

# 2021

## CATALOG

March 15, 2021 -  
December 31, 2021



# *Welcome to California Aeronautical University*

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Dear Student,

Welcome to California Aeronautical University (CAU). This aviation focused university was created to address the rising concerns in aviation for finding qualified, well-trained aviation professionals for both ground and flight opportunities. As a pilot myself, I am passionate about bringing California Aeronautical University and our world class facilities into focus as one of the best aviation universities in the world. By enrolling in California Aeronautical University, you have made a great decision for your future.

At California Aeronautical University we understand that making a commitment to attend our university is a big step, but having chosen a career in aviation, now that is exciting! Our experienced staff and faculty at California Aeronautical University are here to help you along the way to become an aviation professional. No matter your interest with your chosen program of study to stay on the ground or take flight, our experienced instructors and staff take pride in your success and are willing to give you the time and attention you need to be successful.

Your education at California Aeronautical University will be filled with many exciting opportunities to experience new things and expand your thinking. You are at the beginning of a lifetime of opportunities and I am both excited and honored that you have selected California Aeronautical University to be part of you becoming the aviation professional you want to be.

On behalf of staff and faculty from California Aeronautical University, we wish you much success and safe operations.

A handwritten signature in black ink, appearing to read "Matthew Johnston", with a stylized flourish extending to the right.

Matthew Johnston

Campus President  
California Aeronautical University

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# *General Information*

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## **Mission**

To serve as a leader in educating aviation professionals.

## **Purpose**

California Aeronautical University is intentionally driven to provide a world-class experience that inspires personal and professional growth in aviation. Our focus on innovative educational delivery methods and a desire for professional relationships in the aviation community is compelled by a passionate commitment to serving individuals and their professional needs.

## **Objectives**

- To provide safe, relevant and quality educational programs.
- To provide a rigorous, value driven, honest and trusted education.
- To position graduates for gainful employment.
- To employ exceptional and professional talent who support and believe in others.

## **Licensed to Operate**

California Aeronautical University in Mesa, Arizona is a branch campus of California Aeronautical University in Bakersfield, California, and is approved to operate by the Arizona State Board for Private Postsecondary Education. The Board can be reached at 1740 W. Adams Street, #3008 Phoenix, AZ 85007, [www.azppse.gov](http://www.azppse.gov), or (602) 542-5709.

California Aeronautical University's main campus in Bakersfield, California is approved to operate in the State of California as a private postsecondary institution. This approval is based on the provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. California Aeronautical University under section 94802(a) of CPPEA, will by operation of law, be approved until December 2023. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 574-8900.

## **Accreditation**

California Aeronautical University is accredited by the Accrediting Council for Independent Colleges and Schools, 1350 Eye Street, NW, Suite 560, Washington, DC 20005, (202) 336-6780, to award certificates, diplomas, associate's degrees, bachelor's degrees, and master's degrees. The Accrediting Council for Independent Colleges and Schools is recognized as a national accrediting agency by the U.S. Department of Education.

## **Approvals and Authorizations**

California Aeronautical University is approved as follows:

The U.S. Department of Education and is eligible to participate in each of the following Title IV, HEA programs: Federal Pell Grant, Federal Direct Student Loan, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, Federal Work-Study and Iraq and Afghanistan Service Grant programs.

## **Legal Status**

Sanbarcollbuscom, Inc., a California corporation doing business as California Aeronautical University (CAU), assumes full responsibility for all educational interaction between the University and the student. Officers of Sanbarcollbuscom, Inc. are Dean Johnston, Chief Executive Officer and Matthew Johnston, President.

California Aeronautical University is a private institution that is neither tax-supported nor endowed but is entirely dependent upon the quality of its education for its continuation and success.

The corporation's primary business address is registered in Ventura county, California.

Confirmation of accreditation, association, legal status and approvals is available upon request. These can be viewed by contacting the On-Site Administrator.

## **History**

California Aeronautical University was born out of an educational group that has been educating college students in California for over 125 years. Founded with aviation passion, educational experience, and aviation community support, the University offers programs of study with aviation emphasis designed to be delivered with quality outcomes that lead to gainful employment.

