

# Northwest Aviation College



## College Catalog 2011-2012

506 23<sup>rd</sup> St NE  
Auburn, WA 98002  
253-854-4960  
[www.NorthwestAviationCollege.edu](http://www.NorthwestAviationCollege.edu)

## Accreditation and Authorization

Northwest Aviation College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education. The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Northwest Aviation College is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act. This authorization is valid until July 24, 2012 and authorizes Northwest Aviation College to offer the following degree: Associate in Applied Science Aviation Flight Technology. Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the HECB office at P.O. Box 43430, Olympia, WA 98504-3430.

Northwest Aviation College is approved under 14 CFR Part 141 of the Federal Aviation Administration Regulations as an approved Flight School.

Auburn Flight Service is approved by the Workforce Training and Education Board for the training of veterans, National Guard Reservists and other eligible persons under provisions of Title 38, U.S. Code.

Additionally, this school is authorized by the U.S. Immigration and Naturalization Service to enroll non-immigrant alien students.

This catalog is certified to be true and correct in content and policy as of the date of publication.

Issue Date: October 5, 2011

SIGNATURE OF SCHOOL OFFICIAL:

A handwritten signature in blue ink, appearing to read "Michael E. Kopp".

Michael E. Kopp, President

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# College Calendar

## 2011-2012

### FALL QUARTER 2011

Aug. 23	– Sept. 23	Registration
Sept.	26	Classes Begin
Oct.	10	Columbus Day (No Classes)
Nov.	24	Thanksgiving (No Classes)
Dec.	17	Wright Brothers' First Flight
Dec.	17	Classes End

### WINTER QUARTER 2012

Nov. 30	- Dec. 31	Registration
Jan.	2	Classes Begin
Jan.	16	Martin Luther King Jr.'s Birthday (No Classes)
Feb.	20	Presidents' Day (No Classes)
Mar.	24	Classes End

### SPRING QUARTER 2012

Feb. 29	- Mar. 30	Registration
April	2	Classes Begin
April	8	Easter
May	28	Memorial Day (No Classes)
June	23	Classes End

### SUMMER QUARTER 2012

May 31	- Jun. 30	Registration
July	2	Classes Begin
July	4	Independence Day (No classes)
Sept.	3	Labor Day (No Classes)
<b>Sept.</b>	<b>22</b>	<b>Classes End</b>



# About The College

## History

Northwest Aviation College's history began in 1969 when Seattle Flight Service opened Auburn Flight Service in Auburn, Washington. In 1992, Auburn Flight Service was approached by United Airlines to partner with local universities and start a professional pilot training program in Western Washington. After determining that the local universities were unable to support a professional flight-based aviation program, in 1993 Auburn Flight Service received approval to create a new aviation college; Northwest Aviation College.

Throughout the past 40-plus years of its history, the school has trained numerous professional pilots that have been hired by local, regional, national, and international passenger-carrying and cargo airlines throughout the world and pilots that work in specialized operations such as Alaskan Charter "Bush" Pilots, back-country missionary relief pilots, and the military, to name a few!

## Approvals and Accreditations

### *Accrediting Commission of Career Schools and Colleges*

Northwest Aviation College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

### *U.S. Department of Education*

Northwest Aviation College is authorized by the U.S. DOE to issue Federal Financial Aid under Title IV.

### *Washington State Higher Education Coordinating Board*

The College is recognized by the Washington State HECB as an Institute of Higher Learning.

### *Federal Aviation Administration*

In addition to providing flight training under 14 CFR Part 61 of the Federal Aviation Regulations, Northwest

Aviation College is approved by the FAA as a 14 CFR Part 141 flight school.

### *Veteran's Affairs*

Approved by Veteran's Affairs, the College can provide training under Chapter 30 (Montgomery GI Bill), Chapter 31 (Vocational Rehabilitation), and Chapter 33 (Post 9/11 GI Bill) to veteran students who qualify.

### *U.S. Immigration and Naturalization Service*

Northwest Aviation College is authorized by the U.S. INS to enroll non-immigrant alien students either with an F-1 or M-1 visa.

## Mission

The Mission of Northwest Aviation College is to provide quality aviation education services, with an emphasis on student success, supporting the staffing needs of the aviation industry, and maintaining a vision toward the future.

## Vision

Northwest Aviation College continues to support the aviation industry by providing students with aviation education and training interlaced with real world experience to produce trained, experienced, and competent graduates.

# CAMPUS

## Facilities

Northwest Aviation College is located at the Auburn Municipal Airport, **506 23<sup>rd</sup> St., NE, Auburn WA 98002**. The College operates flight dispatching, administration and all classes in a 2,700 square foot building located on the airport. A simulation lab is located in a 1,000 square foot building also located on the Auburn Airport next door to the main building.

All training rooms are well lighted and the temperature is thermostatically controlled. Each room is well ventilated and conforms to all local building, sanitation, and health codes.

## **Maximum class size (Room or Laboratory)**

Aviation Technology:	15
General Education:	15
Flight Training:	1:1 Flight Instructor

All flight training originates out of the Auburn Municipal Airport. The airport is located 20 miles south of Seattle and is the fourth busiest airport in Washington State, ranking behind Boeing Field (Seattle), Seattle-Tacoma International Airport and Paine Field (Everett). The Auburn Airport also serves as the busiest non-towered airport in Washington State. For flight training, the College facilitates use of two practice areas within 5-minutes of the airport for a majority of flight training.

## **Bookstore**

Northwest Aviation College has a bookstore on site, and an online book store as well. All required textbooks and aviation supplies that are needed for the various programs are available for purchase in the bookstore. Special order books and supplies can also be purchased through the bookstore via the various suppliers the Store works with.

## **Library Resource Center**

Northwest Aviation College maintains a collection of aviation books, reference books and materials, Periodicals and videos in its library. In addition to the onsite library, Northwest Aviation College students and faculty may access and utilize the local public library system. Computers located throughout the school offer students access to the internet and online databases for additional informational queries and/or research.

College course syllabi includes specific use of the College's learning resource system in support of the various courses used in the College's programs..

## **Testing**

Computer testing for pilot written tests is offered on campus in the main building. The ASSET test for entrance can be scheduled through the Director of Education and will be administered in the main building.

## **Housing**

Northwest Aviation College does not offer on-campus housing. The College maintains a listing of housing available in the Auburn area. For a copy of this listing please contact the Student Services office.

## **Campus Security**

Northwest Aviation College takes the safety and security of its students seriously and has a number of safeguards put in place to ensure a safe and secure campus. Annually, the College submits a security report to the U.S. Department of Education, and this report is available for student and staff use on the College's website at: [www.NorthwestAviationCollege.edu/Resources/Security](http://www.NorthwestAviationCollege.edu/Resources/Security). The security report includes statistics for the previous 3-years for reported crimes that were on-campus and includes institutional policies regarding the campus.

## **Student Services**

The student services office provides a number of services in support of student success while enrolled in the college and after graduation. Throughout this catalog you will find more information on each of these services such as:

- College Admissions
- Administration of placement testing and FAA written exams
- Financial Aid (Federal Student Aid and VA)
- Enrollment
- Advising
- Transcripts



## Entering the College

### GENERAL ADMISSION

All applicants enrolling into Northwest Aviation College to pursue the degree program or one of the vocational certificate programs are required to complete an Application for Admission form and supporting documentation. For international students, please refer to the following section titled “International Students” for additional guidance. The following documents are required when applying for enrollment into the College:

#### *Application for Admission Form*

To apply for admission into the College, the student will need to complete the *Application for Admission Form*, which can be access via the College’s website or from the Student Services office.

#### *High School Diploma*

Applicants must furnish proof of graduation from a recognized secondary education program.. A high school diploma, high school transcript, GED, college transcript with “high school graduation” notated or equivalent must be provided.

#### *Minimum Age*

An applicant must be 18 years of age at the time of entry into a program to be considered for admission into the college.

