescribed drugs on or off school property is against school policy. This applies to all forms of narcotics, depressants, stimulants, or hallucinogens whose sale, use, or possession is prohibited by law. The only exception is taking physician prescribed drugs. However, you must advise your instructor that you are taking medication.
18. Smoking is not permitted in any building, facility, or on the aircraft ramp area. Smoking is also prohibited within 50 feet of any aircraft and/or 50 feet of any shop area. Smoking is permitted at Crimson only in the designated smoking area.

Violation of any of the above may subject the student to any of the following:

1. Reprimand.
2. Specific restrictions.
3. Disciplinary probation.
4. Temporary suspension.
5. Expulsion.

After being suspended, a student may be readmitted only after the Executive Director approves a written request. Readmission will be on a probationary basis only. Any further infraction of the policies and rules will necessitate permanent suspension.

CONDUCT, SAFETY, AND DRESS CODE – AVIATION PROGRAMS ONLY
The purpose of this policy is to ensure students' compliance with established industry safety standards.

The following safety rules and regulations will be adhered to by the students:

1. Uniforms are to be worn at all times.
2. Any hair that extends below the bottom of the shirt collar must be restrained while at school. The hair must be restrained behind the head in the form of a ponytail.
3. Ties are prohibited in all shop areas.
4. Open footwear is not permitted, and socks must be worn with your shoes.
5. Safety glasses are required in all of the shop areas. Prescription glasses do not normally meet safety standards and are not acceptable.
6. Areas where high noise levels are encountered or areas designated by signs require single hearing protection (either earmuffs or earplugs). Double ear protection (earmuffs and earplugs) must be worn when working within 50 feet of operating un-muffled engines. It is against school policy to commit any act, which will compromise the safety of students or staff. If you are told by an instructor, staff

member, or safety coordinator that you are committing an unsafe act, take the necessary steps to correct that act. Failure to do so will result in disciplinary action including suspension or termination.

STUDENT HARASSMENT POLICY

Crimson intends to provide an educational environment that is free from harassment of students based on sex, race, color, religion, national origin, age, disability, veteran, or marital status. This policy prohibits any student, employee or visitor from harassing another student, employee or any visitor on the basis of sex, race, color, religion, national origin, age, disability, or veteran or marital status.

1. FORMS OF PROHIBITED HARASSMENT

A. Any verbal, physical or other conduct based on a persons sex, race, color, religion, national origin, age, disability, sexual orientation, or veteran or marital status that has the purpose or effect of threatening or intimidating or coercing another, or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits instructor harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.

B. Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or school setting. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and, therefore, interferes with academic performance.

C. The victim does not have to be the person toward whom the unwelcome conduct is directed, but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or student may create for another employee or student an intimidating, hostile, or offensive environment.

2. DEFINITION OF SEXUAL HARASSMENT

A. Any act of "quid pro quo" ("something for something") sexual harassment, where a student, supervisor, instructor or other employee with the power or authority to grant or withhold benefits or privileges, demands sexual favors in exchange for benefits or privileges. No student or employee should so much as imply that another student or employee's "cooperation" with sexual demands will have any effect on academic performance, career development, or any other aspect of education.

B. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile environment.

C. Examples of conduct that is prohibited by this policy to include, but are not limited to, the following conduct:

- Explicit or implicit demands for sexual favors in return for benefits or privileges.
- Unwelcome letters, e-mail communications, or telephone calls of a sexual nature.
- Distribution or display of materials of a sexual nature, including posters, screen savers or computer graphics, calendars, or pictures of men or women who are dressed in a suggestive manner.
- Utilizing the Crimson's facilities, time or resources in relation to any form of entertainment, such as strippers or belly dancers, that tends to present men or women as sexual objects.
- Physical assaults of a sexual nature or coerced sexual contact.
- Unwelcome and deliberate touching, leaning over, cornering, pinching, or other untoward sexual behavior.
- Unwelcome sexually suggestive looks or gestures.
- Unwelcome pressure for sexual favors or dates.
- Unwelcome teasing, jokes, remarks, innuendos, insults, questions, or vulgar language that relates to or is based on a person's sex. Students and staff are asked to be mindful of others around them. Comments not intended as harassment, and not perceived as such by the person to whom they are directed, may be offensive and unwelcome to another employee or student who overhears them.
- Affording favorable treatment to those who grant sexual favors, or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.

D. This policy prohibits sexual harassment of people of the opposite sex (male toward female, female toward male) or people of the same sex (male toward male, female toward female). This policy not only prohibits instructor sexual harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.

3. STUDENT RESPONSIBILITIES FOR REPORTING PROHIBITED HARASSMENT, INCLUDING SEXUAL HARASSMENT:

A. It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment.

B. Any student who believes that he or she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that the behavior is offensive and unwelcome and to stop.

C. If the misconduct continues, or if the student feels uncomfortable about confronting the harasser, he or she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure:

1. Any student who believes that he or she is being harassed should promptly report their concerns to the Executive Director.
2. It is the responsibility of each Supervisor within his or her area of control to report student complaints in writing to the Executive Director.
3. Crimson will investigate all harassment complaints; including talking with witnesses as appropriate, and in doing so will make every effort to treat the complaint and resulting investigation discreetly.
4. If the report of prohibited harassment is substantiated, Crimson will take corrective action it seems appropriate. Based on the severity of the offense in the case of an employee violator, the action may include, but is not

limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a student violator, the action may include, but is not limited to, oral, written reprimand, suspension, or expulsion.

