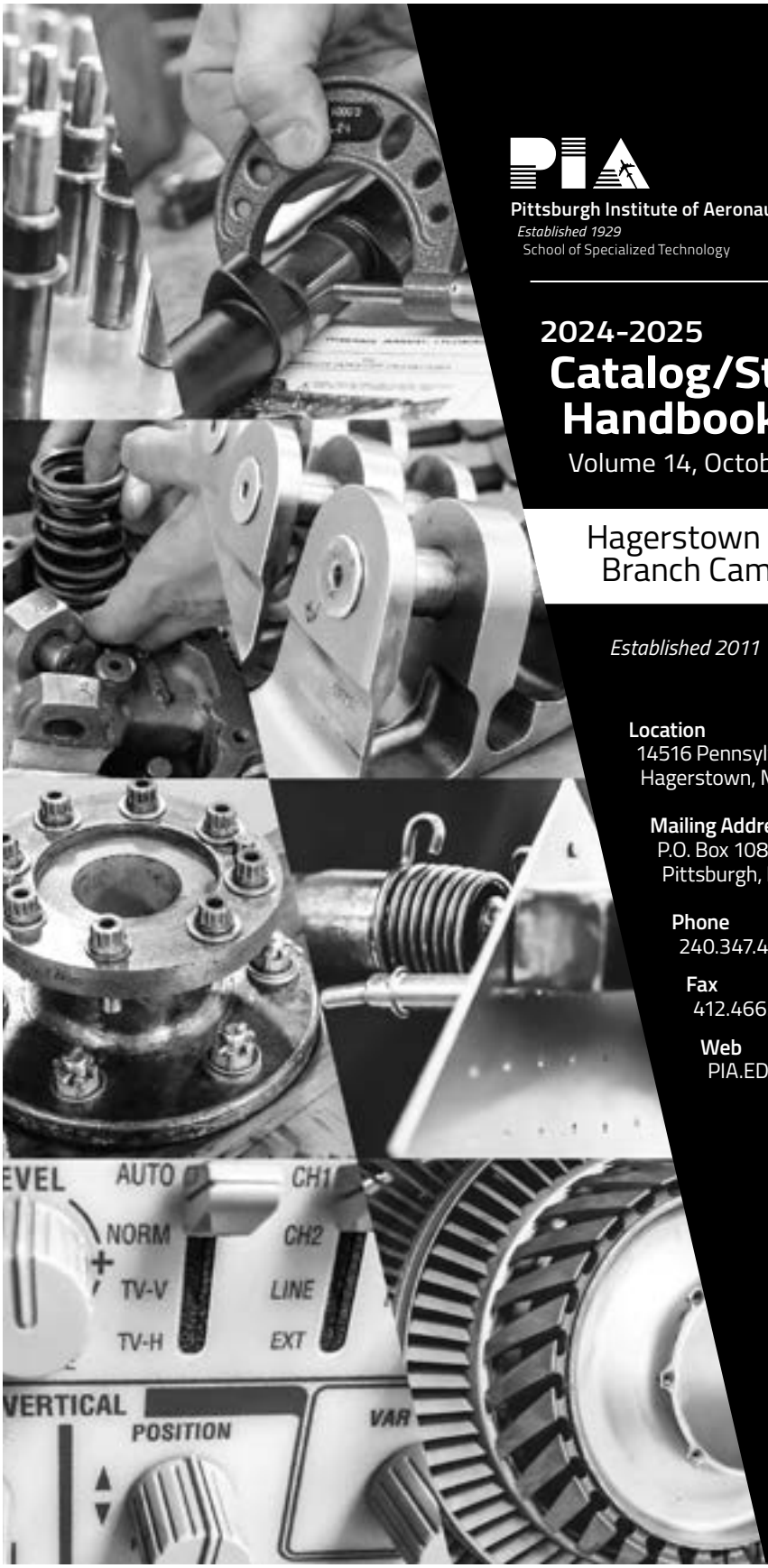

Pittsburgh Institute of Aeronautics
Established 1929
School of Specialized Technology

2024-2025 Catalog/Student Handbook

Volume 14, October 2024

Hagerstown Branch Campus

Established 2011

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PIA School Philosophy

PIA is committed to the pursuit of postsecondary education that is both meaningful to the individual and valuable to society. The Institute believes that it serves the dual functions of providing its learners with opportunities, while furnishing the community with its most valuable resources, skilled men and women who possess the willingness to learn and the propensity to mature as contributing members of society.

To accomplish its objectives, PIA believes that school programs must: (a) develop specific career-related skills, (b) broaden abilities in essential academic areas, and (c) form attitudinal traits compatible with career goals. In order to be effective, these studies must be dispensed through an appropriate collection of instructional techniques, each designed to best achieve its specific objective(s).

In reaching these goals, PIA accomplishes its purpose as a provider of career opportunities and fulfills its role as an institution of higher education.

School History

Pittsburgh Institute of Aeronautics is one of the longest-established schools in the country specializing in aviation maintenance and aviation electronics training. Since 1929, PIA's goal has been to provide its learners with the knowledge, skills, and attitudes that they need in order to succeed in their chosen career fields. With associations in every facet of the aerospace industry, PIA has placed its graduates worldwide, in aviation and in other high-performance organizations. PIA graduates hold positions ranging from newly employed field technicians to corporate leaders with global influence.

Pittsburgh Institute of Aeronautics was created from a company named Curtiss-Wright Flight Services, founded in 1927. The company offered aircraft sales and service, and also provided flight training. In 1929, August G. Becker, who managed the organization for the Curtiss-Wright Corporation, leased the operations at Bettis Airport (PIA's original location) and purchased the school and its facilities. As president, Becker changed the name of the school to Pittsburgh Institute of Aeronautics during that same year. Under the direction of Becker, the activities of the school changed from selling airplanes to repairing and maintaining them.

Pilot and mechanic training were emphasized, and on August 15, 1940, the school was one of the first to be approved by the Civil Aeronautics Authority, predecessor agency to the Federal Aviation Administration. An extension division for correspondence training in the aviation mechanic field was also formed, with branch offices in the Buffalo, Boston, Baltimore, and Philadelphia areas. By late 1940, enrollment exceeded 800 students, and part of the operation was moved into leased facilities located at the corner of 7th Avenue and Duquesne Way in downtown Pittsburgh, Pennsylvania. Advanced training remained at the Bettis Airport location. After establishing its downtown branch, the Pittsburgh Institute of Aeronautics centered most of its activities and its executive offices at that location. It established several new courses in such areas as Airline Reservations, Aviation Secretarial, Aircraft Drafting and Design, and Aircraft Instrument Repair.

In 1944, Mr. Becker was informed that the Bettis Airport property was being sold, which would deprive the school of its valuable airport facility. The Bettis site was used for the construction of the U.S. nuclear plant where the atomic engine for the Nautilus submarine was developed by the Westinghouse Corporation. Loss of the Bettis site by Pittsburgh Institute of Aeronautics required that all activities be located at the downtown branch of the school. Mr. Becker decided to sell his interest and withdraw from the school's activities.

On December 1, 1944, Mr. William J. Graham, President of the Graham Aviation Company and pioneer in aviation training, purchased one-half interest in the school. The existing profit corporation was dissolved, and the school was reorganized as a nonprofit corporation chartered in the Commonwealth of Pennsylvania on February 8, 1946. Student enrollment at PIA gradually rose, requiring an increase in the teaching staff. In May of 1946, the school established its advanced phase of training for aircraft mechanics in new shops opened at Allegheny County Airport. These facilities replaced those discontinued when the Bettis Airport operation was no longer available. The

institute also purchased the building it occupied in downtown Pittsburgh. Over the next several years, the school continued its training programs. In 1950, however, after a complete evaluation of all the factors, the school moved its aircraft mechanic and instrument courses to Allegheny County Airport and discontinued all other courses. A long-range plan was developed by the officers of the school that would eventually lead to the establishment of a fully accredited institute. The immediate objective was to establish the best aviation technical course possible, by providing the utmost in facilities, equipment, and quality of education.

PIA made its first physical addition to the facilities at Allegheny County Airport in 1958. During the next 10 years, the school would embark upon a total of seven building expansion projects, which increased the school's physical area to 54,000 square feet. As PIA's ability to handle more students increased, enrollments increased as well.

During the 1970s, the fluctuating economic situation of the aviation industry in the United States had a significant impact on student enrollment. PIA's student numbers declined in the early 70's in reaction to the economic downturn, but were on the rise by 1974, as an upward trend began which made almost unlimited air carrier employment opportunities available for PIA graduates. In 1975, Pittsburgh Institute of Aeronautics became the first private school in Pennsylvania to contract with the public school system by arranging for students of the Southeastern Area of Allegheny County to attend PIA as an adjunct of the Steel Center Area Vocational Technical School. This program continued through 2008.

The 1980s brought about a new program for Aviation Electronics that had been in development for five years. Enrollments in this program, along with increased enrollments in the Aviation Maintenance Technician program, made it necessary to consider additional facility expansion. A second story was added to a portion of the school's building in 1985, which provided classroom and laboratory additions totaling 17,000 square feet. Immediately upon completion of this structure, construction began on a 4,000 square-foot lunchroom for PIA's staff and students.

In order to further accommodate the need of an expanding student population, PIA added three additional buildings to its campus between 1987 and 1990. A building located across from the airport was purchased to house the Powerplant Department, and the three-story Graham Building was constructed and furnished with classrooms and laboratories for science and electronics. The third addition was the purchase of the National Intergroup, Inc. hangar, located adjacent to PIA's facility on Allegheny County Airport. With over 22,000 square feet of space, the structure was used to house several of PIA's aircraft and to provide additional area for instruction.

Between 1990 and 1995, it became necessary for PIA to downsize, selling both the recently purchased facility and the newly constructed Graham Building on Lebanon Church Road. PIA did, however, retain all its facilities on the airport grounds, including Hangar 3 which was acquired in 1990 and retained until 2007, when PIA relinquished the facility in exchange for Hangar 4, which is adjacent to PIA's main building on the Airport grounds.

By 1998, the demand for Aviation Maintenance Technicians and Aviation Electronics Technicians was again on the increase. Experts in the industry projected a shortage of qualified technicians that would extend into the 21st century. By early 2001, the demand for PIA's graduates was better than ever before. The strength of the industry revealed itself in the numbers and quality of positions available to PIA graduates. Both the aviation industry and the U.S. economy were hard-hit by the events of September 11, 2001, and a process of revival and diversification began anew.

Branch Campuses

In August of 2006, PIA launched an Airframe and Powerplant diploma program at the Youngstown -Warren Regional Airport in Vienna, OH. This FAA-approved program graduated its first class of Aviation Maintenance Technicians on December 21, 2007. PIA's second branch campus in Hagerstown, MD, began offering classes in April of 2011, and the campus relocated to a newly constructed facility at the Hagerstown Regional Airport in 2013. PIA's third branch campus opened in Myrtle Beach, SC, in January of 2012. As is the case with PIA's main campus, all three of PIA's branch campuses focus on the organization's proven methods for preparing workforce-ready aviation talent, instilling not just academic knowledge, but also teaching skills in troubleshooting and with hands-on applications, as well as encouraging a strong work ethic.

Between 2020 and 2022, key renovations took place at the main campus, including the relocation and expansion of PIA's learning resource center, a new student break and lunchroom, and improved student common areas.

Decade after decade, it is clear that the school's longevity can be greatly attributed to its pursuit of excellence in education. With the incredible changes that have taken place in the aviation industry, the economy, and the world since 1929, it seems unlikely that a school that offers such specialized training would remain in existence. On the contrary, a commitment to serving the needs of its students and employees along with a responsibility to industry and community has secured PIA's position as a well-respected postsecondary educational institution. One of the very few schools with a history dating back to the early days of aviation, PIA has grown and changed along with industry and technology, so that it can provide its students with the skills they need for success in the workplace, both today and in the future.

Separate Facilities

In addition to Hagerstown, MD, PIA currently operates the following campuses:

Pittsburgh Main Campus	***Myrtle Beach Branch Campus***	***Youngstown-Warren Branch Campus***
5 Allegheny County Airport West Mifflin, PA 15122	1038 Shine Avenue Myrtle Beach, SC 29577	1501 Youngstown-Kingsville Rd NE H3 Vienna, OH 44473

Location and Facilities

Location

PIA's Hagerstown Campus physical address for use with GPS is 14516 Pennsylvania Avenue, Hagerstown, MD 21742.

The campus is located on the Hagerstown Regional Airport, east off Exit 10 of Interstate 81. Exit 10 is approximately five miles north of the intersection of I-81 and I-70. This easily accessible location is within a short drive of the Pennsylvania and West Virginia borders, as well as main arteries leading to western and eastern Maryland. The airport facility provides an ideal environment for aviation maintenance training.

The total area of the school is approximately 18,000 square feet. In addition to classrooms and shop areas, the campus houses a learning resource center, a break area with vending machines, and administrative offices. Ample free parking is available adjacent to the school's building.

Training Equipment

As an FAA-approved Aviation Maintenance Technician school, PIA's Hagerstown Campus includes all of the equipment needed to satisfy FAA requirements, including engine, accessory, aircraft, and electrical components. The tool rooms contain the necessary precision and specialized tools, such as micrometers, torque wrenches, etc., needed by the student in order to perform work on aircraft, engine, and electrical equipment.

Admission Procedures and Requirements

Minimum Requirements

Applicants must fulfill these minimum requirements to commence training at PIA's Hagerstown Campus:

- Possess a High School Diploma or GED Equivalency
- *Be at least 17 years of age
- **English language proficiency is required to be considered for admission to any PIA campus.

*Due to Federal Aviation Administration (FAA) regulations and graduate employment requirements, applicants must be at least 17 years old before they can commence training.

**Students for whom English is a non-native language must demonstrate English proficiency regardless of English language studies, academic history, residence in the United States or an English-speaking country, or immigration status. English proficiency may be met with the Test of English as a Foreign Language (TOEFL) or International English Language Testing Systems (IELTS). Alternate standardized tests used to measure English proficiency for admission may be considered upon request to the office of the Director. Score reports become part of students' permanent records and can be used for subsequent PIA applications provided that the minimum requirement at that time has been met.

Suggested Courses

Applicants interested in pursuing the Aviation Maintenance Technology program are recommended to have successfully completed high school level Algebra I and Basic Physics.

The aforementioned courses are not required for admission. However, they provide a solid foundation for the Aviation Maintenance Technology program.

Application and Admission Procedures

Applicants for admission to PIA's School of Specialized Technology are required to visit the school for a personal interview and a tour of the school's facilities prior to beginning classes. The tour and personal interview are conducted by a qualified Admissions Representative and are intended to give the prospective student an understanding of the following:

- AMT Program
- PIA's Learning Environment
- Admission Policies
- Academic Assistance
- Instruction Methods
- Program Goals and Outcomes
- Program Availability
- Graduate Placement Statistics

Tours are generally conducted Monday through Friday between 8:00 am and 4:00 pm, by appointment. Tours can be arranged for either individuals or small groups by calling the Admissions Department at 1-800-444-1440. Visitors are encouraged to ask questions, so that they can make informed decisions concerning the career fields presented, costs, and methods of payment (for information on Financial Assistance, see page 20).

In order to apply for entrance to PIA's Hagerstown Campus, the prospective student must receive a current school catalog and submit a complete admission application form and $150 registration fee either paid at the time of enrollment or applied to the student's account. Applicants who are still attending high school may be conditionally accepted, pending graduation from high school. Applicants who possess a high school diploma or GED certificate may be conditionally accepted, pending proof of high school graduation or equivalency. Acceptable proof of high school graduation is an official final transcript. If it is not possible to secure the transcript, a PIA official may photocopy the applicant's original high school diploma. Applicants with a GED certificate may have a PIA official photocopy their original GED certificate. All applicants must also complete a Math Skills Assessment (unless waived by the Director) as part of the enrollment process.

Accepted and conditionally accepted students will receive an enrollment packet which includes an enrollment agreement, disclosure statement, letter of acceptance or conditional acceptance and contact information form.

Due to strict industry regulations pertaining to criminal convictions, the school reserves the right to reevaluate a student for admission to the program if they have self-disclosed the presence of a criminal background on the enrollment agreement. In such instances, a meeting with the student will be held by the Associate Director of Career Services and/or the Executive Director for Academic and Student Affairs to determine if such a background would prevent or seriously hinder the student from benefiting from the educational programs offered by the school.

Students who have self-disclosed a criminal conviction that would result in the inability to be in the proximity of minors, an attending student, or a specific gender, are unable to attend any PIA campus and their application will be rejected after review by the Executive Director for Academic and Student Affairs.

If an applicant pays the registration fee, but is not accepted into the program selected, the registration fee will be refunded in its entirety. Refer to page 18 of this catalog for applicable registration refund possibilities.

Admissions Appeal Process

Prospective students whose application for admission to PIA has been rejected for any reason are entitled to submit an appeal in writing within 15 days of receiving the application rejection notification. The appeal should include new and compelling information that was not initially presented to the school during the application process and explanation of why their application should be reconsidered. Supporting documentation must be included with the appeal submission. PIA will respond with a determination in writing within 30 days of the date of submission.

Math Skills Assessment

Unless waived by the Executive Director for Academic and Student Affairs, the Mathematics Skills Assessment (MSA) must be taken by all applicants prior to admission to PIA's Hagerstown Campus. Its purpose is to determine the math abilities of the prospective student, allowing the Executive Director for Academic and Student Affairs to determine if the applicant possesses the skills required for success in his/her chosen program of study, or if some form of preparatory/transitional training is needed. If an individual score is at or above a 71% on PIA's MSA, no preparatory/ transitional training is required. If the score is below 71%, the individual is required to attend PIA's MA098 Basic Math Skills course or an equivalent from another institution and provide documentation for review. MA098 or equivalent documentation must be completed and/or accepted before the start date. The results of this examination cannot predict student success with 100% accuracy; however, it does give the faculty guidance in addressing student needs.

Registration Expiration

In the event an applicant cannot begin his/her studies on the starting date of the class for which he/she is registered, credit will be granted for the registration fee toward the next two class start dates. After that period, the registration will be considered "expired' and the applicant must pay a new registration fee for any future classes.

Student Health Coverage

PIA does not provide health insurance coverage for its students. However, PIA recommends and expects each student to secure health insurance coverage through an appropriate provider. Please review the "Injury or Illness" section for additional information on page 43.

Uniform Policy

All students must purchase and wear a PIA uniform while attending. Students will pay a onetime uniform fee of $100.00. Refer to page 41 for further information regarding PIA's Uniform, Attire, and Personal Appearance Policy.

