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## **Student Catalog Volume 9**

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

Approved and Regulated by the Texas Higher Education Coordinating Board (THECB)  
Austin, TX  
(Texas Campus)

Approved and Regulated by the Texas Workforce Commission (TWC) –  
Career Schools and Colleges  
Austin, TX  
(Texas Campus)

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

Certificated by the Federal Aviation Administration (FAA)

Approved for the Training of Veterans Affairs (VA) Eligible Students

This institution is authorized by:  
Indiana Workforce Innovation Council  
101 N. Senate Avenue, Suite SE 304  
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### **Change of Content**

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

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

### **Online Catalog**

An online version of this catalog, along with catalog addendums, is available at **[www.miat.edu/catalog](http://www.miat.edu/catalog)**. Addendums to the catalog are provided to reflect updated information that includes additions, corrections, and/or changes to the initial publication of the catalog.

# MIAT Institute of Technology

## General Information



### **Philosophy**

MIAT Institute of Technology commits itself to serving people, especially students, employers and communities through education for careers, career advancement and enrichment.

### **Objectives**

#### ***To serve the student***

- by providing contemporary education in an independent educational system
- by providing placement assistance for marketing the skills that have been developed
- by maintaining avenues for continuing academic and professional growth

#### ***To serve employers***

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

#### ***To serve the citizens of the community***

- by providing an education with independence, innovation and flexibility of operations

## 2 About MIAT Institute of Technology

### Accreditation and Approvals

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

#### **Accrediting Commission of Career Schools and Colleges (ACCSC)**

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

#### **Texas Higher Education Coordinating Board (THECB)**

The Houston campus of MIAT Institute of Technology is approved and regulated by the Texas Higher Education Coordinating Board, Austin, Texas.

#### **Texas Workforce Commission (TWC)**

The Houston campus of MIAT Institute of Technology is approved and regulated by the Texas Workforce Commission - Career Schools and Colleges, Austin, Texas.

#### **Indiana Workforce Innovation Council**

MIAT Institute of Technology is authorized to conduct business in the State of Indiana. Approval #4283.

#### **Department of Veterans Affairs (VA)**

All programs are approved for the training of VA eligible students, eligible spouses, surviving spouses and children. Information regarding benefits may be obtained from the veterans' certifying official designated by MIAT Institute of Technology.

#### **Federal Aviation Administration (FAA)**

MIAT Institute of Technology operates an FAA approved Aircraft Dispatcher Certification course.

### Memberships and Other Affiliations

American Wind Energy Association (AWEA)  
Association of Public Safety Communication Officials (APCO)  
Center for Energy Workforce Development (CEWD)  
CyFair Houston Chamber of Commerce  
Greater Houston Partnership (GHP)  
Helicopter Association International (HAI)  
Houston East End Chamber of Commerce  
Houston Northwest Chamber of Commerce  
Human Resources Construction Council (HRCC)  
Independent Energy Human Resource Association (IEHRA)  
Midwest Energy Association (MEA) – Partners in Education  
Society for Human Resource Management (SHRM)  
Warehousing Education and Research Council (WERC)  
Women in Aviation International (WAI)

### History

MIAT Institute of Technology is a private school in Houston, Texas that began operation in 2010. The Energy Technician program was offered in response to the energy industry looking for qualified technicians to work in steam and gas turbine technology, power plant operations, wind turbine technology and other areas of power generation including substation, and standby power. The Global Logistics and Dispatch program was offered first in 2011 in response to national employment trends and a high demand for transportation and logistics related skills. The HVACR program, created in 2012, was developed to meet the needs of the heating and cooling industry for qualified technicians in both the residential and commercial market. In 2014, MIAT Institute of Technology's Houston campus was approved to offer its first academic associate degree in Energy Technology. The main campus of MIAT College of Technology is located in Canton, Michigan.

### Location, Facilities and Equipment

MIAT Institute of Technology is located off of the I-45 North interstate in central North Houston. The main campus, MIAT College of Technology is located in Canton, Michigan. The Houston campus occupies approximately 24,400 square feet of space. In addition to ample administrative offices, three classrooms, a student learning resource center, two computer labs and 16,600 square feet of fully air-conditioned shop/laboratory facilities, the school has a parking sufficient to accommodate the student enrollment.

### **3 About MIAT Institute of Technology**

Students at MIAT Institute of Technology benefit from practical application using basic equipment found in various segments of the power industries, including gas and steam engines. In addition, the school maintains an assortment of electronic equipment for building circuits and troubleshooting as well as generator and electrical distribution mock-ups for training. The Energy Technician Program courses employ acetylene and inert gas welding equipment, industry standard lifting and rigging mock-ups, precision measuring devices, and engines to provide practical training. Students use industry tools to perform work that is expected in the power industry. MIAT Institute of Technology has a specific focus on renewable energy in the wind turbine training area. With the addition of a 2010 General Electric 1.5 MW turbine, students are exposed to current wind equipment found in the field. Common maintenance such as lubrication and cooling are explained and demonstrated. Real world equipment allows the student to understand and develop confidence for their first entry level job in the wind turbine maintenance field. Additionally, the school provides labs equipped with computers, printers and office software as well as GPI Learn software, which offers industry driven self-paced online courses. These courses can be instructor led or independent student work. GPI Learn has approximately 1400 different courses a student can participate in.

The equipment for the Global Dispatch and Logistics and Aircraft Dispatch program includes a classroom computer workstation for each student, running the latest Windows™ operating system, and headsets for use with communications software and computer based training applications. The computers are loaded with all the software used throughout the program, including the latest version of Microsoft Office™, simulation programs, and commercial applications used by airlines, trucking companies, and railroads. In addition, there are several training and testing tools used to learn and measure a number of computer and office skills such as typing, Office™ applications, data entry, reading, spelling, critical thinking and decision making.

The lab includes a dispatch simulator, designed to resemble a typical dispatch office. There are several multi-screen workstations, headsets for communication, along with reference tools such as manuals, charts, and maps. Students will also use hand-held two-way transceivers to learn and practice proper radio communications techniques and procedures.

Printers are available in the classroom and lab environments. All classroom and lab computers and printers are networked in a configuration that effectively simulates a real world corporate network, including Microsoft Exchange™ groupware communications and scheduling software.

The HVACR program utilizes a variety of widely-used residential and light commercial equipment. Specifically, industry partners have provided high efficiency furnaces, air-conditioning equipment, and light commercial refrigeration units. Courses in the HVACR program include introduction to safety, electricity, basic installation and maintenance practices, refrigerant and oils, as well as troubleshooting various electrical and mechanical systems.

### **Equal Opportunity Policy**

MIAT Institute of Technology does not discriminate on the basis of race, color, creed, national origin, sex, handicap, age or other non-merit factors in its employment or educational programs and activities. A person who believes that such discrimination has occurred in the school should contact the Campus President or Compliance Officer to initiate a review.

### **Personal Property**

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

### **Weapons, Explosives, Similar Devices**

No person shall possess, carry or otherwise transport any weapon; (including handguns and rifles) any explosive devices or other similar items onto any school premises, including parking area, facilities, aircraft and vehicles.

All knives must be collapsible and primarily designed and used for work purposes. No other knives may be possessed, carried or transported onto school premises, including facilities, and are subject to the provisions of this section.

Any person who violates this policy is subject to probation, suspension and/or dismissal.

## **4 About MIAT Institute of Technology**

### **Questions, Concerns or Complaints**

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

You may address questions, concerns or complaints in writing to the School Review Board, c/o MIAT Institute of Technology, 533 NorthPark Central Drive, Houston, Texas 77073.



# Admission Requirements and Procedures

Persons interested in obtaining additional information about MIAT Institute of Technology and its program offerings should contact MIAT Institute of Technology to speak with an Admissions Representative. Admissions Representatives will provide general information about MIAT Institute 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 Institute of Technology must participate in a SIMA with an Admissions Representative. After meeting with an Admissions Representative, prospective students interested in applying to MIAT Institute 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 Institute 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 Institute 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 Institute 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**.

## 6 Admissions

- d. The Global Logistics and Dispatch Program and Aircraft Dispatch Program require a minimum score of **60%** on OPAC.

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. 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.

### Background Evaluation

All applicants are required to complete an authorization and disclosure form permitting MIAT Institute 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 Institute 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 Institute 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, academic probationary status or denial/rescission to MIAT Institute of Technology and is defined as:

1. **Accepted:** Applicant has met or exceeded all admissions requirements.
2. **Academic Probationary Status:** Status assigned to an applicant that has not successfully completed the academic evaluation admissions requirements. To be accepted, an applicant must meet the academic plan developed by the institution and the applicant. Failure to meet the requirements of the academic plan will result in denial or rescission.
3. **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 Institute 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 Institute 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 Institute of Technology does not discriminate against persons with disabilities who can satisfy the MIAT Institute of Technology admission requirements and recognizes such person's right to participate in or benefit from the educational programs offered by MIAT

## 7 Admissions

Institute of Technology. When necessary, MIAT Institute of Technology will make reasonable accommodations to enable students to participate in the programs offered by the Institute.

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

Applicants for admission should notify their admissions representative of their disability and immediately schedule a meeting with the Campus President or Director of Training. The Campus President will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to participate in the programs offered by MIAT Institute of Technology. Some accommodations may take time to implement, and thus, applicants must give MIAT Institute of Technology notice of their disability sufficiently in advance of their selected start date to enable MIAT Institute of Technology to provide a timely accommodation. If MIAT Institute 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 Institute 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 Institute of Technology. Some accommodations take time to implement, and thus, students must give MIAT Institute of Technology notice sufficiently in advance of the date when an accommodation needs to be made to enable MIAT Institute of Technology to make an accommodation that will meet the student's needs and avoid the interruption of their participation in a program.

MIAT Institute of Technology has certain facilities and services available to enable disabled individuals who are otherwise qualified for admission to MIAT Institute of Technology to participate in MIAT Institute 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 Institute 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 Institute 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 Institute 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 Institute 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 Institute of Technology. Granting of credit is at the sole discretion of MIAT Institute of Technology.

## 8 Admissions



### **Transfer credit for degree programs of study**

Students must complete at least 30 academic quarter hours of their degree program in residency at MIAT Institute 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 Institute 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 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 Institute 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 Institute of Technology provides information on schools that may accept MIAT Institute of Technology's course credits towards their programs. However, MIAT Institute 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 Institute of Technology does not make any representation that credits from MIAT Institute of Technology will be transferable to any non-affiliated college or educational institution, nor is any representative of MIAT Institute of Technology authorized to make any such representation or promise of transferability.

The student is advised that MIAT Institute of Technology accepts no responsibility if credits earned at MIAT Institute 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 Institute of Technology does not require a student to have vaccinations to attend classes.

# Student Services

## Housing

MIAT Institute of Technology maintains information about local housing opportunities for students. Additional information is available at the campus administrative office.

## Advising

MIAT Institute of Technology strongly believes in an open-door policy and encourages students to seek assistance when problems arise. In a friendly, understanding atmosphere, solutions sought are intended to benefit the individual. Educational and personal guidance is available through the Campus President, Vice President of Education, Director of Training, Director of Career and Student Services and other qualified staff members. Additionally, the Student Services department provides community resource referral assistance on a variety of topics including transportation, medical services, food pantries, legal resources and utility or homeowner services. However, in areas in which staff members are not qualified, students will be referred to community organizations or to other facilities with resources available to assist the student.

## Learning Resource System

MIAT Institute of Technology provides a learning resource system consisting of a technical library containing reference materials, maintenance manuals, current periodicals and other technical data that is integrated throughout the classrooms, tool crib and the Learning Resource Center (LRC). The LRC also serves as the tutoring area for students who need extra.

