



MEMO

TO: All Students, Faculty and Staff

FROM: Timothy P. Kissel, Vice President of Education

DATE: January 30, 2015

RE: Catalog Volume 10 (Houston) Addendum 2 – Effective January 30, 2015

Please be advised that an Addendum to Catalog Volume 10 (Houston Campus) is being issued and is effective January 30, 2015. The following are brief highlights of the changes/modifications contained in the Addendum:

- **Admission Requirements and Procedures – Academic Evaluation**

MIAT College of Technology may no longer admit students on an academic probationary status. This section has been modified to remove all references to admittance on a probationary status.

Additionally, the academic evaluation requirement for the Office Proficiency Assessment and Certification (OPAC) test has been removed.

- **Admission Requirements and Procedures – Background Evaluation**

This section has been modified to remove all references to admittance on a probationary status.

**Catalog Volume 10 is not complete without the Addendum 1 dated
October 23, 2014 and Addendum 2 dated January 30, 2015**



ADDENDUM

This addendum revises MIAT College of Technology
Catalog, Volume 10 dated October 3, 2014
Effective: January 30, 2015

Admission Requirements and Procedures

Persons interested in obtaining additional information about MIAT College of Technology and its program offerings should contact MIAT College of Technology to speak with an Admissions Representative. Admissions Representatives will provide general information about MIAT College of Technology and based on this discussion will determine if the prospective student should be scheduled for a Student Interest and Motivation Assessment (SIMA). During the SIMA, Admissions Representatives will explain admissions requirements, review program information, career opportunities, employment assistance, educational costs and conduct a tour of the facilities. In the event a SIMA is conducted offsite, a tour of the facilities is required prior to starting training. All prospective students interested in attending MIAT College of Technology must participate in a SIMA with an Admissions Representative. After meeting with an Admissions Representative, prospective students interested in applying to MIAT College of Technology must complete an Application for Consideration and any additional required documentation to begin the application process as well as submit a \$25 application fee. All Applications for Consideration will be accompanied by an Admissions Representative's recommendation to the Admissions Committee detailing the applicant's strengths and potential challenges as it relates to successfully completing the selected training program and/or obtaining meaningful employment upon graduation.



The applicant will then, with the assistance and guidance of MIAT College of Technology support personnel, begin the post-application process. Admissions requirements include proof of high school graduation, academic evaluation, and background evaluations.

The following admissions requirements will be reviewed by the Admissions Committee prior to enrollment:

Proof of Graduation

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

- Copy of the high school diploma or equivalent, such as a General Equivalency Diploma (GED)
- Copy of a high school or college transcript indicating high school graduation status
- Copy of form DD-214 indicating graduation status
- Copy of a letter indicating graduation status and graduation date from an appropriate school or state official

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

Academic Evaluation

Applicants must complete an academic evaluation recognized by MIAT College of Technology. The evaluation offered on campus is the Career Programs Assessment Test (CPAT) and the Wonderlic Scholastic Level Exam (SLE). MIAT College of Technology also recognizes the American College Testing (ACT) scores and those results must be within three years of the date of application.

- CPAT minimum acceptable score is a composite score of **142** and a score of **45** in the Numerical Skills section.
- ACT minimum acceptable score is **16** in Reading and **17** in Math.
- Wonderlic SLE minimum acceptable score for the Global Logistics and Dispatch Program and Aircraft Dispatch Program is **15**.

Wonderlic SLE minimum acceptable score for the Energy Technology Program-AAS, Energy and Industrial Technician Program, Wind Power Technician Program and HVACR Technician Program is **14**.