#### *Verification of Identity*

The applicant must show a current government issued photo identification card (e.g. current driver’s license or passport).

#### *Proof of Citizenship*

An applicant must prove citizenship in the United States. The applicant can provide either an *original* birth certificate or an un-expired passport. If the applicant does not have citizenship in the United States, please see “International Students”.

#### *English Language*

Students enrolling into any of the College’s programs must be fluent in their ability to read, write, speak, and understand the English language. For those students pursuing a pilot certificate and/or rating, this is a Federal Aviation Administration requirement. To demonstrate English proficiency a valid (within 2 years of the date of the test) TOEFL score of 550 must be submitted to the Director of Education.

#### *Placement Test*

All applicants must take and pass a placement test consisting of reading, writing, numerical skills and Algebra. If a student does not pass the placement exam, the student may provide proof of ten hours spent with a tutor. The student may then retake the test. In the event that the student fails the test a second time the student will be required to attend a college with classes that prepare them for college level classes in the area failed. Upon the completion of college prep level class (a course level in the 90’s), the student then will be required to re-take the placement test in the deficient knowledge area to gain entrance to Northwest Aviation College. Northwest Aviation College does not offer these classes, but an Academic Advisor can suggest a local college to attend. The applicant will be required to provide a transcript that reflects a passing grade on the prep class.

### ***Federal Aviation Medical Certificate***

An applicant must obtain an FAA medical certificate for entrance into the college. A minimum of a 3<sup>rd</sup> Class Medical is required. Northwest Aviation College encourages applicants who wish to pursue a professional career as a pilot to apply for a 1<sup>st</sup> Class Medical as this is the required level for many careers as a professional pilot. In the event a student cannot pass a 1st-class flight physical, the student will be able to take this information into consideration while planning their career goals.

### ***College Transcripts***

If the student would like to have prior college credit evaluated, then the student will be required to submit official transcripts from college(s) previously attended. Copies given to the administration by the student will not be considered “official”. “Official” transcript must be sent from the college previously attended directly to Northwest Aviation College.

## **INTERNATIONAL STUDENTS**

### ***Resident Alien***

Along with the previously mentioned items, an applicant who resides in the United States as a Resident Alien will need to supply their un-expired passport as well as their Resident Alien Card.

### ***Non-U.S. Citizen Not Residing in the United States***

1. In addition to the General Admission requirements, the applicant will need to fill out the International Student Enrollment Form and provide the documentation listed on that form. This form can be downloaded off the College’s website at:  
[www.NorthwestAviationCollege.edu/international](http://www.NorthwestAviationCollege.edu/international).
2. Per the general admission requirement, if an applicant does not possess a high school diploma or equivalent, the applicant will have to provide evidence of satisfactory completion of a secondary education program and pass the placement test once they arrive at the College. Failure to pass

this test may require the student to return to their country of origin.

3. The applicant will need to register with the Transportation Security Administration (TSA) and receive preliminary approval. Upon approval, the applicant will need to complete fingerprinting, which may be done upon arrival into the United States.
4. Upon receiving preliminary approval, Northwest Aviation College will issue the student a visa I-20 form for an F-1 or M-1 Student Visa. The student will schedule a meeting at the closest American consulate to obtain their visa.
5. Upon arriving in the United States, the student will report to the College and the final TSA authorization steps will be completed.
6. The TSA will issue final authorization for training.
7. The student can continue to the enrollment process.



## **ADMISSION PROCESS**

### ***Step 1: Application for Admission***

The applicant must submit the signed Application for Admission Form to Northwest Aviation College along with the aforementioned documentation.

### ***Step 2: Initial Advisement Meeting***

The applicant will meet with an Academic Advisor to discuss program goals to ensure completion of the program will benefit the student, costs of attendance, financial obligations and discuss any questions the applicant may have about the program. If a student wishes to use Federal Financial Student Aid and/or Veteran's Benefits to pay for the program, all documentation must be completed and received by the Director of Education prior to this initial meeting.

### ***Step 3: Placement Test***

The student must make an appointment to take the placement exam.

### ***Step 4: Student Admissions Approval Board***

All information will be submitted to the Student Admissions Approval Board to decide entrance into the College. If all previous requirements are met, the student will be granted admission into their requested program.

### ***Step 5: Letter of Acceptance or Denial***

Upon review of the applicant's documentation and submitted Application for Admissions Form, the board will approve or deny the applicant admission. At this time, either a Letter of Acceptance or a Letter of Denial will be sent to the applicant.

If a Letter of Denial is issued to an applicant, the reason as to why denial was given will be listed in the letter. The applicant can then apply at a later date for entrance into the College once the requirements are met.

### ***Step 6: Enrollment***

The student will make an appointment to complete college enrollment prior to the beginning of the quarter requesting entrance. A non-refundable enrollment fee of \$175.00 will be required at this time.

Flight enrollments are considered a separate enrollment and must be made separately.

If a student wishes to attend the school seeking Continuing Education (classes, flight training, etc...), there is no need to complete the prior requirements. So long as any class prerequisites are met, Continuing Education students can begin training at any time and register for classes with the Front Desk.



## **FINANCIAL AID**

Financial Aid is available to students who attend Northwest Aviation College. For a student to be eligible and evaluated for financial aid, the student must fill out the Free Application for Federal Student Aid (FAFSA) at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). Once completed, the student shall make an appointment with the Financial Aid Advisor to determine eligibility. While financial aid will help fund a portion of the various college programs, it is unlikely that it will cover 100% of the flight-related programs and students should anticipate having to secure additional financial support beyond that of federal student aid

**Federal Stafford Loan:** Amounts vary yearly and are impacted by student need as well as the year attending. These loans are required to be repaid and may be subsidized or unsubsidized by the federal government.

### **Parent Loan for Undergraduate Students (PLUS):**

The PLUS loan is available for a parent to receive to assist a child attending an undergraduate program. Student need is not evaluated but amount is affected by Cost of Attendance less other aid factors. This loan is required to be repaid and is unsubsidized.

**Pell Grants:** This is a need-based award that does not have to be repaid. The maximum amount a student may obtain is \$5,550 in one academic year. The amount is determined by financial need as well as enrollment status (less than half-time,  $\frac{3}{4}$  time or full-time).

To determine eligibility for any financial assistance, the student must make an appointment with the Financial Advisor.

## **VETERAN'S ASSISTANCE**

Northwest Aviation College is approved by the Veteran's Administration to offer Chapter 30, Chapter 31, Chapter 33 and REAP benefits to veterans who qualify. If you have questions concerning the acceptance of these or other VA benefit programs please contact an admissions counselor.

A copy of the Certificate of Eligibility will be required for an applicant to apply for use of the Veteran's Benefits towards an academic program.

All applicants wishing to use Veteran's Benefits are *required* to submit all previous transcripts of courses completed at all colleges previously attended.

Northwest Aviation College does not currently participate in Tuition Assistance or the Yellow Ribbon program.



# Academic Credit

Northwest Aviation College operates on a quarterly academic system. Note: 50 minutes of instruction with a 10-minute break is considered 1 clock hour. Clock hour to credit hour conversion formula is as follows:

## Quarter Credits

- 10 Classroom or contact hours = 1 quarter credit hour. (Contact = one on one with an instructor either in the classroom or in the airplane, 10/1 ratio).
- 25 Laboratory work hours = 1 quarter credit hour. (Laboratory = supervised hands on activities either in the classroom or in the airplane, i.e. supervised solo flight, planned lab experiments etc. 25/1 ration).
- 30 Intern/Externship work hours = 1 quarter credit hour. (30/1 ratio).

Additional information regarding clock hour to credit hour conversion may be obtained from your academic advisor.

## Sources of Academic Credit

- **College Level Examination Program**

Northwest Aviation College recognizes that many students have obtained knowledge in subject areas outside the classroom. Credit for this non-traditional learning may be granted by successfully completing CLEP or challenge exams.

