ACADEMY COLLEGE

Aviation Business Accounting

Computer Technology

2018–2020

www.academycollege.edu

Academy College

CATALOG 2018–2020

29TH EDITION

EFFECTIVE JANUARY 9, 2019

Welcome to Academy College

We are pleased to offer you a variety of professional training programs: Aviation, Business, and Computer Technology. This catalog will acquaint you with the educational opportunities available at Academy College.

Academy College offers Bachelor degree and Associate degree programs to help you achieve your career or continu-ing educational objectives. Our entire faculty and staff are committed to providing you with a challenging intellec-tual environment that affords you the highest quality instruction.

Please feel free to visit our web site or contact our admissions office should you have any questions about our catalog or would like to schedule a tour of our college.

Our History

We originally opened our doors in 1936 under the name of **Academy of Accountancy**. Accounting held as our staple academic program for many decades until we reached the computer era, at which time we introduced our computer technology programs through **CDI Computer Academy**.

Seeing a need for a collegiate aviation path in the Metro area, we partnered with the Metro's leading flight training facility, Thunderbird Aviation, to introduce the **Academy of Aviation**.

We united our many program areas under the sole title of **Academy Education Center**, ensuring that our career training was the primary focus for all program divisions. Finally, as we expanded our program options to include Bachelor degrees, we evolved to the title of **Academy College**.

Throughout our historic growth we have remained focused on those ideals that directed the first academic course offered in 1936 — to provide our students with the highest quality of education through career programs designed to enable students to succeed in their career and personal development.

We welcome you to join us on our continuous mission towards career success!

Nancy Glazzier-Olsen

ACADEMY COLLEGE

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A private coeducational college incorporated under the laws of Minnesota

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The Academy College Mission

Academy College's mission is to provide our students with the highest quality of education through career programs designed to enable students to succeed in their career and personal development.

In fulfilling the mission, Academy College has set forth the following objectives which reflect the overall goals of the College:

- Prepare students for academic, professional and personal success through quality career-focused programs that develop skills for today and in the future
- Offer a range of career programs in the Aviation, Business, and Computer Technology fields
- Provide effective instruction and learning methods that strengthen student academic outcomes
- Accommodate the diverse needs of students entering or retraining for the workforce
- Aid students in developing the technical and soft skills needed to excel in the current job market
- Provide an atmosphere of learning that will enhance the students' ability to demonstrate ethical and moral values in both professional and personal situations
- Evaluate and update curricula, programs and courses in response to identified industry needs acquired through community and industry resources
- Maintain qualified faculty members who provide high-quality instruction focused on a strong academic base and workplace readiness
- Provide faculty with the necessary resources for professional and personal development
- Maintain facilities that meet the needs of students, faculty and staff
- Provide appropriate educational resources and facilities to support the delivery of learning
- Provide students with a variety of resources including, but not limited to instructional tutoring, course study sessions, online training and continued program guidance
- Provide on-going career services to current and graduate students through individual and group advisement sessions
- Build and maintain professional relationships with employers ensuring graduate preparedness for industry-specific hiring requirements

Academy College

Academy College is accredited by the Accrediting Commission of Career Schools and Colleges to award Bachelor of Science Degrees and Associate Degrees. The Accrediting Commission of Career Schools and Colleges is listed as a nationally recognized accrediting agency by the U.S. Department of Education and is recognized by the Council for Higher Education Accreditation. The College of Business, College of Aviation, and College of Computer Technology are divisions of Academy College.

Statement of Ownership

Academy Education Center, Inc. dba Academy College is a private corporation under the laws of the State of Minnesota

Academic Executive Board

Corporate Officer: Nancy Grazzini-Olson > President

Administration:
Nancy Grazzini-Olson > Campus President
Kellye MacLeod > Director of Financial Aid/Regulatory Compliance
Andrew Scoblionko > Director of Admissions
Roger Sage > Director of Education

The Academy College DIFFERENCE

For 80 years,

Academy College has been committed to preparing students for academic, professional and personal success through quality career-focused programs that develop skills for today and in the future.

Academy College invests in you, the student, by providing small classes and fostering a supportive learning environment. Academy College strives to ensure an exceptional educational experience like no other. Our tradition of superior classroom instruction, student support, scheduling options and career placement today and in the future create the Academy College difference you've been seeking!

We'll Take You There

Whether you want training for a new career or additional skills to enhance your current position, Academy College's skilled team of professionals has tailored educational programs that will meet your needs. Our diverse faculty of industry experts are dedicated to helping you develop the skills needed to excel in today's ever demanding job market.

A Supportive Environment

Our caring Education Team offers students a variety of resources including instructional tutoring, course study sessions, online training and continued program guidance. Academy College students are provided the necessary accommodations and small classroom settings to ensure their daily, weekly, and monthly program success.

Real Scheduling for the Real World

Understanding the pressures of your busy life, Academy College offers a range of flexible scheduling. Our scheduling includes a variety of day, evening, and online classes, in half-time, three-quarter and full time enrollment options. Our supportive staff will assist you in creating a personal educational track from your first day of class to your graduation.

Our Commitment to Your Career

From finding a part-time job while in school to locating the job of your dreams, our experienced Career Services Team will assist you in clarifying your goal, planning the steps and building the resume necessary for your continued career success. Academy College graduates are awarded the benefits of career placement assistance today and in the future.

Educational Opportunities Today and in the Future

In-demand skills and technology are continuously evolving and changing. This is why Academy College has committed to providing our graduates with educational opportunities today and in the future! As industry requirements advance and evolve, Academy College graduates are provided with the opportunity to audit program classes free of charge.

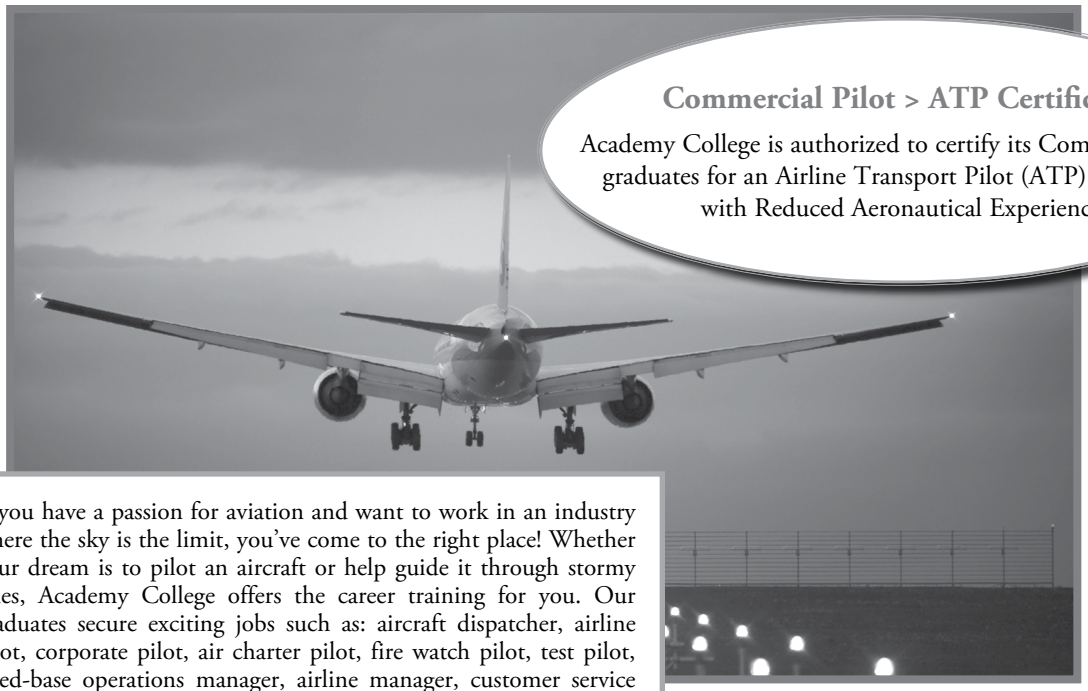
The ability to audit a class is based on the number of available seats. Priority is given to first-time attendees.
- *Graduates may audit any class that they have successfully completed.
- *Audit students will be required to purchase any necessary course materials.
- *Credit will not be issued for class audits.
- *Excludes Aircraft Dispatcher Courses

An Invitation to Explore

Academy College invites students to contact the admissions office to schedule an interview and tour of the school. Day, evening, and weekend appointments are available to accommodate varying schedules. During the interview, you will receive additional information about the school, programs offered, and the Academy College commitment to support your academic and career goals.

Contact us at:
952.851.0066 or 800.292.9149 or admissions@academycollege.edu
to request a presentation and tour.

College of Aviation



Commercial Pilot > ATP Certificate!

Academy College is authorized to certify its Commercial Pilot graduates for an Airline Transport Pilot (ATP) Certificate with Reduced Aeronautical Experience.

If you have a passion for aviation and want to work in an industry where the sky is the limit, you've come to the right place! Whether your dream is to pilot an aircraft or help guide it through stormy skies, Academy College offers the career training for you. Our graduates secure exciting jobs such as: aircraft dispatcher, airline pilot, corporate pilot, air charter pilot, fire watch pilot, test pilot, fixed-base operations manager, airline manager, customer service representative, aircraft sales, aircraft insurance, airport security and airport management.

At Academy College, we provide comprehensive aviation programs geared toward real-world airline and general aviation hiring needs. We are proud to be the exclusive provider of Minnesota's one-and-only FAA-approved Aircraft Dispatch Training Program. Combine this with the Twin Cities' largest Collegiate Pilot Flight Training Program as well as an impressive Aviation Business Program, and you'll soon realize why Academy College is the premier aviation school in the Metro area.

Flight training is conducted in Cessna and Piper aircraft delivered by Thunderbird Aviation. This intense and exhilarating instruction is complemented by select simulator training and structured ground-school training that prepares graduates for competitive careers in aviation.

Thunderbird Aviation has been the Upper Midwest's leader in general Aviation since 1962. Thunderbird offers full FBO services, including aircraft maintenance, the state's largest flight training fleet, aircraft fuel, on-demand charter, pilot shop, aircraft parts, and pre-owned aircraft sales and brokerage. Thunderbird is located at Minnesota's Flying Cloud (KFCM) and Crystal (KMIC) Airports.

To show our commitment to the industry, Academy College and/or Thunderbird Aviation and their employees are members of numerous professional organizations that promote professional aviation and aviation interests.

Commercial Aviation
> Bachelor of Science Degree

Commercial Pilot
> Associate of Applied Science Degree

Aviation Business
> Associate of Applied Science Degree

Aircraft Dispatcher Course
> Resident
> Credit for Previous Experience

COMMERCIAL AVIATION
BS DEGREE

Description

The Commercial Aviation BS Degree Program provides aviation, business, practical flight experience, and opportunities for career exploration to help students prepare for entry-level careers as Commercial pilots flying in general aviation, for a corporation, or for an airline. Students who enroll in the Commercial Aviation BS Degree Program are not expected to have any previous technical skills or knowledge. The Commercial Aviation BS Degree Program teaches aerodynamics, airspace, aviation law, aircraft operations, safety, human factors, weather, business management, plus flight training in single-engine and multi-engine aircraft from private pilot though flight instructor certificates. Students learn the technical skills and soft skills needed to succeed in entry-level positions such as Certified Flight Instructor (CFI, CFII), first officer, and charter pilot. Along with a minimum number of flight hours, a four year degree is often a requirement for major airlines.

*Academy College Commercial Aviation Bachelor of Science Degree graduates are eligible to apply for a restricted privileges Airline Transport Pilot (ATP) Certificate with a minimum of 1000 hours of total flight time.**

Minimums: 181 Quarter Credits
Full-time 12 Quarters to complete (36 mo.)
Part-time 24 Quarters to complete (72 mo.)

PROGRAM OUTLINE

BSAV

Number	Course Name	Credits

Aviation Flight**

AF2102	Private Pilot Flight Training 1	1
AF2103	Private Pilot Flight Training 2	1
AF2120	Instrument Flight Training 1	2
AF2121	Instrument Flight Training 2	2
AF2122	Commercial Flight Training 1	2
AF2123	Commercial Flight Training 2	2
AF2124	Commercial Flight Training 3	3
AF3203	Multi-Engine Ground/Flight Training	1
AF3212	Single-Engine Instructor Flight Training	2
AF3207	Instrument Instructor Ground/Flight Training	1

Aviation Principles Courses

AV2101	Private Pilot Aviation Principles	5
AV2104	Instrument Aviation Principles	5
AV2105	Commercial Aviation Principles	5
AV3304	Certified Flight Instructor Principles	6

Aviation Courses

AV2032	Aviation Human Factors and Flight Physiology	4
AV2033	Aviation Weather	4
AV2034	Aerodynamics	4
AV2127	Introduction to Aviation	4
AV2128	Air Traffic Control and Airspace	4

Technical Course Electives

14 credits is required 14

Students may choose from the 2000 or above technical category courses in AF, AV, AC, BA, CS, DT, FI, SM. AV3120 Aviation Safety Management and DT2001 through DT2008 Aircraft Dispatcher Courses/Certificate are recommended.

Number	Course Name	Credits

Aviation Major Courses

54 credits is required 54

AV3214	Introduction to Aircraft Systems	4
AV5007	AviationSecurity	4
AV5011	Crew Resource Management	4
AV5012	Aircraft Electronic Flight Systems	4

8 additional Aviation credits (required) 8

Students may choose from 3000 level and above in the AF, AV, DT category courses. Aircraft Dispatcher Certificate is recommended. 6 credits of the 5000 level courses in the recommended Aircraft Dispatcher Course program meet this requirement.

30 additional Elective credits (required) 30

Students may choose from the 3000 level and above in the AF, AV, AC, BA, CS, DT, FI, SM category courses.

General Education Courses

55 credits is required 55

GC2002	Speech (required)	5
GC2004	English Composition (required)	5
GC2112	College Algebra (required)	5

15 additional credits (required) 15

Including required courses, students must choose a minimum of one (1) course from each discipline depending on prerequisites. Discipline areas are:

Communications	Humanities
Math/Natural Science	Social Sciences

25 additional credits (required) 25

3000 and above level courses are encouraged but not required. Students must choose a minimum of one (1) course from each discipline depending on prerequisites. Discipline areas are:

Communications	Humanities
Math/Natural Science	Social Sciences

Minimum Total Program Credits 181

For information on graduation rates, median debt of graduates completing this program and other important information, visit: http://www.academycollege.edu/ged

Note: Some electives may fall into more than one category; students can receive credit for a course only once for the program.

**To be eligible for a FAA Restricted ATP Certificate, student must ensure compliance of all applicable requirements of FAR 61.160. This includes, but is not limited to, all FAA 141 flight school requirements and course prerequisites. In addition, students should be aware that transfer of AF & AV coded courses will only be considered if originally obtained from an institution of higher education with FAA authority to certify its graduates for an Airline Transport Pilot Certificate with reduced aeronautical experience. Please refer to the Credit Transfer section of this catalog for specifics regarding the transferring of Private Pilot Flight and Ground courses.*

**Aviation Flight Courses

Academy College offers a structured, results-oriented curriculum conducted under FAR Part 141. This FAA approved curriculum is delivered via Thunderbird Aviation - Crystal an FBO, Fixed Base Operator, located at the Minneapolis/Crystal Airport, 5800 Crystal Airport Road, Crystal MN, 55429. The facilities also provide services such as: pilot supplies, testing, fuel, maintenance, study areas, and vending services.

The Aviation Flight Lab fees are determined on an hourly basis for aircraft, flight instruction, and supplies, and are charged in addition to academic course tuition, fees, and textbooks.

Flight lab fees are published as an addendum to the catalog.

COMMERCIAL PILOT
AAS DEGREE

Description

The Commercial Pilot AAS Degree Program provides aviation, practical flight experience, and opportunities for career exploration to help students prepare for entry-level careers as a Commercial pilot flying in general aviation, for a corporation, or for an airline Students who enroll in the Commercial Pilot AAS Degree Program are not expected to have any previous technical skills or knowledge. The Commercial Pilot AAS Degree Program teaches aerodynamics, airspace, aviation law, aircraft operations, safety, human factors, weather, plus flight training in single-engine and multi-engine aircraft from private pilot though flight instructor certificates. Students learn the technical skills and soft skills needed to succeed in entry-level positions such as Certified Flight Instructor (CFI, CFII), first officer, and charter pilot.

*Academy College Commercial Pilot AAS degree graduates are eligible to apply for a restricted privileges Airline Transport Pilot (ATP) Certificate with a minimum of 1250 hours of total flight time.**

Minimums: 100 Quarter Credits
Full-time 6 Quarters to complete (18 mo.)
Part-time 12 Quarters to complete (36 mo.)

PROGRAM OUTLINE

ACP

Number	Course Name	Credits
Aviation Flight**		
AF2102	Private Pilot Flight Training 1	1
AF2103	Private Pilot Flight Training 2	1
AF2120	Instrument Flight Training 1	2
AF2121	Instrument Flight Training 2	2
AF2122	Commercial Flight Training 1	2
AF2123	Commercial Flight Training 2	2
AF2124	Commercial Flight Training 3	3
AF3203	Multi-Engine Ground/Flight Training	1
AF3212	Single-Engine Instructor Flight Training	2
AF3207	Instrument Instructor Ground/Flight Training	1
Aviation Principles Courses		
AV2101	Private Pilot Aviation Principles	5
AV2104	Instrument Aviation Principles	5
AV2105	Commercial Aviation Principles	5
AV3304	Certified Flight Instructor Principles	6
Aviation Courses		
AV2032	Aviation Human Factors and Flight Physiology	4
AV2033	Aviation Weather	4
AV2034	Aerodynamics	4
AV2127	Introduction to Aviation	4
AV2128	Air Traffic Control and Airspace	4
AV3120	Aviation Safety Management	4
AV3214	Introduction to Aircraft Systems	4
AV3215	Aviation Law	4
General Education Courses		
30 credits is required		30
GC2002	Speech (required)	5
GC2004	English Composition (required)	5
GC2112	College Algebra (required)	5
15 additional credits (required)		15

Including required courses, students must choose a minimum of one (1) course from each discipline depending on prerequisites. Discipline areas are:

Communications	Humanities
Math/Natural Science	Social Sciences

Minimum Total Program Credits 100

For information on graduation rates, median debt of graduates completing this program and other important information, visit: http://www.academycollege.edu/ged

**To be eligible for a FAA Restricted ATP Certificate, student must ensure compliance of all applicable requirements of FAR 61.160. This includes, but is not limited to, all FAA 141 flight school requirements and course prerequisites. In addition, students should be aware that transfer of AF & AV coded courses will only be considered if originally obtained from an institution of higher education with FAA authority to certify its graduates for an Airline Transport Pilot Certificate with reduced aeronautical experience. Please refer to the Credit Transfer section of this catalog for specifics regarding the transferring of Private Pilot Flight and Ground courses.*

**Aviation Flight Courses

Academy College offers a structured, results-oriented curriculum conducted under FAR Part 141. This FAA approved curriculum is delivered via Thunderbird Aviation - Crystal an FBO, Fixed Base Operator, located at the Minneapolis/Crystal Airport, 5800 Crystal Airport Road, Crystal MN, 55429. The facilities also provide services such as: pilot supplies, testing, fuel, maintenance, study areas, and vending services.

The Aviation Flight Lab fees are determined on an hourly basis for aircraft, flight instruction, and supplies, and are charged in addition to academic course tuition, fees, and textbooks.

Flight lab fees are published as an addendum to the catalog.

AVIATION BUSINESS
AAS DEGREE

Description

The Aviation Business AAS Degree Program provides aviation, business, practical experience, and opportunities for career exploration to help students prepare for entry-level careers in aviation related fields. Students who enroll in the Aviation Business AAS Degree Program are not expected to have any previous technical skills or knowledge. The Aviation Business AAS Degree Program teaches foundational aviation, business, finance, problem solving, decision making, and communication skills based on current industry practices, covering the types of practical aviation and business activities students may encounter from storage to more complex Fixed Based Operations (FBO) and other transportation and distribution management models. Students learn the technical skills and soft skills needed to succeed in entry-level aviation related professions such as a FBO manager, transportation manager, freight coordinator, and distribution operations manager.

Minimums: 95 Quarter Credits
Full-time 6 Quarters to complete (18 mo.)
Part-time 12 Quarters to complete (36 mo.)

PROGRAM OUTLINE

AVB

Number	Course Name	Credits

Aviation Ground & Flight Courses

AV2101 Private Pilot Aviation Principles 5

Aviation Course Electives**

A minimum of 24 credits is required 24
Students may choose from AV, AF and DT courses provided that the prerequisites are met.

Business and Computer Science Courses

A minimum of 18 credits is required 18
CS2223 MS Office 6
A minimum of 12 additional credits (required) 12
Students may choose AC, BA, SM, FI and CS courses provided that the prerequisites are met. Principles of Accounting I, Advanced MS Office and Business Management are recommended.

Technical Course Electives

A minimum of 18 credits is required 18
Students may choose from 1000 level and above technical category courses provided prerequisites are met. Review your technical electives when considering transferring into one of the Bachelor Degree programs.

General Education Courses

30 credits is required 30
GC2002 Speech (required).....5
GC2004 English Composition (required) 5
GC2112 College Algebra (required) 5
A minimum of 15 additional credits (required) 15
Including required courses, students must choose a minimum of one (1) course from each discipline depending on prerequisites. Discipline areas are:

Communications	Humanities
Math/Natural Science	Social Sciences

Minimum Total Program Credits..... 95

For information on graduation rates, median debt of graduates completing this program and other important information, visit: http://www.academycollege.edu/ged

AIRCRAFT DISPATCHER
RESIDENT COURSE

Academy College offers a twelve-week Aircraft Dispatcher training course based on the training outline detailed in Appendix A of FAR Part 65, which states that a minimum of 200 training hours are required in a training course.

The FAA requires that an applicant for an Aircraft Dispatcher license have a minimum of two (2) years employment experience directly related to aircraft operations. Since Academy College has obtained FAA approval of the Aircraft Dispatcher training course, the FAA has waived the two-year employment requirement only if the graduate applies for a license within 90 days of graduation from this course.

Academy College is approved by the Minnesota State Approving Agency for Veterans Educational benefits. It is also approved by the State of Minnesota for enducational benefits under the Vocational Rehabilitation Education program. The Aircraft Dispatcher Resident and Credit for Previous Experience Courses are accredited by the Accrediting Commission of Career Schools and Colleges. The Academy College Aircraft Dispatcher Resident Course is approved by the FAA under FAR Part 65.

PROGRAM OUTLINE

ATA

Number	Course Name	Credits
DT2001	Federal Aviation Regulations	1
DT2002	Meteorology	2
DT2003	Navigation	2
DT2004	Aircraft Systems and Performance	1
DT2005	Air Traffic Control	1
DT2006	Practical Dispatch	1
DT2007	Communications	1
DT2008	Emergency & Abnormal Procedures.	1
DT5001	Advanced Federal Aviation Regulations	1
DT5002	Advanced Meteorology	1
DT5003	Advanced Navigation and Air Traffic Control	1
DT5004	Advanced Aircraft Systems and Performance	1
DT5005	Advanced Practical Dispatching	1
DT5006	Advanced Emergency & Abnormal Procedures	1

Minimum Total Program Credits 16

AIRCRAFT DISPATCHER
CREDIT FOR PREVIOUS EXPERIENCE COURSE

Academy College offers a credit for previous experience course to selected candidates with previous, documented experience in FAR 121 Air Carrier or military aviation operations in accordance with FAR 65.57 (see Admissions information).

FAR Part 65 states that a minimum of 200 training hours are required in a course; however, a training provider may allow credit for previous experience and training. Academy College provides dispatch students with 200 hours of training:

- 40 hours credit for previous experience and/or training;
- 80 hours to be earned in the correspondence portion of the course;
- 80 hours to be completed in a four-week course at Academy College in Bloomington, Minnesota.

The FAA requires that an applicant for an Aircraft Dispatcher license have a minimum of two (2) years employment experience directly related to aircraft operations. Since Academy College has obtained FAA approval of the Aircraft Dispatcher course, the FAA has waived the two-year employment requirement only if the graduate applies for a license within 90 days of graduation from this course.

Academy College is approved by the Minnesota State Approving Agency for Veterans Educational benefits. It is also approved by the State of Minnesota for educational benefits under the Vocational Rehabilitation Education program. The Aircraft Dispatcher Resident and Credit for Previous Experience Courses are accredited by the Accrediting Commission of Career Schools and Colleges. The Academy College Aircraft Dispatcher Credit for Previous Experience Course is approved by the FAA under FAR Part 65.

PROGRAM OUTLINE

ATB

Number	Course Name	Credits
NA	Previous Training	40
NA	Correspondence	80
DT5001	Advanced Federal Aviation Regulations	1
DT5002	Advanced Meteorology	1
DT5003	Advanced Navigation and Air Traffic Control	1
DT5004	Advanced Aircraft Systems and Performance	1
DT5005	Advanced Practical Dispatch	1
DT5006	Advanced Emergency and Abnormal Procedures.	1

Qualifications for Credit for Previous Experience Student Classroom Training

To qualify, credit for previous experience candidates must:

- Complete the credit for previous experience home study guides within one (1) calendar year of their acceptance into the course.
- Maintain an 80% or higher on each unit of the credit for previous experience home study.
- Complete and submit all home study guides to Academy College no later than one (1) week prior to scheduled classroom training start date.
- Score 70% or higher on the FAA Knowledge Exam.
- Submit a copy of the FAA Knowledge Exam results no later than one (1) week prior to scheduled classroom training start date. (Bring the original stamped copy of the FAA Knowledge Exam with you on the first day of class.)

FAA Knowledge Exam - Resident

During the first seven weeks, students will study and prepare for the FAA Knowledge Exam. Prior to sitting for the FAA Knowledge Exam, students will take the college's Comprehensive Knowledge Exam, a pre-test to the FAA Knowledge Exam.