## Tutoring

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

## Orientation

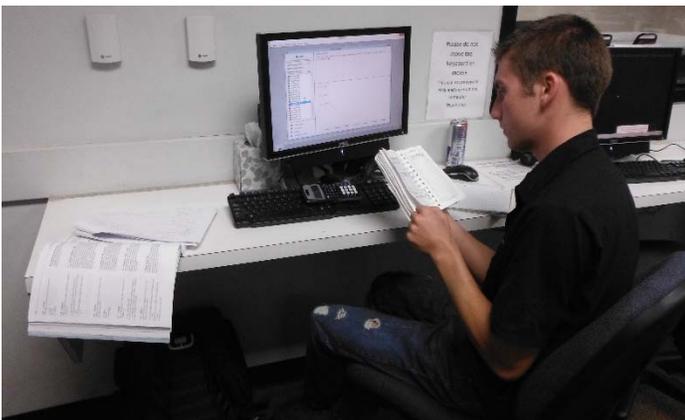
Prior to a class start, new students participate in a group orientation to familiarize themselves with the staff and faculty and the operations of the following departments: Student Services, Student Finance, Career Services, Student Records, Bookkeeping and Training. Additionally, new students receive the Student Handbook including the Code of Student Conduct and will have the opportunity to complete any final admissions requirements.

## Scholarships

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

## Veteran and Agency Services

MIAT Institute of Technology works closely with workforce agencies to assist students with options to help fund their chosen program of study.



# Career Services

MIAT Institute of Technology maintains an employment assistance service that is primarily dedicated to developing the careers of its graduates. It also provides employment assistance for current students. There is not a guarantee of employment or a minimum starting salary. No one is authorized by the school to make such guarantees.

MIAT Institute of Technology has many employer contacts throughout the energy, logistics, HVACR and other technical-based industries. The Career Services Department and our graduates have established an outstanding reputation among these employers. This reputation was achieved because our students and graduates followed employment policies and procedures based on industry expectations and standards. These policies are in place to help students and graduates to be successful in their search for employment. Please see a list of these expectations in the Student Handbook under *Career Services Expectations, Standards, and Policies*. *If any student or graduate fails to follow these and other expectations, standards and policies, MIAT Institute of Technology reserves the right to limit any and all career services, including but not limited to exclusion from MIAT Institute of Technology facilitated employment interviews.*

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

## Graduate Employment Assistance

Our graduate employment assistance begins prior to program completion. We make every effort to assist graduates in securing a position within the geographical area of their choice; however, no institution can guarantee employment. We provide a complete career search handbook, one-on-one advising, resume development, interviewing techniques and numerous on-campus interview opportunities such as job fairs, career expos and individual employment interviews. Employment assistance is available to all MIAT Institute of Technology graduates throughout their careers at no additional cost.

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

## Student Employment Assistance

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

## On-Campus Job Fairs and Interviews

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

## 11 Student Finance

# Student Finance

The primary goal of the Student Finance department is to assist students whom, without financial aid, might not be able to attend school.

Several financial aid sources are available to qualified applicants. Interested applicants should contact the Student Finance department early so a financial plan can be developed. MIAT's Student Finance department will provide the following information:

- available financial assistance including information on all federal, state and institutional financial aid programs
- the deadline for submitting applications for each of the financial aid programs available
- details regarding cost of attendance and refund policy
- the criteria used to select financial aid recipients
- the formula to determine financial need
- the resources considered in calculation of need
- the amount of financial need that is met

### Determining Financial Need

A student's financial need is used to determine what financial aid a student may be eligible to receive under the financial aid programs administered by the United States Department of Education (USDE). Financial need is the difference between the cost of attendance (as defined by the regulations governing the financial aid program), less the financial resources available to the student. The cost of attendance includes tuition and fees, and may include other costs such as books, supplies, room and board, personal expenses, transportation and related expenses of the student's dependents, if any. Financial resources may include parent's contribution, if the student is a dependent; applicant's and spouse's earnings, if the student is married; public assistance, savings, or other assets and taxable and non-taxable sources of income.

All Title IV financial aid awards are made for one academic year or less. The amount of financial aid a student is eligible to receive can change each academic year. To continue eligibility for Title IV financial aid, a student must submit all required financial aid documents each academic year, continue to demonstrate financial need, and:

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

### Cost of Attendance/Eligibility Amount

The USDE has established a formula to calculate the amount of Title IV financial aid a student is eligible to receive. A student's Title IV financial aid may not exceed the "cost of attendance" as defined by applicable Title IV regulations. The information contained in the Free Application for Federal Student Aid (FAFSA) will be used to make this calculation. MIAT Institute of Technology will provide the student with a preliminary estimate of the Title IV financial aid the student may be eligible to receive. This preliminary estimate will be based on the information provided to MIAT Institute of Technology by the student or the student's parent. MIAT Institute of Technology cannot guarantee that the estimates provided will be the amount the student is ultimately determined to be eligible to receive. The failure of the student or the student's parent to provide any required or requested information necessary to make an application for or to receive financial aid could prevent the student from receiving such financial aid. The amount of financial aid a student is eligible to receive can change each academic or financial aid award year. MIAT Institute of Technology makes no guarantee of the amount of financial aid a student will receive, if any. The determination of whether a student is eligible to receive and the amount of such aid, if any, a student may receive is made by the USDE and MIAT Institute of Technology does not have any influence over that determination.

### Types of Financial Aid

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

#### FEDERAL PELL GRANT

This grant is designed to help the need based students. Federal Pell Grants are awarded by the USDE to undergraduate students who have not earned a bachelor or professional degree. The amount of the grant is determined by a standard formula and calculated by the USDE. The amount of the grant available to the student, if any, will depend on the Expected Family Contribution ("EFC") and the cost of attendance.

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### **FEDERAL SUBSIDIZED DIRECT LOAN**

Federal Subsidized Loans are low interest loans that are made to eligible students by the Department of Education. The Subsidized Loan is awarded based on financial need. Interest charges are not incurred for amounts borrowed under the Subsidized Loan Program until the student enters their “repayment period,” which, as a general rule, begins six months after the student leaves school.

### **FEDERAL UNSUBSIDIZED DIRECT LOAN**

Federal Unsubsidized Loans are loans made to eligible students by the Department of Education. The term “unsubsidized” means that interest expense is incurred from the time disbursements are made under the loan, even though no payments are due until the student enters the repayment period. The student may choose to pay the interest while in school or have the accrued interest added to the loan balance.

### **FEDERAL DIRECT PLUS LOAN**

Federal PLUS Loans are available to parents of dependent students to help pay for the educational expenses of the student. Federal PLUS loans are not based on need, but when combined with other financial resources, cannot exceed the student’s cost of attendance. Repayment begins within 60 days of the final loan disbursement, unless the parent qualifies for and is granted a deferment by the Department of Education. Interest begins to accrue when disbursements are made.

- There is an origination fee charged on the loan amount at a rate determined by the regulations.
- The yearly limit on a Federal PLUS Loan is equal to the student’s cost of attendance minus any other financial aid received or financial resources available.
- The parent must pass a credit check to qualify for a Federal PLUS Loan.

### **VETERAN BENEFITS**

MIAT Institute of Technology is approved for the training of VA eligible students. Information regarding applications for veteran’s benefits may be obtained in the Student Finance Office or from the Department of Veterans Affairs website at [www.va.gov](http://www.va.gov). Approval of a student’s eligibility to receive any veteran’s benefits is within the sole discretion of the Veterans Administration and MIAT Institute of Technology has no ability to influence such determinations.

### **OTHER FINANCIAL AID PROGRAMS**

Students may also, if eligible, receive financial aid from various other state agencies, federal agencies, community scholarships, and organizations. These include, but are not limited to: the Bureau of Indian Affairs, Vocational

Rehabilitation and Michigan Works. MIAT Institute of Technology may be able to provide additional information about these financial aid programs. Students should thoroughly investigate the availability of other sources of financial aid or assistance and should not rely upon MIAT Institute of Technology as being their sole source of all information regarding the availability of such programs, if any.

### **SCHOLARSHIP PROGRAMS**

MIAT Institute of Technology participates with many organizations offering scholarship resources for those who qualify. Details are available in the Student Services department.

#### **Imagine America Military Award Program (MAP)**

“Imagine America Military Award Program” is a scholarship program administered by the Imagine America Foundation. Imagine America offers scholarships to every participating Career College in the amount of \$1,000.00 per recipient. The award is available to any qualified active duty, reservist, honorably discharged or retired veteran of a US military service branch for attendance at a participating career college. This scholarship can help those with military service receive a career education and make the transition from military to civilian life. Aviation maintenance students that earn this scholarship are awarded \$333 for the first academic year and renewable for the second, and third academic years. Energy Technology students that earn this scholarship are awarded \$500 for the first academic year and renewable for the second academic year. This scholarship is awarded if applicant meets or exceeds all of the college’s professionalism, academic and attendance policies as outlined in the academic catalog. Students may contact MIAT Institute of Technology’s Admissions department or Student Services for more information on this program or may apply online at [www.imagine-america.org](http://www.imagine-america.org).

#### **Imagine America Scholarship Program**

“Imagine America” is a scholarship program administered by the Imagine America Foundation. Imagine America offers five (5) \$1,000 scholarships to every participating high school. Aviation maintenance students that earn this scholarship are awarded \$333 for the first academic year and renewable for the second and third academic years. Energy Technology students that earn this scholarship are awarded \$500 for the first academic year and renewable for the second academic year. This scholarship is awarded if applicant meets or exceeds all of the college’s professionalism, academic and attendance policies as outlined in the academic catalog. High school students may contact their high school counselor for more information on this program or may obtain an application online at [www.imagine-america.org](http://www.imagine-america.org).

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### **High School Scholarship Program**

MIAT Institute of Technology makes one renewable scholarship available to every high school in the U.S. for incoming students for graduating high school seniors who begin MIAT Institute of Technology in the fall of each year. High school seniors interested in enrolling in the Energy Technology Associate degree program or the Energy and Industrial Technician diploma program at MIAT Institute of Technology may apply for a \$1,000 scholarship, awarded at \$500 for the first academic year and renewable for the second academic years. This scholarship is awarded if applicant meets or exceeds all of the Institute's professionalism, academic and attendance policies as outlined in this catalog. MIAT Institute of Technology will provide High School Counselors with a list of all the applicants with completed scholarship applications from their respective high school and ask the counselors to determine the recipient of the scholarship. For any counselor that requests not to make the determination of the recipient, MIAT Institute of Technology will assemble an Independent Scholarship Committee to review applications and determine the recipient. This scholarship award will be applied towards the tuition of each recipient.