Foreign Student Information

PIA's Hagerstown campus is authorized under federal law to enroll non-immigrant alien students. Foreign students who wish to attend PIA must comply with the following requirements:

1) Certification of an acceptable grade on the International English Language Testing Systems (IELTS) (*), or certification of an acceptable grade on the TOEFL (Test of English as a Foreign Language) written, computer or internet-based exams (**), or , or verification of English language proficiency by educational transcripts.

2) Verification of financial capability to meet school and living expenses.
3) Copy of valid passport.

When these requirements have all been satisfied, the prospective student must submit a completed admissions application along with the $150.00 registration fee in order for PIA to issue a SEVIS form I-20. Students at PIA may be approved for F-1 or M-1 status.

(*) Acceptable IELTS Score: 5.5

(**) Acceptable TOEFL Essentials Score: 6-6.5

(***) Acceptable TOEFL Scores:	**WRITTEN**	**COMPUTER-BASED**	**INTERNET-BASED**
Applicants who have no prior experience in their major of study	523	193	70
Applicants who have at least one year of formal training in their major	500	173	61

General Information

Student Accommodations

Pittsburgh Institute of Aeronautics is committed to providing a support system that partners with students to be successful in their academic pursuits, regardless of the challenges they face. As such, and in cooperation with students, PIA is dedicated to providing appropriate services and accommodations to students with documented disabilities, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable regulations.

As a primary initial responsibility, students with disabilities who desire accommodations at PIA must make that request using the current Accommodation Request Form, providing supporting documentation of any disability. While this should preferably be provided before the first term of attendance, this process can be initiated at any time during the student's education. This step is referred to as "self-identification," and no further steps in providing accommodations can occur until the student takes this first step.

Requests for accommodations, including the receipt of the Accommodation Request Form, can be initiated by a conversation, email or written request to the Campus Director/Dean and/or the Executive Director for Academic and Student Affairs.

Students requesting reasonable accommodations for testing and skill performance will be contacted for a meeting to discuss the nature of the accommodation(s) requested. Expenses for any learning assessments are the responsibility of the student. Accommodations are not retroactive.

Students should be advised that accommodations may not be available on FAA and/or licensing exams. The licensing body is the sole determining agency on whether or not accommodations are available for testing.

Nondiscriminatory Policy

PIA admits students of any race, religion, age, creed, marital status, veteran status, political belief (or affiliation), color, national origin, sex, sexual preference, physical challenge, handicap or disability to all rights, privileges, programs and activities generally accorded or made available to students at the school. The institute does not discriminate on the basis of race, religion, age, creed, marital status, veteran status, political belief (or affiliation), color, national origin, sex, sexual preference, physical challenge, handicap or disability in the administration of its educational policies, activities, scholarships and loan programs, career services, and/or other school-administered programs.

Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 also prohibits gender-based harassment, which may

include acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. The Executive Director for Academic and Student Affairs (refer to STAFF) serves as the Title IX coordinator, and can be contacted at 5 Allegheny County Airport, West Mifflin, PA 15122 (412-346-2100).

Clock Hour/Credit Hour Equivalency

PIA does not currently measure its Hagerstown Campus programs in credit hours. All courses are weighted according to the number of clock hours utilized. A clock hour is defined as: "a one-hour period including at least 50 minutes of student/instructor contact," also referred to as a "contact hour."

Credit for Military Experience

Individuals with military experience as a line or crew chief mechanic can present their DD214 or an official letter from their commanding officer verifying the type of work and equipment worked on and total time in service. If the military training was earned as part of an accredited program, PIA may grant transfer credit as applicable. If the military training/experience was not earned as part of an accredited program, PIA will review these records to determine opportunities for bypass testing, which will indicate what credits, if any, will be granted. Credit awarded for military training/experience that was not earned as part of an accredited program is limited to 50% of the total program clock hours.

Credit for Comparable Education, Training, and Experience

All students must submit their official college transcript(s) for all Post-Secondary Institutions they attended for evaluation prior to enrollment. If a transcript is not submitted prior to enrollment the student will not receive any transfer credit. Failure to adhere to this deadline will represent the student's acknowledgement that they missed the required deadline.

At the discretion of PIA, credit may be granted for comparable education and training. This credit may be based on approved course work from other recognized schools or training facilities (when course descriptions match closely). PIA may also offer a bypass examination(s) prior to awarding any transfer credit when course descriptions do not match closely enough. These examinations may be written, practical, or a combination of both depending on the area of education or training being evaluated. Technical coursework older than 3 years may not qualify for bypass examinations. The Executive Director for Academic and Student Affairs will establish a required timeframe for the student to take the bypass examination prior to enrollment. If the established deadline expires prior to the student taking the bypass exam, they will not receive any transfer credit. Failure to adhere to the established deadline will represent the student's acknowledgment that they missed the required deadline to take the bypass exam.

Students who have been enrolled in courses at another institution will be advised to submit a transcript to the Admissions Office for evaluation. The school attended shall provide a transcript of the student's grades. An official of the school shall authenticate the transcript. The transcript must state the curriculum in which the student was enrolled, whether the student satisfactorily completed that curriculum, and the final grade(s) the student received. A course catalog and description from the institution attended by the student must be submitted with the transcript. Students must have received a "C" or higher in any course they wish to be considered for credit transfer purposes. Technical coursework older than 10 years may not qualify to be evaluated for credit transfer. Additionally, Students who score below 71% on the Math Skills Assessment (MSA) do not qualify to receive any math credit. The Executive Director for Academic and Student Affairs will review situations where the student has applied for credit transfer, but due to no fault of the student, the reporting agency has not provided PIA with the necessary documentation within 30 days of the start of classes and the evaluating Executive Director for Academic and Student Affairs alone will have the ability to extend time for that student on a case-by-case basis.

It is imperative that Students requesting a transfer of credit provide PIA with all necessary documentation or make arrangements with the transferring institution to provide PIA with the necessary documentation, prior to the start of classes.

A minimum of 25% of clock hours must be completed in residence in order to receive a diploma from PIA. Aviation Maintenance Technology program students must also meet all FAA required hours and/or Airmen Certification Standards (FAA-S-ACS-1) when combining previous coursework/credit experience and PIA coursework in order to qualify for issuance of an FAA completion certificate at the conclusion of training.

PIA evaluates experiential learning and prior education based upon Advanced Placement (AP) courses, military training/experience, industry training programs, and professional licenses/certifications. Assessment of credit toward PIA degree and non-degree programs can be through a recognized national evaluation (CLEP, DANTES, ACE), a school challenge examination, or through a skill demonstration. Credit awarded for comparable education/training is limited to 50% of the total program clock hours. For a student enrolled in an aviation maintenance technology program, credit may not be granted for certain courses when prohibited by 14 CFR, Part 147.

As the receiving school, PIA will be the sole determinant of what learning and/or training experience is acceptable for award of tuition credit.

A student who completes the entire AMT program at the Hagerstown Branch Campus will receive 58 credit hours toward the AMT associate in specialized technology degree program offered at another PIA campus, or at least 18 credit hours toward any other associate in specialized technology degree program offered by PIA.

Transfer Credit Appeal Process

Students must file an appeal within 15 days of receiving their transcript evaluation in writing. The student should include the coursework they believe they should have received credit for and include an explanation of why the original determination should be reconsidered. Supporting documentation must be included with the appeal. This includes: catalog, course descriptions, class syllabi, and/or other documentation to assist PIA in making a decision. The decisions made in the transcript evaluation will be binding if the student fails to file an appeal within this time frame. PIA will respond within 30 days in writing to the student appeal.

Transferring Credits to Other Institutions

Transfer of credits from one educational institution to another is always subject to acceptance by the receiving school. PIA holds articulation agreements with a number of colleges and universities. Articulation agreements vary in amount and conditions for which transfer credit is awarded. A student may get details of transfer credit and articulation agreements from the Executive Director for Academic and Student Affairs. If a student decides to transfer out of a PIA program into another facility, he/she should speak to the Executive Director for Academic and Student Affairs. A student may leave PIA in good standing if all financial obligations to PIA are satisfied and all materials supplied by PIA are returned. PIA will then prepare a transcript listing all the grades obtained by the student. When a student signs a release, the transcript will be sent to a third party so chosen by the student. Students continuing their education at, or transferring to, other institutions must not assume that credits earned at PIA will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at the institution will be accepted for transfer by any other institution. Students must contact the receiving institution to determine what credits, if any, the institution will accept. It is the student's duty to check the articulation agreement and/or transfer policy of any institution they wish to transfer into. Students must be aware that some articulation agreements are based on FAA certification and not necessarily individual coursework.

Returning PIA Students

Students returning to PIA after a withdrawal are eligible to receive credit based on the date of completion of previous course.

Courses Completion:

- 0-3 years ago: Receive full credit for completed coursework.
- 4-10 ago: Bypass Examination provided. Those who score a 70 or higher are granted credit for the course.

- Technical courses completed 10 years ago and beyond are ineligible for credit.
- If a returning student/graduate has completed their completion certificate in a FAA subject area, those courses do not need to be retaken regardless of time course(s) have been completed.

Daily Class Schedule/Hours of Attendance

Class Size

Enrollments and class sizes are regulated by the appropriate governing agencies. Accordingly, student/instructor ratios cannot exceed 25:1 in the shop/lab environment, and cannot exceed 50:1 in the theory classroom..

Periods of Study

The curriculum for the full-time Aviation Maintenance Technology Program is comprised of periods of study referred to as semesters. The program is four (4) semesters in length, the first three consisting of 474 contact hours, and the fourth consisting of 478 contact hours, for a total of 1,900 hours of instruction.

Classes are in session five days a week, Monday through Friday, from 8:00 am to 2:30 pm. Exceptions are scheduled holidays, vacation days, and faculty in-service days as listed on the school calendar insert provided with this catalog. On scheduled class days PIA's building is unlocked at 7:00 am. At this time, a student can enter the building and proceed to assigned classroom, shop or laboratory area, lunchroom area, or an instructor's office for a prearranged appointment or to an assigned make up area. Morning make up is arranged through the instructor.

All classes begin at 8:00 am unless otherwise specified. Students are expected to be at their assigned locations for morning roll call.

The daily class schedule consists of six 50-minute periods. Class changes of ten minutes provide ample time for students to move from location to location and be prepared to continue their learning activities.

The student's lunch period, between periods 3 and 4, is 30 minutes in length, at which time they may use either the school's facilities or off campus facilities.

The PIA instructional staff is available to assist students after classes. Arrangements can be made for fulfilling make up requirements, and/or getting additional assistance with any of the program material.

Regular dismissal occurs at 2:30 pm each school day unless specified otherwise.

Dismissal will always be preceded by a roll call. For shop/laboratory students, roll call will be taken at predetermined locations. Students must not leave this location until dismissal. Classroom students are expected to remain in their seats until roll call is completed and the instructor dismisses the class.

To minimize congestion and maximize safety, students are encouraged to exit the building and parking areas in an orderly manner. Acts which are considered to present safety hazards will not be tolerated.

Early Dismissal

Early dismissal, when permitted, is counted as a period of absence. Students are required to get permission from their instructor when leaving before the end of the scheduled day. Note: Excessive absence accumulated due to early dismissals is to be considered very serious and may be considered as a reason for interruption of training.

Tardiness

Any student not present at the beginning of scheduled period is considered as tardy and must

report to his/her instructor. The exact number of minutes of tardiness will be recorded and transcribed into the student's permanent records. Tardiness is treated as a period of absenteeism.

Absence

PIA requires all absence to be made up in order for the student to graduate from the AMT program at the Hagerstown Campus. Make-up work can be accomplished at a time determined by the Campus Director. This time may be on regular school days either before scheduled class hours, after scheduled class hours, or on weekends.

Students will be notified at certain intervals throughout the semester for excessive absence. If a student's absence reaches a certain, predetermined amount (calculated based on contact hours in which the student is enrolled), the student will be placed on a provisional status wherein no additional time can be missed prior to the end of the term. If the student misses additional time while on provisional status, the student will be considered "FA" (Failure due to Absence). Student may then be dismissed. Students dismissed for Failure due to Absence will receive a U (Unsatisfactory) grade for all complete courses and will be responsible to pay for all courses retaken. Students must be aware that financial aid will be unavailable for retaken courses in most circumstances.

An appeal process will be available for students with extenuating circumstances. The Evaluating Director will review a student's absences along with any documentation provided by the student and make a determination on a case-by-case basis. Student must provide documentation and appeal within 5 school days of the absence. Students may stay enrolled at PIA pending the outcome of the appeal. The following reasons are typically considered to be extenuating circumstances (This list is not exhaustive):

1. Hospitalization with documentation
2. No-fault Court appearances with Court documentation – this does not include situations where the student is a party to the legal action
3. Job interviews arranged by student or PIA Career Services, with documentation
4. Military service with Military Orders
5. Death in the immediate family (spouse; biological, step or foster children; parent; spouse's parent; grandparent; spouse's grandparent; siblings; spouse's siblings). Obituary notice including student name or documentation from funeral home is required.

Class cuts are not tolerated. Class cuts will be considered a form of absenteeism. Any student involved in cutting classes may face disciplinary action.

Any student who is absent from school for a period of five (5) days without notifying PIA of the reason for their absence will be removed from the school's roll sheets and considered as withdrawn. If during the five (5) day absence a student would reach the total maximum allowable missed time, the student will be dismissed in accordance with the failed absence policy as described above. In order to reenter, the student must apply for readmission, and they must submit an acceptable reason for the absence. It must be shown that corrective action has been taken to prevent recurrence of the absence. When a student applies for re-admittance, they will not be required to retake the MSA.

If a student misses more than the prescribed net absence in a semester, but does not exceed a maximum limit, the student's work for the term will be considered incomplete due to absence. To complete the term, absence beyond the prescribed net absence must be made up in the term which it occurred prior to advancing to the succeeding term. Certain exceptions may apply to the above-mentioned policy, and said exceptions will be determined based on an internal hearing process held before an evaluating school official. Determinations will be made on a case-by-case basis. If a student disagrees with the decision of the school official, an appeal request may be made.

Special Provisions for Military Service Members. Military Members who are scheduled to be deployed should provide the Campus Director and Student Records Office with documentation and notification as far in advance as possible. For further details please see Student Records Office.

Advising

When a student is absent for three consecutive days, the instructor provides notice to the appropriate personnel. An attempt will then be made to contact the student to determine the reason for the absence.

Students are advised for excessive absence at prescribed intervals throughout the term. Documentation of advisement regarding student absence becomes a part of the student's permanent record.

Make-up Time

A student must attend at least 90% of all SCHEDULED class and shop/lab time. Failure to meet this standard will result in dismissal from the program. At the end of the program, a student's net absence (time missed minus time made up) must equal zero (0) in order for him/her to advance to each succeeding term of study and receive a diploma and FAA completion certificate from the school.

Make-up work is not permitted for the purpose of receiving Veterans Administration training allowances.

Make-up Class Schedule

Upon appointment, make up time can be scheduled Monday through Friday from 7:30 am to 8:00 am and 2:30 pm - 3:30 pm unless otherwise posted. Additional times may, but are not required to, be made available by each faculty member at his/her discretion. In addition, opportunities for evening make-up time are provided throughout the term. The specific dates for each term will be announced or posted. The minimum amount of make-up time that can be completed during available make-up time opportunities is 1/2 a contact hour (A contact hour is defined on page 6). Students with less than 1/2 a clock hour of missed time are expected to complete this time during one make-up opportunity.

Records and Procedures

Accurate and detailed attendance recording is the responsibility of the instructor. The instructor will verify a student's presence (at minimum) at the beginning and ending of the morning session, at the beginning and ending of the afternoon session, and when the class moves from one shop/classroom to another. Random roll calls may be conducted as required.
Student attendance records reflect the following information:

1 Date and amount of absence for each occurrence.
2. Number of late arrivals and early departures.
3. Total absence by term.
4. Accumulated absence.
5. Make-up time required and completed.

School Delay/Closing

Pittsburgh Institute of Aeronautics attempts to provide an uninterrupted training schedule with few school closings/delays due to inclement weather or other reasons. To the students, this means on-time graduation and a minimum of inconveniences. Weather related delays and closings are determined based on the road/parking conditions at the PIA campus, and not necessarily on conditions in the surrounding areas. Although PIA classes may still be in session during a weather event, commuting students are advised to make their own decision as to the safety of travel during inclement weather.

In the event that a school closing/delay is necessary, the students will be notified by the following means:

- Text Alerts – to sign up for PIA Hagerstown, text PIA HGR to (412) 293-3800.

Student Complaint/Grievance Procedure

Full consideration will be given to student complaints concerning any aspect of programs, facilities, and all services offered by or associated with PIA. The following complaint/grievance procedure is intended as a formal process to submit any complaint for consideration. Prior to entering a formal complaint, students are encouraged to speak openly to members of the school faculty and administration. Reasonable measures will be taken to preserve the confidentiality of information that is provided and to protect persons who report the information from retaliation.

Any student wishing to submit a formal complaint must follow the procedure below.

1. A student must present to the Campus Director any complaint relating to any: (a) programs, facilities, and all services offered by or associated with the school; (b) action or alleged misrepresentation by an employee or representative of the school; (c) discrimination or harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status by any student, applicant, faculty member or other school employee, or visitor or invitee of the school; and (d) school activity. The complaint may be oral or written. The Campus Director will promptly acknowledge receipt of the complaint and maintain proper written documentation of the complaint for future reference.
2. The Campus Director or the appropriately designated school official will meet with the student to discuss and respond to the complaint. The administrator's response may be oral or written and will address the specific complaint and indicate what, if any, corrective action has been proposed or accomplished. All discussions will be documented.
3. Within three (3) school days of any such discussion, the appropriate administrator will prepare a written summary of the discussion, including any agreed upon or proposed solution of the student's complaint. The Campus Director will take the necessary steps to ensure that any agreed upon solution or other appropriate action is taken.

Unresolved Complaints

If the compliant cannot be resolved after exhausting the institution's grievance procedure, the applicant may contact the Secretary of Higher Education at the Maryland Higher Education Commission to register complaints or to obtain information concerning the performance of PIA's Hagerstown Campus programs. This includes but is not limited to information regarding the program's enrollment, completion rate, placement rate, and pass rate of graduates on licensure examinations. Direct all inquiries to: MHEC, 6 N. Liberty St, 10th Floor, Baltimore, MD 21201: or the website at; www.mhec.state.md.us.

Finally, students may contact the Maryland Office of the Attorney General, Consumer Affairs. This office can be reached at 200 St Paul Pl, Baltimore, MD 21202, at 1-888-743-0023 or by visiting https://www.marylandattorneygeneral.gov/Pages/CPD/default.aspx.