In order to take the FAA Written Knowledge Exam, students must score 80% or higher on the Academy College Comprehensive Knowledge Exam. If students do not score 80% or higher after three attempts, they will be dismissed from the course. Tuition will be prorated.

Academy Practical Exam - Resident & Credit for Prior Experience

All students must score 80% or higher in all exam categories to receive both an Aircraft Dispatcher's and Aircraft Dispatcher Coordinator's sign-off to take the FAA Practical Exam. The Academy College Practical Exam is based on the FAA Aircraft Dispatcher Practical Test Standards which covers these categories:

1. Area of Operation
   (a) Flight Planning
   (b) Obtaining Weather Information
2. Area of Operation: Aircraft
   (a) Flight Instruments
   (b) Navigation Instruments and Avionics Systems
   (c) Aircraft Systems
3. Area of Operation: Air Route and Airports
   (a) Routing
   (b) Using and Interpretation of SID's, En Route Charts, Star's, and Standard Instrument Approach Procedures
   (c) Airports
4. Area of Operation: Aeronautical Information Manual
5. Area of Operation: Dispatch and Operational Control
   (a) Company Operation
   (b) Regulatory Requirements
6. Area of Operation: Emergency Procedures
   (a) Company Policy
   (b) Other Procedures and Services

After students complete the FAA ADX exam, they will receive a printed score report. The original copy is embossed and stamped and returned to the student. This document will be submitted to the FAA designated examiner at the FAA Practical Exam session.

If resident students do not score 70% or higher on the FAA Knowledge Exam, they may continue to study and prepare to retest by the end of the 8th week. Students must attend all dispatch classes during this time period. If students do not score 70% or higher on the retest, they will be dismissed from the course. Tuition will be prorated and any remaining funds will be returned per policy.

FAA Practical Exam - Resident and Credit for Prior Experience

Beginning Week 8, students will study and prepare for the FAA Practical (oral) Exam. During Week 12, students will take the Academy College Practical Exam, a pre-test to the FAA oral exam.

Campus hours will consist of students studying and preparing for the FAA Practical (Oral) Exam and the completion of the Academy College Practical Exam, the pre-test to the FAA oral Exam. To take the FAA Exam, students:

- Must score 80% or higher on the Academy College Comprehensive Knowledge Exam.
- Must score 70% or higher on FAA Knowledge Exam.
- Must score pass all Academy College Practical Exam categories.
- Receive approval from the Aircraft Dispatcher Coordinator.
- Receive completion letter from Academy College.
- All student tuition and fees must be paid in full.

If students do not meet testing and approval criteria, they may retake the course at no cost within one year of enrollment date. Students may have to purchase new editions of textbooks and other materials. A second enrollment into this course will require the following:

- Space availability
- Minimum of 200 hours completed
- Director of Aviation approval
- Additional fees for testing
- In good standing with Academy College policies

Aircraft Dispatcher Course Focus

Eligibility Requirements

1. To be eligible to take the FAA Knowledge Exam, a person must be at least 21 years of age.
2. To be eligible for an aircraft dispatcher certificate, a person must:
   (a) Be at least 23 years of age;*
   (b) Be able to read, speak, write, and understand the English language;
   (c) Pass the required FAA Knowledge Exam;
   (d) Pass the required FAA Practical Exam;
   (e) Comply with experience or training requirements.

** Age Requirements*

Individuals that graduate between 21 and 23 years of age, and have passed the examination, are qualified to be an assistant dispatcher until they reach the age of 23. Once that person is 23 the dispatcher's license is issued if evidence of passing the examination is presented to the FAA. This is the student's responsibility. Academy College support and documentation must be securely maintained by the applicant.

Graduation

To graduate from the program, students must complete the program and pass the FAA Practical Exam.

Academy College does not guarantee that students will pass the FAA Practical Exam.

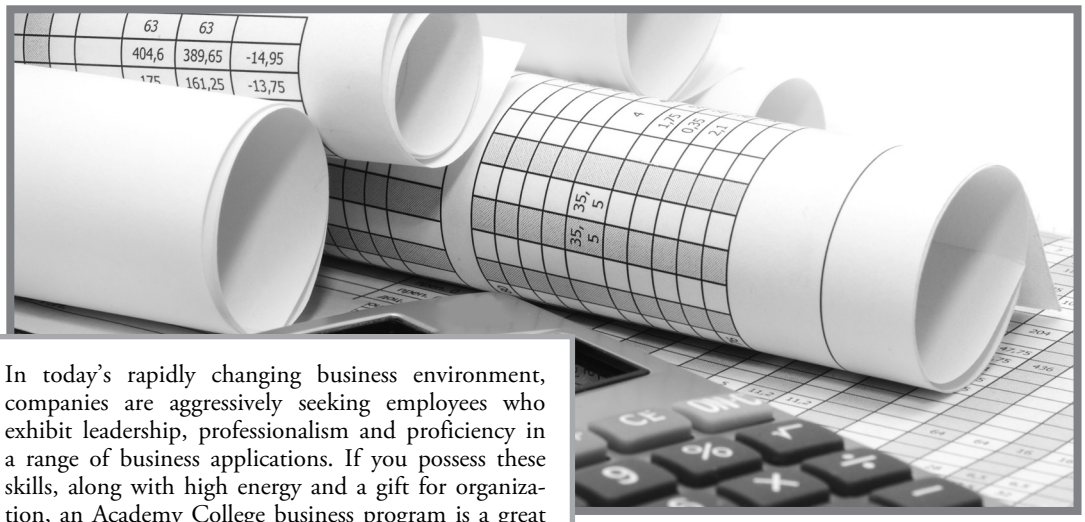
If a student does not pass the FAA Exam, s/he may apply for retesting according to FAR Part (65.19):

1. After 30 days after the date the applicant failed the test; OR
2. Before the 30 days have expired if the applicant presents a signed statement from an airman holding the certificate and rating sought by the applicant, certifying that the airman has given the applicant additional instruction in each of the subjects failed and that the airman considers the applicant ready for testing.

Please note that if the applicant is using the Dispatcher Credit for Prior Experience training course to meet FAA Exam requirements, s/he must apply for a dispatch license as per their dispatch course schedule FAR Part (65.57).

After completing the Dispatcher Training Course, scheduling, retesting, and licensing issues become the sole responsibility of the student.

College of Business



In today's rapidly changing business environment, companies are aggressively seeking employees who exhibit leadership, professionalism and proficiency in a range of business applications. If you possess these skills, along with high energy and a gift for organization, an Academy College business program is a great fit for you!

Academy College has over 75 years of experience preparing students to contribute their skills to Fortune 500 and 1000 companies, or apply their entrepreneurial talents to their own businesses. We have strong connections within the business industry, and carefully track and respond to shifting business trends and employer needs. We keep class sizes small so you receive personalized attention from our knowledgeable faculty, and our hands-on learning approach allows you to develop real-world experience. As a result, we have created specialized Business programs that give our graduates a competitive edge in the dynamic global marketplace.

All Business students have the opportunity to develop expertise in the areas of general business, finance, sales, marketing and accounting. You'll leave the program extremely prepared and very well rounded, with the right balance of professional business skills, decision-making ability and critical thinking skills that today's business employers are seeking.

Accounting
> Bachelor of Science Degree

Business Administration
> Bachelor of Science Degree
> Bachelor of Science Degree Online

ACCOUNTING
BS DEGREE

Description

The Accounting BS Degree Program provides foundational accounting knowledge, practical experience, opportunities for career exploration, and soft-skills development to help students prepare for entry-level careers in accounting. Students who enroll in the Accounting BS Degree Program are not expected to have any previous technical skills or knowledge, aside from basic math. The Accounting BS Degree Program teaches Microsoft Office software, problem solving, decision making, and communication skills based on current industry practices, covering the types of practical financial statements and activities students may encounter, from Excel spread sheets to more complex Access spreadsheets and other accounting models. Students learn the technical skills and soft skills needed to succeed in entry-level accounting professions such as a payroll administration, accounts payable or receivable, office manager, or accounting specialist.

Minimums: 180 Quarter Credits
Full-time 12 Quarters to complete (36 mo.)
Part-time 24 Quarters to complete (72 mo.)

PROGRAM OUTLINE

BSAC

Number	Course Name	Credits

Accounting Courses

AC2001	Principles of Accounting I	6
AC2002	Principles of Accounting II	6
AC2003	Intermediate Accounting I	6
AC2004	Intermediate Accounting II	6
AC2007	Financial Statement Analysis	6
AC2008	Computerized Accounting	6
AC2105	Taxation	6
AC3001	Cost Accounting	6

Business Courses

BA2004	Business Management	6
FI2010	Money Management	6

Technical Course Electives

A minimum of 18 credits is required 18
Students may choose from the 1000 or above technical category courses except DT provided that prerequisites are met.

Accounting & Business Major Courses

ACCOUNTING:

AC5002	Auditing	6
AC5003	Managerial Accounting	6
AC5004	Comprehensive Accounting Capstone	6
AC5005	Advanced Accounting	6

BUSINESS ADMINISTRATION:

BA5002	Business Communication	6
BA5004	Economics of Money and Banking	6
BA5007	Law and Ethics of Business	6

FINANCE:

FI5006	Financial Management	6

General Education Courses

54 credits is required 54

GC2002	Speech (required)	5
GC2004	English Composition (required)	5
GC2112	College Algebra (required)	5

A minimum of 15 additional credits (required) 15
Including required courses, students must choose a minimum of one (1) course from each discipline depending on prerequisites. Discipline areas are:
Communications — Humanities
Math/Natural Science — Social Sciences

A minimum of 24 additional credits (required) 24
3000 and above level courses are encouraged but not required. Students must choose a minimum of one (1) course from each discipline depending on prerequisites. Discipline areas are:
Communications — Humanities
Math/Natural Science — Social Sciences

Minimum Total Program Credits 180

For information on graduation rates, median debt of graduates completing this program and other important information, visit: http://www.academycollege.edu/ged

BUSINESS ADMINISTRATION
BS DEGREE

Description

The Business Administration BS Degree Program provides foundational business knowledge, practical experience, opportunities for career exploration, and soft-skills development to help students prepare for entry-level careers in retail, banking, or marketing. Students who enroll in the Business Administration BS Degree Program are not expected to have any previous technical skills or knowledge, aside from basic computer and communication skills. The Business Administration BS Degree Program teaches business law and ethics based on current business practices, covering the types of practical business activities students may encounter, from functions of various levels of management to more complex management models. Students learn the technical skills and soft skills needed to succeed in entry-level business professions such as a retail manager, payroll department, or human resources department.

Minimums: 180 Quarter Credits
Full-time 12 Quarters to complete (36 mo.)
Part-time 24 Quarters to complete (72 mo.)

PROGRAM OUTLINE

BSBA

Number	Course Name	Credits

Accounting Courses

AC2001	Principles of Accounting I	6
AC2002	Principles of Accounting II	6

Business Course

BA2004	Business Management	6

Areas of Concentration Courses

A minimum of 18 credits is required 18
Students may choose from the 1000 level or above AC, BA, FI, SM category courses, or two of the following; AV2027 Aviation Business, AV3115 Aviation Law & Insurance, and AV2030 Airline Operations provided that the prerequisites are met.

A minimum of 6 credits is required 6
Students may choose from the 3000 level or above AC, BA, FI, or SM category courses provided that the prerequisites are met.

Technical Course Electives

A minimum of 36 credits is required 36
Students may choose from the 1000 or above technical category courses provided that prerequisites are met.

Business Major Courses

BUSINESS ADMINISTRATION:

BA5001	Business Strategy	6
BA5002	Business Communication	6
BA5003	Managing Human Resources	6
BA5004	Economics of Money and Banking	6
BA5007	Law and Ethics of Business	6
BA5008	Management Information Systems	6

FINANCE:

FI5006	Financial Management	6

SALES & MARKETING:

SM5005	Effective Marketing	6

General Education Courses

54 credits is required 54

GC2002	Speech (required)	5
GC2004	English Composition (required)	5
GC2112	College Algebra (required)	5

A minimum of 15 additional credits (required) 15
Including required courses, students must choose a minimum of one (1) course from each discipline depending on prerequisites. Discipline areas are:
Communications — Humanities
Math/Natural Science — Social Sciences

A minimum of 24 additional credits (required) 24
3000 and above level courses are encouraged but not required. Students must choose a minimum of one (1) course from each discipline depending on prerequisites. Discipline areas are:
Communications — Humanities
Math/Natural Science — Social Sciences

Minimum Total Program Credits 180

For information on graduation rates, median debt of graduates completing this program and other important information, visit: http://www.academycollege.edu/ged

BUSINESS ADMINISTRATION
BS DEGREE - ONLINE

Description

The Online Business Administration BS Degree Program provides foundational business knowledge, practical experience, opportunities for career exploration, and soft-skills development to help students prepare for entry-level careers in retail, banking, or marketing. Students who enroll in the Online Business Administration BS Degree Program are not expected to have any previous technical skills or knowledge, aside from basic computer and communication skills. The Online Business Administration BS Degree Program teaches business law and ethics based on current business practices, covering the types of practical business activities students may encounter, from functions of various levels of management to more complex management models. Students learn the technical skills and soft skills needed to succeed in entry-level business professions such as a retail manager, payroll department, or human resources department.

Minimums: 180 Quarter Credits
Full-time 12 Quarters to complete (36 mo.)
Part-time 24 Quarters to complete (72 mo.)

PROGRAM OUTLINE

OBSBA

Number	Course Name	Credits

Accounting Courses

AC2001 Principles of Accounting I 6
AC2002 Principles of Accounting II 6

Business Course

BA2004 Business Management 6

Areas of Concentration Courses

A minimum of 18 credits is required 18
Students may choose from the 1000 level or above AC, BA, FI, SM category courses, or two of the following; AV2027 Aviation Business, AV3115 Aviation Law & Insurance, and AV2030 Airline Operations provided that the prerequisites are met.

A minimum of 6 credits is required 6
Students may choose from the 3000 level or above AC, BA, FI, or SM category courses provided that the prerequisites are met.

Technical Course Electives

A minimum of 36 credits is required 36
Students may choose from the 1000 or above technical category courses provided that prerequisites are met.

Business Major Courses

BUSINESS ADMINISTRATION:

BA5001 Business Strategy 6
BA5002 Business Communication 6
BA5003 Managing Human Resources 6
BA5004 Economics of Money and Banking 6
BA5007 Law and Ethics of Business 6
BA5008 Management Information Systems 6

FINANCE:

FI5006 Financial Management 6

SALES & MARKETING:

SM5005 Effective Marketing 6

General Education Courses

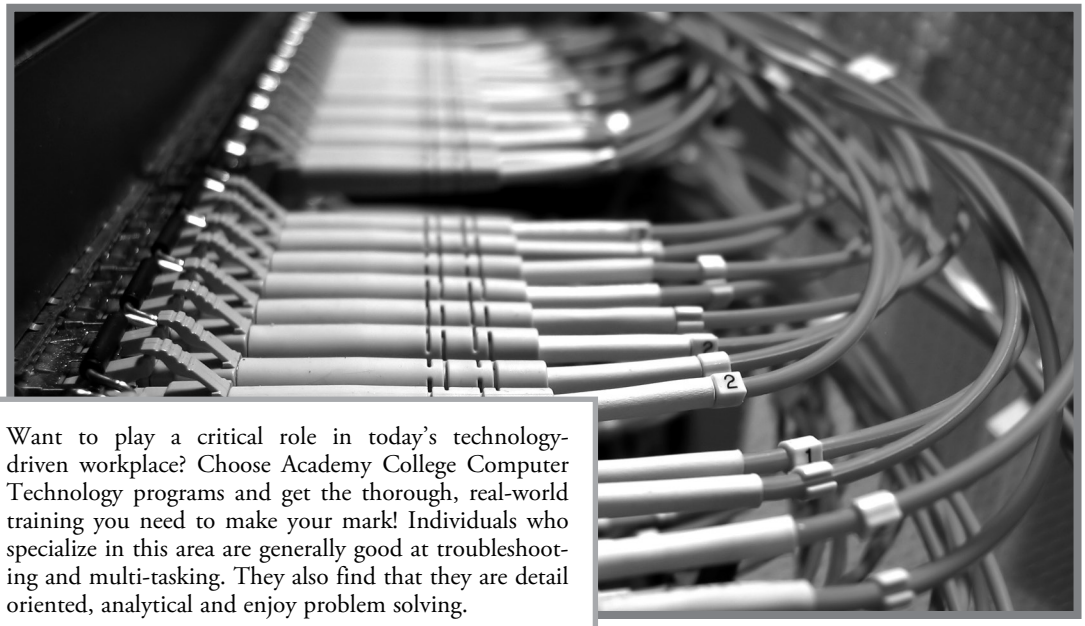
A minimum of 54 credits is required 54
GC2002 Speech (required) 5
GC2004 English Composition (required) 5
GC2112 College Algebra (required) 5
A minimum of 15 additional credits (required) 15
Including required courses, students must choose a minimum of one (1) course from each discipline depending on prerequisites. Discipline areas are:
Communications Humanities
Math/Natural Science Social Sciences
A minimum of 24 additional credits (required) 24
3000 and above level courses are encouraged but not required. Students must choose a minimum of one (1) course from each discipline depending on prerequisites. Discipline areas are:
Communications Humanities
Math/Natural Science Social Sciences

Minimum Total Program Credits 180

For information on graduation rates, median debt of graduates completing this program and other important information, visit: http://www.academycollege.edu/ged

Notes

College of Computer Technology



Want to play a critical role in today's technology-driven workplace? Choose Academy College Computer Technology programs and get the thorough, real-world training you need to make your mark! Individuals who specialize in this area are generally good at troubleshooting and multi-tasking. They also find that they are detail oriented, analytical and enjoy problem solving.

Our Computer Technology programs foster key technology and interpersonal communication skills, through extensive hands-on experience and Microsoft and CompTia (CompTia A+, CompTia Network+) certification opportunities.

As a student in this program, you'll learn about computer hardware, software and operating systems, and gain vital hands-on knowledge of networks. Academy College has integrated a number of computer exams into specific course curricula. Students successfully completing a program and a variety of the certification exams are fully prepared to launch their IT careers and become key players in the computer industry.

Computer Science
> Bachelor of Science Degree

Network Administration
> Associate of Applied Science Degree

COMPUTER SCIENCE
BS DEGREE

Description

The Computer Science Program provides foundational computer technology knowledge, practical experience, opportunities for career exploration, and soft-skills development to help students prepare for entry-level careers in Information Technology. Students who enroll in the Computer Science Program are not expected to have any previous technical skills or knowledge, aside from basic computer literacy skills. The Computer Science Program teaches the broad knowledge of computer science serving as a foundation for on-going lifelong learning based on computing and mathematics appropriate to the discipline covering the types of practical real-world problems students may encounter, from programming, networking, and information security to more complex and advanced computing systems models. Students learn the technical skills and soft skills needed to succeed in entry-level Information technology professions such as a Junior Network Administrator, Technical Analyst, Security Analyst or Computer Programmer.

Minimums: 180 Quarter Credits
Full-time 12 Quarters to complete (36 mo.)
Part-time 24 Quarters to complete (72 mo.)

PROGRAM OUTLINE

BSCS

Number	Course Name	Credits

Computer Science & Programming Courses

CS2112	Operating Systems	6
CS2125	TCP / IP	6
CP2301	Programming Concepts	6
CS3221	Network +	6

Areas of Concentration Courses

A minimum of 30 credits is required 30
Students may choose from the 1000 level and above courses in the areas of CS and CP provided that prerequisites are met.

A minimum of 6 credits is required 6
Students may choose from the 3000 level and above courses in the areas of CS and CP provided that prerequisites are met.

Technical Course Electives

A minimum of 18 credits is required 18
Students may choose from the 1000 or above technical category courses except DT provided that prerequisites are met.

Business Course

BA5008	Management Information Systems	6

Computer Science Major Courses

CP5101	.Net Development	6
CS5010	Systems Analysis	6
CS5004	Database Design	6
CS5005	Network Security & Cybercrime	6
CS5006	Network Design/Installation	6
CS5008	Internet and Wireless Technologies	6
CS5107	Computer Science - Senior Project	6

General Education Courses

A minimum of 54 credits is required 54

GC2002	Speech (required)	5
GC2004	English Composition (required)	5
GC2112	College Algebra (required)	5

A minimum of 15 additional credits (required) 15
Including required courses, students must choose a minimum of one (1) course from each discipline depending on prerequisites. Discipline areas are:

Communications	Humanities
Math/Natural Science	Social Sciences

A minimum of 24 additional credits is required 24

GM3016	Discrete Math (required)	5

A minimum of 19 credits (required) 19
3000 and above level courses are encouraged but not required. Students must choose a minimum of one (1) course from each discipline depending on prerequisites. Discipline areas are:

Communications	Humanities
Math/Natural Science	Social Sciences

Minimum Total Program Credits 180

For information on graduation rates, median debt of graduates completing this program and other important information, visit: http://www.academycollege.edu/ged

NETWORK ADMINISTRATION
AAS DEGREE

Description

The Network Administration Program is designed to enable graduates to acquire the necessary knowledge, skills and preparedness to take the Cisco, CompTIA and Microsoft Certification Exams. Students get real hands on learning experience directly related to the real world working environment in professional classrooms settings led by certified and highly qualified experienced professors. Upon completion of the Network Administration Program, students may seek entry-level employment in Information Technology, Information Security or a variety of industries where basic computer Literacy skills are needed.

Minimums: 102 Quarter Credits
Full-time 6 Quarters to complete (18 mo.)
Part-time 12 Quarters to complete (36 mo.)

PROGRAM OUTLINE

ANSY

Number	Course Name	Credits

Computer Science Courses

CS2112	Operating Systems	6
CS2125	TCP / IP	6
CS3216	A+	6
CS3221	Network +	6
CS3213	Windows Desktop Operating Systems	6
CS3121	Linux / Unix Systems	6
CS3311	Network Services & Infrastructure	6
CS3214	Windows Server	6

Technical Course Electives

A minimum of 24 credits is required 24
Students may choose from technical category courses except DT provided that prerequisites are met. Review your technical electives when considering transferring into one of the Bachelor Degree programs.

General Education Courses

30 credits is required 30

GC2002	Speech (required)	5
GC2004	English Composition (required)	5
GC2112	College Algebra (required)	5

A minimum of 15 additional credits (required) 15
Including required courses, students must choose a minimum of one (1) course from each discipline depending on prerequisites. Discipline areas are:

Communications	Humanities
Math/Natural Science	Social Sciences

Minimum Total Program Credits 102

For information on graduation rates, median debt of graduates completing this program and other important information, visit: http://www.academycollege.edu/ged

Notes

Course Descriptions

Technical Course Categories	Code	Page
Accounting	AC	19
Aviation Flight	AF	19
Aviation	AV	20
Business Administration	BA	21
Career Focus	CF	22
Computer Programming	CP	22
Computer Science	CS	22
Dispatch Training	DT	24
Finance	FI	24
Sales & Marketing	SM	26

Course numbers are prefaced by two letters that indicate the discipline.

The four numbers indicate the level as follows:

0001 - 0999
Remedial

1000 - 2999
Lower Level

3000 - 5999
Upper Level

General Education Courses	Code	Page
Communications	GC	24
Humanities	GH	25
Math/Natural Sciences	GM	25
Social Sciences	GS	25

AC2001 Principles of Accounting I
6 Credits
This course embodies training in applications and principles of general accounting practice and procedures. It provides exposure to many business topics including accounting journals and ledgers, preparation of financial statements, internal control systems, forms of business organization, and typical business practices. The course is taught as if the student has had no prior training in either accounting or bookkeeping.