The University maintains focus on aviation-related programs of study and is committed to serving its mission, purpose and objectives. Through its experienced resources of dedicated staff and faculty, the University continues to innovate in its delivery and offerings of aviation-focused careers to meet the demands of the aviation community. Through partnerships and collaborative working relationships, the University continues to grow and provide solutions needed to serve aviation professions in high demand.

Proud of its main Bakersfield, California campus expanding approximately 22 acres of purpose built educational and student oriented facilities, students experience highly immersive educational environments.

In December 2020, California Aeronautical University's Arizona Branch location was approved by the Arizona State Board for Private Postsecondary Education.

## **Location and Facilities**

California Aeronautical University's Arizona Campus is located at the Falcon Field Airport (KFFZ). The facility address is 4710 E. Falcon Drive, Suite 105, Mesa, AZ 85215 and is also listed on the back cover of this catalog.

The campus is structured to provide air-conditioned classrooms, a lounge area, administrative offices, and is conveniently located on-site at Falcon Field Airport. The University's facilities and the equipment it utilizes fully comply with all state and local ordinances and regulations, including those requirements for fire safety, building safety and health safety. All facilities meet federal requirements for handicap accessibility.

California Aeronautical University Mesa, Arizona is identified by the University's accreditor, the State, and the U.S. Department of Education as a Branch Campus location of California Aeronautical University Bakersfield, California.

## **Hours**

The University administrative offices are open from 8:00 a.m. until 6:00 p.m. (Mountain), Monday through Thursday and 8:00 a.m. until 5:00 p.m. on Fridays.

Distance Education courses are offered Monday through Sunday.

Classroom instruction is offered Monday through Friday for all courses. On these days, the campus is open until classes are concluded, except during legal holidays and breaks.

Flight instruction is offered every day of the week, Monday through Sunday. On these days, flight operations remain open until flights are concluded. Flight operations may close during legal holidays and breaks.

## **Catalog Disclosure**

All information in this University catalog is current and correct and is so certified as true by Matthew Johnston, President. However, due to the many changes that occur in both the workplace and education, it is impossible to guarantee long-standing particulars. The University, therefore, reserves the right to add to or delete from certain courses, programs of study, or University policies as circumstances may require; to make faculty changes; and to modify tuition rates, with every effort made to protect the student against any hardships that may result from such changes.

This Catalog is available to students and prospective students in a written or electronic format found on the University's website at [www.calaero.edu](http://www.calaero.edu).

## **Student Handbook**

The University Student Handbook is a companion document to the University's Catalog. Students are responsible for complying with all policies and procedures outlined in both documents.

## **Dress Code**

The University is a career-focused educational facility and it is important that students display a professional image while enrolled. The University is frequently visited by prospective employers and professionals in the community who may help students obtain employment. First impressions are important. It is, therefore, to the benefit of students to dress in a professional manner and maintain proper grooming.

A California Aeronautical University uniform is a program-specific and campus requirement; it is an element of a professional appearance. Students are expected to wear the uniform while on campus including flight operations, aircraft flight line, hangar, and when working as students in the community. The University Student Handbook outlines the uniform requirements expected of students based on their program of study.

## **Retention of Student Records**

California Aeronautical University maintains student records for a minimum of five (5) years and student transcripts are retained permanently.

## **Grievance Process**

A student will not be discriminated against because of race, color, religion, sex, national origin, age, handicap, political affiliation or beliefs.

A student will not be penalized or retaliated against for filing a grievance, complaint, or incident.



California Aeronautical University has established the following procedure for students to follow if he/she feels their rights have been violated. The University encourages each student to settle their grievance or complaint internally with the University first by following the steps listed below:

1. Attempt to settle your grievance or complaint on an informal level with the person(s) involved. This should be done as quickly as possible.
2. Make an appointment with the On-Site Administrator. During your appointment, state your grievance or complaint. This should be done within 30 days. The Academic Dean will record the information in your file regarding your grievance or complaint.
3. The Academic Dean will then follow up on your grievance or complaint in a conference with the people involved recording his/her statements regarding your grievance or complaint.
4. The student filing the grievance will then have a conference with the On-Site Administrator and, if necessary, the other parties involved to resolve the grievance or complaint on an informal level.