- **Credit for Flight Certificates**

A maximum of 60 credits may be granted from flight certificates. To obtain credit for these certifications, the student should contact the Director of Education.

If a student has obtained airmen certificates issued by the U.S. Federal Aviation Administration, credit may be granted for those certificates, provided a copy of the certificate is submitted to the college.

To ensure the quality of the pilots graduating from the various programs, credit awarded based on submitted pilot and/or flight instructor certificates, will be at the discretion of the Director of Education and Chief Flight Instructor.

- **Military Service Credit**

Credit for military schools will be granted as per the ACE Guide (American Council on Education). To obtain credit, the student's official military education transcript, SMART, AARTS, etc. must be submitted to the schools administration office.

## Transfer Credit

Credit for course work from other colleges and universities may be granted at the discretion of the registrar. To obtain transfer credit, students must request an official transcript from each college and/or university attended, to be sent directly to Northwest Aviation College for evaluation. Credit completed more than 10 years before the date of enrollment may not be transferrable. The Director of Education can waive this requirement if it can be determined that the student still possesses sufficient knowledge in the subject requested for transfer. The student must have passed the courses with an equivalent of a grade of "C" or better.

## Transferability of Credit

Northwest Aviation College will make available in transcript form, all course work completed at this institution. Students should be aware that each college and university has policies regarding the award of transfer credit. Therefore, transferability should never be assumed. Students should contact the receiving institution to determine if credits earned at Northwest Aviation College are transferable into a specific degree program. The student's academic advisor may also help with questions on transfer credit. Northwest Aviation College recognizes students' right to privacy and will release transcripts only by written authorization from the student.

# TUITION AND FEES

## Tuition

Northwest Aviation College reserves the right to change tuition during the course of a student's program. The college reserves the right to change tuition rates with at least 30-days notice in writing to current students prior to the effective date of the increase. Tuition is charged at the rate of \$95.00 per credit hour. Full time enrollment is considered to be 12 credit hours per quarter

## Lab Fees (Flight Training)

Lab fees cover the expense of the actual flight training required of pilot certificate and rating courses. Lab fees are not associated with tuition fees. Course lab fees are initially computed against the *minimum FAA* Part 141 course requirements and due in full, at the beginning of each quarter. If students require additional training beyond that of the minimum course hours, the student is responsible for ensuring a positive account balance. If a student is disenrolled or withdraws from a class prior to utilizing all fees associated with the lab expense, the unexpended funds will be returned to the student per the College's refund policy. A price list for the flight training lab fees can be obtained from the student services office. The College reserves the right to change flight-training fees without notice.

## Book & Supply fees

Books and supplies are purchased by the student and become the student's sole property. The cost of books and supplies will vary with each course. Contact Student Services for a more detailed books/supply listing. Additionally, required books and supplies are listed on the class rosters when signing for class(es).

## Evaluated Credit

College credit for previous non-traditional learning and documented competencies is available. Once evaluated and approved, a cost of \$8.75 per credit hour will be charged for transcribing these credits.



## Northwest Aviation College Transcripts

A student wishing to order a transcript must submit a transcript request form. There is a \$6.25 charge for an "Official" transcript that must accompany the request form. There is no charge for an unofficial transcript.

# FERPA

FERPA (Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student records. The law pertains to students attending a school of Higher Education approved by the Department of Education.

FERPA gives certain rights to parents regarding their children's educational records. These rights are relinquished once a child reaches the age of 18 or attend a post-secondary (above high school level) school.

If a child would like to give his/her parents rights to educational records, the student must fill out a "Release of Information" form listing the names of the parents. This form can be found at the school.

These rights are as follows:

1. The right to review and inspect the student's education record maintained by the school. Schools are not required to provide copies of student records unless, for reasons such as great distance, it is impossible for the student to review the records. Schools may charge a fee for copies made.
2. The right to request that the school correct records which they feel to be inaccurate or misleading. If the school decides not to amend the record, the student has the right to a formal hearing. If after the hearing, the school still decides not to amend the record, the student has the right to place a statement with the record about the information in question.
3. Normally, a student must fill out a written request to release any information contained in their record. However, FERPA allows disclosure of student records in the following situations:
  - School officials with legitimate educational interest.
  - Other schools to which a student is transferring.
  - Specified officials for audits or evaluation purposes.
  - Appropriate parties in connection with financial aid to a student.

- Organizations conducted certain studies on behalf of the school.
- Accrediting organizations.
- To comply with judicial orders or a lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may also disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell the student and allow the student a reasonable amount of time to request the information not be released.

For additional information, you may call 1-800-USA-LEARN or contact authorities at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington D.C. 20202



# REGISTRATION

Registration days are published in the college calendar.

Students should plan on making appointments with their advisor prior to registration. After meeting with the advisor, students may register anytime during open registration. Early registration is encouraged to ensure holding a spot as there is a class size maximum of 15 students.

# INSTRUCTIONAL SCHEDULE

Classroom Instruction is offered on a quarterly basis. Classes will not be held during holidays listed in the school calendar.

Flight Training is offered each day of the week except the following holidays: *New Year's Day, July 4<sup>th</sup>, Thanksgiving Day, Christmas Day.*

## Typical Daily Schedule

Full-time enrollment status is determined in one of two ways: quarterly and program. Quarterly full-time enrollment status is based on students being enrolled in courses that total 12 credits or more per quarter. Full-time program enrollment is based on completing the program of the student within the full-time limit specified in each program. For example, a full time enrollment status in the AAS degree program would be 24- months. For adequate progress through the AAS degree program, a 15-credit hour course load is recommended. A typical student class schedule consists of three courses per quarter and therefore may look something like the following example:

Class No.	Class Description	Credits	Days	Time
AVN 110	Private Pilot, Ground	5 Credits	T/Th	7:30-10:00pm
AVN 214	Aviation History	5 Credits	T/Th	5:00-7:30pm
ENG 111	Technical Writing	5 Credits	M/W	5:00-7:30pm

# Course Conduct and Grading Policy

## Attendance Policy

- **Absences and Tardiness**

Students are required to attend all regularly scheduled classes for which enrolled. Students are required to be in classrooms on time for academics and be on time for flight appointments. Students that are late for an appointment, class, or flight are considered tardy. Students who are more than 15 minutes late for an appointment, class, or flight are considered absent. Pre-flight preparation is not generally considered part of the lesson. Please ask the flight instructor for which lessons include pre-flight as a part of the lesson. Pre-flight activities are to be completed prior to the scheduled flight lesson time allocated.

When absence from a class is necessary for any reason, the student must notify the instructor and arrange for make-up assignments.

- **Excessive Absences and Tardiness**

Cancellation of a scheduled flight appointment should be coordinated as soon as possible. At a minimum, cancellation must be made 24 hours prior to the scheduled flight/ground appointment. If the student does not cancel prior to the scheduled appointment or if the student misses the appointment, the student will be charged for the session to include ½ the cost of the scheduled airplane plus the full cost of the scheduled instructor.

Students may be administratively withdrawn (terminated) from any class or course for excessive absences or tardiness as follows:

- If a student accumulates 5 unexcused absences or tardiness for any class or course, the student will be notified in writing and placed on attendance probation.
- In the event the student accumulates an additional unexcused absence or tardy, the student will be notified in writing and

administratively withdrawn from the course or class.

- If a student is administratively withdrawn from two or more courses or classes, the student may be terminated from their program of study. Students terminated from their program of study will receive written notification. For information regarding readmission please refer to “Readmission” in the catalog.

## **SATISFACTORY PROGRESS**

A student who fails to maintain satisfactory progress as listed below will be notified in writing and placed on academic/training probation for the following grading period. Failure to meet academic requirements during the probation period may result in termination from the course or program of study. Northwest Aviation College evaluates satisfactory academic progress two ways: qualitative and quantitative.