AC2002 Principles of Accounting II
6 Credits
This course focus is the development of accounting information for the use of business owners, lenders, managers, and other parties interested in the financial affairs of a business. The specific course objective is to provide a strong foundation for advanced accounting studies. The course will include preparation of employment forms, payroll accounting, and computer assisted accounting. Prerequisite: Principles of Accounting I

AC2003 Intermediate Accounting I
6 Credits
This course is an essential core course of financial accounting. It emphasizes the accounting procedures for financial reporting within the broader conceptual framework underlying accepted accounting practices. The course focuses on analysis of balance sheet accounts and application of accounting theory. Prerequisite: Principles of Accounting II

AC2004 Intermediate Accounting II
6 Credits
This course focuses on owner's equity, income statements, and special problems in income determination. Accounting theory is continually emphasized, based on rule of the FASB and various governmental and professional organization accounting standards. Prerequisite: Intermediate Accounting I

AC2007 Financial Statement Analysis
6 Credits
This course is designed to assist the student in evaluation of financial statements. The students will develop an understanding of the critical ratios necessary to dissect and analyze the financial statement. Students will use the Web to obtain financial statements of publicly traded companies and obtain the ratios for high performers in the industry to discover the differences between poor, average, and high performing competitors. Prerequisite: Principles of Accounting II

AC2008 Computerized Accounting
6 Credits
This course introduces software commonly used for accounting. Students will learn how to use Quickbooks and Excel in different business environments with hands-on experience initiating transactions, record financial data, maintain books for a full accounting cycle, and generate and analyze financial reports. Prerequisite: Principles of Accounting I

AC2105 Taxation
6 Credits
This course provides the fundamentals of taxation by introducing students to both the compliance and the conceptual aspects of taxation. Individual taxation topics will provide students with an understanding of individual taxation, tax accounting methods, exclusions, business and personal deductions, gross income, property transactions, depreciation, and depletion. Corporate and partnership taxation topics will provide students with an understanding of specially taxed corporations, securities, pension and profit-sharing plans, partnerships, estates and trusts, corporations, and capital changes. Prerequisite: Principles of Accounting II

AC3001 Cost Accounting
6 Credits
This course introduces the underlying concepts and objectives for the cost system. Cost accumulation procedures such as job order costing and process costing are covered in depth. Planning and control procedures for factory overhead, materials, and labor are also examined in detail. The course concludes with an introduction to planning and control procedures of sales and costs. Prerequisite: Principles of Accounting II

AC3004 Corporate & Partnership Tax
6 Credits
This course covers advanced business taxation topics related to specially taxed corporations, securities, pension and profit-sharing plans, partnerships, decedents, estates and trusts, corporations, and capital changes. It also includes capital gains and losses, tax-deferred transactions, inventories, and tax research. Prerequisite: Taxation

AC5002 Auditing
6 Credits
This course introduces the student to basic auditing concepts and their relation to the field of accounting, the purposes of auditing, the differences between the functions of public and internal auditors, and the professional ethics and legal responsibilities of the auditor. Throughout this course, students are trained in professional auditing procedures and report writing as they apply to various reporting requirements. Although many of the procedures are equally as applicable to internal auditing practices, the major emphasis is placed on the external audit function. Students learn many of the procedures by completing a comprehensive audit case study. Prerequisite: Intermediate Accounting II

AC5003 Managerial Accounting
6 Credits
This course offers the student further expansion of the topics covered in Cost Accounting. The primary focus of this course is the analysis of various cost problems and the analytical tools available to the cost accountant. It examines complex areas of cost accounting such as flexible budgets and analysis of variances. In addition, other analytical tools such as break-even and cost-volume-profit analysis, linear programming, capital budgeting, and differential cost analysis are covered. Prerequisite: Cost Accounting

AC5004 Comprehensive Accounting Capstone
6 Credits
This course, divided into four parts designed to coincide with the CPA exam sections, is designed to draw on the skills learned throughout the accounting program, including tax preparation and business law. Students will apply these skills to realistic accounting situations on four comprehensive projects, creating materials that can be presented to prospective employers to demonstrate a student's abilities as a competent accountant. Prerequisites: 30 credits of AC, BA *or* FI 5000 level category courses needed *and* permission of the Director of Education

AC5005 Advanced Accounting
6 Credits
This course gives students a broad exposure to accounting for a wide variety of business entities. It covers accounting for the formation, dissolution, and liquidation of partnerships, governmental accounting, accounting for stock investments and business operations, consolidation statements, and financial statement analysis. Problems covered in this course will require students to apply the theory and principles of accounting learned in previous courses. Prerequisite: Intermediate Accounting II

AF2102 Private Pilot Flight Training 1
1 Credit
This course provides the student with hands-on training in the safe conduct of basic flight. Instruction in pre-flight inspection, engine and ground operations, and use of flight controls and trim prepares the student for takeoffs, climbs, turns, slow flight, descents, and landings. Basic radio communication skills are also acquired. Additionally, this course prepares the student for his/her first solo flight. Prerequisite: Second Class Medical Certificate

AF2103 Private Pilot Flight Training 2
1 Credit
This course provides the student with training in solo flight. It also provides hands-on training/instruction in more advanced operations such as: night flying, instrument flight, and cross country operations. Solo flight experience is increased further through local and cross-country flights. This course prepares the student for the private pilot practical test. Prerequisite: Private Pilot Flight Training 1

AF2120 Instrument Flight Training 1
2 Credits
This course provides the student with hands-on training in the safe conduct of basic flight by reference to instruments. Instruction in airplane flight altitude control, flight maneuvers, and situational awareness by reference to instruments lays the foundation for more advanced instrument flight maneuvers. In addition, electronic navigation skills are expanded and improved and holding patterns are introduced. This course prepares the student for progression into more advanced IFR flight operations. Prerequisite: Private Pilot Flight Training 2, Private Pilot Aviation Principles

AF2121 Instrument Flight Training 2
2 Credits
This course provides the student with hands-on training in the safe conduct of flight by reference to instruments. Instruction areas consist of holding patterns, instrument approaches, and IFR cross-country operations. Additionally, ATC radio communication skills are increased. This course prepares the student with the necessary skills to act safely as an instrument rated pilot. Prerequisite: Instrument Flight Training 1, Private Pilot Aviation Principles

AF2122 Commercial Flight Training 1
2 Credits
This course starts the process for the student to build the knowledge, skill, and aeronautical experience necessary towards meeting the requirements for the addition of a Single-Engine airplane commercial pilot certificate. This is accomplished by reviewing VFR cross-country operations, night operations, and increasing solo flight proficiency in these areas. Prerequisite: Instrument Flight Training 2, Instrument Aviation Principles

AF2123 Commercial Flight Training 2
2 Credits
This course continues the process for the student to build the knowledge, skill, and aeronautical experience necessary towards meeting the requirements for the addition of a Single-Engine airplane commercial pilot certificate. This is accomplished by reviewing basic VFR maneuvers and introducing commercial maneuvers and increasing solo flight proficiency in these areas. Additionally, complex aircraft operations are introduced. Prerequisite: Commercial Flight Training 1, Instrument Aviation Principles

AF2124 Commercial Flight Training 3
3 Credits
This course completes the process for the student building the knowledge, skill, and aeronautical experience necessary towards meeting the requirements for the addition of a Single-Engine airplane commercial pilot certificate. This is accomplished by mastering all VFR commercial maneuvers and complex aircraft operations, and also increasing solo flight proficiency in these areas. Prerequisite: Commercial Flight Training 2, Instrument Aviation Principles

AF5001 Multi-Engine Instructor Ground/Flight Training 3 Credits
This course provides the student with the knowledge, skill, and aeronautical experience necessary to meet the requirements for the addition of a multi-engine airplane class rating to an existing instructor certificate. This is accomplished by reviewing multi-engine aircraft maneuvers, flight principles, emergencies, and obtaining the necessary knowledge, instructional background for a multi-engine flight instructor. Prerequisite: Instrument Instructor Ground/Flight Training

AF3203 Multi-Engine Ground/Flight Training 1 Credit
This course provides the student with the knowledge, skill, and aeronautical experience necessary to meet the requirements for the addition of a multi-engine airplane class rating to an existing commercial pilot certificate. This is accomplished by learning multi-engine aircraft maneuvers, flight principles, emergencies, and obtaining the necessary knowledge, instructional background for a multi-engine commercial pilot. Prerequisite: Commercial Flight Training 3, Commerical Aviation Principles

AF3207 Instrument Instructor Ground/Flight Training 1 Credit
This course provides the student with the knowledge, skill, and aeronautical experience necessary to meet the requirements for the addition of an instrument airplane rating to an existing instructor certificate. This is accomplished by reviewing instrument attitude flying, instrument approach procedures, IFR flight planning, and obtaining the necessary knowledge and instructional background for an instrument flight instructor.
Prerequisite: Single-Engine Instructor Flight Training

AF3212 Single-Engine Instructor Flight Training 2 Credits
This course provides the student with the knowledge, skill, and aeronautical experience necessary to meet the requirements for the addition of a Single-Engine airplane initial instructor certificate. This is accomplished by reviewing VFR flight maneuvers, emergencies, VFR flight planning, and obtaining the necessary knowledge and instructional background required to instruct private and commercial pilot students. Additionally, time is spent ensuring knowledge of the fundamentals of instruction. Prerequisite: Multi-Engine Ground/Flight Training, Commercial Aviation Principles

AV2032 Aviation Human Factors and Flight Physiology 4 credits
This course explores the human physiological capabilities that make flight possible as well as the limitations that can exist in a sometimes inhospitable atmosphere. Topics to be discussed include: aeromedical factors, physiology of flight, psychology of flight, human behavior, how human factors affect flight operations, risk management, and crew resource management.

AV2033 Aviation Weather
4 credits
This course provides an in-depth analysis of concepts in meteorology, including air mass analysis, weather fronts, fog, aircraft icing, thunderstorms, tornadoes, hurricanes, turbulence, and National Weather Service products. Each topic is discussed in the context of its cause and potential effect on aircraft operations. Students must demonstrate their ability to assimilate various weather reports and forecasts to make timely and safe decisions concerning aircraft operations under ever-changing weather conditions.

AV2034 Aerodynamics
4 credits
This course outlines the theory and practical application of aerodynamics as it relates to flying an airplane. Relevant principles of physics and aerodynamics are discussed from a pilots point of view. Topics include; power and thrust producing airplanes, slow speed flight and associated LOC and stall accidents, stability, and high speed transonic and supersonic flight. Aircraft performance is also discussed with focus placed on turboprop and jet aircraft.

AV2101 Private Pilot Aviation Principles
5 Credits
This course is designed to meet the requirements in the Federal Aviation Regulations for the Aeronautical Knowledge required for Private Pilot - Airplane Rating, including such topics as aerodynamics, aviation regulations, navigation, and weather. In addition, the course will prepare the student to take the FAA Private Pilot – Airplane Rating Knowledge Test and the FAA Practical Test Oral Exam. The student must pass the FAA Private Pilot Airline (PAR) Airman Knowledge Test to pass this course.

AV2104 Instrument Aviation Principles*
5 Credits
This course is designed to meet the requirements in the Federal Aviation Regulations for the Aeronautical Knowledge required for Instrument Rating – Airplane, including such topics as instrument navigation, weather, and instrument operations. In addition, the course will prepare the student to take the FAA Instrument Rating – Airplane Knowledge Test and the FAA Practical Test Oral Exam. The student must pass the FAA Instrument Rating Airplane (IRA) Airman Knowledge Test to pass this course. Prerequisite: Private Pilot Aviation Principles, Private Pilot Flight Training 1 **Private Pilot Flight Training 2 is an additional prerequisite for all students in pursuit of an FAA Restricted ATP Certificate.*

AV2105 Commercial Aviation Principles*
5 Credits
This course is designed to meet the requirements in the Federal Aviation Regulations for the Aeronautical Knowledge required for Commercial Pilot – Airplane Certificate, including such topics as weather, navigation, commercial operations, aviation regulations, and aerodynamics. In addition, the course will prepare the student to take the FAA Commercial Pilot – Airplane Knowledge Test and the FAA Practical Test Oral Exam. Student must pass the FAA Commercial Pilot – Airplane Knowledge Test to pass this course. Prerequisite: Instrument Aviation Principles, Instrument Flight Training 1 **Instrument Flight Training 2 is an additional prerequisite for all students in pursuit of an FAA Restricted ATP Certificate.*

AV2127 Introduction to Aviation
4 credits
This course is designed to give the student a broad overview of the business of aviation and possible career options in the industry. Topics include aviation history, airline and general aviation operations, and preparation for aviation hiring practices.

AV2128 Air Traffic Control and Airspace
4 credits
This course provides an overview of how air traffic control and airline dispatch operations fit into the modern commercial aviation system. Students will learn the history of ATC and airspace in the United States, FAA regulations, the air traffic controller's and dispatcher's responsibili¬ties, NAVAIDS, airspace, enroute, terminal, tower, and radar and non-radar ATC operations.

AV3120 Aviation Safety Management
4 credits
This course provides a detailed introduction to the various factors affecting aviation safety. Topics discussed will include risk management, crew resource management, aviation safety management, safety studies and statistics, and accident/incident investigation and analysis. Students will also be introduced to the International Civil Aviation Organization's Safety Management System (SMS). Prerequisite: Private Pilot Aviation Principles

AV3214 Introduction to Aircraft Systems
4 credits
This course provides background on systems found on light and large aircraft including: piston and turbine engines, fuel, pressurization, pneumatic, hydraulic, flight control, and avionics systems. Prerequisite: Introduction to Aviation

AV3215 Aviation Law
4 credits
This course offers an introduction to the major aspects of aviation law practices. Students will become familiar with the origins, applications, and ramifications of laws and administrative regulations of concern to the aviation community. Part 14 CFR, FAA rulemaking and regulatory actions, and international aviation law are major points of discussion. Additionally, students will be introduced to Public Law 112-153 also known as the Pilot's Bill of Rights (PBR). Prerequisite: Introduction to Aviation

AV3304 Certified Flight Instructor Principles*
6 credits
This course gives students a working knowledge of the fundamentals of instructing including the learning process, effective teaching, evaluation and testing, course development, lesson planning, and classroom techniques. It also includes flight lesson planning, evaluation of flight performance, pre-flight and post-flight briefings, and analysis and correction of common student errors. In addition, this course will prepare students to take the FAA FOI and FIA written tests. Students must pass the FAA Fundamentals of Instructing (FOI) and the Flight Instructor-Airplane (FIA) Airman Knowledge Tests to pass the course. Prerequisite: Commercial Aviation Principles, Commercial Flight Training 1 **Multi-Engine Ground/Flight Training is an additional prerequisite for all students in pursuit of an FAA Restricted ATP Certificate.*

AV5004 Transport Category Aircraft Operations and Systems 4 Credits
This course provides an in-depth background and operating principles of systems typically found on large transport category aircraft including: gas turbine engines, fuel, pressurization, pneumatic, electrical and APU, oxygen, rain and ice protection, landing gear, brakes and anti-skid, hydraulic, avionics, and flight controls. Additionally, aircraft performance, weight and balance, procedures both normal and emergency, and operational information will be covered. Prerequisite: Instrument Aviation Principles and Introduction to Aircraft Systems

AV5006 Air Carrier Operations
4 Credits
This course provides an insight into the operations and management of a modern airline. It covers the history of airlines, organization, regulation, scheduling, operations, management, and marketing strategies. Students will tour local airline management offices and write and present a major project focusing on the industry. Prerequisite: Introduction to Aviation

AV5007 Aviation Security
4 Credits
This course is designed to introduce the student to all aspects of security in the aviation industry. Topics include Federal Aviation Regulations regarding the air transport industry and general aviation, duties of aviation security coordinators, law enforcement agencies, threat recognition and assessment, detection devices, and threat areas. Prerequisite: Private Pilot Aviation Principles and Introduction to Aviation

AV5011 Crew Resource Management
4 Credits
This course provides students with an introduction to crew resource management operations and procedures as would be experienced in a transport category, multi-pilot crew aircraft. Fundamentals of, operations with, pitfalls, crew dynamics, crew rest, and human factors are all discussed in the context of operations with pilots, flight attendants, ground service, and dispatchers. Prerequisite: Certified Flight Instructor Principles and Introduction to Aircraft Systems

AV5012 Aircraft Electronic Flight Systems
4 Credits
This course provides an in-depth background and operating principles of Electronic Flight Systems typically found on both small GA and large transport category aircraft including: Aircraft integrated flight control and instrument systems, FMS, Autopilots, Garmin G1000, and Bombardier CRJ EFIS and controls. Learning is accomplished through either lecture, discussion, or hands-on training utilizing computer-based interactive training software. Prerequisites: Instrument Flight Training 2 and Intro to Aircraft Systems

AV5013 International and Oceanic Flight Operations and Navigation 4 Credits
This course provides an in-depth background of international and oceanic flight operations and navigation. Students will learn about International Operational Requirements, RVSM, International ADS-B, Oceanic RNP, ETOPS, eAPIS, and MNPS among other topics concerning international operations. Prerequisite: Instrument Flight Training 2 and Aviation Weather

BA2001 Business Law
6 Credits
This course provides an overview of business law. A knowledge of business law is indispensible for addressing the legal questions that arise periodically during the course of business operations. This course does not try to train students to be attorneys; instead, it introduces students to various aspects of legal topics and terminology and gives them a better understanding of when an attorney's services should be used. These topics include property, e-commerce, contracts, agency, negotiable instruments, corporations, and the legal liability of accountants.

BA2002 Human Resource Management
6 Credits
This course explores the role of a human resource manager in an organization. Students will study Total Quality Management, equal employment laws and legislation, affirmative action, employee recruiting and training, employee performance appraisals, employee rights and compensation & benefits programs, as well as employee motivation and effective communication in the workplace.

BA2004 Business Management
6 Credits
This course produces a clear, concise, current, and thorough approach to basic skills of business management. The course addresses traditional management challenges as well as contemporary issues related to people, quality, ethics, and the global environment.

BA2010 Management of e-Commerce
6 Credits
This course provides a clear and concise approach to the expanding field of e-commerce. The course addresses the emerging technological changes taking place in this area and contemporary issues related to people, quality, ethics, and the global environment.

BA2012 Office and Clerical Operations
6 Credits
This course acquaints the student with the paper flow of business, focusing on the needs for records retention, and stressing the importance of management of information within the business environment. In addition, this course will cover the importance of communication to help the student become a better office manager by showing how to change perspective and behavior, leading to job satisfaction and increasing productivity.

BA2013 Staffing & Human Relations
6 Credits
This course focuses on the staffing side of management-employee relations. Students will learn how to develop an effective team in the workplace and how to achieve a successful person/job and person/organization match. Components of this class include external influences, staffing support systems, staffing, activities, and management.

BA2015 Essentials of Business Communication
6 Credits
This course focuses on basic writing skills and then applies these skills to a variety of business forms (memos, letters, reports, and resources). Modern day communication topics on the Internet, e-mail usage, diversity, and business ethics will also be covered.

BA2016 Office Management
6 Credits
This course is designed to teach students the functions of management, help them identify their own leadership styles, and provide solutions to common problems that arise in the workplace.

BA2018 Legal Office Transcription
6 Credits
This course introduces students to transcription of legal documents, including bills of sale, petitions for dissolution of marriage, estate and tax matters, etc. Preparation of legal documents will also be covered.

BA2114 Human Resources Administration Project
6 Credits
This course is an application of information students have acquired in all course work in this program. Students will study how an organization interacts with its environment, technology, and climate in the business community today. Student teams will research, write, and present information on a selected or assigned company. Prerequisite: Business Management *or* Staffing & Human Relations *or* Human Resources Management

BA3005 Legal Office Assistant
6 Credits
This course gives students foundational knowledge of the legal office and the duties required of legal support staff. Topics include administrative office duties, the court structure, and litigation procedures, among others. Prerequisite: Legal Office Transcription

BA5001 Business Strategy
6 Credits
This course presents business strategy and functions (marketing, accounting, and management) within the context of a business as an integrated, interrelated whole, using real examples, cases, and personal profiles. It illustrates how the various business functions interrelate to accomplish goals. Projects create opportunities for students to learn critical thinking and decision-making skills while providing practical experience. Prerequisite: Business Management

BA5002 Business Communication
6 Credits
This course focuses on developing written and verbal communications for the workplace. Students will study real-world cases and evaluate corporate communication policies and procedures. Working in teams, students will plan and write communications policies for a business setting. Collaborative work groups, critical thinking skills, written and verbal skills, and job search skills will be emphasized. Prerequisite: Business Management *or* Office and Clerical Operations *or* Essentials of Business Communication

BA5003 Managing Human Resources
6 Credits
This course will provide students with a comprehensive understanding of the ways that organizations and their human resource departments manage people. The course enables students to view the issues and challenges of this field from the viewpoint of the employee, employer, and society. Human Resource managers are no longer limited to service functions such as recruiting and selecting employees. Today, HR managers assume an active role in strategic planning and decision making at their organizations. Meeting challenges head-on and using human resources effectively are critical to the success of any work organization. Prerequisite: Business Management *or* Human Resource Management

BA5004 Economics of Money and Banking
6 Credits
This course conveys the principles of the economics of money and banking in a conversational style through a series of extended examples. The focus is on presenting basic concepts in-depth and using a step-by-step analysis. Prerequisite: Principles of Accounting I

BA5007 Law and Ethics of Business
6 Credits
This course provides a concise explanation of the statutory and case laws that affect business. Students will learn how to use the law as a source for business decision-making. Students will review excerpted cases in the language of the court and will study managerial case studies on business ethics. These cases show the relevance of ethics as it applies to business by requiring students to make value trade-offs that will confront them in their professional lives. Prerequisite: Business Management *or* Business Law

BA5008 Management Information Systems
6 Credits
This course focuses on management issues surrounding information and telecommunications systems. This course views information technology from the perspective of managers—from the CEO to the first line manager—and presents fundamental knowledge essential to managing information technology successfully within a larger organization. It considers strategic and operational issues, the significance of rapidly advancing technology, and human and organizational issues related to technology introduction and use. The course also addresses management systems and models of successful behavior that capitalize on opportunities and avoid the numerous potential pitfalls. Prerequisite: Business Management *or* Operating Systems

CF2011 Internship
6 Credits
This course is a structured, supervised, career-related work experience that lasts for one quarter. Most Internships are paid; however, some are unpaid. During the Internship, students must work a minimum of 18 hours each week for 11 weeks. Interested students may pick up the application materials from Student Services or their Program Coordinators. The student must complete the required paperwork and submit it to his/her Program Coordinator for approval. This is a Pass/Fail course. The student must submit all course assignments to earn a Pass.

CP2006 HTML & JavaScripting
6 Credits
This course focuses on internet applications, locating technical resources, downloading files, and HTML and JavaScript languages.

CP2301 Programming Concepts
6 Credits
This course introduces students to computer programming and the programming environment using several of the commonly used programming languages. It also provides the student with a basic understanding of computer arithmetic and commonly used computer numbering systems. The most fundamental aspects of producing a modular, well-structured program are covered. Prerequisite: Operating Systems *or* permission of the Director of Education

CP3001 Java
6 Credits
This course introduces the fundamentals of programming in Java, an object-oriented programming language developed for the Internet. It is very similar to C++. Students will learn how to use classes in Java, build packages, and create custom controls. Students will also learn how to develop web pages on the Internet by incorporating applets into webpages. Prerequisite: Programming Concepts

CP3002 Algorithms and Data Structures
6 Credits
This course covers the fundamental algorithms and data structures. Topics include array sorting and searching; stacks; queues; trees; and file sorting, searching, and indexing. Prerequisites: 12 credits of CP courses

CP3005 Programming Databases in Visual Basic
6 Credits
This course covers database programming using Visual Basic, an object-oriented, event-driven programming language for the Windows environment. It deals with using Visual Basic to create, modify, query, create forms for, and create reports from databases. It focuses on Microsoft Access type databases and the Jet Database Engine. Prerequisite: Programming Concepts

CP3007 Scripting
6 Credits
The Internet has rapidly become a very powerful means of sharing information. With HTML and the advent of internet scripting tools such as VBScript and JavaScript, web developers are able to create dynamic and interactive web sites. This course will introduce the student to commonly used internet scripting languages, the strengths and weaknesses of using server-side or client-side scripts, and the issues of browser divergence. Prerequisite: HTML & JavaScripting *or* Programming Concepts

CP3008 Programming Portfolio
6 Credits
State-of-the-art application systems are composed of components using many different technologies. In this course, students will work as teams and use the skills and technologies they have learned in previous courses to design, document, build, and test state-of-the-art application systems. All aspects of the job search will be covered to provide students with the needed skills and tools for future employment. This course addresses values, industry cultures, job leads, résumé writing, interviewing techniques, and customer service skills. Prerequisites: 30 credits of CP courses

CP3011 XML
6 Credits
This course provides an introduction and practical experience with the Extensible Markup Language (XML) and its associated standards including XSL, XSLT, XPath, XLink, XPointer, CSS, and others. Through practical exercises that incorporate XML, the students will have a thorough grounding in this emerging technology. Prerequisite: Programming Concepts *or* HTML & JavaScripting

CP3113 SQL Database Systems
6 Credits
This course will introduce the student to SQL (Structured Query Language), a platform-independent query language used with most popular database systems. Students will utilize SQL Database environments to gain necessary hands-on practice while learning all key SQL concepts. Prerequisite: Database Concepts

CP3203 C++
6 Credits
This course introduces the fundamentals of programming in C++ and includes data types, character strings, arrays, arithmetic operators and expressions, structures, functions, flow control, sorting, searching, and program structure. Prerequisite: Programming Concepts

CP5101 .NET Development
6 Credits
This course introduces students to the technological features of the Microsoft .NET Framework and the differences between Visual Basic 6.0 and Visual Basic .NET. Students will use VB .NET to explore the new feature of the .NET Framework and learn how those features may be used to solve enterprise business problems. Prerequisites: Operating Systems; Programming Concepts

CS2112 Operating Systems
6 Credits
This course is designed to develop user skills for operating systems. The important command line interface skills (universally used for Microsoft, and Unix-based networking) are developed using the DOS and Windows platforms. The students will also learn the basics of navigation and configuration of the Windows user interface.

CS2117 Spreadsheet Applications
6 Credits
This course enables students to analyze calculation problems and apply Excel functions to design, create, and implement a spreadsheet solution. Students will study techniques to automate menu selections, manipulate data through the use of macros, and create graphical views of spreadsheets.

CS2119 Database Concepts
6 Credits
This course introduces the student to Microsoft Access with coverage of both introductory and advanced features in a Windows environment. The students will learn basic database concepts, data file design, and data manipulation. Finally, database management and applications of multi-file databases will be covered. Prerequisite: Operating Systems *or* MS Office

CS2125 TCP/IP
6 Credits
A basic introduction to the TCP/IP communication protocol that enables computers to exchange data and communicate over local area networks and the internet. This course is an entry level study of how TCP/IP and its underlying protocols such as TCP (Transmission Control Protocol), UDP (User Datagram Protocol), IP (Internet Protocol), ICMP (Internet Control Message Protocol) and DHCP (Dynamic Host Configuration Protocol) are used in modern computer networking to facilitate the transfer of data and has become the basic communication language using the client server model.

CS2223 Microsoft (MS) Office
6 Credits
This course introduces the student to the Microsoft Office suite. Students will learn how to perform basic tasks in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and Microsoft Outlook. Instruction will also include integrating the programs in the Office suite.

