FOR STUDENTS STARTING AFTER JULY 2026

Myrtle Beach Branch Campus
Established 2012

2026-2027

Catalog/Student Handbook

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Credit-Hour Programs

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Pittsburgh Institute of Aeronautics
Established 1929
School of Specialized Technology

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WELCOME TO PITTSBURGH INSTITUTE OF AERONAUTICS

Mission Statement

Pittsburgh Institute of Aeronautics (PIA) is committed to the pursuit of higher 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.

PIA believes that school programs must: (a) develop specific career-related skills, (b) strengthen competencies in essential academic areas, and (c) cultivate professional attitudes and behaviors aligned with long-term career success.

Through this integrated approach, PIA advances its mission by preparing graduates who are not only technically proficient, but also adaptable, accountable and prepared to contribute meaningfully to their professions and the communities they serve.

School History

Pittsburgh Institute of Aeronautics is one of the longest-established schools for aviation maintenance and aviation electronics training in the country. Since 1929, PIA's goal has been to provide its learners with the knowledge, skills, and attitudes needed to succeed in their chosen career fields. Through its connections across the aerospace industry, PIA places graduates into entry-level roles that open the door to careers and long-term advancement in aviation and other high-performance organizations.

Established on the foundation of the Curtiss-Wright Flying Service, Pittsburgh Institute of Aeronautics operated its first classes at the former Bettis Field near McKeesport, Pennsylvania. The school was among the first to receive approval from the Civil Aeronautics Authority, the predecessor agency to the Federal Aviation Administration.

Beginning in 1944, a change in leadership brought Mr. William J. Graham, President of the Graham Aviation Company and a pioneer in aviation training, to the school. That same year, the existing for-profit corporation was dissolved, and the institution was reorganized as a nonprofit corporation. Between 1944 and 1952, PIA operated instructional programs at multiple locations, including Bettis Field and facilities on 7th Street in downtown Pittsburgh, while steadily transitioning its operations to its permanent home at Allegheny County Airport in West Mifflin, Pennsylvania.

A long-range plan developed during this period laid the foundation for the establishment of a fully accredited institute. The immediate objective was to provide the strongest aviation technical education possible through its facilities, equipment, and quality of instruction.

During the 1970s, Pittsburgh Institute of Aeronautics became the first private school in Pennsylvania to contract with local public-school systems, allowing students to attend PIA through vocational-technical education partnerships. The 1980s marked another period of growth with the introduction of Aviation Electronics training and corresponding facility expansion.

In the 1990s, demand for Aviation Maintenance Technicians and Aviation Electronics Technicians continued to rise. Industry experts projected a growing shortage of qualified technicians extending well into the 21st century. By the early 2000s, demand for PIA graduates was stronger than ever, reflected in both the number and quality of career opportunities available to alumni across the aviation industry.

To help meet industry workforce needs and expand access to aviation training, PIA extended its mission by establishing branch campuses. In August 2006, the Institute launched an FAA-approved Airframe and Powerplant diploma program at the Youngstown-Warren Regional Airport in Ohio. PIA's second branch campus opened in Hagerstown, Maryland, in 2011, followed by the opening of a third branch campus in Myrtle Beach, South Carolina, in 2012. As with the main campus, all PIA branch campuses adhere to the Institute's proven educational model, emphasizing workforce readiness through strong academic foundations, hands-on technical training, practical troubleshooting skills, and the development of a professional work ethic.

Decade after decade, the longevity of the Pittsburgh Institute of Aeronautics has been driven by its sustained pursuit of excellence in education and its ability to adapt to a changing world. Since 1929, the aviation industry, the economy, and global conditions have evolved dramatically, reinforcing the importance of PIA's core commitments to its students and employees, its responsibility to industry, and its service to the communities it serves. PIA continues to grow alongside advancing technology and industry demands, preparing generations of graduates with the skills, professionalism, and resilience required for success in the workplace, today and into the future.

Governance

PIA is a not-for-profit organization with 501(c)3 status and is governed by a Board of Directors. The President and CEO is Suzanne Markle. A full outline of the organizational structure of PIA's Administration can be found at https://pia.edu/about-pia/.

Facilities and Equipment

PIA's Myrtle Beach Campus is located on the adjacent to the Myrtle Beach International Airport in Myrtle Beach, SC. This location provides an ideal environment for aviation maintenance training. The area of the facilities is approx. 26,000 sq. ft. The school houses classrooms, shops, a Learning Resource Center, and administrative offices. Parking is available.

In 2022 PIA added a new hangar location at 962 Shine Avenue, Myrtle Beach, SC 29577. This new space allows for larger aircraft storage and more student training space for the ever growing Myrtle Beach Branch Campus.

As an FAA-approved Aviation Maintenance Technician school, PIA's Myrtle Beach Branch 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.

Separate Facilities

In addition to Myrtle Beach, SC, PIA currently operates the following campuses:

Pittsburgh Main Campus
5 Allegheny County Airport
West Mifflin, PA 15122

Hagerstown Branch Campus
14516 Pennsylvania Avenue
Hagerstown, MD 21742

Youngstown-Warren Branch Campus
1501 Youngstown-Kingsville Rd. NE. H3
Vienna, OH 44473

Nondiscrimination Statement

Pittsburgh Institute of Aeronautics provides equal access and opportunity in employment, admissions, and educational activities. The Institute does not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, genetic information, veteran status, disability status, or any other characteristic protected under applicable federal, state, or local civil rights laws and regulations in its employment practices or in the admission and treatment of students, including financial aid, scholarship, and loan programs.

Consumer Information

Consumer information disclosures including Annual Security Reports (ASR), Student Achievement Rates, Drug & Alcohol Abuse Awareness and Prevention Information (within the ASR), and Campus Security can be found on the school's website at https://pia.edu/catalogs-disclosures/.

ADMISSION PROCEDURES AND REQUIREMENTS

Minimum Requirements

Applicants must fulfill these minimum requirements to commence training at PIA's School of Specialized Technology:

- Possess a High School Diploma or GED Equivalency
- *Be at least 17 years of age
- **Satisfy English language proficiency requirements if English is not a first language.

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

**Refer to the "English Language Proficiency" section on page 10.

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.

These courses are not required for admission, but they provide a solid foundation for the programs at PIA.

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 and AET Programs
- PIA's Learning Environment and Instruction Methods
- Program Requirements, Goals and Outcomes
- Admission Policies
- Program Availability
- Academic Expectations and Assistance
- Graduate Placement Statistics

During this interview, an applicant's educational background is reviewed to determine readiness for the selected program of study. Topics related to school life, standards of conduct, and expected interactions with fellow students, faculty and PIA personnel may also be discussed.

Tours are generally conducted Monday through Friday by appointment. Tours can be arranged for 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 11).

In order to apply for entrance to Pittsburgh Institute of Aeronautics, the prospective student must receive a current school catalog and submit a complete admission application form and $125 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.

Applicants must also complete a Math Skills Assessment (unless waived by the Vice President of Education) as part of the enrollment process, as outlined in the Math Skills Assessment section of this catalog.

Accepted and conditionally accepted students will receive enrollment documentation 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 re-evaluate 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 Vice President of Education to determine if such a background would prevent or seriously hinder the student from benefiting from the educational programs offered by the school.

Applicants who self-disclose a criminal conviction that would prohibit proximity to minors, other students, or a specific gender are not eligible to attend any PIA campus, and their application will be denied following institutional review. In addition, applicants who disclose other criminal convictions that may reasonably limit employability in the field or pose a potential safety risk to students, employees, or the campus community may be denied admission following institutional review.

If an applicant submits a registration fee but is not accepted into the selected program, the registration fee will be refunded in full. Refer to page 18 of this catalog for registration fee refund policies.

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 an 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 Vice President of Education, all applicants to PIA's Myrlte Beach Campus are required to complete the Mathematics Skills Assessment (MSA) prior to or immediately upon enrollment. The MSA is used to evaluate an applicant's mathematics proficiency and to determine whether the individual possesses the skills necessary for success in the selected program of study or whether preparatory or transitional instruction is recommended.

Applicants who score 71% or higher on the MSA are not required to complete preparatory coursework. Applicants who score below 71% must successfully complete PIA's MA098 Basic Math Skills course or an equivalent course from another institution. Documentation of completion must be submitted and approved prior to the program start date.

While the MSA cannot predict student success with complete accuracy, it provides faculty and academic leadership with valuable insight into student readiness and areas where additional support may be beneficial. Assessment results are reviewed with the applicant shortly after testing, and any recommended remediation is intended to provide early academic support and enhance the likelihood of success, not to discourage enrollment.

Registration Expiration

In the event a student cannot begin on the starting date of the class for which the applicant registered, credit will be granted for the registration fee toward the next three term 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 and Illness section for additional information on page 48.

English Language Proficiency

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 demonstrated by completing the Test of English as a Foreign Language (TOEFL), the International English Language Testing Systems (IELTS), or the Common European Framework of Reference for Languages (CEFR). Alternate standardized tests used to measure English proficiency or verification of English language proficiency by educational transcripts may be considered upon request to the Vice President of Education. 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.

Applicants must satisfy the minimum score from one of the following:

- **IELTS:** 5.5
- **TOEFL iBT:** Minimum of 4 in each category (Reading, Listening, Writing, Speaking)*
- **CEFR:** B2

*Based on the TOEFL scoring methods established in January 2026.

Foreign Student Information

PIA's Myrtle Beach campus is authorized under federal law to enroll non-immigrant alien students. Foreign students who wish to attend PIA must comply with the Minimum Admissions Requirements and English Language Proficiency requirements outlined earlier in this section. Students wishing to apply for a student visa must also provide the following to a Designated School Official (DSO):

- Verification of financial capability to meet school and living expenses.
- Copy of valid passport.

When these requirements have all been satisfied, the prospective student must submit a completed admissions application along with the $125.00 registration fee in order for PIA to issue a SEVIS form I-20. Students at a PIA Branch Campus may be approved for an M-1 status.

NOTE: Students may not automatically receive approval for Post Completion-OPT. Please consult with a DSO from PIA prior to enrollment if your intention is to utilize Post Completion OPT.

TRANSFER OF CREDIT AND PRIOR LEARNING ASSESSMENT

At the discretion of PIA, transfer credit may be granted for comparable education completed at recognized institutions or training facilities when course content closely aligns with PIA's curriculum.

Submission of Transcripts and Documentation

All students seeking transfer credit must submit official transcripts from all postsecondary institutions attended at least 30 days before the start of classes, unless an alternate deadline is provided in writing by the Vice President of Education. If an official transcript is not submitted before the start of classes, no transfer credit will be awarded.