At this point, if the student feels the grievance or complaint has not been resolved, the student should prepare a written statement to the University President. This should be done within 45 days. An appointment will be made with the President who will review the grievance and all documentation. The President will attempt to resolve the grievance and record the result of the meeting in the student's file.

If the student complaint cannot be resolved after exhausting the University's grievance procedures, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is: 1740 W. Adams Street, #3008 Phoenix, AZ 85007. Website: [www.azppse.gov](http://www.azppse.gov). Phone: (602) 542-5709, and/or the student may contact the Accreditor at:

Accrediting Council of Independent Colleges and Schools  
1350 Eye Street, NW, Suite 560, Washington, DC 20005  
(202) 336-6780

## **Anti-Harassment and Discrimination**

California Aeronautical University is committed to providing an environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students, managers and supervisors are required to take our mandatory Sexual Harassment Prevention Training. University policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, University prohibits discrimination on the basis of sex in any education program or activity that it operates. This non-discrimination policy extends to student admissions and employment processes. If there are any inquiries about the application of Title IX rules, contact the University's Title IX Coordinator, the U.S. Department of Education's Assistant Secretary for Civil Rights, or both.

The University's anti-harassment policy applies to all persons involved in the operation of University, and prohibits unlawful harassment by any employee of the University, as well as students, vendors or anyone who does business with the University. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the University does business engages in unlawful harassment or discrimination, the University will take appropriate corrective action.

As part of the University's commitment to providing a harassment-free environment, this policy shall be disseminated widely to the University community through publications including the Student Handbook and Employee Handbook, the University website, new employee orientations, student orientations, and other appropriate channels of communication. The University provides training to key staff members to enable the University to handle any allegations of discrimination, sexual harassment or sexual violence promptly and effectively. The University will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

## ***Definitions***

Title IX protects student's rights to educational opportunities from sex discrimination. The new regulations establish in law that sexual harassment, including sexual assault, is unlawful sex discrimination. Regulations consider the following forms of sexual harassment actionable under Title IX:

- A California Aeronautical University employee conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to their education program or activity; or
- Sexual Violence, which includes:
  - **Sexual assault:** as defined in 20 U.S.C. 1092(f) (6) (A)(v), means an offense classified as forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  - **Dating Violence:** as defined in 34 U.S.C. 12291(a)(10), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.
  - **Domestic Violence:** as defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
  - **Stalking:** as defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

## ***Prohibited Conduct***

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- I. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- II. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- III. it creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's

body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### ***Title IX Complaint / Grievance Procedure***

If you believe that you have experienced or witnessed discrimination, harassment, or sexual violence, notify the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the University is exempt from the prohibitions in this policy. Students and/or employees of the University may file a formal complaint alleging sexual harassment, including sexual assault, with the Title IX Coordinator. Formal complaints can be filed by delivering the complaint in person or emailing the complaint to the Title IX Coordinator. Employees who receive any type of complaint regarding discrimination or harassment will refer all complaints to the Title IX Coordinator. In order to facilitate the investigation, a formal complaint should include the following:

- state the name of the alleged perpetrator (Respondent),
- describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s),
- list any sources of information (witnesses, correspondence, records, etc.) that are relevant (if such sources of information is unknown or unavailable, filing the complaint should not be delayed).

After receiving the formal complaint, the Title IX Coordinator will offer and coordinate appropriate supportive measures to both the Complainant and the alleged Respondent. These measures are intended to preserve each party's access to the educational program and services without burdening the other party unreasonably, to protect the parties and the larger community, and to deter further harassment.

The Title IX Coordinator will also determine if the allegation(s) within the complaint violate the Anti-Harassment and/or Discrimination policies. If so, then the Title IX Coordinator will appoint an investigator to initiate a fact-finding investigation of the alleged actions.