CS3023 Computer Security
6 Credits
This course explores a full range of security concepts and techniques and how to apply them to operating systems and networks. The material will include a broad range of topics from security threat identification to specific operating system and network attacks to security target hardening device applications like physical security, firewalls, border security, etc. Prerequisite: Operating Systems

CS3024 Advanced Computer Security
6 Credits
There are ten important domains of computer security. This course will cover the second set of five and continue with the content learned in the prerequisite course. Topics covered include operations security, applications and systems development, business continuity planning, disaster recovery planning, law, investigation, ethics, and physical security. Prerequisite: Computer Security

CS3025 Computer Attacks & Security
6 Credits
This course explores computer hacking attacks and methods in order to learn how to defend against such attacks. Material will cover what an exploit is, the tools hackers use, common attacks such as buffer overflow, user authentication, IP and web spoofing, as well as other popular methods used by hackers. Prerequisite: Advanced Computer Security

CS3027 Microsoft (MS) Exchange Server
6 Credits
This course provides an understanding of Microsoft Exchange. Topics covered include installation, storage groups, objects, SMTP, troubleshooting, and disaster recovery, among others. The course materials cover most of the topics included in the Microsoft Exchange Server certification exam. However, certification requires additional self study. Prerequisite: Windows Server

CS3121 Linux / Unix Systems
6 Credits
This course introduces the fundamentals of the Linux/Unix operating system and teaches how to be a productive user on the Linux/Unix Operating System. Students will learn basic commands, file system concepts, superuser powers, changing file permissions, text editor functions, shell programming, system processes, I/O redirection, device management, networking and user management. Students will receive hands-on experience using the various distributions of the Linux OS as well as the historical perspective of the development of the Unix Operating System. The course is designed for beginners with no Unix/Linux knowledge, but users with limited Unix/Linux experience will also benefit. Prerequisites: Operating Systems; Network+

CS3126 Windows Active Directory
6 Credits
This course provides an understanding of Microsoft Windows Active Directory and begins the student's preparation for certification. Topics covered include installation, configuration, performance monitoring, maintenance and recovery, among others. The course materials cover most of the topics included in the Windows Server Active Directory certification exam. However, certification requires additional self study. Prerequisite: Windows Server

CS3128 Design Strategies for Windows Active Directory Networks 6 Credits
This course provides students with the knowledge and skills necessary to develop a strategy and design a directory services infrastructure for a Microsoft Windows Active Directory. Students will be able to describe the planning process and the implications involved in such a network design. The course materials cover most of the topics included in the Windows Server Network Infrastructure certification exam. However, certification requires additional self study. Prerequisite: Windows Active Directory

CS3129 Advanced Microsoft (MS) Office
6 Credits
This course gives the student a more in-depth understanding of the Microsoft Office suite for personal and professional use. Students will learn how to perform advanced tasks in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and Microsoft Outlook. Instruction will also include integrating the programs in the Office suite. This class will train students for the MOUS certification exams to be a Microsoft Office user specialist. Prerequisite: Microsoft (MS) Office

CS3213 Windows Desktop Operating Systems
6 Credits
This course presents the Microsoft Windows Desktop Operating Systems. The course emphasizes the installation and management of this platform. It will cover installation and configuration of the operating system, hardware and software, network connectivity, print and file management, user management on Windows domains and ADS, file system and security management , and performance tuning. The course materials cover most of the topics included in the CompTIA A+ Part 2 certification exam. However, certification will require additional self-study. Prerequisite: Operating Systems

CS3214 Windows Server
6 Credits
This course presents the Microsoft Windows Server operating system. It will cover installing or upgrading, configuring network services, managing access, managing users and groups, data storage, troubleshooting, and performance monitoring and optimization. The course materials cover most of the topics included in the CompTIA Server+ certification exam. However, certification requires additional self study. Prerequisites: Network+; Windows Desktop Operating Systems

CS3216 A+
6 Credits
This course covers the basic knowledge of computer hardware, installing, configuring, upgrading, troubleshooting and repairing microcomputer systems, and operating systems technologies. Students will also learn about the interaction between hardware and software, virus protection, memory management, network architecture, the Internet, printers, and help desk skills and responsibilities. The course materials cover most of the topics included in the CompTIA A+ Part 1 certification exam. However, certification requires additional self study. Prerequisite: Operating Systems

CS3221 Network +
6 Credits
This course targets network operating systems, topologies, protocols, and other topics relevant to local and wide area networks. Students will gain a basic understanding of how to design, install, maintain, upgrade, and troubleshoot peer-to-peer and client-server networks. The course materials cover most of the topics included in the CompTIA Network+ certification exam. However, certification requires additional self study. Prerequisites: TCP/IP; Operating Systems

CS3311 Network Services & Infrastructure
6 Credits
This course presents the students with information about basic to advanced network services and infrastructure. The course gives students the skills to perform day-to-day administration of medium to large networks and related services. Students learn the basic design elements and concepts of network infrastructure services and the various security applications inherent in a number of operating systems. To accomplish this, students receive administrative level access to a network and actually practice creating and restricting access rights to elements of the network infrastructure. They also establish and troubleshoot printing environments and advanced print services. Students will automate the user environment using various scripting and server side elements for groups of users. Emphasis is placed on managing file/directory systems and user rights using server enforced policies. The course materials cover most of the topics included in the Windows Server 2008 certification exam. However, certification requires additional self study. Prerequisites: Operating Systems; Network+

CS5004 Database Design
6 Credits
This course will cover critical aspects of database design, including database design and implementation, logical design, and physical design. Prerequisite: Operating Systems

CS5005 Network Security & Cybercrime
6 Credits
This course explores terms, definitions, concepts, and issues that face business and industry today on a global scale. The language of cybercrime, digital evidence, and laws relating to jurisdiction, search and seizure will be covered. Prerequisites: Operating Systems; Network+

CS5006 Network Design / Installation
6 Credits
This course will use a hands-on approach to teaching network design and installation. Students will work in teams to present various networking environments for prospective clients, and the instructor will evaluate all presentations. Prerequisites: Operating Systems; Network+; Network Services & Infrastructure

CS5008 Internet and Wireless Technologies
6 Credits
This course provides students with the technical knowledge that will allow them to pursue a variety of wireless and internet-related careers. Students will explore key concepts and technologies in mobile communication and the effects they have on business and personal use. Students will also learn how to manage internet connectivity when it comes to e-mail, telnet, servers, databases, client issues, security, and web hosting. This course covers topics on the CompTIA certifications, however, the exam itself will require additional self-study. Prerequisites: Operating Systems; Network+

CS5010 Systems Analysis
6 Credits
This course covers the essential aspects of the SDLC (Systems Development Life Cycle) of software projects, including all critical phases and cross-phase activities like analysis, requirement determination, design, implementation, testing, deployment, and documentation. Prerequisites: Operating Systems; Programming Concepts

CS5107 Computer Science - Senior Project
6 Credits
This course will focus on student projects in database, networks, programming, and security that are approved by the instructor. Students will select a topic for a project that they will research, plan, and design for an oral presentation to a faculty committee at the end of the quarter. Students will use a variety of resources: Academy College's hardware and software in the computer labs, personal reference library, the Library, an instructor who will guide the project, faculty at large, industry leaders, and potential employers. At the time of the oral presentation, students will present a definitive paper on their projects to the instructor. Prerequisites: 30 credits in CS *or* CP 5000 level courses

DT2001 Federal Aviation Regulations
1 Credit
This course introduces Federal Aviation Regulations (FARs) that govern the licensing of aircraft dispatchers. Focus areas of the course include certification and operations of air carrier aircraft, handling of hazardous materials, and rules pertaining to aircraft accidents or incidents.

DT2002 Meteorology
2 Credits
This course introduces basic concepts in meteorology, including air mass analysis, weather fronts, fog, aircraft icing, thunderstorms, tornadoes, hurricanes, turbulence, and National Weather Service products. Meteorology instruction progressively leads students from the basics to the more advanced study of weather chart analysis and forecasting. Each topic is discussed in the context of its cause and potential effect on aircraft operations. Students must demonstrate their ability to assimilate various weather reports and forecasts to make timely and safe decisions concerning aircraft operations under ever-changing weather conditions.

DT2003 Navigation
2 Credits
This course introduces students to navigational concepts, including map projections, high and low altitude en route charts, and arrival and departure procedures. Students will gain a thorough knowledge and understanding of air navigation equipment and procedures.

DT2004 Aircraft Systems and Performance
1 Credit
This course introduces the CRJ-900 aircraft systems, including weight & balance, engine performance, hydraulics, flight controls, aircraft performance, emergency systems, and limitations to flight.

DT2005 Air Traffic Control
1 Credit
This course introduces FAA airspace systems, including air traffic control procedures, airspace definition, and rules governing controlled flight.

DT2006 Practical Dispatch
1 Credit
This course introduces human factors and practical dispatch applications. Students are required to demonstrate operational control using existing and forecast weather conditions and available equipment resources for the safe conduct of flight operations. Emphasis placed on the topics of safety vs. economics, crew legalities, Notams, route, altitude, and alternative selection. Dispatch releases, fuel planning, aircraft weight and balance, emergency procedures, operation specifications, and other subjects will also be covered.

DT2007 Communications
1 Credit
This course provides an overview of federal communication regulations. The effect of communications on company systems, equipment, and emergency procedures will also be discussed.

DT2008 Emergency & Abnormal Procedures
1 Credit
This course introduces ground and air security measures and emergency & NTSB reporting protocol.

DT5001 Advanced Federal Aviation Regulations
1 Credit
This course provides an in-depth study of Federal Aviation Regulations (FARs) that govern the licensing of aircraft dispatchers. Focus areas of the course include certification and operations of air carrier aircraft, handling of hazardous materials, and rules pertaining to aircraft accidents or incidents. Prerequisite: Federal Aviation Regulations

DT5002 Advanced Meteorology
1 Credit
This course provides an in-depth analysis of concepts in meteorology, including air mass analysis, weather fronts, fog, aircraft icing, thunderstorms, tornadoes, hurricanes, turbulence, and National Weather Service products. Each topic is discussed in the context of its cause and potential effect on aircraft operations. Students must demonstrate their ability to assimilate various weather reports and forecasts to make timely and safe decisions concerning aircraft operations under ever-changing weather conditions. Prerequisite: Meteorology

DT5003 Advanced Navigation and Air Traffic Control 1 Credit
This course provides an in-depth study of navigation concepts, including map projections, high and low altitude en route charts, approach charts, and arrival and departure procedures. Students will gain a thorough knowledge and understanding of air navigation equipment and procedures. This course also covers FAA airspace systems, including air traffic control procedures, airspace definition, and rules governing controlled flight. Prerequisites: Navigation; Air Traffic Control

DT5004 Advanced Aircraft Systems & Performance
1 Credit
This course provides an in-depth study of the CRJ-900 aircraft systems including weight and balance, engine performance, hydraulics, flight controls, aircraft performance, emergency systems, and limitations to flight. Prerequisites: Aircraft Systems and Performance

DT5005 Advanced Practical Dispatching
1 Credit
This course provides an in-depth study of human factors and practical dispatch applications. Students are required to demonstrate operational control using existing and forecast weather conditions and available equipment resources for the safe conduct of flight operations. Emphasis is placed on the topics of safety vs. economics, crew legalities, Notams, route, altitude, and alternative selection. Dispatch releases, fuel planning, aircraft weight and balance, emergency procedures, operation specifications, and other subjects will also be covered. Prerequisite: Practical Dispatch

DT5006 Advanced Emergency & Abnormal Procedures 1 Credit
This course provides an in-depth study of ground and air security measures and emergency & NTSB reporting protocols. Prerequisite: Emergency & Abnormal Procedures

FI2008 Retirement Planning I
6 Credits
This course focuses on the personal tax-deferred retirement programs available to the working adult. It includes plan design with emphasis on the advantages and disadvantages of the specific plans.

FI2009 Introduction to Financial Statements
6 Credits
This course embodies training in applications and principles of general accounting practice and procedures. It provides exposure to many business topics including accounting journals and ledgers, preparation and analysis of financial statements, internal control systems, forms of business organizations, typical business practice, business ratios, internet usage, and an introduction to computerized accounting. The course is taught as if the student has had no prior training in either accounting or bookkeeping; however, student skills in ten-key operation and computer keyboarding are desirable.

FI2010 Money Management
6 Credits
Finance is the art and science of handling money. This course offers a practical, real world approach to financial management that includes business investment decisions, long term finance and operations issues, and current topics in the field.

FI2011 Banking, Investment and Finance
6 Credits
This course explains the connections between the various markets for money and how supply and demand affect the rational expectations of return on investments. The course stresses the time value of money and short and long term yield curves as well as how government action affects these curves.

FI2012 Commerce & Human Relations
6 Credits
This course focuses on the business, legal, and internet side of management-employee relations. Students will learn the steps and recognize the legal issues related to maintaining and conducting business at the office and on the Web. How to develop an effective team in the workplace, monitor and encourage performance, and motivate employees who work in the e-commerce environment will also be covered.

FI2013 Finance Project
6 Credits
This course is an application of information students have acquired in all coursework in this program. Students will learn that every decision that a business makes has financial implications, and any decision which affects the finances of a business is a corporate finance decision. Student teams will research, write, and present information on a selected or assigned company. Prerequisite: Principles of Accounting I *or* Money Management *or* Banking, Investment and Finance

FI3002 Estate Planning
6 Credits
This course focuses on asset transfers before death (gifts and trusts), after death (trusts and estates), and documents used in estate affairs and in meeting their objectives. Students will also learn to minimize the shrinkage effects of costs, expenses, and taxes in formulating a comprehensive estate plan. Prerequisite: Principles of Accounting I

FI5006 Financial Management 6 Credits
This course offers clear, concise, and practical real world treatments of financial management. Basic math is geared toward the ability of the typical business student. Numerous examples are worked out and graphical and intuitive presentations of math are used where appropriate. Topics include cross-functional coverage of the agendas and biases decision-makers across the firm may bring to a financial proposal. Prerequisite: Principles of Accounting I *or* Money Management

GC2000 Written & Oral Communication
5 Credits
This course focuses on rhetorical reading, writing, and oral presentation. Students will learn about exploring a subject, identifying an audience, discovering form, drafting, revising, editing, and presentation skills. Topics include profiling and writing about people, strategies for academic writing, critical thinking, reporting, investigating, and effective research methods.

GC2002 Speech
5 Credits
This course emphasizes the importance of formal and informal speaking in public settings, especially in the business world. Students will learn how to write and deliver a speech to specific and diverse audiences. Students will develop communication style, confidence, and poise.

GC2004 English Composition
5 Credits
This course helps students develop their composition skills by reading and writing brief essays and a short research paper. Students will learn how to evaluate their own writing as their confidence grows. Vocabulary building will be included, as well as a review of punctuation and grammar.

GC2011 Creative Writing
5 Credits
This course focuses on writing naturally in an open classroom forum. Emphasis is placed on tapping the creativity center in each student, clarifying ideas, visions, stories, and experiences. Students will prepare short exercises and then work toward creating short fiction and/or a short series of poems.

GC3017 Persuasive Thinking and Writing
5 Credits
This course focuses on persuasive writing components and critical thinking which inform, explain, instruct, or persuade a person or an audience. This attention to detail and mastery of a specific strategy allows the writer and reader to gain knowledge and think critically and clearly to perform more effectively. Communication through argumentation, writing, and research skills is even more important today, due to the speed of the ever-changing world. Prerequisite: English Composition *or* Creative Writing *or* Written & Oral Communication

GC3113 Creative Communications
5 Credits
This course focuses on learning to work in teams, and to write and present information to groups. The course is a blend of planning, written, visual, verbal, and interpersonal communications. Student teams will create a work-related communications project and develop it from concept to completion. At each stage of the project, students will present their work to team members for critique and recommendations. Students will then present their project in final form to the class at the end of the course using presentation software and aids. Prerequisite: One 1000 level or above Communications course

GH2001 Ethics
5 Credits
The course is designed to systematize students' thinking about moral problems and their presentation of alternative ethical views. Topics include the notion of good, theories of rights, justice, freedom, and political philosophy. The ethics of business decisions are also presented with suggestions for improving conduct on all sides.

GH2004 Logic
5 Credits
Students will identify, analyze, and evaluate reasoning. The course focuses on inductive and deductive thinking as well as recognition of argument fallacies and circular reasoning.

GH2005 Philosophy
5 Credits
This is an introductory course that explores our deepest human concerns such as the nature of knowledge, the nature of reality, morality, politics, and religion.

GH2009 Art History
5 Credits
This course provides an introduction to art history through a survey of art in the Western tradition. During the course, the art of the ancient world through post-modernism will be studied, examining specific artists of each era. Emphasis will be placed on the continuity of the Western tradition.

GH2010 Modern Literature
5 Credits
This courses focuses on American and British literature from 1900 to the present. Students will explore the work of writers, and learn how to read, discuss, analyze, and write about short fiction, non-fiction, poetry, drama, and journalism.

GH3007 Gender Studies in Literature
5 Credits
This introduction to gender in literature takes a cross-cultural and interdisciplinary approach, organized around themes for reading and discussion. The course will provide an overview of the roles of men and women in literature that have been formed by heredity, cultural conditioning, history, and geography. Students will read and discuss a wide range of literary works such as short stories, poetry, essays, plays, and excerpts from novels and biographies from the U.S. and other countries. Students will discuss and write research essays about people's issues relating to gender, identity, human worth, and dignity. Prerequisite: One 1000 level or above Humanities course

GH3008 Film in American Society
5 Credits
This course will examine the history, theory, and sociology of American cinema. Cultural and economic factors will be discussed along with the structure of the films presented. Films will be screened in class. Additional viewing by students is required outside of class. Prerequisite: One 1000 level or above Humanities course *or* Sociology

GM1506 Anatomy & Physiology
5 Credits
This course is a systems approach to the study of human anatomy and physiology and human diseases. Systems covered will include integumentary, musculoskeletal, senses, nervous, and endocrine systems. The study of human diseases will emphasize the description, etiology, signs/symptoms, diagnostic procedures, and treatment for specified diseases.

GM2008 Meteorology
5 Credits
This course covers short-range and long-range weather patterns in terms of interaction among atmospheres, oceans, land surfaces, and earth motions. Storms, seasonal change, climactic change, fair weather, air pollution, and distribution of moisture are considered as well as applied standpoints. Also included are the basic principles of science applied to analyzing and forecasting weather, interpreting climates, and realizing the great extent to which individuals interact with the atmospheric environment.

GM2013 Environmental Science
5 Credits
This course provides an overview of ecology as applied to our past, present, and future existence, and an application of biological principles and interrelationships between the individual and the environment. Principles of ecology are presented as seen in the structure and function of ecosystems; energy resources and their uses; pollution of air, soil and water resources; population explosion and the relationship of people, disease, and food production; and environmental control necessary for survival. Emphasis is placed on the responsibilities of the individual and society in bringing about solutions to our environmental problems.

GM2015 Astronomy
5 Credits
This course gives students a broad overview of astronomy beginning with the apparent motions of the sky and naked-eye objects and ending with a discussion of the scope and origin of the Universe. Some simple mathematical concepts will be introduced.

GM2112 College Algebra I
5 Credits
This course is designed to enable students to understand mathematics by applying concepts and specific examples to large quantities of practice problems. "Learn by doing" is the focus of this course. Topics include sets and real numbers, basic operations, exponents and applications, line equations, solving for the unknown, and complex numbers.

GM3000 Geology
5 Credits
The Earth is a constantly changing body. In this course, students will learn about the physical processes by which Earth changes: plate tectonics, volcanoes, erosion, earthquakes, and glaciers. The history of the earth's evolution and humans' effects on the earth and its environment will also be covered. Prerequisite: Environmental Science *or* Astronomy

GM3005 Statistics
5 Credits
This course provides students with a structured approach to mastering the basic concepts of statistics. Topics include descriptive statistics, probability, and inferential statistics. Students will learn how to identify the techniques they would use to solve problems. Repetition is provided to practice learning. Prerequisite: College Algebra I

GM3014 Physics
5 Credits
This course focuses on the fundamental laws and principles governing the physical world. Sample topics include description of motion, forces, conservation principles, and the structure of matter with applications to mechanical systems. Prerequisite: College Algebra I

GM3016 Discrete Math
5 Credits
This course will cover logical math and its applications in order to better solve logical problems as they might be found in computer science, programming, statistics, and management. Prerequisite: College Algebra I *or* its equivalent

GS2006 Economics
5 Credits
This course provides an introduction to the basic concepts of microeconomics and macroeconomics. Topics studied include the current U.S. and world economies, supply and demand, the trade deficit, money and banking, gross national product, and economic planning as well as financial planning on a personal level. Students will become literate in the language of economics through both written and oral critiques of current articles in business periodicals and the daily newspapers.

GS2007 Psychology
5 Credits
This course provides students with an understanding of current concepts, methods, and ideas of the discipline of psychology. Topics include personality, perception and consciousness, motivation, and personal growth. Students will use the techniques of surveying, questioning, reading, reciting, and reviewing. They will examine behavior therapy, community mental health approaches (intervention and self-help groups), the role of the public and family, attitudes, and adolescent behavior.

GS2009 Sociology
5 Credits
This course analyzes the nature of society, the interrelationships of its diverse groups and the process of social status and change. The course interprets human behavior from the standpoint of the group.

GS2010 Geography
5 Credits
This course provides an introduction to the world of regional geographic concepts and the methods related to the earth's physical features, such as the four spheres (atmosphere, hydrosphere, lithosphere, biosphere), the solar system, the air, wetlands, climate, vegetation, soil, and landscape. Topics of human-earth interrelations are also examined.

GS2013 Political Science
5 Credits
This course will introduce students to the history and structure of American government. Topics such as the Constitution; the federal government; the state governments; the judicial, executive and legislative branches of the government; local governments; and American politics in general will be discussed. Students will learn about the people and the institutions that carry out the political decisions that affect our lives as American citizens.

GS2014 Anthropology
5 Credits
This course is an introduction to anthropology and encompasses the principle sub-fields of the discipline which are physical anthropology, archaeology, and cultural anthropology. Students will be introduced to the physical and cultural diversity of humans as it exists throughout the world and throughout time and will learn how and why such variability is important to us as humans.

GS3011 Popular Culture in American Society
5 Credits
This class will examine the history, theory, and sociology of American popular culture. Cultural and economic factors will be discussed along with the evolution of today's more recognized cultural "forms." Classwork will include lectures, discussion, and examination of different media. Prerequisite: One 1000 level or above Social Sciences course

GS3012 War and Peace in the 21st Century
5 Credits
This course presents an overview of current military, commercial, and geopolitical realities within a specific context based on this supposition: if human nature remains the same, it is reasonable to expect that history would repeat itself in the past as well as in the future. Key political, military, industrial, and technological events that have shaped our world will clarify how human nature can be a predictor of world history. Prerequisite: One 1000 level or above Social Sciences course

GS3115 Impact of Technology on Society
5 Credits
This course examines the ongoing development of science and technology and the impact it will have on society. Technology is the application of science, engineering, and industrial organization designed to isolate us from the world. Technology brings change in society and human endeavors from private to public, economics, communications, politics, and the condition of human lives. Issues such as ethics, privacy, intelligence, and the reality of facing the ever-shifting world will be explored. Prerequisite: One 1000 level or above Social Sciences course

SM2003 Marketing
6 Credits
This course provides a comprehensive coverage of current key marketing topics, technology, trends, and distribution decisions. Marketing deals with the relationships and communication among people. Students will be involved with marketing strategy, research, and planning to meet customer needs.

SM2004 Effective Sales Strategies
6 Credits
This course explores the various techniques used in selling, stressing the importance of building relationships and quality partnerships, and using role playing simulations to acquaint the student with real life selling situations.

SM2005 Wholesale/Retail Sales & Marketing
6 Credits
This course focuses on the sales and marketing efforts of wholesale and retail operations. Students will research and prepare a marketing plan and conduct promotional campaigns using various media and merchandising techniques.

SM2006 Promotion, Advertising & Merchandising
6 Credits
This course deals with product promotion in a global marketplace and how advertising is structured to reach the target audience to achieve the desired merchandising results. Students will explore the outside agencies to achieve maximum utilization of dollars invested in the promotion budget.

SM2007 Customer Service & Relations
6 Credits
This course defines Customer Relations Management (CRM), and explains the differences between CRM and business intelligence, and why they are symbiotic. Students learn about the importance of human contact and the failure in attempts to eliminate humans in business. The course stresses the importance of customer relationship planning while re-engineering the work process.

