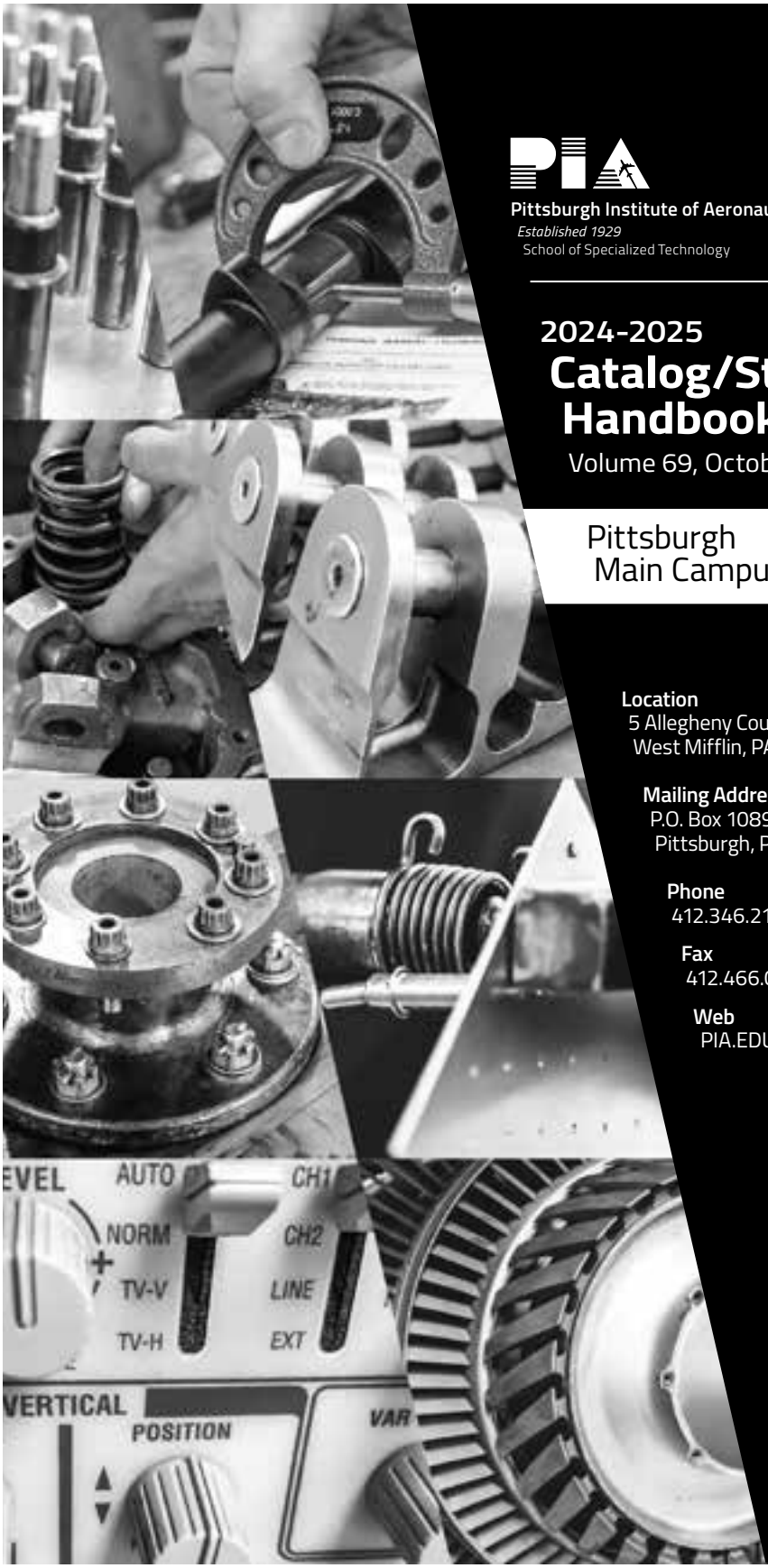

Pittsburgh Institute of Aeronautics
Established 1929
School of Specialized Technology

2024-2025 Catalog/Student Handbook

Volume 69, October 2024

Pittsburgh Main Campus

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PIA School Philosophy

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.

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

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

School History

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

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

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

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

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

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

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

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

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

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

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

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

Branch Campuses

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

and with hands-on applications, as well as encouraging a strong work ethic.

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

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

Separate Facilities

In addition to the facility near Pittsburgh, PA, PIA currently operates the following campuses:

Hagerstown Branch Campus
14516 Pennsylvania Avenue
Hagerstown, MD 21742

Myrtle Beach Branch Campus
1038 Shine Avenue
Myrtle Beach, SC 29577

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

Location and Facilities

PIA is located eight miles southeast of the city of Pittsburgh with its campus buildings on Allegheny County Airport, West Mifflin, PA. PIA's airport location provides an ideal atmosphere for aviation training and provides access to the airport.

The total area of school facilities is more than 100,000 square feet. In addition to classrooms and laboratory areas, the campus houses a bookstore and learning resource center.

Travel Directions
PIA's physical address for use with GPS is 5 Allegheny County Airport, West Mifflin, PA 15122. From the northwest, follow the Pennsylvania Turnpike to Cranberry Twp Exit #28. Exit turnpike onto I-79 South to Pittsburgh. Then follow I-279 South to Pittsburgh. Split off of I-279 South to the right onto I-579 South (Veterans Bridge). Follow I-579 South to exit for the Liberty Bridge. Cross bridge and proceed through the Liberty Tunnels. Stay in the right lane through the tunnels and turn onto PA Route 51 South to Uniontown. Follow Route 51 South approximately 6 miles to traffic light at the intersection of Route 51 and Old Lebanon Church Road (U-Haul Rental Agency on the left and Bill Green Shopping Center on the right). Turn Left at the traffic light. Proceed 1 mile to next traffic light and turn right onto Lebanon Church Road. Travel to 4th traffic light and turn left into the entrance of the Allegheny County Airport.

From the southwest follow I-70 east to Pennsylvania Route 51 North to Pittsburgh. Continue north for approximately 17 miles to traffic light at the intersection of Route 51 and Old Lebanon Church Road (U-Haul Rental Agency on the right and Bill Green Shopping Center on the left). Proceed through traffic light and exit Route 51 immediately after U-Haul Rental Agency onto Lebanon Church Road. Proceed 2 miles and turn left into the entrance of the Allegheny County Airport.

From the east use Pennsylvania Turnpike to Exit #75, New Stanton then follow I-70 west to Route 51 North to Pittsburgh. Continue with directions in previous paragraph.

Equipment
The equipment used for the students' practical training exceeds a value of $20,000,000.00. This equipment consists of numerous reciprocating and jet engines, airplanes, and electrical and electronic equipment. The school maintains the necessary precision and specialty tools needed

to perform work on airworthy airplanes, powerplants and electrical equipment. In addition to the basic equipment used by the student, PIA also has a fleet of aircraft used for maintenance training, which includes a North American Sabreliner, Cessna 152, two Beechcraft U8-Ds, a Beechcraft D50C, a Cessna 310, a King-Air 90, a Learjet 35, and a Bell H-58 helicopter.

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 16 ½ years of age
- **English language proficiency is required to be considered for admission to any PIA campus.

*Due to Federal Aviation Administration (FAA) regulations and graduate employment requirements, applicants must be at least 16 ½ years old before they can commence training.

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

Suggested Courses

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

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

The aforementioned courses are not required for admission. However, they provide a solid foundation for the programs at PIA's School of Specialized Technology.

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

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

In order to apply for entrance to PIA's School of Specialized Technology campus, the prospective student must receive a current school catalog and submit a complete admission application form

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

Accepted and conditionally accepted students will receive an enrollment 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 reevaluate a student for admission to the program if they have self-disclosed the presence of a criminal background on the enrollment agreement. In such instances, a meeting with the student will be held by the Associate Director of Career Services and/or the Executive Director for Academic and Student Affairs to determine if such a background would prevent or seriously hinder the student from benefiting from the educational programs offered by the school.

Students who have self-disclosed a criminal conviction that would result in the inability to be in the proximity of minors, an attending student, or a specific gender, are unable to attend any PIA campus and their application will be rejected after review by the Executive Director for Academic and Student Affairs. If an applicant pays the registration fee, but is not accepted into the program selected, the registration fee will be refunded in its entirety. Refer to page 18 of this catalog for applicable registration refund possibilities.

Admissions Appeal Process

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

Math Skills Assessment

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

Registration Expiration

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

Student Health Coverage

PIA does not provide health insurance coverage for its students. However, PIA recommends and expects each student to secure health insurance coverage through an appropriate provider. Please review the Injury and Illness section for additional information on page 47.

Uniform Policy

All students must purchase and wear a PIA uniform while attending. Students will pay a onetime uniform fee of $100.00. Refer to page 44 for further information regarding PIA's Uniform, Attire, and Personal Appearance Policy.

General Information

Student Housing Assistance

PIA assists students in locating suitable off-campus housing accommodations. Students who desire housing assistance are referred to appropriate apartments, apartment complexes, and private homes within commuting distance of the campus. Roommate referral assistance and furniture rental referral assistance are also available upon request. Students requesting housing or roommate assistance should contact the Admissions Office 4 to 6 weeks before classes start.

Student Accommodations

Pittsburgh Institute of Aeronautics is committed to providing a support system that partners with students to be successful in their academic pursuits, regardless of the challenges they face. As such, and in cooperation with students, PIA is dedicated to providing appropriate services and accommodations to students with documented disabilities, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable regulations. As a primary initial responsibility, students with disabilities who desire accommodations at PIA must make that request using the current Accommodation Request Form, providing supporting documentation of any disability. While this should preferably be provided before the first term of attendance, this process can be initiated at any time during the student's education. This step is referred to as "self-identification," and no further steps in providing accommodations can occur until the student takes this first step. Requests for accommodations, including the receipt of the Accommodation Request Form, can be initiated by a conversation, email or written request to the Campus Director/Dean and/or the Executive Director for Academic and Student Affairs.

Students requesting reasonable accommodations for testing and skill performance will be contacted for a meeting to discuss the nature of the accommodation(s) requested. Expenses for any learning assessments are the responsibility of the student. Accommodations are not retroactive. Students should be advised that accommodations may not be available on FAA and/or licensing exams. The licensing body is the sole determining agency on whether or not accommodations are available for testing.

Nondiscriminatory Policy

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

Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 also prohibits gender-based harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. The Executive Director for Academic and Student Affairs (refer to STAFF) serves as the Title IX coordinator, and can be contacted at 5 Allegheny County Airport, West Mifflin, PA 15122 (412-346-2100).

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.

Credit for Comparable Education, Training, and Experience

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

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

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

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

The materials will be evaluated for transfer of credit applicability, after which the student will be advised as to how many credit hours they may receive.

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

Pittsburgh Institute of Aeronautics is a member of the Pennsylvania Commonwealth Prior Learning Assessment (PLA) Consortium. As such, PIA evaluates experiential learning and prior education based upon Advanced Placement (AP) courses, military training/experience, industry training programs, and professional licenses/certifications. Assessment of credit toward PIA degree and non-degree programs can be through a recognized national evaluation (CLEP, DANTES, ACE), a school challenge examination, or through a skill demonstration. A maximum of 16 credit hours

may be granted through College Level Examination Program (CLEP). Credit awarded for comparable education/training is limited to 50% of the total program credit hours.