### **Code of Conduct (HEOA)**

The Higher Education Opportunity Act (HEOA) added to MIAT Institute of Technology Program Participation Agreement with the Department of Education a requirement that an institution participating in a Title IV loan program must develop, publish, administer and enforce a code of conduct concerning any type of loan given to a student. The code of conduct applies to the officers, employees and agents of MIAT Institute of Technology and is as follows:

1. MIAT Institute of Technology has, and always has had, a ban on revenue-sharing arrangements with any lender. The HEOA defines "revenue-sharing arrangement" as any arrangement between an institution and a lender under which the lender makes Title IV loans to students attending the institution (or to the families of those students), the institution recommends the lender or the loan products of the lender and, in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing to the institution or to its officers, employees or agents;
2. MIAT Institute of Technology has, and always has had a ban on employees of the financial aid office receiving gifts from a lender, guaranty agency or loan servicer. No officer or employee of an institution's financial aid office (or an employee or agent who otherwise has responsibilities with respect to educational loans) may solicit or accept any gift from a lender, guarantor, or

servicer of education loans. A "gift" is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a de minimus amount. However, a gift does not include (1) a brochure, workshop, or training using standard materials relating to a loan, default aversion, or financial literacy, such as a brochure, workshop or training; (2) food, training, or informational material provided as part of a training session designed to improve the service of a lender, guarantor, or servicer if the training contributes to the professional development of the institution's officer, employee or agent; (3) favorable terms and benefits on an education loan provided to a student employed by the institution if those terms and benefits are comparable to those provided to all students at the institution; (4) entrance and exit counseling as long as the institution's staff are in control of the counseling and the counseling does not promote the services of a specific lender; (5) philanthropic contributions from a lender, guarantor, or servicer that are unrelated to education loans or any contribution that is not made in exchange for advantage related to education loans, and; (6) State education grants, scholarships, or financial aid funds administered by or on behalf of a State;

3. MIAT Institute of Technology has, and always has had a ban on contracting arrangements. No officer or employee of an institution's financial aid office (or employee or agent who otherwise has responsibilities with respect to education loans) may accept from a lender, or an affiliate of any lender, any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
4. MIAT Institute of Technology has, and always has had a prohibition against steering borrowers to particular lenders or delaying loan certifications. For any first-time borrower, an institution may not assign, through the award packaging or other methods, the borrower's loan to a particular lender. In addition, the institution may not refuse to certify, or delay the certification, of any loan based on the borrower's selection of a particular lender or guaranty agency.
5. MIAT Institute of Technology has, and always has had a prohibition on offers of funds for private loans. An institution may not request or accept from any lender any offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of Title IV loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement. An "opportunity pool loan" is

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defined as a private education loan made by a lender to a student (or the student's family) that involves a payment by the institution to the lender for extending credit to the student.

6. MIAT Institute of Technology has, and always has had a ban on staffing assistance. An institution may not request or accept from any lender any assistance with call center staffing or financial aid office staffing, except that a lender may provide professional development training, educational counseling materials (as long as the materials identify the lender that assisted in preparing the materials), or staffing services on a short-term, nonrecurring basis during emergencies or disasters.
7. MIAT Institute of Technology has, and always has had a ban on advisory board compensation. An employee of an institution's financial aid office (or employee who otherwise has responsibilities with respect to education loans or financial aid) who serves on an advisory board, commission, or group established by a lender or guarantor (or a group of lenders or guarantors) is prohibited from receiving anything of value from the lender, guarantor, or group, except for reimbursement for reasonable expenses incurred by the employee for serving on the board.
8. MIAT Institute of Technology has, and always has had a ban for dealing with borrowers, which prohibit the school from assigning a first time borrowers loan to a particular lender; or refusing to certify, or delaying certification of, any loan based on the borrowers choice of a lender and/ or guarantor.

## Tuition, Fees, Books and Supplies

<b>ASSOCIATE DEGREE PROGRAM</b>		
<b>Course</b>	<b>Tuition*</b>	<b>Additional Costs/Fees*</b>
Energy Technology	\$23,747.50	Application Fee \$25.00
		Registration Fee \$250.00
		Drug Testing Fee \$55.00
		Lab Fee \$1,372.80
		General Education Lab Fee \$62.40
		Est Book Cost \$2,123.00
		Est Training Supplies \$88.00
		Graduation Fee \$35.00
		Total Program Cost: \$27,758.70

<b>DIPLOMA PROGRAMS</b>		
<b>Course</b>	<b>Tuition*</b>	<b>Additional Costs/Fees*</b>
Aircraft Dispatch	\$3,200.00	Application Fee \$25.00
		Registration Fee \$250.00
		Drug Testing Fee \$55.00
		Lab Fee \$316.68
		Est Book Cost \$115.46
		Graduation Fee \$35.00
		FAA Test Fee \$450.00
		Total Program Cost: \$4,447.14
		Energy and Industrial Technician
Registration Fee \$250.00		
Drug Testing Fee \$55.00		
Lab Fee \$923.52		
Est Book Cost \$877.00		
Est Training Supplies \$88.00		
Graduation Fee \$35.00		
Total Program Cost: \$18,467.52		
Global Logistics and Dispatch	\$9,000.00	
		Registration Fee \$250.00
		Drug Testing Fee \$55.00
		Lab Fee \$489.86
		Est Book Cost \$1,005.00
		Est Training Supplies \$70.00
		Graduation Fee \$35.00
		Total Program Cost: \$10,929.86
		HVACR Technician
Registration Fee \$250.00		
Drug Testing Fee \$55.00		
Lab Fee \$837.20		
Est Tool Cost \$610.00		
Est Book Cost \$196.00		
Est Training Supplies \$70.00		
Graduation Fee \$35.00		
Total Program Cost: \$17,626.20		

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DIPLOMA PROGRAMS		
Wind Power Technician	\$12,244.97	Application Fee \$25.00
		Registration Fee \$250.00
		Drug Testing Fee \$55.00
		Lab Fee \$915.20
		Est Book Cost \$672.00
		Est Training Supplies \$88.00
		Graduation Fee \$35.00
		Total Program Cost: \$14,285.17

**\* A student's tuition rate and fees will remain unchanged provided the student maintains continuous attendance.**

### Make-Up

Make-up hours are charged at the rate of \$6.00 per hour for any make-up time required for FAA programs.

### Other Expenses

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



### Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:
  - a. The last day of attendance, if the student is terminated by the school;
  - b. The date of receipt of written notice from the student; or
  - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to

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purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a. An enrollee is not accepted by the school;
  - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

### 8. Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

- b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
    - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

<sup>1</sup> *More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040 provides the precise calculation.*

Indiana students who matriculate at MIAT Institute of Technology will be governed by the State of Texas as printed above.



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### Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturday, Sunday and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days.

### Return of Non-Title IV Funds

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

### Return of Federal Title IV Funds

All MIAT Institute of Technology students receiving Federal Title IV Grants and Loans who withdraw will be subject to calculation of earned funds up through the 60% point in the quarter. All unearned Title IV Grants and Loans will be returned to the appropriate program (Pell Grant, Subsidized and Unsubsidized Loans and Plus Loans). If the withdrawal occurs after the 60% point in the quarter, then the percentage of aid earned is 100%.

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

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

**Allocations of any Title IV refunds, in accordance with federal regulations, shall be made in the following order: Federal Direct Unsubsidized loan, Federal Direct Subsidized loan, Federal Plus loan, Federal Pell Grant, Private Assistance and then the student. Per Federal regulations all Title IV refunds must be returned to the originator within forty-five (45) days of the student's withdrawal date. If a student withdraws from school at or before the 60% point he/she may have a BALANCE DUE to the school.**

### Cost of Education

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

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

Living	Room/ Board	Transportation	Personal Expenses*	Indirect Costs
At Home	\$437	\$193	\$225	\$855
Away from Home	\$875	\$193	\$225	\$1,293

*\*i.e. clothing, laundry, personal care, recreation*

# Academic Policies

## Grading System

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

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

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

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

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

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

Under *Texas Education code, Section 132.061(f)*, a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. In this case, the student will be allowed to re-enroll in the program or course during the 12-month period following the date the student withdraws and complete those subject(s) without payment of additional tuition. (*Title 40, Texas Administrative Code, Section 807.241-245*)

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

**R** Indicates the course was repeated and no credit was awarded.

**W** Withdrawn

**CR** Transfer Credit or Comparable Credit

**L** Leave of Absence

**WM** Withdrawn Military

## GPA and CGPA Calculations

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

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

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### Satisfactory Academic Progress Policies

Students attending MIAT Institute of Technology must maintain satisfactory academic progress (SAP) by maintaining a minimum pace of completion, CGPA throughout their program of study, and be able to complete their entire training program within one and one-half times the planned program length. A student who fails to meet the minimum pace of completion and/or CGPA standards for satisfactory academic progress as detailed below shall be placed on academic warning:

#### Energy Technology AAS Program (Quarter Hour Program)

Cumulative Quarters Attempted	Cumulative Quarters Successfully Completed*	Minimum Pace of Completion	Minimum Cumulative Grade Point Average (CGPA)
1	0.5	50%	1.7
2	1.0	50%	1.7
3	2.0	67%	2.3
4	3.0	67%	2.3
5	3.5	67%	2.3
6	4.0	67%	2.3
7	4.5	67%	2.3
8	5.0	67%	2.3
9	5.5	67%	2.3
10	6.5	67%	2.3
10.5	7.0	67%	2.3

#### Aircraft Dispatch Program (Quarter Hour Program)

Cumulative Quarters Attempted	Cumulative Quarters Successfully Completed*	Minimum Pace of Completion	Minimum Cumulative Grade Point Average (CGPA)
1	0.5	50%	1.7
1.5	1.0	67%	2.3

#### Energy and Industrial Technician Program (Quarter Hour Program)

Cumulative Quarters Attempted	Cumulative Quarters Successfully Completed*	Minimum Pace of Completion	Minimum Cumulative Grade Point Average (CGPA)
1	0.5	50%	1.7
2	1.0	50%	1.7
3	2.0	67%	2.3
4	3.0	67%	2.3
5	3.5	67%	2.3
6	4.0	67%	2.3

#### Global Logistics and Dispatch Program (Quarter Hour Program)

Cumulative Quarters Attempted	Cumulative Quarters Successfully Completed*	Minimum Pace of Completion	Minimum Cumulative Grade Point Average (CGPA)
1	0.5	50%	1.7
2	1.0	50%	1.7
3	2.0	67%	2.3
4	2.5	67%	2.3
4.5	3.0	67%	2.3

#### HVACR Technician Program (Quarter Hour Program)

Cumulative Quarters Attempted	Cumulative Quarters Successfully Completed*	Minimum Pace of Completion	Minimum Cumulative Grade Point Average (CGPA)
1	0.5	50%	1.7
2	1.0	50%	1.7
3	2.0	67%	2.3
4	3.0	67%	2.3
5	3.5	67%	2.3
6	4.0	67%	2.3

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### Wind Power Technician Program (Quarter Hour Program)

Cumulative Quarters Attempted	Cumulative Quarters Successfully Completed*	Minimum Pace of Completion	Minimum Cumulative Grade Point Average (CGPA)
1	0.5	50%	1.7
2	1.0	50%	1.7
3	2.0	67%	2.3
4	2.5	67%	2.3
4.5	3.0	67%	2.3

\* Successfully completed means that a student has received a GPA of 1.7 or higher

#### Pace of Completion

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

Grades of "IC", "W", "R", WM and "CR" do count as attempted for minimum pace of completion.

Regarding credit for previous training, "CR", the calculation of a student's satisfactory academic progress standing will include only those credits that apply toward the current program. Credit hours from another institution that are accepted toward the student's educational program must count as both attempted and completed hours.

However, for a student who changes programs, it will not include in the calculation of a student's satisfactory academic progress standing, the credits attempted and grades earned that do not count toward the student's new program.

#### Academic/Financial Aid Warning

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

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

#### Satisfactory Academic Progress Appeal

Students may appeal the determination that they are not meeting satisfactory academic progress standards by petitioning the College for reconsideration of the student's eligibility for Title IV program funds.

#### Basis for Appeal – Extenuating Circumstances

Extenuating circumstances include but are not limited to:

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

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

#### Submitting an Appeal

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

1. A written explanation of why the student failed to make satisfactory academic progress.
2. A written explanation of what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress by the next evaluation point.
3. A written request to be placed on academic/financial aid probation

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### Academic/Financial Aid Probation

Academic probation means a status assigned to a student who fails to make satisfactory academic progress and who has successfully appealed and has been reinstated. Financial aid probation means a status assigned to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for Title IV program funds reinstated.