The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

#### **Title IX Coordinator:**

<b>Coordinator</b>	<b>Email Address</b>	<b>Phone Number</b>	<b>Physical Address</b>
Andrea Georges Title IX Coordinator	<a href="mailto:Andreag@calaero.edu">Andreag@calaero.edu</a>	(888) 979-2376	4710 E. Falcon Drive, Ste. 105, Mesa, AZ 85215

The University ensures that its employees designated to serve as Title IX Coordinators have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the University's grievance procedures operate.

### ***Informal Resolution Process***

The University offers an Informal Resolution Process to assist in the resolution of sexual harassment or sex discrimination reports. This process can only be utilized when there is a formal complaint filed and is not available for incidents in which an employee is accused of sexually harassing a student. To utilize this process, the Complainant and Respondent must voluntarily agree in writing. The University will provide both parties with the allegations, explain how the process works, impacts on the parties' ability to resume a formal complaint arising from the same allegations; and will describe any consequences from participating in an informal resolution. Either party will have the right to withdraw from the informal process prior to a resolution and resume the formal complaint process. The University will ensure the Informal Resolution Facilitator has no bias or potential conflicts of interest and will be trained on the informal resolution process.

## ***Investigation of Complaints***

In response to all complaints, the University promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity of the complaint. The University will maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the University will weigh the student's request for confidentiality against the impact on University safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The clear and convincing evidence standard will apply to investigations, meaning the University will evaluate whether it is substantially more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the University will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the University determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the University will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the University to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action. These actions will depend on the determination but could include a written warning up to and including termination. Remedies for student-related claims may include, but are not limited to, a written warning, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the University's disciplinary process. To the extent that an employee or contract worker is not satisfied with the University's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

## ***Retaliation Prohibited***

The University will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify the Title IX Coordinator.

## ***Reporting Requirements***

Victims of sexual misconduct should be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

## ***Reporting Requirements***

Students may contact the Title IX Coordinator listed in the chart above with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful discrimination or harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.ed.gov/ocr/>

## **Campus Safety and Security**

California Aeronautical University recognizes that effective learning requires a safe environment and safety is achieved through the efforts of all members of the campus community. The University continues to comply with safety and security legislation including the Crime Awareness and Campus Security Act of 1990, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Higher Education Opportunity Act of 1965 (HEOA), and the Safe and Drug Free Colleges and Communities Act and amendments of 1989.

## **Student Identification Card**

California Aeronautical University will provide students a Student Identification (ID) card. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. All students attending the University are required to have their student ID card visible at all times while on the University campus. The student ID cards must be worn above the waist and visible to University staff and faculty at all times. Student ID cards cannot be worn underneath clothing and cannot be carried in a student's pocket, backpack, bag, purse, etc. The University may provide a lanyard for the students to wear with their ID cards. Students can only wear the official ID cards that belong to them and their photo and name must remain visible at all times.

## **Crime Awareness**

California Aeronautical University's Annual Security Report is available to any current or potential student or employee upon request and is also available on the University's web site at [www.calaero.edu](http://www.calaero.edu) and student portal.

The annual security report includes statistics for the previous three years for reported crimes that occurred on campus, in off-campus buildings and property owned or controlled by California Aeronautical University, and on public properties within or immediately adjacent to and accessible from a campus. The report also includes institutional policies and procedures concerning campus security, crime prevention and reporting, drug and alcohol policy and penalties, and emergency response and evacuation procedures.

Students and employees are urged to report any criminal activity or other emergencies to the campus On-Site Administrator or appropriate University official. The report can be verbal or written, depending on the severity of the situation. Crimes may be reported confidentially. The On-Site Administrator is responsible for ensuring appropriate action is taken. The University personnel will work with local and state law enforcement agencies if such involvement is necessary.

## **Drug and Alcohol Policy**

The Safe and Drug-Free Colleges and Communities Act, Title 34 U.S.C., as amended, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The University Student Handbook outlines regulations to help ensure that we all work together to make our University drug-free.

## **Disability Accommodation Policy**

California Aeronautical University does not discriminate against individuals with a disability. Qualified individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. Qualified individuals with a disability who need a reasonable accommodation should use the University's Disability Accommodation Request Form to submit the request. The form must be submitted to the On-Site Administrator. University faculty or staff who become aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the On-Site Administrator.