D. If students have any questions regarding sexual harassment in the workplace or this policy, they should contact the Executive Director.

E. The law prohibits retaliation for reporting any form of illegal harassment, or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. Crimson will take appropriate measures to ensure that no such retaliation occurs.

F. Continued compliance with these policies will assure that the learning environment at Crimson remains harassment free and that employees and students treat each other with mutual respect.

4. FALSE CLAIMS
As harassment charges are taken with tremendous concern, any person who knowingly makes a false claim of harassment may be subject to disciplinary action up to and including expulsion from Crimson.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE
Crimson recognizes that, on occasion, a student may have a concern or issue that necessitates a prompt and fair resolution. To address this issue, the student is to follow the prescribed series of steps in an effort to obtain a mutual and satisfactory resolution of the student's concern or issue. If a student has an academic issue or concern (e.g. make up work, instruction), the first person to talk to is the Instructor. If talking with the Instructor does not result in a satisfactory resolution, the next steps are to talk with the Program Director. These staff members can resolve a vast majority of concerns or issues. If a student has a nonacademic issue or concern, with the exception of the Student Harassment Policy referenced above, (e.g. parking, ID cards), the first person with whom the student should talk is the manager of the department where the concern is focused. Talking to the Executive Director is the next step in the process. The Executive Director will attempt to coordinate a mutual and satisfactory resolution with the individuals or departments involved.

If a student still cannot find a satisfactory resolution, he/she can take the next step and initiate a grievance process by presenting a written and signed grievance to the Executive Director. In the event a mutual and satisfactory resolution has not been achieved at this level, the student may take his/her written and signed grievance to subsequent levels within Crimson organization. The steps in resolving a grievance are summarized in Table 1.

If a student does not feel that Crimson has adequately addressed a complaint or concern, the student may consider contacting the accrediting agency. All complaints considered by the agency must be in written form, with permission from the complainant(s) for the agency to forward a copy of the complaint to Crimson for a response. The agency will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. A copy of the agency's Complaint Form is available at Crimson and may be obtained by contacting the Executive Director.

TABLE 1

	Academic Issues	Non-Academic Issues
Step 1	**Instructor**	**Manager** of the department where concern is focused
Step 2	**Program Director**	**Executive Director**
Step 3	**Director of Education**	
Step 4	**Executive Director**	**Accrediting Agency** *(see catalog for address and/or phone number)*
Step 5	**Accrediting Agency** *(see catalog for address and/or phone number)*	
Step 6	**Arbitration**	

DRUG FREE SCHOOLS ACT
Crimson forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere on Crimson's property or at Crimson sponsored events off campus. Anyone in violation of state, federal or local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and campus disciplinary action.

CAMPUS CRIME AND SECURITY ACT
Crimson is in compliance with the Campus Crime and Security Act of 1990 and publishes an annual report on approximately October 1 of each year. Should students become witnesses to or victims of a crime on campus; they should immediately notify Crimson officials and report the incident to the local law enforcement agency. Emergency numbers are located throughout each campus.

SAFETY INFORMATION
The security of all members of the campus is a primary concern to Crimson. Each year Crimson publishes a report outlining security and safety information and crime statistics for the campus community. This report provides important policy information about emergency procedures, reporting of crimes, and information about support services for victims of sexual assault.

The report on such crimes is available from the Executive Director, who is responsible for maintaining records of all crimes that occur on campus.

GRADUATION CEREMONY
A graduation ceremony is held for graduating students, their guests and family members. Numerous awards are presented to students for outstanding achievement in academics and attendance.

VETERANS BENEFITS
Students eligible for Veterans Educational Benefits, Chapter 32 (VEAP), Chapter 30 (Montgomery GI Bill), Chapter 1606 (Reserve Educational Benefits), or Chapter 35 (Survivors and Dependents Educational Assistance) may use them to attend the Airframe and Powerplant programs. Students may also attend the program under Chapter 31 (Vocational Rehabilitation). Our Veterans Service Office maintains all necessary applications and will provide assistance in applying for benefits once you are enrolled.

ADDITIONAL INFORMATION
BOOKSTORE
The bookstore issues textbooks and student materials. Students may purchase all required books and student materials at the

bookstore. Bookstore purchases may be paid by cash, check, or credit card.

CONTINUING STUDENT REGISTRATION
Students enrolled in Technical Programs who are continuing on to the next term are required to finalize their registration in accordance with the "continuing student" registration schedule at their campus.

RESOURCE CENTER
The purpose of the Resource Center at Crimson is to maintain and develop information, resources and services that support the educational goals of students, faculty, and the staff of Crimson. Online information to include Internet access, e-Library, CD-ROMs, up-to-date periodicals, and printed reference resources are available for student use. The staff will assist students in using these or any other resources. Students are encouraged to familiarize themselves with the resource center early in the first block or term.

STUDENT ID CARDS
Student identification cards are received during registration/orientation for each term. Student ID cards can also be issued through Student Services during regular business hours. Student ID cards are required for ALL tools checked out at the tool room.

VISITORS
All visitors, including student's guests, must register with the receptionist. The student is responsible for the guest's behavior while visiting our campus.