To be eligible for PLA, a candidate must be currently enrolled in a PIA degree or non-degree program, and be able to provide acceptable verification of the prior Learning. Assessment will not take place once the term in which a challenged course is offered has begun. For a student enrolled in an aviation maintenance technology program, credit may not be granted for certain courses when prohibited by 14 CFR, Part 147.

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

Transfer Credit Appeal Process

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

Transferring Credits to Other Institutions

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

Returning PIA Students

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

Courses Completion:

- 0-3 years ago: Receive full credit for completed coursework.
- 4-10 ago: Bypass Examination provided. Those who score a 70 or higher are granted credit for the course.
- Technical courses completed 10 years ago and beyond are ineligible for credit.
- If a returning student/graduate has completed their completion certificate in a FAA subject area, those courses do not need to be retaken regardless of time course(s) have been completed.

Foreign Student Information

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

1) Certification of an acceptable grade on the International English Language Testing Systems (IELTS) (*), or certification of an acceptable grade on the TOEFL (Test of English as a Foreign Language) written, computer or internet-based exams (**), or , or verification of English language proficiency by educational transcripts.
2) Verification of financial capability to meet school and living expenses.
3) Copy of valid passport.

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

(*) Acceptable IELTS Score: 5.5
(**) Acceptable TOEFL Essentials Score: 6-6.5

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

Daily Class Schedule/Hours of Attendance

EFFECTIVE OCTOBER 2, 2025: IMPORTANT REVISIONS TO THIS SECTION LOCATED IN THE CATALOG ADDENDA & ERRATA AT THE END OF THIS PUBLICATION.

Class Size

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

Periods of Study

The curriculum for all full-time programs is comprised of periods of study referred to as quarters. Each quarter consists of 59 days of study and 354 clock or contact hours.

Classes are in session five days a week, Monday through Friday, from 8:00 am to 2:30 pm. Exceptions are scheduled holidays, vacation days, and faculty in-service days as listed on the school calendar insert provided with this catalog. On scheduled class days the PIA building is unlocked at 7:15 am. At this time, a student can enter the building and proceed to assigned classroom, shop or laboratory area, lunchroom area, or an instructor's office for a prearranged appointment or to an assigned make up area. Morning make up is arranged through the instructor.

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

The daily class schedule consists of six 50-minute periods. Morning class changes of ten minutes provide ample time for students to move from location to location and be prepared to continue their morning learning activities, which will continue until lunch time.

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

Ten minute breaks are provided for afternoon class change, after which classes will resume as per the issued schedule.

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

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

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

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

Early Dismissal

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

Tardiness

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

Absence

PIA is regulated by a number of governing agencies. Because they do not all agree on the parameters dealing with absence and grading criteria, PIA policies address these issues by complying with the most stringent regulations governing the school. Accordingly, all students are required to attend 98% of the scheduled contact hours. Any absence in excess of 2% must be made up by the learner before he/she can graduate.

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

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

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

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

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

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

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

Advising

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

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

Make-up Time

All absence in excess of the allowable must be made up and will be billed at the tuition rate of the term the absence was recorded. Any make-up time charge that is not paid will be considered the student's financial responsibility. If a student withdraws or ceases enrollment they are required to satisfy this financial obligation prior to re-entering. All absence in excess of the allowable during the final quarter must be made up and financially satisfied prior to graduation. The maximum permissible absence in any term must not exceed the prescribed gross absence hours, or the work for that term will be considered as incomplete due to excessive absence. Any absence beyond the prescribed net absence must be made up in the term in which the absence occurred prior to advancing to the succeeding term. At the end of the program, a student's net absence (time missed minus time made up) must be equal to or less than seven (7) hours per term in order for the student to receive a diploma and FAA completion certificate from the school.

The school reserves the right to deny onsite FAA examinations for students with unsettled financial obligations, including, but not limited to, make-up time charges.

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

Make-up Class Schedule

Upon appointment, make up time can be scheduled Monday through Friday from 7:30 am to 8:00 am and 2:30 pm - 3:30 pm unless otherwise posted. Additional times may, but are not required to, be made available by each faculty member at his/her discretion. In addition, opportunities for evening make-up time are provided throughout the term. The specific dates for each term will be announced or posted. The minimum amount of make-up time that can be completed during available make-up time opportunities is 1/2 a contact hour (A contact hour is defined on page 25). Students with less than 1/2 a clock hour of missed time are expected to complete this time during one make-up opportunity.

Records and Procedures

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

Student attendance records reflect the following information:

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

School Delay/Closing

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

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

1. Text Alerts – to sign up for PIA Pittsburgh, text PIA PGH to (412) 293-3800.
2. Announcements will be given to TV stations: WPXI (Channel 11), WTAE (Channel 4) and KDKA (Channel 2)

Student Complaint/Grievance Procedure

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

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

1. A student must present to a campus Dean any complaint relating to any: (a) programs, facilities, and all services offered by or associated with the school; (b) action or alleged misrepresentation by an employee or representative of the school; (c) discrimination or harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status by any student, applicant, faculty member or other school employee, or visitor or invitee of the school; and (d) school activity. The complaint may be oral or written. The Dean will promptly acknowledge receipt of the complaint and maintain proper written documentation of the complaint for future reference.
2. The Dean 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 Dean will take the necessary steps to ensure that any agreed upon solution or other appropriate action is taken.

Unresolved Complaints

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the applicant may file a complaint with the State Board of Private Licensed Schools, Pennsylvania Department of Education:

State Board of Private Licensed Schools
607 South Drive, Floor 3E
Harrisburg, PA 17120

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

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

Appeals Request

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

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

Student Grading and Progress Reports

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

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 quarter and program progress are determined as grade point averages (GPA).

The term progress report 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, 1, 2, 3, or 4) by the number of credit hours assigned to the course (1 through 4). 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 grade-point values.

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

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.

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
U.....Unsatisfactory Grade
AU .....Audit

Satisfactory Academic Progress (SAP)

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

Additionally, a student who receives an unsatisfactory final grade for any course is considered as having failed the course and must repeat the course before continuing into the subsequent term. Courses are divided into two categories for this purpose.

Academic Courses
All academic courses require a minimum grade of "D"; a grade of "F'" is considered unsatisfactory and constitutes a failure.

Technical Courses
All technical courses require a minimum grade of "C"; a grade of "D" is considered unsatisfactory and constitutes a failure. This may not be a combination of written and practical grades; each is treated discretely. No written test average of less than 70% is permitted, and no practical grade of less than 70% is allowed.

Although an individual written test score of less than 70% is permitted for a given course, it must be offset by a written test score which results in a written test score average equal to 70% or better. Therefore, passing each academic course with a minimum grade of "D" and each technical course with a minimum grade of "C" may not be sufficient to progress to the next term if the student's GPA is less than 2.00. In addition, due to certain licensing agency requirements, a student who receives a score of less than 70% on any practical exam (project) must repeat the course, regardless of any other grades attained.

Unsatisfactory (U) Grade

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

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

Academic Warning

Any student who receives a final term GPA of less than 2.00, or fails to receive a satisfactory grade as defined in the above Academic and Technical Courses sections, is placed on Academic Warning and must repeat the entire term/or failed course before he/she can advance to the next quarter or unit. If the student regains SAP by the end of the evaluation period, he/she will be notified and removed from Academic Warning. If a student fails to achieve SAP by the end of the term in which he/she is on Academic Warning, the student will be notified and withdrawn from the program (unless the student files and is granted an appeal as *Appeal Process for Academic Withdrawal* section on page 15). All periods of enrollment count toward SAP, including periods when a student does not receive financial aid.

Appeal Process for Academic Withdrawal

A student may appeal withdraw due to unsatisfactory process in the event of extenuating circumstances. Extenuating circumstances are limited to personal injury or illness; family emergency; death of a close relative; or other exceptional circumstances. To appeal, a student must submit a written and/or digital letter to the Executive Director for Academic and Student Affairs and Director of Financial Aid. The written appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible. Failure to apply within 5 business days could result in denial of appeal. The appeal will be evaluated by PIA within 10 days of receipt. Upon review, the student will be notified in person and/or in writing of the appeal decision. If the appeal is approved the student will remain enrolled and be placed on Academic Probation.

Academic Probation

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

Transfer Credit

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

Missed Scheduled Examination

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

Examination Retake Policy

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

1) The student understands that the highest possible grade they can receive for the first retake attempt is 70% (C).

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

Although it is PIA's policy to supply transcripts to students when properly requested, transcripts issued to students who have not satisfied all grade, attendance, and/or financial obligations will identify any such deficiency(ies). The PIA attendance policy requires that a learner must have a net absence (time missed minus time made up) of no more than the prescribed amount in order to advance to the succeeding quarter. Additional attendance requirements can be found in the "Absence" section of this document on page 10. Regardless of the reason for unsatisfactory progress, students MUST complete their selected program of study within 150% of the normal duration of completion. For example, a 21-month program must be completed in 31.5 months of attendance or less.

Retaking Courses

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

Incomplete Policy

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

An extended Incomplete (I) grade will only be granted at the discretion of the Campus Director and Executive Director for Academic and Student Affairs and based upon exceptional circumstances.

Sequence and Scheduling of Courses

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

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

Conduct Requirements

At the time of enrollment, each student is required to sign an enrollment agreement which states that the student will abide by all regulations and policies as outlined in the enrollment agreement, this catalog/student handbook, and as presented by the staff of the Institute. Any violations of the regulations or policies may result in disciplinary action up to and including suspension or dismissal from the Institute. Refer to Code of Conduct for additional Information on page 32.

Termination of Students

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

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

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

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

Request for Reinstatement following Termination

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

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

Refund Policies

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

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

Withdrawal from the Program. When a student begins training and withdraws or discontinues the program prior to completion of any term, semester, or quarter a refund is made as outlined in this paragraph. For a student withdrawing from or discontinuing the program at any point during the term, semester, or quarter, the tuition charges refunded by the school shall be 100% of the tuition for the days remaining in the term, semester, or quarter, beyond the last date of attendance. The refund is made within 30 calendar days of the official date of withdrawal. This timeline may be extended if PIA is awaiting notification of debt from a third party. All students, regardless of their method of payment, are subject to the same refund policy. Information concerning refunds for third-party funding agencies, Title IV, Veteran's Administration, WIOA, etc. can be obtained from the Financial Aid Office.

Request for Withdrawal or Leave of Absence

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

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

Students may be granted a Leave of Absence (LOA) from their program for reasons deemed acceptable and necessary by the Institute. A student may request a temporary period of absence from Pittsburgh Institute of Aeronautics (PIA) due to extenuating academic, medical or personal circumstances that prevent a student from participating fully in his/her program of study. A student must apply in advance and all requests for leave must be submitted in writing, signed and dated. The student must provide a reason for requesting the leave and a reasonable expectation when they will return. If enrollment is temporarily interrupted for a leave of absence and the leave of absence does not expire, the student will return to school in the same progress status as he/she had prior to the leave of absence. A leave of absence in NO WAY reduces the obligation on the part of the student to complete his/her program within the allotted time frame. Details on time frame should be directed to Financial Aid Office.

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

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

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

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

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

Reentry Process

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

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

Change of Program

A student may request a change of program under the following conditions:

1. The student requesting the transfer must be in good academic standing at the time of the transfer.
2) The student must request a Change of Program Request Form from the Dean of Education.
3) The change of program request form must be submitted and approved by the Dean of Education.
4) The student requesting the transfer must submit a completed and approved enrollment agreement for the new program to the Student Records Department.
5) This enrollment agreement must be accepted by the Student Records Department prior to the start of the final quarter/unit of study for the student's new program.