### **Qualitative Evaluation**

Grades for each student will be assessed quarterly by an academic advisor. Students must maintain a 2.0 on a 4.0 scale throughout training to be considered as making satisfactory progress. Refer to Northwest Aviation College’s grading policy for a more detailed explanation.

Any student that has fallen below the minimum cumulative GPA requirement of 2.0 as reflected on the college transcript will be notified in writing that he/she have been placed on academic probation. The student will have until the end of the current academic year (based on initial enrollment term) to achieve a cumulative GPA of 2.0 or higher. Failure to achieve a cumulative GPA of 2.0 or higher after the academic year will result in an administrative withdrawal from the program. Additionally, a student will not be eligible to receive federal student aid and/or VA benefits if his/her cumulative GPA drops below the 2.0 threshold at any time.

Students enrolled in flight courses will receive on-going progress evaluations throughout the term by the students’ primary flight instructor and as reflected in the students flight training record.

## **Quantitative Evaluation**

Students are expected to complete the program of study within 1.5 times the normal program length. Normal program lengths are listed in the academic information section for each program of study. On a yearly basis, evaluation of student progress will be performed to ensure the students’ program will be completed within the allotted time period. If a student fails to obtain the required amount of credits in the first academic year, the student will be placed on probation and notified in writing. The student will then have the second academic year to make up the credits missed. If the student fails to achieve this requirement, the student will be administratively withdrawn (terminated).

### **Grading System**

Specific criteria for measuring academic and flight progress for a student is as follows:

Excellent	90-100%	=A	=4.0
Above Average	80-89%	=B	=3.0
Average	70-79%	=C	=2.0
Below Average	60-69%	=D	=1.0
Unsatisfactory	0-60%	=F	=0.0
Withdrawal		=W	N/A
Pass/Fail		=P/F	N/A
Incomplete		=I	N/A
Audit/No Credit		=N	N/A

Academic and flight courses are graded based on many different criteria set forth by the instructor. Each student will receive a course syllabus during the first day of class which reflects the criteria of that specific class. Some examples would be the instructor’s make up work policy, attendance, participation, quizzes, homework, presentations and tests. The student will be given a final grade at the completion of the class based on the completion of the requirements set forth in the syllabus.

## Leave of Absence

A student may request a Leave of Absence (LOA) if he/she will be unable to attend classes for a period of time. The maximum period allowed for a LOA is 180 days after which the student will be administratively withdrawn if the student has not re-established satisfactory attendance. A LOA will typically be taken in lieu of an academic term, and the student is not withdrawn from the academic program during this absence.

In the event an urgent matter necessitates the student to request a LOA once an academic term is in session, and that leave is granted by the Northwest Aviation College, the student will have the opportunity to either disenroll from the class per the class withdrawal policy, or receive a grade of incomplete. If a grade of incomplete is issued, a written plan shall be provided on the grade sheet as to when the class will be completed as well as any additional requirements. This plan shall be signed by both the instructor and the student with a copy provided to the student and copy placed in the student's academic folder

To request a LOA, a student must complete a "Leave of Absence Request Form" which can be obtained from the student services office. Once submitted, the request is reviewed by the, Director of Education, the Chief Flight Instructor, and if the LOA is requested during an academic term, the class instructor(s). The review process will determine if the student will still be able to complete the chosen program of study within 150% of the program length and that the student is able to maintain satisfactory progress as indicated above. Once a decision is made, the student will be notified in writing as to the approval or disapproval of the LOA.

## Course Withdrawal

A student who decides to withdraw from a class that is already in session must do so *prior to the end of the fourth class convening (unless approved by the Director of Education)*. Withdrawing after the fourth class will result in a grade being issued in accordance with the following "incomplete grades" policy. A student that drops or withdraws without completing and submitting the class withdrawal form will receive a grade of "F" for that class. Verbal communication with

the instructor or not attending class does not constitute an official withdrawal.

- **Course Incompletion**

An instructor may record a student's work as incomplete when the student has been delayed in completing the required work for good reason. Incomplete grades are to be made up according to a signed agreement between the instructor and the student, which is located on the course grade report. A copy of this agreement will be kept on file in the student's academic records.

- **Incomplete Grades**

The "I" grade (incomplete) is temporary and may be given only at the end of a course when a student cannot complete the required work, because of severe hardship beyond his/her control, as determined and approved by the course instructor. The instructor and student must sign an "I" grade agreement outlining the course work to be completed. A grade of "I" must be converted to a letter grade by the date established by the instructor. This date can be no later than 90 days following the ending date of the course. Additional extensions approved after this period are considered an exception to policy and require both the concurrence of the instructor and approval by the Director of Education.

A student taking a course by independent study which will not be able to complete the course by the term ending date must make a written petition to the Director of Education. The petition must be received at least two weeks prior to the term ending date. A maximum extension of 5 weeks may be granted depending on the explanation of circumstances contributing to the justification for the incomplete grade. Appropriate third-party evidence corroborating the circumstances must accompany the petition.

If an extension is granted for any class, an "I" grade will be issued until the end of the extension. If the course is completed within the approved extension period, the "I" grade is converted to the grade earned. If a student does not complete the course within the specified extension period or the request for extension is not approved, the grade of "I" automatically converts to an A letter grade based on course work completed.

## **Repeating a Course**

A student may not repeat a course for which credit has been given except when such a repeat is necessary to satisfy a requirement for improving academic or skill progress (grade). Both grades earned appear on the transcripts and both grades will be averaged into the final grade point average.

A student who has earned an “F” in a flight class may only repeat the class with approval from the College Board. A petition must be submitted to the College Board explaining the circumstances of why the student failed the first time along with any appropriate documentation to state the case. The College Board will notify the student in writing with a Letter of Approval to Retake Flight Course or a Letter of Denial to Retake Flight Course.

## **Standards of Conduct**

Conduct that disrupts educational progress or that is destructive to property is not tolerated. Violating the conduct policy will result in the student being disenrolled by a school official and directed to leave the campus.

### **Student Conduct Policy**

The student at all times shall comply with all local and state regulations as well as the Federal Aviation Regulations.. For flight students, instruction regarding regulations will be given prior to solo flying and appropriately thereafter. Consistent or flagrant violations of such regulations or requirements will be grounds for dismissal from the program.

A student shall conduct himself/herself in an orderly and considerate manner at all times when on the school premises and when operating the School’s aircraft. Students will show up for flight and classroom training in a sober and receptive condition. Violations of these conditions are just cause for dismissal.

## **Outside Preparation**

Beginning each classroom and flight/ground training session well prepared is important for the success of the student. Northwest Aviation College utilizes as a general rule, two hours of outside preparation for one hour of instruction. This amount of preparation time is only a guideline. Northwest Aviation College strongly encourages each student to take into account his/her individuality and differences to ensure adequate study time to well prepared for classroom, ground, and flight training.



## **ACADEMIC PROGRAMS**

### **Vocational Professional Pilot Programs**

The vocational professional pilot certificate programs are designed to give a student skills and proficiencies necessary to obtain employment in the aviation industry. The specific program requirements and employment opportunities available to graduates of these programs are listed below. Upon successful program completion, the student will be awarded the appropriate Professional Pilot Vocational Certificate.