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 filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or online at www.accsc.org/Student-Corner/Complaints.aspx

Appeals Request

Students who wish to appeal certain determinations made by the Institute, may do so via a written request to the Executive Director for Academic and Student Affairs. All appeals must be initiated within 24 hours of the incident or determination in question. Formal appeals will be reviewed by the Executive Director for Academic and Student Affairs, and the student will be informed of the outcome in writing. Appeals are permitted for the following issues:

1. Withdrawal/Dismissal/Leave of Absence Determinations
2. Unfavorable Evaluations
3. Disciplinary Actions

Student Grading and Progress Reports

During each semester, Instructors close and publish the appropriate courses at predetermined checkpoints. Students will be notified of course publishing dates, and will be informed of which exams, quizzes, and projects must be completed by each of these dates. Once a course is published, students will have a 5-day grace period to address any incomplete course requirements. Grades received within the grace period must be submitted by the instructor directly to the Registrar's office.

After each term of study, a progress report is issued to the student. Students should review the report as soon as it is received. Any potential discrepancy should be reported to the Student Records department immediately. The following grading system is used for all programs:

All written examinations and quizzes, as well as shop/lab projects, are scored by percent. These percentages are then converted into letter grades. To receive credit for a shop/lab project, the student must achieve a score of 70% or higher. Individual course achievement is recorded by letter grade, each equivalent to a prescribed grade-point value. This grade-point value is then multiplied by the number of clock hours (also known as contact hours) assigned to the course, giving a quantity of grade points that will be used to calculate the student's average. The term progress report and the transcript indicate student achievement by grade point average (GPA), which is derived by dividing the sum of all grade points earned by the total number of contact hours completed. Transferred credits or other advanced standings are not used in this computation. PIA shall retain all permanent grades for as long as the school exists.

The student transcript includes the following information:

- Student name and ID number
- Major/Program completed (if applicable)
- Start date
- Applicable School Code(s)
- Courses taken
- Letter grade for each course completed
- Credits earned in a given term of study
- Total credits received
- GPA for a given term of study
- Cumulative GPA

Following is a table used to convert percentages, letter grades, and grade-point values.

PERCENT	LETTER	G-P VALUE
90 – 100	A	4.00
80 – 89	B	3.00
70 – 79	C	2.00
60 – 69	D	1.00
0 – 59	F	0.00

Coding System

In lieu of issuing grades for a course, circumstances may warrant the issuance of one of the following codes.

CODE MEANING:

I.....Incomplete
TR.....Transfer Credit
W.....Withdrawal
U.....Unsatisfactory Grade
AU.....Audit

Satisfactory Academic Progress (SAP)

The PIA grading policy requires that all students must have achieved at least a 2.00 GPA at the end of each term in order to advance to the succeeding term or graduate. Additionally, students must adhere to the Absence policy as dictated on page 10 of the PIA student catalog/handbook. PIA evaluates SAP at the end of each term. PIA also evaluates SAP after each payment period for financial aid purposes. Students will be notified in writing if they fail to meet SAP. Students MUST complete their selected program of study within 150% of the normal duration of completion.

Additionally, a student who receives below a 70% for any course is considered as having failed the course and must repeat the course before continuing into the subsequent term. All courses require a minimum grade of "C"; a grade of "D" is considered unsatisfactory and constitutes a failure. This may not be a combination of written and practical grades; each is treated discretely. No written test average of less than 70% is permitted, and no practical grade of less than 70% is allowed. Although an individual written test score of less than 70% is permitted for a given course, it must be offset by a written test score which results in a written test score average equal to 70% or better. In addition, due to certain licensing agency requirements, a student who receives a score of less than 70% on any practical exam (project) must repeat the course, regardless of any other grades.

Unsatisfactory (U) Grade:

If a student receives an unsatisfactory final grade in the individual practical or written component of a course but an overall minimum course average of C or better, student will receive an Unsatisfactory (U) grade. This will indicate that a satisfactory grade was not obtained, and the student will be required to retake the course.

Additionally, students who are dismissed due to the Failed Absence policy will receive a U grade for all completed course.

Academic Warning:

Any student who receives a term GPA of less than 2.00, or receives a course grade less than 70%, is placed on Academic Warning and must repeat the entire term/or failed course before he/she can advance to the next term. If the student regains SAP by the end of the evaluation period, he/she will be notified and removed from Academic Warning. If a student fails to achieve SAP by the end of the term in which he/she is on Academic Warning, the student will be notified and withdrawn from the program (unless the student files and is granted an appeal as defined in the *Appeal Process for Academic Withdrawal* section on page 14). All periods of enrollment count toward SAP, including periods when a student does not receive financial aid.

Appeal Process for Academic Withdrawal

A student may appeal withdrawal due to unsatisfactory process in the event of extenuating circumstances. Extenuating circumstances are limited to personal injury or illness; family emergency; death of a close relative; or other exceptional circumstances. To appeal, a student must submit a written and/or digital letter to the Executive Director for Academic and Student Affairs and Director of Financial Aid. The written appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documenta-

tion should be submitted if possible. Failure to apply within 5 business days could result in denial of appeal. The appeal will be evaluated by PIA within 10 days of receipt. Upon review, the student will be notified in person and/or in writing of the appeal decision. If the appeal is approved the student will remain enrolled and be placed on Academic Probation.

Academic Probation

If an academic withdrawal appeal is granted, the student will be placed on Academic Probation for the evaluation period, and the Executive Director for Academic and Student Affairs will provide a notice to the student that will outline the requirements of an academic plan. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required 2.0 GPA for graduation. At the end of the probationary period of evaluation, the student's progress will be evaluated based upon the academic plan. If the student is meeting SAP standards, the student will be notified and removed from a probationary status. If the student is not making SAP but has met all the terms of the academic plan, the student will be eligible to remain in school and remain on probationary status. If the student fails to meet the terms of the academic plan at the end of a probationary period of evaluation, the student will be notified and dismissed from school. Second appeals in this situation will only be granted at the discretion of the Executive Director for Academic and Student Affairs and based upon exceptional circumstances.

Transfer Credit

Assigned credits from another institution are counted toward hours earned and hours completed, but not GPA or SAP.

Missed Scheduled Examination

A student who misses a scheduled examination(test) due to an unexcused absence, must complete the examination the next day of attendance or as directed by their instructor. If a student is unable or refuses to take the examination at that time, they will receive a zero (0) score and then may utilize the examination retake policy as described below. If a student has a question regarding the eligibility of an examination for a retake, they may contact their course instructor.

Examination Retake Policy

When a student receives a written examination (test) score of less than 70%, the examination may be retaken under the following conditions:

1) The student understands that the highest possible grade they can receive for the first retake attempt is 70% (C).
2) If a student receives a score of less than 60% on the first retake attempt, a second retake may be granted. The student understands that the highest possible grade they can receive for the second retake is a 60% (D).
3) The student understands that this policy only refers to examinations (tests), and the student must review each individual course syllabus to determine if a retake policy is applied for course-specific quizzes and/or shop/lab projects.
4) The test is retaken within five (5) school days after the failed attempt. The instructor may dictate the date the examination must be retaken during the five (5) school days. If the test is not retaken within the provided five (5) days, the retake opportunity will be forfeited.
5) No more than two (2) retakes will be permitted for any examination (test).

The learner must have satisfied all attendance requirements, making up all excess absences prior to the start of the next term. In addition, all exams and projects must be completed prior to the start of the next term. All financial obligations to the school must be met prior to advancing to the next term. Although it is PIA's policy to supply transcripts to students when properly requested, transcripts issued to students who have not satisfied all grade, attendance, and/or financial obligations will be marked with a stamp identifying the deficiency.

Any course repeated will be billed at the rate currently in effect. Regardless of the reason for unsatisfactory progress, a student MUST complete his/her selected program of study within 1.5 times the normal duration of completion. For example, a 16-month program must be completed in 24 months of attendance, or less. If a student officially withdrawals from a program, then reenters, the interim time between the withdrawal and reentry is not considered in this calculation.

PIA does not have a mandatory probationary period.

Retaking Courses

Students who fail to achieve a satisfactory passing grade in a class are required to repeat it. The failing grade will be averaged into the student's current GPA until the class has been repeated. Once the class has been completed with a passing score, the student's current GPA will be recalculated to reflect the new grade. Repeated classes are charged to the student at the cost documented in their enrollment agreement.

Incomplete Policy

Students who fail to complete all requirements of a course within the current term may be approved by the Dean of Academic Affairs/Campus Director for a temporary Incomplete (I) grade. Students must contact the Campus Director to complete the necessary Incomplete Grade request form for consideration. Students granted the temporary Incomplete "I" status for a course will have up to 14 calendar days to submit the required materials. If all requirements are not met at the end of the 14 days, the course grade will become an "F". The student will then be required to retake the course to proceed with his/her program. A student cannot progress to the subsequent term of study until all courses designated for a given term have been completed and a satisfactory grade received. An extended Incomplete (I) grade will only be granted at the discretion of the Campus Director and Executive Director for Academic and Student Affairs and based upon exceptional circumstances.

Sequence and Scheduling of Courses

Cancellation/Alteration of Course Offerings – Pittsburgh Institute of Aeronautics reserves the right to alter, including cancel, course offerings if enrollments, resources and/or other circumstances do not meet criteria as determined by judgment of the Administration. In such instances, PIA will make every effort to offer the student an alternate and equally appropriate sequence of courses. If such an alternate sequence is not available, the student will be required to take a one-term break in training and register for the next set of available courses leading to his/her program completion.

Disruption of Training due to Student Factors – PIA students, regardless of major/program, must be aware that failing or withdrawing from a term/course, taking a leave of absence, or otherwise altering the original course distribution established upon enrollment may result in a course scheduling conflict. In such circumstances, PIA will make every effort to offer the student an alternate and equally appropriate sequence of courses. If such an alternate sequence is not available, the student will be required to take a temporary break in training and register for the next set of available courses leading to his/her program completion.

Conduct Requirements

At the time of enrollment, each student is required to sign an enrollment agreement which states that the student will abide by all regulations and policies as outlined in the enrollment agreement, this catalog/student handbook, and as presented by the staff of the Institute. Any violations of the regulations or policies may result in disciplinary action up to and including suspension or dismissal from the Institute.

Termination of Students

PIA reserves the right to reject any applicant who does not meet the required standards, or to expel any student who does not abide by the rules and/or regulations, behaviorally and/or scholastically, as outlined in this catalog, student handbook, and the enrollment agreement.

A student may be terminated from the school for unsatisfactory academic progress, nonpayment of tuition, excessive absence or tardiness, or failure to abide by rules and policies established by the school. The termination date will be the student's last date of attendance.

Other reasons for dismissal include, but are not limited to the following:

1. Failure to comply with attendance policies
2. Submission of forged documents
3. Conviction of a Felony
4. Failure to meet academic requirements
5. Failure to meet practical (shop) requirements
6. Failure to comply with rules, regulations and policies of the Institute
7. Unprofessional, unethical, or insubordinate behavior
8. Any action or inaction which causes harm to another
9. Proven illegal use of controlled substance
10. Fighting
11. Harassment
12. Reckless or unauthorized use of vehicles
13. Reckless or unauthorized use of shop equipment
14. Theft
15. Intentional damage to school equipment/vehicles/property
16. Failure to participate in/comply with school-mandated EAP programs and recommendations
17. Other serious or repeated violations of the school's rules and/or policies

Request for Reinstatement following Termination

A student seeking to return to school may be granted reinstatement under the following conditions: 1) he/she must meet minimum school admission requirements and academic criteria (refer to "Satisfactory Progress" on page 13) in force at the time of reentry; 2) he/she must be in compliance with the school's attendance policy (refer to "Absence" on page 10) at the time of reinstatement, 3) he/she must be recommended for reinstatement by the Campus Director 4) he/she must have met all financial obligations to the school up to the date of reinstatement, 5) he/she must be free of any sanctions imposed by the school, including suspensions or other forms of disciplinary action, and 6) he/she must be free of any unfulfilled requirements mandated by the EAP program.

A student seeking to return to school and granted reinstatement under the aforementioned criteria will enter the applicable program of study at the point where all of these standards have been met, even if that means that certain classes previously attended must be retaken, and all applicable conditions have been satisfied, including the payment of course/term tuition and the completion of academic requirements.

Students accepted for reinstatement will sign a revised enrollment agreement indicating any courses and tuition credits already completed, and any changes, such as graduation date, that are affected by the new agreement.

Director's List:

The Director's List includes the names of all full-time students who have earned a grade-point average of 3.75 or higher. Those designated on the Director's List will receive an award letter after each qualified term.

Refund Policies

Applicant Rejection. All monies paid by the applicant will be refunded if his/her application for admission is rejected or enrollment is denied by the school.

Registration Cancellation. Any applicant may cancel his/her registration prior to the beginning of the class by contacting PIA. If the request for cancellation is within seven (7) calendar days following the date of the enrollment agreement and prior to the start of the training program, all monies including the registration fee will be refunded. Upon cancellation after the seventh calendar day following the date of the enrollment agreement but prior to the beginning of the training program, monies paid to the school will be refunded except the registration fee. However, if the cancellation occurs prior to ninety (90) days before the beginning of the applicant's original training program, 50% ($75) of the registration fee may be refunded in addition to the other monies paid. Applicants are encouraged to make the notice of cancellation in writing. However, written notification is not required.

Withdrawal from the Program. When a student begins training and withdraws prior to completion of any term, a refund of any tuition overpayment is made as outlined in this paragraph. Accrued tuition is computed through the last day of attendance, and refund of overpaid tuition, if any, is made on a prorated basis of 100% according to the number of days remaining beyond the last day of attendance. The refund is made within 45 calendar days of the official date of withdrawal. This timeline may be extended if PIA is awaiting notification of debt from a third party. All students, regardless of their method of payment, are subject to the same refund policy. Information concerning refunds for third-party funding agencies, Title IV, Veteran's Administration, WIOA, etc. can be obtained from the Financial Aid Office.

Teach Out

If PIA discontinues a program at its Hagerstown Campus, all students enrolled in that program will be provided the opportunity to complete all graduation requirements, on-site at the Hagerstown Campus, by means of a teach out of the affected program. If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

Request for Leave of Absence or Withdrawal

Students are encouraged to make an appointment with the Campus Director or Director of Financial Aid prior to initiating any request for temporary or permanent leave. However, students may withdraw from PIA at any time. Students wishing to withdraw from a program are further encouraged to visit the Student Records Office to complete the necessary forms.

Courses that a student is currently in the process of taking at the time of the request will receive a W (Withdrawal) course grade to indicate a student has withdrawn from the specific course. This is used for any reason (absence, personal, termination, etc.,) and further indicates the student must retake the entire course when next available. In cases where a student was enrolled for the entire duration of the course but failed to complete all course requirements during that period, the course grade will be recorded as a U (Unsatisfactory) unless the student has been approved for an Incomplete Grade (see Incomplete Policy on page"Incomplete Policy" on page 16).

Students may be granted a Leave of Absence (LOA) from their program for reasons deemed acceptable and necessary by the Institute. A student may request a temporary period of absence from Pittsburgh Institute of Aeronautics (PIA) due to extenuating academic, medical or personal circumstances that prevent a student from participating fully in his/her program of study. A student must apply in advance and all requests for leave must be submitted in writing and signed

and dated. The student must provide a reason for requesting the leave and a reasonable expectation when they will return. If enrollment is temporarily interrupted for a leave of absence and the leave of absence does not expire, the student will return to school in the same progress status as he/she had prior to the leave of absence. A leave of absence in NO WAY reduces the obligation on the part of the student to complete his/her program within the allotted time frame. Details on time frame should be directed to Financial Aid Office.

The Campus Director and Director of Financial Aid will review all leave requests and determine whether the student is approved for a Leave of Absence (LOA). A student who meets the criteria and is granted an approved LOA is not considered to have withdrawn, and no Return of Title IV calculation is required. If approved, the student will receive a notification by email if their graduation date changes.

If the student's request for leave is determined to be a Withdrawal (W/D) and the student received financial aid and is a Title IV loan recipient, he/she will be subject to the Federal regulations governing the return of Title IV funds. A refund of any tuition overpayment is made as outlined in this paragraph. PIA will calculate the amount of grant, loan assistance and earned tuition through the last date of recorded attendance. The refund of overpaid tuition is made on a pro-rata basis of 100% according to the number of days remaining beyond the last date of recorded attendance. This refund is made within 45 calendar days of the official date of the withdrawal. All students, regardless of their method of payment, are subject to the same refund policy.

The maximum time allowed for an approved leave of absence is 180 days in any 12 month period. Students who do not return at the expiration of an approved leave of absence will have their enrollment status changed to a withdrawal and must apply for re-admission. Due to the change in enrollment status PIA will begin the return of Title IV funds outlined in the previous paragraph. Information concerning refunds for third party funding agencies (Title IV, Veteran's Administration, WIA, etc.) can be obtained from the Financial Aid Office.

If the student re-enters after 180 days, his/her remaining financial aid (as applicable) will be calculated on the remaining time to complete the program. This may lower the amount of eligible financial aid when the student re-enters.

If the student re-enters after 180 days, he/she will lose his/her six (6) month grace period (as applicable). Any active student loan(s) will enter repayment and the student will be responsible for monthly installments. Please note, once a student uses the 6 month grace period, it may not be reinstated for any reason. Based on the student enrollment status they may utilize an in-school deferment to postpone repayment of his/her loans until graduation.

Reentry Process

Contact the Student Records Office and/or Campus Director to request reentry. The reentry date will be based on space available and the satisfying of all pending financial, academic, and make-up time obligations. The current hourly rate of tuition will apply to all reentry students. The Financial Aid Department will offer assistance in preparation and submission of student aid paperwork.

Should the student decide to re-enroll in the Institute, he/she will retain credit for any classes successfully completed before the withdrawal. If withdrawal occurred under unsatisfactory academic status, a student is required to meet any outstanding academic requirements for the term in which he/she withdrew prior to enrollment in the subsequent term. A student may continue their education at the beginning of the course in which they withdrew, provided no curriculum changes have occurred, and with the approval of the Campus Director and/or Executive Director for Academic and Student Affairs. PIA reserves the right to deny a student's reentry into a program of study if such reentry is not in accordance with sound educational practices.

Financial Assistance for Students

Financial assistance is available to qualified students attending PIA's Hagerstown Campus through various loans, grants, and scholarship programs. The school is approved by the U.S. Department of Education and is accredited by the Accrediting Commission of Career Schools & Colleges (ACCSC).

PIA Hagerstown Campus offers the following Financial Aid Programs:

- Federal Direct Student Loan Program (FDLP)
- PELL Grant

PIA does not participate in Federal Supplemental Educational Opportunity Grant (FSEOG), Perkins Loans, or Federal Work Study (FWS). Details on financial aid programs are available from the Financial Aid Office.