WHERE TO GET ANSWERS
See this Department for questions about…

Business Office:
- Account Balance
- Account Charges
- Cost of Tuition/Terms
- Tuition Payment Schedule
- College Loans

Career Development and Employment Assistance Services:
- Alumni Information
- Application for Work-Study
- Education & Career Expos
- Graduate Employment
- On-campus Job Fairs
- Part-time Jobs
- Resume Assistance
- Work-Study Opportunities

Education:
- Adding/Dropping a Class *(Also see Student Records)*
- Advanced Standing or Transfer Credits
- Confidential Educational Issues
- Disputing a Grade
- Disputing Attendance
- Education Concerns
- Education Policies/Procedures
- Instructor Related Issues
- Night Student Concerns
- Program Change *(Must also see Student Records)*
- Program of Study
- When Classes are Offered
- Withdrawing from a Class *(Must also see Student Records)*
- Withdrawing from School

Financial Aid:
- Federal Student Loans
- Impact to Financial Aid Eligibility Due to Schedule/Status Changes
- Program Change Impact on Financial Aid
- Scholarships
- State Grants

Student Records:
- Graduation Procedure/Checklist
- Printout of Class Schedule
- Student Records
- Transcripts
- Transfer Credits if Processed
- VA Information
- Verification of Enrollment
- Employer Tuition Reimbursement
- General Education Schedule
- Registration for Continuing Students
- Schedule for Next Term or Block

CAREER DEVELOPMENT SERVICES
The Career Development Services department is committed to supporting students and Alumni in launching and advancing their careers.

To support students and graduates in attaining their career goals, Career Development staff focus on both assisting students in developing career search skills and on introducing students to businesses that may help them attain their professional goals.

Students are encouraged to participate in the events and activities that Career Development Services offers each term. Students will be given the chance to interact with business professionals both on and off campus. The more students interact with other professionals and participate in their business communities, the more prepared and positioned students will be to gain employment and be successful in their career endeavors.

Career Development Services provided to students:

1. One-on-one and small group coaching and feedback sessions
2. Workshops offered either during or outside of class sessions
3. Résumé Reviews
4. Mock Interviews
5. Career search tools and techniques
6. Exposure to local business people and companies
7. Networking events
8. A career focused website that provides valuable career development tools, techniques, and resources

CAREER DEVELOPMENT ADVISING
New students are introduced to Career Development prior to their first term at Crimson. Students are assigned an Advisor who will learn about students' professional goals and career aspirations, and will educate students on the services the Career Development office provides.

Students are encouraged to get to know their Career Advisor and to meet with him/her regularly. The more Career Development Advisors know about a student's professional goals, the better they are able to assist students in reaching those goals. Career Advisors will work with students to conduct both general and career related job searches, ensure student's resumes and cover letters are professional and ready to present to businesses, and to help develop students' interview skills. Career Advisors will also train and coach students on how to generate their own job leads and will follow-up on students' interviews to gain valuable feedback from employers.

STUDENT WORK OPPORTUNITIES
Career Development Advisors will work with students throughout their Crimson experience to assist students in gaining valuable business experience. Whether students are seeking general or career related work experience, Career Services Advisors will provide coaching, job search training, and tools to propel any job search.

Students who would like to work while attending Crimson are encouraged to seek assistance from their Career Advisor to learn about both on and off campus employment opportunities. Upcoming graduates should plan to meet with their Career Advisors three terms prior to graduating to formally kick off their career-related job search.

STUDENTS' RESPONSIBILITIES
Students are ultimately responsible for their job search and for attaining both general and career related employment. Those responsibilities include:

1. Creating and executing a job search plan with their Career Advisor.
2. Making and keeping regular appointments with their Career Advisor.
3. Informing their Career Advisor of life changes including: Changes of career goals, employment status, mailing and email addresses, and contact phone numbers.
4. Completing and submitting job search materials to Career Services, including a cover letter, resume, and work samples, if appropriate.
5. Actively searching for jobs which includes: Attending networking events, generating business relationships, calling potential employers, applying for jobs and following up on those applications.
6. Dressing appropriately for all company site visits, informational and formal job interviews, and arriving to all scheduled meetings and interviews on time.
7. Calling to reschedule all appointments – both on and off campus – that students will not be able to attend.

ALUMNI SERVICES
Career Advising continues after students graduate from Crimson. Alumni are always welcome to contact any Crimson Career Development office for assistance conducting a job search. Crimson also maintains an Alumni website through which Alumni can keep in touch with each other, develop relationships with Alumni throughout the country, and access powerful career development tools and resources. Alumni are also encouraged to take advantage of Crimson's tuition-free retraining in their program of study. Alumni should contact the Education department to learn more about how to take advantage of tuition-free retraining. Note, other fees, laboratory, books, etc. may apply.

CONSTRUCTION MANAGEMENT

ASSOCIATE OF SCIENCE

DAY SESSION	20 months
EVENING SESSION	20 months
CREDIT HOURS	109.5
CLOCK HOURS	1212

PROGRAM DESCRIPTION

The Construction Management Program prepares students for entry-level positions in the field of construction management. Through three main areas of instruction – construction science, construction management, and business – the program provides the concepts and tools needed to support the construction management process. Coursework in construction provides a basic foundation in construction concepts fundamental to residential and commercial buildings, such as building materials and construction methods. Coursework in construction management teaches skills that support the administration of construction projects, such as tracking construction schedules, monitoring activities on a construction site, and developing quantity surveys. The business component of the program teaches general business skills needed to operate effectively in a business environment. Graduates of this program will be prepared to seek positions such as Assistant Project Manager, Assistant Estimator, or Assistant Construction Manager.