The On-Site Administrator will be the single point of contact for students requesting reasonable accommodations.

When a student is referred, the On-Site Administrator, will schedule a time to speak with the student to explain this policy. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the completed form is received, it will be reviewed and if not fully complete the student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The On-Site Administrator will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the University's Grievance Policy.

## **Animals on Campus**

The University prohibits students, staff and faculty from bringing an animal on campus. It's important to note that the University complies with state and local health regulations as well as federal ADA regulations. No animals are allowed on campus except Service Animals. A Service Animal means any animal trained to do work or perform tasks for the benefit of an individual with a disability. Pets providing emotional support, well-being, comfort or companionship are not recognized as service animals under ADA regulations.

## **Emergency Response and Evacuation**

California Aeronautical University institutes and continues to update and administer an Emergency Action Plan (EAP) as part of its Injury Illness and Prevention Plan (IIPP) to communicate the actions staff, faculty, and students must take to ensure safety in the event of a bomb threat, fire, earthquake, significant criminal activity, or other natural/environmental emergency. The health and safety of all individuals on campus is critical and must take precedence.

The On-Site Administrator has the authority, and is responsible for overall management and administration of the EAP and IIPP with appropriate discretion as it relates to students and/or employees of the University. A copy of the EAP and IIPP is available as it is appropriate to students and/or employees and kept in the On-Site Administrator's office. In addition, the University has a designated Safety Officer that assists in the execution and administration of the safety operations and other areas related to the EAP and IIPP.

The EAP is reviewed with new students during initial orientation. Emergency evacuation drills are conducted periodically and all students, faculty, and staff must participate. At no time during a campus drill or actual emergency will students be permitted to leave the campus unless directed to do so.

All students must comply with the EAP and the directions given to them by the appropriate campus designee(s) during any emergency or drill. Students are expected to follow safe practices while on campus property.

A visual emergency exiting layout is posted in all campus classrooms and main entrance areas. In addition, the University Student Handbook outlines "Emergency Classroom Procedures" expected to be followed in case of emergency. Each building on campus also provides appropriate posting for exiting in case of emergency.

The University will attempt to immediately communicate by e-mail, phone, alarm, classroom announcement or any other means deemed necessary by the appropriate designee(s) to inform students, faculty, and staff about any imminent threat to the health or safety of the campus community.

# *Student Services*

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## **Advising**

Each student is given personal consideration and assistance with regard to ensuring successful educational and student achievement outcomes. The Academics Department provides individual assistance and guidance to students with special academic needs in any particular subject. Additional assistance is available to support student needs related to relevant coping skills; general development; retention; academic advising; testing and tutoring services; supervision and monitoring of attendance records and leaves of absence. Requests for such assistance should be made through the Academics Department. Students are also encouraged to request an appointment with their instructors to work on any specific problem they may be having in their courses. In some cases, to determine specific needs and proper solution assessment, the Academics Department may ask for testing or other supporting documentation that further defines the reason for need.

For advising on graduate employment assistance, please seek assistance from the Office of Graduate Services.

## **Electronic Communications**

The students, faculty and staff at California Aeronautical University are woven together by a regular need to communicate over course details, aircraft flight schedules, and a variety of day to day operational actions. All students and employees are encouraged to take care of University matters face to face when possible. However, when that is not possible, the University has provided other means to promote effective communication. Current communication methods are:

- All students and employees are issued a personalized University email and encouraged to use this over other personal email accounts.
- California Aeronautical University is continuing to develop and weave its Learning Management System (LMS) throughout campus life. Students have access to a general announcement area and an internal messaging system within the LMS.
- Web-based portal accounts are provided to all students. The student portal is a centralized place to access University information and various services.

## **Student Portal**

California Aeronautical University provides each student with the rights to access an online student information system, the student portal, located at <https://portal.calaero.edu/>.

The minimum requirements to gain access to the student portal are:

- Signed Application for Admissions;
- An active University student email account;
- Signed Statements of Understanding and Student Disclosures, as appropriate; and
- Computer with Internet access.