While on academic or financial aid probation a student must be able to make the standards for the next evaluation point or meet the requirements of the academic plan developed by the institution and the student. Failure to meet these standards will mean dismissal from school. A student who successfully meets the next evaluation point will be removed from academic or financial aid probation status.

#### Re-establishing Eligibility

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

#### Class Availability

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

inconvenience this may cause and will work with any affected student.

#### Class Size

The maximum class size is thirty students per instructor with the following exceptions: FAA Part 65 (Subpart C – Aircraft Dispatchers) states that a maximum class size is twenty-five students. In general, the minimum class size for the General Education courses is ten students and the maximum class size for the General Education courses is twenty-five students.

#### Make Up Work

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

#### Course Repetitions

MIAT Institute of Technology permits students to retake a course a maximum of two additional times. When a student retakes a course the new grade achieved is recorded and substituted for the previous grade. The new grade is then included in the CGPA calculation. Course repetitions are included in satisfactory progress maximum time for completion calculation. The record of the repeated course remains part of the transcript and is identified as an "R" for repeated course. Additional tuition and fees will be charged.

#### Course Incompletes

The grade of "IC" is issued to all students who fail to achieve a score of 70% or higher in scheduled theory or shop work. Students with a grade of "IC" must resolve the "IC" prior to the completion of the current quarter unless an extension is granted by a Director of Training. Missed exams can be scheduled and taken in the Learning Resource Center (LRC); incomplete lab assignments may be reviewed by the LRC staff or instructor and a plan of action to include the appropriate instructor will be developed. Upon successful completion of required work or testing to remedy an incomplete grade, a new score of 70% will be recorded. Students who fail to achieve a minimum score of 70% for any theory or shop grade will receive a grade of "F" for that course. **Additionally, all grades of "IC" must be satisfactorily resolved no later than 90 calendar days after the conclusion of the last regularly scheduled course of the program unless an extension is granted by the school.** Failure to comply with this 90-calendar day period will result in all "IC" grades being replaced with

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“F” grades. Under *Texas Education code, Section 132.061(f)*, a student who is obligated for the full tuition may request a grade of “incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. In this case, the student will be allowed to re-enroll in the program or course during the 12-month period following the date the student withdraws and complete those subject(s) without payment of additional tuition.

(Title 40, Texas Administrative Code, Section 807.241-245)

### Auditing a Course

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

### General Education Course Registration

There will be an open registration period prior to each quarter to register for the General Education courses. If a student is currently enrolled in MIAT Institute of Technology and is in good standing, the student will have the option to register for General Education courses during a pre-registration period prior to open registration.

### General Education Course Wait List

During the pre-registration and/or registration period for General Education courses, if the maximum class size is reached, a wait list will be created. Students will be removed from the wait list and added to the class roster on a chronological basis in order of date of registration if seats become available.

### School Hours

Classes are offered Monday through Friday between 7:30 a.m. to 10:00 p.m. General Education courses may be scheduled on weekends.

#### Day Classes

7:30	am	8:20	am	(8:20 am – 8:30 am) break
8:30	am	9:20	am	(9:20 am – 9:30 am) break
9:30	am	10:20	am	(10:20 am – 11:10 am) break
11:10	am	12:00	pm	(12:00 pm – 12:10 pm) break
12:10	pm	1:00	pm	(1:00 pm – 1:10 pm) break
1:10	pm	2:00	pm	

#### Afternoon Classes

3:30	pm	4:20	pm	(4:20 pm – 4:30 pm) break
4:30	pm	5:20	pm	(5:20 pm – 5:30 pm) break
5:30	pm	6:20	pm	(6:20 pm – 7:10 pm) break
7:10	pm	8:00	pm	(8:00 pm – 8:10 pm) break
8:10	pm	9:00	pm	(9:00 pm – 9:10 pm) break
9:10	pm	10:00	pm	

The school administrative offices are open 7:30 am to 7:30 pm, Monday through Thursday and 7:30 am to 5:00 pm on Friday.

### Clock Hour

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

### School Closings

In the event of inclement weather or other circumstances out of the school’s control, MIAT Institute of Technology will close training operations. The closure of the day program will be announced no later than 5:30 a.m. on the morning of the bad weather. The closure of the afternoon program will be announced no later than 1:30 p.m. on the afternoon of the bad weather.

Local television and radio stations normally carry MIAT Institute of Technology school closure information. The school may be contacted after 5:30 a.m. (Day Classes) and 1:30 p.m. (Afternoon Classes). The phone number for the school is (713) 401-3399. When you call, please identify yourself as a student.

School closure due to inclement weather or other circumstances out of the school’s control will cause the course to be extended.

### FAA Certification

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

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### Privacy of Student Records (FERPA)

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

***The right to inspect and review the student's education records within 45 days of the day the school receives a request for access:***

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

***The right to request the amendment of the student's education records the student believes is inaccurate or misleading:***

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

***The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent:***

Generally, MIAT Institute of Technology must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

***The right to provide written consent before MIAT Institute of Technology discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent:***

For example, MIAT Institute of Technology discloses education records and/or personally identifiable information from those records without a student's prior written consent under the FERPA exception for disclosure to school officials with a legitimate educational interest.

A "school official" is:

1. a person employed by MIAT Institute of Technology in an administrative, supervisory, academic, research or support staff position (including security personnel); or
2. a person, company, partnership or other entity with whom MIAT Institute of Technology is affiliated with or has contracted with as its agent to provide a service instead of using MIAT Institute of Technology employees or officials (e.g. attorney, accountant, auditor, collection agent, Title IX Coordinator, etc.). A school official has a "legitimate educational interest" if the school official needs to review an education record or records in order to fulfill his/her/its

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professional responsibilities for MIAT Institute of Technology.

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

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

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

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

**Please direct inquiries or complaints to:**

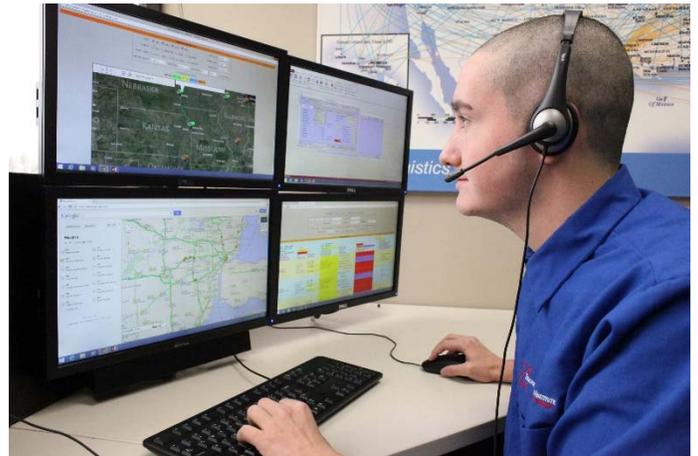
**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington D.C. 20202-4605**

### **Graduation Requirements**

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

Graduates who have received their diploma 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 Institute of Technology may revalidate this Certificate of Completion at any time for additional 90-day periods if MIAT Institute of Technology determines that the student is proficient in the required subject areas.



### **Class Attendance and Absence Policy**

MIAT Institute of Technology believes that regular and punctual attendance is important to achieve a high standard of work. Students are expected to notify the school if they must be absent. All absences are recorded; there are no excused absences.

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

If a student is absent for more than 20% of the scheduled course time hours in any academic quarter, they will be placed on probation for the next academic quarter. If a student is absent for more than 20% of the scheduled course time hours during the probationary academic quarter, they will be withdrawn.

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 Institute of Technology will make every effort to provide an opportunity for the student to take that course at a later time; however the

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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.

### Attendance Taking Procedures

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

### Tardiness Policy

There are several class periods in 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 only up to the last verified time of attendance.

### Withdrawals

The staff and administration at MIAT Institute of Technology strongly recommends against students disrupting their training schedule for any reason. However, upon presentation of any reasonable request to the Campus President or Director of Training a withdrawal may be granted. A student who withdraws during a course must retake that course. Additional tuition, lab fees and all attendance policies apply except in the case of *Title 40, Texas Administrative Code, Section 807.241-245*. 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 Institute 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.
3. Leaves of Absence are not automatically granted. At the sole discretion of the school, a Leave of Absence may be granted only if the school determines that there is a reasonable expectation that the student will return to classes and satisfactorily complete their program.
4. Leaves of Absence are normally not granted for longer than one quarter or two blocks.

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

Failure to return to school on or before the scheduled Leave of Absence return date will result in the student being withdrawn from school.

If a student is a Federal Title IV loan recipient, the failure to return may have significant adverse consequences on loan repayment terms, including exhaustion of some or all of the student's grace period.

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### Professional Conduct and Appearance

All students are expected to maintain the high standard of professional conduct and appearance as required by the industry and is a tradition at MIAT Institute of Technology. Both in and out of school, students are expected to conduct themselves in a professional manner with pride in themselves, their community and their school.

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

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

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

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

Board, c/o MIAT Institute of Technology, 533 NorthPark Central Drive, Houston, Texas 77073.

### Comprehensive Student Complaint and Dispute Resolution System

#### Primary Resolution System

MIAT Institute of Technology is dedicated to the professional and technical development of its students. To ensure each student is afforded fair, nondiscriminatory treatment, MIAT Institute of Technology has developed policies to govern student professional conduct, academic performance and administrative actions.

MIAT Institute of Technology has created a primary resolution system to facilitate the resolution of any concern or complaint with MIAT Institute of Technology, including the process of recruitment and enrollment, the educational process, financial matters and placement assistance. If you are not satisfied with the results, you have the right to pursue further action through arbitration (Secondary Resolution System).

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

A written response from the Campus President or Compliance Officer will be provided to the written complaint. If the student is dissatisfied with this response, he or she may appeal the decision to the School Review Board. The appeal must be in writing and submitted within 14 calendar days of the student's receipt of the written response to their complaint.

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A student who is placed on academic or professional conduct warning, probation, suspension or dismissal may request review of the decision by the School Review Board, c/o MIAT Institute of Technology, 533 NorthPark Central Drive, Houston, Texas 77073. The request for review must be made within fourteen (14) days of the warning, probation, suspension or dismissal. The request must be in writing and signed by the individual. The request for review must contain the reasons for the academic, attendance or conduct violation. In addition, the student's plan to comply with the academic, attendance or conduct policy must be stated. The request must provide current student contact information, including a valid address and telephone number.

In summary, if a student has any questions, concerns or complaints, MIAT Institute of Technology recommends that he or she adhere to the following process for seeking assistance:

**Level 1:** Instructor, Compliance Officer or appropriate MIAT Institute of Technology staff member (through informal means)

**Level 2:** Director of Training, Compliance Officer or Campus Director (through written complaint)

**Level 3:** School Review Board (for review of any disciplinary decision or review of a Level 2 response to any written complaint)

### Secondary Resolution System (Arbitration)

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

educational institutions unless the parties agree otherwise.

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



### Student Complaint/Grievance Procedure

Colleges accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling complaints. If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission. Please direct all inquiries: Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard Suite 302, Arlington, VA 22201, (703) 247-4212 or online at [www.accsc.org](http://www.accsc.org). A copy of the Commission's Complain Form is available at MIAT Institute of Technology and may be obtained by contacting the Campus President.

### Texas Campus

Additionally, students have the option of contacting the Texas Workforce Commission with any unresolved grievances at the following address: Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15<sup>th</sup> Street, Austin, Texas 78778-0001, (512) 936-3100, <http://csc.twc.state.tx.us>.