SM2008 Sales & Marketing Project
6 Credits
This course is an application of information students have acquired in all coursework in this program. Students will study how marketers must look beyond the traditional media to create and implement an Integrated Marketing Communications (IMC) strategy. Student teams will research, write, and present information on a selected or assigned company. Prerequisite: any Sales & Marketing (SM) course

SM5005 Effective Marketing
6 Credits
This course provides a thorough treatment of emerging markets, new technologies, and hot marketing trends. All concepts and topics help students adapt to, and strategically plan for, changes in the marketing environment. This course stresses early coverage of strategy and an overall strategic focus, with increased emphasis on critical thinking skills, and global and relationship marketing. Prerequisite: Business Management *or* Marketing

Notes

Academic Information

Academic Calendar

2018

WINTER QUARTER
> January 8 through March 25
Start Dates: January 8 or February 12

SPRING QUARTER
> April 9 through June 24
Start Dates: April 9 or May 14

SUMMER QUARTER
> July 9 through September 23
Start Dates: July 9 or August 13

FALL QUARTER
> October 1 through December 16
Start Dates: October 1 or November 5

2019

WINTER QUARTER
> January 7 through March 24
Start Dates: January 7 or February 11

SPRING QUARTER
> April 8 through June 23
Start Dates: April 8 or May 13

SUMMER QUARTER
> July 8 through September 22
Start Dates: July 8 or August 12

FALL QUARTER
> September 30 through December 15
Start Dates: September 30 or November 4

2020

WINTER QUARTER
> January 6 through March 22
Start Dates: January 6 or February 10

SPRING QUARTER
> April 6 through June 21
Start Dates: April 6 or May 11

SUMMER QUARTER
> July 6 through September 20
Start Dates: July 6 or August 10

FALL QUARTER
> September 28 through December 15
Start Dates: September 28 or November 2

School Breaks

Each year Academy College students will have breaks as follows:

2018
March 26, 2018 until April 8, 2018
June 25, 2018 until July 8, 2018
September 24, 2018 until September 30, 2018
December 17, 2018 until January 6, 2019

2019
March 25, 2019 until April 7, 2019
June 24, 2019 until July 7, 2019
September 23, 2019 until September 29, 2019
December 16, 2019 until January 5, 2020

2020
March 23, 2020 until April 5, 2020
June 22, 2020 until July 5, 2020
September 21, 2020 until September 27, 2020
December 16, 2020 until January 3, 2021

Schedule of Observed Holidays

	2018	2019	2020
New Year's Day	Jan. 1	Jan. 1	Jan. 1
Martin Luther King Day	Jan. 15	Jan. 21	Jan. 20
Memorial Day	May 28	May 27	May 25
Independence Day	July 4	July 4	July 4
Labor Day	Sept. 3	Sept. 2	Sept. 7
Veterans Day	Nov. 11	Nov. 11	Nov. 11
Thanksgiving Day	Nov. 22	Nov. 28	Nov. 26
Christmas Day	Dec. 25	Dec. 25	Dec. 25

Aircraft Dispatcher Course 12 Week Academic Calendar

2018

WINTER QUARTER
Resident
> January 8, 2018 through April 1, 2018
Credit for Previous Experience Course
> February 26, 2018 through April 1, 2018

SPRING QUARTER
Resident
> April 9, 2018 through July 1, 2018
Credit for Previous Experience Course
> May 29, 2018 through July 1, 2018

SUMMER QUARTER
Resident
> July 9, 2018 through September 30, 2018
Credit for Previous Experience Course
> August 27, 2018 through September 30, 2018

FALL QUARTER
Resident
> October 1, 2018 through December 23, 2018
Credit for Previous Experience Course
> November 19, 2018 through December 23, 2018

2019

WINTER QUARTER
Resident
> January 7, 2019 through March 31, 2019
Credit for Previous Experience Course
> February 25, 2019 through March 31, 2019

SPRING QUARTER
Resident
> April 8, 2019 through June 30, 2019
Credit for Previous Experience Course
> May 27, 2019 through June 30, 2019

SUMMER QUARTER
Resident
> July 8, 2019 through September 29, 2019
Credit for Previous Experience Course
> August 26, 2019 through September 29, 2019

FALL QUARTER
Resident
> September 30, 2019 through December 22, 2019
Credit for Previous Experience Course
> November 18, 2019 through December 22, 2019

2020

WINTER QUARTER
Resident
> January 6, 2020 through March 29, 2020
Credit for Previous Experience Course
> February 24, 2020 through March 29, 2020

SPRING QUARTER
Resident
> April 6, 2020 through June 28, 2020
Credit for Previous Experience Course
> May 25, 2020 through June 28, 2020

SUMMER QUARTER
Resident
> July 6, 2020 through September 27, 2020
Credit for Previous Experience Course
> August 24, 2020 through September 27, 2020

FALL QUARTER
Resident
> September 28, 2020 through December 20, 2020
Credit for Previous Experience Course
> November 16, 2020 through December 20, 2020

Faculty

The faculty of Academy College consists of respected professionals from the public and private sectors. Their education and substantial experience as accountants, pilots, network administrators, computer programmers, and business professionals coincides with all of Academy College's academic offerings. Our students have the distinct advantage of acquiring not only a theoretical but a practical education, which is relevant in their chosen fields.

See catalog addendum, "Academy College Faculty."

Class Sessions

Weekdays

Classes operate between 8:00 a.m. and 9:30 p.m. Mon. through Fri. and 7:30 a.m. to 3:00 p.m. on Sat.

Day classes are scheduled between:
8:00 a.m. and 4:00 p.m., Monday through Friday.

Evening classes are scheduled between:
5:00 p.m. and 9:30 p.m., Monday through Friday.

Weekend classes are scheduled between:
7:30 a.m. and 3:00 p.m. on Saturdays.

Distance Education classes are conducted:
Online and available 24 hours a day.

The schedule for the library and the Academy College computer labs are posted at the beginning of each quarter.

The programs run continuously throughout the year. Students may enter the program at any of the class starting dates. Students may enroll in a class in progress no later than one week after the class starting date unless special arrangements have been made with administration. In some isolated situations, if transfer credits are being accepted, a student may start other than one of the eight start dates per year; however, prior written approval must be obtained from the administration. Maximum number of students in typical classroom: 25.

Aircraft Dispatcher Course : Resident

The course meets Monday through Friday evening between the hours of 5:30 pm and 9:30 pm.

Aircraft Dispatcher Course : Credit for Previous Experience

The course meets Monday through Friday evening between the hours of 5:30 pm and 9:30 pm.

Orientation

Each quarter, new students will attend an orientation session with representatives of Academy College to discuss college philosophy, policies and procedures, and to answer any questions students may have.

All students must attend an online orientation session upon registra-tion to have access to their electronic gradebooks and prior to their first online course.

School Hours

Scheduling is arranged in such a way as to permit students to work full or part-time while attending classes. Students are welcome to use all school facilities for additional study purposes Monday through Friday.

Library

The library is on-site for students, faculty, and staff to conduct academic, career, and professional growth research. The library contains books, periodicals, and computers with Internet access. Day and evening hours are posted each quarter. The Librarian is available during scheduled hours to guide students and staff with their research and assist with reference materials and electronic library search activities.

Definition of a Credit Hour

Academy College has established policies and procedures to determine curriculum, select instructional material, lecture topics, lab and clinical activities, and out of class assignments. These policies and procedures are implemented to ensure that each course, irrespective of the mode of delivery, provides quality relevant content and is sufficiently rigorous academically so that students may achieve a satisfactory level of competency as established by each course's learning objectives.

Modes of Delivery

There are three modes of delivery that are utilized. They are traditional, distance education, and hybrid. Each of these may include a lab component.

Traditional
The traditional mode consists of (1) a lecture or a (2) internship or externship. Traditional lecture classes include face-to-face instruction and class discussion covering the theory, principles, application, or history of a subject. The traditional mode also includes directed field trips and addresses by guest speakers.

Distance Education
Distance education occurs when the instructor and the students are not physically present together in an educational setting, usually a classroom. Interaction occurs either asynchronous and/or synchronous between the instructor and the student/s and between students utilizing one or more interactive technologies. Academy College delivers its distance education through Moodle, an online learning platform.

Hybrid
Hybrid classes are combinations of distance education (online) and traditional (face to face) class sessions.

Labs
During labs, students apply knowledge and skills they have learned in the course. Labs are equipped with hardware, software, and net ware.

Classes with a lab component include both in-class and outside lab sessions. In-class labs for traditional classes are conducted during the class session under the direction and/or supervision of the class instructor. All outside labs are conducted on campus in designated lab rooms during specified lab times under the supervision of an instructor qualified to teach in the program area. In-class lab for distance education classes are conducted either online or on the campus.

Credit Hour Policy

Credits for academic and financial aid purposes are measured in quarter credit hours.

Credits are awarded upon the successful completion of a course. Successful completion means that a student has demonstrated competency and/or proficiency in achieving the course's stated learning objectives. The number of credit hours awarded per course is the measurement of the minimum levels of necessary work and academic engagement for a typical student to achieve the requisite competency and/or proficiency.

Credit Hour Definition for Academic and Federal Financial Aid Purposes

Academy College defines a credit hour in accordance with applicable federal regulations governing the awarding of financial aid and ACICS's criteria for course and program measurement as

> . . .an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than
>
> 1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week. . . for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
> 2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (34 CFR §600.2)

The equivalencies as established by the Accrediting Commission of Career Schools and Colleges are

> . . .one quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum. The formula for calculating the number of quarter credit hours for each course is: (hours of lecture/10) + (hours of lab/20) + (hours of practicum/30). Accreditation Criteria Policies, Procedures and Standards §3-1-516 (a).

A combination of all lecture, laboratory and practicum may be used to determine a credit hour.

For the purposes of allocating financial aid, students in online courses are expected to spend the same amount of time completing assignments to achieve a course's learning objectives that is equivalent to the federal government's expectation for an on-campus course of two hours of homework for each hour of direct faculty instruction.

Measurement of a Contact Hour

Includes a minimum instructional time of 50 minutes of supervised or directed instruction and appropriate break(s). Accreditation Criteria Policies, Procedures and Standards §3-1-516 (a).

Satisfactory Academic Progress

Academy College uses an alphabetical grading system.

A = Excellent	F = Failure
B = Very Good	I = Incomplete
C = Average	W = Withdrawal
D = Passing	CT = Credit Transfer

TO, TA, TB, TC = Test Out
PA = Pass (Flight Labs, Internship, & Externship only)
FA = Fail (Flight Labs, Internship, & Externship only)
LI = Lab Incomplete (Flight Labs & Externship only)
FI = Flight Labs only
AU = Audit only

Grading Policy

Letter Grade	Grade Points	Percentage Assigned	Included in GPA	Included in Credits Attempted
A	4.0	90 - 100	Yes	Yes
B	3.0	80 - 89	Yes	Yes
C	2.0	70 - 79	Yes	Yes
D	1.0	60 - 69	Yes	Yes
F	0.0	0 - 59	Yes	Yes
TO	0.0	70 or higher	No	Yes
TA	4.0	90 - 100	No	Yes
TB	3.0	80 - 89	No	Yes
TC	2.0	70 - 79	No	Yes
CT	0.0	0 - 0	No	Yes
PA	4.0	90 - 100	Yes	Yes
FA	0.0	0 - 0	Yes	Yes
LI	0.0	0 - 0	No	No
FI	0.0	0 - 0	No	No
AU	0.0	0 - 0	No	No
I	0.0	0 - 0	No	No
W	0.0	0 - 0	No	Yes

Any class failed may be retaken at regular tuition rates and completed satisfactorily prior to graduation.

After two failed attempts in a course, the student will meet with their Program Coordinator to determine the continued success of the student in their current program of study.

Pass/Fail Grades

In aviation flight labs, Dispatcher Training, Internships, and Externships, students are evaluated on a pass/fail basis. These courses are included in the student's GPA and are included as credits attempted when Academy College evaluates Satisfactory Academic Progress.

After two failed flight lab lesson attempts within a course, the student is required to meet with the Aviation Coordinator to determine the continued success of the student in their current program of study.

Students must continue to progress toward flight lab lesson completion. Failure of three additional failed flight lab lessons will result in a meeting with the Aviation Coordinator. The meeting will address areas of concern and may result in possible dismissal from the program.

Incomplete (I) Grade

Academic Courses

See page 31. "Incomplete Grades".

Flight Courses

Students who receive an I for flight courses will have two (2) weeks to complete the course requirements. A student who receives an I for a flight course and does not successfully complete the requirements in the additional two (2) weeks will revert to a failed attempt (FA). Students who require additional time will need to appeal to the Aviation Coordinator to be approved by the Director of Education.

GPA (Grade Point Average)

The grade point average is a function of grade points earned and credit hours assigned to each course. It is computed by first multiplying the credit hours of a course by the grade points awarded to calculate a weighted total. Then the sum of the weighted total is divided by the sum of credit hours attempted.

For example:

6 credits X 4 (A) grade points = 24
6 credits X 3 (B) grade points = 18
5 Credits X 2(C) grade points = 10
Weighted total = ...52
Divided by 17 credits = ...3.058 (3.06) quarter GPA

A transcript of grades is kept on file for each student. All grades the student earns at Academy College will be included on the transcript regardless of any program changes. The final GPA is dependent on the final program completed.

Scholar Recognition

Degree Honors

4.0 GPA Summa Cum Laude, "With Highest Honors"
3.80 - 3.99 GPA Magna Cum Laude, "With High Honors"
3.60 - 3.79 GPA Cum Laude, "With Honors"

Quarterly Honors: Degree Students

4.0 GPA Director's List
3.6 - 3.99 GPA Honor Roll

Satisfactory Progress Reviews

Application of Standards

Satisfactory Academic Progress standards apply to all regular students enrolled in an Academy College program.

What is Satisfactory Academic Progress?

Satisfactory Academic Progress (SAP) refers to the evaluation of a student's progress at key points in his or her academic program. Students achieve satisfactory academic progress as long as they meet their course schedule and academic criteria as described in this section.

Academy College monitors student progress in accordance with the policies, procedures, and/or regulations of the school itself, the U.S. Department of Education, the Minnesota Office of Higher Education, and the Accrediting Commission of Career Schools and Colleges.

What Are Credits Earned Vs. Credits Attempted?

"Credits earned" refers to the courses and credits students complete and earn during the quarter; "credits attempted" are the credits that a student has been charged for all or part of the fee per credit, regardless of whether or not the student completes the course. Failing grades and course withdrawals will affect quarterly satisfactory academic progress and may place students in academic jeopardy.

Definition of an Academic Year is a Minimum of:

- 36 quarter credits
- 30 weeks

Satisfactory Academic Progress Quarterly Evaluation

Summer Quarter

Summer Quarter is treated like all other quarters.

Quarterly Academic Advisory

Students will be evaluated quarterly based on the cumulative grade point averages and successful completion of credits attempted. The components are:

1. A cumulative grade point average (GPA) of 2.0 or greater OR
2. A cumulative completion ratio of 67% or greater of credits earned versus credits attempted.

Academic Advisory (SPA)

If a student does not meet the quarterly, cumulative academic standards but is meeting the minimum evaluation points (see chart), s/he will be placed on Academic Advisory status (SPA) for the following quarter. The student will receive written notification at the end of the quarter when an academic advisory is issued. In addition the student will be contacted by the Education Department to discuss resources available to them. The student would still be considered a regular student and would receive financial aid during this advisory period.

Satisfactory Academic Progress Evaluation Points

Students must complete their entire program within 150% of the program length. The maximum time frame is determined by multiplying the student's program length in quarter credits by 150%. To meet satisfactory academic progress, students must earn the following cumulative GPAs and successfully complete the percentage of credits for which they have enrolled during the quarter:

Satisfactory Academic Progress Evaluation Points		
Evaluation Point	Minimum GPA	Minimum Completion Rate (CCR)
Every quarter through 25% and 1st Academic Year	1.25	55.00%
Every quarter 25.1% through 50%	1.50	60.00%
At 2nd Academic Year	2.00	66.67%
Every quarter after 2nd Academic Year through graduation	2.00	66.67%

Financial Aid Warning

Satisfactory Academic Progress–
Financial Aid Warning (SPW)

Students not achieving minimum standards at a required evaluation point (see chart) will be placed on Financial Aid Warning status (SPW). The student will be granted only one quarter of Warning status. They will be required to meet with the Education Department to make sure s/he understands satisfactory academic progress standards, and will sign an academic form confirming that they understand these standards.The student would receive financial aid during this period.

If the student meets the academic criteria at the end of the Warning quarter, s/he would re-establish satisfactory academic progress and be reinstated as a regular student. A student who continues to fall below the specified criteria will be placed on Probation. The student will be required to successfully appeal in order to maintain federal financial aid eligibility.

Satisfactory Academic Progress–
Financial Aid Probation (SPP)

If the academic problem is not corrected during the Warning quarter and the student successfully appeals, the student will be placed on Financial Aid Probation status (SPP). If the student corrects his or her academic problem during the Probation period, s/he would reestablish satisfactory academic progress and be reinstated as a regular student. The student would need to sign an academic plan that outlines how this student would bring their GPA and/or completion percentage up to the minimum standards. This academic plan could span more than one quarter. The student would continue to receive financial aid during this Probation period.

However, if the student is academically unsuccessful during the Probation period, s/he would be disenrolled from Academy College unless the student is meeting the conditions of their academic plan.

Satisfactory Academic Progress–Dismissal (STD)

Students not achieving minimum standards either cumulative GPA or completion rate, at a mandatory dismissal evaluation point will be dismissed from school.The student will be notified in writing of the dismissal.

Satisfactory Academic Progress–
Extended Enrollment (SPE)

In the event of dismissal, students may request in writing an Extended Enrollment Status for one quarter, which means that they may re-take courses at their own expense for one quarter to re-establish satisfactory academic progress. Courses taken while a student is in extended enrollment status will count as credits attempted. Students cannot exceed one and one-half times the program credits attempted in an extended enrollment status and receive the original academic credential for which he or she has enrolled. Students exceeding the maximum time frame may receive a certificate of completion.

If at the end of the extended enrollment quarter, students improve the cumulative GPA or meet the required percentage level of credits earned versus credits attempted, they may be reinstated by Academy College as a regular student and going forward will be eligible to receive federal financial aid. If students do not meet satisfactory academic progress during the extended enrollment period, they will be dismissed from Academy College.

During the Extended Enrollment period, students will be charged tuition, but they are not eligible for federal and/or state financial aid funds.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Appeal Procedure & Mitigating Circumstances

A student who disagrees with the application of the satisfactory progress standards or feels that there are mitigating circumstances to warrant the waiving of satisfactory standards may appeal in writing to the Director of Education. This appeal must be filed within two weeks after being placed on probation or dismissal.

An Appeals Committee will review the request and respond in writing. The decision of the Appeals Committee is final and may not be appealed further.

The Director of Education may waive satisfactory standards for circumstances of poor health, family crisis, or other significant occurrence outside the control of the student. Students must document and demonstrate that these circumstances had an adverse impact on their satisfactory progress in the academic program. No waivers will be provided for graduation requirements.

A student who is granted a waiver of Satisfactory Academy Progress (SAP) policy will sign a student advisory form stating the academic outcomes that must be met in order to remain in school. The student will be making SAP and will be eligible for financial aid as long as the conditions on the student advisory form are met. Enrollment of a student who fails to meet those conditions will be terminated.

Incomplete Grades

Students attending a minimum of 75% of a course may be assigned a grade of "I" from his/her instructor based on excused incomplete work that must be made up within two weeks of the course completion date. Students attending less than 75% of a course will receive a grade of "W" from his/her instructor.

The instructor will submit an Incomplete to the Director of Education only if there is a compelling reason such as documented hospitalization or family emergency, and the student agrees to complete the work within two (2) weeks after the course ends. If the incomplete work is not completed within this time frame, the grade will be changed from "I" to the grade earned in the course before the extension was granted. The course will then be calculated as a course attempted for purposes of determining satisfactory academic progress and cumulative GPA.

Course Drop

Students may officially drop a course if they give notice in writing to the college. If students elect to drop a course (based on the withdrawal notification date) after attending more than one (1) week of a class session, but less than 75% of the course, a "W" will be recorded on their transcript with no points earned and will be included in the Satisfactory Academic Progress (SAP) calculation. Students cannot drop a course if they have attended 75% or more of class based on the withdrawal notification date.

Program Withdrawal & Re-entry to School

For students who re-enter the same program after a voluntary withdrawal, all prior courses attempted will be used for SAP calculations.

For students who re-enroll in a different program after a voluntary withdrawal or a non-voluntary dismissal, prior earned credits that are required or can be applied to the new program will be included in the percentage of credits attempted and earned, and will apply to the max time frame allowed for program graduation. These courses will be included in the GPA calculation.

Leave of Absence

The administration may grant students a leave of absence. If granted, the student must comply with the leave of absence regulations. Standards of satisfactory academic progress will not be affected during an approved leave of absence. (see page 35, "Leave of Absence")

Course Repetitions

If students fail courses, they may make them up at their own expense. Students must earn a "D" or higher in a repeat course to meet program requirements. Both the original course and the repeated course will count as credits attempted in the calculation of successful course completion percentage and all grades will remain on the student's transcript.

Remedial Courses

Academy College does not offer remedial courses

Transfer of Credit and Test Out

Grades received from credits that are transferred into Academy College or tested out of Academy College are not computed in the GPA. These credits are used in the evaluation of a student's cumulative completion ratio.

Grade Appeals

Any student who wishes to appeal a grade earned during the previous quarter must:

1. Contact the instructor in writing to determine the basis for the grade within seven (7) days after grades are posted to student's gradebook.
2. If, after contacting the instructor, the issue is not resolved, the student may submit a letter to the Director of Education, detailing all facts, and include documentation (any graded coursework) within the next five day period.
3. The Director of Education will review both student and instructor paperwork and conclude the appeal. The Director of Education will communicate the decision in writing to both the student and instructor. The decision will be final.

Attendance & Misconduct Warnings

If students do not attend classes on a regular basis, they will meet with the Student Services/Education department to discuss ways to correct the problem and may be placed on a 30-day probationary period. If the problem continues during this period, students may be dismissed from Academy College.

If students do not conduct themselves within the bounds of acceptable behavior, academic performance, and appearance, they will meet with the Director of Education to discuss ways to correct the problem and may be placed on a 30-day probationary period. If the problem continues during this period, students may be dismissed from Academy College.

Program Change

All courses that apply toward the new program will be transferred and counted in the SAP calculations regardless of passing grades. (see page 32, "Program Change")

Multiple Degrees

All courses that have been successfully completed and can be applied to the new program are used in all SAP calculations. (see page 32, "Multiple Degrees")

Graduation Requirements

Students are eligible for graduation if they meet the following criteria:

1. Complete all required courses. All failed/incomplete courses must be retaken or completed with a passing grade of "D" or higher.
2. Complete at least 25% of their program courses at Academy College if they were transfer students.
3. Earn a cumulative grade point average (GPA) of 2.0 or higher.
4. Have completed no more credits than 150% of required credits for their program.
5. Meet financial obligations to Academy College.

Students are eligible for graduation from the Aircraft Dispatch program if they meet the following criteria:

1. Completed the program and pass the FAA Practical Exam.
2. If a student does not pass the FAA Exam, s/he may apply for retesting according to FAR Part (65.19):
   a. After 30 days after the date the applicant failed the test; OR
   b. Before the 30 days have expired if the applicant presents a signed statement from an airman holding the certificate and rating sought by the applicant, certifying that the airman has given the applicant additional instruction in each of the subjects failed and that the airman considers the applicant ready for testing.

Please note that if the applicant is using the Aircraft Dispatcher training course to meet FAA Exam requirements, s/he must apply for a dispatch license as per their dispatch course schedule FAR Part (65.57).

After completing the Aircraft Dispatcher training course, scheduling, retesting and licensing issues become the sole responsibility of the student.

Academy College does not guarantee that students will pass the FAA Practical Exam.

Graduation Process

During the quarter in which you expect to graduate, request a Graduation Request Form from the Career Center or Student Services. This form will be used to:

1. Enter your full name as you would like it to appear on your diploma.
2. Meet with the financial aid office for Federal and State loan exit counseling.
3. Meet with the Student Affairs Coordinator or Career Services Representative to discuss your résumé, cover letter, and career status.

After these activities are completed, upon approval you will receive a letter indicating your graduation status.

Classification of Students

Regular

Students who meet all admission requirements and complete courses for credit within the constraints of satisfactory academic progress are considered regular students.

Active

Students currently attending classes or on an approved leave of absence are considered active students.

Partial

Students taking courses for credit on a course-by-course basis are considered partial students. These students cannot receive financial aid funds and must take course prerequisites. The current tuition rate will apply.

Lifelong Learner

Academy College active students and graduates are provided with the opportunity to audit previously passed courses free of charge.

Learning for Life

High School Students enrolled under the Learning for Life program will be responsible to pay for any examination fees and textbooks required for completion of course.

Student Status Changes

Students who change their student status by…

- dropping or adding a class
- withdrawing from school
- switching from full time to half time or from half time to full time

…should do so officially either in person with the Student Services or Education department or in writing to Academy College, 1600 W. 82nd Street, Suite 100, Bloomington, Minnesota, 55431, ATTN: Student Status Change.

Course Drop/Add Policy

Students may officially drop or add a course by the end of the first week of the course session without penalty. The student must give official notice to the college in writing. The withdrawal date is the date the school receives the notice. Courses dropped by the end of the first week will not appear on the student's transcript and will not count towards any SAP calculation.

Dropping or adding a class may affect both tuition cost and financial aid eligibility. The student is responsible to initiate and follow through with the drop/add process.

Program Change

If a student wishes to change programs, a written request must be made through the Student Services/Education department. If a student is under 18 years of age, the request for a program change must be made by a parent or guardian.

The student must then meet with the Student Services/Education department to ensure that the student has met all entrance requirements for the new program and that the student understands the new program track. All grades the student earns at Academy College will be included on the transcript regardless of any program changes. All courses that apply toward the new program will be transferred and counted in the SAP calculations regardless of passing grades. The final GPA is dependent on final program completed. If all conditions are met, the student will be enrolled in the new program, and the financial aid office will establish a new financial aid plan. Students are allowed only two program changes.

Voluntary/Non-voluntary Withdrawal From School

If, for any reason a student wishes to discontinue his/her program, a written request should be made through the Student Services or Education department. When the student is under 18 years of age, request for withdrawal from school must be made by a parent or guardian. A refund calculation will be completed and all Title IV funds will be returned according to the college's refund policy within 45 days after the date of the college's determination that the student withdrew (see page 41, "Order of Return to Title IV and other Earned and Unearned Funds"). Any outstanding balance must be paid in full to the school. Each student receiving federal student loans must complete an exit interview with the Financial Aid Department as required by federal regulation.

Leave of Absence

The Director of Education may grant students a leave of absence. If granted, the student must request the approved "leave of absence" in writing through the Director of Education. The date the school receives this notice is the official withdrawal date. The following guideline applies to this procedure:

> *The student may take a leave of absence(s) from school for no more than a total of 180 days in any 12 month period. A leave of absence(s) may not exceed 180 days for any reason.*

The number of calendar days in a leave of absence are counted beginning with the first day of the student's initial leave of absence (the next scheduled day of attendance) through the day before the student is scheduled to return. This includes any school breaks.

A "12 month period" begins on the first day of the student's initial leave of absence through the first day the student is scheduled to return to school.

The student must pay the balance due in full to the school (if any) before a leave of absence will be granted.

All financial aid funds will be held by the institution during the leave of absence as required by federal regulations. Each student receiving federal student loans must complete an exit interview with the Financial Aid Department as required by federal regulations.

A student who does not return from an approved "leave of absence" will be considered (for Title IV purposes) withdrawn from the college. Academy College will consider this student not registered. A refund calculation will be completed and all Title IV and other fund sources will be returned according to the school's refund policy. Any outstanding balance must be paid in full to the school.

Multiple Degrees

Current students seeking a second Associate degree from Academy College must complete at least 24 additional credits of 2000 and above level technical courses over and above that required for the primary degree.