Official transcripts must:

- Be issued and authenticated by an official of the sending institution
- Identify the curriculum in which the student was enrolled
- Indicate whether the curriculum was satisfactorily completed
- Include final grades for each course

A course catalog and course descriptions from the institution attended must also be submitted with the transcript.

Students must have earned a grade of "C" or higher in any course they wish to be considered for transfer credit. Technical coursework that is more than ten (10) years old may not qualify for transfer credit evaluation.

Students who score below 71% on the Mathematics Skills Assessment (MSA) are not eligible to receive transfer credit for math coursework.

Bypass Examination

When course descriptions do not sufficiently align, PIA may require a bypass examination prior to awarding transfer credit. The student will be notified by letter if a bypass examination is required, along with the date the bypass examination must be completed. If the bypass examination is not completed by the deadline, no transfer credit will be awarded. Bypass examinations may be written, practical, or a combination of both, depending on the subject area being evaluated. Technical coursework that is more than three (3) years old may not qualify for bypass examination eligibility.

Evaluation of Transfer Credit

Once all required materials are evaluated, the student will receive an official transfer credit evaluation letter from the Vice President of Education indicating which credits, if any, will transfer to PIA.

Transfer Credit Appeal Process

Students must submit a written appeal within 15 days of receiving their transcript evaluation, including the coursework in question, reasons for reconsideration, and supporting documents (catalog, course descriptions, syllabi, etc.). If no appeal is filed within 15 days, the evaluation is final. PIA will respond in writing within 30 days.

Residency and Program-Specific Requirements

To earn an certificate from PIA, a minimum of 25% of total credit hours must be completed in residence.

Students enrolled in the Aviation Maintenance Technology (AMT) program must also meet all FAA-required instructional content and applicable Airman Certification Standards (FAA-S-ACS-1) when combining prior credit and PIA coursework in order to qualify for issuance of an FAA Certificate of Completion at the conclusion of training.

Prior Learning Assessment (PLA)

Pittsburgh Institute of Aeronautics is a member of the Pennsylvania Commonwealth Prior Learning Assessment (PLA) Consortium. PIA evaluates experiential learning and prior education based on:

- Advanced Placement (AP) coursework
- Military training and experience
- Industry training programs
- Professional licenses and certifications

Credit toward degree and non-degree programs may be assessed through:

- Recognized national evaluations (CLEP, DANTES, ACE)
- School challenge examinations
- Skill demonstrations

A maximum of sixteen (16) credit hours may be awarded through the College Level Examination Program (CLEP). Credit awarded for comparable education or training is limited to no more than 50% of the total program credit hours.

To be eligible for PLA, a student must be currently enrolled in a PIA degree or non-degree program and must provide acceptable verification of the prior learning. PLA assessment will not be conducted once the academic term in which the challenged course is offered has begun.

For students 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 institution, PIA is the sole authority in determining what prior learning or experience is acceptable for PLA credit.

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 credit hours.

Transferring Credits from PIA to Other Institutions

The transferability of credits earned at Pittsburgh Institute of Aeronautics is determined solely by the receiving institution. Students should not assume that credits earned at PIA will be accepted by another institution. Accreditation of an institution does not guarantee that credits earned at that institution will be accepted for transfer.

Active students who plan to transfer from a PIA program to another educational institution are encouraged to consult with the Vice President of Education prior to withdrawal. A student may leave PIA in good

standing provided all financial obligations to the Institute have been satisfied and all materials issued by PIA have been returned.

PIA maintains articulation agreements with a number of colleges and universities. Articulation agreements vary in the amount of credit awarded and the conditions under which transfer credit may be granted. Students are advised that some articulation agreements are based on FAA certification rather than individual coursework. It is the student's responsibility to review the transfer or articulation policies of the receiving institution and to determine whether credits earned at PIA will be accepted.

Additional information regarding articulation agreements and transfer credit is available through the Office of the Vice President of Education.

Returning PIA Students

Please refer to the section Re-entry and Re-Enrollment on page 27.

FINANCIAL ASSISTANCE FOR STUDENTS

Financial assistance is available to qualified students attending PIA through various loans, grants, and scholarship programs. This is not an exhaustive list of financial assistance that may be available to students. For more details on the financial aid programs available, contact the Financial Aid Department: 412-346-2100 or email financialaid@pia.edu. The office is open from 7:30 A.M. to 4:00 P.M., Monday through Friday.

The Institute is approved by:

- U.S. Department of Education
- Pennsylvania Higher Education Assistance Agency (PHEAA)

Apply for Financial Aid

The first step in the financial aid process is submitting the online Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/. You must renew your FAFSA for each Financial Aid Year that you are in attendance.

Pell Grant

The federal Pell grant is a need-based financial aid program from the U.S. Department of Education that helps undergraduate students pay for college. Unlike loans, Pell Grants do not have to be repaid (except in certain withdrawal situations).

Loans

Direct Loans

Federal Direct Loans are low-interest, government-funded education loans for undergraduate and graduate students, processed via the FAFSA, featuring fixed rates and flexible repayment plans. Options include need-based Subsidized (no interest while in school) and non-need-based Unsubsidized loans. Eligible borrowers must be enrolled at least half-time.

Prior to the disbursement of Direct Loans, first time borrowers are required to complete online Entrance Counseling and Master Promissory Note. 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

A Federal Direct Parent PLUS Loan is a credit-based, government-backed loan for parents of dependent undergraduate students to help cover educational costs not met by other financial aid. Parents are solely responsible for repayment, with a fixed interest rate. The Federal Direct PLUS Loan Application and Master Promissory Note must be completed.

Private/Alternative Loans

A private loan is generally used as a final resource for students seeking additional funding. Unlike federal loans, private loan terms can vary based on the credit evaluation of the borrower and/or co-borrower and offer a variable interest rate. PIA strongly encourages all students to apply for grants, scholarships, and federal loans prior to applying for a private loan.

PIA does not endorse or recommend specific loan providers and/or lenders. You have the right and ability to select the private loan provider or lender of your choice.

Borrower's Responsibilities

Once the borrower has received the loan funds, certain responsibilities have been assumed.

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, they may request a deferment from the lending institution. A request for deferment is not a guarantee of deferment. The student must continue payments until receiving 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.

Scholarships & Grants

PIA Memorial Scholarship Fund – A maximum of ten awards, each valued at $2,000, are granted annually through the PIA Memorial Scholarship Fund. To be eligible to apply for these scholarships, students must:

1. Be enrolled full-time in a program at PIA
2. Complete at least one academic term at PIA as of the scholarship deadline.

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

TUITION, FEES, AND CHARGES

Effective September 1, 2026

Tuition

Total AMT Program: (4 Semesters), 65 Credits..... $31,200
Flat Term Rate (15-18 credits) $7,800
Per Credit Rate..... $520

An applicant who has had previous college training may receive credit for the applicable courses as outlined in the "Transfer of Credit and Prior Learning Assessments" on page 11. If transfer credits are awarded, tuition will be calculated based on the number of enrolled credits.

Books, Tools, & Supplies

The charges for books, tools and supplies are approximate charges and are subject to sales tax where applicable. Prices may change without notice.

Aviation Maintenance Technology (AMT) Program $2,607

Fees

Application Fee ..... None

Registration Fee $125
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 $100
One-time fee when a student begins training providing them a set of five (5) tops and a sweatshirt.

Technology Fee $275/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 $100/Term
Includes consumable and other specialty items required for various projects and assignments throughout the program.

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
Oral & Practical	$400
-Oral Only	*$200*
-Practical Only	*$200*
Airframe	
Written	$175
Oral & Practical	$400
-Oral Only	*$200*
-Practical Only	*$200*
Powerplant	
Written	$175
Oral & Practical	$400
-Oral Only	*$200*
-Practical Only	*$200*
Total	**$1,725**

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 extenuating 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 extenuating circumstance, the student will be assessed a $100 No Show Fee.

Refund Policies

Applicant Rejection/Denial: All monies paid by the applicant, including the registration fee, will be refunded if their application for admission is rejected or enrollment is denied by the school.

Registration Cancellation: Any applicant may cancel their 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 for the registration fee. However, if the cancellation occurs prior to ninety (90) days before the beginning of the applicant's original training program, $75 of the registration fee may be refunded in addition to the other monies paid. Applicants are encouraged to make notice of cancellation in writing. However, written notification is not required.

Tuition Refunds Upon Program Withdrawal

This policy applies to students who exit a program for any reason, including voluntary withdrawal, administrative withdrawal, failure to return from an approved leave of absence, or dismissal in accordance with school policy. Tuition refunds are calculated based on the percentage of the academic term completed as of the student's last date of attendance. The percentage of the term completed is determined using the number of scheduled instructional days applicable to the student. For students who are administratively withdrawn, dismissed, or withdrawn due to failure to return from an approved leave of absence, the withdrawal date will be determined by the school in accordance with applicable policy and regulations. Refunds will be processed within 30 days of the date of determination. This timeframe may be extended if the school is awaiting notification of debt from a third party.

Refund Schedule:

Proportion of Term Completed as of Last Date of Attendance	Tuition Refund
Less than 10% (Drop Period)	100% of tuition
10% up to but not including 20%	80% of tuition
20% up to but not including 30%	70% of tuition
30% up to but not including 60%	40% of tuition
60% or more	0% of tuition

Flat-Rate Tuition Adjustment: If a student is billed at the flat-rate tuition for enrolling in 15 to 18 credits in a term and subsequently withdraws from one or more courses before those courses begin causing the total attempted credits to fall below 15, tuition will be recalculated based on the number of credits attempted at the standard per-credit hour rate.

Note: 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.

Other Fees

- **Uniform Fee:** The Uniform Fee will be fully refunded if a student withdraws before completing 10% of the scheduled term as of their last date of attendance. Any unused items should be returned to the bookstore. Once a student has completed 10% or more of the term, the Uniform Fee is non-refundable.
- **Technology Fee:** The Technology Fee will be fully refunded if a student withdraws before completing 10% of the scheduled term as of their last date of attendance. Once a student has completed 10% or more of the term, the Technology Fee is non-refundable.
- **Materials Fee:** The Materials Fee will be fully refunded if a student withdraws before completing 10% of the scheduled term as of their last date of attendance. Once a student has completed 10% or more of the term, the Materials Fee is non-refundable.
- **Exam Fees**: Exam fees are fully refundable until an exam is scheduled. Once an exam has been scheduled, the refundability of the fee is determined by the policies of external entities involved in administering the exam. Students should review any applicable third-party guidelines for details on potential refunds after scheduling.