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### Computer and Information Technology Policy

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

#### Computer Violation Examples:

1. Intentionally introducing damaging software, such as viruses.
2. Accessing any Internet sites or services that are inappropriate for a particular curriculum or the educational environment. This includes but is not limited to any information containing obscene, indecent or sexually explicit material. It also includes any information containing profane language.
3. Intentionally damaging hardware.
4. Attempting to access any computing resources to which a student is not entitled or authorized.
5. Violating the privacy of others' computer information (either files or e-mail).
6. Harassing others or sending threatening, inappropriate or falsified e-mail messages.
7. Violating password security.
8. Violating copyright or license requirements.
9. Allowing computer access to any individual not an MIAT Institute of Technology student, graduate or employee.
10. Conducting any profit making or commercial activity from MIAT Institute of Technology computer facilities.
11. Violating any computer security rules, regulations or laws as follows:
  - MIAT Institute of Technology Computing Policy
  - Applicable State Laws and Regulations

- Federal Copyright Law
- Computer Fraud and Abuse Act of 1986
- Electronic Communication Privacy Act of 1986
- Computer Software Rental Amendments Act of 1990

## Degree Program of Study

### Energy Technology-AAS

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

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

Course Number	Course Name	Theory Hours	Lab Hours	Clock Hours	Credit Hours
ET101H	Learning Skills, History and Math	34	38	72	4.0
ET102H	OSHA	36	12	48	3.0
ET103H	Tools and Professional Skills	36	12	48	3.0
ET104H	Precision Measuring and Rigging	34	38	72	4.0
ET105H	Materials, Processes and Welding	36	48	84	5.0
ET106H	Inspection	20	16	36	2.0
ET107H	DC Electrical Theory	46	14	60	4.0
ET108H	AC Electrical Theory	46	14	60	4.0
ET109H	Climb and Rescue	20	34	54	3.0
ET110H	Wind Operation and Renewable Energy Sources	30	36	66	4.0
ET111H	Hydraulics and Gears	46	14	60	4.0
ET112H	PLC and SCADA	46	14	60	4.0
ET113H	Gas Turbine and Co-Generation Operation	30	36	66	4.0
ET114H	Gas Turbine Maintenance	26	28	54	3.0
ET115H	Boiler Operation	46	14	60	4.0
ET116H	Steam Operation	46	14	60	4.0
ET209H	Process Systems and Components	46	14	60	4.0
ET210H	Refining Processes and Energy Platform Service	46	14	60	4.0
ET211H	Compression Technology	24	6	30	2.0
ET212H	Advanced Electrical Theory and Troubleshooting	36	54	90	5.0

#### General Education Section

Course Number	Course Name	Theory Hours	Lab Hours	Clock Hours	Credit Hours
GE110-3	Intermediate Algebra	40	0	40	4.0
GE111-3	English Composition	40	0	40	4.0
GE112-3	Public Speaking	40	0	40	4.0
GE113-3	Introduction to Sociology	40	0	40	4.0
GE114-3	Environmental Sciences	40	0	40	4.0
GE115-3	Organizational Behavior	40	0	40	4.0

## Diploma Programs of Study

### Aircraft Dispatch Program

The Aircraft Dispatch Program is a combination of classroom, hands-on, and outside assignments. Upon successful completion of the Aircraft Dispatch program, graduates will have entry-level career choices in the aviation industry to include: **Assistant Aircraft Dispatch, Aircraft Dispatcher, Flight Follower, and Crew Scheduler.**

Transfer students who desire to pursue an FAA Aircraft Dispatch Certificate must comply with the following requirements for transfer of credit: Successfully complete MIAT College of Technology Aircraft Dispatch subjects or have credit for previous training; Students must have made-up any missed time in FAA approved curriculum; Students must meet age requirements of the FAA Aircraft Dispatch program.

**Aircraft Dispatch Program  
Diploma  
240 Clock Hours  
14 Quarter Credit Hours  
2 Months/1 Quarter**

<b>Course Number</b>	<b>Course Name</b>	<b>Theory Hours</b>	<b>Lab Hours</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
AD2101-1H	Meteorology	20	34	54	3.0
AD2102-1H	Federal Aviation Regulations	24	6	30	2.0
AD2105-1H	Communications Emergency Procedures	18	0	18	1.0
AD2107-1H	Air Traffic Control	18	0	18	1.0
AD3103-1H	Navigation	10	14	24	1.0
AD2104-1H	Aircraft Specifics	26	4	30	2.0
AD3108-1H	Practical Dispatching	24	24	48	3.0
AD2118-1H	FAA Test Prep	12	6	18	1.0

All courses listed are FAA Approved Curriculum with the exception of AD2118-1H – FAA Test Prep

## Energy and Industrial Technician Program

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

### Energy and Industrial Technician Program

#### Diploma

960 Clock Hours

59 Quarter Credit Hours

All Quarters are a minimum of ten calendar weeks

Day or Afternoon Program:

9 Months/4 Quarters

Course Number	Course Name	Theory Hours	Lab Hours	Clock Hours	Credit Hours
ET101H	Learning Skills, History and Math	34	38	72	4.0
ET102H	OSHA	36	12	48	3.0
ET103H	Tools and Professional Skills	36	12	48	3.0
ET104H	Precision Measuring and Rigging	34	38	72	4.0
ET105H	Materials, Processes and Welding	36	48	84	5.0
ET106H	Inspection	20	16	36	2.0
ET107H	DC Electrical Theory	46	14	60	4.0
ET108H	AC Electrical Theory	46	14	60	4.0
ET113H	Gas Turbine and Co-Generation Operation	30	36	66	4.0
ET114H	Gas Turbine Maintenance	26	28	54	3.0
ET115H	Boiler Operation	46	14	60	4.0
ET116H	Steam Operation	46	14	60	4.0
ET209H	Process Systems and Components	46	14	60	4.0
ET210H	Refining Processes and Energy Platform Service	46	14	60	4.0
ET211H	Compression Technology	24	6	30	2.0
ET212H	Advanced Electrical Theory and Troubleshooting	36	54	90	5.0

## Global Logistics and Dispatch Program

The Global Logistics and Dispatch Program is a combination of classroom, hands-on instruction and outside assignments. Upon successful completion, graduates will have a variety of entry-level career choices in dispatch and supply chain management fields. The program includes three phases, *Global Logistics*, *Operations Management* and *Aircraft Dispatch*. Upon completion of the *Global Logistics phase*, graduates are qualified for entry level careers in **warehousing, distribution, import/export and customs and managing revenue-based transportation services** as a Cargo Agent, Freight Forwarder/Broker, Shipping and Receiving Clerk, Traffic Manager, Documentation Clerk, Intermodal Dispatcher, Load Planner, Logistics Coordinator and Logistics Service Representative. The second phase of training, *Operations Management*, includes training to enter a variety of dispatch careers including **trucking and common carriers (over the road and local transport), service fleets (energy operations, shuttle services, food/beverage service vehicles) and the railroad industry**. Entry-level careers include Dispatcher, Communications Operator/Officer, Public Safety Dispatcher, Police, 9-1-1 or EMS Dispatcher, Train Dispatcher, Bus Dispatcher and Communications Specialist. The third phase of the program, *Aircraft Dispatch*, allows students to transfer credits to the Aircraft Dispatch Certificate Program. Entry-level careers would include Aircraft Dispatcher, Assistant Aircraft Dispatcher Crew Scheduler, Flight Follower and Customer Service Representative.

### Global Logistics and Dispatch Program

#### Diploma

720 Clock Hours

44 Quarter Credit Hours

All Quarters are a minimum of ten calendar weeks

Day or Afternoon Program

7 Months/3 Quarters

Course Number	Course Name	Theory Hours	Lab Hours	Clock Hours	Credit Hours
GLD116-1H	Supply Chain Management Warehousing/Distribution	48	36	84	5.0
GLD117-1H	CLA/CLT Certification Preparation and Testing	36	12	48	3.0
GLD118-1H	Third Party Logistics Operations, Import/Export	34	38	72	4.0
GLD119-1H	Business Process Management and Procurement	24	12	36	2.0
GLD227-1H	Ground Transportation Operations Management I	46	14	60	4.0
GLD228-1H	Ground Transportation Operations Management II	46	14	60	4.0
GLD229-1H	Aviation Operations Management I	46	14	60	4.0
GLD230-1H	Aviation Operations Management II	46	14	60	4.0
GLD210-1H	Meteorology	20	34	54	3.0
GLD211-1H	Federal Aviation Regulations	24	6	30	2.0
GLD212-1H	Communications and Emergency Procedures	18	0	18	1.0
GLD213-1H	Air Traffic Control	18	0	18	1.0
GLD214-1H	Navigation	24	6	30	2.0
GLD215-1H	Aircraft Specifics	20	16	36	2.0
GLD216-1H	Practical Dispatching	26	28	54	3.0

## 34 Programs of Study

### HVACR Technician Program

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

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

Course Number	Course Name	Theory Hours	Lab Hours	Clock Hours	Credit Hours
HV001-1H	Refrigeration System Fundamentals/Math	46	14	60	4.0
HV002-1H	Service Basics	30	30	60	4.0
HV003-1H	Refrigerants	28	32	60	3.0
HV004-1H	Basic Electricity, Magnetism, and Electronics	46	14	60	4.0
HV005-1H	Motors and Electric Control System	28	32	60	3.0
HV006-1H	Compressors, Valves and Metering Devices	18	42	60	3.0
HV007-1H	EPA 608 Certification	24	36	60	3.0
HV008-1H	Indoor Air Fundamentals	43	17	60	4.0
HV009-1H	Air Conditioning Systems I	30	30	60	4.0
HV010-1H	Heating Systems I	30	30	60	4.0
HV011-1H	Air Conditioning Systems II	24	36	60	3.0
HV012-1H	Heating Systems II/NATE Certification Core	46	14	60	4.0
HV013-1H	Domestic Refrigerators and Freezers	28	32	60	3.0
HV014-1H	Commercial Refrigeration	42	18	60	4.0
HV015-1H	Startup/Shutdown	46	14	60	4.0
HV016-1H	Installing and Servicing Commercial Systems	30	30	60	4.0

## Wind Power Technician Program

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

**Wind Power Technician  
Diploma  
720 Clock Hours  
44 Quarter Credit Hours  
Day or Afternoon Program:  
7 Months/ 3 Quarters**

Course Number	Course Name	Theory Hours	Lab Hours	Clock Hours	Credit Hours
ET101H	Learning Skills, History and Math	34	38	72	4.0
ET102H	OSHA	36	12	48	3.0
ET103H	Tools and Professional Skills	36	12	48	3.0
ET104H	Precision Measuring and Rigging	34	38	72	4.0
ET105H	Materials, Processes and Welding	36	48	84	5.0
ET106H	Inspection	20	16	36	2.0
ET107H	DC Electrical Theory	46	14	60	4.0
ET108H	AC Electrical Theory	46	14	60	4.0
ET109H	Climb and Rescue	20	34	54	3.0
ET110H	Wind Operation and Renewable Energy Sources	30	36	66	4.0
ET111H	Hydraulics and Gears	46	14	60	4.0
ET112H	PLC and SCADA	46	14	60	4.0

# Course Descriptions

## Aircraft Dispatch

Course	Description				Prerequisite
AD2101-1H	Meteorology				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>54</b>	<b>3.0</b>	<b>20</b>	<b>34</b>	<b>None</b>	

An in-depth look at requirements of meteorological needs of aviation and the specific requirements of airline and corporate flight departments to include interpretation of National Weather Service reports, their weather charts and forecasting presentations. Properties of the atmosphere and associated weather systems are discussed in detail.

Course	Description				Prerequisite
AD2102-1H	Federal Aviation Regulations				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>30</b>	<b>2.0</b>	<b>24</b>	<b>6</b>	<b>None</b>	

A comprehensive review of the Federal Aviation Regulations under U.S. Code Title 14 governing the safe flight planning, control and dispatch of aircraft covered under parts 1, 25, 61, 71, 91, 103, 119, 121, 135 and 139 of Title 14. HMR is also covered, as is NTSB part 830.