Additional scholarship opportunities are available online at https://pia.edu/scholarships/ **and posted for students throughout the year. Contact the Financial Aid Office for details.**

Institutional Match Grant

All student scholarship recipients are eligible to submit an Institutional Match Grant application. The Institutional Match Grant awards a match of an awarded scholarship for up to $1,000 per Semester. All Institutional Match Grant applications are reviewed by the PIA Scholarship Selection Committee each semester. Institutional Match Grant awards are only applied towards tuition. PIA will not refund a credit balance created by an Institutional Match Grant award. A credit balance may be applied to subsequent Semesters. If this is not an option, the funds will be forfeited. Institutional Match Grant awards are not applied during the same term as the Scholarship award. They are applied toward the following term. (Scholarship awarded in 3rd Semester, Matching Grant awarded in 4th Semester.) The Institutional Match Grant application may be obtained through the Financial Aid Office and on the PIA website.

How to Apply for Financial Aid

The first step in the financial aid process is submitting the online Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov. The result of the application, the Student Aid Report (SAR) will be e-mailed or mailed to the student. The SAR will provide the Student Aid Index (SAI). The FAFSA must be submitted every year. Students can apply between January 1st and June 30th of the following year.

Pell Grant

Pell Grants are awarded only to undergraduate students - those who have not earned a bachelor's or graduate degree. The Pell Grant award is determined by the student's SAI, cost of attendance and number of scheduled clock hours in the student's academic year. The funds are paid directly to the school and applied to the student's tuition account. If the award creates a credit balance, a refund is made to the student. The funds are typically disbursed twice per award year.

Direct Loans

The Federal Direct Loan Master Promissory Note is completed by the student and provides multiple subsidized and/or unsubsidized loans over a maximum ten year period. Loan limits depend on the academic year, whether you are a dependent student and whether you receive subsidized (the government pays the interest while you are in school at least half time) or unsubsidized (interest begins at the time the loan is disbursed) loan(s). Loans are disbursed to the student once per term and electronically transferred to PIA. The funds are applied to the student's tuition account. If there is a credit balance, the student has the option of taking the refund or leaving the money on their account for the subsequent semester.

Prior to the disbursement of Direct Loans, first time borrowers are required to complete online Entrance Counseling. PIA requires students, who borrowed Direct Loans and are in their last term of study, to complete online Exit Counseling prior to graduation.

Direct Plus Loans

Federal Direct Plus loans are credit based loans the parents can take out for their dependent undergraduate children. The Federal Direct PLUS Loan Application and Master Promissory Note must be completed. A credit check is required for each loan term. The loan is usually disbursed once per term. The funds are sent electronically and applied to the student's tuition account. If there is a refund available, , a refund is issued. The standard repayment begins after the money for the term has been disbursed.

Borrower's Responsibilities

Once the borrower has received the loan funds he/she has assumed certain responsibilities.

Those responsibilities are as follows:

1. Repayment of the loan: The loan funds must be repaid to the servicer on an approved schedule. The loan must be repaid if the student graduates or if the student withdraws from training.
2. Employment status: If the student becomes unemployed and cannot continue the repayment of the loan he/she may request a deferment from the lending institution. A request for deferment is not a guarantee of deferment. The student must continue payments until he/she has written approval that the deferment has been granted.
3. Notification of changes: The borrower must notify the servicer of any changes that take place that could affect the loan account. Examples: name change, address change, or social security number change.

NOTE: All students must attend an exit interview before graduation.

To contact the Financial Aid Department, please call 412-346-2100 or email financialaid@pia.edu. The office is open from 8:00 A.M. to 4:00 P.M., Monday through Friday.

Graduation Requirements

Following are the minimum graduation requirements for students attending PIA's Aviation Maintenance Technology program at the Hagerstown Campus.

The student must achieve a grade of "C" or higher for all required courses. In addition, the student must have passed every shop/lab project with a score of 70% or better.

Students must have attended 90% of all scheduled class/shop hours, and all absences must have been satisfactorily made up.

All financial obligations must have been met to cover tuition, books, supplies, tools, fees, etc., according to school policies.

Career Services

Objective of the Career Services Department

The goals of the career services department include introducing the students to a career development consciousness at the beginning of training; nurturing a keen awareness and understanding of the career development process; updating students on a regular basis throughout their training regarding industry demands and career opportunities; answering student questions and addressing concerns; and most importantly, ensuring that every graduate has the best possible placement opportunity.

Procedure

Career services for the student's initial job begins months prior to graduation. A synopsis is prepared for each graduating class which is disseminated to numerous aviation and related companies across the country. Students are briefed on aviation industry resource information. Utilization of this information enables the student to begin sending resumes and requesting applications. The interview process is detailed and instruction is given on proper decorum, dress and professional conduct.

Career Services personnel will diligently assist each student with preparation of all the necessary documents required by the employer, and arrange and schedule employer interviews and/or job fairs. PIA does not guarantee jobs. Ongoing career services assistance is provided for all alumni of PIA.

Student's responsibilities: As they progress through their training, students must strive to maintain a high GPA, a good attendance record, and a positive attitude toward learning and teamwork. Business attire is required for participation in all school sponsored interviews.

Student Council

Student Representatives meet periodically with the Administration of the school in order to discuss student concerns and work in concert toward improving the educational experience at Pittsburgh Institute of Aeronautics. Following are the standards for selection and performance.

Eligibility:

- The representative must be willing to make him/herself available for scheduled meetings after class hours.
- All students who are making satisfactory academic progress in the term presently attended are eligible to serve as the class representative.

Nominations:

- Nominations for class representatives shall be held within the first two weeks of each semester.
- Any student may nominate a fellow classmate as the representative; and the nomination becomes official when "seconded" by another classmate (other than the person nominated).

Elections:

- Elections for class representatives shall take place the day after nominations.
- All ballots will be distributed and collected by the individual designated by the instructor.
- The nominee receiving the greatest number of votes will serve as the class representative. The nominee receiving the second greatest number of votes will serve as the alternate representative.

Duties:

- The class representative will render the viewpoints of the class during all meetings, even though these viewpoints may or may not be his/her own.
- The representative will report the minutes of all meetings to his/her class within 48 hours of their distribution.
- In the event that he/she cannot perform the duties of class representative, either temporarily or permanently, he/she must inform the elected alternate so that person may replace the representative in all duties.

Tool and Supply Requirements

Tool Requirements

Tools may be purchased from any source. As a service to its students, PIA permits vendors to visit the school and address new students concerning their tool needs. Acquisition of the tools listed is a requirement for successful progress. Tool checks will be conducted on a designated date at the beginning of each term. Students who do not obtain the required tools may be dismissed from classes, and may not be permitted to reenter school until they have acquired the prescribed tools.

Required Tool List

The student must possess the tools on the first day of the semester indicated. These are required tools, which MUST be acquired for each semester of study. Some tools used, particularly in later terms, are those previously purchased by the student, and are not listed. The student may obtain an inventory of all tools required for a particular semester of study from the appropriate instructor.

Since requirements can change by semester, students should consult the bookstore or the PIA website at **https://pia.edu/bookstore/** for the most updated listing. In instances where there are discrepancies between the website and the bookstore listing, the bookstore listing shall prevail.

Tool Box And Tool Locker Regulations:

For tool box identification, it is necessary that the student place his/her name on the tool box or bag. Students are advised that PIA's tool lockers will accommodate a tool box measuring approximately 20" x 8.5" x 9.5", which is of sufficient size for the required tools. The student must supply a two-foot length of chain and padlock for the independent securing of his/her tool box within the cage style tool lockers. The use of canvas and backpack style tool bags are permitted as long as they are inline with the provided tool box dimensions. Further questions regarding tool box style and measurements may be submitted to Campus Director.

NOTE: Although tool lockers are provided for student tool storage, PIA will not be responsible for the loss of tools in any manner.

Textbooks, Kits, And Supplies

PIA requires the acquisition of all pertinent textbooks and applicable shop/lab supplies. The PIA bookstore maintains a quantity of these articles as a convenience to the student. So as not to cause unwanted interruptions in their studies, students should obtain books and supplies prior to the start of each term. Kits and supplies may change in accordance with revisions in the curriculum.

Required Textbooks

Due to the fact that textbooks are frequently revised by the publishers, and due to the ongoing changes in book requirements within the various academic departments, no list of required textbooks is given in this handbook. The student should refer to the list of required publications provided by the campus to determine the reading materials needed for any particular course of study.

Aviation Maintenance Technology Program

Aviation Maintenance Technology Diploma Program
Four Semesters 1,900 clock hours (16 months)

Full-Time Program

The curriculum for PIA's full-time Aviation Maintenance Technology (AMT) program, as offered at the Hagerstown Campus, satisfies the requirements of 14 CFR (Code of Federal Regulations), Part 147, Airmen Certification Standards (FAA-S-ACS-1), making the graduate eligible to test for the Federal Aviation Administration (FAA) Airframe and Powerplant (A & P) certifications. The AMT full-time program is a non-degree course of study leading to a diploma. The program is four (4) semesters in length, the first three consisting of 474 contact hours, and the fourth consisting of 478 contact hours, for a total of 1,900 hours of instruction. The program operates continuously, except for short breaks during the late summer and during the traditional holiday season. The total calendar time needed to complete this study is 16 months (64 weeks).

AMT Diploma Curriculum Outline

Semester One/Unit One **(474 clock hours)**

Course Code and Title	Clock Hrs
MA2101 Aerospace Math	35
PH2103 Aerospace Physics	35
EL2105 Basic Electricity	35
AG2107 Maintenance Practices	45
MA2109 Aircraft Weight & Balance	25
PH2111 Theory of Flight	25
MA2113 Shop Related Math	11
EL2115 Aircraft Electricity	70
EL2117 Aircraft Electrical Systems	60
EL2119 Electrical Power Systems I	30
EL2120 Electrical Power Systems I I	18
EL2123 Advanced Electrical Theory	34
EL2125 Diodes and Transistors	36
EL2127 Special Application Circuits I	15

Semester Two/Unit Two **(474 clock hours)**

Course Code and Title	Clock Hrs
EL2228 Special Application Circuits II	10
EL2229 Amplifiers	32
EL2231 Operational Amps & Power Supplies	32
EL2233 Oscillators and Pulse Circuits	30
EL2235 Navigation & Communication Systems	44
EL2237 Electrical Synthesis	12
PP2241 Introduction to Turbine Engines	42
PP2243 Turbine Engine Systems	53
PP2245 Turbine Engine Maintenance	49
PP2247 Introduction to Reciprocating Engines	68
PP2249 Engine Principles	47
PP2251 Fuel Metering Systems I	55

Semester Three/Unit Three	(474 clock hours)
Course Code and Title	**Clock Hrs**
PP2352 Fuel Metering Systems II	10
PP2355 Engine Overhaul	73
MA2357 Boolean Algebra	26
PP2359 Ignition Systems	74
PP2361 Engine Troubleshooting	39
PP2363 Aircraft Propellers	67
MA2365 Powerplant Math	16
PP2367 Powerplant Synthesis	16
AF2371 Environmental Controls	33
AF2373 Introduction to Metallurgy	67
AF2375 Fluid Mechanics	33
MA2377 Advanced Weight & Balance	20

Semester Four/Unit Four	(478 clock hours)
Course Code and Title	**Clock Hrs**
AF2481 Nonmetallic Structures	115
AF2483 Fuel Systems/Electrical Installations	40
AF2485 Working with Sheet Metal	112
AF2487 Welding Technology	21
AF2489 Aircraft Inspections	82
AF2491 Landing Gear Systems	32
AF2493 Rigging and Assembly	55
AF2495 Airframe Synthesis	21

Aviation Maintenance Technician Job Description

Duties of the aviation maintenance technician include inspections, component replacements, overhauls, extensive repairs, troubleshooting, and servicing of aircraft and aircraft systems.

Transfer Credit

PIA holds articulation agreements with a number of colleges and universities. Articulation agreements vary in the amount and conditions for which transfer credit is awarded. A student may get the details of transfer credit and articulation agreements from the office of the Executive Director for Academic and Student Affairs.

Students must contact the receiving institution to determine what credits, if any, the institution will accept. It is the student's duty to check the articulation agreement and/or transfer policy of any institution they wish to transfer into. Students must be aware that some articulation agreements are based on FAA certification and not necessarily individual coursework. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution.

Details regarding requirements for FAA testing are available through the Office of the Campus Director.

Qualifications for Federal Aviation Administration (FAA) Certification

To be eligible for a FAA mechanic certificate and associated ratings a person must be at least 18 years of age, understand the English language, or in the case of an applicant who does not meet this requirement and who is employed outside of the United States by a U.S. air carrier, have this certificate endorsed "Valid only outside the United States," and have passed all of the prescribed tests within a period of 24 months (FAR 65.71). Each applicant for a mechanic certificate or rating must present an appropriate graduation certificate from a certificated aviation maintenance technician school. FAA may deny application for FAA certification due to criminal convictions. Executive Director for Academic and Student Affairs may be contacted concerning FAA licensing concerns due to criminal convictions.

Attainment of all FAA certifications is not a requirement for graduation, since they cannot be fully accomplished until after the student has completed the approved subject areas; however, it is school policy that all AMT students pass the FAA written examinations for General and Powerplant (or General and Airframe, as applicable in alternate course scheduling arrangements) prior to advancing to their final semester of study. FAA oral and practical examinations for General and Powerplant (or General and Airframe as applicable in alternate course scheduling arrangements) must be successfully completed on each student's individually assigned and scheduled date during the final semester of study. Test date assignments are coordinated by PIA staff and based upon FAA Examiner availability. Students who do not appear on their assigned testing date(s), or who do not successfully complete the required testing by the required date(s) will be ineligible to complete the term and will be subject to an administrative hearing to discuss options for continued enrollment. The Executive Director for Academic and Student Affairs may grant an extension to the deadline for completion of FAA written exams, but the extension may not exceed 14 calendar days following the term end date.

Graduates of PIA's AMT program are qualified to test for the FAA Airframe and/or Powerplant certificate(s), as appropriate. In order to secure these certifications, the graduate must pass a battery of written, practical, and oral examinations prescribed by the FAA. PIA graduates, having successfully completed their written examinations, can arrange for practical examinations with the Campus Director.

Knowledge (Written) Examinations

The FAA requires three knowledge (written) tests be passed for Airframe and Powerplant certification. FAA knowledge tests are administered via computer terminals at an approved testing center (PSI).

Oral and Practical Examinations

Each applicant for a technician certificate or rating must pass oral and practical testing on the rating he/she seeks. The tests cover the applicant's basic skill in performing practical projects on the subjects covered by the written test for that rating.

According to Federal Aviation Regulation Part 183 (Representatives of the Administrator), private persons can act as representatives of the Administrator in testing persons for the purpose of issuing airman certificates. Such a person is referred to as a designated mechanic examiner (DME). For the student's convenience, PIA maintains in-house DME's.

Authorization to Take the Oral and Practical Examinations Prior to Written Examinations

In accordance with FAR 65.80, a PIA student who has met all program requirements and all other enrollment obligations may be recommended to an FAA inspector for oral and practical tests prior to graduation and prior to passing the written examinations.

Approvals and Accreditation

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Visit www.accsc.org for more information on accreditation.
- Approved by the Maryland Higher Education Commission (MHEC)
- Approved by the U.S. Department of Education
- Federal Aviation Administration Air Agency approval I4PT091K
- This school is approved by the Maryland State Approving Agency to offer training to veterans and other eligible dependents under the VA educational benefit programs:

  Montgomery GI Bill® .....Chapter 30
  Dependents Educational Assistance (DEA) .....Chapter 35
  Montgomery GI Bill® Selected Reserve.....Chapter 1606
  Veteran Readiness and Employment Service (VRE) .....Chapter 31
  Post 9-11 GI Bill® .....Chapter 33

- Chapter 31 Vocational Rehabilitation is administered directly by the Department of Veterans Affairs through the Vocational Rehabilitation and Employment (VR&E) Program. Information pertaining to Vocational Rehabilitation benefits is available at: www.vba.va.gov/bln/vre/.

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 Web site at https://www.benefits.va.gov/gibill

PIA Staff

Pittsburgh Institute of Aeronautics Hagerstown Campus is a branch of Pittsburgh Institute of Aeronautics (PIA), whose main campus is located in West Mifflin, PA, a suburb of Pittsburgh. PIA is a non-profit postsecondary school governed by a Board of Directors. Daily operations are overseen by the school President.

Headings marked with an asterisk (*) are lists of staff based at the main campus in Pittsburgh.
Headings marked with an asterisk (**) are lists of staff based at the Myrtle Beach Branch Campus.

However, students are invited to contact them by calling 1-800-444-1440. Staff from the main campus also make regularly scheduled visits to the branch, and are available to students during these visits. Students are notified of main campus administrator and personnel visits via the student info bulletin board.

Branch Campus Administrator

Michele Morrison ..... *Hagerstown Campus Director*

Main Campus Administrators*

Suzanne L. Markle ..... *President/CEO*
Jason S. Mongan ..... *Executive Director for Academic and Student Affairs*
Steven D. Sabold ..... *Vice President of Operations*
Jessica DiLorenzo ..... *Director of Financial Aid/VA Certifying Official*
Elizabeth Pham ..... *Director of Finance*

Instructional Staff

See catalog insert page A

Admissions

Barbara Martin ..... *Admissions Representative*
Roxanne Ober ..... *Director of Admissions and Outreach*
Mark Garner ..... *Admissions Representative - HS Recruiting*

Student Support Staff

Janet Heim ..... *Campus Coordinator*
Brooke Hrinda* ..... *Student Account Specialist*
Mindy Pavilonis** ..... *Associate Director of Career Services*
Tamea Ward* ..... *Financial Aid Advisor*
Kaylee Morgan* ..... *Financial Aid Advisor*
Elizabeth Burke* ..... *Merchandise & Account Specialist*
Amy Sommer* ..... *Information Technology Specialist*

Code of Conduct

PIA is dedicated to providing its students the privileges, opportunities, and protections which encourage and maintain a safe and productive learning environment.

The following acts are prohibited at Pittsburgh Institute of Aeronautics. In addition to the listings below, students are to reference and adhere to specific policies outlined in this document and the enrollment agreement.

Acts of Academic Dishonesty, including but not limited to

1. Plagiarism – presenting the work of another as one's own work.
2. Preparing work for another that is to be used as that person's own work.
3. Cheating by any method or means.
4. Facilitating academic dishonesty in any way.
5. Unauthorized collaboration.
6. Multiple submissions.
7. Falsification of assignments.
8. Falsification of make-up work paperwork.
9. Falsification of any attendance related paperwork.