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

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

Background Evaluation

All applicants are required to complete an authorization and disclosure form permitting MIAT College of Technology to conduct a secure background evaluation. These evaluations are conducted to identify potential employment limitations and advise applicants prior to investing in the training. This also helps to ensure the safety of our current student population, staff and faculty. Background evaluations include, but are not limited to:

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

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

These requirements listed above will determine acceptance or denial/rescission to MIAT College of Technology and is defined as:

1. **Accepted:** Applicant has met or exceeded all admissions requirements.
2. **Denied/Rescinded:** Applicants who fail to provide required documentation and/or achieve admissions requirements as detailed above. Applicants who have their admission denied or rescinded will be provided formal notification as to the reason(s) why and afforded an opportunity to appeal the denial decision. All appeals should be addressed to the MIAT College of Technology School Review Board, 533 NorthPark Central Drive, Houston, Texas 77073 and will be reviewed by the Admissions Review Board to determine whether the applicant has taken the necessary steps to meet the admissions requirement and/or be granted a waiver.

Admission to MIAT College of Technology is on a space-available basis. To be eligible for enrollment, the applicants must execute an Enrollment Agreement and have been accepted.

Age Requirements

An applicant may begin training beforehand, but must have reached the age of 18 prior to the completion of their program. **Aircraft Dispatch Program:** An applicant must have reached the age of 21 prior to taking the prescribed FAA tests for the Aircraft Dispatch Certificate. To receive a Federal Aviation Administration Aircraft Dispatch Certificate, an applicant must be at least 23 years of age.

Admission of Disabled Students

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

If an applicant or current student has a disability that might require an accommodation, written notice must be given to MIAT College of Technology so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While MIAT College of Technology will make an effort to accommodate all disabilities, certain disabilities may not be capable of a reasonable accommodation.

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Applicants for admission should notify their admissions representative of their disability and immediately schedule a meeting with the Campus President or Director of Training. The Campus President will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to participate in the programs offered by MIAT College of Technology. Some accommodations may take time to implement, and thus, applicants must give MIAT College of Technology notice of their disability sufficiently in advance of their selected start date to enable MIAT College of Technology to provide a timely accommodation. If MIAT College of Technology does not receive sufficient advance notice of a disability, the applicant's start date may be delayed.

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

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

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

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

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

The President of MIAT College of Technology will review all pertinent information and may meet with the parties involved. A decision will be made within fourteen (14) days of receipt of the appeal. The President's decision is final.

Any of the above stated deadlines may be extended for good cause. The request for extension must also be provided in writing.

Transfer and Comparable Credit Policy

Transfer credit is defined as credit for previous training from accredited or certificated educational institutions. Credit granted will be based upon the presentation of a certified signed transcript of subject hours and satisfactory grades. Credit can only be granted provided the subjects are similar in content to those offered at MIAT College of Technology. Granting of credit is at the sole discretion of MIAT College of Technology.

Transfer credit for degree programs of study

Students must complete at least 30 academic quarter hours of their degree program in residency at MIAT College of Technology. This does not apply to transfers within MIAT.

Transfer credit for diploma programs of study

Students must complete at least 25% of their diploma program in residency at MIAT College of Technology. This does not apply to transfers within MIAT.

Comparable credit

Comparable credit is defined as credit awarded for demonstrated relevant college-level education acquired through non-traditional schooling, work or other life

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experiences. See the Comparable Credit Handbook for additional policies and procedures for the granting of comparable credit, available from the training department.

Credits Accepted by MIAT

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

Transferability of credits to other institutions

MIAT College of Technology provides information on schools that may accept MIAT College of Technology's course credits towards their programs. However, MIAT College of Technology does not guarantee transferability of credits to any other college, university or educational institution. It should not be assumed that any courses or programs described in this catalog can be transferred to another educational institution.

The decision of whether an educational institution will accept transfer credits is made at the sole discretion of the "accepting institution." Accordingly, MIAT College of Technology does not make any representation that credits from MIAT College of Technology will be transferable to any non-affiliated college or educational institution, nor is any representative of MIAT College of Technology authorized to make any such representation or promise of transferability.

The student is advised that MIAT College of Technology accepts no responsibility if credits earned at MIAT College of Technology will not transfer to another educational institution. It is the student's responsibility to confirm whether or not credits will be accepted by another educational institution of the student's choice.

Vaccine Policy

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

