



ADDENDUM

This addendum revises MIAT College of Technology
Catalog, Volume 58 dated March 21, 2014
Effective May 19, 2014

ADMISSIONS 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:

I. Proof of Graduation

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

- a. Copy of the high school diploma or equivalent, such as a General Equivalency Diploma (GED);
- b. Copy of a high school or college transcript indicating high school graduation status;
- c. Copy of form DD-214 indicating graduation status;
- d. 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.

II. 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), the Wonderlic Scholastic Level Exam (SLE), and the Office Proficiency Assessment and Certification (OPAC). MIAT College of Technology also recognizes the American College Testing (ACT) scores provided the results are within three years of the date of application.

- a. CPAt minimum acceptable score is a composite score of 142 and a score of 45 in the Numerical Skills section.
- b. ACT minimum acceptable score is 16 in Reading and 17 in Math.
- c. Wonderlic SLE minimum acceptable score for the Aviation Maintenance Technology program, Airframe and Powerplant Technician Program, Airframe Technician Program, Powerplant Technician Program, Global Logistics and Dispatch Program and Aircraft Dispatch Program is 15. Wonderlic SLE minimum acceptable score for the Energy Technician Program, Wind Power Technician Program and HVACR Technician Program is 14.
- d. OPAC minimum acceptable score for the Global Logistics and Dispatch Program or Aircraft Dispatch Program is 60%.

Based on extenuating circumstances, the Campus President, Vice President of Education or Director of Training may waive the minimum standards of the CPAt, ACT, Wonderlic SLE or OPAC upon presentation of acceptable documentation demonstrating that the applicant has the ability to successfully complete the training program. A student may be admitted on an academic probationary status not to exceed fifteen (15) school days.

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.

III. 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

TRANSFER CREDIT AND COMPARABLE CREDIT POLICY

Transfer credit

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

Comparable credit

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

Credits Accepted by MIAT College of Technology

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

Transferability of credits to other institutions

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

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

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

GRADUATION REQUIREMENTS

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

Graduates who have received their certificate or degree from programs that involve curriculum approved by the Federal Aviation Administration (FAA) must have made up all missed time in such curriculum per class attendance and absenteeism policies in order to qualify for an FAA written, oral, and practical examinations. Graduates with all missed time made up will be issued an FAA Certificate of Completion which is authorization for the graduate to apply to the FAA for testing. Graduates from the Aircraft Dispatch curriculum will be issued an FAA Certificate of Completion that is valid for 90 days. After 90 days, MIAT College of Technology may revalidate this Certificate of Completion at any time for additional 90 day periods if MIAT College of Technology determines that the student is proficient in the required subject areas.

CLASS ATTENDANCE AND ABSENCE POLICIES

MIAT College of Technology believes that regular and punctual attendance is important to achieve a high standard of work and students are expected to notify the school if they must be absent. A student enrolled in a program certificated by the Federal Aviation Administration must make up absences by attending regularly scheduled make-up sessions and will be charged an additional hourly charge for these sessions.

Any student enrolled in MIAT College of Technology who accumulates more than 20% unexcused hours in any course will receive an "F" for that course. The student must continue in the next scheduled course to be considered active. Failure to return to the next scheduled course of instruction for any reason, may result in the withdrawal of the student from school and the student will be classified as inactive.

Students must attend each scheduled course in their program of study. In the event a student fails to attend their scheduled course, MIAT College of Technology will make every effort to provide an opportunity for the student to take that course at a later time; however the appropriate federal and state tuition refund formulas may be applied which could result in a return of financial aid and/or tuition due from the student.

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

MAKE UP TIME – CLOCK HOUR PROGRAM

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

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

EXCUSED ABSENCES

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

- Excused absences may be granted at the discretion of the instructor.
- The reason for the excused absence must be documented to the schools satisfaction. Examples of this documentation would include a doctor's note (illness), letter from funeral home showing attendance (immediate family member's death), letter of attendance at court/lawyer (legal obligation), or copy of orders (military obligation).
- Providing false documentation in an effort to obtain an excused absence will result in dismissal from the program.

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

ATTENDANCE TAKING PROCEDURES

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

TARDINESS POLICY

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

EARLY DEPARTURE FROM CLASS

Early departures from any class are counted as periods of time missed. Students are required to notify their Instructor or designated administrator when leaving before the end of the scheduled day by completing the *Request for Early Departure From Class* form.

Students leaving prior to the end of a scheduled class day without submitting the *Request for Early Departure From Class* form, will receive credit for attendance up to the last verified time of attendance.

WITHDRAWALS

The staff and administration at MIAT College of Technology strongly recommends against students disrupting their training schedule for any reason. However, upon presentation of any reasonable request to a Director of Training, Financial Aid Director, Vice President of Education or Campus President, a withdrawal may be granted.

A student who withdraws during a course or subject must retake that course or subject. Additional tuition, lab fees and all attendance policies apply.

All students returning from a withdrawal will be subject to a re-enrollment process, which may include review by the Admissions Committee. The return of any student to MIAT College of Technology after a withdrawal will be dependent on class availability.

LEAVE OF ABSENCE

Any student may request a leave of absence. The following requirements apply:

1. Leaves of Absence are normally limited to one (1) issuance every twelve (12) months not to exceed 180 days as calculated from the first date of the Leave of Absence.
2. The student must submit a written, signed and dated request to a Director of Training, Financial Aid Director or Campus President that includes the reason for the request prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the school may grant the student's request for a leave of absence if the school documents its decision and collects the written request at a later date, normally within two weeks.

GENERAL EDUCATION SECTION

Course Number	Course Name	Clock Hours	Credit Hours
GE110-3	Intermediate Algebra	40	4.0
GE111-3	English Composition	40	4.0
GE112-3	Public Speaking	40	4.0
GE113-3	Introduction to Sociology	40	4.0
GE114-3	Environmental Sciences	40	4.0
GE115-3	Organizational Behavior	40	4.0

General Education Section

Course	Description	Clock Hours	Credit Hours
GE110-3	Intermediate Algebra	40	4.0

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



Acknowledgement of Receipt of Addendum to Student Catalog

By my signature below, I acknowledge receipt of the addendum dated May 19, 2014 to the Student Catalog, Volume 58 dated March 21, 2014. I understand and agree this addendum is effective on May 19, 2014 and will be applicable during the remainder of my enrollment in my program of study at MIAT College of Technology unless otherwise revised at a future date.

Student Name [Printed]

Student Signature

Date