Acts of Social Misconduct, including but not limited to

1. Violence – physical abuse, direct threats of violence, harassment, intimidation, participation in any activity to disrupt any function of PIA, reckless behavior representing a danger to any person(s).
2. Property damage – arson, willful or malicious damage or destruction of property, reckless behavior representing a danger to property.
3. Possession of weapons – possession and/or use of firearms, knives, explosives and/or explosive devices, pellet guns, fireworks.
4. Disobedience – interference, resistance, or failure to comply with the request and/or directions of a PIA staff person acting in the line of duty.
5. Trespassing – unauthorized entry.
6. Deception – furnishing false information to the Institute with intent to deceive.
7. Forgery – including the issuance of a "bad check."
8. Fighting.
9. Proven illegal use of a controlled substance.
10. Inappropriate behavior with other students.
11. Reckless use of vehicles.
12. Theft – includes theft of property from the institute and from other students.
13. Possession or use of controlled substances.
14. Any form of harassment directed towards instructors, office staff, maintenance staff, administrative staff and fellow students.

Acts of Copyright Infringement

1. Photocopying or reproducing any PIA material(s), workbook(s), textbook(s) etc. is a direct violation of the intellectual property rights protected by the copyright laws of the United States and International Copyright Treaty. Any student violation will lead to disciplinary action up to and including dismissal from the PIA.

2. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).
3. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
4. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed.
5. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
6. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Acts of Academic Dishonesty or social misconduct may result in a disciplinary reprimand, disciplinary probation, reporting to law enforcement, loss of certain privileges, and restitution for damages, suspension or termination from PIA. Result will be at sole direction of PIA. If at any time during enrollment at PIA a student is arrested and/or convicted of a crime, that student must immediately notify the Executive Director for Academic and Student Affairs or Campus Director.

Student Safety

PIA is committed to ensuring a safe and healthy learning environment for our students. During your education you will be presented safety specific topics as well as learn specific job task safety and health skills. Aviation requires the utmost in habitual safety practices and adherence to industry safety standards, and PIA's policies and procedures.

Supplemental to PIA's Code of Conduct, students MUST adhere to safety protocols, policies, standards and regulations as set forth in written form, taught in courses, or directed by PIA faculty, a staff member, or administrator.

The following are examples of safety violations, acts of safety protocol disobedience, and acts that may cause harm to others, through non-compliance of safety & health directives, but not limited to;

1. Willful disobedience of safety instructions.
2. Misuse of tools that cause damage or injury.
3. Acts that may cause harm to others i.e., malicious use of tools.
4. Acts that may cause harm to others i.e., willfully not following maintenance procedures.
5. Operation of equipment in an unsafe manner, or without PIA provided instruction.
6. Not wearing, or improperly wearing, of required PPE in designated areas. This includes, but is not limited to, Z-87 rated safety glasses (including side shields), proper shoes, proper attire, etc.
7. Ignoring the direction of PIA faculty, a staff member, or administrator.
8. Consuming food or beverages in shop areas.
9. Throwing objects, or tools.
10. Horseplay.

Students must maintain awareness of their surroundings. Aviation maintenance has inherent risk while performing associated tasks, especially on or near operating aircraft. Common distractions, such as talking or texting on a phone while walking may lead to personal injury.

At no time should a student operate equipment or specialized tools without receiving PIA, documented, instruction. Our student body come from a variety of backgrounds and experience however PIA requires that instruction be provided before operation of any tool, piece of test equipment, or an operational aircraft.

Students are NOT permitted to be in a shop or perform any work during break periods or lunch times without an Instructor present. Food and beverages are NOT permitted to be consumed in shop areas.

The safety & health of PIA students and staff requires a team approach. We encourage every student to report violations, make on-the-spot-corrections, and make safety & health recommendations. Reporting of near-miss events is also highly relevant in that communication of these events may prevent a future similar occurrence. You are part of the safety culture at PIA.

Care of School Property

Student cooperation is necessary to maintain the proper maintenance and appearance of the campus (grounds), buildings, classrooms, laboratories and shops, equipment, tools, and training aids.

Since care of school property is a cooperative task which must be shared by the students and the staff, students are required to 1) report any damage to school property to your instructor as soon as it is discovered and 2) report any damage resulting from accidents, carelessness, or maliciousness.

- Students must maintain safe working conditions at all times. Liquid spills, trash, or other materials/objects that present hazardous conditions must be immediately removed from the floor, workbenches, etc. In addition, the student must maintain an orderly and clean work station at all times. As required, students will participate in general lab/shop cleanup at the end of the period.
- Shops and laboratories are stocked with equipment and tools that meet industry standards. It is the instructor's responsibility to provide adequate directions as to the use and care of the equipment/tools and it is the student's responsibility to follow directions. Remember, when in doubt, ask for assistance. Monetary or other forms of restitution may be imposed when damage results from inappropriate use or care of the equipment/tools.
- It is essential that students deposit all forms of waste in the appropriate containers. In addition, smokers should make use of the special containers, and refrain from placing cigarette butts in trash cans.
- Smoking is permitted only in marked, designated areas outside the buildings. Use of tobacco products and electronic smoking/vaping devices is prohibited inside PIA's facilities. Failure to conform to this rule may result in suspension or termination.
- Students must refrain from leaning against or placing feet against the exterior and interior walls.
- Students are responsible for maintaining the established student desk arrangement and keeping the classroom free of any form of trash.
- It is the instructor's responsibility to adjust room temperature controls, window shades, and lighting.

Sexual Harassment and Reporting Policy

PIA does not tolerate any behavior by administrators, faculty, staff or students which constitutes sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended. Sexual harassment is defined in the Equal Opportunity Commission's Guidelines on discrimination of sex. Following such definition and for the purposes of this policy, sexual harassment will be defined as follows: Unwelcome sexual advances; Request for sexual favors; Other

verbal or physical conduct or written communication of intimidating, hostile, or offensive sexual nature where:

(A) Submission to such conduct, either explicitly or implicitly, is made a term or condition of the employee's status of employment or student's status;

(B) Submission to or rejection of such conduct by an employee or student is used as a basis for employment decisions affecting such employee or academic or enrollment decisions affecting such student;

(C) Such conduct has the purpose or effect of unreasonably interfering with an employee's work situation or a student's education or creating an intimidating, hostile or offensive environment.

All administrators, supervisors, faculty, staff and students will be held accountable for compliance with this policy.

Any employee or student who has been subjected to conduct which constitutes sexual harassment is encouraged to report such conduct to the Campus Director directly, via the Office of the Executive Director for Academic and Student Affairs, and/or Human Resources office. A confidential investigation of the reported incident will be promptly initiated.

Corrective action as a result of violations of Title VII of the Civil Rights of 1964, as amended may include, but not be limited to the following: a written reprimand, suspension with pay, suspension without pay, demotion, termination, student suspension or expulsion.

Any form of willful reprisal against any employee or student who reports sexual harassment or assists in the investigation of such a report is strictly prohibited.

Alcohol and Drug Prevention Program

Policy October 8, 2021

The school makes available information on drug awareness to all students through the Education Department. In compliance with the Drug Free Schools and Communities Act, as amended, a copy of the school's Alcohol and Drug Policy is printed below to ensure that all students at Pittsburgh Institute of Aeronautics are aware of the standards of conduct with respect to alcohol and drugs that affect them. All students complete alcohol awareness training through the EverFi learning platform in their first term of study.

The possession, use, and/or sale of alcohol and/or drugs on any part of the school's premises or at any school sponsored event or activity is strictly prohibited.

- Students possessing, using, or being under the influence of illegal drugs or alcohol on any part of the school's premises or at any school-sponsored event or activity will be subject to disciplinary action up to and including termination from the school and will be referred to appropriate rehabilitation agencies and/or reported to appropriate legal authorities. The school reserves the right to deny reentry to any student who fails to satisfactorily participate in a prescribed drug/alcohol treatment program.
- Students selling drugs on any part of the school's premises or any school-sponsored event will be terminated from the school and reported to the appropriate legal authorities.

Post-Accident and Reasonable Suspicion Procedures

- When there is an accident involving a student, the school may request that the student report to a PIA-designated physician or medical center for evaluation. This evaluation will involve appropriate testing, including an alcohol/drug screen. Students refusing to report for a medical evaluation following an accident or refusing to authorize the release of alcohol/drug screen results following an accident on school premises may be terminated from the school.

- When there is reasonable suspicion that a student attending school is unfit for classroom, laboratory, and/or shop activities, the instructor or other employee who initially observed the behavior as well as at least one school administrator will complete a formal observation to determine if further action is necessary. Students who are suspected to be under the influence of drugs or alcohol while attending classes or other activities will be removed from these activities immediately, and may be asked to report to a PIA designated physician or medical center for evaluation. This evaluation will involve appropriate testing, including an alcohol/drug screen. Students refusing to report for a medical evaluation following the school's determination of reasonable suspicion, or refusing to authorize the release of alcohol/drug screen results following the school's determination of reasonable suspicion may be terminated from the school.

College Consequences

- Any student found in violation of this policy will be subject to disciplinary actions by the Institute up to and including suspension, termination from the program, and/or referral to civil authorities for criminal prosecution. The Institute may also require participation in an appropriate drug and/or alcohol assistance or rehabilitation program.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

(NOTE: These are only federal penalties and sanctions. Additional state and local penalties and sanctions may also apply.)

21 U.S.C. 844(a)

- 1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.

21 U.S.C.853 (a)(2) and 881(a)(7)

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment (See special sentencing provisions re: crack).

21 U.S.C. 881(a)(4)

- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

- Civil fine of up to $10,000 (pending adoption of final regulations.)

18 U.S.C. 922(g)

- Ineligible to receive or purchase a firearm.

Miscellaneous

- Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Impact of Drug Related Conviction(s) on Student Financial Aid

Drug related convictions, for an offense that occurred while receiving federal student aid, may affect a student's ability to obtain Student Financial Aid. Specifically, students will not be eligible for federal aid during the entire award year unless they complete a qualified drug rehabilitation program or pass two unannounced drug tests given by such a program. Detailed information on how drug related convictions affect your ability to obtain Student Financial Aid can be obtained by the Office of the Director of Financial Aid.

Impact of Drug Related Conviction(s) on FAA Certification

Any person, who has been convicted of violating federal or state statutes relating to drug offenses, can be denied their application for a certificate or rating up to 1 year after the date of conviction. The violation can be relating to any one or more of the following actions: growing, processing, manufacturing, selling, disposing, transporting, or importing narcotic drugs, marijuana, depressants, or stimulants. They may also face the suspension or revocation of any certificate that they currently hold (AMT Handbook Chapter 13 Part 65.12). Once working in the industry, certificated mechanics face harsh penalties including suspension or revocation of FAA certification for refusal to submit to drug and alcohol testing (AMT Handbook Chapter 13 Part 65.23).

Economic Effects of Drug and Alcohol Abuse

- Substance abuse costs American society over $559,000,000,000 each year.
- Frequent drinking and drug use is associated with absenteeism, tardiness, leaving work/school early and poor relationships with coworkers and peers.

Influence of Drug and Alcohol Abuse on Criminal Activity

- Alcohol and drugs weaken the brain mechanisms that normally restrain impulsive behaviors, including inappropriate aggression.
- The connection between alcohol, drugs and crime is clear. According to the National Council on Alcoholism and Drug Dependence (ncadd.org):
  - Each year, more than 600,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking.
  - 95% of all violent crime on college campuses involves the use of alcohol by the assailant, victim or both.
  - 90% of acquaintance rape and sexual assault on college campuses involves the use of alcohol by the assailant, victim or both.
  - Every day in the U.S., 36 people die, and approximately 700 are injured, in motor vehicle crashes that involve an alcohol-impaired driver. Drinking and drugged driving is the number one cause of death, injury and disability of young people under the age of 21.

Health Risks of Drug and Alcohol Abuse

- There is a strong correlation between alcohol use and cancers of the mouth, larynx, pharynx, and esophagus.
- The correlation between alcohol and oral cancer is even more pronounced for those who use alcohol and tobacco.
- There is a significant negative impact on the health of children who are exposed to illegal drugs or nicotine and who grow up in a household where drugs and tobacco are abused.
- The health effects of drug abuse are numerous and varied, depending upon the type of drug and frequency of abuse. For more information about the short-and long term health effects of drug and alcohol use, visit drugabuse.gov.

Additional Informational Resources

- National Institute of Drug Abuse Report to Congress National Institute on Drug Abuse and the National Institute on Alcohol and Alcohol Abuse www.drugabuse.gov
- U.S. Drug Enforcement Administration website www.dea.gov
- Bureau of Justice Statistics, Drugs and Crime Facts: Drug Use and Crime www.bjs.gov/content/dcf/contents.cfm

Counseling Services

Description Of Available Counseling
The following agency is available to employees and students for drug or alcohol counseling, treatment, rehabilitation or reentry programs:

Washington EAP Services offers student assistance with a variety of problems which may affect his or her well-being, such as Family and Parenting, Marital & Relationships, Grief and Loss, Financial, Legal, Gambling, School related concerns, and feelings of depression.

Washington EAP Services
155 Wilson Avenue
Washington, PA
1-800-EAP-LINK
724-223-3430

Disciplinary Sanctions

In accordance with the regulatory requirement that an IHE (Institute of Higher Education) distribute a clear statement that it will impose disciplinary sanctions for violations of the IHE's standards of conduct, and consistently enforce those sanctions found in Public Law 101-226, be informed that PIA views the use, possession, transfer or sale of alcohol or drugs by all students and employees on school premises or as part of any of its activities as being very serious and subject to disciplinary sanctions consistent with local, State and Federal law up to and including expulsion for the student and termination of employment for the employee and referral for prosecution of employee/student.

Weapons Policy

PIA does not tolerate the possession of weapons on campus. Possession, use or intent to use any such weapon or potential weapon by any student shall be grounds for immediate dismissal from PIA.

Under this policy, a weapon or potential weapon shall be construed as any contrivance, device, implement, instrument or utensil which may be used to inflict physical harm on any person or persons and is not a prescribed component of the student's required tool inventory. A weapon or potential weapon shall also be construed as a prescribed component of the student's tool inventory which is used in an improper manner for the purpose of inflicting physical harm on any person or persons, or used in a threatening manner toward any person or persons.

School Vehicles

Students are not permitted to operate PIA's automobiles, vans, trucks or other vehicles licensed for highway use.

Only after thorough testing and under the instructor's direct supervision will a properly qualified student be permitted to operate tugs, mobile ground power units (GPUs) or other aircraft ground support equipment.

Emergency Response Procedures

The following evacuation procedures are in effect for all PIA buildings.

Posted in each classroom, shop, and laboratory are Emergency Evacuation Charts. Students are responsible to familiarize themselves with the evacuation route indicated on each chart.

The alarm to evacuate an area is a pulsating tone from the fire alarm horn. Upon hearing the signal, or receiving other notification from staff members, the student will:

1. Turn off any equipment being operated.
2. Proceed in a calm and orderly manner to the evacuation route selected by the instructor in charge.
3. Walk quickly along the evacuation route.
4. Remain with the class. Roll call will be taken by the instructor, who MUST be able to account for every student.
5. No smoking is permitted during drills.

Student safety and the safety of others depend on cooperation. Each individual will be held accountable for misconduct during an emergency evacuation or a routine fire drill.

Campus Lunchroom

For convenience, a lunchroom is located on-campus.

Hours:

The lunchroom is normally open to students from 7:15 am - 8:00 am; during morning class changes, lunch periods, and afternoon class changes; from 2:30 pm - 3:30 pm; and during evening make-up sessions. At any other time, students are not permitted in the lunchroom.

Care of Lunchroom:

Vandalism of vending machines is cause for suspension or termination. Student abuse of vending machines and microwaves will not be tolerated. If a machine is not working properly, or a refund is in order, it should be reported to the Campus Director or an instructor.

Visitors

All visitors must register at the reception desk.

Visiting a Student

In order to minimize classroom/shop interruptions, it is recommended that a visitor's arrival time coincide with a either a class change or the student's lunchtime. Visitors needing to see a student under urgent circumstances should report to the reception desk for assistance or by calling 240-347-4805 prior to arrival.

Visiting a Staff Member

Meetings with PIA staff members must be arranged in advance by calling 240-347-4805.

School Visits and Tours

Every prospective student is asked to visit PIA to discuss the details of the training programs and to tour the school facilities. To make an appointment, call 240-347-4805 and ask for the Admissions Office.

Student Advisement and Academic Assistance

Advisement begins in an informal manner at the time of the prospective student's initial interview with the Admissions Department representative. During this interview, the applicant is advised relative to the school's academic provisions for progress, and told whether or not his/her educational background has provided her/him with the basic skills needed to be successful in the selected major of study. In addition, school life, acceptable conduct, and expected interactions with fellow students, faculty, and other PIA personnel are discussed.

Each prospective student must take the Mathematics Skills Assessment (MSA) either prior to or immediately upon enrollment. Within a short time, the results of this appraisal will be discussed with the applicant, and he/she will be advised if remediation is warranted. This is never done to discourage the student; rather, it is a means of providing additional assistance early in the learning process to enhance the probability of academic success. In addition, tutoring services are available for enrolled students after classes on selected days to assist learners who are having difficulty in specific subject areas. There is no tuition charge to enrolled students for tutoring conducted at PIA.

Students who need academic assistance in order to maintain satisfactory progress have the privilege of remaining in school, each day, at the end of scheduled classes to receive personal instruction. Students may avail themselves of this opportunity by requesting it from the Campus Director. There is no charge for this assistance, provided the student is not using it to make up absence in excess of the school's allowable maximum. If so, then the policy outlined in this document (see "Absence" on page 10) will be in effect.

Students are encouraged to discuss their academic or school life problems with their immediate instructor. In matters that are of a different nature and require advisement beyond that which the instructor can provide, the student may seek assistance or EAP referral services from the Campus Director.

Those who are faced with problems of a financial matter may seek advice from the Financial Aid Office.

Learning Resource System

PIA's learning resource system is an integrated part of the your learning experience, supporting our Aviation Maintenance Program and the varying learning styles of our student population. Resource materials are available in a combination of printed and digital formats. These materials are typically available in the classrooms, shops, tool room, and the Learning Resource Center. At the Hagerstown campus, this system's core lies within the Learning Resource Center (LRC). The LRC is overseen by your Campus Director who reports quarterly to the Learning Resource Center Committee.

Learning Resource Center (LRC) Hours:

Monday – Friday: 7:00AM – 3:30PM
Saturday & Sunday: Closed

PIA's Learning Resource Center (LRC) focuses on technical subject areas, including aircraft, electricity, electronics, welding, sheet metal, machining, metallurgy, and instrumentation. Non-technical titles also include non-fiction and fiction books that are aviation-related in scope and content. PIA subscribes to many professional and general interest periodicals that are relevant to the subjects

taught here or of interest to the student and staff make-up of the school. The collection is continuing to expand with new professional development content and more non-aviation texts.