## Program Requirements \*Indicates prerequisite

AVN 110	Private Pilot Ground School	5
AVN 120*	Commercial Pilot Ground School	5
AVN 130 *	Instrument Pilot Ground School	5
AVN 140*	Flight Instructor Ground School	5
AVN 216	Aviation Systems	3
AVN 221*	Private Pilot Flight 1	1
AVN 231*	Private Pilot Flight 2	2
AVN 241*	Private Pilot Flight 3	2
AVN 222*	Commercial Pilot Flight 1	3
AVN 232*	Commercial Pilot Flight 2	4
AVN 242*	Commercial Pilot Flight 3	3
AVN 223*	Instrument Pilot Flight 1	2
AVN 233*	Instrument Pilot Flight 2	1
AVN 243*	Instrument Pilot Flight 3	1
AVN 224*	Flight Instructor, Flight 1	2
AVN 234*	Flight Instructor, Flight 2	<u>3</u>
		<b>47 Credits</b>

**Completion Time** - 12 months for full-time students  
 18 months  $\frac{3}{4}$  time status  
 36 months less than  $\frac{1}{2}$  time status or  
 65 quarter credit hours attempted

## Professional Pilot I Certificate Program

The Professional Pilot I Certification Program will provide the student with the skills and certification as a commercial pilot with instrument rating and certified flight instructor. Upon successful completion of this curriculum the student will receive a vocational certificate of Professional Pilot I. This certification will meet entry-level hiring requirements for most 14 CFR Part 61 and 141 flight schools.

This certificate requires a minimum of 47 credits. 30 credits may be earned at other approved schools. However, 15 credits, to include Flight Instructor, Flight 1 (AVN 224) and Flight Instructor, Flight 2 (AVN 234) must be earned in residence at Northwest Aviation College unless special permission is granted by the College Board. In addition, a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale must be maintained.



## Professional Pilot II Certificate Program

The Professional Pilot II Program is designed to allow a student to gain the skills, knowledge, and certification as a commercial pilot with instrument rating, and a certified flight instructor with instrument rating. Upon successful completion of this curriculum the student will receive a vocational certificate of Professional Pilot II. This level of certification makes an instructor applicant much more competitive when seeking initial entry-level employment with 14 CFR Part 61 and 141 flight schools.

This certificate requires a minimum of 50 credits. 35 credits may be earned at other approved schools. However, 15 credits, to include Flight Instructor, Flight 1 (AVN 224) and Flight Instructor, Flight 2 (AVN 234) and Instrument Instructor (AVN 240) must be earned in residence at Northwest Aviation College unless special permission is granted by the College Board. In addition, a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale must be maintained.



### Program Requirements \*Indicates prerequisite

AVN 110	Private Pilot Ground School	5
AVN 120*	Commercial Pilot Ground School	5
AVN 130*	Instrument Pilot Ground School	5
AVN 140*	Flight/Ground Instructor Ground	5
AVN 216	Aviation Systems	3
AVN 221*	Private Pilot Flight 1	1
AVN 231*	Private Pilot Flight 2	2
AVN 241*	Private Pilot Flight 3	2
AVN 222*	Commercial Pilot Flight 1	3
AVN 232*	Commercial Pilot Flight 2	4
AVN 242*	Commercial Pilot Flight 3	3
AVN 223*	Instrument Pilot Flight 1	2
AVN 233*	Instrument Pilot Flight 2	1
AVN 243*	Instrument Pilot Flight 3	1
AVN 224*	Flight Instructor, Flight 1	2
AVN 234*	Flight Instructor, Flight 2	3
AVN 240 *	Flight Instructor Instrument, Flight	<u>3</u>
		<b>50 Credits</b>

**Completion Time -** 18 months full-time status  
 20 months  $\frac{3}{4}$  time status  
 40 months less than  $\frac{1}{2}$  time status or  
 75 quarter credit hours attempted.

## Professional Pilot III Certificate Program

The Professional Pilot III Program is designed to allow a student to gain the skills, knowledge, and certification as a commercial pilot with instrument and both single and multi-engine ratings, and certified flight instructor with both instrument and multi-engine ratings. Upon successful completion of this curriculum the student will receive a vocational certificate of Professional Pilot III. This level of certification is designed for professional-track pilots who will be providing advanced flight instruction in both single and multi-engine aircraft. This level of certification makes an instructor applicant very competitive when seeking initial entry-level employment with 14 CFR Part 61 and 141 flight schools.

This course requires a minimum of 60 credits. 15 credits, to include Flight Instructor Flight 1 (AVN 224), Flight Instructor Flight 2 (AVN 234) and Instrument Instructor (AVN 240) must be earned in residency at Northwest Aviation College unless special permission is granted by the College Board. In addition, a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale must be maintained.

## Program Requirements \*Indicates prerequisite

AVN 110	Private Pilot Ground School	5
AVN 120*	Commercial Pilot Ground School	5
AVN 130*	Instrument Pilot Ground School	5
AVN 140*	Flight/Ground Instructor Ground	5
AVN 215	Aviation Aerodynamics	2
AVN 216	Aviation Systems	3
AVN 221*	Private Pilot Flight 1	1
AVN 231*	Private Pilot Flight 2	2
AVN 241*	Private Pilot Flight 3	2
AVN 222*	Commercial Pilot Flight 1	3
AVN 232*	Commercial Pilot Flight 2	4
AVN 242*	Commercial Pilot Flight 3	3
AVN 223*	Instrument Pilot Flight 1	2
AVN 233*	Instrument Pilot Flight 2	1
AVN 243*	Instrument Pilot Flight 3	1
AVN 224*	Flight Instructor, Flight 1	2
AVN 234*	Flight Instructor, Flight 2	3
AVN 240*	Flight Instructor, Instrument	3
AVN 250*	Multiengine Rating	3
AVN 251*	Flight Instructor, Multiengine	<u>5</u>
		<b>60 Credits</b>

**Completion Time** - 24 months full-time status  
 36 months  $\frac{3}{4}$  time status  
 72 months less than  $\frac{1}{2}$  time status or  
 145 quarter credit hours attempted.



## Degree Programs

Northwest Aviation College has developed an aviation degree program that will allow the student to obtain skills and knowledge necessary to gain employment at an entry level in the aviation industry.

### Associate in Applied Science Degree Aviation Flight Technology

The Aviation Flight Technology curriculum is designed for a student who wishes to pursue a career in aviation, either as a Professional Pilot, Professional Flight Instructor, Airport Manager, Aviation Safety Professional, or other aviation related field. Upon successful completion of this curriculum the student will receive a diploma in the form of an Associate in Applied Science Degree in Aviation Flight Technology.

This degree requires a minimum of 95 credits. 25 credits, to include Flight Instructor, Flight 1 (AVN 224), Flight Instructor, Flight 2 (AVN 234), and Instrument Instructor (AVN 240) must be earned in residency at Northwest Aviation College unless special permission is granted by the College Board. In addition, a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale must be maintained.

### Program Requirements \*Indicates prerequisite

#### **Core Requirements (50 Credits)**

AVN 110	Private Pilot, Ground School	5
AVN 120*	Commercial Pilot, Ground School	5
AVN 130*	Instrument Pilot, Ground School	5
AVN 140*	Flight/Ground Instructor, Ground	5
AVN 216	Aviation Systems	3
AVN 221*	Private Pilot Flight 1	1
AVN 231*	Private Pilot Flight 2	2
AVN 241*	Private Pilot Flight 3	2
AVN 222*	Commercial Pilot Flight 1	3
AVN 232*	Commercial Pilot Flight 2	4
AVN 242*	Commercial Pilot Flight 3	3
AVN 223*	Instrument Pilot Flight 1	2
AVN 233*	Instrument Pilot Flight 2	1
AVN 243*	Instrument Pilot Flight 3	1
AVN 224*	Flight Instructor, Flight 1	2
AVN 234*	Flight Instructor, Flight 2	3
AVN 240*	Flight Instructor, Instrument	3

#### **Aviation Electives (20 Credits)**

AVN 150*	Aviation Weather	5
AVN 151*	Current Aviation Problems	5
AVN 152*	Air Taxi Operations	5
AVN 210	ATC & The Instrument Pilot	5
AVN 211*	Aviation Safety	5
AVN 212*	Airport Management	5
AVN 213*	Aviation Law	5
AVN 214*	Aviation History	5
AVN 215	Aviation Aerodynamics	2
AVN 250*	Multi Engine Rating, Private	3
AVN 251*	Flight Instructor, Multi Engine	5
AVN 260*	Airline Transport Pilot, Ground	5
AVN 261*	Airline Transport Pilot, Flight	5
AVN 270*	Flight Engineer, Ground	5
AVN 280*	Advanced Single Engine	2
AVN 281*	Single-Engine Rating, Commercial	2
AVN 282*	Multi-Engine Rating, Commercial	3