PROGRAM OBJECTIVES

Upon successful completion of the program of study, students should be able to:

- Describe commonly used construction materials and related construction methods and testing procedures for materials listed in the Construction Specification Institute's MasterFormat™.
- Explain typical roles, responsibilities, and organizational structures associated with construction projects.
- Present an overview of key developments in the history of construction, including the changing role of environmental considerations in construction.
- Communicate professionally with construction project team members using correct construction terminology.
- Apply common safety practices to a construction project.
- Recognize industry standard construction documents, their sources, and their purposes.
- Identify how building codes and inspection processes are used in construction.
- Draft a basic residential and/or commercial drawing by hand and using a computer-aided design application applying correct construction graphics and related concepts.
- Read and correctly interpret construction plans.
- Develop a sound construction project quantity survey.
- Develop, track, and manage changes to a construction project plan and schedule that meets project criteria.
- Manage cost information related to construction projects.
- Endorse professional and ethical behavior in all aspects of construction.
- Advocate safety regulations on a construction site.
- Adopt a solutions-oriented approach to construction management-related problem solving.

LABORATORIES AND EQUIPMENT

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the library as well as access to the Internet.

Course No.	Course Title	Quarter Credits
TECHNICAL COURSES		
APM300	Introduction to Business	3.5
APM371	Managerial Accounting	3.5
CA101	Computer Applications	3.0
CA201	Advanced Business Software Applications	3.0
CM100	Introduction to Construction Management	3.5
CM110	Construction Materials and Methods I	3.5
CM120	Construction Materials and Methods II	3.5
CM130	Construction Materials and Methods III	3.5
CM140	Construction Documents	3.5
CM150	Construction Graphics	5.5
CM160	Fundamentals of Construction Surveying	5.5
CM200	Construction Accounting	3.5
CM210	Construction Planning and Scheduling	3.0
CM220	Construction Safety	3.5
CM230	Building Codes and Inspection	3.5
CM240	Construction Law and Contracts	3.5
CM250	Construction Estimating I	3.0
CM270	Construction Management Capstone Project I	6.0
GENERAL EDUCATION COURSES		
ENG121	College Writing I	3.5
ENG122(1)	College Writing II	3.5
ENG302	Public Speaking	3.5
MTH110	College Algebra I	3.5
MTH111	College Algebra II	3.5
MTH221	Trigonometry	3.5
MTH401	Linear Algebra	3.5
SCI121	Introduction to Physical Science	3.5
SCI131	Introduction to Earth Science	3.5
SOC121	Human Relations	3.5
OTHER COURSES		
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5
TOTAL PROGRAM CREDIT HOURS		**109.5**

Note: *Courses may be taught in a sequence that differs from the order represented above.*

(1) At the option of the campus, ENG112 Communication Techniques may be offered as an alternative to ENG122 College Writing II

AIRFRAME AND POWERPLANT (A&P)

AVIATION PROGRAM
DIPLOMA
DAY SESSION: 17.5 months
EVENING SESSION: 17.5 months
CLOCK HOURS: 2100

PROGRAM DESCRIPTION
The 17.5 month long A&P Program is divided into 14 units of instruction. The curriculum includes three General units, five Airframe units, five Powerplant units and an Inspection and Review unit. Each unit lasts five weeks and covers a specific area of aircraft maintenance and repair. Individual classes can have up to 45 students however; the actual student-to-instructor ratio in labs will not exceed 25 to 1. Each unit of instruction represents 150 clock hours of instruction for a total program of 2100 clock hours of training. Classroom lecture, discussion and hands-on training, including the completion of individual projects are some of the instructional strategies used to enhance student training.

PROGRAM OBJECTIVES
A&P Technicians keep airplanes in safe flying condition. They are certified by the Federal Aviation Administration and work for airlines, aircraft manufacturers, general aviation, aerospace companies, and the U.S. government. A&P's are trained to service, repair and overhaul aircraft components and systems including the airframe, piston engines, turbine engines, electrical systems, hydraulic systems, propellers, rigging, control surfaces, instrumentation, warning systems, and environmental systems. A graduate from the college's A&P program is qualified for many entry-level positions, such as Airframe and Powerplant Technician, Airframe Mechanic/Technician, or Powerplant Mechanic/Technician.

LABORATORIES AND EQUIPMENT
The college features a vast array of industry relevant training aids to include, but not limited to, reciprocating and turbine powerplants; variety of carburetor's, magnetos, turbochargers; propellers; sheet metal shop containing brakes, shears, press and pneumatic drill and riveting equipment; shops used for the study of wood, fabric, fiberglass, Plexiglas and composites; Aircraft electricity lab; and additional equipment used to study aircraft navigation, flight and communication instruments.

Course No.	Course Title	Clock Hours
AF111	Metallic Structures	150
AF112	Non-Metallic Structures	150
AF113	Hydraulic and Pneumatic Systems	150
AF114	Aircraft Systems	150
AF115	Aircraft Flight Control and Fuel Systems	150
GN101	Aviation Science	150
GN102	Electrical Theory	150
GN103	Aviation Maintenance Procedures	150
IR130(A)	Inspection and Review	150
PP121	Reciprocating Engines	150
PP122	Powerplant Systems	150
PP123	Turbine Engine Theory & Operation	150
PP124	Propellers and Exhaust Systems	150
PP125	Fuel Metering and Lubrication Systems	150
TOTAL PROGRAM CLOCK HOURS		**2100**

Note: *Courses may be taught in a sequence that differs from the order represented above.*

AIRFRAME (Add-on)

DIPLOMA
DAY SESSION: 7 months
EVENING SESSION: 7 months
CLOCK HOURS: 900

PROGRAM DESCRIPTION
Upon completion of the Airframe Add-On Certificate program, technicians have opportunities to work almost anywhere in the United States. These technicians can be placed in manufacturing, repair stations, fixed-based operations, and repair facilities.