Once the minimum requirements above are completed or the Office of Admissions determines appropriate, students will be directed to create an account as a “new user” and will input a user name and password. Once a student’s account is authenticated into the site, he/she will gain access to student information and services, including authentication into the learning management system, personal/University calendar, course schedules, financial aid packaging, student account, attendance, grades, unofficial transcripts, career services, campus news, and various related links or resources to assist in student success.

## **Student Housing**

California Aeronautical University Arizona does not offer dormitory or other housing facilities for its students.

## **Bookstore**

Online textbooks, or e-books, are used for most courses. Students may read their e-books from a computer, laptop or tablet device. In rare instances, when an e-book is unavailable for a particular course, hard-copy books will be provided to students enrolled in that course. Textbooks are subject to change based on publisher availability, course review and/or program updates.

Students are encouraged to read and complete assignments from the course assigned materials. The University recognizes that other resources may be available and recommends speaking to the course instructor or the Academic Dean who can assist in determining a student's interest with and/or perceived need for additional resources.

## **Library and Other Learning Resources**

California Aeronautical University's programs of study prepare students for their next careers while emphasizing the value of continued learning. To promote the use of resources and to maintain current publications, the University offers all students access to an electronic online library, the Library Information Resource Network (L.I.R.N.), and a Learning Resource Center. Students may gain access to L.I.R.N. on any Internet-accessible device by accessing the Student Portal.

In addition to the University's online library resources, the campus maintains a limited holding of various resources and reference materials including recent editions of books appropriate to the curriculum. All on-site materials are inventoried, organized and made available to students for study and research.

A Learning Resource Center with Wi-Fi Internet access to the online library, physical holdings and a quiet room to study is made available to all students. Students who require additional use of any reference or resource materials may check out such material with the Academics Department.



# *Graduate Services*

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At California Aeronautical University, assisting graduates to secure employment related to their fields of study is our main objective. However, it is understood that the University does not and cannot promise or guarantee employment, level of income, or wage rate to any student or graduate.

## **Employment Assistance**

The Office of Graduate Services is available to provide individualized career planning assistance and ready to address the following steps in preparation for gainful employment:

- Reviewing a graduate's résumé
- Assisting in interviewing techniques
- Advising for a career choice
- Providing help in identifying networking and professional development opportunities
- Providing help in job-market research
- Marketing the graduate's skills
- Generating job leads

The success of the University's employment assistance efforts will be influenced to a great extent by the attendance, academic record and motivation of the student.

The University has letters of agreement with several employers that for some programs provide a direct pathway into their company. These company pathways can also offer in-school financial incentives for students who meet certain requirements and can also eliminate the need for further formal interviews upon graduation. Some of the University's current agreements can be found on our website and the University will continue to build relationships that allow our graduates opportunities.

## **Employment While Attending the University**

California Aeronautical University assists students in finding part-time work while they are attending the University. The Office of Graduate Services works with both students and employers in filling part-time positions. However, employment is not guaranteed.

# Admissions

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## **Pre-Enrollment Advising**

Helping students prepare for their education begins with an interview. During this initial interview, students' interests and goals are discussed. These goals are then matched to our programs and available career opportunities. We want each student to choose an educational plan that gives him/her every opportunity to succeed.

The pre-enrollment interview with the Admissions Department is required for incoming applicants. This ensures applicants have the opportunity for personal advising regarding potential success in their field of study.

Before an applicant is given final acceptance into a program of study, he/she must meet the general admission requirements and the program-specific requirements. Final acceptance and approval will occur once an application has been received and all of the necessary testing and documents are completed for review including, acceptable test scores, official transcripts or proof of GED, and any program specific requirements.

The University reserves the right, in its sole discretion, to deny admission, suspend or terminate any individual from initiating or continuing their education if they demonstrate any behavior(s) that may be disruptive or pose a threat to general overall safety or California Aeronautical University students, employees or other associated parties.