#### **General Education Requirements (25 Credits)**

##### *Communications (10)*

ENGL 111	Technical Writing	5
SPCH 101	Speech Communication	5

##### *Computation (5)*

BA 107	Business Math	5
MA 111	Algebra and Trigonometry	5

##### *Physical Science (5)*

PHYS 101	Conceptual Physics	5
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##### *Humanities/Social Sciences (5)*

PSYC 110	Introduction to Psychology	5
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#### **Required Credits**

Core Requirements	50
Aviation Electives	20
General Education	<u>25</u>
<b>Total Credits Required</b>	<b>95 Credits</b>

<b>Residence Requirements -</b>	25 Credits
<b>Completion Time -</b>	24 months full-time status
	36 months $\frac{3}{4}$ time status
	72 months less than $\frac{1}{2}$ time status or
	145 quarter credit hours attempted.

# COURSE DESCRIPTIONS

## Course Numbering System

100 – 299 Lower Level Applicable to Associate in Applied Science Degrees

*Classes offer student faculty ratio of 15:1*

*Flight training ratio 1:1*

*\*Indicates prerequisite(s) are required.*

## Course Descriptions

### **AVN 110 – 5 Credits**

Private Pilot Ground School

This course provides the knowledge necessary to pass the FAA Private Pilot, Airplane knowledge examination. Knowledge gained from the course will be used in flight training. FAA Approved.

*No prerequisite.*

### **AVN 120\* – 5 Credits**

Commercial Pilot Ground School

This course provides the knowledge necessary to pass the FAA Commercial Pilot, Airplane knowledge examination. Knowledge gained from the course will be used in flight training. FAA Approved.

*Prerequisite: AVN 110 or instructor permission.*

### **AVN 130\* – 5 Credits**

Instrument Pilot Ground School

This course provides the knowledge necessary to pass the FAA Instrument Pilot, Airplane knowledge examination. Knowledge gained from the course will be used in flight training. FAA Approved.

*Prerequisite: AVN 110 or instructor permission.*

### **AVN 140\* – 5 Credits**

Flight/Ground Instructor Ground School

This course provides the knowledge necessary to pass the FAA Fundamentals of Instruction and Flight Instructor knowledge exams. Upon completion the student will apply knowledge toward flight training. FAA Approved.

*Prerequisite: AVN 120 or instructor Permission.*

### **AVN 150\* – 5 Credits**

Aviation Weather

This course covers the theory of weather and weather phenomena. The interpretation of weather charts will be discussed in detail. This course explores all facets of weather including local weather patterns and high altitude weather.

*Prerequisite: Acceptable scores on the ASSET test, ENGL 111, or advisor approval.*

### **AVN 151\* – 5 Credits**

Current Aviation Problems

This course explores the rapidly changing field of aviation. A brief history of aviation in the United States will be discussed followed by an in-depth look into the changes that have taken place regarding commercial air travel due to geopolitical influences, the world-wide economy, and consumer confidence. Students will solve current aviation problems using case studies.

*Prerequisite: Acceptable scores on the ASSET test, ENGL 111, or advisor approval.*

### **AVN 152\* – 5 Credits**

Air Taxi Operations

This course provides an introduction to commercial pilot Air Taxi (charter) operations. A student will gain general knowledge of 14 CFR Parts 119 and 135 as they pertain to air taxi certification.

*Prerequisite: Acceptable scores on the ASSET test, or advisor approval.*

### **AVN 210 – 5 Credits**

ATC & The Instrument Pilot

This course provides an overview of the development and application of Air Traffic Control (ATC) separation standards and procedures for the control of instrument flight in controlled airspace.

**AVN 211\* – 5 Credits**

## Aviation Safety

This course examines the various hazards associated with flying and is designed to assist pilots in developing sound countermeasures in reducing these hazards. Strong emphasis will be on Crew Resource Management (CRM) and training techniques.

*Prerequisite: Acceptable scores on the ASSET test, ENGL 111, or advisor approval.*

**AVN 212\* – 5 Credits**

## Airport Management

This course offers a definitive study of the requirements necessary to manage a public airport. Airport & Airway systems will be introduced. A student will also study the government agencies, which are involved in monitoring airport activities. Additional topics to be explored: planning funding, growth management, and airport operations.

*Prerequisite: Acceptable scores on the ASSET test, ENGL 111, or advisor approval.*

**AVN 213\* – 5 Credits**

## Aviation Law

This course is an introduction to the analysis of aviation legislation and its effect on the industry. Topics covered include litigation, product liability, airport expansion, and special interest groups.

*Prerequisite: Acceptable scores on the ASSET test, ENGL 111, or advisor approval.*

**AVN 214\* – 5 Credits**

## Aviation History

This course is a survey of the pursuit of flight from; Kitty Hawk to modern times. Emphasis will be on heavier-than-air flight, beginning with the first flight made by the Wright brothers.

*Prerequisite: Acceptable scores on the ASSET test, ENGL 111, or advisor approval.*

**AVN 215- 2 Credits**

## Aviation Aerodynamics

The student will gain an understanding of the aerodynamics associated with flight. Including but not limited to: theories of flight, drag, lift, thrust and weight as well as how it affects all phases of flight.

**AVN 216- 3 Credits**

## Aircraft Systems

The student will gain a deep level of understanding of the systems of different types of aircraft. The student will learn about aircraft engines, electrical systems, control systems, navigation systems and instrument systems.

**AVN 221\* – 1 Credit**

## Private Pilot 1, Flight

This course completes the first stage of the Private Pilot Certificate syllabus. During this course, the student will gain all the necessary knowledge and training to solo an aircraft.

*Prerequisite: Private Pilot Ground (AVN 110) or instructor's approval.*

**AVN 231\*- 2 Credits**

## Private Pilot 2, flight

This course completes the second stage of the Private Pilot Certificate syllabus. During this stage, the student will become familiar with solo operations as well as cross-country procedures. At the completion of the stage, the student will be ready to complete cross-country flights while flying solo.

*Prerequisite: Private Pilot 1, Flight (AVN 221) or instructor's approval.*

**AVN 241\*- 2 Credits**

## Private Pilot 3, Flight

This course prepares the student for the FAA Private Pilot Practical Examination. Successful completion of this course will certificate the student to act as pilot in command of single engine aircraft carrying passengers or property but not for compensation or hire.

*Prerequisite: Private Pilot 2, Flight (AVN 231) or instructor's approval.*

**AVN 222 \*- 3 Credits**

Commercial Pilot 1, Flight

This course completes the first stage in the Commercial Pilot. Focus will be on mastering the skills of Cross-Country Flight procedures as well as gaining ample experience in solo operations. Successful completion will allow the student to continue into Commercial Pilot 2.

*Prerequisite: Private Pilot Certificate.*

**AVN 232 \*- 4 Credits**

Commercial Pilot 2, Flight

This course completes Stage 5 of the Commercial Pilot Syllabus. During this course, the student will acquire the skills to fly a complex aircraft as Pilot-In-Command.

*Prerequisite: Commercial Pilot 1, Flight (AVN 222) or instructor's approval.*

**AVN 242\*- 3 Credits**

Commercial Pilot 3, Flight

This course prepares the student for the FAA Commercial Pilot Practical Examination. Successful completion of the course will certificate the pilot to act as pilot in command of a single engine aircraft and be compensated (or for hire). Focus will be on flying complex aircraft as well as gaining mastery in manipulating the aircraft.