Course No.	Course Title	Clock Hours
AF111	Metallic Structures	150
AF112	Non-Metallic Structures	150
AF113	Hydraulic and Pneumatic Systems	150
AF114	Aircraft Systems	150
AF115	Aircraft Flight Control and Fuel Systems	150
IR130(D)	Inspection and Review	150
TOTAL PROGRAM CLOCK HOURS		**900**

Note: *Courses may be taught in a sequence that differs from the order represented above.*

POWERPLANT (Add-on)

DIPLOMA
DAY SESSION: 7 months
EVENING SESSION: 7 months
CLOCK HOURS: 900

PROGRAM DESCRIPTION
Upon completion of the Powerplant Add-On Certificate program, powerplant technicians have opportunities to work almost anywhere in the United States. These technicians can be placed in manufacturing, repair stations, fixed-based operations, and repair facilities.

Course No.	Course Title	Clock Hours
IR130(E)	Inspection and Review	150
PP121	Reciprocating Engines	150
PP122	Powerplant Engines	150
PP123	Turbine Engine Theory & Operations	150
PP124	Propellers and Exhaust Systems	150
PP125	Fuel Metering and Lubrication Systems	150
TOTAL PROGRAM CLOCK HOURS		**900**

Note: *Courses may be taught in a sequence that differs from the order represented above.*

AIRFRAME

DIPLOMA
DAY SESSION: 10.5 months
EVENING SESSION: 10.5 months
CLOCK HOURS: 1350

PROGRAM DESCRIPTION
Upon completion of the Airframe Single Rating program, airframe technicians have opportunities to work almost anywhere in the United States. These technicians can be placed in manufacturing, repair stations, fixed-based operations, airplane structures repair, and other airframe specialty areas.

Course No.	Course Title	Clock Hours
AF111	Metallic Structures	150
AF112	Non-Metallic Structures	150
AF113	Hydraulic and Pneumatic Systems	150
AF114	Aircraft Systems	150
AF115	Aircraft Flight Control and Fuel Systems	150
GN101	Aviation Science	150
GN102	Electrical Theory	150
GN103	Aviation Maintenance Procedures	150
IR130(B)	Inspection and Review	150
TOTAL PROGRAM CLOCK HOURS		**1350**

Note: *Courses may be taught in a sequence that differs from the order represented above.*

POWERPLANT

DIPLOMA
DAY SESSION: 10.5 months
EVENING SESSION: 10.5 months
CLOCK HOURS: 1350

PROGRAM DESCRIPTION
Upon completion of the Powerplant Single Rating program, powerplant technicians have opportunities to work almost anywhere in the United States. These technicians can be placed in manufacturing, repair stations, fixed-based operations, engine overhaul and repair facilities and other powerplant specialty areas.

Course No.	Course Title	Clock Hours
GN101	Aviation Science	150
GN102	Electrical Theory	150
GN103	Aviation Maintenance Procedures	150
IR130(C)	Inspection and Review	150
PP121	Reciprocating Engines	150
PP122	Powerplant Engines	150
PP123	Turbine Engine Theory & Operations	150
PP124	Propellers and Exhaust Systems	150
PP125	Fuel Metering and Lubrication Systems	150
TOTAL PROGRAM CLOCK HOURS		**1350**

Note: *Courses may be taught in a sequence that differs from the order represented above.*

Crimson uses an alpha numeric course coding system in which the first several characters represent the subject area and the digits represent the level of the course offering. General Education courses start with ENG, MTH, and SOC. 00 level courses are typically pre-college level (developmental courses). 100/200 level courses are typically lower division courses, as part of diploma or associate degree programs.

AF111 METALLIC STRUCTURES

150 CLOCK HOURS / 5 WEEKS
In this course, students learn aircraft structures, techniques of sheet metal repair using proper tools, parts layout, and forming and bending aluminum materials.

AF112 NON-METALLIC STRUCTURES

150 CLOCK HOURS / 5 WEEKS
This course studies the basic skills used in applying aircraft finishes, repairing aircraft wood structures, and fabric and composite coverings. Ice and rain control systems are included in this block.

AF113 HYDRAULIC AND PNEUMATIC SYSTEMS

150 CLOCK HOURS / 5 WEEKS
In this course, students learn how to service, troubleshoot, and repair hydraulic and pneumatic systems and components. Inspection and repair of landing gear and aircraft electrical systems complete this block of study.

AF114 AIRCRAFT SYSTEMS

150 CLOCK HOURS / 5 WEEKS
The student studies the operating, inspecting, servicing, and troubleshooting of aircraft oxygen, pressurization, heating and air conditioning systems, position and warning systems, as well as aircraft instrument, communication and navigation systems.

AF115 AIRCRAFT FLIGHT CONTROL AND FUEL SYSTEMS

150 CLOCK HOURS / 5 WEEKS
In this course, the student learns various welding techniques, assembly and rigging of aircraft controls, aircraft fuel systems, and aircraft fire protection.

APM300 INTRODUCTION TO BUSINESS

3.5 CREDIT HOURS
This course is designed to be an introduction to the operation of various types of businesses including businesses engaging in electronic commerce. Topics covered include an overview of various traditional business and e-business models, building a business, business law, and government regulation. Special emphasis is placed on business in the "new economy."

APM371 MANAGERIAL ACCOUNTING

3.5 CREDIT HOURS
Covers the basics of accounting including: balance sheets, journals, income statements, and closing entries. Teaches the student how to manage the money made by the company. It covers financial ratios, time value of money, investments, taxes, and inventory controls.