Course	Description				Prerequisite
AD2105-1H	Communications Emergency Procedures				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>18</b>	<b>1.0</b>	<b>18</b>	<b>0</b>	<b>None</b>	

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

Course	Description				Prerequisite
AD2107-1H	Air Traffic Control				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>18</b>	<b>1.0</b>	<b>18</b>	<b>0</b>	<b>None</b>	

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

Course	Description				Prerequisite
AD3103-1H	Navigation				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>24</b>	<b>1.0</b>	<b>10</b>	<b>14</b>	<b>None</b>	

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

Course	Description				Prerequisite
AD2104-1H	Aircraft Specifics				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>30</b>	<b>2.0</b>	<b>26</b>	<b>4</b>	<b>None</b>	

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

Course	Description				Prerequisite
AD3108-1H	Practical Dispatching				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>48</b>	<b>3.0</b>	<b>24</b>	<b>24</b>	<b>None</b>	

This course will consolidate all the knowledge and skills learned in the previous subjects. The emphasis is on decision making, resource management, and task prioritization. The student will learn how to apply their skills in order to release flights in accordance with all applicable regulations, and within the constraints of ATC procedures, navigation systems, weather, and aircraft performance limitations. Real-world scenarios are presented, and students are challenged with numerous abnormal situations, system malfunctions and emergency situations.

Course	Description				Prerequisite
AD2118-1H	FAA Test Prep				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>18</b>	<b>1.0</b>	<b>12</b>	<b>6</b>	<b>None</b>	

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

## Course Descriptions

### Energy Technology - AAS Energy and Industrial Technician Wind Power Technician

Course	Description			
<b>ET101H</b>	<b>Learning Skills, History and Math</b>			
Clock	Credit	Theory	Lab	Prerequisite
Hours	Hours	Hours	Hours	
<b>72</b>	<b>4.0</b>	<b>34</b>	<b>38</b>	<b>None</b>

In this course the student will learn how to succeed in their post-secondary education program by learning strategy skills such as basic computer and software application, time management, study and testing techniques, note taking and other similar skills. This course reviews the history of the power technology industry up to and including present. Also included in this course is a review of common terminology and definitions used in the industry. An overview of the components and the function of a power plant will be presented. The student will demonstrate what they have learned through written summary and hands-on identification of selected equipment. The student will learn basic math and formulas which will be encountered and used by the technician in performing daily activities. In this course the student will also learn how to read, convert and understand the metric system of measurement.

Course	Description			
<b>ET102H</b>	<b>OSHA</b>			
Clock	Credit	Theory	Lab	Prerequisite
Hours	Hours	Hours	Hours	
<b>48</b>	<b>3.0</b>	<b>36</b>	<b>12</b>	<b>None</b>

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

Course	Description			
<b>ET103H</b>	<b>Tools and Professional Skills</b>			
Clock	Credit	Theory	Lab	Prerequisite
Hours	Hours	Hours	Hours	
<b>48</b>	<b>3.0</b>	<b>36</b>	<b>12</b>	<b>None</b>

The student will learn the criteria used when selecting the proper tool for the task, whether it is a hand or power tool (including hydraulic wrenches). With the ability to select the proper tool, the student then will learn how to properly and safely use the tools that are essential to Energy Technology Technicians. Students will learn general shop safety and the importance of preventing damage to components when using tools. The importance of personal protective equipment is emphasized to help ensure a safe working environment. Concepts such as professional behavior on and off the job will be learned. The student will learn the proper code of conduct

required to ensure success when working on the road with little or no supervision. Additional subjects learned will include how to manage expenses, the expectation of an employer regarding attendance and job performance and global etiquette when overseas. Another factor emphasized is the ability to learn from experienced technicians in the field during on-the-job training.

Course	Description			
<b>ET104H</b>	<b>Precision Measuring and Rigging</b>			
Clock	Credit	Theory	Lab	Prerequisite
Hours	Hours	Hours	Hours	
<b>72</b>	<b>4.0</b>	<b>34</b>	<b>38</b>	<b>None</b>

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

Course	Description			
<b>ET105H</b>	<b>Materials Processes and Welding</b>			
Clock	Credit	Theory	Lab	Prerequisite
Hours	Hours	Hours	Hours	
<b>84</b>	<b>5.0</b>	<b>36</b>	<b>48</b>	<b>None</b>

In this course the student learns to recognize, properly select and use a variety of hardware and materials used in the repair and maintenance of power technology equipment. Proper filing and honing techniques are demonstrated. Students will demonstrate what they have learned by identifying and installing specialty hardware such as Heli-Coil inserts as well as become proficient at the use of easy outs and drilling without damaging the surrounding structure. Skills learned will include standard practices such as safety wire and the use of torque wrenches. Basic Composite Identification will be included in this training. The student will learn how to weld safely and the techniques used in a maintenance environment. Skills such as heating bolts and components without doing damage to the materials is learned and demonstrated. Basic skills such as how to successfully complete a tack weld is demonstrated and practiced by the student. Proper heating and installation of bolts is also learned in this course. Specific procedure when accomplishing "hot work" will also be learned.

## 38 Course Descriptions

Course	Description				Prerequisite
<b>ET106H</b>	<b>Inspection</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>36</b>	<b>2.0</b>	<b>20</b>	<b>16</b>		<b>None</b>

In this course the student will learn various inspection techniques employed in the field. These inspection techniques will include visual, borescopic and dye penetrant. Advanced methods such as eddy current and magnetic particle will be demonstrated. The importance of recognizing degrees of damage and distinguishing between negligible and serious flaws will be learned. The student will demonstrate what they have learned by inspecting various valves and other assigned power equipment.

Course	Description				Prerequisite
<b>ET107H</b>	<b>DC Electrical Theory</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>		<b>None</b>

In this course the student will learn electrical theory and principles, and their application to power generation systems. This course is designed to teach the student electrical circuit diagrams, including charging and storage functions. This will include circuit operation and electrical fundamentals, which will prepare the student for basic electrical functions and troubleshooting. Generator design and operation will be demonstrated and learned. Students will also learn basic electricity concepts and schematic interpretation.

Course	Description				Prerequisite
<b>ET108H</b>	<b>AC Electrical Theory</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>		<b>None</b>

In this course the student will learn AC 3-phase electrical theory and principles, and their application to power generation systems. This course is designed to teach the student about AC electrical circuit diagrams, including solid state devices and logic functions. This will include electrical component operation and electrical fundamentals needed for advanced electrical functions and troubleshooting.

Course	Description				Prerequisite
<b>ET109H</b>	<b>Climb and Rescue</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>54</b>	<b>3.0</b>	<b>20</b>	<b>34</b>		<b>None</b>

In this course the student will learn the hazards involved when climbing a wind turbine tower. The student will learn safety issues such as where and when to take a rest period during the climb. Emergency measures such as rescue from a tower will be learned and demonstrated. The student will demonstrate what they have learned by performing a safety inspection on a given piece of climb equipment correctly.

Course	Description				Prerequisite
<b>ET110H</b>	<b>Wind Operation and Renewal Energy Sources</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>66</b>	<b>4.0</b>	<b>30</b>	<b>36</b>		<b>None</b>

In this course the student will learn function and design of wind turbines in the power generation field. Students will demonstrate what they have learned by identifying the various major components and their relationship to the wind turbine. In this course the student will learn renewable energy systems other than wind turbines. The student will learn about other systems such as solar, biomass and geothermal during this course.

Course	Description				Prerequisite
<b>ET111H</b>	<b>Hydraulics and Gears</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>		<b>None</b>

In this course the student will learn about hydraulic power and its function in the wind turbine industry. Fluid types, system inspection, and component identification will be learned. System troubleshooting will be demonstrated and applied in this course. In this course the student will learn the maintenance and inspections required for gear trains and lubrication systems. Inspection of fluids and gear condition will be learned and reinforced through hand on inspection activities. Proper and improper wear in gear systems will be inspected and identified.

Course	Description				Prerequisite
<b>ET112H</b>	<b>PLC and SCADA</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>		<b>None</b>

In this course the student will learn about Programmable Logic Controllers (PLC) and their use in the wind field as well as other industrial applications. Students will develop and install a simple program and execute same using a human mechanical interface system. In this course the student will learn about Supervisory Control and Data Acquisition (SCADA) systems and their use in the field of wind energy. Remote recording and correction will also be learned by the student. The data tracking and resulting trend monitoring will be examined. The student will demonstrate what they have learned by identifying component location and function in the wind turbine.

Course	Description				Prerequisite
<b>ET113H</b>	<b>Gas Turbine and Co-Generation Operation</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>66</b>	<b>4.0</b>	<b>30</b>	<b>36</b>		<b>None</b>

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

## 39 Course Descriptions

Course	Description				Prerequisite
<b>ET114H</b>	<b>Gas Turbine Maintenance</b>				
Clock	Credit	Theory	Lab		
Hours	Hours	Hours	Hours		
<b>54</b>	<b>3.0</b>	<b>26</b>	<b>28</b>		<b>None</b>

In this course the student will learn about scheduled and nonscheduled maintenance required for gas turbines. The student will also learn about the overhaul process discussed and demonstrate their skill by performing assigned hands-on tasks.

Course	Description				Prerequisite
<b>ET115H</b>	<b>Boiler Operation</b>				
Clock	Credit	Theory	Lab		
Hours	Hours	Hours	Hours		
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>		<b>None</b>

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

Course	Description				Prerequisite
<b>ET116H</b>	<b>Steam Operation</b>				
Clock	Credit	Theory	Lab		
Hours	Hours	Hours	Hours		
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>		<b>None</b>

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

Course	Description				Prerequisite
<b>ET209H</b>	<b>Process Systems and Components</b>				
Clock	Credit	Theory	Lab		
Hours	Hours	Hours	Hours		
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>		<b>None</b>

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

Course	Description				Prerequisite
<b>ET210H</b>	<b>Refining Process/Energy Platform Service</b>				
Clock	Credit	Theory	Lab		
Hours	Hours	Hours	Hours		
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>		<b>None</b>

In this course the student will learn about the basic principles of distillation systems, extraction/separation systems and chemical reactor systems. This will include catalytic cracking, hydrocracking, distillation columns, absorbers and the scrubbing process. The student will demonstrate what they have learned through assigned hands-on projects in the lab. The student will learn the safety rules and practices found on an energy platform such as a drilling operation. Technology used on an energy platform will be learned by the student such as preventative equipment maintenance, forced maintenance and troubleshooting. Technology such as fracturing and slant drilling will be learned as well.

Course	Description				Prerequisite
<b>ET211H</b>	<b>Compression Technology</b>				
Clock	Credit	Theory	Lab		
Hours	Hours	Hours	Hours		
<b>30</b>	<b>2.0</b>	<b>24</b>	<b>6</b>		<b>None</b>

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

Course	Description				Prerequisite
<b>ET212H</b>	<b>Advanced Electrical Theory and Troubleshooting</b>				
Clock	Credit	Theory	Lab		
Hours	Hours	Hours	Hours		
<b>90</b>	<b>5.0</b>	<b>36</b>	<b>54</b>		<b>None</b>

The student will be introduced to three-phase electric power, a common method of alternating-current electric power generation, transmission and distribution. The student will learn the concept of troubleshooting from a theoretical position. Input and output into a situation is examined and a logical flow is developed to determine the critical path of failure. The student will demonstrate what they have learned through the use of mock-ups and other pieces of equipment with known faults in an economical manner. In this class the student will learn an overview of the operation and design of diesel power plants. The specific application to standby power for diesel will be emphasized. Inspection, preventative maintenance and troubleshooting will be explained and demonstrated. Subsystems such as fuel control and emissions will also be included in this training. The student will demonstrate what they have learned by performing assigned hands-on project in the lab.