*Prerequisite: Commercial Pilot 2, Flight (AVN 232) or instructor's approval.*

**AVN 223- 2 Credits**

Instrument Pilot 1, Flight

During this course, the student will complete Stage 1 of the Instrument Syllabus. The student will master piloting an aircraft solely by reference to instruments and prepare them for the second stage of the Instrument Syllabus.

*Prerequisite: Instrument Pilot Ground (AVN 130) or Instructor's Approval.*

**AVN 233\*- 1 Credits**

Instrument Pilot 2, Flight

The student will complete Stage 2 of the Instrument Syllabus. During this course, the student will master radio communications with Air Traffic Control as well as learn about departure, enroute and arrival procedures.

*Prerequisite: Instrument Pilot 1, Flight (AVN 223) or instructor's approval.*

**AVN 243\*-1 Credits**

Instrument Pilot 3, Flight

The student will complete stage 3 in the Instrument Syllabus. Students are prepared for the FAA Instrument Rating Practical Examination. Successful completion of the course will allow the pilot to act as pilot in an aircraft that is being flown by sole reference to instruments in actual or simulated instrument conditions.

*Prerequisite: Instrument Pilot 3, Flight (AVN 233) or instructor's approval.*

**AVN 224\* – 2 Credits**

Flight Instructor 1, Flight

The student will complete Stage 1 of the Flight Instructor Syllabus. The student will focus on learning to apply Fundamentals of Instruction concepts as well as learning to fly from the right seat of the aircraft.

*Prerequisite: Flight Instructor, Ground (AVN 140) or Instructor's permission*

**AVN 234\*- 3 Credits**

Flight Instructor 2, Flight

The student is prepared for the FAA Flight Instructor Practical Examination. Successful completion of this course will allow the Instrument rated Commercial pilot to teach both the flight and ground subjects appropriate to the instructor certificate attained.

*Prerequisite: Flight Instructor 1, Flight (AVN 224) or instructor's approval.*

**AVN 240\* – 3 Credits**

Flight Instructor, Instrument

This course is designed to prepare the student for both the FAA Instrument Instructor written exam and the FAA Practical Exam. Upon successful completion of the course the pilot will be able to train students in the fundamentals of instrument flight. FAA Approved.

*Prerequisite: Student must possess a flight instructor certificate.*

**AVN 250\* – 3 Credits**

Multi-engine Rating

This course is designed to prepare the student for the FAA Multiengine Rating Practical Examination. Successful completion of this course will allow the pilot to act as pilot in command of a multiengine airplane. FAA Approved.

*Prerequisite: Advanced Single-Engine Operations (AVN 280) or Commercial Pilot 3, Flight (AVN 2420) or Instructor's Permission.*

**AVN 251\* – 5 Credits**

Flight Instructor, Multi-engine

This course is designed to enable the student to obtain an additional rating on the flight instructor certificate that allows them to instruct in a Multi-engine Airplane. FAA Approved.

*Prerequisite: Flight Instructor, Flight 2 (AVN 234) and Multi-engine Rating (AVN 250) or instructor's approval.*

**AVN 260\* – 5 Credits**

Airline Transport Pilot, Ground

This course is designed to prepare the student for the FAA Airline Transport Pilot knowledge examination. FAA Approved.

*Prerequisite: Commercial Pilot 3(AVN 242).*

**AVN 261\* – 5 Credits**

Airlines Transport Pilot, Flight

This course is designed to prepare the student for the FAA ATP Practical Examination. FAA Approved.

*Prerequisite: Commercial Pilot 3(AVN 242).*

**AVN 270\* – 5 Credits**

Flight Engineer Ground School

This course provides the knowledge necessary to pass the FAA Flight Engineer Turbojet and Basic Examination. Knowledge gained from the course will be used in flight training.

*Prerequisite: Commercial Pilot 3(AVN 242).*

**AVN 280\*- 2 Credits**

Advanced Single-Engine Operations

The student will acquire training in advanced single engine operations in a complex aircraft as well as an aircraft equipped with a Glass Cockpit. The student will receive a completion certificate for the Glass Cockpit experience in a Cirrus aircraft.

*Prerequisite: Private Pilot 3, Flight (AVN 241)*

**AVN 281\*- 2 Credits**

Single-Engine Rating, Commercial

This course prepares a student who has received their initial Commercial Pilot Certificate in an aircraft other than a Single-Engine to pass the Single-Engine Rating. The student will develop skills in commercial maneuvers as well as mastery of the aircraft.

*Prerequisite: Commercial Pilot Certificate*

**AVN 282\*- 3 Credits**

Multi-Engine Rating, Commercial

This course prepares a student who has received their initial Commercial Pilot Certificate in an aircraft other than a Multi-Engine Land airplane to pass the Multi-Engine Land rating. The student will develop mastery of the aircraft.

*Prerequisite: Commercial Pilot Certificate*

**BA 107\* – 5 Credits**

Business Math

This course covers basic arithmetic and algebraic fundamentals and the applications to typical business problems. Major economic changes that have influenced wages, interest rates, social security, taxes, income taxes, the stock and bond market and consumer prices are presented in a mathematical format.

*Prerequisite: Acceptable scores on the ASSET test, or advisor approval.*

**SPCH 101\* – 5 Credits**  
Speech Communications

The student will explore communications theory, and practical applications of that theory. Verbal and non-verbal forms of communication and barriers to effective communications will also be covered.

*Prerequisite: ENGL 111, acceptable scores on the ASSET test, or advisory approval.*

**PHYS 101\* – 5 Credits**  
Conceptual Physics

This course will survey physics at a conceptual level, integrating the principles of physics into an aviation background as well as relating them to everyday life.

*Prerequisite: MA 111/BA 107, acceptable scores on the ASSET test, or advisor approval*

**ENG 111\* -5 Credits**  
Technical Writing

This course will teach the student principles of organizing, developing, and expressing technical information in written form. The course will examine rhetorical patterns common to technical subject matter. In addition, the course will allow the student the opportunity to utilize these skills in the aviation field.

*Prerequisite: ENGL 111, acceptable scores on the ASSET test, or advisory approval.*



**MA 111\* – 5 Credits**  
Basic Algebra and Trigonometry

This course offers a study of basic laws of fractions, scientific notation exponents, radicals, inequalities, quadratic equations, complex numbers, elements of trigonometry, and the use of calculator functions in finding solutions. *Prerequisite: Acceptable scores on the ASSET test, or advisor approval.*

**PSYC 110\* – 5 Credits**  
Introduction to Psychology

This course covers the scientific survey of human behavior, biological and social basis of behavior, cognition, motivation, emotion, perception, and personality. This course will place the topics described in an application setting utilizing the individual as a model, (especially as applied to the field of aviation). *Prerequisite: Acceptable scores on the ASSET test, or advisor approval.*



## COMPARABLE PROGRAM INFORMATION

Information related to comparable program tuition, fees and length may be obtained from the following:

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

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

Phone: (703) 247-4212

FAX: (703) 247-4533

## WITHDRAWAL FROM THE COLLEGE

To withdraw from the college during a quarter, the student must submit a completed Student withdrawal form and conduct and Exit Interview. This will constitute official withdrawal from the school and any refund due can be granted.



## TUITION AND FEE REFUND POLICY

Tuition and Fees shall be paid at the time of registration. If a student wishes to refund supplies purchased, the item must be returned in the original packaging, un-opened and accompanied by a receipt within 60 days.

A student must fill out a “Refund Form” to receive the requested funds.

### Tuition Refund

- **General Policy**

A student who terminates training will receive a tuition refund as follows:

1. If the student is denied enrollment, or if the student withdraws within three days of signing the enrollment agreement, the student will receive 100% refund of tuition.
2. A student terminating training prior to completion of the first 60 percent of the course, a tuition refund will be granted on a pro rata basis.
3. A student terminating training after completing 60 percent of the course will not receive a tuition refund.
4. A student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the School facilities and inspection of equipment.