Books and Supplies

Books or supplies purchased through the institution may be eligible for a full refund if returned in new, unused condition within seven (7) calendar days from the start of the term or the purchase date, whichever is later. Books that have been written in, damaged, or show signs of use are not eligible for a refund. Digital materials, access codes, and consumable items (such as workbooks) are non-refundable once they are opened or activated. After the seven-day period, all book sales are final.

School Closure/Discontinuation of a 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.

APPROVALS, ACCREDITATION AND LICENSURE

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Visit www.accsc.org for more information on accreditation.
- Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia, SC 29201. Telephone: (803) 737-2260. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.
- Approved by the Department of Education for the Federal Direct Student Loan Program (FDLP)
- Federal Aviation Administration Air Agency approval 3PIT597K
- Authorized under Federal law to enroll non-immigrant alien students
- This school is approved 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 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

AVIATION MAINTENANCE TECHNOLOGY PROGRAM

Aviation Maintenance Technology Certificate Program

Four Semesters of Study – 16 Months: 65 Credits / 1680 Contact Hours

Graduates of the Aviation Maintenance Technology (AMT) program (full-time) are awarded a certificate. The curriculum of this non-degree program 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. This program is designed not only to meet the aforementioned requirements, but also to provide the skills needed for entry-level employment in the aviation maintenance industry.

The following courses are listed in their most commonly assigned order; however, there are several approved sequences of courses which can be assigned to a student based on student or institutional requirements.

AMT Certificate Curriculum

First Semester		**(18 Credits)**
GS101	Foundations for Success	2.0
GA102	Aircraft Safety	2.5
GA103	Forms, Records, Publications, and Inspection Fundamentals	2.5
GA104	Mathematics and Physics	4.5
EL105	Fundamentals of Electricity	4.0
GA106	Materials and Processes	2.5

Second Semester		**(15.5 Credits)**
AF201	Aircraft Systems 1	2.5
AF202	Aircraft Systems 2	2.0
AF203	Hydraulics and Landing Gear	3.5
AF204	Aircraft Structures	7.5

Third Semester		**(16 Credits)**
EL301	Instruments, Navigation, and Communication	5.5
PP302	Propellers	2.5
PP303	Reciprocating Engines	4.0
PP304	Reciprocating Engine Systems	4.0

Fourth Semester		**(15.5 Credits)**
PP401	Turbine Engines	4.0
PP402	Turbine Engine Systems	3.0
GS403	Career Readiness	1.5
PP404	Aircraft Inspections	3.0
EL405	Electrical Systems	4.0

Aviation Maintenance Technician Job Description

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

FAA Certification

Details regarding requirements for FAA testing are available through the Office of the Vice President of Education.

Qualifications for Federal Aviation Administration (FAA) Certification

To be eligible for a FAA Aviation Mechanic Certificate and associated ratings a person must be at least 18 years of age and be able to read, write, speak and understand the English language, 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 either an appropriate graduation certificate from a certificated aviation maintenance technician school or documentary evidence satisfactory to the Administrator of 1) At least 18 months of practical experience with the procedures, practices, materials, tools, machine tools, and equipment generally used in constructing, maintaining, or altering airframes or powerplants, appropriate to the rating sought; or 2) 30 months of practical experience concurrently performing the duties appropriate to both the airframe and powerplant ratings (FAR 65.77). The FAA may deny application for FAA certification due to criminal convictions. The Vice President of Education 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 Airframe (or Powerplant, as applicable) prior to advancing to their final term of study. FAA oral and practical examinations for General and Airframe (or Powerplant, as applicable) must be successfully completed on each student's individually assigned and scheduled date during the final term 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 Vice President of Education 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.

Examinations

Knowledge (Written): The FAA requires three knowledge (written) tests to be passed for Airframe and Powerplant certification. FAA knowledge tests are administered via computer terminals at an approved Airman Knowledge Test Center.

Oral and Practical Examinations: Each applicant for a technician certificate or rating must pass oral and practical testing on the rating being sought. The tests cover the applicant's basic skill in performing practical projects on the subjects covered by the written test for that rating (Regulation 65.79). 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).

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

In accordance with FAR 65.80, whenever PIA demonstrates to an FAA inspector that any student has made satisfactory progress at the school and is prepared to take the oral and practical tests prescribed by FAR 65.79, that student may take those tests during the final subjects of training in the approved curriculum, before meeting the applicable experience requirements of FAR 65.77 and before passing each section of the written tests prescribed by FAR 65.75.

For more information about the Aviation Mechanic Certificate, visit https://www.faa.gov/.

GRADUATION REQUIREMENTS

The following are the minimum graduation requirements for students enrolled in a PIA program:

- The student must complete all required courses in their program and achieved a cumulative grade point average (GPA) of 2.00 or higher.
- Students enrolled in the Aviation Maintenance Technology (AMT) program must pass the FAA General and Airframe (or Powerplant, as applicable) written examinations prior to advancing to the final term of study. The Vice President of Education may grant an extension to this requirement; however, any extension may not exceed two (2) calendar weeks.
- All financial obligations related to tuition, books, supplies, tools, and fees must be satisfied in accordance with school policies.

STUDENT GRADING AND PROGRESS

Grading System

Grades are calculated using the grade point system (see chart). Although individual quizzes, written tests, and practical exams are scored as a percentage, course results are recorded by letter grade, and semester and program progress are determined as grade point averages (GPA).

Term progress reports and the final transcript indicate student achievement by grade point average (GPA). To determine grade point averages, multiply the value of the letter grade received (0, 2, 3, or 4) by the number of credit hours assigned to the course. For example, a letter grade of 'B' received for a course assigned 3 credit hours equals a total of 9 quality points. A letter grade of 'C' received for a course assigned 2 credit hours equals a total of 4 quality points. Next, add the number of quality points earned (in the example = 13), and divide by the total number of credit hours earned (in the example = 5). The resulting value (2.60) is the student's GPA. It should be noted that transferred credits are NOT used in this computation.

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

Following is a table used to convert percentages, letter grades, and quality points.

PERCENT	LETTER	QUALITY POINTS
90 – 100	A	4.00
80 – 89	B	3.00
70 – 79	C	2.00
0 – 69	F	0.00

Computation of the Quality Point Average

Quality Point Average is the ratio expressed to the nearest hundredth of the sum of course credits for which the grades of A, B, C, and F were received to the sum of quality points earned. The quality points per credit are included in the table above.

Non-Programmatic/Avocational Courses

Avocational courses offered at PIA are graded on a pass/fail system and will receive the following designation on a transcript upon completion or failure. Avocational courses credits are not included within a student's cumulative GPA computation.

CODE MEANING: P..... Pass
F..... Fail

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
	AU ..... Audit

Progress Reports

After each term of study, final grades are available to the students through the Student Portal. Students should review their term grades as soon as they are available. Any potential discrepancy should be reported to the Student Records Office immediately.

PIA will supply transcripts when properly requested. Deficiencies such as unmet grade, attendance, or financial obligations will be noted. The school maintains a permanent official transcript for all formerly enrolled students.

Academic Standing

Minimum Academic Progress Standards

Students must earn and maintain a minimum GPA of 2.00 at the end of each term to progress to the next term or to graduate. In addition, any final course grade below 70% (a letter grade lower than "C") constitutes a course failure, and the course must be successfully repeated before the student may advance or graduate. Students must also maintain a cumulative GPA of 2.00 or higher.

Note: Satisfactory Academic Progress (SAP) as it relates to financial aid eligibility may vary slightly and can be found on page 30.

Academic Warning

Any student who earns a final term GPA below 2.00 or a course grade lower than a "C" will be placed on Academic Warning and must repeat all failed courses before progressing to the next term of study. If the student restores satisfactory academic standing (achieves a GPA of 2.00 or higher and/or passes the failed course(s)) by the end of the evaluation period, the student will be notified and removed from Academic Warning.

If the student does not regain satisfactory academic standing by the end of the Academic Warning term, the student will be notified and withdrawn from the program, unless an appeal is filed and approved. The Academic Withdrawal appeal process is outlined in the following section.

Appeal Process for Academic Withdrawal

A student may appeal an academic withdrawal due to extenuating circumstances, which may include personal injury or illness, a family emergency, the death of a close relative, or other exceptional situations.

To initiate an appeal, the student must submit a written or electronic letter to the Vice President of Education. The appeal must include:

1. an explanation of why the student was unable to regain satisfactory academic standing; and
2. a description of the changes in the student's circumstances that will support future academic success.

Supporting documentation should be provided when available. Appeals must be submitted within five (5) business days of notification; failure to meet this deadline may result in denial of the appeal. The appeal will be reviewed within ten (10) days of receipt, and the student will be notified of the decision in person and/or in writing. If the appeal is approved, the student will remain enrolled and be placed on Academic Probation.

If the designated decision-maker or appeals recipient is involved in the underlying matter, PIA may appoint a qualified alternate to ensure an impartial review.

Academic Probation

If an academic withdrawal appeal is approved, the student will be placed on Academic Probation for the designated evaluation period. The Vice President of Education will provide written notice outlining the requirements of an academic plan.

At the conclusion of the probationary evaluation period, the student's progress will be assessed against the academic plan. If the student regains satisfactory academic standing, the student will be notified and removed from probation. If the student does not regain satisfactory academic standing but has met all requirements of the academic plan, the student may remain enrolled and continue on probationary status. If the student fails to meet the terms of the academic plan by the end of the evaluation period, the student will be notified and dismissed from the school.

Second appeals in these circumstances will be considered only at the discretion of the Vice President of Education and must be based on exceptional circumstances.

Retaking Courses

Students who do not earn a passing grade in a course must retake the course. The original failing grade will be included in the student's cumulative GPA until the course is successfully completed. After the course is repeated and a passing grade is earned, the cumulative GPA will be recalculated to incorporate the new grade. Tuition and fees for the repeated course will be charged at the rate in effect at the time of the repeat.

For Financial Aid purposes, both the original grade and the repeated grade are included in Satisfactory Academic Progress (SAP) calculations, regardless of whether the second attempt results in a passing grade.

Transfer Credit Equivalency

Transfer credits and credits awarded through prior learning assessment apply toward total credits earned but are excluded from GPA and satisfactory academic progress (SAP) calculations.

Incomplete Coursework

Students who fail to complete all requirements of a course on or before the course end date may be approved by the Vice President of Education/Campus Director for a temporary Incomplete (I) grade. Students must contact the Vice President of Education/Campus Director or Dean 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 completed within 14 days, the course grade will be recorded as the student's current course average. If that grade is below 70% ("C"), the student will be required to repeat the course.

