

Course Conduct And Grading Policy

Attendance Policy

Students are required to attend all regularly scheduled classes for which they are 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 or class are considered tardy. Students who are more than 1 hour late for an appointment or class are considered absent. Students who are more than 15 minutes late for scheduled flights are also considered absent.

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

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.

Students may be administratively withdrawn from any class or course for excessive absences or tardiness as follows: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accumulates an additional unexcused absence or tardy, the student will be notified in writing and administratively withdrawn from the course or class.
- If a student is administratively withdrawn from two or more courses or classes, the student will be terminated from their program of study. Students terminated from their program of study will receive written notification.

■ *Absences and Tardiness*

■ *Excessive Absences and Tardiness*



Satisfactory Progress

Grading system ■

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: (quarter for academics, phase for flight training). Failure to meet academic/training requirements during the probation period may result in termination from the course or program of study.

Students must maintain a 2.0 on a 4.0 scale throughout training to be considered as making satisfactory progress.

Academic advisors will periodically meet with students to evaluate progress and the ability to meet academic program goals. Students can schedule advisement meetings as well.

Periodically, stage checks will be conducted to provide close supervision of flight and ground training. These stage checks also provide verbal feed back on the student's progress.

All students that are enrolled in the college are expected to complete their program of study within 1.5 times the normal duration of training. Normal completion times are listed in the academic information section.

The college's specific criteria for measuring a student's academic and flight progress 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

Students who decide to withdraw from a class that is already in session, must do so prior to the end of the fourth class convening. Students withdrawing *after* the fourth class shall be graded in accordance with the following “incomplete grades” policy.

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. A copy of this agreement will be kept on file in the student's academic records.

The “I” grade (incomplete) is temporary and may be given only at the end of a course when students cannot complete the required work, because of severe hardship beyond their control, as determined and approved by the course instructor. The instructor and student must sign an “I” grade contract 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.

Students taking a course by independent study who determine that they 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 the extension is granted, an “I” grade will be issued. 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, the grade of “I” automatically converts to an “F”.

■ *Course Withdrawal*

■ *Course Incompletion*

■ *Incomplete Grades*



Repeating a Course

Students may not repeat a course for which they have earned credit 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.

Standards of Conduct

Conduct that disrupts educational progress or that is destructive to property is not tolerated. Students violating the conduct policy will be disenrolled by a school official and directed to leave the campus.

Student Conduct Policy

The student at all times shall comply with the Federal Aviation Regulations as published by the Federal Aviation Administration, and all local and state regulations. 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.

Students shall conduct themselves in an orderly and considerate manner at all times when on the school premises. Students will appear for flight and/or ground training in sober and receptive condition. Violations of these conditions are just cause for dismissal.

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. Students are eligible for graduation upon satisfactory completion of all courses listed within their 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.

To withdraw from the college during a quarter, the student must submit a completed Student Withdrawal form signed by each instructor. This will constitute official withdrawal from the school and any refund due can be granted. Students may withdraw from the course any time during the first four weeks and receive a "W" grade. After week six, a student may withdraw only if he or she is passing the course.

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 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.

Withdrawal from the College

Readmission



Student Complaint And Grievance Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology 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 of Technology (ACC SCT)**

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 Jamelle Garcia, 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, students are encouraged to follow these procedures in ensuring that their individual 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.

Jamelle Garcia, President
Northwest Aviation College
506 23rd 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.

Student Services

For new students and others interested in attending Northwest Aviation College, the administration office provides an orientation to the college and services available to students.

Testing

Northwest Aviation College has a computerized testing system. Through this testing system, students are able to take all Federal Aviation Administration written exams with instantaneous results. The fee for the computer testing varies with the length of the test. For a current price list, or to register, students may call either Student Services or the College Administration office.

The College Administration office also provides testing services in the areas of placement testing (entrance), advanced placement & challenge by examination. Call for further information on these services.

Veteran's Assistance/ Financial Aid

The College Administration office will assist students in completing VA paperwork. Students are required to receive an orientation on requirements for benefits. Students may obtain an appointment for this briefing by calling the administration office.

The College Administration office will assist students with financial aid options and advising upon request.

Bookstore

Northwest Aviation College has all required textbooks and aviation supplies needed for completion of programs of instruction offered. In addition to the publications and materials on hand, the bookstore will assist students in special ordering items from a variety of aviation publication distributors.

Northwest Aviation College maintains a collection of aviation books, periodicals and videos in its library. In addition to the on site library, Northwest Aviation College students and faculty may access and utilize the local library systems. Students have access to computers located throughout the school where they may utilize online databases for queries and research.

Northwest Aviation College also has staff able to assist students in locating special materials and publications.

Northwest Aviation College maintains a listing of housing available in the Auburn area. For a copy of this listing please contact the Student Services office.

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

Students requiring special accommodations due to any disabilities are requested to contact the College Administration office.

Library Resources

Housing

Placement

Special Accommodations