- **Lab Fee Refund (Flight Training)**

Monies deposited for flight training and not expended, shall be refunded after officially withdrawing from the flight training program.

- **Application of Refund Policy**

All monies paid by an applicant who is withdrawing or otherwise terminating their course or program, will be refunded if requested, within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.00. A student requesting refunds after entering the school will be refunded within sixty days from cancellation or from the last date of student attendance. Students on a leave of absence will receive a refund within 60 days from the expiration date of the leave of absence.

- **Federal Financial Aid Recipients**

Notice to Federal Financial Aid Recipients

Federal Financial Aid regulation requirements are such that in some instances, refunds will be made to the Federal Financial Aid programs, while the student is personally obligated to the school for a portion of the tuition and fees. Depending upon the specifics of the individual's financial aid package, if a student drops or withdraws within the first 60% (6.6 weeks) of the college quarter, the student is likely to be personally liable to the school for the portion of the training program attended. The amount to be refunded to the student will have any unpaid charges to the school deducted from the refunded amount.

### **Order of Refunds**

Any refunds will be made as follows (up to the amount each source provided) and calculated in accordance with the federal guidelines under the Office of Postsecondary Education per 34 CFR Ch. VI, 668.22 "Treatment of Title IV funds when a student withdraws".

- **Order of Title IV Aid Refunds**

If the student is a Title IV aid recipient, the "Return of Title IV Funds" calculation will be made and the appropriate funds, as well as any Title IV credit balance and/or post-withdrawal disbursement will be made according to Federal Regulations.

1. If there is still a credit balance after these refunds have been made, funds received for any/all prior terms of the student's current program are returned in this order (until the credit balance is eliminated):
  - a) Federal PLUS Loans,
  - b) Other federal, state, and private aid (if more than one source of other federal, state and/or private aid is due a refund, the remaining refund amount will be divided equally among the sources of aid),
  - c) Pell Grant
  - d) The Student.

- **Order of Non-Title IV Aid Refunds**

If the student is not a Title IV recipient, the order of refunds is as follows (For VA Benefits, see VA Benefit Refunds section):

1. Other federal, state and private aid (if more than one source of other federal, state and/or private aid is due a refund, the remaining refund amount will be divided equally among the sources of aid),
  - a) The student

- **VA Benefit Refunds**

### *Refund of VA Benefits*

Generally overpayments of VA benefits are the responsibility of the student. Historically the only checks issued to schools were advance payment checks. In the case where schools received an advance payment check and a student did not pick up the advance payment and did not attend the advance payment check was returned to VA.

The requirement to promptly report changes in enrollment status of students also applies to Chapter 33. Under Chapter 33 Tuition and Fees payments are sent to schools on behalf of the student. In addition to reporting changes in enrollment status, schools are responsible for refunding payments as appropriate. The reimbursement process shall be in accordance with the U.S. Department of Veterans Affairs, WAVES Handbook.

## **GRADUATION**

At the beginning of the student's last quarter, the student should submit an application for graduation to the Registrar. Applications are available from the Registrar. A student is eligible for graduation upon satisfactory completion of all courses listed within the specific program of study. Upon the school's receipt of the application for graduation, the Director of Education will ensure that all requirements for graduation are met prior to formal award of the certificate of completion or degree.

## **READMISSION**

A student who has been terminated from a course or program may file for readmission with the Admissions office.

A student who has been academically withdrawn (terminated) may apply for readmission after a minimum of 6 months have passed following the termination and after completing a minimum of 10 hours of academic credit with a minimum GPA of 2.0 from an accredited institution.

Northwest Aviation College reserves the right to refuse admission. Each student will be considered for readmission based on academic status and or standing with other colleges or Universities. Students requesting readmission may be readmitted on a probationary status.

## **STUDENT COMPLAINT AND GRIEVANCE PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges (ACCSC)**  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703) 247-4212

A copy of the Commission's complaint form is available at the school and may be obtained by contacting Michael Kopp, President.

## **Student Complaints**

The faculty, staff, and administrators of Northwest Aviation College take seriously any complaint or grievance a student may have concerning the institution. Therefore, a student is encouraged to follow these procedures in ensuring that concerns are addressed.

- a) The problem should first be taken to the source of the problem at the school; most problems can be resolved there.
- b) In the event that the problem cannot be resolved at the source, the student should take the problem to the next higher level of administration. Every administrator at this college has an open door policy for students. The administrator will investigate the problem and report a decision to the student in a reasonable amount of time.
- c) If the student is dissatisfied with the decision, the student may submit a written complaint to the school president.

Michael Kopp, President  
Northwest Aviation College  
506 23<sup>rd</sup> St. NE  
Auburn, WA 98002

The written complaint should include:

- A statement of the dispute or misunderstanding and the facts upon which it is based.
- The remedy or corrective action sought.

The president will respond to the student in person or in writing stating the reason for the determination on the issue. The matter will be discussed with all involved parties before reaching a determination.

## **DIVERSITY**

Northwest Aviation College promotes diversity within the student body and does not discriminate on the basis of race, ethnicity, religion, national origin, gender, sexual orientation, sexual identity, age, marital status, or status as a veteran.

## **PLACEMENT**

The College Administration office offers referrals to graduates of vocational or AAS degree programs. This is intended to assist the student in the search for employment after graduation. However, the school does not guarantee employment.

## **SPECIAL ACCOMODATIONS**

A student requiring special accommodations due to any disabilities may contact the College Administration office.



# Academic Faculty

Darren Collins  
*Physics Instructor*

Jennie Dahlby  
*Psychology Instructor*

Shell Martin  
*Math Instructor*

Kevin Nelsen  
*Aviation Weather Instructor*

Stephen Dable  
*Speech Instructor*

## Administration and Faculty

Michael Kopp  
**President**  
*B.S. Physics, MBA, Harvey Mudd College  
ATP, CFII, MEI*

Shawn M. Pratt  
**Vice President**  
**Chief Flight Instructor**  
*CFII, MEI, AGI, IGI*

Eric Lynn  
**Director of Flight Operations**  
**Assistant Chief Flight Instructor**  
*A.A.S, North Idaho College  
CFII, MEI*

Shell Martin  
**Director of Education**  
*BSB/A, MaEdCI/ESL University of Phoenix*

Kasey Maiorca  
**High School Programs**  
**Stagecheck Instructor**  
*CFI, CFII*

Quincy Groven  
**High School Program**  
**Stagecheck Instructor**  
*A.A.S., Northwest Aviation College  
CFI, CFII, MEI*

Kendall Schwartz  
**Flight Instructor**  
**Cirrus Instructor**  
*B.S., Central Washington University  
CFI, CFII*

Larry Freer  
**Flight Instructor**  
*B.S., University of North Dakota  
CFI, CFII, MEI*

Jacob Davis  
**Flight Instructor**  
*B.S., Central Washington University  
CFI, CFII,*

Ross Gumm  
**Flight Instructor**  
*CFI, CFII, MEI*

Richard Johnson  
**Flight Instructor**  
*M.S., College of Engineering  
ATP, CFI, CFII, MEI*

Jack Otto  
**Flight Instructor**  
*B.S., University of Colorado  
CFI, CFII*

Jacob Effner  
**Flight Instructor**  
*B.S., Indiana State University  
CFI, CFII*

**REVISION LOG**  
**List of Effective Pages**

Revision Number	Date	Page Numbers	Signature
1	2/24/11	Catalog Re-Write	Candace Lynn
2	6/22/11	18,19,20,21,23,24	Candace Lynn
3	7/27/11	Page 2 Added- all pages moved.	Candace Lynn
4	10/05/11	Catalog rewrite 2,3,4,5,6,7,8,9,10,11,12,13,14, 15,16,17,18,19,20,21, 22,23,24,25,26,27,28, 29,30,31,32,33,34	Shell Martin

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