Sequence and Scheduling of Courses

Cancellation/Alteration of Course Offerings – Pittsburgh Institute of Aeronautics reserves the right to alter or cancel course offerings based on enrollment, resources, or other administrative factors. In such cases, PIA will strive to provide students with an alternative, equally appropriate course sequence. If no suitable alternative exists, students must take a temporary break and enroll in the next available courses to complete their program.

Disruption of Training due to Student Factors – Similarly, student-initiated disruptions—such as failing or withdrawing from courses or taking leaves of absence—may cause scheduling conflicts. PIA will make every effort to offer an alternate course sequence; if unavailable, students will be required to pause their training and resume with the next available courses.

Termination of Students

PIA reserves the right to reject any person 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/or the enrollment agreement.

A student may be terminated from the school for unsatisfactory academic progress, nonpayment of tuition, or failure to abide by rules and policies established by the school including items listed in the Code of Conduct on page 41. 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. Conviction of a Felony
2. Failure to meet academic requirements
3. Failure to participate in/comply with school-mandated EAP programs and recommendations
4. 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 must meet the following conditions: 1) meet minimum school admission requirements and academic criteria in force at the time of re-entry; 2) be recommended for reinstatement by the Vice President of Education or Campus Director; 3) meet all financial obligations to the school up to the date of reinstatement; 4) be free of any sanctions imposed by the school, including suspensions or other forms of disciplinary action; and 5) be free of any unfulfilled requirements mandated by the EAP program.

A student granted reinstatement will resume their program at the point where all standards are met, which may include retaking classes, fulfilling academic requirements, and/or paying tuition.

Request for Withdrawal or Leave of Absence

Students are encouraged to make an appointment with the Vice President of Education or Director of Financial Aid prior to initiating any request for temporary or permanent leave.

Students may request to withdraw from PIA at any time by completing the necessary forms with their Campus Director or Dean. 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 an "F" unless the student has been approved for an Incomplete Grade (see the Incomplete Coursework section on page 25).

Federal regulations administered by the U.S. Department of Education under the Higher Education Act of 1965 require institutions to determine how much federal financial aid a student has earned if the student withdraws before completing 60% of a payment period or period of enrollment. These regulations are outlined in 34 CFR § 668.22. Additional information can be found on our website at https://pia.edu/fincancial-aid/#r2t4. The Return of Title IV calculation is separate from the institution's tuition refund policy. As a result, a student may owe a balance even after federal funds are returned.

Students may request a Leave of Absence (LOA) when extenuating academic, medical, or personal circumstances prevent them from fully participating in their program. An LOA may be granted for reasons the Institute considers acceptable and necessary.

All LOA requests must be submitted in advance, in writing, and must be signed, dated, and include both the reason for the leave and the anticipated date of return. An approved LOA does not reduce the student's

responsibility to complete the program within the maximum time frame. Questions regarding time-frame requirements should be directed to the Financial Aid Office.

The Director of Financial Aid may review requests to determine whether a student qualifies for an approved LOA. A student who meets the criteria and receives an approved LOA is **not** considered 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 have been a Withdrawal (W/D) and the student received financial aid and is a Title IV aid recipient, the student will be subject to the Federal regulations governing the return of Title IV funds. A refund of any tuition overpayment is made based off of the last date of attendance as outlined in the Tuition Refund Policy on page 17. This refund is made within 30 calendar days of the official date of the withdrawal. 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, WIA, etc.) can be obtained from the Financial Aid Office.

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-entry.

If a student re-enters the institution after an absence of more than 180 days, the student is considered a new Title IV aid recipient for purposes of eligibility. Any remaining Title IV aid eligibility (as applicable) will be recalculated based on the remaining portion of the program to be completed. As a result, the amount of Title IV aid for which the student is eligible upon re-entry may be reduced.

In accordance with federal regulations governing federal student loan repayment, a student who re-enters after 180 days will have exhausted the applicable six (6) month loan grace period. Any outstanding federal student loan(s) will enter repayment, and the student will be responsible for making required monthly payments to the loan servicer.

Once a federal loan grace period has been used, it cannot be reinstated. If the student re-enters the institution on at least a half-time basis, the student may qualify for an in-school deferment, which defers loan repayment while the student remains enrolled at least half-time or until the student graduates, withdraws, or otherwise ceases eligible enrollment, as applicable.

Effects of Course Withdrawals, Incompletions, Failures and Leaves of Absence

Course withdrawals, incompletions, course failures and leaves of absence may significantly affect a student's expected graduation timeline. Students are encouraged to communicate proactively with their instructors, Dean or Campus Director and to take advantage of available institutional resources to support academic progress.

A student's expected graduation date will be adjusted when a course withdrawal, incompletion, failure or leave of absence occurs. If a student re-enters or resumes enrollment in the program, the student will be notified of the revised expected graduation date via email.

Re-entry and Re-Enrollment

PIA's re-entry process applies to former students who withdrew from a program and wish to return, as well as to graduates seeking to enroll in an additional or related program of study.

Re-entry Request and Eligibility

Students seeking to re-enter PIA must contact the Student Records Office to request re-entry. Approval of re-entry is subject to space availability, a review of the student's prior academic and institutional record, and the satisfaction of all outstanding financial and academic obligations. The approved re-entry date will be determined by the Institute. All re-entry students are subject to the tuition rates in effect at the time of re-

enrollment. The Financial Aid Department will assist eligible students with the preparation and submission of applicable student aid documentation.

PIA reserves the right to deny re-entry when, based on institutional review, re-enrollment is not consistent with sound educational practices or institutional standards.

Academic Standing and Program Placement
Students who withdrew while in unsatisfactory academic standing must satisfy any outstanding academic requirements from the term in which the withdrawal occurred prior to enrolling in a subsequent term. With approval from the Vice President of Education, a student may resume study at the point in the curriculum where the withdrawal occurred, provided no curriculum changes have taken place. If curriculum changes have occurred, the student may be required to follow the revised program structure.

Evaluation and Award of Credit
Credits previously earned at PIA will be evaluated to determine applicability toward the new or continued program of study. Credit determinations may consider:

- Coursework successfully completed at PIA;
- Coursework completed at other accredited institutions;
- Applicable FAA certifications or subject area completions; and
- Applicable NCATT or other industry-recognized certifications.

Credit will be awarded only for coursework and credentials that are determined to be relevant, current, and applicable to the program requirements.

Currency of Technical Coursework

Technical courses completed ten (10) or more years prior to re-entry are generally ineligible for credit.

For returning students or graduates who have earned FAA subject area completion certificates, the corresponding courses do not need to be retaken, regardless of the date of completion.

All credit evaluations and re-entry determinations will be made by the Vice President of Education in accordance with federal, state, and accreditation requirements.

Change of Program

Students may request a change of program, subject to eligibility, institutional approval, and space availability.

Eligibility and Request Process
To be considered for a change of program, the student must:

- Be in good academic standing at the time the request is submitted.
- Submit a Change of Program request through the Student Portal at least 30 days prior to the start of the next term.
- Receive approval of the request from the Vice President of Education.

Enrollment Requirements
If a change of program request is approved:

- The student must submit a completed enrollment agreement for the new program to the Student Records Department.
- The enrollment agreement must be approved and accepted by the Student Records Department prior to the start of the student's final term in the new program.

Important Considerations

Approval of a change of program request is not guaranteed and is subject to program capacity and scheduling availability. An approved change may result in course sequencing or scheduling conflicts. In such cases, PIA will make reasonable efforts to provide an alternate and appropriate course sequence. If no suitable alternative is available, the student may be required to take a temporary break in training and enroll in the next available courses leading to program completion.

Transfer of Credit

Students who change programs will receive full credit for courses successfully completed in the original program when those courses are directly transferable to the new program. Courses that are not directly transferable may receive partial credit, as determined by the Vice President of Education. All transfer and credit determinations will be made in accordance with applicable federal, state, and accreditation requirements for program completion.

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 and shows the completion of a full-time schedule. The full-time schedule must include at least 12 credits exclusive of pass/no pass credits. Those designated on the Director's List will receive an award letter after each qualified term.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The Policy

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education establish minimum standards of "Satisfactory Academic Progress" (SAP) for students receiving federal financial aid. These standards apply to all Federal Title IV aid programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH Grant, Federal Perkins Loan, Federal Direct Stafford Loans, Federal Direct PLUS Loans and Federal Work-Study. The Satisfactory Academic Progress standards apply to all students seeking federal financial aid, regardless of whether a student has received federal financial aid in the past.

Federal Requirements

Each student will be measured for satisfactory academic progress after each semester after grades have been released. The first time a student fails to meet the cumulative minimum standards, they are given a warning semester to improve their academic performance. If a student achieves the cumulative minimum academic progress standard at the close of the warning term, the student will be placed in good standing. Students who fail to meet the standard within their warning term will be ineligible for federal aid until they either meet the standard or submit a successful appeal.

Minimum Academic Progress Standards

Qualitative (grade point average): Students are required to achieve and maintain a cumulative GPA of 2.0 or higher.

Quantitative (hours completed): Students are required to satisfactorily complete 67 percent of their cumulative hours attempted. Courses with grades of F, I, or W are attempted courses but are not considered satisfactorily completed.

Maximum Time Limits: All students are required to complete their program within 150 percent of the required credit hours.

- If a program requires 65 credit hours, students are expected to complete their program within 97 credit hours attempted, including transfer credits earned at other institutions.

Re-Establishing Eligibility

Students may re-establish eligibility for financial aid in one of the following ways:

1. The student takes classes and pays for tuition and other charges as applicable without the help of financial aid and does well enough in the coursework to satisfy SAP at the end of the subsequent semester(s).
2. The student submits a successful appeal - see procedures listed below. Students who are beyond the maximum time frame to completion may regain financial aid eligibility on a semester-by-semester basis through the appeal process.

SAP Appeal Process

Students declared ineligible may appeal the decision under certain circumstances. These circumstances may include the student's injury or illness; the death of a relative; or other special circumstances. The appeal must explain why the student failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress at the next evaluation. It is the student's responsibility to provide details, forms or other paperwork, or any other information requested by the Office of Financial Aid in order to review the appeal.

A successful appeal depends on several factors, including the presence of mitigating circumstances that caused academic performance to fall below the standards of Satisfactory Academic Progress, the successful resolution of those mitigating circumstances so that they will no longer affect academic performance, and proper appeal documentation. Proper documentation includes the Satisfactory Academic Progress Appeal form and any third-party documentation corroborating the mitigating circumstance described in the appeal.

DAILY CLASS SCHEDULE & ATTENDANCE

Academic Calendar

The academic calendar for all full-time students is comprised of 16-week semesters that run in the Fall, Spring and Summer. Students can begin their program of study at the start of any semester where space is available. All programs at the Myrtle Beach Campus are 16 months in length spanning over four 16-week semesters (64 weeks total).