Students must be aware that a change of program request approval is not guaranteed and may result in a course scheduling conflict. In such circumstances, PIA will make every effort to offer the student an alternate and equally appropriate sequence of courses. If such an alternate sequence is not available, the student will be required to take a temporary break in training and register for the next set of available courses leading to their program completion.

Students who transfer to another program will receive full credit for courses successfully completed in the initial program if those courses are directly transferable (refer to the school catalog for lists of required courses). The student may, or may not, receive partial credit for courses that are not directly transferable from the initial program to the new one. Partial credit will be determined by the Dean of Education. The Director's Office will observe all federal, state, and accreditation requirements for program completion in making such determinations.

Financial Assistance for Students

Financial assistance is available to qualified students attending PIA through various loans, grants, and scholarship programs.

The Institute is approved by:

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

PIA does not participate in campus based financial aid programs. Details on the financial aid programs are available from the Financial Aid Office.

How to Apply for Financial Aid

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

Pell Grant

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

PHEAA Grant (Pennsylvania only)

The State Grant Division of PHEAA will send Pennsylvania residents a Status Notice based on the FAFSA. To be considered a Pennsylvania resident an individual must have lived in Pennsylvania for at least 12 months before the filing date of the FAFSA. This period must be exclusive of any time

spent at any educational institution in PA. The student must complete the notice and return it to PHEAA. The status notice usually asks the student to provide information that is not on the FAFSA; such as the student's graduation date, high school name and address or GED information. After the information is processed, PHEAA will send an award notice to the student. Pennsylvania's deadline for the state grant is August 1st for new students or May 1st for previous year recipients. PHEAA must receive the FAFSA on time for the student to be eligible to receive grant funds. The amount of the Pennsylvania State Grant is determined by PHEAA based on dependency status, cost of attendance, SAI, and the number of scheduled clock hours in a student's quarter. The funds are disbursed once per quarter and applied to the student's tuition account or refunded to the student if there is an overpayment. A student who has a 4 year degree is not eligible for the PHEAA grant.

Direct Loans

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

Prior to the disbursement of Direct Loans, first time borrowers are required to complete online Entrance Counseling. PIA requires students, who borrowed Direct Loans and are in their last quarter of study, to complete online Exit Counseling prior to graduation. Additionally, PIA conducts in person entrance and exit interviews to provide the student with guidance in the loan process and responsibilities of repayment.

Direct Plus Loans

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

Borrower's Responsibilities

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

Those responsibilities are as follows:

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

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

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

Scholarships

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 an Associate in Specialized Technology degree program or Aviation Maintenance program at PIA or one of its branch campuses, and
2. Have completed at least one academic term at PIA as of the scholarship deadline.

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

Institutional Match Grant

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

Graduation Requirements

Following are the minimum graduation requirements for students attending one of PIA's programs:

- The student must have achieved a cumulative GPA of 2.00, or higher. In addition, the student must have passed every shop/lab project with a score of 70% or better. He/she must have achieved a letter grade of "C" or better for every technical-subject course, and a letter grade of "D" or better for every academic-subject course.
- All absence in excess of the allowable 2% has been satisfactorily made up.
- All AET students must have passed the NCATT Certification Examination Aircraft Electronics Technician examination.
- All AMT students must pass the FAA general and powerplant (or airframe, as applicable) written examinations prior to advancing to their final quarter of study. The Executive Director for Academic and Student Affairs may grant an extension to the deadline for completion of these exams, but the extension may not exceed two (2) calendar weeks.
- All financial obligations have been met to cover tuition, make-up time, books, supplies, tools, fees, etc., according to school policies.

Career Services

Objective of the Career Services Department

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

Procedure

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

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

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

Student Council

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

Eligibility:

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

Nominations:

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

Elections:

- Election for class representative shall take place on the seventh day of the term by secret ballot.
- All ballots will be distributed and collected by the individual designated by the instructor.
- The nominee receiving the greatest number of votes will serve as the class representative. The nominee receiving the second greatest number of votes will serve as the alternate representative.

Duties:

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

Dean's List:

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

Tool and Supply Requirements

Tool Requirements

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

Required Tool List

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

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

Tool Box and Tool Locker Regulations

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

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

Textbooks, Kits, and Supplies

PIA requires the acquisition of all pertinent textbooks and applicable shop/lab supplies. The PIA bookstore maintains these items in inventory. Students are expected to obtain books and supplies prior to the start of each term. A listing of this information can be provided by the bookstore or found on the PIA website at: **https://pia.edu/bookstore/**. Kits and supplies may change in accordance with revisions in the curriculum.

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.

Required Core Required Core Curriculum

All full-time programs share 39 credit hours of common core required courses, affording the student the opportunity to change his/her major of study any time during the first academic year. The first academic year consists of three quarters of study which are:

First Quarter	**General Studies**	**(17 Credit Hours)**
EN101	English Composition	3.0
GS111	Blueprint Reading	1.0
GS113	Safety & the Environment	1.0
HI104	World History – Aviation	3.0
MA102	Foundations of Mathematics	4.0
PH117	Basic Physics	4.0
PH119	Introduction to Electricity	1.0

Second Quarter	**Electricity/Publications**	**(11 Credit Hours)**
EL125	Practical Electricity	3.0
EL126	Electrical Systems	3.0
GS127	Using Reference Materials	2.0
MA106	Mathematics for Technology	3.0

Third Quarter	**Electronics/Instruments**	**(11 Credit Hours)**
EL135	Introduction to Electronics	3.0
EN105	Technical Writing	3.0
GS136	Introduction to Instruments & Controls	2.0
GS137	Advanced Instruments & Controls	3.0

Credit Equivalency

Clock hour/credit hour equivalency is based on course type and lab components. A clock hour is defined as: "a one-hour period including at least 50 minutes of student/instructor contact," also sometimes referred to as a "contact hour."

Credit hour is a measurement, not necessarily an indicator of transferability. Transfer of credits from one educational institution to another is always subject to acceptance by the receiving school. Even though PIA employs a quarterly academic schedule, its credit hours are calculated according to semester hours. This is done to help accommodate the transfer of credits to various institutions with which PIA holds articulation agreements. Most of these schools employ semester-hour systems.

Transfer Credit

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

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

Aviation Maintenance Technology Program

Associate in Specialized Technology Degree
Seven Quarters of Study – 21 Months: 79 Credits – 2,478 Clock Hours

Graduates of the Aviation Maintenance Technology (AMT) Program (full-time) are awarded the Associate in Specialized Technology (AST) degree. The curriculum for this program not only meets Pennsylvania Department of Education (PDE) criteria for conferral of the degree, but it also satisfies the requirements of 14 CFR (Code of Federal Regulations), Part 147, Airmen Certification Standards (FAA-S-ACS-1), making the graduate eligible for FAA Airframe and Powerplant (A&P) certification examinations. 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 Associate in Specialized Technology Degree Curriculum

Core Courses: 39 Credits (Quarters 1, 2, and 3) See page 25 for outline of Core Courses.
Major Courses: 40 Credits (Quarters 4, 5, 6, and 7)

Fourth Quarter	**Propulsion Systems**	**10 Credit Hours**
PP241	Introduction to Turbine Engines	2.0
PP242	Turbine Engine Technology	3.0
PP245	Introduction to Reciprocating Engines	3.0
PP246	Reciprocating Engine Technology	2.0

Fifth Quarter	**Aircraft Structures**	**10 Credit Hours**
AF253	Non-Metallic Structures	1.0
AF255	Introduction to Metallic Structures	2.0
AF256	Working with Metallic Structures	3.0
AG251	Basic Systems Maintenance	4.0

Sixth Quarter	**Advanced Powerplant**	**10 Credit Hours**
AG266	Fuels & Fuel Systems	2.0
EN208	Professional Communication	1.0
PP265	Advanced Engine Overhaul	2.0
PP267	Ignition Systems	2.0
PP268	Propeller Systems	2.0
PP269	Advanced Engine Maintenance	1.0

Seventh Quarter	**Advanced Airframe**	**10 Credit Hours**
AF371	Working With Composite Materials	2.0
AF373	Fluid-Powered Systems	4.0
AG377	Advanced Aircraft Maint. & Welding Technology	4.0

Aviation Maintenance Technician Job Description

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

FAA Certification

Details regarding requirements for FAA testing are available through the Office of the Executive Director for Academic and Student Affairs.

Qualifications for Federal Aviation Administration (FAA) Certification

To be eligible for a FAA mechanic certificate and associated ratings a person must be at least 18 years of age, understand the English language, or in the case of an applicant who does not meet this requirement and who is employed outside of the United States by a U.S. air carrier, have this certificate endorsed "Valid only outside the United States," and have passed all of the prescribed tests within a period of 24 months (FAR 65.71). Each applicant for a mechanic certificate or rating must present either an appropriate graduation certificate from a certificated aviation maintenance technician school or documentary evidence, satisfactory to the Administrator of 1) At least 3,000 work hours 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) At least 5,000 work hours of practical experience concurrently performing the duties appropriate to both the airframe and powerplant ratings (FAR 65.77). FAA may deny application for FAA certification due to criminal convictions. Executive Director for Academic and Student Affairs may be contacted concerning FAA licensing concerns due to criminal convictions.

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

Graduates of PIA's AMT program are qualified to test for the FAA Airframe and/or Powerplant certificate(s), as appropriate. In order to secure these certifications, the graduate must pass a battery of written, practical, and oral examinations prescribed by the FAA. In accordance with FARs 65.71 and 65.77, PIA graduates, having successfully completed their written examinations, can arrange for practical examinations by calling 412-346-2100 or inquiring at the administration offices.

Knowledge (Written) Examinations

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

Oral and Practical Examinations

Each applicant for a technician certificate or rating must pass oral and practical testing on the rating he/she seeks. The tests cover the applicant's basic skill in performing practical projects on the subjects covered by the written test for that rating (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). For the student's convenience, PIA maintains in-house DME's.

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

In accordance with FAR 65.80, 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.

Aviation Electronics Technology Program

Associate in Specialized Technology Degree
Seven Quarters of Study – 21 Months: 79 Credits – 2,478 Clock Hours

Graduates of the Aviation Electronics Technology (AET) Program are awarded the Associate in Specialized Technology (AST) degree. The curriculum for this program not only meets Pennsylvania Department of Education (PDE) criteria for conferral of the degree, but it also prepares the learner for the NCATT Certification Examination Aircraft Electronics Technician examination. 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 electronics 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.

AET Associate in Specialized Technology Degree Curriculum

Core Courses: 39 Credits (Quarters 1, 2, and 3) See page 25 for outline of Core Courses.
Major Courses: 40 Credits (Quarters 4, 5, 6, and 7)

Fourth Quarter	**Intermediate Electronics**	**10 Credit Hours**
EL243	Diodes, Transistors, and Semiconductors	3.0
EL244	Applications of Amplifiers and Power Supplies	4.0
EL247	Electronic Techniques and Practices	3.0

Fifth Quarter	**Digital/Microprocessors**	**10 Credit Hours**
EL252	Basic Digital Techniques	3.0
EL254	Advanced Digital Techniques	4.0
EL257	Introduction to Microprocessors	2.0
EL258	Digital Applications for Electronics	1.0

Sixth Quarter	**Navigation/Communication**	**10 Credit Hours**
EL261	Advanced Radio Theory	2.0
EL262	Communications Transceivers	3.0
EL263	Navigation Systems	3.0
EL264	Individualized Audio & Entertainment Systems	1.0
EN208	Professional Communication	1.0

Seventh Quarter	**Advanced Avionics**	**10 Credit Hours**
EL372	Avionics Shop Practices	1.0
EL374	Microwave Systems	4.0
EL376	Radar Surveillance and Weather Avoidance	2.0
EL378	Automatic Flight Control Systems	3.0

Aviation Electronics Technician Job Description

Duties of the aviation electronics technician include inspections, and trouble-shooting of aircraft electronics systems. The "avionics" technician must be able to isolate malfunctions, and make necessary equipment changes or repairs. Tasks may be performed either on the aircraft (line maintenance) or in the shop (bench maintenance).