Current students seeking a second Bachelors degree from Academy College must complete at least 24 additional credits of 2000 and above level technical courses over and above that required for the primary degree.

The student must meet with the Director of Education to identify the specific additional course requirements and to ensure that the student understands his/her new track. Students must have completed at least half their primary degree. The student would complete their first degree, graduate, then re-enroll into a new program and successfully complete at least one additional class. All courses that have been successfully completed and can be applied to the new program are used in all SAP calculations.

Attendance Policy

Academy College expects students to attend class consistently. Absences can seriously limit a student's success in a course. If a student misses class(es), arrives late and/or leaves early, the instructor reserves the right to deduct points per class. There are no excused absences or class make-ups; however, as a professional courtesy to the instructor, the student should contact Student Services at 952.851.0066 to report an absence. Students may also email their instructor directly.

Students enrolling with Academy College are required to attend and participate in all classes for which they are registered. This applies to lecture, computer, and lab classes. Attendance requirements for Aircraft Dispatcher and Aviation Ground Principles are set out in their respective course syllabi. Late arrival or early departure from classes are not permitted and will be recorded as such and considered when determining absentee percentage.

While Academy College recognizes that students may, at times, be unable to attend class due to illness, personal emergencies, etc., such events will be counted as absences when determining whether the student has met the class attendance requirements.

Academy College will help the student devise a plan to increase attendance and to continue in pursuit of their academic goals.

Students who are not in attendance or in pursuit of their academic goals for 21 days will be dropped from the class.

Credit Transfer

Credit Transferred In

It is the responsibility of all incoming Academy College students to request and ensure all transcripts of previously attended institutions have been submitted to Academy College for credit transfer review. Please request that all transcripts be sent directly to Academy College, Attn: Director of Education. If you are uncertain of your previous institution's policy/requirements for the release of your official transcript, please contact them directly for additional guidance.

Students that attended institutions outside the United States must have their transcript(s) translated into English. The transcript(s) must be evaluated by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) and mailed directly to Academy College, Attn: Director of Education. Any evaluations received outside of this indicated format will not be considered for transfer to Academy College.

No credits will be transferred to your Academy College program unless you are a regular, current student and an evaluation of your official transcripts, which have been issued directly from the institution(s), has been performed.

College credits earned in aviation, business, accounting, computer technology, or general education courses at other institutions may be considered for transfer to Academy College's program based on grades achieved in the courses, subject to review by the Director of Education. No courses below college level or in which less than a "C" grade was earned will be considered for transfer. AV coded classes will be considered for transfer if completed through an institution of higher education with FAA authority to certify its graduates for an Airline Transport Pilot Certificate with reduced aeronautical experience. Students are required to provide an official transcript (which must be sent directly to Academy College from the past institution(s)) and may be asked to provide school catalogs and/or course syllabi from the previous institution(s) to assist in the evaluation of the courses and demonstrated competencies earned by the entirety of a student's program.

The maximum allowable transfer of credit into an Academy College AAS or BS program is 75% of the Academy College program credits. Credits must be transferred before the student starts school.

Students who previously attended Academy College, withdrew, and then returned to the same program will retain all earned grades on their transcript (including "W's"). These grades will be calculated in the GPA and apply towards their completion rate.

For students who previously attended Academy College, withdrew, and then return to a different program, the transcript will be reviewed by the Director of Education for course transfers ("D" and above) that meet the new program's criteria. The student may choose to accept the transfer of their courses. Any F, W and I grades for courses not required in the new program do not transfer and will not calculate in the new program GPA.

Credit transfer requests for courses conducted under an FAA approved syllabus as noted in this catalog are subject to the following considerations:

- Education and training earned in Private Pilot Ground will be considered for transfer based on grades achieved and/or FAA licenses and certificates. No course below a college level or in which a student earned less than a "C" grade will transfer.
- College credits earned in Instrument or Commercial Ground will be considered for transfer if completed through an institution of higher education with FAA authority to certify its graduates for an Airline Transport Pilot Certificate with reduced aeronautical experience. No course below a college level or in which a student earned less than a "C" grade will transfer.
- For credit transfer of Private Flight, the Director of Education will review and approve the credentials as per Federal Aviation Regulations.
- College credits earned in Instrument, Commercial or Multi-Engine Flight will be considered for transfer if completed through an institution of higher education with FAA authority to certify its graduates for an Airline Transport Pilot Certificate with reduced aeronautical experience.

All other courses conducted under an FAA approved syllabus as noted in the catalog must be taken at Academy College.

- These considerations are in force for evaluation for credit transfers based on college transcripts, log book entries, ground school certificates, or FAA certifications and ratings.
- The maximum credits assigned for a course are based on the credits for that course as listed in the current Academy College catalog and are assigned at the discretion of the Director of Education.

To earn a Degree from Academy College, the student must satisfactorily complete at least 25% of the selected program from Academy College's program course offerings. The maximum allowable credits to be transferred in is not to exceed 75% of the total program credits.

Depending on the number of credits the college accepts into the Bachelor Degree Program, it may take the student longer than two (2) years at Academy College to complete their Baccalaureate Degree.

Please note: These credit transfer limits do not apply to credits earned with Academy College affiliated institutions.

Post-Secondary Enrollment Options Program for High School Students

Academy College does accept Post Secondary Education Options (PSEO) transfer credits earned at other post-secondary institutions. Academy College will only accept courses that have a "C" or better grade and will be evaluated by the Director of Education to determine the appropriate area of transfer.

Advanced Placement (AP) Policies

Academy College encourages and applauds students who have chosen Advanced Placement (AP) courses as part of their high school curriculum. These courses are challenging and demanding, and we believe they provide excellent preparation for college study.

Submitting Your Scores

The easiest way to ensure that the Academy College receives your AP scores is to name us as a recipient when you sign up for exam(s). You can use this procedure even if you take the exam as a junior in high school; Academy College will keep your scores until your senior year. If you do not name Academy College as a recipient when you take your exam, just contact the College Board and request that scores be sent to Academy College Office of Admissions. When you are admitted to Academy College, you may be eligible for Academy College credit. To ensure that your AP scores match up with your Academy College academic record, be sure to identify your name and Social Security Number with the College Board in the exact same way you identify, or expect to identify, yourself on your Academy College application.

Academy College does accept Advanced Placement credits earned during high school. We will only accept AP credits that have a score of 3, 4, or 5 on the test. All AP credit courses will be evaluated by the Director of Education to determine the appropriate area of transfer. Advanced Placement credits are not included in the GPA or Satisfactory Academic Progress (SAP) calculation.

Credit Transferred Out

Credits earned at Academy College may transfer to other educational institutions. The criteria for credits to transfer is set by the receiving institution. Students should check with the registrar or counselor at that institution for specific credit transfer details.

Internship

Internships offer students valuable on-the-job and career networking experience. If students are interested in registering for an Internship, they must meet and discuss this option with the Education Coordinator or the Director of Education. It is the student's responsibility to seek an Internship, and submit required paperwork to the Education Coordinator or Director of Education during the course registration period. Students will earn a Pass/Fail grade for the Internship.

Test Out Policy

All Test Out (T/O) privileges for regular students should be identified at the student's initial registration.

However, if a student has enrolled in a course, and then discovers during the first week of class that s/he has mastery of the subject, the student may apply for a Test Out by the end of the first week of class. The Test Out application must be approved by the Director of Education. If the Test Out is approved, the Director of Education will arrange an examination. Test Out grades are not included in the GPA. Please note: Academy College does not offer Test Outs for all courses. General Education classes are exempt from Test Outs.

Students who are certified in specific courses (for example, A+, Network+) may submit the certification for supporting documentation along with the completed Test Out form to help in the approval process. Please note: Academy College does not accept certifications for course transfer credits.

Students will be expected to complete the Test Out exam by the second week of the term. The fee for the Test Out exam is $75.00 per credit and must be paid in full before the test is administered. If students achieve a 70% or greater grade on the exam, a T/O grade will be posted on their transcript. If students do not pass the test, they must remain in the course. The Test Out fee is non-refundable. Academy College strongly recommends that students requesting a Test Out check with the Financial Aid Office. A Test Out could affect a student's financial aid status.

Partial student enrollments are eligible for credit hours if the Test Out is a course that is following a completed Academy College Degree program in the same area of study. To receive credit hours, the Test Out must be taken concurrently with another course for credit to enhance the completion of the coinciding course.

Test Outs plus credit transfers cannot exceed 75% of a student's total program credit requirements.

Notes

Admission Information

Admissions Requirements & Procedures

Academy College accepts high school graduates, G.E.D. recipients, college graduates, and college level transfer students. Students should complete the enrollment procedures as far in advance of the desired starting date as possible. Verification of immunization history is required no later than 45 days after the start of the first day of class.

1. Students should plan a personal interview at the school to discuss their interests and to become fully acquainted with the courses offered. Information concerning financial assistance may also be obtained at this time. If you do not live within the Minneapolis/St. Paul area and cannot arrange a personal interview without hardship, please write or e-mail the school for special arrangements. Students enrolling in an online program may arrange a personal interview via phone. Academy College's e-mail address is: admissions@academy-college.edu.
2. Upon admission to Academy College, credits earned at a college or school accredited by one of the national or regional accreditation boards recognized by the U.S. Department of Education will be considered for transfer. Students that attended institutions outside the United States must have their transcript(s) translated into English. The transcript(s) must be evaluated by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) and mailed directly to Academy College, Attn: Director of Education. Any evaluations received outside of this indicated format will not be considered for transfer to Academy College. Grades must be "C" or higher to be acceptable for credit transfer. Credits must be transferred prior to the student's start date. A student who, by previous experience or study, has attained the knowledge required for a particular course, except for General Education courses, may receive credit for that course by passing an examination on the subject material (see page 35, "Test Out Policy"). Examination grades must be 70% or higher to be acceptable for credit.
3. The Admission Application form and Enrollment Agreement form must be completed, signed, and submitted along with the application fee prior to acceptance and enrollment in the school. The student is accepted and the Enrollment Agreement binding when signed by an authorized representative of Academy College. Any changes in the Enrollment Agreement will be binding on the student and Academy College only if such changes have been agreed to in writing (not orally) by an authorized Academy College official and by the student.

   The Enrollment Agreement and Academy College catalog constitute the agreement between the student and Academy College. Every assignee of the agreement is subject to all claims and defenses of the buyer of his/her successors in interest arising under the agreement. It is the policy of Academy College not to assign the agreement or any interest therein. One copy of the executed agreement will be returned to you.

   An Admissions Representative will schedule an interview for the student with the Financial Aid Office to discuss financing options.
4. All programs except Aircraft Dispatcher may have one or more courses offered online. All students must take the Distance Education Assessment prior to enrollment and pass prior to attendance. If a student fails the assessment, he or she must attend a coaching session with a Moodle Administrator. Upon successful completion of the session, the student will retake the assessment until he or she has successfully passed, allowing enrollment.
5. The school reserves the right to refuse admission to any student who does not have the academic ability to successfully complete his/her program at the school. Assessment criteria will include:
   a. High school diploma or G.E.D. recipient, and
   b. Academy College Entrance Exam or qualifying GPA, SAT, or ACT score.

   Academy College Orientation Exam Scores
   - Student scoring 60 percentile or above are allowed admission into Academy College
   - Students scoring below 59 percentile cannot enroll into the school.

SCORE	STATUS
60- 99 percentile	Regular enrollment
0-59 percentile	May not be enrolled

   Qualifying GPA, SAT, or ACT Scores
   - GPA: A score of 2.0 or higher from high school or a post secondary institution in which a degree or certificate was earned. You must provide a copy of your high school transcript.
   - SAT: A score of 1000 or higher. You must provide a copy of your SAT score report.
   - ACT: A score of 20 or higher. You must provide a copy of your ACT score report.
6. A student in an aviation Commercial Pilot program must meet the following in addition to the above assessment criteria:
   a. Be 17 years of age or older.
   b. Pass the appropriate FAA medical examination if applicable. Note: A Second Class Medical Certificate is required for enrollment into the Commercial or Professional Pilot programs. A First Class Medical Certificate is required for employment in the industry.
   c. Read, speak, and understand the English language.
   d. Be a least 18 years of age at the time of commercial pilot certification.
   e. Provide documentation depending on citizenship status
      - US Citizens must present one of the following: a current US passport or a government issued birth certificate and government issued ID.
      - Non-US Citizens must receive Transportation Security Administration (TSA) approval to receive flight training. Application is made online at https://flightschoolcandidates.gov/afsp2/. A processing fee is required along with fingerprinting at an approved site. The Aviation Coordinator or flight facility can aid the student in this process.
   f. Academy College must receive a copy of the student's First or Second Class Medical Certificate prior to the intended College start date. If this is not provided, the student will be given the option to transfer to the Aviation Business program, in which they will remain, until they have provided the appropriate Certificate to the College.
7. Federal Aviation Administration requirements for certification, licensing, or registration are described in each course and are based on Federal Aviation Regulations (FARs).
8. Students in the Aircraft Dispatch course must be 21 years of age or older and read, speak, and understand the English language.
9. All students in a public or private post-secondary educational institution must submit a statement that they have received appropriate immunization against measles, rubella, and mumps after having attained the age of 12 months, and against diphtheria and tetanus within ten years of first registration at the institution. This statement must indicate the month and year of each immunization given as required by MN Law (M.S. 135A.14). This law pertains to all students.
10. Academy College is committed to providing equitable access to learning opportunities for all students. We welcome qualified students with disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical) who meet the technical standards of the program, with or without reasonable accommodations. If you are an applicant with a disability who needs accommodations, please contact the Director of Education.
11. The school provides equal opportunities to all students without regard to race, color, creed, national origin, age, or sex.
12. When a student registers for a program at Academy College, s/he is provided with an Academy College catalog that provides a program outline for his/her program. It is the student's responsibility to select and register for courses, keeping prerequisites in mind, to complete his/her program. The following events may preclude completion of a program within the optimal schedule.
    a. Receiving Credit Transfers or Test Outs
    b. Receiving Grades of F, FA, or W
    c. Changing Programs (see page 43, "Program Changes")
    d. Course Selection/Registration Errors
13. Re-entry students will follow the same process/ procedures as new students.

Aircraft Dispatcher Course: Resident/Credit for Previous Experience

1. Students are encouraged to talk with one of our Admissions Representatives to discuss your career goals and skills that you have to offer the industry. If you have a strong interest in aviation, and possess communication skills, you will be invited to complete the Admission Application form and submit it with the application fee.
2. The Admission Application form and Enrollment Agreement must be completed, signed, and submitted prior to acceptance and enrollment in the school.
3. Students must present valid, government-issued ID showing age 21 or older and proof of high school/GED completion.
4. Upon admission to Academy College you will receive an acceptance letter and the starting date of your course, and be enrolled as a resident or correspondence student.
5. In Academy College's resident course, no advanced credit will be granted for prior training.
6. Academy College restricts the admission into the correspondence program to select number of candidates who can provide certifiable evidence of a background in accordance with FAA criteria.

To ensure that only experienced airline personnel or individuals with demonstrated aeronautical background are enrolled in the credit for previous experience course, the following minimum restrictions will apply:

1. Minimum age of 21
2. An applicant for Academy College Credit for Previous Experience course must present documentary evidence from paragraph b., satisfactory to the Aviation Coordinator, that (s)he has the experience prescribed in paragraph a:

   a. Minimum satisfactory experience for a total of at least 2 years in the 3 years prior to the date of the application is needed to apply for the Credit for Previous Experience course and/or hold a current private pilot certificate with instrument rating.

   b. Documentary evidence satisfactory to show compliance with the experience requirements in paragraph a. may include the following:
      - FAA certificates and ratings
      - Current résumé
      - Academic transcripts
      - Employment verification letter to include job duties and employment dates associated with those duties (or)

Meeting the requirements of paragraphs a. and b. above is no guarantee an applicant will qualify for the correspondence course. The requirements are minimums to apply for the course. The Aviation Coordinator will make final determination regarding acceptance and ensuring the applicant's experience is sufficient to qualify for the correspondence course.

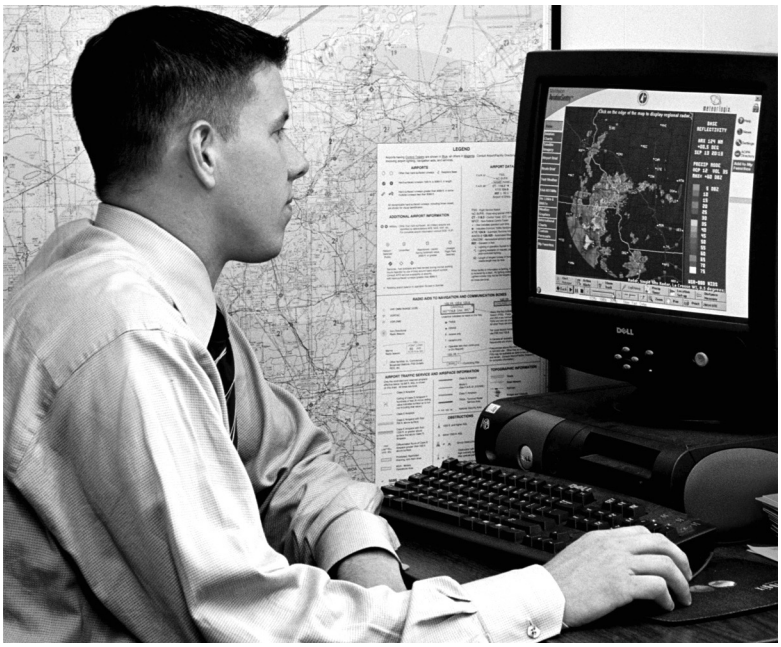
§ 65.57 Experience or training requirements. An applicant for an aircraft dispatcher certificate must present documentary evidence satisfactory to the Administrator that he or she has the experience prescribed in paragraph (b) of this section as follows: (a) A total of at least 2 years experience in the 3 years before the date of application, in any one or in any combination of the following areas: (1) In military aircraft operations as a – (i) Pilot; (ii) Flight navigator; or (iii) Meteorologist. (2) In aircraft operations conducted under part 121 of this chapter as – (i) An assistant in dispatching air carrier aircraft, under the direct supervision of a dispatcher certificated under this subpart; (ii) A pilot; (iii) A flight engineer, or (iv) A meteorologist. (3) In aircraft operations as – (i) An Air Traffic Controller; or (ii) A Flight Service Specialist. (4) In aircraft operations, performing other duties that the Administrator finds provide equivalent experience. (b) A statement of graduation issued or revalidated in accordance with § 65.70(b) of this part, showing that the person has successfully completed an approved aircraft dispatcher course.

FAA Licensure: Aircraft Dispatcher Course

In order to obtain an Aircraft Dispatcher license, the following is required:

1. Individuals that graduate between 21 and 23 years of age, and have passed the examination, are qualified to be an assistant dispatcher until they reach the age of 23. Once that person is 23, the dispatcher's license is issued if evidence of passing the examination is presented to the FAA.
2. Aircraft Dispatcher Training Course graduation certificate.
3. Successful completion of the FAA Knowledge Exam.
4. Aircraft Dispatcher Practical Exam by FAA Designated Examiner.
   a. Application for an Airman Certificate and/or Rating.
   b. Program tracking and reporting subsystem data sheet.
   c. Temporary Airman Certificate.

   Practical: The FAA Practical Exam is not a part of the Aircraft Dispatcher FAA approved syllabus, but the exam is scheduled within the time frame of each course by Academy College with the FAA designated examiner for the convenience of the students.



Financial Information

Tuition & Fees

See catalog addendum, "Tuition & Fees."

Refund Policy *Buyer's Right to Cancel*

1. Students who fail to return books in a like-new condition within ten (10) business days following cancellation will not receive any refund on books returned.
2. Any student, discharged for cause, will be terminated in accordance with the refund policy as herein contained and in the same manner as a voluntary withdrawal or dismissal.
3. Students who withdraw from the school during any session should submit a written notice to Academy College. For students who do not officially withdraw, Academy College will determine the student's withdrawal date within 14 calendar days of non-attendance, one week of a quarter start if not registered, the end of the current academic year, or the end of their program, whichever is earlier.
4. The school will notify students in writing of their acceptance or rejection. In the event that a student is not accepted by the school, all tuition, fees, and other charges will be refunded.
5. Notwithstanding anything to the contrary, all tuition, fees, and other charges paid shall be refunded to students if written notice of cancellation is given within five (5) business days after the day on which the student application is accepted by the school, regardless of whether or not the program has started.
6. If written notice of cancellation is given after the fifth business day after student's application is accepted by the school, but before the first lesson has been serviced by the school, all tuition, fees and charges shall be refunded except 15% of the total cost of the program not to exceed $50.00.
7. Academy College shall give written acknowledgement of any notice of cancellation with ten (10) business days after the receipt of such notice, and shall within thirty (30) days after receipt of such notice, refund to the student any amount due and arrange for termination of the student's obligation to pay any sum in excess of that due under the cancellation and refund policy.
8. If written notice of cancellation is given after the first lesson is completed, but before completion of 75% of the period of instruction, based on the withdrawal date, the amount charged for tuition and fees shall be the prorated portion of tuition, fees, and all other charges plus 25% of the total program cost not to exceed $100.00. After completion of 75% of the period of instruction, based on the withdrawal date, there will be no refund and the total cost of the course will be charged.
9. The refund policy is not linked to any student conduct policy and if any promissory instrument is used it will not be negotiated prior to completion of 50% of the program.
10. The date of application acceptance shall be the date of notice of acceptance, or the postmark date if mailed by letter. The date of cancellation shall be the date the letter of cancellation is postmarked (if applicable) or the date notice is received at the school. Notice shall be given to the school office which is located at 1600 W. 82nd Street, Suite 100, Bloomington MN, 55431.
11. The current catalog constitutes the entire agreement between the student (their parent or guardian) and the school. This agreement becomes a legally binding instrument upon written acceptance of the student by the school unless canceled as per item #7 under the Buyer's Right to Cancel Policy.

Veterans Refund

Veterans and other eligible persons will be refunded according to Sec. 1776, title 38, U.S. Code which states that advanced payment of tuition, fees, and other charges will be refunded on a prorated basis computed to the date of discontinuance of training. In addition, the school may retain a $10.00 registration fee.

Financial Assistance

Academy College recognizes that many students will need financial assistance. All students who plan to attend will have the opportunity to schedule a personal interview with the Financial Aid Office to discuss and complete financial assistance applications.

The student is responsible for the full amount of tuition and fees charged by Academy College. However, if the student is eligible and has been approved for financial assistance and/or scholarship through a financial assistance program approved by Academy College, the student may defer, at the option of Academy College, that portion of their tuition equal to the certified aid amount. If for some reason the student's financial assistance is not received by its anticipated due date, he/she will be required to pay the amount due on their account immediately.

The following programs are available to students:

Grants

These grants are available to undergraduate students on the basis of established need. Application is made using the Free Application for Federal Student Aid (FAFSA).

Minnesota State Grant Program
Available to Minnesota residents; the dollar amount changes annually.

Pell Grant Program (Federal)
Available to half-time and full-time undergraduate students; the maximum dollar amount changes annually.

Federal Student Educational Opportunities Grant (FSEOG)
Available to undergraduate students who exhibit extreme financial need.

MN Child Care Grant Program
Available, by separate application, to those students with documented child care costs for dependents who are 12 years of age or younger.

MN GI Bill
Available, by separate application, to eligible MN Veterans and eligible Minnesota dependant children and spouses of veterans.

MN Indian Scholarship
Available, by separate application, to eligible MN residents who are one-fourth or more American Indian ancestry.

Other Grants

Indian Scholarship
Application is made and dollar amount determined by each tribe that participates in the program.

Vocational Rehabilitation
Available through Minnesota Department of Economic Security. Grants provided to cover costs associated with disability.

Loans (must be repaid)

If students need additional financial aid, they may be eligible to apply for any of these loans. Some loan amounts are determined on basis of established need.

Federal Subsidized Stafford Loan Program:
Repayment begins six months after graduation or student drops below half-time.

Federal Unsubsidized Stafford Loan Program:
Interest payments are optional while student is in school. Repayment begins six months after graduation or student drops below half-time.

Federal PLUS Loan:
Parent Loan Program (dependent students only). Interest payments are optional while student is in school. Principal and interest payments begin approximately seven months after student starts school or can be deferred until student graduates or drops below half-time

SELF Loan:
Through the state of Minnesota, requires credit worthy co-signer. Interest must be paid while student is in school. Principal and interest repayment begins twelve months after graduation or the student drops below half-time.

Sallie Mae Smart Option Student Loan:
Credit based loan. It may be used to supplement other forms of financial assistance. Various repayment options including deferment are available while enrolled at least half-time. Repayment begins six months after a student's withdrawal or drop below half-time.

Veterans Educational Assistance Programs

Every program offered at Academy College is approved for the GI Bill® and the Veterans Rehabilitation Program. Veterans benefits depend upon the time and period of military service.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government website at www.benefits.va.gov/gibill

Other Military Programs

Go to: www.goarmyed.com
- Federal Tuition Assistance
- Army National Guard, Tuition Assistance

Work Study

There are two types of work study programs. These programs are available to students who meet eligibility requirements based on financial need, which his or her cost of attendance must be greater than his or her expected family contribution.

Eligibility requirements:

Federal Work Study Program
- US Citizen or permanent resident
- High school diploma
- Satisfactory academic progress
- Not in default on any federal student loans including Perkins loans
- No grant overpayments owed
- Valid social security number
- Must be registered with selective service if male and born after 1960

Minnesota State Work Study Program
- US Citizen or permanent resident
- Minnesota resident
- Enrolled a minimum of 6 credits per term
- Satisfactory Academic Progress
- Not in default on any federal student loans including Perkins loan
- Attending a Minnesota school
- Program leads to degree, certificate or diploma
- Not receiving reciprocity benefits to attend a Minnesota school

Any student interested in Work Study should contact the financial aid department.