PIA's full academic calendar including term start and end dates, graduation dates, faculty in-service dates, breaks and holidays can be referenced at https://pia.edu/calendar/. Students who started their program after July 1, 2026, should select the appropriate calendar.

Daily Schedule

The daily class schedule for full-time students is Monday-Thursday from 7:30 am - 3:00 pm with a 30-minute lunch period. Students typically attend 28 hours per week and complete a total of 1,680 contact hours throughout the duration of their program.

On scheduled class days, the daily class schedule consists of seven 50-minute periods. Class change breaks provide ample time for students to move from location to location and be prepared to continue their learning activities.

Beginning at 7AM, a student can enter the building and proceed to an assigned classroom; lunchroom area; or an instructor's office for a prearranged appointment. Students are not permitted to engage in shop/laboratory work without the permission and oversight of an instructor.

The PIA instructional staff is available to assist students after classes. Arrangements should be made with the instructor to fulfill makeup requirements and/or obtain additional assistance with any program material.

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.

Attendance

Regular and consistent attendance is a critical requirement of PIA's training programs. The instructor will verify a student's presence (at minimum) at the beginning and end of the morning session, at the beginning and end of the afternoon session, and when the class moves from one shop/classroom to another.

A student must attend at least 88% of all scheduled class and shop/lab hours for each course. Students who accumulate absences in excess of 12% of the required course hours will fail the course in which the excessive absence occurred. An appeal process is available for students with extenuating circumstances. Please refer to page 34 for Attendance and Make-Up Work Appeals.

Any student who is absent from school for a period of five (5) days without notifying PIA of the reason for the absence will be considered withdrawn.

Early Dismissal

An approved early dismissal is not counted as a period of absence. Approved early dismissal typically occurs when all work is complete or PIA requires early dismissal due to a reason beyond our control, such as an airport ground stoppage.

Early dismissals, when not approved, will count 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 considered very serious and may result in the failure of the course(s) impacted. Refer to the Attendance Policy above for details.

Tardiness

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

Special Provisions for Military Service Members. Military Members who are scheduled to be deployed should provide the Campus Director with documentation and notification as far in advance as possible.

Absence Advising and Documentation

PIA does not have an attendance probationary period. However, 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 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 (tests) 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. Students needing additional assistance in arranging make-up work may coordinate with the Campus Director.

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 evaluation (Exam/Test or Quiz) due to an unexcused absence, must complete it the next day of attendance or as directed by their instructor. If a student is unable or refuses to take it at that time, they will receive a zero (0) score. In such cases, the student may then follow the Examination Retake Policy outlined in the course syllabus. If a student has a question regarding the eligibility of a test or quiz for a retake, they may contact their course instructor.

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. If the designated decision-maker or appeals recipient is involved in the underlying matter, PIA may designate a qualified alternate to ensure impartial review.

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):

- Hospitalization with documentation
- No-fault Court appearances with Court documentation – this does not include situations where the student is a party to the legal action.
- Job interviews arranged by the student or PIA Career Services, with documentation
- Military service with Military Orders
- 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.

STUDENT RESOURCES & SERVICES

PIA supports student success through ongoing advisement and access to student support services. Students are encouraged to seek assistance early when academic or other challenges arise that may affect their progress. The following sections outline the advisement and resources available to address a variety of student needs.

Student Records

The Student Records Office provides services related to the maintenance and release of student academic records, including:

- Release of academic transcripts
- Enrollment verification and confirmation of attendance
- Recording and maintenance of student grades
- Processing of name and address changes
- Maintenance of student directory information
- Production of letters of good standing
- Release of certificates

Requesting a Transcript

With a signed authorization from the student, Pittsburgh Institute of Aeronautics will prepare and send an official transcript to a designated third-party. Transcripts may also be released directly to the student upon request. Students are advised that many receiving institutions may not accept a transcript as official unless it is transmitted directly from the issuing institution. PIA has partnered with Parchment to provide an *official*, certified, electronic transcript! Visit https://pia.edu/transcripts/ to request an official transcript.

Family Educational Rights and Privacy Act

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 Vice President of Education.
- 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 Director.

Academic Advisement and Instructional Assistance

Academic assistance is available through multiple channels. Students are encouraged to speak directly with their instructor regarding course content, study strategies, or skill development. Instructors may also recommend additional support when they identify a student who would benefit from supplemental instruction.

Students may request additional academic assistance through their Dean or Director, who can coordinate access to tutoring and other available academic resources. When appropriate, students may remain on campus at the conclusion of scheduled classes to receive individualized or small-group instructional support.

Tutoring services are available to enrolled students at no additional cost and are offered before or after classes on selected days. These services are intended to reinforce classroom instruction, address specific subject-area challenges, and support continued academic progress. Academic advisement and assistance are provided as supportive resources to enhance learning and are not intended to discourage enrollment or continued participation in a program of study.

Conferences with School Personnel

Students are encouraged to seek the assistance of instructors or administrators whenever they feel it is appropriate. Individuals designated by the student through a valid authorization under the Family Educational Rights and Privacy Act (FERPA) may also request to arrange a conference by phone with the Campus Director or Dean. In accordance with FERPA, PIA is unable to disclose protected educational records or information to any third party without the student's prior written consent. 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 Vice President of Education 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.

Learning Resource System

PIA's learning resource system is an integrated part of 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 and the Learning Resource Center. At the Myrtle Beach 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 – Thursday: 7:00AM – 4:00PM
Friday: 7AM – 11:30AM
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. The collection is continuing to expand with new professional development content and more non-aviation texts.

Student Familiarization

During orientation, students are introduced to the LRC, including its learning resources and system. They receive an overview of aviation manuals, printed and digital resources, internet access policies, the PIA Student Portal, and email use. Instructors provide additional course-specific information as students advance.

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 action.
- 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 staff member to check out materials prior to removing them. The customary sign-out time is fifteen school days. This time may be extended with the consent of the attending staff member.

Campus Lunchroom

For convenience, a lunchroom is located on campus.

Hours: The lunchroom is normally open to students from 7:00 am – 7:30 am; during morning class changes, lunch periods, and afternoon class changes; from 2:50 pm - 3:30 pm; and during evening make-up sessions.

Accommodations for Disabilities

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 and provide 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 and/or the Vice President of Education.

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.

Counseling Services

Description Of Available Counseling

AllOne Health provides student assistance for a range of personal and life concerns that may affect well-being or academic success. Services include support for family and parenting issues, marital and relationship concerns, grief and loss, financial and legal matters, gambling issues, school-related concerns, and symptoms of depression.

AllOne Health is also available to assist students with drug or alcohol-related counseling, including treatment, rehabilitation, and re-entry support services.

AllOne Health Contact Information
1-800-451-1834
allonehealth.com/portal
PIA Code: pghaero

Financial Advisement

Students who experience financial challenges or have questions related to tuition, financial aid, or funding their education may seek advisement from the Financial Aid Office for guidance and assistance with available options. Comprehensive information regarding financial assistance programs, eligibility criteria, and related policies is outlined in the Financial Assistance section of this catalog.

Bookstore

The PIA Bookstore serves as a central resource for required instructional materials and select student services.

Students may purchase required textbooks, tool kits, school supplies, and other materials necessary for their respective programs of study through the Bookstore. The Bookstore also offers replacement or additional uniform items, as well as PIA-branded apparel and merchandise.

Hours of operation for the Bookstore are posted on campus.

PIA maintains a Lost and Found service through the Bookstore. Items found on campus should be turned in to the Bookstore, and students who have misplaced personal property are encouraged to check there for assistance. Unclaimed items may be disposed of after six (6) months. PIA is not responsible for lost, stolen, or unclaimed personal property.

Student Housing Assistance

Students who request housing assistance will be provided with information regarding local housing opportunities within commuting distance of the campus to support their independent search efforts. This may include general information about nearby housing options and resources. Roommate referral assistance may also be available upon request. Students seeking housing or roommate assistance are encouraged to contact the Admissions Office as soon as they are aware of their need, as housing availability is not guaranteed and early planning is strongly recommended.

Student Parking and Transportation

Free parking for PIA students is available in the large lot behind the building and in the small lot in front of the building. 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.

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:

1. Text Alerts – to sign up for PIA Myrtle Beach, text **MYB** to (412) 293-3800.
2. PIA's website: https://pia.edu/news/
3. PIA's Facebook page: https://www.facebook.com/pia.school/

Once the campus reopens, students will be notified of the make-up schedule which may include asynchronous assignments or additional shop/class time. If additional time is added to the schedule, 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 Work policy (page 33).

CAREER SERVICES

PIA provides career services to support students in preparing for employment in the aviation industry and related fields. Career services are designed to assist students in understanding career pathways, developing professional job-search skills, and transitioning from education into the workforce.

Career Services Process

Career services support begins prior to graduation. Students receive information about aviation industry employers, employment trends, and job opportunities. Graduating students may be included in employer outreach efforts, which may involve the distribution of graduate information to aviation and related companies nationwide. Students are also provided guidance on résumé preparation, application processes, interview expectations, professional appearance, and workplace conduct.

Career Services staff may assist students with the preparation of employment-related documents and, when available, coordinate employer interviews, recruiting events, or job fairs. While PIA maintains relationships with industry employers and provides employment assistance, the Institute does not guarantee employment.

Career services support is available to PIA alumni as part of the Institute's ongoing commitment to graduate success.

Student Responsibilities

Successful use of career services requires active student participation. As students progress through their training, they are expected to maintain satisfactory academic progress, good attendance, and professional conduct. Students participating in school-sponsored interviews or recruiting activities are required to prepare and present a resume, wear appropriate business or professional attire and to conduct themselves in a manner consistent with industry expectations.

TOOL AND SUPPLY REQUIREMENTS

Tool Requirements

Students may purchase required tools from any source. As a service to students, PIA permits tool vendors to visit the school to provide information to new students regarding required tools. Possession of the prescribed tools is required for continued participation in classes. Tool checks are conducted on a designated date at the beginning of each term. Students who do not possess the required tools may be dismissed from class and may not be permitted to return until the prescribed tools have been obtained.

Required Tool List

Students must possess the required tools by the first day of the applicable term. Tools identified for each term are mandatory. Some tools used in later terms may have been purchased in earlier terms and therefore may not be re-listed. A complete inventory of tools required for a specific term is available in the PIA bookstore or by visiting https://pia.edu/bookstore/.