CA101 COMPUTER APPLICATIONS

3.0 CREDIT HOURS
This course is designed to increase proficiency in the use of common word processing, spreadsheet, and presentation application software. Topics include production of business documents and reports. Upon completion of this course, students should be able to prepare documents using word processing, spreadsheet, and presentation software.

CA201 ADVANCED BUSINESS SOFTWARE APPLICATIONS

3.0 CREDIT HOURS
PREREQUISITE(S): CA101
This course is designed to increase proficiency in the student's ability to integrate business application software. Topics include production of business documents and reports, business presentations, and software integration. Upon completion of this course, students should be able to create reports and presentations through the integration of word-processing, spreadsheets, and presentation software.

CM100 INTRODUCTION TO CONSTRUCTION MANAGEMENT

3.5 CREDIT HOURS
This course is designed to introduce students to the construction industry. Topics include an overview of the history of construction management; different construction project delivery systems; roles and responsibilities typically involved in construction projects; environmental protection considerations in construction; and potential career paths for construction managers. Upon completion of this course, students should be able to provide an overview of the history of construction, methods for implementing construction projects, the roles and responsibilities typically associated with construction, the importance of ethical behavior in construction, and how environmental considerations affect construction projects.

CM110 CONSTRUCTION MATERIALS AND METHODS I

3.5 CREDIT HOURS
This course is designed to introduce students to residential and light construction materials used in construction and the tests, properties of, and installation techniques for those materials. Topics include a general introduction to construction methods and materials; an overview of the building site; and a discussion of the construction materials in the Construction Specifications Institute MasterFormat™. Upon completion of this course, students should be able to describe general methods used to construct buildings; explain how a building site is prepared; describe the properties and testing procedures used for the materials discussed in this class; and identify how the properties of the these materials affect design decisions.

CM120 CONSTRUCTION MATERIALS AND METHODS II

3.5 CREDIT HOURS
PREREQUISITE: CM110
This course is a continuation of Construction Materials and Methods I. It is designed to continue to introduce students to residential and light construction materials used in construction, and the properties of and installation techniques used for those materials. Topics include a continuation of the discussion of materials, materials properties, and installation techniques for the construction materials in the Construction Specifications Institute MasterFormat™. Upon completion of this course, students should be able to describe the properties and testing procedures used for the materials discussed in this class, and identify how the properties of these materials affect design decisions.

CM130 CONSTRUCTION MATERIALS AND METHODS III

3.5 CREDIT HOURS
PREREQUISITE(S): CM120
This course is a continuation of Construction Materials and Methods II. It is designed to continue to introduce students to

residential and light construction materials used in construction, and the properties of and installation techniques used for those materials. Topics include a continuation of the discussion of materials, materials properties, and installation techniques for the construction materials in the Construction Specifications Institute MasterFormat™. Upon completion of this course, students should be able to describe the properties and testing procedures used for the materials discussed in this class, and identify how the properties of these materials affect design decisions.

CM140 CONSTRUCTION DOCUMENTS

3.5 CREDIT HOURS
PREREQUISITE(S): CM100
This course provides students with detailed coverage of the documents generated during the building construction process. Topics include the major participants and their responsibilities to the documents commonly produced during the design and construction of a building, the origin and format of construction documents, and how construction documents work together as a system. Upon completion of this course, students should be able to identify standard construction documents and their origins, describe the purpose of standard construction documents, and identify the construction project phase within which each construction document is associated.

CM150 CONSTRUCTION GRAPHICS

5.5 CREDIT HOURS
PREREQUISITE(S): CM110
This course introduces students to graphical communications related to construction. Topics include manual and computer-based drafting techniques and print reading of architectural, electrical, and mechanical systems diagrams. Upon completion of this course, students should be able to communicate graphically with construction project team members, correctly interpret residential and light commercial plans, identify potential errors or missing details on a print plan, create and manipulate computer-aided design files.

CM160 FUNDAMENTALS OF CONSTRUCTION SURVEYING

5.5 CREDIT HOURS
PREREQUISITE(S): MTH221, CM150
This course is designed to introduce students to the fundamentals of construction site surveying. Topics include operation of basic surveying equipment, distance measurement, leveling, site plans, and topographic maps. Upon completion of this course, students should be able to perform basic surveying operations necessary for location, layout, and construction of a building, and communicate effectively with those responsible for surveying a construction site.

CM200 CONSTRUCTION ACCOUNTING

3.5 CREDIT HOURS
PREREQUISITE(S): APM371
This course is designed to teach students how general business accounting and financial principles are uniquely applied in the construction industry. Topics include the financial resources of construction companies, and how construction companies manage costs, profits, and cash flow. Upon completion of this course, students should be able to apply general accounting and financial principles to the basic accounting processes of a construction company.

CM210 CONSTRUCTION PLANNING AND SCHEDULING

3.0 CREDIT HOURS
PREREQUISITE(S): CA201, CM130, CM150
This course is designed to introduce students to planning and scheduling construction projects. Topics include project scheduling using the critical path method; determining tasks, their duration, and their start and finish dates; and use of communication tools to improve project planning and execution. Upon completion of this course, students should be able to plan a construction project, schedule the labor, equipment, and materials for a construction project, and manage project changes and their affect on the project schedule and resources.