NCATT Aircraft Electronics Technician (AET) Certification

National Center for Aerospace & Transportation Technologies (NCATT), along with their industry partners, has developed the Aircraft Electronics Technician (AET) Standard and Certification and its corresponding endorsements to address the Aircraft Electronics/Avionics career field. The NCATT AET is the primary certification and is required for all endorsements in the career field. The AET certification identifies the core knowledge of an Aircraft Electronics/Avionics technician that is common across the industry. This includes the military, air carrier, air cargo, repair stations, fixed-based operators, corporate flight departments, and manufacturers.

Qualification for NCATT AET Exam

The ASTM NCATT AET certification examination is open to all individuals regardless of career field, training, education or experience.

Preparation for Certification

Subject material presented in quarters one through six of the Aviation Electronics program prepares the student for examination.

Testing Deadline for Aviation Electronics Students

An individual whose major is in an area of electronics must pass the NCATT AET examination prior to advancing to their final quarter of study.

NCATT AET Examination and Regulatory Fees

An examination fee NCATT AET examination. A current fee schedule is available through PIA's CTS Test Center. Fees must be paid in full prior to the administration of any NCATT examination. Re-testing of any failed exam will incur additional examination fees.

NCATT AET Certificate Expiration:

Effective January 1, 2022 the ASTM F46 Committee for Aerospace Personnel elected to impose a five (5) year certification period for all ASTM NCATT certifications.

For certifications issued after January 1, 2022, certificate holders will be notified prior to certification expiration (after five years), based on contact information supplied at time of registration. To capture evidence of currency in 18 of the prior 60 months, the ASTM NCATT verification process will require additional documentation to be supplied to ATSM. Additional information concenring these requirements can be found at: https://spacetec.us/wp-content/uploads/2022/01/Renewal-Notice.pdf

If unable to meet the options for renewal, expired certifications will require an equivalent certification examination.

FCC Certification (Optional for Students)

A GENERAL RADIOTELEPHONE OPERATOR LICENSE (GROL) is required to adjust, maintain or internally repair Federal Communications Commission (FCC) licensed radiotelephone transmitters in the aviation, maritime and international fixed public radio services. It conveys all of the operating authority of the Marine Radio Operator Permit (MROP). Electronics technicians are required to maintain, internally repair and test a variety of transmission type equipment. Consequently, a graduation requirement for the Electronics student is to have passed the General Radiotelephone Operator License examination.

Qualifications for FCC Certification

1. Be a legal resident of (or employable in) the United States.
2. Be able to receive and transmit spoken messages in English.
3. Pass FCC Element 1 and Element 3 written examinations covering basic radio laws required to repair and maintain radio transmitters and receivers.

Preparation for Certification

Subject material presented in quarters one through six of the Aviation Electronics program prepares the student for examination.

GROL Written Examinations

The Federal Communications Commission's General Radiotelephone Operator License testing consists of two exams (24 and 100 questions, respectively) covering the fundamentals of electronics and other technical matters, operating and technical rules in the aviation and maritime services, and maintenance techniques as necessary for repair of transmitters and receivers. Total time allotted for completion of the examinations is three hours.

Ship Radar Endorsement Certifications

Although the Ship Radar Endorsement is not a qualification for graduation, it is advisable for the student to obtain this endorsement since aircraft radar is extensively used in general and commercial aviation.

FCC Examinations and Regulatory Fees

As per federal law, an examination fee and a regulatory fee will be required for taking the GROL exams. An examination fee will be required for the ship radar endorsement. Fees are variable and are determined by the FCC. A current fee schedule is available through PIA's PSI Test Center. Fees must be paid in full prior to the administration of any FCC exam. Retesting of any failed exam will incur additional examination fees.

Approvals and Accreditation

- Federal Aviation Administration Avionics Repair Station Certificate HE1R189K
- Federal Aviation Administration approval HE1T189K
- Approved by the Pennsylvania Department of Education to award an Associate in Specialized Technology Degree
- Licensed by the Pennsylvania State Board of Private Licensed Schools
- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Visit www.accsc.org for more information on accreditation.
- Approved for Pennsylvania Higher Education Assistance Agency (PHEAA) grant programs
- Approved by the Department of Education for the Federal Direct Student Loan Program (FDLP)
- Approved for the training of veterans:
  - 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
- Approved as an Institution of Higher Learning (IHL) for veteran training
- Approved by the Bureau of Vocational Rehabilitation, Commonwealth of Pennsylvania
- Approved by the Ohio State Board of Proprietary School Registration
- Approved by the West Virginia Council for Community and Technical College Education
- Authorized under Federal law to enroll non-immigrant alien students
- Accredited by the National Center for Aerospace & Transportation Technology (NCATT)

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

PIA Staff

Executive and Administrative Staff

Suzanne L. Markle ..... *President/CEO*
Steven D. Sabold ..... *Vice President of Operations**
Jessica DiLorenzo ..... *Director of Financial Aid /VA Certifying Official*
Roxanne Ober ..... *Director of Admissions and Outreach***
Todd Bickerton ..... *Dean of Aviation Technology**
Philip Klein ..... *Dean of Education**
Elizabeth Pham ..... *Director of Finance*

* May serve as Acting Director in the absence of School Director
** Lists of staff based at the Hagerstown Branch Campus
*** Lists of staff based at the Myrtle Beach Branch Campus

Instructional Staff

See catalog insert page A

Admissions Staff

Robert Allison
Daniel Cohen
John Ferretti ..... *Enrollment & Compliance Specialist*
Christine Motto
Shane Neugebauer
Jaclyn Rutkowski
Brandon Weiss

Student Support Staff

Elizabeth Burke ..... *Merchandise & Account Specialist*
Brooke Hrinda ..... *Student Account Specialist*
Kaylee Morgan ..... *Financial Aid Advisor*
Margaret Neely ..... *Administrative Assistant*
Mindy Pavilonis ..... *Associate Director of Career Services****
Andrea Smith ..... *Records and Compliance Coordinator*
Amy Sommer ..... *Information Technology Specialist*
Derek Vrabel ..... *Student Services Coordinator*
Tamea Ward ..... *Financial Aid Advisor*
Aric Wendorff ..... *Human Resources Manager*

Facilities

Joshua Kaefer
Gregory Mondry
Thomas Zietak

Publications

Ed Molek ..... *Marketing & Publications Manager*

Code of Conduct

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

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

Acts of Academic Dishonesty, including but not limited to

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

Acts of Social Misconduct, including but not limited to

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

Acts of Copyright Infringement

1. Photocopying or reproducing any PIA material(s), workbook(s), textbook(s) etc. is a direct violation of the intellectual property rights protected by the copyright laws of the United States and International Copyright Treaty. Any student violation will lead to disciplinary action up to and including dismissal from the PIA.
2. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

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

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

Student Safety

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

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

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

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

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

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

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

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

Care of School Property

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

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

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

Sexual Harassment and Reporting Policy

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

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

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

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

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

All employees and students must also understand the importance of consent. Consent is defined as words of overt actions by a person who is legally or functionally competent to give informed approval, indicating a freely given agreement to have sexual intercourse or sexual contact.

Any employee or student who has been subjected to conduct which constitutes sexual harassment is encouraged to report such conduct to the Executive Director for Academic and Student Affairs at 412-346-2175 or studentaffairs@pia.edu. Employees or student who wish to report anonymously may do so at: https://pia.edu/current-students/. A confidential investigation of the reported incident will be promptly initiated.

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

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

Alcohol and Drug Prevention Program

Policy October 8, 2021

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

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

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

Post-Accident and Reasonable Suspicion Procedures

- When there is an accident involving a student, the school may request that the student report to a PIA-designated physician or medical center for evaluation. This evaluation will involve appropriate testing, including an alcohol/drug screen. Students refusing to report for a medical evaluation following an accident or refusing to authorize the release of alcohol/drug screen results following an accident on school premises may be terminated from the school.
- When there is reasonable suspicion that a student attending school is unfit for classroom, laboratory, and/or shop activities, the instructor or other employee who initially observed the behavior as well as at least one school administrator will complete a for-

mal observation to determine if further action is necessary. Students who are suspected to be under the influence of drugs or alcohol while attending classes or other activities will be removed from these activities immediately, and may be asked to report to a PIA designated physician or medical center for evaluation. This evaluation will involve appropriate testing, including an alcohol/drug screen. Students refusing to report for a medical evaluation following the school's determination of reasonable suspicion, or refusing to authorize the release of alcohol/drug screen results following the school's determination of reasonable suspicion may be terminated from the school.

College Consequences

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

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

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

21 U.S.C. 844(a)

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

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

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

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

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

21 U.S.C. 844a

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

18 U.S.C. 922(g)

- Ineligible to receive or purchase a firearm.

Miscellaneous

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

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

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

Impact of Drug Related Conviction(s) on FAA Certification

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

Economic Effects of Drug and Alcohol Abuse

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

Influence of Drug and Alcohol Abuse on Criminal Activity

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

Health Risks of Drug and Alcohol Abuse

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

Additional Informational Resources

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

Counseling Services

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

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

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

Other counseling services are also available in the local area.

Allegheny County Services-Network of drug and alcohol education/rehabilitation (412-350-3328)
Alpha House-Treatment for alcohol and drug abusers (412-363-4220)
Duquesne University-Psychology Dept. (412-396-6562)

Disciplinary Sanctions

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

Weapons Policy

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

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

School Vehicles

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

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

Emergency Response Procedures

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

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

Emergency evacuation notification for fire is the fire alarm horn and strobe light system. Additional instructions for fire evacuation will be made through the facilities public address system. Evacuations and emergency action response, to other than evacuation for fires, will be made through the facilities public address system. Instructions may also be given for sheltering, in case of tornado's, 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 call will be taken by the instructor, who MUST be able to account for every student.
5. No smoking is permitted during drills.

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

Campus Lunchroom

For convenience, a lunchroom is located on the first floor of PIA's Administration Building on the Main Campus.

Hours:

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

Care of Lunchroom:

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

Visitors

All visitors must register at the reception desk.

Visiting a Student

In order to minimize classroom/shop interruptions, it is recommended that a visitor's arrival time coincide with a either a class change or the student's lunchtime. Visitors needing to see a student under urgent circumstances should report to the reception desk for assistance or by calling 412-346-2100 prior to arrival.

Visiting a Staff Member

Meetings with PIA staff members must be arranged in advance by calling 412-346-2100.

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 412-346-2100 and ask for the Admissions Office.

Student Advisement and Academic Assistance

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

Each prospective student must take the Mathematics Skills Assessment (MSA) either prior to or immediately upon enrollment. Within a short time, the results of this appraisal will be discussed with the applicant, and he/she will be advised if remediation is warranted. This is never done to discourage the student; rather, it is a means of providing additional assistance early in the learning process to enhance the probability of academic success. In addition, student tutors are available for enrolled students after 2:30pm on selected days to assist learners who are having difficulty in specific subject areas. There is no tuition charge to enrolled students for tutoring conducted at PIA.