## General Education Section

Course	Description			
<b>GE110-3</b>	<b>Intermediate Algebra</b>			
Clock	Credit	Theory	Lab	Prerequisite
Hours	Hours	Hours	Hours	
<b>40</b>	<b>4.0</b>	<b>40</b>	<b>0</b>	<b>None</b>

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.

Course	Description			
<b>GE111-3</b>	<b>English Composition</b>			
Clock	Credit	Theory	Lab	Prerequisite
Hours	Hours	Hours	Hours	
<b>40</b>	<b>4.0</b>	<b>40</b>	<b>0</b>	<b>None</b>

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

Course	Description			
<b>GE112-3</b>	<b>Public Speaking</b>			
Clock	Credit	Theory	Lab	Prerequisite
Hours	Hours	Hours	Hours	
<b>40</b>	<b>4.0</b>	<b>40</b>	<b>0</b>	<b>None</b>

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

Course	Description			
<b>GE113-3</b>	<b>Introduction to Sociology</b>			
Clock	Credit	Theory	Lab	Prerequisite
Hours	Hours	Hours	Hours	
<b>40</b>	<b>4.0</b>	<b>40</b>	<b>0</b>	<b>None</b>

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

Course	Description			
<b>GE114-3</b>	<b>Environmental Sciences</b>			
Clock	Credit	Theory	Lab	Prerequisite
Hours	Hours	Hours	Hours	
<b>40</b>	<b>4.0</b>	<b>40</b>	<b>0</b>	<b>None</b>

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

Course	Description			
<b>GE115-3</b>	<b>Organizational Behavior</b>			
Clock	Credit	Theory	Lab	Prerequisite
Hours	Hours	Hours	Hours	
<b>40</b>	<b>4.0</b>	<b>40</b>	<b>0</b>	<b>None</b>

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

# Course Descriptions

## Global Logistics and Dispatch

Course	Description			
<b>GLD116-1H</b>	<b>Supply Chain Management, Warehousing and Distribution</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>84</b>	<b>5.0</b>	<b>48</b>	<b>36</b>	<b>None</b>

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

Course	Description			
<b>GLD117-1H</b>	<b>CLA and CLT Certification Preparation and Testing</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>48</b>	<b>3.0</b>	<b>36</b>	<b>12</b>	<b>None</b>

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

Course	Description			
<b>GLD118-1H</b>	<b>Third Party Logistics (3PL) Operations, Import/Export</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>72</b>	<b>4.0</b>	<b>34</b>	<b>38</b>	<b>None</b>

Students will learn about 3PL operations and their function in the supply chain. Students will study the concepts of integrating transportation, warehousing, cross-docking, inventory management, packaging and freight forwarding and other logistics services. Students will discover the complexities of importing and exporting materials as they make their way around the world and will learn about licensing requirements, government agencies and rules and regulations.

Course	Description			
<b>GLD119-1H</b>	<b>Business Process Management and Procurement</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>36</b>	<b>2.0</b>	<b>24</b>	<b>12</b>	<b>None</b>

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

Course	Description			
<b>GLD227-1H</b>	<b>Ground Transportation (Truck/Rail) Operations Management I</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>	<b>None</b>

Students are introduced to transportation operations and management in the trucking and rail industries. Students will learn about issues relating to ground transportation of goods such as health and safety, licensing, regulations and trade barriers.

Course	Description			
<b>GLD228-1H</b>	<b>Ground Transportation (Truck/Rail) Operations Management II</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>	<b>None</b>

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

Course	Description			
<b>GLD229-1H</b>	<b>Aviation Operations Management I</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>	<b>None</b>

Students are introduced to the air transportation system, its function, role and scope. Topics include: planning economic and resource considerations, current issues and future trends.

Course	Description			
<b>GLD230-1H</b>	<b>Aviation Operations Management II</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>	<b>None</b>

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

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Course	Description			
<b>GLD210-1H</b>	<b>Meteorology</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>54</b>	<b>3.0</b>	<b>20</b>	<b>34</b>	<b>None</b>

An in-depth look at requirements of meteorological needs of aviation and the specific requirements of airline and corporate flight departments to include interpretation of National Weather Service reports, their weather charts and forecasting presentations. Properties of the atmosphere and associated weather systems are discussed in detail.

Course	Description			
<b>GLD211-1H</b>	<b>Federal Aviation Regulations</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>30</b>	<b>2.0</b>	<b>24</b>	<b>6</b>	<b>None</b>

A comprehensive review of the Federal Aviation Regulations under U.S. Code Title 14 governing the safe flight planning, control and dispatch of aircraft covered under Parts 1, 25, 61, 71, 91, 103, 119, 121, 135 and 139 of Title 14. HMR is also covered, as is NTSB part 830.

Course	Description			
<b>GLD212-1H</b>	<b>Communications and Emergency Procedures</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>18</b>	<b>1.0</b>	<b>18</b>	<b>0</b>	<b>None</b>

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

Course	Description			
<b>GLD213-1H</b>	<b>Air Traffic Control</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>18</b>	<b>1.0</b>	<b>18</b>	<b>0</b>	<b>None</b>

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

Course	Description			
<b>GLD214-1H</b>	<b>Navigation</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>30</b>	<b>2.0</b>	<b>24</b>	<b>6</b>	<b>None</b>

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

Course	Description			
<b>GLD215-1H</b>	<b>Aircraft Specifics</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>36</b>	<b>2.0</b>	<b>20</b>	<b>16</b>	<b>None</b>

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

Course	Description			
<b>GLD216-1H</b>	<b>Practical Dispatching</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>54</b>	<b>3.0</b>	<b>26</b>	<b>28</b>	<b>None</b>

This section will consolidate all the knowledge and skills learned in the previous subjects. The emphasis is on decision making, resource management, and task prioritization. The student will learn how to apply their skills in order to release flights in accordance with all applicable regulations, and within the constraints of ATC procedures, navigation systems, weather, and aircraft performance limitations. Real-world scenarios are presented, and students are challenged with numerous abnormal situations, system malfunctions and emergency situations.

# Course Descriptions

## HVACR Technician Program

Course	Description				
<b>HV001-1H</b>	<b>Refrigeration System Fundamentals/Math</b>				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>	<b>None</b>	

This course begins with a study of basic math and mathematical formulas which will be encountered and used by the technician in performing daily activities. Fundamentals of refrigeration including enthalpy, combined gas law, compression, and absorption will be explored.

Course	Description				
<b>HV002-1H</b>	<b>Service Basics</b>				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>60</b>	<b>4.0</b>	<b>30</b>	<b>30</b>	<b>None</b>	

The student will receive instruction in the criteria for selecting the proper tool for a job. With the ability to select the proper tool, the student will then learn how to properly and safely use the tools that are essential to the HVACR Technician. Students are taught to use a variety of electrical, pressure, and temperature measuring devices. In addition, students will also use sheet metal tools necessary for assembling ductwork.

Course	Description				
<b>HV003-1H</b>	<b>Refrigerants</b>				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>60</b>	<b>3.0</b>	<b>28</b>	<b>32</b>	<b>None</b>	

The student will learn the characteristics and applications of pure and blended refrigerants, and understand the various lubricating oils used in refrigeration systems. This class exposes the students to operating principles of compressors used in comfort air conditioning and refrigeration systems. Included are installation, service, and repair procedures.

Course	Description				
<b>HV004-1H</b>	<b>Basic Electricity, Magnetism and Electronics</b>				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>	<b>None</b>	

In this course the student will be introduced to electrical theory and principles, and their application to HVACR systems. This course also introduces DC and AC circuit operation and electrical fundamentals. Basics such as ohm's law, relays, and transformers will be included.

Course	Description				
<b>HV005-1H</b>	<b>Motors and Electric Control Systems</b>				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>60</b>	<b>3.0</b>	<b>28</b>	<b>32</b>	<b>None</b>	

The student will learn the function of various electrical components and functions such as transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors, and the instruments and techniques used in testing AC circuits and components. This class also reviews electrical safety and explains the theory of solid-state electronics, as well

as the operation, use, and testing of electronic components used in HVACR equipment. This class will familiarize the students with the operation, testing, and adjustment of conventional and electronic thermostats, as well as the operation of common electrical, electronic, and pneumatic circuits used to control HVACR systems. This class also explains how to analyze circuit diagrams for electronic and microprocessor-based controls used in comfort heating and cooling equipment and how to troubleshoot systems that use these controls. The students will be exposed to the tools, instruments, and techniques used in troubleshooting gas heating appliances, including how to isolate and correct faults. Also covered are the techniques and equipment used in troubleshooting cooling equipment, focusing on analyzing system temperatures and pressures to isolate faults.

Course	Description				
<b>HV006-1H</b>	<b>Compressors, Valves and Metering Devices</b>				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>60</b>	<b>3.0</b>	<b>18</b>	<b>42</b>	<b>None</b>	

This course will introduce the various types of compressors and components that are found in typical HVACR systems. The student will learn the operating principles, applications, installation, and adjustment of fixed and adjustable expansion devices used in refrigeration equipment.

Course	Description				
<b>HV007-1H</b>	<b>EPA608 Certification</b>				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>60</b>	<b>3.0</b>	<b>24</b>	<b>36</b>	<b>None</b>	

The student will be introduced to EPA regulations, recovery requirements, leak detection, and repair. At the end of this course the student will be able to take the examination for the EPA 608 Universal Certification.

Course	Description				
<b>HV008-1H</b>	<b>Indoor Air Fundamentals</b>				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>60</b>	<b>4.0</b>	<b>43</b>	<b>17</b>	<b>None</b>	

The student will examine air movement, measurement, air quality, distribution, and ventilation system service during this course.

Course	Description				
<b>HV009-1H</b>	<b>Air Conditioning Systems I</b>				
Clock	Credit	Theory	Lab	Prerequisite	
Hours	Hours	Hours	Hours		
<b>60</b>	<b>4.0</b>	<b>30</b>	<b>30</b>	<b>None</b>	

The student will learn the principles of ductless and central air-conditioning systems as well as absorption and evaporative cooling. The student will learn the operation of components and their location in the systems.

## 44 Course Descriptions

Course	Description				Prerequisite
<b>HV0010-1H</b>	<b>Heating Systems I</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>60</b>	<b>4.0</b>	<b>30</b>	<b>30</b>		<b>None</b>

The student will learn the fundamentals of forced-air, hydronic, heat pumps, and gas fired heating systems. The student will learn the operation of components of the systems and typical configurations in the industry.

Course	Description				Prerequisite
<b>HV0011-1H</b>	<b>Air Conditioning Systems II</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>60</b>	<b>3.0</b>	<b>24</b>	<b>36</b>		<b>None</b>

This class expands on what was learned in Air Conditioning Systems I. The student will also be exposed to humidity control, thermostats, heating and cooling loads. This course also familiarizes the student with air conditioning installation, troubleshooting and service.

Course	Description				Prerequisite
<b>HV0012-1H</b>	<b>Heating Systems II / NATE Certification Core</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>		<b>None</b>

This class expands on what was learned in Heating Systems I. The student will also be exposed to oil fired and electric heating systems. This course also familiarizes the student with heating system installation and service. The student will also be prepared to take the North American Technician Excellence (NATE) core exam.