Student Familiarization:

During orientation students are familiarized with the learning resource system and available resources. At this time, you will be provided an overview of aviation reference manuals, available printed and digital resources, internet access and acceptable use, PIA Student Portal, and email use. As you progress in your education, additional information will be provided by your instructor for course specific content.

Learning Resource Center Specific Policies:

- All laptops signed out must be returned at the end of class day.
- Laptops signed out must be returned in the same condition originally provided to student.
- Students using a PIA laptop agree to follow the PIA Acceptable Use Policy at all times.
- Student use of school computers, network, and Internet services is a privilege not a right. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary.
- Students are not permitted to sign out laptops for the evenings and weekend use.
- Use of the Learning Resource Center during class time is at the discretion of the instructor. Please review syllabus for course policy.

Sign-Out Procedure

The student must see a Resource Center staff member to check out materials prior to removing them from the library. The customary sign-out time is fifteen school days. This time may be extended with the consent of the attending staff member.

Student Messages Policy

Emergency messages (messages requiring prompt action) — The student's classroom or shop activities will be interrupted and the student will receive the message in its entirety. The staff will help in all possible ways. Students may leave school after receiving an emergency message.

All other messages — The student will be provided with ONLY the caller's name and telephone number.

Cell Phone Use

Cell Phones and Electronic Devices in the Classroom

Using cell phones, smartwatches or other electronic devices in the classroom setting can hinder instruction and learning, not only for the student using the device but also for other students in the class. Therefore, PIA requires that students adhere to the following rules:

1. PIA prohibits the use of all cell phone and smartwatch applications in classrooms and laboratories, including but not limited to sending and receiving phone calls, text messages and e-mails; internet searching; and playing games.
2. Cellphone, smartwatches and other electronic devices must be turned off during class and make-up time, and must be kept hidden from view.
3. A cell phone or smartwatch is not permitted in the classroom as a substitute for a calculator.
4. When the room is being used for non-instructional purposes (such as during break times or class changes) cell phones, smartwatches and other electronic devices may be used in the classrooms or laboratories only with the approval of the instructor. The instructor retains the right to prohibit these devices at all times in his/her classroom/lab.

5. If a cell phone must be kept on due to a potential emergency situation, the student must inform the instructor in advance. The phone must be on a silent (vibrate) setting. If an emergency call must be taken during a class, the student must leave the classroom prior to answering the call and is not permitted back into the classroom until the beginning of the next period.
6. Instructors must adhere to any individual guidelines regarding assistive devices communicated by the Campus Director for students with disabilities.
7. Students may use electronic devices for online related course materials when given permission by instructor.
8. Use of electronics devices in the classroom for notes or other classroom assistance must be approved by instructor and/or Campus Director.

Network Policy Regarding Devices connected to PIA Devices

General Statement

PIA is dedicated to providing a reliable network environment to facilitate education and operations. The PIA policy includes all physical cabling at any campus, wireless technologies, and all remote locations which are connected directly to PIA. In our effort to provide a secure and reliable networking environment, we reserve the right to monitor network activity to aid in the solving of problems encountered with or on the network.

Access to this technology has been allowed to enhance the educational experience of our students, and may be used in training areas only with permission of the attending instructor. Students should only use this access in the course of instruction or for other educational purposes.

PIA RESERVES THE RIGHT TO PREVENT ACCESS TO THE NETWORK AT ANY TIME, AND TO REVOKE ANY OR ALL PRIVILEGES OR TO CHANGE SERVICE AT ANY TIME IF THE ACCESS IS BEING ABUSED.

Acceptable Devices

Devices are to be in good working order and designed not to interfere with other devices connected to PIA's network or other lab equipment. These devices must be used for school related activity. PIA reserves the right to restrict access to devices which are connected to the network through MAC Address or IP address blocking. The Owner is responsible for the use or misuse of the device that is attached to PIA's Networks.

Security

Security measures should be taken to ensure that the device connected to the network is not vulnerable to compromise. Compromised or problem hosts connected to the network will be blocked until they are repaired. Recommended actions for devices connected to the network include: fully patched Operating Systems; current anti-virus software and virus definitions; secure passwords, personal firewalls, and intrusion detection software.

Unacceptable Activities while connected to PIA's Network

PIA will not support or condone the activities listed below:

1. Activities which excessively consume network resources.
2. Activities which violate Local, State or Federal Law, and/or International Treaty. This includes, but is not limited to:
   - Providing Services which interfere with the legitimate function of other devices connected to the network
   - Commercial Activities

- Sending Spam (Unsolicited Bulk and/or Commercial Email)
- Open E-Mail Relays
- Denial of Service Attacks
- Hacking
- Cracking
- Probing, scanning or other activities done to learn about other connected devices, whether innocent or malicious in nature (Allowances will be made for System Administrators performing security scans on systems they manage in the course of their job duties.)
- Packet or Content Sniffing
- Unauthorized access to hosts
- Illegal distribution of any copyrighted material

3. "Stealing" or "Borrowing" IP addresses
4. Any activity that tarnishes PIA's professional image

Response to Unacceptable Activities

PIA will work in cooperation with law enforcement agencies when a crime is committed. General inquiries and requests for assistance may be placed through administrator@pia.edu. For incidents which do not warrant involvement of law enforcement agencies, PIA will initiate disciplinary action. Hosts which participate in unacceptable activities will be blocked from network access and the responsible party contacted.

Lost and Found

Lost Articles

Articles that have been lost in or around the school buildings may be reported to the Campus Director and/or Campus Coordinator.

Found Articles

Articles that have been found should be reported to the instructor and taken to the Campus Director.

Lost articles will be retained for six months. After six months, unclaimed articles will be disposed of properly.

Telephone Numbers

Hagerstown Branch Campus

(240) 347-4805

PIA Phone Numbers

(412) 346-2100 ..... (Main Campus)
1-800-444-1440 ..... (Main Campus)
FAX (412) 466-0513 ..... (Main Campus)

Departments And Extension Numbers

Admissions ..... Ext. 2120
Bookstore and Student Accounts ..... Ext. 2113
Financial Aid ..... Ext. 2133
Career Services ..... Ext. 2311
Student Records ..... Ext. 3600
Technical Support ..... Ext. 2101

Student Parking and Transportation

Free parking for PIA students is available in the front of the building and along the side of the building outside of the fence. Students using these facilities are advised to comply with signs indicating restricted parking sections, stripes defining individual parking spaces, and all other standard traffic direction/warning signs.

Wheeled transportation including, but not limited to, skateboards, Segway/Segway like vehicles, and hoverboards/self-balancing type vehicles, are not permitted on PIA property or in buildings with the exception of mobility devices for documented disabilities.

PIA currently offers no provisions for charging of electric vehicles.

Reporting of Criminal Activity or Emergencies

The Institute is concerned that all situations involving criminal action, emergencies, or policy violations be reported promptly to the appropriate authority. The School actively participates in the United States Department of Education Student Right-to-Know and Campus Security Act. It is the obligation and responsibility of every employee and student to report any situation that falls into the categories specified as criminal action, emergencies, or policy violations. Students will be notified during orientation about specific security policies and concerns they should be aware of while attending PIA. Statistics concerning criminal offenses reported under this Act are available upon request at the time of registration or request for school information.

All facilities of the School are under the supervision of staff members any time they are open to students or the public. Immediate reporting of situations involving security concerns is critical. The following procedures specify the reporting policy in facilities of the Institute.

1. Report all situations to the Instructor or Staff Member.
2. All situations will be forwarded along with investigative information to the Campus Director or his/her delegated representative.
3. The School will promptly investigate any situation reported. Where policies or procedures of the Institute are violated, corrective action will be applied to resolve the situation. If the situation involves a violation of law or an emergency requiring the assistance of government agencies, the Campus Director or his/her designated representative will request such assistance.

Uniform, Attire and Personal Appearance Policy

PIA has developed a Uniform and Personal Appearance/Attire Policy for all students attending all programs at PIA Campuses. The purpose and intent of this policy is to bring uniformity and professionalism to the learning environment that is similar to what graduates will encounter when entering the aviation industry. In addition, this policy ensures compliance with state regulations, OSHA mandates, and other important safety initiatives on campus.

When a student begins training they will be given a set of five (5) tops in addition to a sweatshirt. A Uniform Fee of $100.00 will be applied to the student's Ledger Card. Students must purchase and wear uniforms at all times or they will be asked to leave the class until the Uniform, Attire and Personal Appearance Policy is followed. Any missed time from school will be documented. On Fridays, students may wear either their PIA uniform top or any PIA-branded top sold or distributed by the school, as long as it conforms to the requirements below.

1. PIA uniforms may not be altered.
2. All uniforms must be kept clean and in good condition and free of any stains or holes. Replacement shirts can be purchased in the PIA bookstore for an additional cost.

3. PIA logo tops must be the outermost layer when inside the school.
4. PIA sold shirts that can be worn on Fridays, must be opaque, have sleeves, and must be capable of being tucked into pants.
5. Full-length pants must be worn. Yoga pants, sweatpants pajama bottoms, athletic clothing may not be worn on campus. Pants should be made of natural material such as cotton or denim. Examples of appropriate pants include casual slacks, trousers, work pants or jeans. From May 1st until September 30th, a warm weather policy will be in effect. At the discretion of the instructor, shorts may be permitted but must be no shorter than 4" above the knee. No spandex, bike, soccer, sweat shorts, swim, or short-shorts will be allowed.
6. Loose-fitting or baggy clothing may not be worn in the shop/lab areas.
7. Clothing with cutout or torn-out areas may not be worn.
8. Shoes must be of a nature that they offer full foot protection to the wearer. No cloth, open toe, mesh material, or soft sole shoes may be worn. While impact or compression footware is not required, sneakers, athletic shoes of any kind & deck shoes are prohibited.
9. Socks must be worn.
10. Headwear may not be worn in the classroom. Exceptions will be made for headwear of a religious nature.
11. Dark lens glasses may not be worn indoors.
12. Approved safety glasses must be worn in shop/lab areas at all times.
13. Hair must be either trimmed to a suitable length or restrained in such a manner that it cannot be caught up in moving machinery.
14. Jewelry such as rings, watches, bracelets, piercings, and other body adornments may not be worn in the shop/lab areas.
15. The wearing of ear-buds, air-pods, etc. is not permissible as it may cause the wearer to be distracted, or reduce the ability to hear alarms, warnings or instructions.

The instructor may make determinations regarding safety/appearance issues in his/her classroom/shop area(s). In instances of disagreement or uncertainty, the Academic Dean, Director or his/her representative will make final determinations concerning safety/appearance issues. All PIA staff members are responsible and empowered to immediately correct any student whose clothing or behavior constitutes a safety hazard.

The Uniform and Personal Appearance Policy must be followed every school day. Students may purchase additional articles of clothing by contacting the PIA bookstore or Campus Director. Students not adhering to the policy are unable to begin/continue classes.

Exceptions to this code may be granted to individual students through one of the following methods: (A) a written excuse from the student's physician; (B) a written excuse from the Office of the Director. In either case, the excuse must state a specified period of time during which the exemption is in effect. All violations of these regulations will be dealt with in accordance with the procedures described in this catalog.

Student Identification

Student identification badges provided by PIA must be worn by students at all times. Student Identification badges must be worn in a visible location. Failure to wear student identification or provide in a timely manner if requested by a PIA staff member may result in disciplinary action up to, and including, dismissal from a class period or the remaining school day.

Due to regularly changing airport authority requirements, the Campus Director reserves the right to enforce additional student policies as required by PIA.

Lost or stolen student identification badges must be reported to Campus Director immediately for replacement. The student is responsible for any fees associated with the replacement of the student identification badge.

Conferences with School Personnel

Students and parents are encouraged to seek the assistance of instructors, or the administrators whenever they feel it is appropriate. Parents may arrange a conference by phone or in writing. In accordance with the Family Educational Rights and Privacy Act (FERPA) PIA will be unable to provide protected documentation/information to parents/guardians without the proper release from the student. Advance notice will facilitate proper preparation (gathering of required documents, information, etc.). A student may arrange a conference with any of the aforementioned parties during regular school hours.

In most cases the student will find that the instructor is readily available to assist in resolving problems. Instructors are available to explain general policies, procedures, regulations, grades, attendance, etc. Unresolved problems should be brought to the attention of the Campus Director or appropriate department Director.

For clarification, gathering of information, or problem solving in the areas of student financial aid programs, placement procedures, grade records, or attendance records, the student is advised to contact a staff member who will then direct the student to the appropriate resource person.

Student Review of School Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

- Adult students have the right to inspect and review their education records maintained by the school. If copies of records are requested, the school may charge a fee for copies.
- Eligible adult students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school does not amend the record, the eligible student has the right to request a hearing before the Director.
- Generally, schools must have written permission from the eligible student in order to release any information from a student's education record.

For more detailed information on FERPA, a student may visit the online site of the U.S. Department of Education at www.ed.gov. Students may review their records by making an appointment with the Campus Director.

Injury or Illness

All accidents should be immediately reported to the instructor. The severity of the injury will determine the immediate course of action. Subsequent to all accidents, an accident report must be completed. Under no circumstances should a student leave for home, hospital or doctor's office without notifying the instructor. It is important that the student provide current information for the notification of significant persons (parents, guardian, wife, or husband) of an accident.

PIA does not provide health insurance coverage for its students. However, PIA recommends and expects each student to secure health insurance coverage through an appropriate provider. Furthermore, PIA expects students to secure normal medical services through a family physician; however, in the event of injury or other medical emergencies on campus, the nearest designated instructor or staff member will notify (if appropriate) an administrator. If the emergency is deemed serious, the appropriate professional emergency care service will be secured by the administration. PIA refers serious accidents or illnesses to the nearest hospital (or hospital of the student's choice) for emergency care and will notify the student's next of kin. Students must understand that they or their families, not PIA, are responsible for the cost of such emergency care including any necessary ambulance service. At no time will PIA be financially responsible or incur any liability for any related cost associated with student required medical assistance, should PIA assist a student in acquiring medical assistance.

Veteran's Policies

Approved Programs

The Hagerstown campus offers one program: 1900 clock hour Aviation Maintenance Technology program. This program has been approved for VA educational benefits. Refer to Approvals and Accreditation on page 27 for a full listing of approved VA educational benefit programs.

Previous Credit and Training Evaluation Procedures

PIA will obtain written records on a veteran's previous education and experience, complete a documented evaluation, grant credit where appropriate, advise the veteran and the Department of Veterans Affairs, and maintain all records. The VA will be alerted of any change in enrollment status, to include being placed on academic or attendance probation, changes with scheduling, or termination.

Student Records and Grade Reports

Permanent grade records are maintained in both physical and electronic structures. Student transcripts are available online and are also kept indefinitely in Pittsburgh at the main campus. Veterans can continually monitor their individual academic progress through PIA's Student Portal. Report cards are issued at the beginning of every semester for the previous semester's work. Final transcripts and report cards are mailed to each student after graduation.

Refunds

All refunds due to students who receive veteran education benefits will be paid within 40 days of the last day of attendance.

Veteran Benefits Requirements

Provide a Certificate of Eligibility (COE) or a Statement of Benefits obtained from the Department of Veteran Affairs e-Benefits website (www.ebenefits.va.gov) no later than the first day of a class (Start Day).

Provide a Notice of Basic Eligibility (NOBE) or Kicker Contract (Chapter 1606 only) no later than the first day of a class (Start Day).

Provide a DD214 Member 4 Form.

If the Veteran attended another Post-Secondary Institution(s) please refer to page 7 for Credit for Comparable Education, Training and Experience.

If the Veteran Benefits do not completely satisfy the financial obligation associated with the Program, the Veteran is responsible for the difference between Benefits and their financial obligation.

PIA will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities or the requirement that a covered individual (any individual who is entitled to educational assistance under Chapter 31, or Chapter 33) borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

PIA Hagerstown Campus Course Descriptions: 2024-2025

Aviation Maintenance Technology Programs

Note: Courses are normally completed in the sequence shown.

Explanation of Course Alpha Prefixes

AF.....Subject matter deals primarily with the Art of Fabrication.
AG.....Subject matter deals with the study of Aviation General topics.
EL .....Subject matter deals with the study of ELectricity or electronics.
MA .....Subject matter deals primarily with the study of MAthematics.
PH .....Subject matter deals with the study of PHysics and related topics.
PP.....Subject matter deals with the study of ProPulsion systems.

Developmental Courses

MA098 Basic Math Skills (24 clock hrs)
This course is offered to students who need to enhance their basic mathematics skills prior to entry into one of the school's programs. MA098 primarily addresses arithmetical functions of whole numbers, fractions, and decimals, and touches upon simple one-variable algebraic equations. There is no prerequisite for this course.

Semester One/Unit One

MA2101 Aerospace Math (35 clock hrs: 28 Theory, 7 Practical)
This course is designed to enhance the student's skill and confidence with a variety of practical mathematics disciplines. Subject areas include basic math principles, geometry, scientific notation, algebra I, algebra II, trigonometry, and charts & graphs. The MSA is prerequisite to this course.

PH2103 Aerospace Physics (35 clock hrs: 28 Theory, 7 Practical)
This course is designed to furnish the student with a basic understanding of a variety of physical laws. Topics include atomic structure, measurements and their units, temperature, heat, properties of matter, force and motion, simple machines, light, and sound. MA2101 is a co-requisite for this course.

EL2105 Basic Electricity (35 clock hrs: 13 Theory, 22 Practical)
EL2105 introduces the learner to the basic theories and applications of electricity, and prepares him/her for more complex exposure to the applications of electricity and electronics. Ohm's Law is studied in the classroom and applied in the lab through construction of simple circuits and electrical diagrams. Courses MA2101 and PH2103 are prerequisites.

AG2107 Maintenance Practices (45 clock hrs: 11 Theory, 34 Practical)
This course introduces the student to the fundamentals of drafting and blueprint reading, the use of precision tools, identification of hardware, and the proper use of basic hand tools. All of these skills will be utilized in subsequent courses. AG2107 has no prerequisites.

MA2109 Aircraft Weight & Balance (25 clock hrs: 12 Theory, 13 Practical)
Course MA2109 introduces the learner to the proper procedures for weighing aircraft, determining moment-arms, using manufacturer's data, and computing center-of-gravity. The student will gain experience performing and applying calculations involving fractions and decimals. MA2101 is a prerequisite to this course.

PH2111 Theory of Flight (25 clock hrs: 22 Theory, 3 Practical)
Theory of Flight is designed to introduce the student to several important topics concerning aircraft operation. Aircraft component identification, composition of the atmosphere, laws of aerodynamics, and basic aircraft instrumentation are all covered. PH2103 is a prerequisite to this course.