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

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

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

Learning Resource System

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

Learning Resource Center (LRC) Hours:

Monday – Thursday: 7:00AM – 3:30PM
Friday: 7AM – 2:30PM (When classes are in session)
Saturday & Sunday: Closed

PIA's Learning Resource Center (LRC) focuses on technical subject areas, including aircraft, electricity, electronics, welding, sheet metal, machining, metallurgy, and instrumentation. Non-technical titles also include non-fiction and fiction books that are aviation-related in scope and content. PIA subscribes to many professional and general interest periodicals that are relevant to the subjects taught here or of interest to the student and staff make-up of the school. The collection is continuing to expand with new professional development content and more non-aviation texts.

Student Familiarization:

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

Learning Resource Center Specific Policies:

- The LRC is provided as a resource for the students, staff, and instructors at PIA.
- No Food or Drink in the LRC.
- The Learning Resource Center is committed to providing an environment that is conducive to study. Be aware of those students around you who may be studying and need a quieter environment.
- 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 library staff member to check out materials prior to removing them from the library. The customary sign-out time is fifteen school days. This time may be extended with the consent of the attending staff member.

Student Messages Policy

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

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

Cell Phone Use

Cell Phones and Electronic Devices in the Classroom

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

1. PIA prohibits the use of all cell phone and smartwatch applications in classrooms and laboratories, including but not limited to sending and receiving phone calls, text messages and e-mails; internet searching; and playing games.
2. Cellphone, smartwatches and other electronic devices must be turned off during class and make-up time, and must be kept hidden from view.
3. A cell phone or smartwatch is not permitted in the classroom as a substitute for a calculator.
4. When the room is being used for non-instructional purposes (such as during break times or class changes) cell phones, smartwatches and other electronic devices may be used in the classrooms or laboratories only with the approval of the instructor. The instructor retains the right to prohibit these devices at all times in his/her classroom/lab.
5. If a cell phone must be kept on due to a potential emergency situation, the student must inform the instructor in advance. The phone must be on a silent (vibrate) setting. If an emergency call must be taken during a class, the student must leave the classroom prior to answering the call and is not permitted back into the classroom until the beginning of the next period.

6. Instructors must adhere to any individual guidelines regarding assistive devices communicated by the Office of the Executive Director for Academic and Student Affairs for students with disabilities.
7. Students may use electronic devices for online related course materials when given permission by instructor.
8. Use of electronics devices in the classroom for notes or other classroom assistance must be approved by instructor and/or Dean of Education.

Network Policy Regarding Devices connected to PIA Devices

General Statement

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

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

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

Acceptable Devices

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

Security

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

Unacceptable Activities while connected to PIA's Network

PIA will not support or condone the activities listed below:

1. Activities which excessively consume network resources.
2. Activities which violate Local, State or Federal Law, and/or International Treaty. This includes, but is not limited to:
    - Providing Services which interfere with the legitimate function of other devices connected to the network
    - Commercial Activities
    - Sending Spam (Unsolicited Bulk and/or Commercial Email)
    - Open E-Mail Relays
    - Denial of Service Attacks
    - Hacking

- Cracking
- Probing, scanning or other activities done to learn about other connected devices, whether innocent or malicious in nature (Allowances will be made for System Administrators performing security scans on systems they manage in the course of their job duties.)
- Packet or Content Sniffing
- Unauthorized access to hosts
- Illegal distribution of any copyrighted material

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

Response to Unacceptable Activities

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

Lost and Found

Lost Articles

Articles that have been lost in or around the school buildings may be reported to the instructor and the bookstore.

Found Articles

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

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

Telephone Numbers

PIA 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. 2139
Student Records ..... Ext. 3600
Technical Support ..... Ext. 2101

Student Parking and Transportation

Allegheny County Airport Parking Lot

Free parking for PIA students is available at the Allegheny County's airport parking lot. Students using this facility are advised to comply with signs indicating restricted parking sections, stripes defining individual parking spaces, and all other standard traffic direction/warning signs. Failure to do so may result in costly fines and the possibility of additional towing and vehicle recovery expenses. Students are cautioned that littering, engaging in a sporting activity of any type, or using the parking lot for any other unauthorized purpose is prohibited by Federal Aviation Administra-

tion airport regulations and that the offenders are subject to prosecution. All concerns associated with the parking lot will be referred to the Allegheny County Police, unless, according to PA Dept. of Ed. regulations, such concerns fall under the jurisdiction of PIA.

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 provision for charging of electric vehicles.

Restricted Parking – Susceptible to Towing

Students are not permitted to park on Allegheny County parking lot spaces designated as Permit Parking or Visitor Parking.

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 his/her delegated representative.
3. The School will promptly investigate any situation reported. Where policies or procedures of the Institute are violated, corrective action will be applied to resolve the situation. If the situation involves a violation of law or an emergency requiring the assistance of government agencies, the Director or his/her designated representative will request such assistance.

Uniform, Attire and Personal Appearance Policy

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

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

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

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

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

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

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

Student Identification

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

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

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

Conferences with School Personnel

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

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

Veteran's Policies

Approved Programs

The Pittsburgh Campus offers two program: 2478 clock hour Aviation Maintenance Technology program & 2478 clock hour Aviation Electronics Technology program. These programs have been approved for VA educational benefits. Refer to "Approvals and Accreditation" on page 30 for a full listing of approved VA educational benefit programs.

Previous Credit and Training Evaluation Procedures

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

Student Records and Grade Reports

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

Refunds

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

Veteran Benefits Requirements

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

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

Provide a DD214 Member 4 Form.

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

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

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

Student Review of School Records

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

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

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

Injury or Illness

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

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

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

1) The two-letter alpha prefix indicates the major topic of study (Examples: EN - English, EL - Electrical, HI - History);
2) The first digit indicates the academic year (Examples: 113 - first academic year, 372 - third academic year);
3) The second digit indicates the usual quarter of study, except for purely academic subjects like English and mathematics, which utilize a "0" (Examples: 125 - second quarter, 245 - fourth quarter); and
4) The third digit in the alpha numeric code is used to distinguish one similar course from another (Examples: PP241 from PP242, AF373 from AF375).

NOTE: Course titles are followed by the number of credit hours granted. Courses which are followed by a letter "P" include a practical component (shop/lab).

Explanation of Alpha Prefixes

AF.....Subject matter deals primarily with the study of the Art of Fabrication.
AG..... Subject matter deals with the study of Aviation General topics.
EL .....Subject matter deals primarily with the study of ELectricity/electronics.
EN .....Subject matter deals with the academic study of the ENglish language.
GS .....Subject matter deals with the study of General Subjects related to the major.
HI.....Subject matter deals primarily with the academic study of HIstory.
MA .....Subject matter deals with the study of MAthematics and related topics.
PH .....Subject matter deals primarily with the study of PHysics and related topics.
PP.....Subject matter deals primarily with the study of ProPulsion systems.

Art of Fabrication

AF253 Non-Metallic Structures (1 credit hr - P) (36 clock hrs)
This course examines the construction, repair, and inspection of aircraft wooden structures and fabric coverings, as well as the application of finishing materials. Windshields, windows, doors, and interior furnishings are also studied in this unit.

AF255 Introduction to Metallic Structures (2 credit hrs - P) (72 clock hrs)
This course introduces the learner to metal working tools and equipment, the art of forming metal, riveting practices, and the use of special fasteners. A discussion of bonded structures, and the various physical properties of common metals are also addressed. GS113 is a prerequisite for this course.

AF256 Working With Metallic Structures (3 credit hrs - P) (102 clock hrs)
AF256 expands upon the practical aspects of sheet metal construction and repairs. Components are laid out and built by the learner, structural repairs are performed, and the effects of metal fatigue and corrosion are studied. In addition, the use of drawings and blueprints is incorporated to create a reallife maintenance condition. AF255 and GS111 are prerequisites for this course.

AF263 Practical Welding (2 credit hrs - P) (68 clock hrs)
This course exposes the learner to a variety of welding techniques that are useful in many maintenance environments. The course is not designed, in itself, to create certified welders. It does, however, teach the student to perform basic welding constructions and repairs, and prepares him/her for more advanced welding courses. GS111 and GS113 are prerequisites to this course.

AF264 Intermediate Level Welding (4 credit hrs - P) (144 clock hrs)
This unit utilizes the knowledge and proficiencies developed in course AF263 and enhances the learner's welding abilities in a number of welding skill areas. Course AF263 is a prerequisite.

AF371 Working With Composite Materials (2 credit hrs - P) (72 clock hrs)
This course provides an in-depth study of the various composite materials employed in aviation, medical, and other advanced technical constructions. Safety concerns, manufacturing practices, and damage assessment of these modern man-made materials are all explored. Practical experience is provided in both construction and repair techniques used in industry today. AG251 and AF255 are prerequisites for this unit of study.

AF373 Fluid-Powered Systems (4 credit hrs - P) (144 clock hrs)
AF373 examines the hydraulic, pneumatic, and landing gear systems of modern aircraft. Also included in this block of instruction are environmental systems, ice and rain protection, and emergency oxygen systems. The physical laws involved with each are explored, while practical experience is gained. Operating principles, construction, and applicable maintenance practices for each of these systems are studied. PH117 and AG251 are prerequisites for this course.

Aviation General

AG251 Basic Systems Maintenance (4 credit hrs - P) (144 clock hrs)
This introduction to aircraft maintenance includes general knowledge area subjects employed in almost all aspects of maintenance. Performing weight and balance, constructing hydraulic fluid lines and fittings, conducting nondestructive inspections, and using hardware correctly are all covered. Both theory and practical aspects of this complex field of study are explored, providing the learner with a good technical foundation for future, related topics. MA102 and GS113 are prerequisites to this course.

AG266 Fuels and Fuel Systems (2 credit hrs - P) (72 clock hrs)
This comprehensive course covers fuels and fuel systems from the onboard storage tanks up to the engine combustion chambers. Reservoirs, fuel lines, related valves, distribution systems, and fuel metering devices are all studied. Particular attention is given to fuel system troubleshooting and common maintenance practices. PH117 is a prerequisite to this course.

AG377 Advanced Aircraft Maintenance & Welding Technology (4 credit hrs - P) (138 clock hrs)
Complete live aircraft maintenance projects identical to those performed by technicians in the field, adjustment of flight controls, fabrication of and installation of live aircraft components, investigation of the FAA approved repair methods, as well as conducting scheduled and unscheduled inspections and their related service and repair practices. Identify the different types of welding procedures and be able to properly inspect welds employed in structural components.

Avocational Courses

AG383 Rotorcraft Systems and Maintenance (2 credit hrs - P) (60 clock hrs)
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 quarters one, two, and three to participate.

AG386 Drone Operations (3 credit hrs - P) (90 clock hrs)
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 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.

Electricity/Electronics Studies

EL125 Practical Electricity (3 credit hrs - P) (108 clock hrs)
This course enhances the ability of the student to grasp more complex electrical concepts. It also provides a means for the learner to attain the specific skills needed to maintain electrical and electronic components and systems. Basic wiring, soldering techniques, connector maintenance, and analysis of both DC and AC circuits are accomplished. PH119 is a prerequisite for this course.

EL126 Electrical Systems (3 credit hrs - P) (108 clock hrs)
EL126 gives the learner practical knowledge concerning the operation and maintenance of a wide variety of electrically operated and controlled systems. Systems studied in this course include, but are not limited to, battery, generator & alternator, inverter, DC and AC motor, position indicating and warning, fire detection and extinguishing, and anti-skid (antilock) brakes. Shop/lab projects are designed to enhance the learner's ability to maintain, overhaul, and repair these systems and their components. EL125 is a prerequisite (or co-requisite) for this course.