Toolbox and Tool Locker Regulations

For identification purposes, students must clearly mark their toolbox or tool bag with their name. PIA tool lockers are designed to accommodate a toolbox measuring approximately 20" x 8.5" x 9.5", which is sufficient to store the required tools.

Students are responsible for providing a two-foot length of chain and a padlock to independently secure their toolbox within the cage-style tool lockers. Canvas or backpack-style tool bags are permitted, provided they conform to the stated size limitations.

Questions regarding acceptable toolbox styles or dimensions should be directed to the Campus Director.

Note: While tool lockers are provided for student use, PIA is not responsible for loss, theft, or damage to tools.

Required Textbooks

The student should refer to the list of required publications provided by the bookstore and on the PIA website at: https://pia.edu/bookstore/ to determine the reading materials needed for any particular course of study.

Acquisition of Kits and Supplies

All required shop and lab kits and supplies must be obtained by the student. Items not included in the Materials Fee are available for purchase through the PIA Bookstore.

CODE OF CONDUCT

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

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.

The following acts are prohibited at Pittsburgh Institute of Aeronautics.

Acts of Academic Dishonesty or Social Misconduct

Acts of Academic Dishonesty

Including but not limited to:

1. Plagiarism – presenting the work of another as one's own work. Plagiarism includes the submission of work, in whole or in part, obtained from other students, published or unpublished sources, or online materials, as well as work generated by artificial intelligence (AI) tools, without explicit instructor permission and proper citation.
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 – Any action or inaction which causes harm to another including misuse of tools, 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. Hazing - any act that endangers or demeans an individual as a condition of joining, participating in, or maintaining affiliation with a group or activity.
3. Property damage – Intentional damage to school equipment, vehicles or property.
4. Weapons – the possession, use, or threatened use of weapons on campus or in connection with Institute activities. See Weapons Policy on page 42.
5. Disobedience - Unprofessional, unethical, or insubordinate behavior, interference, resistance, or failure to comply with a request and/or directions of a PIA staff member acting in the line of duty.
6. Trespassing - Entering or remaining on any area of school property, without authorization or after being directed to leave by school staff or law enforcement.
7. Deception – furnishing false information to the Institute with intent to deceive.
8. Forgery – the falsification or unauthorized use of documents, records, signatures, or financial instruments.
9. Fighting – engaging in, attempting, or inciting physical violence with another person.
10. Proven illegal possession or use of controlled substances.

11. Reckless or unauthorized use of vehicles or shop equipment.
12. Theft – includes theft of property from the institute and from other students.
13. Harassment – Any form of harassment directed toward any person on campus or involved in Institute activities.
14. Safety Infractions - Failure to comply with rules, regulations and policies of the Institute including safety instructions.
15. Other serious or repeated violations of the school's rules and/or policies including failure to participate in/comply with school mandated EAP programs.

Acts of Academic Dishonesty or social misconduct may result in a disciplinary reprimand, disciplinary probation, reporting to law enforcement, loss of certain privileges, restitution for damages, suspension or termination from PIA. The result will be at the 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 Vice President of Education or School Director.

Weapons Policy

PIA prohibits the possession, use, or threatened use of weapons on campus or in connection with Institute activities. Violations of this policy may result in disciplinary action up to and including dismissal from the Institute.

For purposes of this policy, a weapon includes any object designed or used to cause physical harm to a person or damage to property, including but not limited to firearms, knives intended as weapons, explosives or explosive devices, pellet or BB guns, and fireworks.

An object that is part of a student's required tool inventory or the Institute's tool or equipment inventory will not be considered a weapon when used appropriately for its intended educational purpose; however, such items will be considered weapons if used in an improper, reckless, or threatening manner.

Sexual Harassment and Misconduct Policy

PIA prohibits sexual harassment and other forms of sex-based misconduct by students, faculty, staff, and administrators. Such conduct is prohibited under Title IX of the Education Amendments of 1972, as well as Title VII of the Civil Rights Act of 1964, as applicable.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, written, or physical conduct of a sexual nature when such conduct:

- Is made a condition of employment or enrollment;
- Is used as the basis for employment, academic, or enrollment decisions; or
- Unreasonably interferes with an individual's educational environment or creates an intimidating, hostile, or offensive environment.

Sex-based misconduct includes sexual harassment as well as other instances of sexual assault (as defined in the Clery Act) or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act).

PIA expects all students to understand and respect the concept of consent, defined as a clear, voluntary, and informed agreement to engage in sexual activity, given by a person who is legally and functionally able to do so.

The Vice President of Education serves as the Title IX Coordinator.

Title IX Coordinator Contact Information:
Vice President of Education
Pittsburgh Institute of Aeronautics

5 Allegheny County Airport
West Mifflin, PA 15122
Phone: 412-346-2138
Email: studentaffairs@pia.edu

Students who believe they have experienced sexual harassment or sex-based misconduct are encouraged to report the matter using the contact information above or through the reporting option available on the PIA website. Reports will be reviewed promptly.

Violations of this policy may result in disciplinary action, up to and including suspension or expulsion. Retaliation against any individual who reports sexual harassment or participates in an investigation is strictly prohibited.

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 Thursdays and 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 Thursdays and Fridays, must be opaque and have sleeves.
5. For safety purposes, students are prohibited from wearing hoodies at anytime.
6. 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.
7. 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 be of a nature that they 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, athletic shoes of any kind & deck shoes are prohibited.
10. Socks must be worn.
11. Headwear may not be worn in the classroom. Exceptions will be made for headwear of a religious nature.
12. Dark lens glasses may not be worn indoors.
13. Approved safety glasses must be worn in shop/lab areas at all times.

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.
16. 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 their classroom/shop area(s). In instances of disagreement or uncertainty, the Campus Director or their 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 uniform attire in PIA's bookstore. 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 Campus 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.

Copyright and Use of Course Materials

Copying, reproducing, or distributing PIA materials, including workbooks, textbooks, or other instructional resources, without authorization violates U.S. and international copyright laws. Students who violate this policy may be subject to disciplinary action, up to and including dismissal.

Copyright infringement includes the unauthorized copying, sharing, or distribution of copyrighted materials. Additional information regarding copyright law is available through the U.S. Copyright Office.

Use of Cell Phones and Personal Electronic Devices

The use of cell phones, smartwatches, and other personal electronic devices can interfere with learning and disrupt the classroom and laboratory environment. Accordingly, PIA establishes the following standards governing their use.

General Rule
In classrooms and shop or laboratory areas, and during instructional time, make-up sessions, or other school-related academic activities, cell phones, smartwatches, and other personal electronic devices must be silenced and kept out of view, and may not be used for any purpose unless explicitly authorized by the instructor.

Assistive Devices and Accommodations
Instructors will adhere to any approved guidelines regarding assistive devices or electronic accommodations as communicated by the Office of the Vice President of Education for students with disabilities.

Instructor-Approved Academic Use
Students may use electronic devices for online course materials, note-taking, or other instructional support only when permission is granted by the instructor and, where applicable, the Vice President of Education.

Substitution
Personal electronic devices may not be used as a calculator, measuring device, or as a substitute for school computers or other instructional resources, unless explicitly approved by the instructor.

Emergency Situations
If a student must keep a cell phone available due to a potential emergency, the student must notify the

instructor in advance. The device must be placed on a silent or vibrate setting and kept out of view. If an emergency call must be taken during class, the student must leave the instructional area prior to answering the call.

Attendance Impact
Students who leave class to use a personal electronic device or for any other non-school-related reason may be marked absent in accordance with the Attendance Policy.

Non-Instructional Time
When a classroom or laboratory is being used for non-instructional purposes, such as during breaks or between class sessions, personal electronic devices may be used only with instructor approval.

Universal Standard
At no time may personal electronic devices be used in a manner that causes disruption, distraction, or interferes with instruction, safety, or the learning environment, regardless of location or time.

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.

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.

Shops and Labs

Students must maintain safe and orderly working conditions at all times. Any spill, waste, or object that may create a hazardous condition must be addressed immediately. Each student is responsible for maintaining a clean and organized workstation and for participating in general lab or shop cleanup during the day and before departure.

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.

Care of Lunchroom

Vandalism of vending machines and theft from the kiosk 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 bookstore personnel.

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.

CAMPUS SAFETY & SECURITY

Safety and Health Policy

PIA is committed to maintaining a safe and healthy learning environment. Students receive instruction in essential safety practices, and PIA's policies and procedures reinforce the disciplined habits and standards required in the aviation industry.

Supplemental to PIA's Code of Conduct, students must comply with all safety protocols, policies, standards, and regulations as provided in writing, taught in coursework, or directed by PIA faculty, staff, or administrators. Students are required to properly wear all required personal protective equipment (PPE) in designated areas, including but not limited to Z-87 rated safety glasses with side shields, appropriate footwear, and proper attire.

Prohibited Safety Violations

The following actions or inactions constitute safety violations and may result in disciplinary action. This list is illustrative and not exhaustive:

- Willful disobedience of safety instructions or procedures.
- Operating equipment, tools, or aircraft without documented instruction provided by PIA.
- Being present in a shop or performing shop work during break or lunch periods without an instructor present.
- Misuse of tools or equipment.
- Malicious use of tools or actions that may cause harm to others.
- Failure to follow approved maintenance procedures.
- Operating equipment in an unsafe manner.
- Failure to wear required PPE, or improper use of PPE, in designated areas.
- Ignoring or refusing direction from PIA faculty, staff, or administrators.
- Consuming food or beverages in shop or lab areas.
- Throwing objects or tools.
- Horseplay or unsafe behavior in instructional areas.

Students are expected to maintain situational awareness at all times. Aviation maintenance involves inherent risks, particularly when working on or near operational aircraft. Distractions such as phone use while walking or working may result in personal injury or harm to others.

Safety Culture and Reporting

The safety and health of PIA students and staff depend on a shared commitment. Students are encouraged to report safety concerns, make on-the-spot corrections when appropriate, and submit safety and health recommendations. Reporting near-miss events is strongly encouraged, as doing so may prevent future incidents. Every student plays a role in maintaining PIA's culture of safety.

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 for familiarizing themselves with the evacuation route indicated on each chart.

Emergency evacuation notification for fire is the fire alarm horn and strobe light system. Additional instructions for fire evacuation will be made through the facility's public address system. Evacuations and emergency action response to events other than evacuation for fires, will be made through the facility's public address system. Instructions may also be given for sheltering, in case of tornadoes, intruders, active shooters, etc. Upon hearing a fire alarm, seeing an active strobe light, or receiving a verbal notification, students 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 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. Students can access PIA's emergency response procedures within their Student Portal under "Campus Info".