MA2113 Shop Related Math (11 clock hrs: 9 Theory, 2 Practical)
MA2113 is a synthesis of previously learned mathematics concepts along with several new topics, including the relationships of geometry, algebra, and trigonometry to shop maintenance practices. MA2101 is a prerequisite.

EL2115 Aircraft Electricity (70 clock hrs: 35 Theory, 35 Practical)
Course EL2115 enhances the ability of the student to grasp more complex electrical concepts by focusing on topics such as electron theory, magnetism, aircraft wiring and soldering practices, and electrical measuring instruments. Related safety practices are also discussed. Courses PH2103 and EL2105 are prerequisites.

EL2117 Aircraft Electrical Systems (60 clock hrs: 30 Theory, 30 Practical)
EL2117 introduces important aircraft electrical systems, including battery theory and maintenance, aircraft fire protection systems, lighting systems, and landing gear position & warning systems. EL2115 is a prerequisite to this course.

EL2119 Electrical Power Systems I (30 clock hrs: 15 Theory, 15 Practical)
This course introduces the principles of AC current, DC generators, and voltage regulators, as well as circuit protection devices, motor generators and inverters, auxiliary power units, and alternators. EL2117 is a prerequisite.

EL2120 Electrical Power Systems II (18 clock hrs: 9 Theory, 9 Practical)
EL2120 gives the learner practical knowledge concerning the operation and maintenance of a variety of electrically operated systems, including DC motors and starters, relays and transformers, magnetic amplifiers, AC motors, synchros and servo mechanisms. Course EL2119 is prerequisite.

EL2123 Advanced Electrical Theory (34 clock hrs: 30 Theory, 4 Practical)
Course EL2123 provides the learner with practical knowledge of electrical theory subject areas including inductance, capacitance, R-L and R-C circuit analysis, R-L-C circuit analysis, resonance and filters, and vacuum tubes. EL2120 is a prerequisite to this course.

EL2125 Diodes and Transistors (36 clock hrs: 26 Theory, 10 Practical)
This course covers topics directly related to the electrical and electronic aspects of maintenance. The learner is introduced to semiconductor fundamentals, semiconductor diodes, the zener diode, special application semiconductors, bipolar transistor characteristics, and bipolar transistor operation. EL2123 is the prerequisite course.

EL2127 Special Application Circuits I (15 clock hrs: 10 Theory, 5 Practical)
This course and its companion, EL2228, introduce the learner to special application circuits, including field effect transistors, thyristors, integrated circuits, and optoelectronic devices. Course EL2125 is a prerequisite.

Semester Two/Unit Two

EL2228 Special Application Circuits II (10 clock hrs: 5 Theory, 5 Practical)
This course and its companion, EL2127, introduce the learner to special application circuits, including field effect transistors, thyristors, integrated circuits, and optoelectronic devices. Course EL2127 is prerequisite.

EL2229 Amplifiers (32 clock hrs: 20 Theory, 12 Practical)
EL2229 provides the student with an understanding of the structure and function of basic types of amplifiers. Amplifier biasing and coupling are also discussed. EL2228 is the prerequisite course.

EL2231 Operational Amps and Power Supplies (32 clock hrs: 18 Theory, 14 Practical)
This course extends the student's understanding of amplifiers through the introduction of the characteristics, processes, and applications of operational amplifiers. A detailed discussion of power supplies is also included in this course. EL2229 is the prerequisite.

EL2233 Oscillators and Pulse Circuits (30 clock hrs: 17 Theory, 13 Practical)
Course EL2233 provides the learner with fundamental information concerning the types and functions of oscillators. Attention is also given to pulse circuits, with information relating to waveforms, wave shaping, and types of wave generators. Prerequisite to this course is EL2231.

EL2235 Navigation & Communication Systems (44 clock hrs: 24 Theory, 20 Practical)
This course of study introduces the student to the topics of amplitude and frequency modulation, basic radio principles, avionics systems, and installation and maintenance practices. EL2233 must be taken prior to this course.

EL2237 Electrical Synthesis (12 clock hrs: 12 Theory, 0 Practical)
This final course in electricity reinforces the student's knowledge of electricity and electronics by synthesizing all previously related topics into a coherent compilation. All courses beginning with the prefix "EL" are prerequisite to this study.

PP2241 Introduction to Turbine Engines (42 clock hrs: 24 Theory, 18 Practical)
PP2241 introduces the student to jet engine terminology, related safety practices, the history and development of turbine engines, related physics, factors affecting thrust, air inlet ducts, and compressors. Courses PH2103 and AG2107 are prerequisites.

PP2243 Turbine Engine Systems (53 clock hrs: 23 Theory, 30 Practical)
This course provides the learner with information about the structure and function of turbine engine systems. Subjects covered in this course include combustion sections, turbine assemblies, exhaust systems, manufacturers' publications, lubrication, fuel systems, and ignition. PP2241 is prerequisite.

PP2245 Turbine Engine Maintenance (49 clock hrs: 12 Theory, 37 Practical)
This course introduces the student to turbine engine maintenance practices. Subjects covered in this course include anti-icing systems, engine starting, instrumentation, inspections, and engine trim adjustments. The prerequisite is course PP2243.

PP2247 Introduction to Reciprocating Engines (68 clock hrs: 23 Theory, 45 Practical)
In this course, the student will be introduced to the nomenclature of piston engines, their history and development, the various types of reciprocating engines, engine components, and affiliated devices such as bearings, propeller shafts, and reduction gears. In addition, relevant FAA regulations and the physics related to these types of engines are discussed. There are no prerequisites to this course.

PP2249 Engine Principles (47 clock hrs: 22 Theory, 25 Practical)
PP2249 is a detailed look at piston engine operation, focusing on horsepower and displacement, related mathematical equations, the two-stroke cycle of operation, the Otto cycle, engine firing orders, valve timing practices, engine lubrication, exhaust systems, and induction & supercharging. PP2247 and MA2101 are the prerequisites for this course.

PP2251 Fuel Metering Systems I (55 clock hrs: 25 Theory, 30 Practical)
PP2251 and its companion course, PP2352, cover topics that include basic fuel systems, related physics concepts, float carburetors, pressure injection carburetors, fuel injection systems, related maintenance practices, and system troubleshooting. PP2249 and PH2103 are the prerequisites.

Semester Three/Unit Three

PP2352 Fuel Metering Systems II (10 clock hrs: 5 Theory, 5 Practical)
PP2352 is the conclusion to course PP2251. All of the topics covered in that course are blended into a coherent study of fuel metering systems.

PP2355 Engine Overhaul (73 clock hrs: 30 Theory, 43 Practical)
This course addresses the details of reciprocating engine overhaul, including cleaning, disassembly techniques, hardware replacement, use of maintenance publications, nondestructive testing methods, and use of manufacturer's specifications. Learners disassemble, inspect, reassemble, and run a reciprocating engine. PP2249 is a prerequisite to this course.

MA2357 Boolean Algebra (26 clock hrs: 23 Theory, 3 Practical)
MA2357 covers the concepts of binary numbers, logic functions, truth tables, and Boolean laws. This course introduces the student to complex logic circuits. MA2101 is a prerequisite.

PP2359 Ignition Systems (74 clock hrs: 30 Theory, 44 Practical)
Information covered in PP2359 includes the types of ignition systems utilized in piston engine applications and their operating characteristics. Ignition components are closely examined. Attention is also given to magneto ignition systems and their starting aids. PP2249 is a prerequisite to this course.

PP2361 Engine Troubleshooting (39 clock hrs: 31 Theory, 8 Practical)
This course provides the learner with information including, but not limited to, engine starting and starter maintenance, fuels and fuel systems, lubrication systems, and engine detonation problems. It concludes with a systematic method for practicing reciprocating engine troubleshooting. PP2352 and PP2359 are prerequisite courses.

PP2363 Aircraft Propellers (67 clock hrs: 41 Theory, 26 Practical)
As the title implies, PP2363 examines the fundamental design of aircraft propellers and their related systems. Topics covered consist of basic propeller engineering for the various types of propellers used in modern aircraft. These types include counterweight propellers, full-feathering props, and turbine engine propellers. Propeller balancing, maintenance, and synchronization are also covered.

MA2365 Powerplant Math (16 clock hrs: 16 Theory, 0 Practical)
This course focuses on important mathematical concepts as they relate to aircraft powerplants and their systems. Subject areas include algebraic functions, squares and square roots, the Pythagorean Theorem, and ratios & proportions. MA2101 and all courses beginning with the prefix PP are prerequisites.

PP2367 Powerplant Synthesis (16 clock hrs: 16 Theory, 0 Practical)
This course is an overview of all subjects related to aircraft powerplants, tying them together in a coherent composition. All courses that begin with the prefix PP are prerequisites to this course.

AF2371 Environmental Controls (33 clock hrs: 20 Theory, 13 Practical)
AF2371 introduces the learner to various aircraft environmental controls, including pressurization, ventilation, ice elimination, and oxygen supply systems. Course PH2111 is prerequisite.

AF2373 Introduction to Metallurgy (67 clock hrs: 30 Theory, 37 Practical)
Course AF2373 takes a comprehensive look into properties of various metals, the process of heat treating, nondestructive testing methods, corrosion and its control, metal fatigue, and bonded metal construction. PH2103 is a prerequisite course.

AF2375 Fluid Mechanics (33 clock hrs: 14 Theory, 19 Practical)
This course provides the student with a variety information on fluid mechanics as it relates to aircraft systems. Subject areas covered in AF2375 include hydraulic terms, principles of hydraulics and pneumatics, hydraulic fluids, reservoirs, fluid filters and seals, power pumps, check valve operation, valve disconnects, auxiliary power units, pressure regulation and measurement, actuators, and the use of fluid system schematics. PH2103 and AG2107 are prerequisites to this course.

MA2377 Advanced Weight & Balance (20 clock hrs: 11 Theory, 9 Practical)
This course reviews the weight and balance principles first addressed in MA2109. It then introduces more advanced skills including the actual weighing of an aircraft, computing of its center-of-gravity, and calculating ratios and proportions. Mathematics principles such as trigonometric functions and vectors are also discussed. MA2109, of course, is a prerequisite for MA2377.

Semester Four/Unit Four

AF2481 Nonmetallic Structures (115 clock hrs: 23 Theory, 92 Practical)
This course examines the construction, repair, and inspection of aircraft wooden structures, fabric coverings, and plastic components. An in depth study of advanced composite materials is given, including fabrication techniques and repair methods. The course concludes with the application of aircraft finishing materials. AG2107 and PH2111 are prerequisites.

AF2483 Fuel Systems & Electrical Installations (40 clock hrs: 15 Theory, 25 Practical)
AF2483 covers a variety of topics that will be needed when performing aircraft inspections and maintenance. These include a discussion of fuel system components not previously covered, refueling techniques, wiring procedures, related federal regulations, and electrical systems maintenance practices. AG2107 and EL2117 are prerequisites to this course.

AF2485 Working with Sheet Metal (112 clock hrs: 25 Theory, 87 Practical)
AF2485 introduces the student to subjects that are of paramount concern in the field of aircraft maintenance. Topics include using various types of sheet metal tools, operating the machinery and equipment employed in sheet metal shops, forming sheet metal, using metal and rivet codes, installing and removing fasteners, interpreting blueprints, repairing primary and secondary structures, and employing special application fasteners. AG2107 is a prerequisite for this course.

AF2487 Welding Technology (21 clock hrs: 7 Theory, 14 Practical)
This course emphasizes the close inspection of welds employed in structural components. Practical application is utilized to enhance conceptual aspects of the topic. Included in this course is information on welding nomenclature and equipment, welding processes, torch welding procedures, metal identification, welded repairs, exotic metals, brazing, and silver soldering. AF2373 is a prerequisite.

AF2489 Aircraft Inspections (82 clock hrs: 12 Theory, 70 Practical)
During this course, live job conditions are mirrored to provide practical experience performing aircraft inspections. The student will apply knowledge gained from the program to this point. Specific subjects covered in AF2489 include the use of maintenance forms and records and exercising mechanic privileges and limitations. The instructor's permission, rather than any specific course, is prerequisite for participation in this course of study.

AF2491 Landing Gear Systems (32 clock hrs: 12 Theory, 20 Practical)
AF2491 introduces the learner to all aspects of landing gear systems and their maintenance, including brakes and brake systems, tires and tubes, anti-skid devices, shock struts, shock absorbers, shimmy dampers, nose wheel steering systems, and boost control systems. AF2375 is the prerequisite course.

AF2493 Rigging and Assembly (55 clock hrs: 22 Theory, 33 Practical)
This course provides the learner with information relevant to aircraft rigging and assembly practices. Among the topics covered are rigging concepts, cables and related components, pertinent hardware, flight controls, helicopter theory, and helicopter rigging. AG2107 and PH2111 are prerequisite courses.

AF2495 Airframe Synthesis (21 clock hrs: 21 Theory, 0 Practical)
AF2495 is an amalgamation of aircraft general and airframe subject areas covered throughout the program. In this course, all airframe related materials are tied together to give the student a better understanding of the overall operation of modern aircraft. All courses beginning with the prefix AF are prerequisites for this course.

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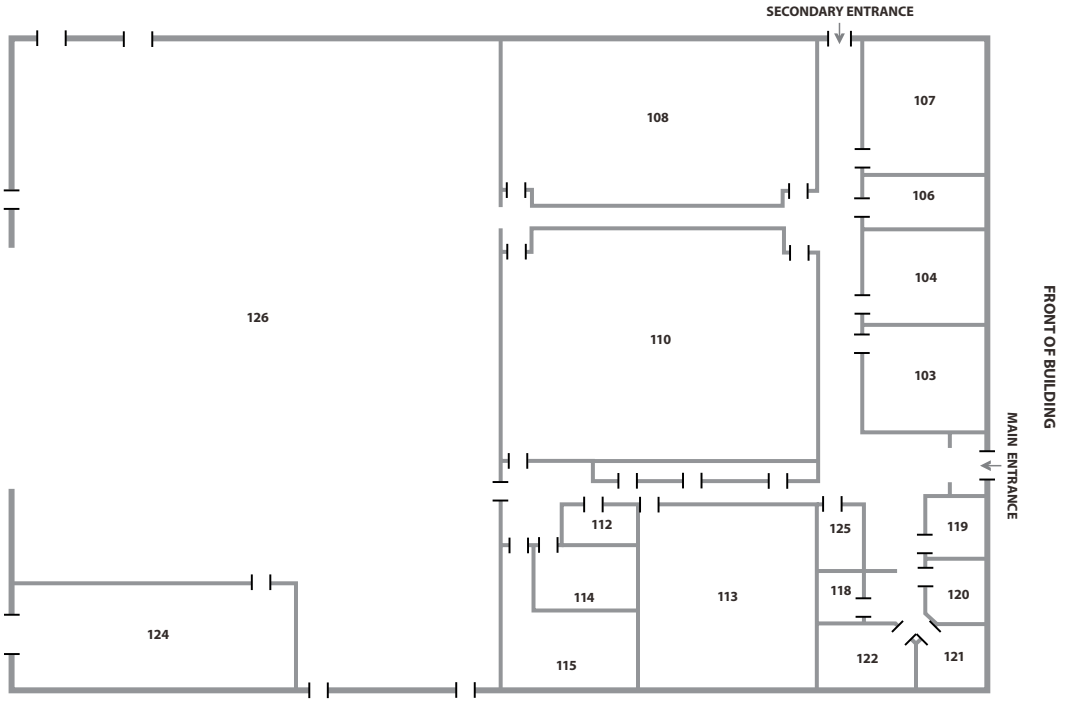
School Map



103...Bookstore and Learning Resource Center (LRC)
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- Paint Booth
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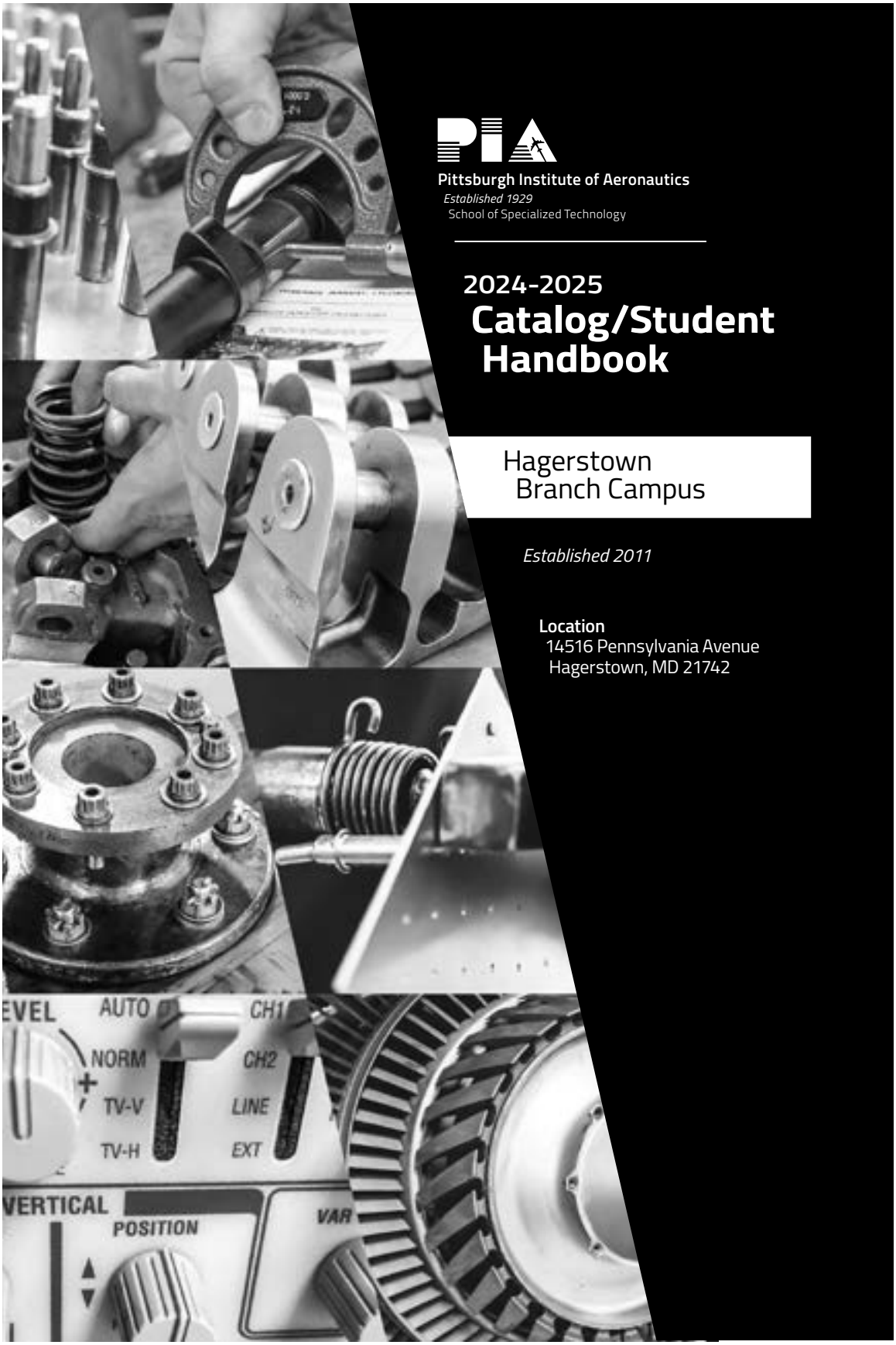
- Tool Cage



Pittsburgh Institute of Aeronautics
Established 1929
School of Specialized Technology

2024-2025

Catalog/Student Handbook

Hagerstown Branch Campus

Established 2011

Location
14516 Pennsylvania Avenue
Hagerstown, MD 21742

FOR STUDENTS STARTING BEFORE JULY 2026

Pittsburgh Institute of Aeronautics
Established 1929
School of Specialized Technology

Admissions Department
1.800.444.1440

2024-2025 Catalog Insert

Volume 14, October 2024

Hagerstown Branch Campus

Faculty

Instructional Staff

Donald Franzwick *Lead*
Ross Bowman
Richard Dechene
Brenton Moore
Michael Slatkin
Stephen Smith
David White

Aviation Maintenance Technology

Full-Time Program Calendar

Semester Beginning Date	Semester End Date	Graduation Date
April 28, 2025	August 18, 2025	August 21, 2026
August 29, 2025	December 23, 2025	December 21, 2026
January 6, 2026	April 22, 2026	April 21, 2027
May 5, 2026	August 21, 2026	August 24, 2027

Breaks & Holidays

Student breaks and holidays, along with other important calendar information, can be located at pia.edu/calendar

Tuition, Fees, and Charges

Application Fee.....None

Registration Fee.....$150.00
This fee must accompany the enrollment application at the time that the candidate makes formal registration. The registration fee is not applied toward tuition, and is not refundable except as outlined in this catalog under "Refund Policies."