EL135 Introduction to Electronics (3 credit hrs - P) (130 clock hrs)
EL135 includes a practical presentation format which covers several topics related directly to maintaining electrical and electronic systems and components. This course also introduces the learner to the most essential aspects of basic electronic devices and circuits, and allows the student to apply this knowledge to the study of common electronic equipment. MA102 and EL126 are prerequisites for this course.

EL243 Diodes, Transistors, and Semiconductors (3 credit hrs - P) (114 clock hrs)
This unit of study picks up where the previous three courses left off. It provides the electronics student with a more detailed background in the operation and application of practical semiconductor (solid state) devices and circuits. Since many of these devices and circuits are designed to perform specific electronic functions, a thorough knowledge of each is vital to the success of the future technician. The course includes intensive studies of circuits containing solid state diodes of all types, bipolar and field-effect transistors, linear (analog) and digital integrated circuits, and special purpose optoelectronic devices. EL135 is a prerequisite for this course.

EL244 Applications of Amplifiers and Power Supplies (4 credit hrs - P) (138 clock hrs)
Many complex electronic circuits are collections of advanced, specially-designed amplifiers. Thus, a study of basic electronic amplifiers is an important step toward the understanding of more elaborate circuitry. Topics in this course include: amplifier fundamentals, typical amplifier circuits, and operational amplifiers. EL244 also includes a thorough and practical study of circuits designed to perform unique but essential functions for given applications. The final section addresses basic radio theory, with presentations on the fundamentals of radio wave propagation and amplitude and frequency modulation. EL135 is a prerequisite for this course.

EL247 Common Electronic Techniques and Practices (3 credit hrs - P) (102 clock hrs)
The techniques and practices introduced in this course are essential to the performance of proper maintenance of all electrical and electronic components and systems. Topics include the correct methods of working with fiber optic media, accepted industry standards for soldering, component and wire preparation, component placement and mounting, special considerations for electro-statically sensitive components, and approved testing and inspection practices. The course culminates in the supervised construction of an AM/FM radio receiver, and a thorough familiarization with the testing procedures necessary. EL243 and EL244 are prerequisites (or co-requisites) to this course.

EL252 Basic Digital Techniques (3 credit hrs - P) (102 clock hrs)
Basic Digital Techniques serves as an introduction to the methods and practices associated with digital circuit design and operation. Subjects covered in this course include digital numbering systems and codes, digital logic circuits, Boolean Algebra and digital arithmetic. MA102 is prerequisites for this course.

EL254 Advanced Digital Techniques (4 credit hrs - P) (138 clock hrs)
This course builds on the knowledge gained in EL252 Basic Digital Techniques. It features in-depth studies of digital counters and registers, logic families, digital-to-analog and analog-to-digital conversion circuits, and memory circuits. EL252 is prerequisite to this course.

EL257 Introduction to Microprocessors (2 credit hrs - P) (80 clock hrs)
A solid background in the fundamentals of computer theory is provided by this unit. Included are: microprocessor number and code systems, microprocessor addressing modes, introductory programming techniques, execution of programs, computer arithmetic, and algorithms. This course also provides a more detailed knowledge of the operation of a typical microprocessor-based circuit. Subjects include: typical microprocessor architecture, instruction sets, advanced addressing modes, stack operations, input/output (I/O) operations, interfacing, displays, and switching. EL254 is prerequisite (or co-requisite) to this course.

EL258 Digital Applications for Electronics (1 credit hr - P) (34 clock hrs)
Microprocessor uses and interfacing are the highlights of this unit. Operations and uses of peripheral and asynchronous communications interface adapters are included. This course also demonstrates how Programmable Logic Controllers (PLC) can be wired and programmed to provide process control of industrial electric equipment through the use of peripheral devices such as input sensors, limit switches, and industrial controls. The student will gain experience in the creation, modification, and use of "ladder" diagrams, schematics, wiring diagrams, flow charts, and PLC program listings.

EL261 Advanced Radio Theory (2 credit hrs) (78 clock hrs)
This course presents topics which assist the learner in obtaining that knowledge. Beginning with a review of basic elements of electronics, subjects studied include: DC Terms, AC Terms, Basic Circuit Theory of Operation, Troubleshooting, Inductors, Capacitors, Analog Circuits and Devices, Power Supply Circuits, Filters, Wave Generation Circuits, Digital Numbering Systems, Digital Logic Functions, Safety, Identify and Perform Corrosion Control, Aircraft Handling, Aircraft Wiring, Use of Special Tools and Equipment, Aircraft Structures, and Technical Publications. Additionally, other subjects are covered in preparation for the ASTM NCATT Certification.

EL262 Communications Transceivers (3 credit hrs - P) (108 clock hrs)
Subjects covered in EL262 include: citizen band (CB) radio transceiver block diagrams, detailed circuit analysis, testing, alignment, and troubleshooting; high frequency (HF) transceiver circuit analysis; very high frequency (VHF) transceiver detailed circuit analysis, factory-approved testing, and maintenance practices. EL261 is a prerequisite (or co-requisite) for this course.

EL263 Navigation Systems (3 credit hrs - P) (108 clock hrs)
This course addresses operational theory and maintenance practices for Automatic Direction Finder (ADF) receivers, marker beacon receivers, and Emergency Locator Transmitters (ELT). Navigation Systems thoroughly examines the circuitry, operational theory, and manufacturer approved testing and maintenance practices for a typical VHF navigation system. The presentations in this course place the accent on the VHF navigation (VOR), localizer (LOC), and glide scope (GS) functions of these radio systems, including alignment, testing, and troubleshooting. EL262 is a prerequisite (or co-requisite) to this course.

EL264 Individualized Audio & Entertainment Systems (1 credit hr - P) (44 clock hrs)
EL264 provides a well-rounded examination of various audio and video signals in typical individualized entertainment systems. Block diagram studies and detailed circuit analyses of audio control panels focus on the ways in which audio inputs and outputs are switched and controlled. Included in this study are overviews of commercial aircraft audio systems such as intercom (interphone) systems, passenger address and entertainment systems, and passenger video systems. EL247 is prerequisite.

EL372 Avionics Shop Practices (1 credit hr - P) (36 clock hrs)
Presentation topics include: shop management practices, test equipment calibration procedures, a review of aircraft structures, proper use of hardware, FAA regulations pertinent to the operation of a live radio shop, and common avionics (aviation electronics) equipment installation practices. Quarters one through six of the AET program are prerequisites for this course.

EL374 Microwave Systems (4 credit hrs - P) (144 clock hrs)
Topics in EL374 include microwave propagation characteristics, microwave generating devices and circuits, transmission lines and antennas for aircraft microwave applications, radar principles and terminology, radar transmitters, receivers, and antennas, and specific radar applications in aviation electronics. Once mastered, these principles are then applied to the study of Distance Measuring Equipment and Area Navigation (DME/RNAV) systems. In addition, course presentations cover Global Positioning Systems (GPS) principles of operation and typical GPS installation considerations. EL263 is a prerequisite for this course.

EL376 Radar Surveillance & Weather Avoidance (2 credit hrs - P) (72 clock hrs)
Course EL376 addresses two of the increasingly important aspects of commercial aviation. It does so by focusing on the primary related systems used in aviation today. Subjects of this unit include: airborne weather avoidance radar (WXR), air traffic control radar beacon system (ATCRBS), and traffic alert and collision avoidance system (TCAS). Learners take an in-depth look at the construction, operation, testing, maintenance, and troubleshooting aspects of these complex systems. EL372 and EL374 are prerequisites (or co-requisites) to this course.

EL378 Automatic Flight Control Systems (3 credit hrs - P) (102 clock hrs)
EL378 begins with lessons addressing the fundamentals of electromechanical control theory, and includes basic system elements, system functions and responses, control system dynamics, and the various types of control systems. The focus then shifts to flight control systems, including: autopilot system terminology, basic design theory, and a thorough coverage of general aviation autopilots. The course concludes with the study of commercial aircraft automatic flight control systems and flight management systems. As the final offering of the AET program, all other required courses must be completed prior to the start of EL378.

English Language 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.

EN101 English Composition (3 credit hrs) (48 clock hrs)
This course is designed to improve comprehension and to develop the overall analytical skills that one can apply to any subject requiring the interpretation of written materials. With the student's career choice in mind, EN101 incorporates relevant technical vocabulary in its assignments. The structure of the English language, in both speaking and writing, is used to promote inductive thinking techniques. The materials of this course, including its writing requirements, are designed for first-term postsecondary students.

EN105 Technical Writing (3 credit hrs) (48 clock hrs)
Writing clear and concise technical reports is the primary objective of this unit of study. The basic principles of inductive thinking practiced in EN101 are more fully developed. Creating practical written structures helps promote theme consistency through factual support and overall cohesion. EN101 is prerequisite to this course.

EN208 Professional Communication (1 credit hr) (16 clock hrs)
Verbal communication and resume development are highlighted in this course. The student is helped to acquire up-to-date interview and resume building skills. A student portfolio is developed which includes materials necessary for the interview and hiring process. Methods of electronic resume development and delivery are explored.

General Subjects

GS111 Blueprint Reading (1 credit hr - P) (39 clock hrs)
At first, GS111 familiarizes the learner with drafting equipment and drawing procedures. The course then provides practical experience in reading and interpreting blueprints, diagrams, and schematics, while affording the student the opportunity to construct basic isometric, orthographic, and free-hand illustrations utilizing both pencil & paper. This is an introductory-level course, requiring no prior knowledge of drafting or blueprint reading.

GS113 Safety & the Environment (1 credit hr - P) (48 clock hrs)
This general information course addresses a number of topics which affect safe working environments, as well as ecological concerns for future technicians. Among the subjects discussed are: safe use of hand tools, airport operations, confined space entry, human factors, Occupational Safety & Health Administration (OSHA) regulations, and the Environmental Protection Agency (EPA). Nearly all technicians are now affected by these important issues while on the job. Students apply what they have learned by assisting upperclassmen in certain maintenance tasks. This is an introductory level course, requiring no prior knowledge of these topics.

GS127 Using Reference Materials (2 credit hrs - P) (90 clock hrs)
GS127 teaches the student how to employ reference materials in order to effectively inspect, disassemble, test, reassemble, evaluate, research, acquire, maintain, or measure complex systems and their constituent components. Students also learn how to record and store information concerning these same practices. Using the aerospace industry as a model, GS127 offers a series of related lessons dealing with the utilization of technical reference materials in modern industry. EN101 is a prerequisite for this course.

GS136 Introduction to Instruments & Controls (2 credit hrs - P) (72 clock hrs)
This course of study provides a means to apply several of the concepts involving both mechanical and electronic theory to various instrument systems. Beginning with a study of instrumentation techniques and practices, the course continues with presentations concerning basic electronics subjects, such as radio fundamentals and navigation and communication systems. GS136 concludes with introductory material dealing with radar, autopilots, and flight directors. EL135 is a prerequisite (or co-requisite) to this course.

GS137 Advanced Instruments & Controls (3 credit hrs - P) (104 clock hrs)
Advanced Instruments & Controls is a logical extension of GS136, and provides an overview of some of the more advanced electronically-based systems found on large commercial aircraft. Course highlights include a study of common electronics specifications and standards, and an introduction to advanced communication, navigation, alerting, and warning systems. The study concludes with a more in-depth examination of automatic flight control systems and current electronic instrumentation technologies. GS136 is a prerequisite for this course.