CM220 CONSTRUCTION SAFETY

3.5 CREDIT HOURS
PREREQUISITE(S): CM100
This course is designed to provide students with a solid understanding of the Occupational Safety and Health Act (OSHA) as it relates to construction, and the responsibilities of construction managers to enforce OSHA and related safety practices. Topics include OSHA regulations that relate to construction, the importance of accident prevention, and accident reporting and record keeping. Upon completion of this course, students should be able to articulate why adherence to OSHA regulations is critical to a construction project, identify common construction-related accidents, articulate how accidents can be prevented, and follow appropriate steps if an accident occurs.

CM230 BUILDING CODES AND INSPECTION

3.5 CREDIT HOURS
PREREQUISITE(S): CM120
This course is designed to familiarize students with building codes and zoning ordinances. Topics include the organizations responsible for developing building codes and zoning ordinances; current building codes and their meaning; and the role of inspections in ensuring compliance with building codes. Upon completion of this course, students should be able to describe the purpose of and organizations responsible for building codes and zoning ordinances, explain the meaning of common building codes and zoning ordinances, and perform a preliminary review of a construction site for potential non-compliance with common building codes.

CM240 CONSTRUCTION LAW AND CONTRACTS

3.5 CREDIT HOURS
PREREQUISITE(S): CM140
This course is designed to introduce students to the legal system and laws, particularly as they pertain to the field of construction. Topics include an introduction to the legal system; legalities surrounding construction specifications and plans; how contract changes are handled; warranties; torts; contract termination and contract damages; liability and indemnity; and conflict/dispute resolution. Upon completion of this course, students should be able to administer the construction contracting process, identify basic contract-related legal risks associated with a construction project, and support the management of a construction project within the legal framework of construction law.

CM250 CONSTRUCTION ESTIMATING I

3.0 CREDIT HOURS
PREREQUISITE(S): CA201, CM130, CM150, MTH221
This course is designed to introduce students to the principles and practices of preparing a quantity survey for a construction estimate. Topics include an overview of the estimating and bidding

process, and performing a quantity survey for a residential or light commercial construction project. Upon completion of this course, students should be able to describe the estimating and bidding process, and develop a quantity survey using drawings and specifications.

CM270 CONSTRUCTION MANAGEMENT CAPSTONE PROJECT I

6.0 CREDIT HOURS
PREREQUISITE(S): UPPER DIVISION STATUS
This course provides students with an opportunity to synthesize their knowledge and skills developed in their previous courses. Topics include selecting a construction project, developing a quantity survey for the project, identifying contractors to supply materials for the project, developing a project plan, identifying building codes that apply to the project, identifying some of the legal and safety risks associated with the project. Upon completion of this course, students should be able to demonstrate competency in construction materials and methods, construction documents, quantity surveys, construction project planning and scheduling, building codes and inspection processes, and construction law and contracts.

ENG090 READING FOR UNDERSTANDING

3.0 CREDIT HOURS
This course develops basic reading comprehension and vocabulary skills in students. Basic study skills are also introduced.

ENG091 FUNDAMENTALS OF WRITING

3.0 CREDIT HOURS
This course concentrates in the mechanics of grammar, working from the parts of speech to sentence structure and paragraph development. Writing practice activities are included in course requirements. Upon completion of this course, students should be able to apply correct grammatical usage to the writing of sentences and paragraphs.

ENG112 COMMUNICATION TECHNIQUES

3.5 CREDIT HOURS
This course provides students with the opportunity to explore several different methods of communicating with others. Topics include traditional writing and oral techniques and technologically-assisted means such as computer or video-based communications. At completion of this course students should be able to explain the communication process, define intrapersonal and interpersonal communication, demonstrate effective listening skills, and research, compose and deliver oral presentations by utilizing technological aids.

ENG121 COLLEGE WRITING I

3.5 CREDIT HOURS
PREREQUISITE(S): ENG090, ENG091 OR REGULAR STATUS
This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research and oral communication skills. Upon completion of this course, students should be able to prepare well-constructed process, informative, and descriptive essays and informal reports.

ENG122 COLLEGE WRITING II

3.5 CREDIT HOURS
PREREQUISITE(S): ENG121
In this course students refine the reading, writing, oral communication, and research skills introduced in English121 with the emphasis on the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will complete a formal research paper as the major requirement of this course.

ENG302 PUBLIC SPEAKING

3.5 CREDIT HOURS
PREREQUISITE(S): ENG121
This course introduces students to the research, preparation, and presentation skills used in a variety of public speaking opportunities. Topics include researching information, assessment of audience and environments, use of visual aids, organizing for public speaking, outlining, and developing speeches for a variety of purposes. Upon completion of this course, students should be able to develop and present speeches and presentations with appropriate visual aids, research, and organizational plans.

GN101 AVIATION SCIENCE

150 CLOCK HOURS / 5 WEEKS
This course develops skills in basic algebra and calculator mathematics. Basic Physics includes concepts of motion fluid dynamics, heat, sound, and aerodynamics. It also incorporates an introduction to maintenance forms and records as well as maintenance publications.

GN102 ELECTRICAL THEORY

150 CLOCK HOURS / 5 WEEKS
This course concerns the fundamentals of magnetism and electricity, basic electricity includes performing analysis on electrical circuits as well as calculation of resistance, impedance, and power. An introduction to aircraft materials and processes is also included in this course.

GN103 AVIATION MAINTENANCE PROCEDURES

150 CLOCK HOURS / 5 WEEKS
This course develops skills interpreting aircraft drawings, blueprints and schematics, fabricating hydraulic lines and fittings, aircraft and engine ground operations, handling and servicing, identification of corrosion and treatment procedures. Also included in this course are mechanic privileges and limitations and an introduction to non-destructive testing (NDT).