Uniform Fee (Required for all students).....$100

Technology Fee.....$120 per term
Provides direct support to the technology infrastructure. The revenue generated by this fee is dedicated for the upgrading, expansion, and support of our technology resources. This fee will be charged to any student enrolled with a status of at least "Half Time".

Materials Fee.....$80 per term
Includes consumable and other specialty items required for various projects and assignments throughout the program.

Tuition Schedule

Tuition is charged at the rates shown:

Advance Payment $29,520.00
Tuition per Semester (Full-Time) $7,380.00

The tuition rate is subject to change with 120 days advance notice.

Academic and tuition credit for comparable prior training may be granted at the discretion of the school, and as outlined in this catalog under "General Information."

Books & Tools

The charges for books and tools are approximate costs and are subject to applicable sales taxes. Because the school does not establish costs for these items, prices may change without notice.

AMT Full-Time Program..... $2,595.00

FAA Certification Fees

Graduates of the Aviation Maintenance Technician Programs are eligible to test for the FAA Airframe & Powerplant certification. There are nine (9) examinations (3 oral, 3 practical, and 3 written) which the applicant must pass to achieve FAA A&P certification. For students wishing to take FAA examinations at PIA's facilities, the current charge for all nine tests is $1,725.00 (See FAA Exam Fee Breakdown below). Individuals required to retake any written exams must pay the full exam fee. Individuals required to retake any oral or practical exams must pay a $200 fee per subject area (General/Powerplant/Airframe) per exam type (Oral/Practical). These fees are subject to change with 30 days advance notice.

FAA EXAM FEES:

Subject Area / Exam Type	**Fee Per Attempt**
General	
Written	$175.00
Oral & Practical	$400.00
-Oral Only	*$200.00*
-Practical Only	*$200.00*
Powerplant	
Written	$175.00
Oral & Practical	$400.00
-Oral Only	*$200.00*
-Practical Only	*$200.00*
Airframe	
Written	$175.00
Oral & Practical	$400.00
-Oral Only	*$200.00*
-Practical Only	*$200.00*
Total	**$1,725.00**

LATE CANCELLATON FEE: If a student cancels within 72 hours of a scheduled Oral and/or Practical Examination (including retakes) without a valid and/or verifiable extenuated circumstance, the student will be assessed a $100 Late Cancellation Fee.

NO-SHOW FEE: If a student fails to arrive within one hour of a scheduled Oral and/or Practical Examination (including retakes) without a valid and/or verifiable extenuated circumstance, the student will be assessed a $100 No Show Fee.

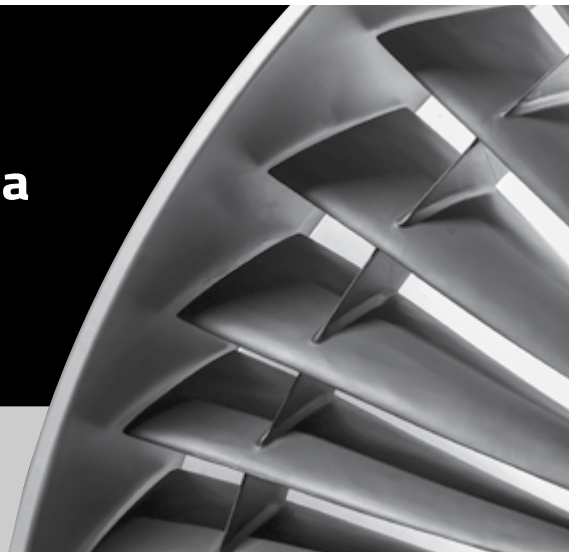
Pittsburgh Institute of Aeronautics

Catalog Addenda & Errata

Revised August 26, 2025
Volume 14, October 2024

Hagerstown Campus

Admissions Department ▪ 1.800.444.1440



Below are listed additions and corrections to the 2024-25 Hagerstown Campus Catalog since its publication in October 2024. Current catalogs on PIA website reflect all revisions below.

Uniform, Attire and Personal Appearance Policy ..... Pg. 41-42

Revised current Uniform, Attire and Personal Appearance Policy to better define student uniform expectations and attire not approved under the policy.

PIA has developed a Uniform and Personal Appearance/Attire Policy for all students attending all programs at PIA Campuses. The purpose and intent of this policy is to bring uniformity and professionalism to the learning environment that mirrors the requirements graduates will encounter when entering the aviation industry. In addition, this policy ensures compliance with state regulations, OSHA mandates, and other important safety initiatives on campus.

When a student begins training, they will receive a set of five (5) tops in addition to a sweatshirt. A Uniform Fee of $100.00 will be applied to the student's Ledger Card. Additionally, a shop jacket may be purchased for a nominal fee and is considered an approved uniform item. Students must purchase and wear only PIA approved uniform items at all times, or they will be asked to leave the class/shop/lab until the Uniform, Attire and Personal Appearance Policy is followed. Any missed time will be documented. On Fridays, students may wear either their PIA uniform top or any PIA-branded top sold or distributed by the school, as long as it conforms to the requirements below:

1. PIA uniforms may not be altered.
2. For safety, students are prohibited from wearing hoodies at any time.
3. All uniforms must be kept clean and in good condition and free of any stains or holes. Replacement shirts can be purchased in the PIA bookstore for an additional cost.
4. PIA logo tops must be the outermost layer when inside the school.
5. PIA sold shirts that can be worn on Fridays, must be opaque, have sleeves, and must be capable of being tucked into pants.
6. Full-length pants must be worn. Yoga pants, sweatpants, pajama bottoms, or athletic clothing may not be worn on campus. Pants should be made of natural material such as cotton or denim. Examples of appropriate pants include casual slacks, trousers, work pants or jeans. From May 1st until September 30th, a warm weather policy will be in effect. At the discretion of the instructor, shorts may be permitted but must be no shorter than 4" above the knee. No spandex, bike, soccer, sweat shorts, swim, or short-shorts will be allowed.
7. For safety, loose-fitting or baggy clothing may not be worn in the shop/lab areas.
8. Clothing with cutout or torn-out areas may not be worn.
9. Shoes must offer full foot protection to the wearer. No cloth, mesh material, open toe, or soft sole shoes may be worn. While impact or compression footwear is not required, sneakers, ath-

letic shoes of any kind, and deck shoes are prohibited.

10. Socks must be worn.
11. Uniform approved hats/headwear may be worn in the classroom at the discretion of the instructor.
12. The wearing of earbuds, air-pods, etc. is not permissible as it may cause the wearer to be distracted, or reduce the ability to hear alarms, warnings or instructions.
13. Approved safety glasses (including side shields) must be worn in shop/lab areas at all times. Dark lens glasses may not be worn indoors.
14. Hair must be either trimmed to a suitable length or restrained in such a manner that it cannot be caught up in moving machinery.
15. Jewelry such as rings, watches, bracelets, piercings, and other body adornments may not be worn in the shop/lab areas.

The instructor may make determinations regarding safety/appearance issues in his/her classroom/shop area(s). In instances of disagreement or uncertainty, the Dean of Aviation Technology, Director or his/her representative will make final determinations concerning safety/appearance issues. All PIA staff members are responsible and empowered to immediately correct any student whose clothing or behavior constitutes a safety hazard.

The Uniform and Personal Appearance Policy must be followed every school day. Students may purchase additional articles of clothing by contacting the PIA bookstore or Campus Director. Students not adhering to the policy are unable to begin/continue classes.

Exceptions to this code may be granted to individual students through one of the following methods: (A) a written excuse from the student's physician; (B) a written excuse from the Dean of Education/Office of the Director. In either case, the excuse must state a specified period of time during which the exemption is in effect. All violations of these regulations will be dealt with in accordance with the procedures described in this catalog.

School Delay/Closing**.....*****Pg. 11***

Expanded policy to include student make-up time expectations in relation to delays and closures.

Pittsburgh Institute of Aeronautics attempts to provide an uninterrupted training schedule with limited school closure or delays related to inclement weather or other reasons. To the students, this means on-time graduation and a minimum of inconveniences. Weather related delays and closures are determined based on the road/parking conditions at the PIA campus/local area, and not necessarily on conditions in the surrounding areas. Although PIA classes may still be in session during a weather event, commuting students are advised to make their own decision as to the safety of travel during inclement weather.

In the event that a school closing/delay is necessary, the students will be notified by the following means:

1. Text Alerts - Sign up for PIA Hagerstown, Text PIA HGR to (412) 293-3800.

2. PIA's website: https://pia.edu/news/

3. Social Media: - Facebook - https://www.facebook.com/pia.school

Once the campus reopens, the students will be notified of the make-up schedule. The make-up schedule may include extra time (up to an hour) at the beginning or end of the regularly scheduled day, or an additional day(s) added to the quarter as time permits. Students are required to attend all make-up sessions. If a student is unable to attend the make-up session(s), students are considered absent and must follow the PIA Make-up Time policy (p. 11).

Counseling Services ..... Pg. 35

Washington EAP has changed to Lytle EAP.

Lytle EAP Partners offers student assistance with a variety of problems which may affect his or her well-being, such as Family and Parenting, Marital & Relationships, Grief and Loss, Financial, Legal, Gambling, School related concerns, and feelings of depression.

Lytle EAP Partners
1-800-327-7272
www.lytleeap.com
PIA Code: pghaero

Appeal Process for Academic Withdrawal .....Pg. 14

Updated Point of Contact for SAP Appeals.

To appeal, a student must now submit a written and/or digital letter to the Vice President of Operations.

Daily Class Schedule/Hours of Attendance .....Pgs. 9-11

Updated to reflect change from Make-Up Time to Make-Up Work.

Class Size
Enrollments and class sizes are regulated by the appropriate governing agencies. Accordingly, student/instructor ratios cannot exceed 25:1 in the shop/lab environment and typically does not exceed 50:1 in the theory classroom.

Periods of Study

The curriculum for the full-time Aviation Maintenance Technology Program is comprised of periods of study referred to as semesters. The program is four (4) semesters in length, the first three consisting of 474 contact hours, and the fourth consisting of 478 contact hours, for a total of 1,900 hours of instruction.

The daily class hours for full-time students are M-F from 8:00 am - 2:30 pm (30 hours per week). There is a 30-minute lunch period. Effective January 1, 2026, the daily class hours for full time students will change to M-Th from 7:30 am - 3:00 pm with a 30-minute lunch period and Friday from 7:30am - 11:30 am (32 hours per week).

Exceptions are scheduled holidays, vacation days, and faculty in-service days as listed on the school calendar insert provided with this catalog. On scheduled class days PIA's building is unlocked at 7:00 am. At this time, a student can enter the building and proceed to assigned classroom, shop or laboratory area, lunchroom area, or an instructor's office for a prearranged appointment or to an assigned make up area. Morning make-up may be arranged through the instructor.

The daily class schedule consists of six or seven 50-minute periods. Class changes of ten minutes provide ample time for students to move from location to location and be prepared to continue their learning activities.

The PIA instructional staff is available to assist students after classes. Arrangements can be made for fulfilling make up requirements, and/or getting additional assistance with any of the program material.

Dismissal will always be preceded by a roll call. For shop/laboratory students, roll call will be taken at predetermined locations. Students must not leave this location until dismissal. Classroom students are expected to remain in their seats until roll call is completed, and the instructor dismisses the class.

Absence

A student must attend at least 90% of all scheduled class and shop/lab hours. Failure to meet this standard will result in dismissal from the program.

Students will be notified at set points in the term if absences become excessive. When a student's absences reach a preset limit based on enrolled contact hours in the term, the student may be placed on a provisional status. While on a provisional status, the student must not miss any additional time before the end of the term.

Upon reaching the absence threshold, the student will be withdrawn as of that date and FA (Failure due to Absence) will be recorded for the term. The student will also receive a U (Unsatisfactory) grade in each current-term course where course requirements had not yet been completed at that time, and in any current-term course with attendance below 90% of scheduled hours, even if all requirements were completed.

All courses with a failing or U grade must be retaken. Students will be responsible for the cost of any courses they retake. Financial aid is generally not available for retaken courses.

Make-up work can be accomplished at a time determined by the Campus Director. This time may be on regular school days either before scheduled class hours, after scheduled class hours, or on weekends. See "Make-Up Work" Policy (below or on following page) for Make-Up requirements.

An appeal process will be available for students with extenuating circumstances. The Evaluating Director will review a student's absences along with any documentation provided by the student and make a determination on a case-by-case basis. Student must provide documentation and appeal within 5 school days of the absence. Students may stay enrolled at PIA pending the outcome of the appeal. The following reasons are typically considered to be extenuating circumstances (This list is not exhaustive):

1. Hospitalization with documentation
2. No-fault Court appearances with Court documentation – this does not include situations where the student is a party to the legal action
3. Job interviews arranged by student or PIA Career Services, with documentation
4. Military service with Military Orders
5. Death in the immediate family (spouse; biological, step or foster children; parent; spouse's parent; grandparent; spouse's grandparent; siblings; spouse's siblings). Obituary notice including student name or documentation from funeral home is required.

Any student who is absent from school for a period of five (5) days without notifying PIA of the reason for their absence will be removed from the school's roll sheets and considered as withdrawn. If during the five (5) day absence a student would reach the total maximum allowable missed time, the student will be withdrawn in accordance with the failed absence policy as described above. In order to reenter, the student must submit an acceptable reason for the absence. It must be shown that corrective action has been taken to prevent recurrence of the absence.

Early Dismissal

Early dismissal, when permitted, is counted as a period of absence. Students are required to get permission from their instructor when leaving before the end of the scheduled day. Note: Excessive absence accumulated due to early dismissals is to be considered very serious and may be considered as a reason for interruption of training.

Tardiness

Any student not present at the beginning of a scheduled period is considered as tardy and must report to his/her instructor. The exact number of minutes of tardiness will be recorded into the student's attendance records. Tardiness is treated as a period of absenteeism.

Special Provisions for Military Service Members.

Military Members who are scheduled to be deployed should provide the Campus Director or Student Records personnel with documentation and notification as far in advance as possible.

Make-Up Work

This policy establishes the requirements and procedures for students to complete academic work missing due to absences. It ensures that all students meet the required learning outcomes and maintain academic integrity.

Students are required to complete all missed academic work resulting from absences, including but not limited to:

- Written exams and quizzes
- Theory or Practical Assignments
- Shop/Lab projects

Students are responsible for initiating contact with each instructor upon returning from an absence to determine the specific work that must be completed. They must also obtain all necessary materials, instructions, and deadlines related to the missed work.

A student who misses a scheduled examination (test or quiz) due to an unexcused absence, must complete the examination the next day of attendance or as directed by their instructor as outlined in the 'Missed Scheduled Examination' section below. .

All other make-up work must be completed and submitted within five (5) school days of the student's return. Instructors may grant extensions for non-exam work in cases of documented extenuating circumstances. Such extensions must be requested in writing and approved prior to the original deadline.

Failure to complete and submit make-up work within the designated timeframe will result in a grade of zero (0) for the missed assignment, unless an extension has been granted.

Instructors are responsible for clearly communicating the requirements and deadlines for all make-up work. They must also ensure that make-up work is equivalent in rigor and content to the original assignments missed.

Make-up work is not permitted for the purpose of receiving Veterans Administration training allowances.

Missed Scheduled Examination

A student who misses a scheduled examination(test) due to an unexcused absence, must complete the examination the next day of attendance or as directed by their instructor. If a student is unable or refuses to take the examination at that time, they will receive a zero (0) score and then may utilize the examination retake policy as described below. If a student has a question regarding the eligibility of an examination for a retake, they may contact their course instructor.

Advising

When a student is absent for three consecutive days, the instructor provides notice to the appropriate personnel. An attempt will then be made to contact the student to determine the reason for the absence.

Students are advised for excessive absence at prescribed intervals throughout the term. Documentation of advisement regarding student absence becomes a part of the student's permanent record.

Records and Procedures

Accurate and detailed attendance recording is the responsibility of the instructor. The instructor will verify a student's presence (at minimum) at the beginning and ending of the morning session, at the beginning and ending of the afternoon session, and when the class moves from one shop/classroom to another. Random roll calls may be conducted as required.

Student attendance records reflect the following information:

1. Date and amount of absence for each occurrence.
2. Number of late arrivals and early departures.
3. Total absence by term.
4. Accumulated absence.

Attendance or Make-Up Work Appeals

Students who wish to appeal a decision related to attendance or make-up work must submit a written appeal to the Campus Director or Dean within five (5) school days of the decision.