Other Programs Available

- Job Training Partnership Act (JTPA)
- Department of Employment and Economic Development (DEED)
- Part-time employment assistance
- HIRED
- Trade Adjustment Assistance (TAA) & Various Tribal Grants
- Workforce Investment ACT (WIA)

Payments

Payments received on the first business day following the date due and every 30 days until paid in full will be charged a late fee.

Default And Collection

If the student defaults on their scheduled payments, Academy College and/or its collection agent may disclose the fact that they have defaulted, along with other relevant information, to credit reporting organizations. The student will pay all attorney's fees and other collection costs and charges necessary for the collection of their amount not paid when due. If a collection agency subject to the Fair Debt Collection Practices Act is used, the student will pay all collection costs and service charges. The student waives their right to privacy with regard to the disclosure of any and all information to any party, organization, business or entity in an effort to collect any debt owed under this agreement.

Application Procedures and Forms

All need-based programs and Federal unsubsidized loan programs including PLUS loans mentioned previously require a valid student aid report on file. Students must fill out the Free Application for Federal Student Aid (FAFSA).

The FAFSA is processed by the United States Department of Education and each student's eligibility is determined using the Expected Family Contribution (EFC).

For all Title IV (Federal) grants and loans, only the FAFSA is used to determine eligibility.

These programs require U.S. Citizenship or Permanent resident status. Verification documents, such as a Federal Tax Return Transcript, W-2s, certificate of naturalization, and/or a permanent resident card may be requested by the Financial Aid Department.

In addition to the FAFSA, students (and/or their parents if dependent) will complete the Academy College Financial Aid Application and other applications as needed. For Loan Programs–Master Promissory Note. For Federal or State Work Study Programs–employment application. Students eligible for MN State Grant must provide copies of all post-secondary transcripts for evaluation. The MN State Grant Program is not available to students who have attempted more than four years of full-time college or equivalent.

With the FSEOG program, students are selected each quarter based upon established unmet need for that quarter. Academy College's FIRST SELECTION GROUP will be those students who are eligible for Pell. At quarter end, if funds are remaining, Academy College will award to students with the lowest EFCs who are not eligible for the Federal Pell Grant until remaining funds are expended.

Disbursement of Funds

All Federal and State financial aid funds (loans and grants) are disbursed quarterly. Federal Pell, MN State and Federal loans are disbursed between 10 days prior to 30 days after the first day of the quarter and is based on credits registered for at that time.

FSEOG funds, determined per criteria above and disbursed before, on, or at the midpoint of the quarter.

SELF loan and Sallie Mae Loan funds are received by Academy College via EFT and are posted to the student's account in full or in multiple payments. The student is notified by mail.

Entrance/Exit Counseling

Students who apply for Federal loans for the first time must attend entrance counseling before starting school and all students must attend exit counseling each time before dropping below half- time, leaving school, or graduating. At both counseling sessions students are given information on loan repayment, deferments, and the consequences of default. In addition, at exit counseling, students are given information about the National Student Loan Data System (NSLDS) and which entities have access to the reported enrollment and loan data.

Financial Aid Eligibility

Students who qualify for aid can receive assistance when enrolled and making satisfactory progress in their program. Students are deemed to be in good standing and making satisfactory progress while on any of the probation statuses if they are meeting the terms, except extended enrollment (see page 33, "Satisfactory Academic Progress–Extended Enrollment (SPE)"). Students are not eligible if they are in default or owe a refund on any Title IV Grant.

For purposes of financial aid determination, the student's situation is defined by credits enrolled in per quarter as follows:

	FEDERAL	STATE
Full-Time	12 Credits	15 Credits
Three-Quarter	9 Credits	9 Credits
Half-Time	6 Credits	6 Credits

Grade Level

Grade level is a term used for financial aid purposes to determine second, third, and fourth year loan eligibility for students who are in degree granting programs only.

Bachelor degrees:

Students should consider themselves advanced beyond grade level one into grade level two upon successful completion of a minimum of 36 credits and 25% of the total program credits; grade level three, a minimum of 72 credits and 50% of total program credits; grade level four, a minimum of 108 credits and 75% of total program credits.

Associate of Applied Science degrees:

Students should consider themselves advanced beyond grade level one into grade level two upon successful completion of a minimum of 36 quarter credits and 50% of the total program credits.

Withdrawal from Course

If a student withdraws from a course or courses within the first week of class, tuition will not be charged or will be credited, the course will be deleted from the record, and any financial aid paid for the course would be considered an overaward and would be refunded accordingly. Student payments received for that course could be applied to the next quarter's tuition or returned to the student if total account balance is a credit.

Determination of Withdrawal Date from School

Academy College has a fair and equitable refund policy. If a student does not register for the period of enrollment, students will not be charged tuition. Financial aid will not be applied for the same period.

Tuition calculation purposes:

Students who give official notice to the college, in writing or orally, the determination of withdrawal date is the date the school received the notice.

For students who are absent without contact for 14 consecutive days, the college will determine whether the student will be withdrawn. The determination date is the 14th day from the last date of attendance. After 21 days the student will be withdrawn.

Title IV refund purposes:

For students who give official notice to the college, in writing or orally, the determination date is the date the school received the notice.

For students who do not officially withdraw from the college, the determination date is the date the school determines the student is withdrawn. For all students, the withdrawn date is the last day of attendance.

Calculation of the Amount of Title Iv Earned by the Student

The amount of Title IV grant or loan assistance that is earned by the student is calculated by determining the percentage of Title IV grant or loan assistance that has been earned by the student.

This percentage is applied to the total amount of Title IV grant or loan assistance that was disbursed (and that could have been disbursed) to the student, or on the student's behalf, for the payment period. Any funds that could have been disbursed will be identified by type and amount of Title IV funds that may make up a post-withdrawal disbursement.

If the student is owed a post-withdrawal disbursement of grant funds, those funds will be applied to the student's account. If the student is owed a post-withdrawal disbursement of loan funds and outstanding charges exist on the student's account, the student (or parent if PLUS) will be contacted within 30 days with options. For all students, the percentage of Title IV grant or loan assistance that has been earned by the student is based on the last day of attendance; if this date occurs on or before completion of 60 percent of the payment period. If the student's withdrawal date occurs after completion more than 60 percent of the payment period, 100 percent will be earned.

The unearned amount of Title IV assistance to be returned is calculated by subtracting the amount of Title IV assistance earned by the student from the amount of Title IV aid that was disbursed to the student as of the date of the institution's determination that the student withdrew.

Return of Unearned Aid, Responsibility of the College

The college must return, in the Order of Return of Title IV Funds, the lesser of:

- The total amount of unearned Title IV assistance to be returned as calculated; or
- An amount equal to the total institution charges incurred by the student for the payment period multiplied by the percentage of Title IV grant or loan assistance that has not been earned by the student.

"Institutional charges" are tuition, books, fees, room and board (if the student contracts with the college for the room and board) and other educationally-related expenses assessed by the college.

Return of Unearned Aid, Responsibility of the Student

After the college has allocated the unearned funds for which it is responsible, the student must return assistance for which the student is responsible. The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the college is required to return from the total amount of unearned Title IV assistance to be returned. The student (or parent in the case of funds due to a PLUS loan) must return or repay, as appropriate, to:

- Any Title IV loan program in accordance with the terms of the loan; and
- Any Title IV grant program as an overpayment of the grant; however, a student is not required to return 50 percent of the grant assistance that was disbursed (or could have been disbursed) for the payment period .

A student who owes an overpayment on a Title IV grant remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the college sends a notification to the student of the overpayment, or 45 days from the date the college was required to notify the student of the overpayment if, during those 45 days the student:

1. Repays the overpayment in full to the college; or
2. Enters into a repayment agreement with the college in accordance with repayment arrangements satisfactory to the college; or
3. Signs a repayment agreement through Department of Education. which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the college's determination that the student withdrew, a school must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the college.

A student who owes an overpayment is ineligible for Title IV, HEA program funds:

- If the student does not meet the requirements on the day following the 45-day period; or
- As of the date the student fails to meet the terms of the repayment agreement with the school or the Secretary entered into in accordance of this section.

A student who is ineligible regains eligibility if the student and the Department of Education enter into a repayment agreement.

Order of Return to Title IV and other Earned and Unearned Funds

Funds returned by the college or the student, as appropriate, in accordance with the college's Refund Policy, will be credited to outstanding balances for the payment period or period of enrollment for which a return of funds is required or requested in the following order:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Unsubsidized Federal Direct Stafford loans
4. Subsidized Federal Direct Stafford loans
5. Federal Perkins loans
6. Federal PLUS loans
7. Federal Direct PLUS loans
8. Federal Pell Grant
9. Federal SEOG Program
10. Other assistance under programs Title IV
11. To repay required refunds of other Federal, State, private or institutional student financial assistance received by the student.
12. To the student

Timeframe for the Return of Title Iv Funds

The college will return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the college's determination that the student withdrew.

The college will determine the withdrawal date for a student who withdraws during a session without providing notification to the college no later than 14 days of non-attendance.

Non-Federal Refund Policy

Refunds for state aid programs and non-state aid programs are calculated on a proportional basis using the state mandated or institutional refund policy. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other State Aid Programs (with the exception of the State Work Study Program), the Minnesota Office of Higher Education Refund Calculation Worksheet, Appendix 13a, of the Minnesota State Grant manual is used.

Scholarships

Sherm Booen Legacy Scholarship

Academy College established this scholarship program to honor and continue the legacy of a great Minnesota aviator, Sherm Booen; and to provide a financial assistance to students studying to become professional pilots at Academy College.

One $10,000 scholarship will be awarded to one person each year, selected by the Academy College Scholarship Committee.

This scholarship is renewable for each grade level of the program for a maximum of $20,000 for ACP/ACPR and $40,000 for BSAV/BSAVR. Subsequent awards require a minimum 3.0 GPA.

Eligility:

1. Eligible for enrollment in the qualifying programs.
2. Complete a 1,000 word (min.) essay.
3. Demonstrate community involvement.
4. Provide two letters of recommendation.

Application deadline: May 31st of each year

Military Tuition Program

The Academy College Military Tuition Program provides military members and their immediate families a scholarship in the form of a 10% tuition discount. Once eligibility is verified, students will be awarded the discount moving forward from the current term of enrollment. Discounts will not be applied for students eligible for the Post-911 GI Bill® at 100% or the Veterans Rehabilitation Program.

Tuition Discount Alliance Program

In an effort to continuously expand upon the Academy College community commitment, we are pleased to offer the Tuition Discount Alliance Program to students associated with our Partner community businesses and organizations. This Alliance Program, which provides a twenty percent tuition discount to participant employees and their immediate family, allows members of the local community an opportunity to promote high quality, in-demand education programs that will continue to benefit the community at large.

To be eligible, a student must:

1. Be currently associated with an Alliance Partner
2. Be currently enrolled in a degree program
3. Complete the Tuition Discount Alliance Program Application
4. Complete the Tuition Discount Alliance Program Quarterly Confirmation Form at the end of each quarter

Student Services

Career Services

The Career Services office contains career planning materials including occupational specialties, employment forecasts, résumé preparation, networking skills, and interview and follow-up techniques.

Academy College aids students in finding part-time and full-time employment. We encourage and assist our students in locating career-related jobs while attending school.

Students may also register for an Internship to gain valuable on-the-job experience. Students will develop job searching and résumé writing skills in their program core courses.

After completing these courses, students may then request that the Career Services Department evaluate their employment potential. Employment references, employment history, educational background, and other pertinent data are assembled so that the Career Services Coordinator can help students find the best possible positions.

Academy College agrees to provide active students and Academy College graduates the full benefit and cooperation of its career services department. Students have the opportunity to attend Professional Development Lab, which is a free service offered to all active and graduate Academy College students to aid in the acquisition of related employment. Completion of an Academy College program does not guarantee employment or successful passing of industry related exams.

Many companies complete background checks prior to hiring candidates. Incidences reported on background checks may impair one's ability to be hired in a variety of industries.

Students agree to provide notices of job acceptance and salary data, and give Academy College the right to use their names and/or photographs in any of the school's advertising. In addition, students agree to provide notice of professional examinations taken (CPA, MCP, FAA, CMA, etc) and certifications (including Microsoft) received.

Advisement Services

Advice is available to students in a wide variety of areas related to academics and career planning. In the academic area, assistance is provided in planning programs and selecting courses. Advisory sessions are held with students with special needs at the beginning of their program at their request, to address reasonable accommodations in the classroom, and a plan for success. Confidential personal advisement that is within the skill level of the staff is provided. When necessary, referrals for professional counseling services are identified for the student by Academy College.

Academy College is committed to providing equitable access to learning opportunities for all students. We welcome qualified students with disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical) who meet the technical standards of the program, with or without reasonable accomodations. If you are an applicant with a disability who needs accommodations, please contact the Director of Education.

Authorized Testing Center

Academy College is an Authorized Testing Center that administers professional certification exams for a variety of industries. Testing Center authorization includes:

- FAA Proctored Internet Testing Center
- LaserGrade/PSI Computer Testing Center
- Pearson VUE Testing Center

Distance Education

Students who have been successfully admitted to Academy College and meet all entrance requirements will have the opportunity to utilize a web-based supported platform to complete courses online. The learning management software we currently use is Moodle, which offers students the flexibility and convenience of taking courses to complete a Bachelor of Science Degree in Business Administration and/or individual courses in all degree programs in a location and time that is appropriate for them. The online courses will be delivered asynchronously utilizing the many features afforded in the online environment such as email, discussion boards, chat rooms, and interactive web-based tools.

All students except Aircraft Dispatcher must pass the Distance Education Assessment prior to enrollment. In addition, students will be required to participate in an online orientation session upon registration of their first online course.

A student may access their online course with an internet connection from any computer. Each computer or mobile device used to access the learning management software must be equipped with:

- Dedicated or Broadband internet connection
- Current version of any of the following web browsers:
  - Mozilla Firefox
  - Google Chrome
  - Apple Safari
  - Microsoft Edge or Internet Explorer
- Current version of Oracle Java
- Microsoft Office 365 to view documents (free for active students)
- Adobe Acrobat for viewing .PDF files

Other web browsers may be compatible with Moodle but may limit functionality with content in the courses. Add-ons installed, such as content blockers or download managers, could cause problems and may need to be disabled or removed if there are problems logging into or displaying pages.

General Information

Academic Freedom Policy

The mission of Academy College is to provide our students with the highest quality of education. In that academic freedom is central to that goal, faculty members are entitled to freedom in their classrooms in discussing their subjects and determining the manner in which it is taught without harassment, surveillance, or unreasonable restriction on part of the administration.

Accreditation

Academy College is accredited by the Accrediting Commission of Career Schools and Colleges to award Bachelor of Science Degrees and Associate Degrees. The Accrediting Commission of Career Schools and Colleges is listed as a nationally recognized accrediting agency by the U.S. Department of Education and is recognized by the Council for Higher Education Accreditation. College of Business, College of Aviation, and College of Computer Technology are divisions of Academy College.

Approvals

Academy College is approved by the Minnesota State Approving Agency for Veterans Educational benefits. It is also approved by the State of Minnesota for education under the Vocational Rehabilitation Education program and is approved by the FAA under FAR Part 141.

Association Memberships

Academy College is a member of Minnesota Career College Association (MCCA) and the Association of Private Sector Colleges & Universities (APSCU).

Campus Security Policy & Crime Report Statistics

See catalog addendum, "Annual Security Report," or http://www.academycollege.edu/resources/student-services

Campus Visitation Policy

Academy College welcomes and encourages visits by individuals who desire to become informed regarding our educational programs. Acceptable reasons for such visits include tours, observation of various classrooms, participation in special events and conferring with faculty and staff. The visits should have legitimate purpose and not interfere with course instruction.

Visitors are welcomed during normal business hours and must be accompanied by an Academy College Representative. All Non-Academy College individuals must check in at the front desk upon arrival and departure. Our classrooms, laboratories, library and student lounge areas are reserved for student and faculty use only.

Academy College reserves the right to request non-accompanied visitors to leave the specified areas.

This policy ensures safety and minimizes interruption to instruction, allowing Academy College students the opportunity to effectively utilize lab and classroom space as they work towards academic success.

Conduct

In order to foster a supportive, productive, and safe learning environment, Academy College has adopted a Code of Conduct that sets forth the boundaries of acceptable behavior on the part of each student. Each student bears the responsibility for his/her own behavior. Violations of this code will result in disciplinary action. Types of disciplinary actions include reduction in a grade for a specific exam or assignment, warning, probation, removal from a class, and dismissal. These actions may be imposed alone or in combination.

The following lists include, but are not limited to, various types of violations that may result in disciplinary action.

Academic Misconduct

1. Cheating
   a. Using unauthorized sources or technological devices to answer exam questions
   b. Copying another student's answers, with or without that student's knowledge
   c. Collaborating with others on an assignment or an exam when not authorized
   d. Providing or using answers of another for an assignment or an exam
   e. Submitting work completed by another student under own name
   f. Taking or completing work in another a student's name
   g. Falsifying lab sheets
2. Plagiarism
   a. Representing another's work product, in whole or in part, as one's own
   b. Paraphrasing another's work
   c. Not properly attributing another's authorship or the proper source
3. Using copyrighted material without proper permission
4. Misrepresenting or falsifying data
5. Submitting the same work product in more than one course
6. Procuring and/or distributing an exam to others before it has been administered
7. Aiding or abetting another student in any of the above actions

Disruptive and/or Dangerous Conduct

1. Using cell phones in the classrooms or the library
2. Engaging in conversation that is not subject relevant during class periods
3. Engaging in any activity that interferes or impedes an instructor in conducting class sessions
4. Being disrespectful of the instructor or other students
5. Storing or possessing dangerous weapons , devices, and substances including but not limited to firearms, ammunition, knives, and fireworks
6. Stalking, harassing, threatening, or bullying faculty, staff or other students

Other Impermissible Conduct

1. Violating Academy College's dress code
2. Violating Academy College's Internet and E-mail usage policies
3. Engaging in an activity, on campus grounds, that is illegal under state or federal law

Copyright Policy

Academy College respects the ownership rights of intellectual property in all of it various mediums, including digital and print, by adhering to the Copyright Law of the United States (17 U.S.C.). Academy College requires all faculty members, staff and students to comply with all applicable copyright laws.

Copyright Law

The Copyright Law provides owners with exclusive rights including the right to reproduce their work; use their work as a basis for a derivative work; electronically distribute or publish copies; publically perform a work such as a play; and, publicly display an image including on a computer screen. Copyright law applies not only to the reproduction of protected material, but also its use in the classroom setting, whether it is face to face, such as in an on campus classroom, or online.

Under the provisions of 17 U.S.C §102(a) the types of protected works include, but are not limited to

1. literary works;
2. musical works, including any accompanying words;
3. dramatic works, including any accompanying music;
4. pantomimes and choreographic works;
5. pictorial, graphic, and sculptural works;
6. motion pictures and other audiovisual works;
7. sound recordings; and
8 architectural works.

Under federal law, a copyright owner can be awarded actual damages, the infringers' profits, attorneys' fees, and court costs or opt for an award of statutory damages, which can be as high as $150,000. Willful infringement can result in criminal fines up to $250,000 and incarceration up to five years. A permanent injunction can be issued to enjoin all infringing acts. The infringing reproductions as well the equipment used can be impounded and destroyed. Liability still can attach to an individual even if the reproductions are produced by a commercial copy shop.

To aid in the understanding of what works may be reproduced a three step analysis should be used to determine if the work is exempt from copyright protection, if not exempt has the term of protection expired, and if does its use constitutes "fair use."

1. The first step is to determine if the work is available for copyright protection. The lack of a copyright notice does not mean that a work is not copyright protected. This has been optional for works published after March 1, 1989. Even unpublished works may have copyright protection.

   Under the provisions of 17 U.S.C. §102 (b) copyright protection is not afforded to ideas, procedures, processes, systems, methods of operation, concepts, principles or discoveries. Although not specifically addressed in the statute, descriptions, explanations, or illustrations of these can be copyrighted.

   The following categories of works are also are not generally available for copyright protection:

   a. Facts
   b. Freeware (not Shareware)
   c. Works that have not been fixed in a tangible form of expression (e.g. sometime improvised)
   d. Titles, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents;

e. Works consisting entirely of information that is common property and containing no original authorship; and

f. U.S. government publications.

2. Copyright protection extends for a set period of time although renewal is available. Upon copyright expiration, a work becomes part of the public domain and can be reproduced without restriction. The table below is a modified listing of works that are in the public domain as of 2011. For a more complete listing of copyright limits see the librarian. (see WORKS IN THE PUBLIC DOMAIN table on following page)

WORKS IN THE PUBLIC DOMAIN	
Registered or First Published in U.S.	
Before 1923	N/A
1923 -1927	Published without copyright notice
1928 – March 1, 1989	Published without copyright notice and without subsequent registration within 5 years
1923 - 1963	Published with notice but copyright not renewed
First Published Outside U.S. by Foreign Nationals or U.S. Citizens Living Abroad	
Before 1923	N/A
1923 - 1977	Published in compliance of source country and in public domain of that country as of January 1, 1996 but not in compliance with U.S. requirements
Published after 1978	Published without copyright notice and in public domain of country where first published`
Never Registered / Never Published	
Unpublished	If author died before 1941
Anonymous and pseudonymous works and those with corporate authors OR unpublished and author's date of death is unknown	If work created before 1891
Sound Recordings Published in United States	
February 15. 1972 - 1978	Published without notice
1978 – March 1, 1989	Published without notice and without subsequent registration

3. Even if a work is not exempt and not in the public domain, reproductions may be made if they qualify under the "fair use" provisions of the Copyright Act, Title 17 U.S.C. §107. "Fair use" is a four factor balancing test. The statutory provisions are reprinted as follows:

§ 107. Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include—

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes

FAIR USE:

a. Non-profit Educational Use Personal Use

CAN TILT EITHER WAY

a. Criticism

b. Commentary

c. News reporting

d. Teaching (multipe copies distributed in classroom setting)

e. Scholarship

f. Research

NOT FAIR USE

a. For-profit educational use

b. Commercial use

2. the nature of the copyrighted work

FAIR USE:

a. Fact based

b. Not fiction

CAN TILT EITHER WAY

a. Both creative and factual

NOT FAIR USE

a. Creative work

b. Fiction

3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole

FAIR USE:

a. Small amount and portion is not an essential component of the entire work

b. Amount is for educational purposes

NOT FAIR USE

a. More than small amount

b. Portion is essential to or is the heart of entire work

4. the effect of the use upon the potential market for or value of the copyrighted work.

FAIR USE:

a. No or little economic impact for copyright holder if use was widespread

b. One or few copies made

c. Transitory in nature (e.g.one class session and not repeated from term to term)

d. No licensing provisions

e. Limited access (e.g. to students registered in class or password protected access to online class)

CAN TILT EITHER WAY

a. Original work is out of print

b. Copyright holder is unindentifiable

NOT FAIR USE

a. Economic impact for copyright holder if use was widespread (loss of potential sales)

b. Avoids royalty payments

c. Affordable permission is available

d. Placed on a public forum repeatedly or for long term use

e. Licensing is easily available

f. Material was meant to be consumable such as workbooks and test forms

Unfortunately there are no clear standards for this test. There has been debate whether all the factors have equal weight or if the last factor weighs more heavily. Only the courts will be able to determine if a particular use constitutes fair use.

For profit educational institutions only have three out of four factors that can possibly weigh in favor of "fair use." Using the table that follows, if three of the factors favor fair use it is more likely that it is "fair use." If only two of the factors favor "fair use" then it is questionable. When questionable, then it the copyright holder's permission should be sought. It is the responsibility of the instructor to obtain permission from the copyright holder.

Distance Education

The "fair use" analysis is also to be used in distance education courses. Exemptions provided for in the Technology, Education and Copyright Harmonization Act (TEACH) applies only to non-profit educational institutions. However it is useful to note that the American Library Association developed TEACH guidelines by which instructors may use copyright protected material without the holder's permission. Briefly summarized, course instructors and the institutions must limit access to copyrighted material by limiting it to students enrolled in the class and that the material only is made available for the length of time required to complete the class session or course. In addition there must be measures to prevent the copying and redistribution of protected works and that a warning must be attached to the material indicating that copying and redistributing these materials can constitute a violation of the copyright law. When TEACH was enacted, it was envisioned that exempted material would not to be available for the entire course term. Rather it would be transitory and limited to a class session similar to a class session on campus meaning that it would not be viewable for the entire term.

In Academy College's distance education courses, only protected material that meets the 'fair use" standard may be uploaded otherwise the copyright holder's permission is required. In order that it may be considered transitory in nature, this material may be only accessible to students enrolled in the class and be viewable only for a limited amount of time preferably for no longer than one week. Any such material must be in a format that does not only allow students to download a copy. Any protected material must include the posting of a copyright notice.

Library Use

For profit schools are not allowed the exemptions afforded to the libraries of non-profit education institutions. The library reserves the right to refuse to add to its collection or to place on reserve any material it feels may be in violation of the copyright laws.

File Sharing

File sharing programs are not illegal. However, it is a violation of copyright laws if music, movies, software and/or other forms of media, in part or in their entirety, are downloaded, uploaded or distributed without the express permission of the copyright holder. The only exceptions are works that are in the public domain or are labeled as free by the copyright holder. It is well known that copyright holders are vigilant in searching for and the prosecution of file sharing violations.

For academic purposes, the" fair use" test may be applicable for some file sharing. It cannot be applied for personal recreational use and in no instance is personal file sharing use permitted on the school's computers. The school's computers are regularly monitored for illegal activity and known peer to peer network addresses and websites are blocked.

The library maintains information on internet sites that list legal downloading sites and legal alternatives for downloading.

Computer Usage And Photocopy Machine Usage
On campus computers are to be limited to school work and in the library school work and job searches. Recreational use in any form is not allowed.

The following notice applies to all usage.