Injury or Illness

All accidents must be reported immediately to the instructor. The severity of the injury will determine the appropriate course of action. Following any accident, an accident report must be completed. Under no circumstances may a student leave campus for home, a hospital, or a doctor's office without first notifying the instructor. Students are responsible for ensuring that current and accurate contact information is on file for the notification of significant persons (parents, guardians, or spouses) in the event of an accident.

PIA does not provide health insurance coverage for students. However, PIA recommends and expects each student to obtain health insurance coverage through an appropriate provider. Students are also expected to secure routine medical care through a family physician. In the event of an injury or other medical emergency on campus, the nearest designated instructor or staff member will notify an administrator, when appropriate. If the situation is deemed serious, the administration will secure appropriate professional emergency medical services. PIA refers serious accidents or illnesses to the nearest hospital, or to the hospital of the student's choice when feasible, for emergency care and will notify the student's emergency contact. Students acknowledge that they or their families, not PIA, are responsible for all costs associated with emergency medical care, including ambulance services. At no time will PIA be financially responsible for, or assume liability for, any costs related to student medical care, even if PIA assists a student in obtaining such services.

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.

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 either a class change or the student's lunch break. Visitors needing to see a student under urgent circumstances should report to the reception desk for assistance or by calling 843-238-2700 prior to arrival.

Visiting a Staff Member

Meetings with PIA staff members must be arranged in advance by calling 843-238-2700.

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 843-238-2700 and ask for the Admissions Office.

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 Vice President of Education reserves the right to enforce additional student policies as required by PIA.

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

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 Director or their 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 Director or their designated representative will request such assistance.

DRUG AND ALCOHOL PREVENTION PROGRAM

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 re-entry 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.

The school provides available information on drug awareness to all students through the Education Department. In compliance with the Drug Free Schools and Communities Act, as amended, full details of PIA's Drug and Alcohol Awareness & Prevention program are available within the Annual Security Report at https://pia.edu/catalogs-disclosures/.

All students complete drug and alcohol prevention & awareness training in their first term of study. 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.

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.

PIA STAFF

Pittsburgh Institute of Aeronautics Mytle Beach 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 Hagerstown 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

Michael Basara .....Myrtle Beach Campus Director

Main Campus Administrators*

Suzanne L. Markle .....President/CEO
Steven D. Sabold .....Executive Vice President
Philip A. Klein.....Vice President of Education
Jessica DiLorenzo.....Director of Financial Aid/VA Certifying Official
Elizabeth Pham .....Director of Finance
Brittany Elliott.....Compliance & Executive Support Manager
Aric Wendorff .....Human Resources Manager

Instructional Staff

Christopher Ryan – Lead
Gregory Davis
John Eddings
Steven Light
Mark Lyons
Zbigniew Mroczkowski
Lisa Shoemaker
Michael Smith
Jeffrey Thacker
Carl Williams

Admissions Staff

Sarah Long.....Admissions Representative
Jose Hernandez .....Admissions Representative - HS Recruiting
Roxanne Ober**.....Director of Admissions and Outreach

Student Support Staff

Michelle Craig.....Student Services Coordinator
Karen Brandes .....Receptionist/Administrative Assistant
Mindy Pavilonis .....Associate Director of Career Services
Brooke Hrinda* .....Student Account Specialist
Kaylee Morgan*.....Financial Aid Advisor
Tamea Ward*.....Financial Aid Advisor
Elizabeth Burke*.....Merchandise & Account Specialist
Amy Sommer* .....Information Technology & Office Manager

TELEPHONE NUMBERS

Myrtle Beach Branch Campus

(843) 238-2700

PIA Main Campus Phone Numbers

(412) 346-2100 · 1-800-444-1440 · FAX (412) 466-0513

Departments And Extension Numbers

Admissions ..... Ext. 2120
Bookstore and Student Accounts ..... Ext. 2113
Financial Aid ..... Ext. 2157
Career Services ..... Ext. 2402
Student Records ..... Ext. 3600
Technical Support ..... Ext. 2101

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's 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.

General Student Complaints

1. A student must present to the Campus Director any complaint relating to:

   - Academic programs, facilities, or services offered by or associated with the school;
   - Actions or alleged misrepresentations by an employee or representative of the school; or
   - Other school-related activities not involving allegations of discrimination or harassment.

   Complaints may be submitted orally or in writing. The Campus Director will promptly acknowledge receipt of the complaint and maintain appropriate written documentation 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.

Discrimination, Harassment, and Title IX-Related Complaints

Complaints involving discrimination or harassment based on any protected status, including but not limited to sex-based discrimination, sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, or stalking, are not addressed through the general grievance process.

Students are directed to report such concerns to the Vice President of Education, who serves as the Title IX Coordinator, in accordance with the Sexual Harassment and Misconduct Policy on page 42, where reporting options and procedures are outlined.

Appeals Request

Students who wish to appeal certain determinations made by the Institute, may do so via a written request to the Vice President of Education. All appeals must be initiated within 24 hours of the incident or determination in question. Formal appeals will be reviewed by the Vice President of Education, 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

If the designated decision-maker or appeals recipient is involved in the underlying matter, PIA may designate a qualified alternate to ensure impartial review.

Unresolved Complaints

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the applicant may file a complaint through the SC Commission on Higher Education at 1122 Lady Street, Suite 400, Columbia, SC 29201. Telephone: (803) 737-2260. The most recent version of the SC Commission on Higher Education complaint form can be located at http://www.che.sc.gov/.

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

VETERANS POLICIES

Approved Programs

The Aviation Maintenance Technology program offered at the Myrtle Beach Branch Campus has been approved for VA educational benefits. Refer to "Approvals and Accreditation" on page 19 for a full listing of approved VA educational benefit programs.

Previous Credit and Training Evaluation Procedures

PIA shall make every reasonable effort to secure transcripts reflecting a veteran's previous education and experience; complete and document a formal evaluation; grant credit when justified; provide appropriate notification to the veteran and the Department of Veterans Affairs; and retain all required documentation. The VA will be alerted to any change in enrollment status, changes with scheduling, or termination.

Student Records

Permanent grade records are maintained in both physical and electronic formats. 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. Final transcripts are mailed to each student after graduation.

Refunds

All refunds due to students who receive veteran education benefits will be paid within 30 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 website (www.va.gov) no later than the first day of a class (Start Day), when applicable.
- Provide a Notice of Basic Eligibility (NOBE) or Kicker Contract (Chapter 1606 only) no later than the first day of a class (Start Day), when applicable.
- Provide a DD214 Member 4 Form, when applicable.
- If the Veteran attended another Post-Secondary Institution(s) please refer to page 11 for Transfer Credit and Prior Learning Assessments.
- 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 their financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

PIA CREDIT COURSE DESCRIPTIONS: 2026-2027

Course codes are used to indicate four significant bits of information:

- The two-letter course prefix indicates the major topic of study
- The first digit indicates the academic semester (Examples: 102 - first semester, 304 - third semester);
- The second digit of "0" indicates it is a branch campus course; and
- The third digit in the code is used to distinguish one course from another (Examples: PP301 from PP303, AF201 from AF202).

NOTE: Course titles are followed by the number of credit hours granted.

Course Prefix Legend

AF Airframe courses
EL Electricity and electronics core courses
GA Aviation General courses
GS General Studies
PP Powerplant courses
EN Developmental Studies - English
MA Developmental Studies - Mathematics
NP Non-programmatic/avocational elective courses

Developmental Studies

EN090 Developmental English

This course is offered primarily to foreign students who have not yet mastered the technically-oriented terms and uses of the English language. EN090 addresses language deficiencies by developing vocabulary, syntax, and sentence structure. Special emphasis is given to the technical vocabulary and word usage needed by those entering the aviation and electronics career fields.

MA098 Basic Math Skills

(24 contact hours)

This course is offered to students who need to enhance their basic mathematics skills prior to entry into one of the school's aviation technology 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.

First Semester

GS101 Foundations for Success

(2 credit hours) (45 contact hours / 25 theory & 20 practical)

This course offers a comprehensive understanding of the aviation industry, encompassing study skills, technical communication abilities, proficiency in using Microsoft Suite tools, and the development of essential soft skills. Emphasizing both theoretical foundations and practical application, students will be equipped to excel in the aviation industry and enhance their professional capabilities effectively. This course will also provide students with the basic knowledge and skills to make responsible financial decisions and manage their personal finances effectively.

GA102 Aircraft Safety

(2.5 credit hours) (60 contact hours / 30 theory & 30 practical)

This course introduces fundamental aviation maintenance practices, including hangar safety, aircraft ground operations, and jacking procedures, with emphasis on human factors and proper tool selection and use. Students also develop proficiency in reading, interpreting, and applying aircraft drawings, schematics, blueprints, graphs, and charts.

GA103 Forms, Records, Publications & Inspection Fundamentals

(2.5 credit hours) (60 contact hours: 28 theory | 32 practical)

This course provides a foundation in FAA-acceptable publications, including FARs, maintenance manuals, and A&P mechanic privileges and limitations. Students develop skills in interpreting FAA and manufacturer maintenance data, technical writing for maintenance records, and completing required forms, while also learning inspection purposes, types, procedures, and documentation requirements.

GA104 Mathematics and Physics

(4.5 credit hours) (105 contact hours / 50 theory & 55 practical)

This course introduces the basic mathematics and physics used in aircraft maintenance. Students develop skills in fundamental math, algebra, geometry, and weight and balance calculations, including aircraft weighing and recordkeeping. The course also covers essential physical principles such as simple machines, fluid and heat dynamics, sound, aerodynamics, aircraft structures, and the theory of flight as applied to aircraft systems.

EL105 Fundamentals of Electricity

(4.0 credit hours) (90 contact hours / 60 theory & 30 practical)

This course introduces basic electricity and DC/AC electrical theory as applied to aircraft systems. Students study Ohm's law, power calculations, magnetism, circuits, solid-state devices, logic functions, electrical schematics, and the use of measuring instruments, while developing skills in circuit analysis and basic troubleshooting.

GA106 Materials and Processes

(2.5 credit hours) (60 contact hours / 30 theory & 30 practical)

This course introduces aircraft materials, hardware, and processes used in construction, repair, and maintenance. Students learn material selection, hardware usage, weld inspection, precision measurement, nondestructive testing methods, and aircraft cleaning and corrosion identification, treatment, and prevention.

Second Semester

AF201 Aircraft Systems 1

(2.5 credit hours) (60 contact hours / 30 theory & 30 practical)

This course examines aircraft control surface theory, rigging, inspection, maintenance, and troubleshooting using approved maintenance manuals. Students also study basic rotary-wing concepts and airframe fuel system theory, developing the ability to rig general aviation aircraft and inspect, service, and troubleshoot fuel system components.