## **General Admissions Requirements**

Applicants must provide the University with an attestation and official transcripts of high school graduation or a recognized equivalency, such as a General Education Development (GED) certificate or completion of a high school education in a home school setting approved under state law. Students who graduated from a foreign high school or a high school, in which the high school transcript is written in a language other than English, must provide proof of high school graduation. Foreign transcripts of international students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO)'s International Education Services, or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter college or university in the United States.

Applicants must meet the minimum test score of 265 on the Verbal Skills (English) and 265 on the Quantitative (Math) on the Wonderlic Basic Skills Test (BST). Students with documented proof of an associate's degree or higher from an institution accredited by an agency approved by the U.S. Department of Education are not required to take the Wonderlic BST. Additionally, students whom have completed the SAT may be waived from the Wonderlic BST if scores meet the optional requirements. Minimum scores accepted for the SAT are 480 English and 510 Math. Students must provide official SAT test scores in order to waive the Wonderlic BST requirement.

Students that are enrolling into distance education courses must complete the Online Readiness Assessment prior to signing the enrollment agreement to ensure they have the aptitude to succeed in a distance education learning environment and have access to a computer which meets the Computer and Internet Requirements as specified in this catalog.

## ***Less-Than-Full Program Students***

Less-than-full program (non-matriculating) students are those individuals that are not enrolled in a complete program of study. If a complete program of study is not desired, courses may be selected on an elective basis to meet the training needs of the individual. Applicants must meet the minimum test score of 265 on the Verbal Skills (English) and 265 on the Quantitative (Math) on the Wonderlic Basic Skills Test (BST).

Less-than-full program students will be assessed a rate based on a per credit charge for coursework as well as applicable fees. A certificate of completion, not a diploma, is awarded upon passing the course. Less-than-full-program students are not eligible for financial or graduate services assistance.

Academic credits earned as a less-than-full program student may not transfer into a diploma or degree program unless otherwise accepted into an academic program of study.

## **Program-Specific Requirements**

The University has additional admissions requirements for the following programs:

### ***Bachelor of Science Aeronautics and Associate of Science Aviation Studies***

The degree programs in Aeronautics and Aviation Studies programs are restricted entry programs with managed enrollment. Applicant review for acceptance will be based on the following University requirements that include FAA requirements and/or other requirements.

California Aeronautical University reserves the right to consider an applicant's character, academic and behavioral record in granting or denying admission to the Aeronautics and Aviation Studies programs for the protection of the educational environment and overall safety of others. Unless specifically exempted from disclosure by law or court order, students and applicants have a duty to immediately disclose any criminal convictions or charges for violent behavior, offenses against minors and/or any offenses punishable as a felony at any time during the admissions or enrollment periods.

Aeronautics and Aviation Studies programs involve the flying of aircraft which may present risk. Instruction is provided to students in techniques relative to reducing risks and ensuring the safety of everyone associated to any such risk; however, it is impossible to provide a guarantee against all risks. Safety instructions and detailed information, including proper flight preparations and procedures, are part of the course content.

#### **Age Requirements**

Applicants must be at least 17 years of age.

#### **Flight Medical Requirements**

The minimum FAA medical requirement for a student in the flight program is a Class III Medical Certificate / Student Certificate. Applicants must present a valid certificate, completed by a FAA-designated Aviation Medical Examiner (AME) prior to beginning the program. For more information on how to locate a qualified AME, applicants are encouraged to inquire with the Admissions Department.

Students are also required to participate in a drug screening performed by a third party provider to determine eligibility for acceptance. Upon acceptance, student will be subject to random drug screening throughout their training. For more information and detail about the University's current drug screening requirements, inquire with the Office of Admissions.

#### **TSA Requirements**

All U.S. Citizens and Nationals are required to show proof of U.S. Citizenship or National status prior to the beginning of flight training. If not a U.S. Citizen or National, applicants will be required to complete the registration process with the Transportation Security Administration for initial flight training, instrument, and multi-engine training. Registration with the TSA should be accomplished prior to orientation. Registration is completed online at:

<https://www.flightschoolcandidates.gov>

All additional responsibilities during program enrollment are assumed by the student as outlined in the University student enrollment procedures. It is the student's responsibility to certify familiarity with applicable requirements outlined therein. Any conflicts arising from interpretation of requirements will be adjudicated by the University's TSA Administrator.