> NOTICE: The copyright law of the United States (Title 17, U.S. CODE) governs the making of photocopies or other reproductions of copyrighted material. Unauthorized photocopies or other reproductions beyond the scope of any copyright exemptions may be a violation of the law. The person using this machine is responsible for and may be liable for any copyright infringement.
>
> Academy College reserves the right to refuse access to and use of this machine for making photocopies or other reproductions if, in its judgment, such photocopies or reproductions would be in violation of the copyright law.

Violations of the Copyright Law
Individuals are liable for any copyright violations. In addition, violation/s on the part of faculty member may result in the cancellation of his/her contract. Violation/s on the part of the staff may result in their dismissal. Violation/s on the part of a student/ may result in disciplinary action.

Definition of a Student
The word "student" shall be construed to mean the student (himself/herself) if he/she is the party to the contract or his/her parent, guardian, or another person, if that person is a party to the contract on behalf of the student.

Definition of the Student Body
The student body of this school includes high school and college graduates. We have men and women of all ages attending our day, evening, weekend, and online sessions. The enrollment is large enough for effective programming, yet small enough to ensure ample individual attention.

Directory Information
Directory information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. Directory information includes: Student's name, date of birth, address/email address; course of study; extracurricular activities; degrees and awards received; last school attended; dean's list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended the Institution not to include specific daily records of attendance).

Students may restrict the release of Directory information except to Institution officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing within 15 days of start date to Registrar, Academy College, 1600 W. 82nd Street, Suite 100, Bloomington, MN 55431. Once filed, this becomes a permanent part of the student's record until the student instructs the Institution, in writing, to have the request removed.

Dress Code
Students are expected to be neat and clean and dressed in clothing consistent with the type of dress that would be required for their career field environment.

Equipment Available
Selected classes include computers, video and DVD players, network equipment, overhead projectors, and classroom training devices.

Facility
Academy College is located near interstates 35W and 494. Ample parking space is available to all, at no cost, and the location is on a major metropolitan bus route. The facility is available for use by students from 8:00 am to 9:30 pm Mon-Fri during regular class schedule. Library and lab hours are posted at the beginning of each new quarter.

Faculty Governance
A crucial element in initiating and implementing effective academic policies and standards in the fundamental areas of curriculum, content, and methods of instruction is the shared governance between the administration and the faculty. It is the responsibility of all faculty members to actively participate in the departmental meetings. Specifically, faculty members are to report what works well in each course, indicate problem areas and feasible resolutions, and potential improvements. The Curriculum Management Team (CMT), with input from their team members, is responsible for the selecting of course materials and recommending instructional equipment and other resources for their individual departments. The CMT and administration together are responsible for the review and assessment of the quality and effectiveness of individual courses and the revision of curriculum based on those assessments and market needs. In addition, the CMT is to be apprised, by the administration, of student learning outcomes, which is part of the quarterly Satisfactory Academic Progress (SAP) review, and is to make recommendations to the Management Committee on the ways to improve these and to assess and make recommendations for the campus effectiveness plan.

Family Educational Rights and Privacy Act
Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

1. The students have the right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, education department, or other appropriate official, written requests that identify the record (s) they wish to inspect. The College will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The students have the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the school Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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.
3. The students have 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. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The College may disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b (g) (5) (B) and 2331 of title 18, U.S. Code. In addition, the College is not required to record the disclosure of such information in the student's file. Further, if the College has provided this information in good faith in compliance with an ex parte order issued under the amendment is not liable to any person for the disclosure of information.
5. The College may disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a "lawfully issued subpoena or court order in three contexts:
   a. Grand Jury Subpoenas – The College may disclose education records to the entity or persons designated in a Federal grand jury subpoena. In addition, the court may order the College not to disclose to anyone the existence or context of the subpoena or the College's response.
   b. Law Enforcement Subpoenas – The College may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the College not to disclose to anyone the existence or contents of the subpoena or the College's response. Notification requirements nor recordation requirements apply.
   c. All Other Subpoenas – The College may disclose information pursuant to any other court order or lawfully issued subpoena only if the College makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The College will record all requests for information from a standard court order or supoena.
6. The College may disclose – without the written consent or knowledge of the student or parent – information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger to student or others must be present.
7. The Student may file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students may file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

Housing
Academy College does not provide housing; however, the Admissions Office will assist students in finding available housing sources in the metropolitan area.

Internet and PC Systems Acceptable Usage Policy

It is the expressed interest of Academy College to extract maximum benefit from the use of the Internet. Since the Internet is not a self regulating communication channel, the college requires its students and faculty to adhere to the following Usage Policy.

Students will not use the college's bandwidth or equipment to:

- Send, receive, or display offensive messages or pictures
- Transmit obscene language in any electronic communication
- Purchase goods or services
- Harass, insult, or attack others
- Damage, alter, or invade foreign computer systems or networks
- Violate license agreements or copyright laws
- Engage in any self-promoting commercial activity
- Affiliate the school with any particular religious or political agenda
- Engage in any use that violates federal, state, or local law or regulations

With regard to on-campus use, students agree not to:

- Intentionally subvert or cancel school provided virus protection
- Delete, modify, or sabotage another student's electronic work
- Delete, modify, or sabotage any Academy College property (including software)

If students have any questions regarding the appropriateness of a particular website or other electronic document, they should check with their instructor.

Academy College reserves the right to monitor all electronic communications originating within its computer networks. Academy College will provide antivirus software and other methods of protecting student networks from damage and intrusion; however, Academy College is not responsible for any direct or indirect damages that may arise from the use of its networks.

Sanctions: Any violation of the regulations listed above may result in disciplinary action, up to and including dismissal and prosecution by appropriate law enforcement agencies. Any party who feels wrongly accused of violating these provisions will have the right to a hearing with the Director of Education.

Parking

Academy College offers free parking for students in front of the building.

Registration

Academy College is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Reporting a Grievance

Students, faculty, and other interested parties having complaints regarding the overall policies of Academy College should bring their complaints to the attention of the Director of Education. These complaints could include but are not limited to the following:

- Education Activities
- Admissions
- Equipment
- Student Financial Aid
- Student Services
- Grade Appeals

If it believed that the complaints have not been satisfied, students, faculty and other interested parties may contact:

Research and Program Services
Office of Higher Education
1450 Energy Park, Suite 350
St. Paul, MN, 55108
651.642.0533

Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filling out the ACCSC Complaint Form. The complaintant(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 to:

Accrediting Commission of Career Schools & Colleges
2102 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Roger Sage, Director of Education, or online at www.accsc.org

Student Consumer Information

According to regulations published by the Department of Education, certain information must be made available to all enrolled students and prospective students. Students may request a hard copy of this information from Student Services or Admissions or visit:
www.academycollege.edu/registrar/student-consumer-info/

This information includes:

- The Campus Crime Report and Policies (Annual Security Report)
- Placement Rates (Program Gainful Employment Disclosures)
- Student Right-to-Know Completion/Graduation Rates
- Transfer Out Rates

Student Contact Information

The student is responsible for informing Academy College Student Services office of any changes in their name, address, email address, or phone number within thirty (30) days of any such change.

Transcript Requests

A transcript is confidential and not to be released without the student's written consent in accordance with the Family Educational Rights and Privacy Act of 1974. To order an official transcript, fill out our transcript form which can be downloaded from our website: www.academycollege.edu

Hold of Diploma(s), Transcripts and Related Items
Academy College will withhold transcripts, the diploma, eligibility for Commencement Ceremony participation and/or all other documents or materials until all indebtedness to Academy College has been paid in full. In the event that the delinquent account is placed with an outside agency for collection, all collection costs, attorney fees and court costs incurred will be passed on to the student.

It is also the policy of Academy College to withhold transcripts and diplomas on any student who is delinquent or has defaulted on a Federal Direct Loan borrowed for an Academy College program.

Disclosure

Academy College reserves the right to change the curriculum, course schedules, tuition, and/or cancel a course without notice. The current catalog is the current agreement between Academy College and the student.

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Notes

Notes

Academy College Faculty

Addendum to Catalog #29; 2019-2020 | Fall 2019 Quarter | Effective September 30, 2019

The Faculty of Academy College…

consists of respected professionals from the public and private sectors. Their education and substantial experience as accountants, attorneys, pilots, network administrators, and business and medical professionals, coincides with all of Academy College's academic offerings. Our students have the distinct advantage of acquiring not only a theoretical but a practical education, which is relevant in their chosen fields.

Aviation

John O'Neill, M.B.A., B.A., Metropolitan State University

Gary Vechik, M.S., Embry Riddle Aeronautical University; B.S., United States Air Force Academy; ATP (B707, B720, LR-35, DC-9, B747, B320)

Julie Falk, B.S., Illinois State University; ATP (B727, A320, A330, BE300, CE-650)

Elias Andrews, B.S., Florida Institute of Technology; Aircraft Dispatcher

Russell Freeman, B.S., Academy College; CFI; CFII

Zack Lewis, B.S., Minnesota State University; CFI; CFII

Ross DeKraay, B.S., University of Minnesota; ATP (B787, B737)

Ryan DeGroote, B.S., University of Wisconsin - Stout; A.A.S., Lake Superior College; CFI

Michael Heath, B.S., Embry Riddle Aeronautical University; A.A.S., Academy College; CFI; CFII

Business and Accounting

Steven Zelinsky, M.B.A., University of St. Thomas; B.S., St. Cloud State University; B.A., St. Olaf College; C.P.A.

Jason Wetzel, M.B.A., Mount Mercy University; B.S., Metropolitan State University

Ryan Kolberg, M.B.A., University of St. Thomas; B.S., University of Minnesota

J.P. Shippert, B.S., University of Akron

Roger Sage M.B.A., Cardinal Stritch University; B.S., Iowa State University

S. Skoog, M.B.A., Hamline University; B.S., University of Wisconsin-River Falls

Matt Hustad, M.B.A., National American University; B.A., University of Minnesota

Chad Lynch, B.S., Grand View University

Computer Technology

Darrell Pharmer, B.S., Academy College

Vincent Tran, M.S., B.A., Florida Atlantic University

George Mikulski, Ph. D., Nova Southeastern University; M.S., George Mason University; B.S., King's College

General Education

Laura Burroughs, M.A., Johns Hopkins University; B.F.A., East Carolina University

Dennis Secara, M.A., B.A., University of St. Thomas

Jarod Olson, M.S., B.S., University of North Dakota

David Wren, Ph.D., M.A., M.Phil., Yale University

Elena Khalitov, M.S., B.A., University of Minnesota

Nikhila Narayanan Leela, M.T., SRM University; B.T., Kannur University

Academy College Staff

Administration

Nancy Grazzini-Olson ..... Campus President

Jim Decker ..... Director of Student Outreach

Roger Sage ..... Director of Education/Career Services

Alisha Samaroo ..... Financial Aid Coordinator

Deborah Kaplan ..... Student Services

Briana Pail ..... Student Services

Education

Roger Sage ..... Director of Education, Accounting & Business Program Coordinator

Julie Falk ..... Aviation Specialist

Ryan DeGroote ..... Aviation Coordinator

Darrell Pharmer ..... IT Program Coordinator

Laura Burroughs ..... General Education Coordinator

Kristen Erickson ..... Librarian

Jarod Olson ..... Program Development

Elias Andrews ..... Dispatch Program Coordinator

Contact Information

Main Office Phone 952-851-0066

Main Office Fax 952-851-0066

Admissions Department Email ..... Admissions@academycollege.edu

Education Department Email ..... EdDept@academycollege.edu

Financial Aid Department Email ..... FinAid@academycollege.edu

Student Services Department Email ..... StudentServices@academycollege.edu

Academy College Tuition & Fees

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Tuition

Tuition for a quarter is based on the number of credit hours a student takes per quarter as documented below:

Credit Hours Per Quarter	*Credit Hour Rate*
1-11	$ 455.00
12 and up	$ 365.00

Tuition is billed quarterly and payable in advance of the start of each quarter. If payment of tuition and fees has not been made, or other payment arrangements agreed upon, Academy College may remove the student from the course or courses that are not paid.

Academy College reserves the right to revise tuition. The catalog is the complete statement of all terms and conditions of a student's contract with Academy College.

Aviation Flight Lab Fees Are Not Included In Academic Course Tuition

These fees are determined on an hourly basis for aircraft, flight instruction, and supplies, and are charged in addition to academic course tuition, fees, and textbooks. The current Aviation Flight Lab fees are listed on pages A-5 and A-6. Students enrolling in an Aviation Flight Lab must have the amount of the Aviation Flight Lab Fees on account at Thunderbird Aviation (Flying Cloud and Crystal locations) and/or Academy College, or combination of both before they will be allowed to register for that Aviation Flight Lab. If the student uses all of these funds before they complete the Aviation Flight Lab in that quarter, they will need to deposit an added amount equivalent to the estimated flight costs to complete the Aviation Flight Lab. The Aviation program department will determine these costs.

FAA Medical Exam

First Class Flight Physical is an additional expense.

Aircraft Dispatcher Tuition

The balance of tuition is due on or before the first day of class along with exam fees and books/supplies.

Resident Tuition	$5840.00
Credit for Previous Experience Tuition	$2920.00
Dispatcher Audit* FAA	$2920.00
Knowledge Exam FAA	$165.00 per exam**
Practical Exam	$165.00 per exam**
Requested Texts	$250.00 (estimated)

**Audit option available for currently licensed dispatchers seeking currency.*

***All FAA exam fees are set by testing authorities and are subject to change.*

Fees

Application Fee

A $40.00 non-refundable application fee must accompany the completed Application form for Admission.

The application fee is waived for the following applicants:

- Military professionals
- Graduated and withdrawn students who are re-entering within one year from the last date of attendance
- Cancelled students who re-enter within one year of original payment date.

Course Change Fee

A course change fee of $50.00 will be charged to all courses deleted, dropped, and/or added after the first week of the quarter. The fee will not be charged for schedule changes requested by the college.

Diploma Fee

There is a $10.00 fee that must be paid at the time of request. All student balances must be paid in full.

Exam Fee

Students will be charged the current Testing Center fee rates which are available upon request from Student Services.

Late Payment Fee

A $25.00 late fee may be charged when tuition is paid after the first week of classes and on the first day of every month (30 days) thereafter until paid in full)/or on the first business day following the date due on an approved Payment Plan and every month (30 days) thereafter until paid in full.

Late Registration Fee

A late fee of $50.00 will be charged for enrolled students if registration is not received 15 days prior to the quarter start.

Log Book Audit Fee

There is a $100.00 fee charged to pilots planning to transfer in flight hours to meet FAR 61 requirements.

Fees (cont'd on next page)

Academy College Tuition & Fees

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Fees *(cont'd)*

Pilot Kit Fee

This fee is charged for Private Pilot, Instrument, and Certified Flight Instructor Aviation Principles courses and includes the Jeppesen Pilot kits. For Private Pilot, a David Clark headset is also included.

Repeat Training

Tuition will be charged for courses repeated, for any reason, to complete the selected program. Tuition will be the current credit hour rate.

Student Activity Fee

Students will be charged a $280.00 one time student activity fee for field trips in their courses, graduation diploma, cap and gown, ceremony, and reception.

Technology Fee

A $40.00 technology fee will be charged to the student's account on a quarterly basis. This fee will be used to finance improvements in information technology throughout Academy College ensuring continuous improvements in instructional delivery and student support services.

Test Out

There will be a $75.00 per credit fee which must be paid in full at the time of the test out. Test Outs plus credit transfers cannot exceed 75% of a student's total program credit requirements. Any courses taken at Academy College affiliated institutions are exempt.

Testing Center

Students will be charged the current testing fee rates which are available upon request from Student Services.

Textbooks and Supplies

These items may be purchased at the college and arrangements for payment will be made prior to (on student account) or at the time of purchase (cash, check, major credit card). Payment plans are available to qualified students with written approval by the Campus Director. The approximate cost of textbooks and supplies is $250-$500 per quarter.

Transcript Request

There is a $20.00 fee that must be paid at the time of request. All student balances must be paid in full.

Tutoring Fee

There is a $50.00 per hour fee for tutoring outside of posted lab hours.

Academy College Flight Lab Fees*

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Hourly Rental and Instruction Rates

PA28 (Warrior) . . . $140.00 PA28 (Archer) . . . . . $150.00 PA28 (Arrow) . . . . . .$180.00 Flight & Ground Instruction - Advanced $85.00

C172 . . . . . $165.00 PA44 (Seminole) . . . $275.00 Flight & Ground Instruction - Primary . . . . $75.00 Flight & Ground Instruction - MultiEngine . . . $95.00

Private Pilot Flight Training 1

	HOURS	HOURLY RATE	TOTAL
DUAL FLIGHT			
Instruction	18.5	$75.00	$1,387.50
Aircraft Rental (C172)	18.5	$165.00	$3,052.50
SOLO FLIGHT			
Aircraft Rental (C172)	0	$165.00	$0.00
PRE AND POST INSTRUCTION			
Instruction	8	$75.00	$600.00
FULL TIME ACADEMIC TUITION & KIT FEES	n/a	n/a	$823.00
		TOTAL	**$5,863.00**

Substitution of Aircraft
When appropriate, the Piper Archer and Piper Warrior may be substituted for the C172 for both the Dual Flight and Solo Flight portions of the course.

Private Pilot Flight Training 2

	HOURS	HOURLY RATE	TOTAL
DUAL FLIGHT			
Instruction	15.5	$75.00	$1,162.50
Aircraft Rental (C172)	15.5	$165.00	$2,557.50
SOLO FLIGHT			
Aircraft Rental (C172)	11	$165.00	$1,815.00
PRE AND POST INSTRUCTION			
Instruction	11	$75.00	$825.00
CHECK RIDE			
Aircraft Rental (C172)	2	$165.00	$330.00
Examiner Fee	n/a	n/a	$600.00
FULL TIME ACADEMIC TUITION & KIT FEES	n/a	n/a	$365.00
		TOTAL	**$7,655.00**

Substitution of Aircraft
When appropriate, the Piper Archer and Piper Warrior may be substituted for the C172 for both the Dual Flight and Solo Flight portions of the course.

Instrument Flight Training 1

	HOURS	HOURLY RATE	TOTAL
DUAL FLIGHT			
Instruction	18.5	$85.00	$1,572.50
Aircraft Rental (C172)	18.5	$165.00	$3,052.50
PRE AND POST INSTRUCTION			
Instruction	6	$85.00	$510.00
FULL TIME ACADEMIC TUITION & KIT FEES	n/a	n/a	$1,188.00
		TOTAL	**$6,323.00**

Substitution of Aircraft
When appropriate, the Piper Archer and Piper Warrior may be substituted for the C172 for the Dual Flight portion of the course.

Instrument Flight Training 2

	HOURS	HOURLY RATE	TOTAL
DUAL FLIGHT			
Instruction	26.5	$85.00	$2,252.50
Aircraft Rental (C172)	26.5	$165.00	$4,372.50
PRE AND POST INSTRUCTION			
Instruction	16	$85.00	$1,360.00
CHECK RIDE			
Aircraft Rental (C172)	1.5	$165.00	$247.50
Examiner Fee	n/a	n/a	$720.00
FULL TIME ACADEMIC TUITION & KIT FEES	n/a	n/a	$730.00
		TOTAL	**$9,682.50**

Substitution of Aircraft
When appropriate, the Piper Archer and Piper Warrior may be substituted for the C172 for the Dual Flight portion of the course.

**Students may require additional hours to pass flight labs*

ACADEMY COLLEGE

Academy College Flight Lab Fees*

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Hourly Rental and Instruction Rates

PA28 (Warrior) . . . $140.00 PA28 (Archer) . . . . . $150.00 PA28 (Arrow) . . . . . .$180.00 Flight & Ground Instruction - Advanced $85.00

C172 . . . . . $165.00 PA44 (Seminole) . . . $275.00 Flight & Ground Instruction - Primary . . . . $75.00 Flight & Ground Instruction - MultiEngine . . . $95.00

Commercial Flight Training 1

	HOURS	HOURLY RATE	TOTAL
DUAL FLIGHT			
Instruction	13	$85.00	$1,105.00
Aircraft Rental (Arrow)	13	$180.00	$2,340.00
SOLO FLIGHT			
Aircraft Rental (Arrow)	40	$180.00	$7,200.00
PRE AND POST INSTRUCTION			
Instruction	5	$85.00	$425.00
FULL TIME ACADEMIC TUITION & KIT FEES	n/a	n/a	$730.00
		TOTAL	**$11,800.00**

Substitution of Aircraft
When appropriate, the Piper Archer, Piper Warrior, and C172 may be substituted for the Piper Arrow for both the Dual Flight and Solo Flight portions of the course.

Commercial Flight Training 2

	HOURS	HOURLY RATE	TOTAL
DUAL FLIGHT			
Instruction	20	$85.00	$1,700.00
Aircraft Rental (Arrow)	20	$180.00	$3,600.00
SOLO FLIGHT			
Aircraft Rental (Arrow)	9	$180.00	$1,620.00
PRE AND POST INSTRUCTION			
Instruction	8	$85.00	$680.00
FULL TIME ACADEMIC TUITION & KIT FEES	n/a	n/a	$730.00
		TOTAL	**$8,330.00**

Substitution of Aircraft
When appropriate, the Piper Archer, Piper Warrior, and C172 may be substituted for the Piper Arrow for both the Dual Flight and Solo Flight portions of the course.

Commercial Flight Training 3

	HOURS	HOURLY RATE	TOTAL
DUAL FLIGHT			
Instruction	22	$85.00	$1,870.00
Aircraft Rental (Arrow)	22	$180.00	$3,960.00
SOLO FLIGHT			
Aircraft Rental (Arrow)	16	$180.00	$2,880.00
PRE AND POST INSTRUCTION			
Instruction	9	$85.00	$765.00
CHECK RIDE			
Aircraft Rental (Arrow)	1.5	$180.00	$270.00
Examiner Fee	n/a	n/a	$600.00
FULL TIME ACADEMIC TUITION & KIT FEES	n/a	n/a	$1,095.00
		TOTAL	**$11,440.00**

Substitution of Aircraft
When appropriate, the Piper Archer, Piper Warrior, and C172 may be substituted for the Piper Arrow for both the Dual Flight and Solo Flight portions of the course.

Multi-engine Ground/Flight Training

	HOURS	HOURLY RATE	TOTAL
DUAL FLIGHT			
Instruction	15	$95.00	$1,425.00
Aircraft Rental (Seminole)	15	$275.00	$4,125.00
GROUND TRAINING			
Instruction	15	$95.00	$1,425.00
CHECK RIDE			
Aircraft Rental (Seminole)	1.5	$275.00	$412.50
Examiner Fee	n/a	n/a	$720.00
FULL TIME ACADEMIC TUITION & KIT FEES	n/a	n/a	$365.00
		TOTAL	**$8,472.50**

Substitution of Aircraft
There is no substitution of aircraft for this course.

**Students may require additional hours to pass flight labs*

ACADEMY COLLEGE

Academy College Flight Lab Fees*

Addendum to Catalog #29; 2019-2020 | Fall 2019 Quarter | Effective September 30, 2019

Hourly Rental and Instruction Rates

PA28 (Warrior) . . . $140.00 PA28 (Archer) . . . . . $150.00 PA28 (Arrow) . . . . . $180.00 Flight & Ground Instruction - Advanced $85.00

C172 . . . . . $165.00 PA44 (Seminole) . . . $275.00 Flight & Ground Instruction - Primary . . . . $75.00 Flight & Ground Instruction - MultiEngine . . . $95.00

Single Engine Instruction Flight Training

	HOURS	HOURLY RATE	TOTAL
DUAL FLIGHT			
Instruction	25	$85.00	$2,125.00
Aircraft Rental (Arrow)	25	$180.00	$4,500.00
GROUND TRAINING			
Instruction	40	$85.00	$3,400.00
CHECK RIDE			
Aircraft Rental (Arrow)	1.5	$180.00	$270.00
Examiner Fee	n/a	n/a	$720.00
FULL TIME ACADEMIC TUITION & KIT FEES	n/a	n/a	$730.00
		TOTAL	**$11,745.00**

Substitution of Aircraft
When appropriate, the Piper Archer, Piper Warrior, and C172 may be substituted for the Piper Arrow for both the Dual Flight and Solo Flight portions of the course.

Instrument Instructor Ground/Flight Training

	HOURS	HOURLY RATE	TOTAL
DUAL FLIGHT			
Instruction	15	$85.00	$1,275.00
Aircraft Rental (C172)	15	$165.00	$2,475.00
GROUND TRAINING			
Instruction	15	$85.00	$1,275.00
CHECK RIDE			
Aircraft Rental (C172)	1.5	$165.00	$247.50
Examiner Fee	n/a	n/a	$720.00
FULL TIME ACADEMIC TUITION & KIT FEES	n/a	n/a	$530.00
		TOTAL	**$6,522.50**

Substitution of Aircraft
When appropriate, the Piper Archer and Piper Warrior may be substituted for the C172 for the Dual Flight portion of the course.

Multi-Engine Instructor Ground/Flight Training

	HOURS	HOURLY RATE	TOTAL
DUAL FLIGHT			
Instruction	15	$95.00	$1,425.00
Aircraft Rental (Seminole)	15	$275.00	$4,125.00
GROUND TRAINING			
Instruction	15	$95.00	$1,425.00
CHECK RIDE			
Aircraft Rental (Seminole)	1.5	$275.00	$412.50
Examiner Fee	n/a	n/a	$720.00
FULL TIME ACADEMIC TUITION & KIT FEES	n/a	n/a	$1,095.00
		TOTAL	**$9,202.50**

Substitution of Aircraft
There is no substitution of aircraft for this course.

Additional Required Books/Supplies

Private Pilot Flight Training 1	$148.00
Instrument Flight Training 1	$53.00
Commercial Flight Training 1	$177.00
Multi-Engine Ground/Flight Training	$117.00
Single Engine Instructor Flight Training	$52.00
Instrument Instructor Ground/Flight Training	$17.00
Multi-Engine Instructor Ground/Flight Training	$23.00

**Students may require additional hours to pass flight labs*