AF202 Aircraft Systems 2

(2.0 credit hours) (60 contact hours / 26 theory & 34 practical)

This course covers the inspection, checking, troubleshooting, service and repair of heating, cooling, air conditioning, pressurization systems, and air cycle machines. The student will learn to inspect, check, troubleshoot, service and repair oxygen systems. This course also covers the study of various aircraft fire

protection, detection, and extinguishing systems. Upon successful completion of this course, students should be able to understand the operation and repair of aircraft fire protection systems.

AF203 Hydraulics and Landing Gear

(3.5 credit hours) (90 contact hours / 40 theory & 50 practical)

This course examines hydraulic and pneumatic systems used in aircraft landing gear and airframe power systems. Students learn inspection, servicing, troubleshooting, repair, and fabrication of rigid and flexible fluid lines, as well as operational checks of landing gear, brakes, wheels, tires, steering, and shock strut systems.

AF204 Aircraft Structures

(7.5 credit hours) (210 contact hours / 70 theory & 140 practical)

This course provides a comprehensive study of aircraft structures, including metallic and non-metallic materials. Students learn construction, inspection, and repair of wood, fabric, plastics, composites, and sheet metal, along with finishing materials, fasteners, forming techniques, tooling, and blueprint interpretation for structural repairs.

Third Semester

EL301 Instruments, Navigation, and Communication

(5.5 credit hours) (150 contact hours / 55 theory & 95 practical)

This course introduces aviation navigation and communication systems, instrumentation, data buses, and flight deck displays. Students study analog and digital systems, modulation principles, and HF, VHF, and satellite communications, applying knowledge through shop exercises.

PP302 Propellers

(2.5 credit hours) (60 contact hours / 30 theory & 30 practical)

This course examines the fundamental design of propellers and their related systems. This course covers the theory, installation, inspection, servicing, maintenance, repair, and the principles of operation of fixed and controllable pitch propellers. Topics covered in this course include: Propeller fundamentals, Types of propellers, Counterweight propellers, Full-feathering props, Turbine engine props, Propeller balancing, Propeller maintenance, and Synchronization.

PP303 Reciprocating Engines

(4.0 credit hours) (110 contact hours / 35 theory & 75 practical)

In this course, the student will be introduced to the nomenclature of piston engines, the history and development, the various types of reciprocating engines, engine components, and affiliated devices such as bearings, propeller shafts, and reduction gears. The course also takes 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. In addition, relevant FAA regulations and the physics related to these types of engines are discussed.

PP304 Reciprocating Engine Systems

(4.0 credit hours) (100 contact hours / 40 theory & 60 practical)

In this course students demonstrate proficiency inspecting, checking, troubleshooting, and installing aircraft instruments systems. In addition, students show understanding of aircraft and engine fire protection system by performing inspections, functional checking and repairing. At the end of this course, students will be able to complete maintenance and servicing of these specific aircraft systems while demonstrating industry accepted maintenance documentation.

Fourth Semester

PP401 Turbine Engines

(4.0 credit hours) (105 contact hours / 40 theory & 65 practical)

The student will be exposed to the internal and external components used to make up an operating aircraft turbine engine. This course studies turbine engine theory of operation as it applies to turbojet, turboprop, and turbofan engines. The course covers in depth the compressor section, diffuser section, combustion section, turbine section, and the exhaust and reverser sections, as well as an in-depth study of auxiliary power units. Upon successful completion of this course, students should be able to explain the theory of operation of turbine engines and auxiliary power units.

PP402 Turbine Engine Systems

(3.0 credit hours) (90 contact hours / 30 theory & 60 practical)

The course encompasses fundamental fuel systems, float and pressure injection carburetors, fuel injection systems, as well as maintenance practices and troubleshooting. Additionally, the curriculum explores aircraft lubrication systems and their components, providing students with insights into maintenance, inspection, servicing, and analysis of lubrication systems.

GS403 Career Readiness

(1.5 credit hours) (30 contact hours / 20 theory & 10 practical)

This comprehensive program is designed to equip you with the essential skills and knowledge needed to excel in the professional world and successfully navigate the job market. The student will gain a strong understanding of career planning and goal setting. Students will cultivate effective networking strategies, building professional relationships and develop strategies for continuous learning and professional growth. Students will also review and understand job offers, types of compensation and total compensation packages.

PP404 Aircraft Inspections

(3.0 credit hours) (90 contact hours / 20 theory & 70 practical)

This course provides theory and hands-on experience on engine and airframe inspections. This course covers the fundamentals of airframe inspection, including the purposes, requirements and type of inspection, inspection records and suggested methods for performing systematic inspection procedures. The student will be required to perform airframe conformity and airworthiness inspections including 100 hour and annual type. The process will include the proper completion of all of the required records and forms. Students will also perform a powerplant conformity inspection using FAA records and manufacturer's publications and manuals.

EL405 Electrical Systems

(4.0 credit hours) (105 contact hours / 45 theory & 60 practical)

This course provides a comprehensive overview of aircraft electrical systems and components. Topics include generators, DC and AC power distribution, voltage regulation, starter generators, lightning protection, aircraft wiring, lighting systems, soldering, connectors, and electrical troubleshooting. Students will gain practical skills in installation, testing, and maintenance, preparing them to manage aircraft electrical systems effectively.

Non-Programmatic / Avocational Elective Courses (NP)

NP383 Rotorcraft Systems and Maintenance

(2 credit hours) (60 contact hours)

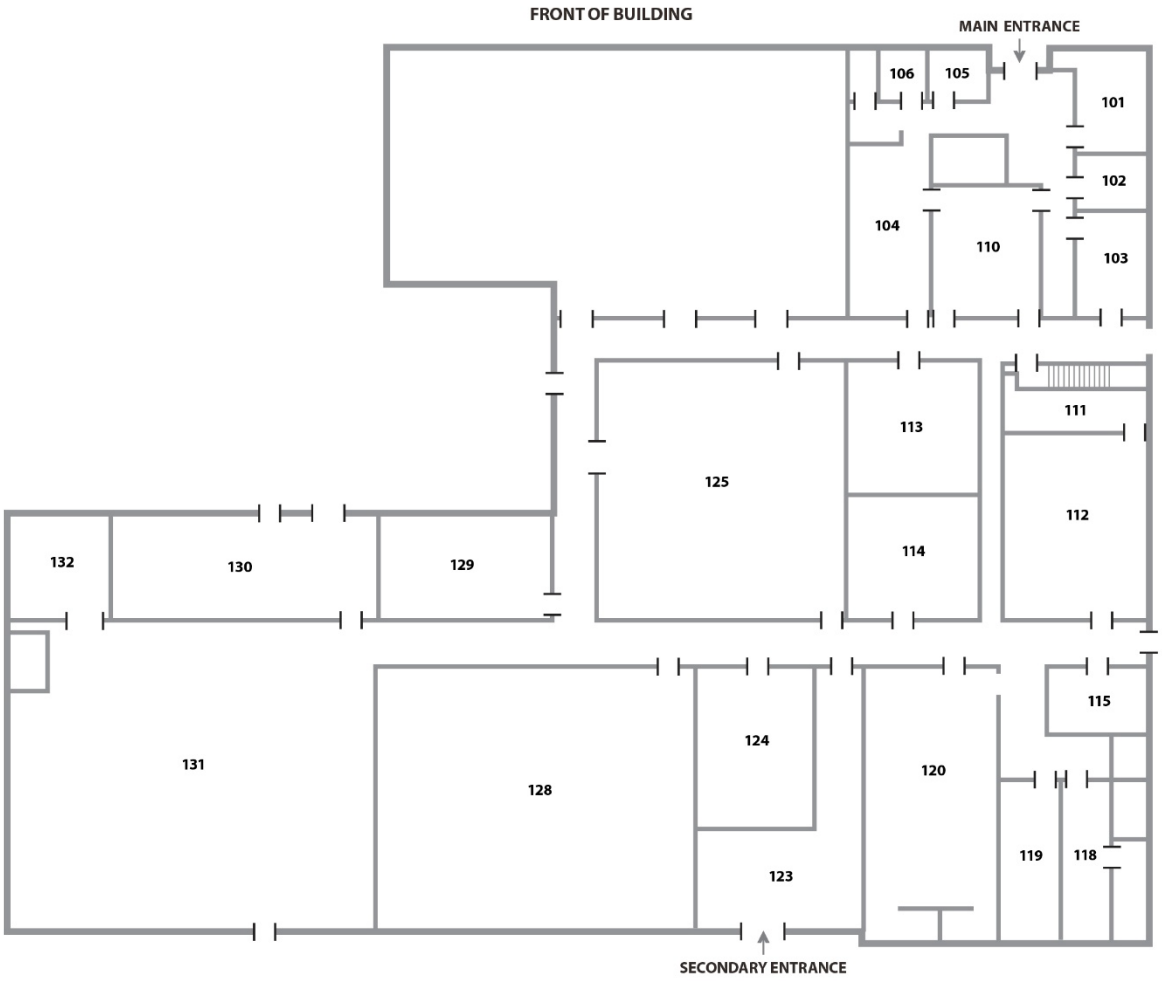
This elective course of study was originally designed to familiarize FAA field inspectors with the intricacies of rotary wing aircraft (helicopters). It evolved into a popular offering for AMT students. AG383 begins with the history of helicopters, and then discusses the aerodynamics peculiar to rotorcraft. Flight controls and basic engine installations are also discussed. Participants gain hands-on experience in many areas of helicopter maintenance. Students must have completed semesters one, two, and three to participate.

NP386 Drone Operations

(3 credit hours) (90 contact hours)

This 10-week avocational/elective course of study is designed to familiarize students with Drone Operations. It begins with an introduction to drones (sUAS) and continues with AA Part 107 Remote Pilot test preparations. Students will receive hands – on training that includes computerized drone flight simulators as well as hands on training using Syma X5 Series, or equivalent, drones. Student receives certificate of completion for course once completed. This course does not prepare students for initial employment in the drone industry. There are no prerequisites for this course.

SCHOOL MAP



101 .. Director
102 .. Office
103 .. PSI Test Center
104 .. Faculty
105 .. Office
106 .. Office
110 .. Bookstore/Offices
111 .. Mechanical
112 .. Learning Resource Center
113 .. Office
114 .. Classroom
118...Men's Restroom
119...Women's Restroom
120...Classroom
123...Lunchroom
124...Classroom
125...Electronics Shop
128...Powerplant Shop
129...Tool Room
130...Multi-Purpose Shop
131...Airframe Shop
132...Composites Shop