History

HI104 World History - Aviation (3 credit hrs) (48 clock hrs)
From the early unsuccessful attempts at flight to uses in warfare to modern commercial applications, HI104 focuses on the impact of aircraft and their technological advances on historical events, economic development, and political decisions. From the designs of Leonardo de Vinci to modern military and commercial aircraft, this course studies the events and discoveries that helped form history and impact global development. This course is designed for first-year postsecondary students.

Mathematics

MA098 Basic Math Skills (1 credit hr) (24 clock hrs)
This course is offered to students who need to enhance their basic mathematics skills prior to entry into one of the school's associate in specialized technology degree 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.

MA102 Foundations of Mathematics (4 credit hrs) (66 clock hrs)
This comprehensive course is designed to develop the student's skill and confidence with a variety of practical mathematics disciplines. Topics include whole number operations, fractions, decimals, percent, ratios and proportions, powers and roots, signed numbers, algebraic operations, scientific notation, plane and solid figures, graphs, charts, Boolean algebra, and the use of calculators. An acceptable score on the MSA is prerequisite for this course.

MA106 Mathematics for Technology (3 credit hrs) (48 clock hrs)
This course in trigonometry is designed to further students' knowledge in mathematical logistics. Topics include: basic trigonometry, right angle theory, coordinate systems, radian measure, trigonometric functions, sine functions, logarithms, complex numbers, and the polar coordinate systems. MA102 is a prerequisite for this course.

Physics

PH117 Basic Physics (4 credit hrs) (66 clock hrs)
Upcoming technical courses require a basic understanding of a variety of the physical laws of science. PH117 addresses topics such as: atomic structure, heat & temperature, properties of matter, force and motion, light, sound, magnetism, and simple machines. Archimedes' Principle, Bernoulli's Principle, and Newton's Laws of Motion are given particular attention in this broad study. An acceptable score on the MSA is prerequisite for this course.

PH119 Introduction to Electricity (1 credit hr - P) (39 clock hrs)
PH119 introduces the learner to the basic theories and applications of electricity. Ohm's law is studied in the classroom and applied in the lab through construction of simple circuits and electrical diagrams. This course prepares the learner for more complex technical applications of electricity and electronics. An acceptable score on the MSA is prerequisite for this course.

Propulsion Systems

PP241 Introduction to Turbine Engines (2 credit hrs - P) (72 clock hrs)
Introduction to Turbine Engines is a comprehensive look at the theory and operation of modern gas turbines. Engines ranging in size from those that can be hand-carried to high by-pass turbofans as big as a house are studied. Operating principles and fundamental construction form a foundation for future courses. Various engine systems are explored, and learners enjoy the opportunity to disassemble, inspect, and reassemble gas turbine propulsion systems. PH117 is a prerequisite to this course.

PP242 Turbine Engine Technology (3 credit hrs - P) (102 clock hrs)
Information covered in this unit of study includes turbine engine systems and inspection criteria. Particular attention is given to acceptable maintenance practices, engine trim procedures, and remote visual inspections. Additional emphasis is placed on current auxiliary power unit (APU) technology and high efficiency turbofan powerplants. PP241 is a prerequisite (or co-requisite) for this course.

PP245 Introduction to Reciprocating Engines (3 credit hrs - P) (108 clock hrs)
This course includes the history and development of the internal combustion reciprocating engine. Basic piston engine components and their purposes are closely examined. Overhaul and inspection procedures are studied in the classroom then applied in shop. Students who complete this course have a fundamental knowledge about the construction and operation of reciprocating engines. There is no prerequisite for this course.

PP246 Reciprocating Engine Technology (2 credit hrs - P) (72 clock hrs)
PP246 covers engine operating principles, including: firing orders, valve timing, and engine efficiencies. It then goes on to address such engine-related systems as: lubrication, induction, supercharging, heat exchangers, and exhaust. Mathematical computations involving compression ratios, horsepower, gear reduction ratios, and specific fuel consumption are also studied. MA102 and PP245 are prerequisites for this course.

PP265 Advanced Engine Overhaul (2 credit hrs - P) (78 clock hrs)
This advanced course picks up where PP245 and PP246 left off. Learners disassemble, inspect, reassemble, and run up a reciprocating engine. All the finer details of engine overhaul are addressed, including: valve grinding and lapping, cylinder fin repair, helicoil installation, stud removal and repair, hardware identification, pre-lubrication, and engine run-in. PP245 and PP246 are prerequisites for this course.

PP267 Ignition Systems (2 credit hrs - P) (72 clock hrs)
Information covered in PP267 includes the types of engine ignition systems (battery, magneto) and their operating characteristics. Ignition system components, such as coils, condensers, distributors, harnesses, and spark plugs are closely examined. Particular attention is given to magneto ignition systems and their starting aids. EL125 and PP246 are prerequisites for this course.

PP268 Propeller Systems (2 credit hrs - P) (72 clock hrs)
This course examines the fundamental design of propellers and their related systems. Special attention is given to the physical laws which govern propeller operation. The various types of propellers are studied, ranging from simple one-piece wooden props to variable pitch, composite material propellers. Ice control and speed governing systems are also examined. PH117 is a prerequisite for this course.

PP269 Advanced Engine Maintenance (1 credit hr - P) (44 clock hrs)
Advanced Engine Maintenance parallels industry hangar and flight line operations for the powerplant technician. The learner conducts inspection and repair work similar to that found at an aviation fixed-base operation (FBO). Topics covered include: engine replacement, 100-hour inspections, and routine aircraft engine maintenance practices, including ground run and towing. Based on the theory learned in previous engine-related courses, PP269 takes the student to the next level of practical applications. PP245, PP246, PP265, and PP267 are prerequisites for this course.

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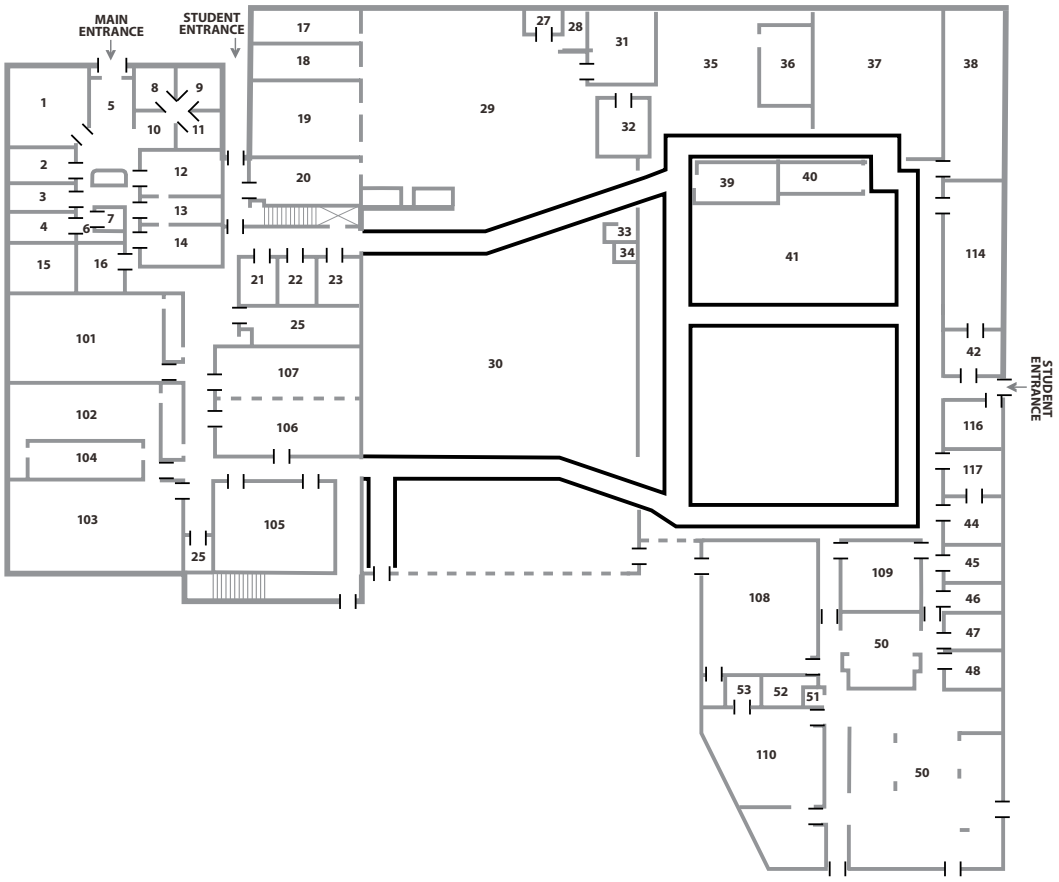
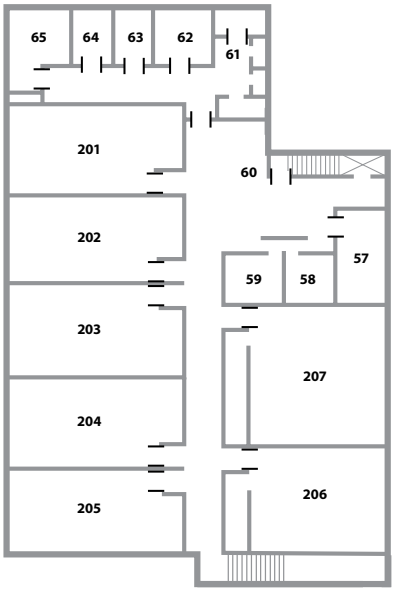
Main Building, First Floor



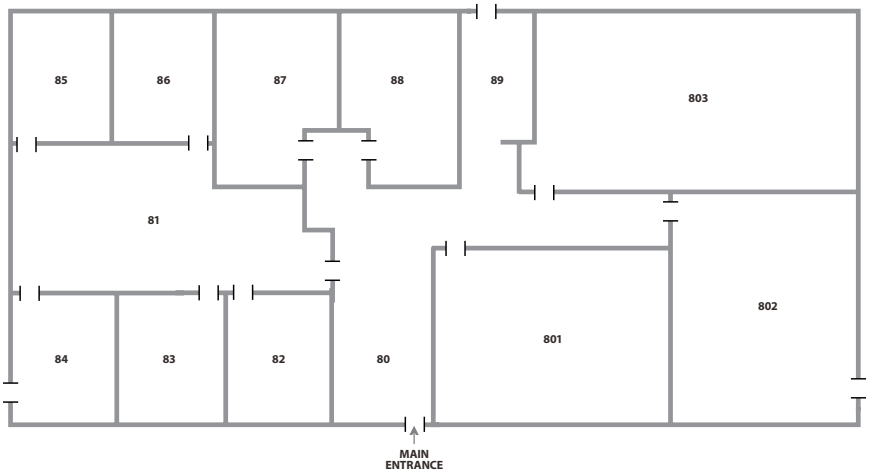
1.....Financial Aid
2.....Administrative Office
3.....Administrative Office
4.....Conference Room
5.....Lobby
6.....Employee Kitchen
7.....Restroom - Women's
8.....Admissions Office
9.....Admissions Office
10.....Admissions Foyer
11.....Admissions Office
12.....Admissions Office
13.....Executive Director for Academic and Student Affairs
14.....Administrative Office
15.....Boiler Room1
16.....Restroom - Men's
17.....Janitor's Office
18.....Janitorial Closet
19.....Restrooms
20.....Administration Office
21.....Student Services Coordinator
22.....Dean of Education
23.....Dean of Aviation Technology
25.....Faculty Office
27.....Chemical Closet
28.....Faculty Office
29.....Paint and Structure Shop
30.....Main Hangar
31.....Storage Area
32.....Faculty Office
33.....Mechanical Closet
34.....Compressor Closet
35.....Sheet Metal Shop
37.....Composite Shop
38.....Composite Clean Room
39.....Hydraulic Shop
40.....Tool Room
41.....Engine Shop
42.....Faculty Office
44.....Boiler Room
45.....Restroom - Men's
46.....Restroom - Women's
47.....Print Shop
48.....Office
50.....Vending
50.....Cafeteria
51.....Electric
52.....Office
53.....Archival Room
54.....Server
102...Bookstore
103...Classroom
104...Financial Aid Office
105...Classroom
106...Drafting Room - Rear
107...Drafting Room - Front
108...Computer Lab
109...Classroom
110...Learning Resource Center
114...Classroom
116...Classroom
117...Classroom