IR130 INSPECTION AND REVIEW

150 CLOCK HOURS / 5 WEEKS
This course involves Engine Change, Inspection, Review and Testing. Students perform Airframe and Powerplant inspections and manage documentation using FAA Aircraft Records and Maintenance Publications. An engine change, using checklists and appropriate aircraft/engine manuals, will complete this course. Course review and final testing are also accomplished in this block.

MTH090 PRE-ALGEBRA I

3.0 CREDIT HOURS
This course is designed to develop an understanding of the fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. Upon completion of this course, students should be able to solve problems using these basic operations.

MTH091 PRE-ALGEBRA II

3.0 CREDIT HOURS
This course is designed to introduce the basic tools of algebra. Topics include the real number system, exponents, order of operations, solving linear equations, proportions, percents, and

applying basic formulas. Upon completion of this course, students should have the basic skills needed to advance to College Algebra I.

MTH110 COLLEGE ALGEBRA I

3.5 CREDIT HOURS
PREREQUISITE(S): MTH090, MTH091 OR REGULAR STATUS
This course provides the basic tools of algebra. Topics include operations and applications using integers, variable expressions including integer exponents and properties of real numbers, linear equations and inequalities, simplifying polynomials, and coordinate geometry. Upon completion of this course, students should be able to apply the basic rules of algebra to solve real world problems.

MTH111 COLLEGE ALGEBRA II

3.5 CREDIT HOURS
PREREQUISITE(S): MTH110
This course is a continuation of the algebraic operations introduced in College Algebra I. Topics include factoring polynomials, graphing first and second-degree equations, solving linear systems of equations and quadratic equations, and basic operations with functions and logarithms. Upon completion of the course, students should be able to manipulate, simplify algebraic expressions, and solve linear equations, linear systems of equations and quadratic equations.

MTH221 TRIGONOMETRY I

3.5 CREDIT HOURS
PREREQUISITE(S): MTH111
This course is designed to introduce students to trigonometric functions and their applications. Topics include solving right triangles, finding angles using inverse functions, converting degree and radian measurements, and solving oblique triangles. Upon completion of this course, students should be able to use trigonometry to solve for all the parts of triangles.

MTH401 LINEAR ALGEBRA

3.5 CREDIT HOURS
PREREQUISITE(S): MTH111
This course introduces students to the use of matrices to solve systems of equations. Topics include matrices, determinants, row operations and vectors. Upon completion of this course, students should be able to solve systems of equations using matrices and determinates.

PDC111 SUCCESS STRATEGIES

3.5 CREDIT HOURS
This course provides students with skills and strategies to achieve personal, educational, and career goals. Topics include learning styles, accountability, self-directed learning, managing resources, goal setting, self-esteem, critical thinking, and problem solving skills. Upon completion of this course, students should demonstrate self-reliance and apply the tools for success.

PDC200 CAREER MANAGEMENT

3.5 CREDIT HOURS
This course is designed to assist students in developing long-term career management skills. Topics include tips for producing quality résumés and cover letters as well as techniques for interviewing success. Upon completion of the course, students should have a camera-ready and error-free résumé, sample cover letter, and demonstrate interviewing techniques in a mock interview session.

PP121 RECIPROCATING ENGINES

150 CLOCK HOURS / 5 WEEKS
This course introduces designs, construction, and operations of radial and opposed reciprocating engines. The techniques used in disassembling, cleaning, inspecting, and repair of such engines are also emphasized.

PP122 POWERPLANT SYSTEMS

150 CLOCK HOURS / 5 WEEKS
This course involves the fundamentals of operation, inspection and repair of fire protection, ignition and starting, engine instruments and engine electrical systems.

PP123 TURBINE ENGINE THEORY AND OPERATION

150 CLOCK HOURS / 5 WEEKS
This course introduces the basic theory, maintenance techniques, and troubleshooting procedures used on gas turbine engines. Disassembling, inspecting, reassembling, and adjusting turbine engines are major elements of this subject area. Basic operation and repair of exhaust systems complete this course.

PP124 PROPELLERS AND EXHAUST SYSTEMS

150 CLOCK HOURS / 5 WEEKS
This course studies the theory and operations of propellers as well as their disassembly, inspection, repair and maintenance. The detailed study of engine exhaust and cooling systems and fuel systems is also included.

PP125 FUEL METERING AND LUBRICATION SYSTEMS

150 CLOCK HOURS / 5 WEEKS
This course studies inspection and repair of simple and complex fuel metering devices. Induction and lubricating systems complete this course.

SCI121 INTRODUCTION TO PHYSICAL SCIENCE

3.5 CREDIT HOURS
PREREQUISITE(S): MTH110
This course is designed as an introduction to physical science. Topics include motion, conservation laws, gravity, thermal physics, and thermodynamics. Upon completion of this course, students should be able to describe the scientific method, explain and define the principles and terminology of physical science, and use formulas to solve related problems.

SCI131 INTRODUCTION TO EARTH SCIENCE

3.5 CREDIT HOURS
Provides a broad overview of many fields of earth science. Topics include geology, meteorology, oceanography, and astronomy.

SOC121 HUMAN RELATIONS

3.5 CREDIT HOURS
This course acquaints the students with the nature and importance of human relations in their professional and personal lives. Topics include the communications process, working in diverse environments, teambuilding skills, controlling emotions, and managing conflict. Upon completion of the course, students should be able to demonstrate essential Transferable skills to function effectively in society.