Course	Description				Prerequisite
<b>HV0013-1H</b>	<b>Domestic Refrigerators and Freezers</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>60</b>	<b>3.0</b>	<b>28</b>	<b>32</b>		<b>None</b>

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

Course	Description				Prerequisite
<b>HV0014-1H</b>	<b>Commercial Refrigeration</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>60</b>	<b>4.0</b>	<b>42</b>	<b>18</b>		<b>None</b>

The student will be introduced to commercial refrigeration systems. This class explains system configurations, high-side components, low-side components, and piping. Special refrigeration systems and applications will be discussed to include transportation refrigeration as well as alternative methods.

Course	Description				Prerequisite
<b>HV0015-1H</b>	<b>Startup/Shutdown</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>		<b>None</b>

The students will learn the procedures for the startup of hot water, steam heating, chilled water, and forced-air distribution systems after initial equipment installation or after an extended period of shutdown. Also included are the procedures for preparing these systems for extended shutdown.

Course	Description				Prerequisite
<b>HV0016-1H</b>	<b>Installing and Servicing Commercial Systems</b>				
Clock Hours	Credit Hours	Theory Hours	Lab Hours		
<b>60</b>	<b>4.0</b>	<b>30</b>	<b>30</b>		<b>None</b>

The students will learn how to install and service commercial systems. This class will involve troubleshooting by system diagnosis and component diagnosis.

## Management

### **Charles A. Hawes, President**

President of MIAT College of Technology, Inc. J.D., M.A., University of Toledo; B.A. Ohio State University; L.M.M. Taxation, New York University, Former President of Stautzenberger College, Toledo, Ohio, Former President of Management, Employment and Training Services (METS), Toledo, Ohio. Over thirty years of experience in education and administration.

### **Loren Schneiderman, Campus Director - Texas**

M.B.A., University of Phoenix. B.S., California Polytechnic State University. Over twenty years executive management experience, eight years in the education sector holding positions of Admissions Manager, Director of Finance and Campus Director.

### **Richard A. Whiteside, National Training Director-CIT**

B.A.S. Airframe and Powerplant Technology, Siena Heights University, A.A.S. Aviation Maintenance Technology. Eastern New Mexico University, Diploma, Airframe and Powerplant Technician, Detroit Institute of Aeronautics. FAA Airframe and Powerplant Certificate, Inspection Authorization. Over twelve years of large, transport category aircraft airframe repair and modification. Specialty in all phases of aircraft sheet-metal work. Over sixteen years of experience in the field of career education.

### **Joseph Long, Director of High School Admissions**

Business Management studies at Everest University and Marketing Management studies at Western Governors University. Nearly 15 years' experience in the field of higher education admissions holding the positions including admissions representative, director of admissions and regional vice president of admissions.

### **Kevin Burchett, Campus President - Michigan**

B.A.S. Occupational Studies from Siena Heights University, A.A.S. General Studies from Washtenaw Community College. Over 20 years of experience working in education and training including roles as Campus Admissions Representative, High School Admission Representative, Director of Admissions, Director of Student Services and Campus Director.

### **Mark Donahue, Vice President Marketing/ Admissions**

B.L.S. Boston University, A.A. Jefferson Community College, currently pursuing Master of Science in International Marketing Management at Boston University. Over 15 years of experience in education as High School Admissions Manager of Recruitment and Director of Admissions.

### **Myron Gray, Manager-Veteran and Workforce Services**

M.A., Organizational Leadership, Siena Heights University. B.A., Business Administration, Siena Heights University. Nine years of post-secondary educational admissions experience. Background includes: High School Field Admissions Representative, and Veterans and Agency Services Representative.

### **Diane Herroon, Compliance Officer**

A.A.B. Stautzenberger College. Certified in Financial Aid by the Department of Education. Active member in State and Regional Financial Aid Associations. Over thirty years in office management and financial aid administration.

### **Amy Kienast, National Director of Business Relations**

B.S. Education, University of Wisconsin-Oshkosh. Professional in Human Resources (PHR) Certification from the Human Resource Certification Institute. Certified Global Career Development Facilitator (GCDF). Eleven years' experience in post-secondary career education. Areas of expertise include networking, recruiting, business-education relations, career search skills, business development, and workforce planning. Member of board of directors for the Aviation Technician Education Council (ATEC) serving as co-chair for member relations. Board member of the Michigan Career Development Association (MCDA) and President of Yankee Ladies (Women in Aviation International Chapter Southeast Michigan).

### **Timothy P. Kissel, Vice President of Education**

B.S. Aviation Technology/Electronics, Purdue University, West Lafayette, IN. A.S. Aviation Maintenance Technology, Vincennes University, Vincennes, IN. FAA Airframe and Powerplant Technician Certificate, Inspection Authorization. FCC General Radiotelephone Operator License, Private Pilot, NCATT AET Certification. Fifteen years of aviation experience including general aviation, commuter airlines, cargo and major airlines. Background includes: light aircraft maintenance, helicopter maintenance, turboprop heavy check and line maintenance, landing gear overhaul and transport category line maintenance.

### **Susan Martinez, Regulatory and Testing Administrator**

Certificate, Accounting Clerk, Various business administration and computer operation courses from Stautzenberger College. Over thirty years of experience in the field of career education and computer operations and information systems.

### **Catherine A. Vorst, Chief Financial Officer**

B.S. Business Administration from University of Phoenix-Tucson. A.A.B. with a major in accounting from Owens Community College-Toledo. Over thirty-two years of experience in business, accounting and administration. Over sixteen years of experience in the field of career education.

### **Heather Williams, Financial Aid Director**

A.A.S. major in Accounting from Wayne County Community College. Over ten years of experience in accounting and customer service. Currently working on her bachelor degree in Business Administration from Siena Heights University.

## Faculty

### **Cicci, Paul, Instructor**

B.S., Industrial Supervision, Purdue University. A.A.S., Aviation Technology, Purdue University. Certificate, Basic Waterworks, Triton College. Certificate, Advanced Waterworks, Triton College. FAA Airframe and Powerplant Certificate. Illinois EPA Class A Public Water Supply Operator Certificate. Illinois EPA Cross Connection Control Device Inspector License. Illinois Class C Underground Storage Tank Certification. Texas TCEQ Class B Water Operator License. USEPA Universal Refrigerant Technician. Extensive industry experience holding the positions of Public Utility Water Plant Operator, Aircraft Maintenance Technician, Landfill Supervisor and Maintenance Manager. Experienced technical instructor for ITT Fluid Handling Division, Bell & Gossett Pump Division and Purdue University.

### **James Cramer, Instructor**

A.S. Aircraft Maintenance Technology, Community College of the Air Force. 17 years' experience as an aircraft maintenance technician working on fighter aircraft: F-4E, F5E, A-10, F-15 and F-16. Experienced line maintenance, aero repair heavy maintenance, crash recovery, flight controls and engine run qualified for TF-34 and J-85. NCO Academy military education courses. Train the Trainer 40<sup>th</sup> Fighter Squadron training supervisor. Certificate of Completion, Welding Technology and HVACR, Meridian Technology Center. HVACR Journeyman Mechanical-Oklahoma, Certified Technician-Texas. Ten years' experience in resident and commercial HVAC. Three years' teaching experience in HVACR for Operation Enduring Freedom.

### **Aaron Drosche, Instructor**

Diploma, Airline Flight Dispatch Training Center Eules Texas. FAA Dispatch License. 13 years' experience in airlines operations including working as an Aircraft Dispatcher for ExpressJet Airlines and Casino Airlines and as a Corporate Flight Planner for Universal Weather and Aviation.

### **Ricky Hines, Instructor**

A.A.S. Aviation Maintenance (minor in Helicopter Specialties), Spartan School of Aviation Maintenance. F.A.A. Airframe and Powerplant Technician Certificate, Inspection Authorization. Twenty Five years' experience in the field of aviation maintenance and an additional sixteen years as an instructor.

### **Ronald Vaughn, Instructor**

F.A.A. Aircraft Dispatcher's license. US Navy veteran. Forty-two years' as an aircraft dispatcher, hub coordinator, station agent.

## Administrative Staff

### **Admissions**

Karen Holan  
Chad Rogers  
Brittnay Schires

Admissions Representative  
Admissions Representative  
Admissions Representative

### **Career Services**

Mary Socha

Graduate Employment Advisor

### **Facilities**

James Wigfall

Facilities

### **Reception**

Labrine Sydnor

Receptionist

### **Student Finance**

Joseph Green

Student Finance Officer

**Michigan Institute of Aeronautics, Inc.**  
Charles A. Hawes, President and Treasurer  
Margaret Hawes, Vice President and Secretary

# Academic Calendar

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

<b>2014</b>	
Jan 13, 2014	Quarter Q5 Ends
Jan 14, 2014 to Jan 15, 2014	Flex Days
Jan 16, 2014	Quarter Q1 Begins
Jan 20, 2014	Flex Day
Feb 07, 2014	Flex Day
Feb 10, 2014	Flex Day
Mar 17, 2014	Quarter Q1 Ends
Mar 18, 2014	Flex Day
Mar 19, 2014	Quarter Q2 Begins
Apr 18, 2014 to Apr 21, 2014	Spring Break
May 08, 2014	Flex Day
May 09, 2014	Flex Day
May 19, 2014	Quarter Q2 Ends
May 20, 2014 to May 21, 2014	Flex Days
May 22, 2014	Quarter Q3 Begins
May 26, 2014	Memorial Day (school closed)
Jul 04, 2014	Independence Day (school closed)
Jul 07, 2014	Flex Day
Jul 21, 2014	Quarter Q3 Ends
Jul 22, 2014 to Jul 31, 2014	Summer Break
Aug 01, 2014	Quarter Q4 Begins
Aug 22, 2014	Flex Day
Sep 01, 2014	Labor Day (school closed)
Sep 29, 2014	Quarter Q4 Ends
Sep 30, 2014 to Oct 01, 2014	Flex Days
Oct 02, 2014	Quarter Q5 Begins
Nov 14, 2014	Flex Day
Nov 27, 2014 to Nov 28, 2014	Thanksgiving Break (school closed)
Dec 01, 2014	Quarter Q5 Ends
Dec 02, 2014	Quarter Q6 Begins
Dec 24, 2014 to Jan 01, 2015	Winter Break

## Academic Calendar

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

<b>2015</b>	
Jan 19, 2015	Flex Day
Feb 05, 2015	Quarter 14Q5 Ends
Feb 06, 2015	Quarter 15Q1 Begins
Feb 27 to Mar 02, 2015	Flex Days
Apr 03 to Apr 06, 2015	Spring Break
Apr 08, 2015	Quarter 15Q1 Ends
Apr 09, 2015	Flex Day
Apr 10, 2015	Quarter 15Q2 Begins
May 7, 2015	Flex Day
May 25, 2015	Memorial Day (school closed)
Jun 08, 2015	Quarter 15Q2 Ends
Jun 09 to Jun 10, 2015	Flex Days
Jun 11, 2015	Quarter 15Q3 Begins
Jul 03, 2015	Independence Day-observed (school closed)
Jul 17 to Jul 20, 2015	Flex Days
Aug 10, 2015	Quarter 15Q3 Ends
Aug 11 to Aug 20, 2015	Summer Break
Aug 21, 2015	Quarter 15Q4 Begins
Sep 04, 2015	Flex Day
Sep 07, 2015	Labor Day (school closed)
Oct 19, 2015	Quarter 15Q4 Ends
Oct 20 to Oct 21, 2015	Flex Days
Oct 22, 2015	Quarter 15Q5 Begins
Nov 13, 2015	Flex Day
Nov 26 to Nov 27, 2015	Thanksgiving (school closed)
Dec 21, 2015	Quarter 15Q5 Ends
Dec 22, 2015	Quarter 15Q6 Begins
Dec 24 2015 to Jan 01, 2016	Winter Break

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