Main Building, Second Floor

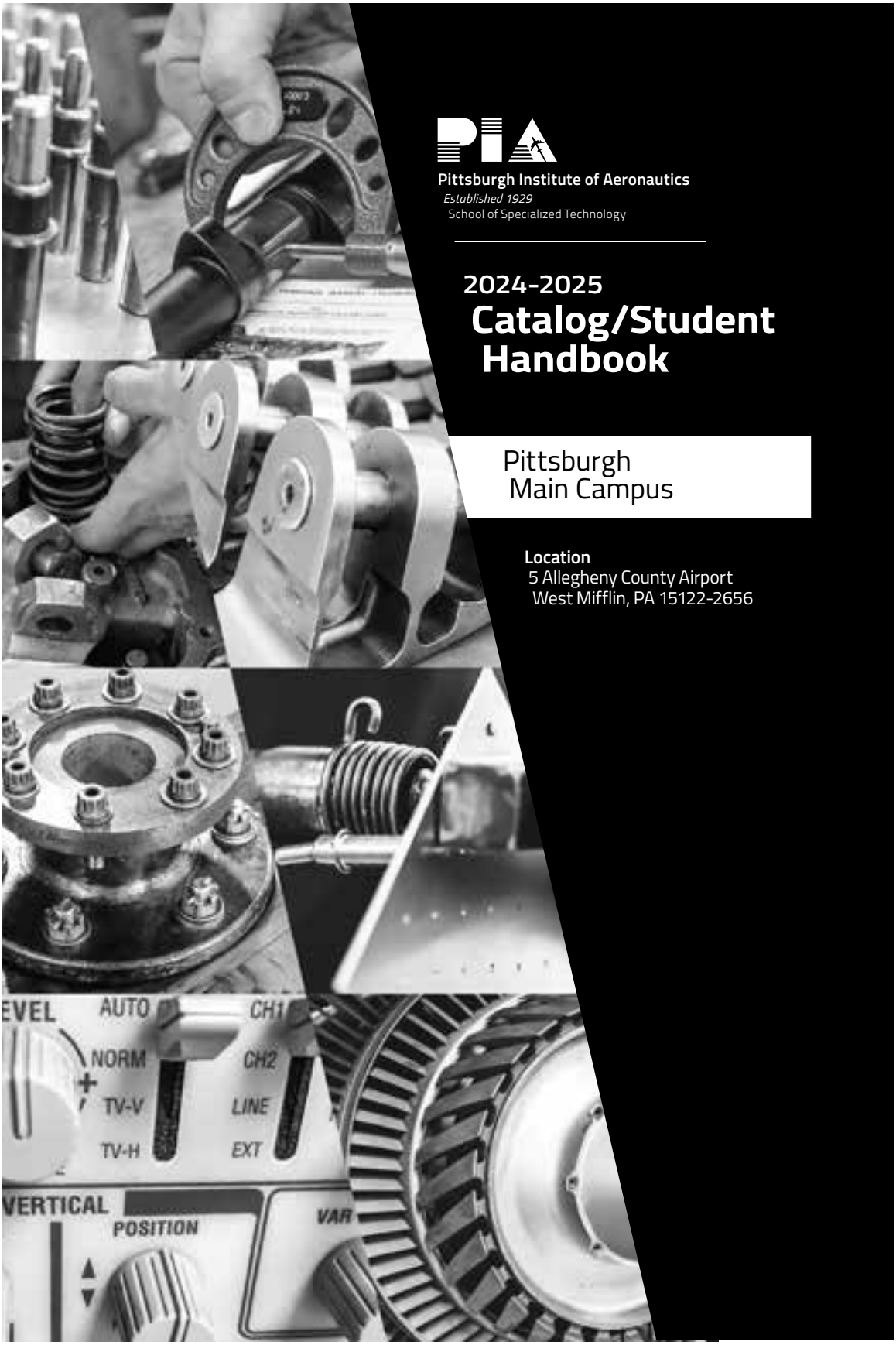


57.....Instructor's Office
58.....Restroom - Men's
59.....Restroom - Women's
60.....2nd Floor Lobby
61.....Employee Restrooms
62.....Administrative Office
63.....Administrative Office
64.....Administrative Office
65.....Administrative Office
201...Classroom
202...Classroom
203...Classroom
204...Digital Electronics Shop
205...Avionics Shop
206...Electronics Classroom/Shop
207...Electrical Shop

Student Services Building



80.....Lobby
81.....Administration
82.....Office
83.....Office
84.....Office
85.....Office
86.....Storage
87.....Employee Restroom - Men's
88.....Employee Restroom - Women's
89.....Mechanical Closet
801...Conference Room
802...PSI Testing Center
803...Classroom



Pittsburgh Institute of Aeronautics
Established 1929
School of Specialized Technology

2024-2025

Catalog/Student Handbook

Pittsburgh Main Campus

Location
5 Allegheny County Airport
West Mifflin, PA 15122-2656

Pittsburgh Institute of Aeronautics
Established 1929
School of Specialized Technology

2024-2025 Catalog Insert

Volume 69, October 2024

Admissions Department
1.800.444.1440

Pittsburgh Main Campus

Faculty

Instructional Staff
Todd Atwell
Glenn Atkins
Darryl Bates
Patrick Buono
Dino Caporossi
Lesa DeMaio
John Hutchins II
Michael Knight Jr.
David Koehler
Kenneth Kuchta
Alexander Ladzinski
Randall Reynolds
Charles Ruggiero
Frank W. Saye
Carly Straight
Paul Sten
Thomas O'Keefe
Thomas O'Keefe, Jr.
George Wallace

School Calendar AST Degree Programs

Class Beginning Date AMT/AET	**Graduation Date AMT/AET**
April 1, 2025	December 22, 2026
July 9, 2025	March 24, 2027
October 2, 2025	June 24, 2027
January 6, 2026	September 21, 2027
April 1, 2026	December 22, 2027

Breaks & Holidays

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

Tuition, Fees, and Charges

Application Fee..... None

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

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

Technology Fee..... $90 per quarter
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
Includes consumable and other specialty items required for various projects and assignments throughout the program. The Materials Fee is dependent on program and curriculum for each term, as referenced below:

- **Required Core Curriculum** Courses (1st - 3rd): $50 per quarter
- **Aviation Electronics Technology (AET)** Major Curriculum (4th – 7th): $50 per quarter
- **Aviation Maintenance Technology (AMT)** Major Curriculum (4th – 7th): $85 per quarter

Tuition Schedule

The total tuition and payment schedule is as follows:

Total Program AET/AMT $42,140.00
Tuition Per Quarter $6,020.00

An applicant who has had previous college training may receive credit for the applicable courses by producing official college transcripts indicating a grade of "C" or better for these courses provided that the catalog descriptions for the courses are comparable to their PIA counterparts. If the descriptions of courses taken at another school only partially parallel PIA's classes, the applicant may be able to receive credit for these subjects by attaining acceptable minimum grades on the applicable by-pass examination(s). Permission to take the by-pass exams can only be granted by the Director.

Books & Tools

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

Aviation Maintenance Technology Program $2,265.00
Aviation Electronics Technology Program..... $2,144.00

FAA Certification Fees

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

FAA EXAM FEES:

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

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

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

NCATT Certification Examination

The NCATT Certification Examination Aircraft Electronics Technician examination is given by PIA staff. The charge for the basic examination is $175.00. This fee is regulated by the Credential Testing Services, a division of SpaceTEC Partners, Inc., and is subject to change at any time. Students will be notified of fee changes in a timely manner.

Pittsburgh Institute of Aeronautics

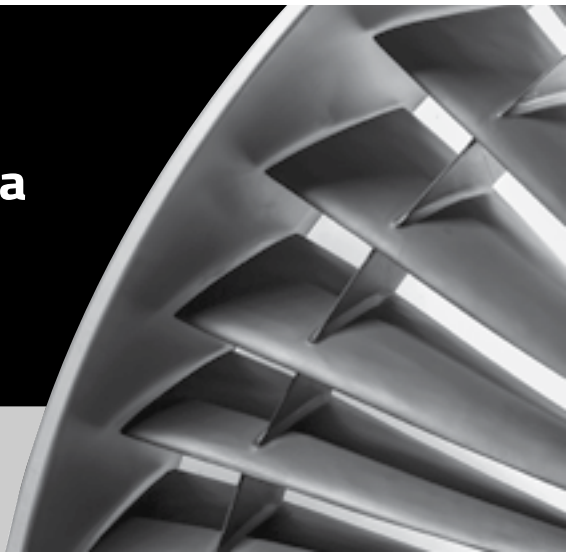
Catalog Addenda & Errata

Revised September 17, 2025
Volume 69, October 2024

Pittsburgh Campus

Admissions Department ▪ 1.800.444.1440

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



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

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

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

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

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

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

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

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

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

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

School Delay/Closing*.....*Pg. 12

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

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

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

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

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

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

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

Counseling Services ..... Pg. 38

Washington EAP has changed to Lytle EAP.

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

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

Appeal Process for Academic Withdrawal ..... Pg. 15

Updated Point of Contact for SAP Appeals.

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

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

Updated to reflect change from Make-Up Time to Make-Up Work and Gross Absence Allowance.

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

Periods of Study
The curriculum for all full-time programs is comprised of periods of study referred to as quarters. Each quarter consists of 354 clock or contact hours.

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

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

Exceptions to the regular class schedule include holidays, student break days, and faculty in-service days as listed on the school calendar insert provided with this catalog.

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

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

Absence
Regular and consistent attendance is a critical requirement of PIA's training programs. A student must attend at least 90% of all scheduled class and shop/lab hours. Failure to meet this standard will result in dismissal from the program.

Students will be notified at designated points in the term if absences are deemed excessive. A student shall be placed on provisional status upon reaching the absence threshold. For students enrolled in a full course load, this threshold is 35 hours per quarter. For students enrolled in fewer contact hours, the absence threshold shall be calculated as 10 percent of the scheduled hours for the term. While on provisional status, a student must not incur any additional absences for the remainder of the term.

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

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

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

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

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

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

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

Special Provisions for Military Service Members. Military Members who are scheduled to be deployed should provide the Dean or Student Records personnel with documentation and notification as far in advance as possible.

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

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

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

Student attendance records reflect the following information:

- Date and amount of absence for each occurrence.
- Number of late arrivals and early departures.
- Total absence by term.
- Accumulated absence.

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 Dean.

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 as described, keeping in mind that quizzes generally are not eligible for retakes. If a student has a question regarding the eligibility of a test or quiz for a retake, they may contact their course instructor.

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.

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 Dean within five (5) school days of the decision.