## **Distance Education Program Requirements**

In order to facilitate effective flight training or third-party contracted partners, the University requires applicants seeking to enroll as full-time, distance education student to meet the following geographic requirements:

- Must demonstrate reliable transportation, and
- Must provide proof of residency:
  - One year of residency (examples: tax return, lease agreement, utility bill, Arizona Driver's license or Identification Card or registration), or
  - Active military with proof of orders.

## **Immunization Policy**

California Aeronautical University does not require immunizations for admission. Students interested in getting more information about immunizations should contact their local or state public health department or consult their healthcare provider.

## **Documentation of High School Graduation or Equivalency**

Prior to starting school with California Aeronautical University, applicants must provide documentation of their High School graduation or recognized equivalency. Unofficial documentation of high school graduation or its recognized equivalency is required prior to the student's first scheduled class. However, a copy of the student's official high school transcript or its recognized equivalency is required within the first 21 calendar days of the students' start date. Unless extenuating circumstances occur, failure to do so within the first 21 calendar days of the student's start date will result in cancellation of enrollment. The University will determine the validity of the documentation.

## **State Authorization of Distance Education Outside of Arizona**

California Aeronautical University delivers online education courses and programs that have been approved by the Arizona State Board for Private Postsecondary Education. Many states have prescribed an "authorization" process for out-of-state institutions delivering online programs to its state residents. "Authorization" typically indicates that certain minimum standards have been met by the institution under the laws and regulations of that state. Authorization does not constitute an endorsement of any institution, course or degree program. Credits earned at an institution do not necessarily transfer to all other institutions.

At this time, California Aeronautical University will not enroll students who reside outside of Arizona into its online education courses. For students who enroll at California Aeronautical University, begin their online enrollment as an Arizona resident and then move out of state, the University cannot guarantee it can continue your enrollment as a California Aeronautical University student as you are no longer an Arizona resident and the University may not be "authorized" to operate in your new state of residence. If you should happen to move, please contact the Academics Department to determine if you are eligible to continue your education.

## **Application for Admission**

All applicants must complete the Application for Admission. Once submitted, the Admissions Review Committee assesses applicant information, test scores and other relevant data and approves or denies admission to the University. Acceptance is based on personal goals, previous experience, individual needs, academic assessments, and any associated program requirements.

Upon receipt of an Application for Admission, students will be scheduled to meet with a Financial Services Coordinator to discuss tuition and fees. All students will be charged an application fee. Applicants will discuss these fees with a Financial Services Coordinator to ensure full disclosure. Each applicant will be presented with a financial package that may include financial aid (for those who qualify), cash payments, and/or scholarships to cover all tuition and fees.

## **Arbitration and Class Action Waiver Disclosure**

California Aeronautical University requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment (“Arbitration Agreement”). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student’s ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the University prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student’s Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to Matthew Johnston, University President, 4710 E. Falcon Drive, Suite 105, Mesa, AZ 85215, (888) 979-2376.

## **Credit for Previous Training**

California Aeronautical University does not allow credit for prior experiential learning; however, because the University provides employment training, it honors the students’ previous work history and/or college experience by offering opportunities to challenge courses required for graduation in a program of study.

The total number of credits accepted through test out or transfer cannot exceed 50 percent for undergraduate programs.

### *Test Out*

Test-out credit will be granted if a student completes a proficiency exam/project and achieves a grade of at least 80 percent. Testing out must be completed within the first week of the course. Students will be charged a fee of \$50 for each course from which they attempt to receive test-out credit. If the student successfully tests out of the course, the student will be assessed a \$75 per credit fee. This fee must be paid in cash; as financial aid will not apply. Students are allowed one (1) opportunity to test out of a course.

Students should contact the Academics Department for more information regarding which courses are available for test out. Credit granted by test-out will be indicated by a grade of “TO” on the students’ transcript.

### *Transfer of Credit*

California Aeronautical University may accept coursework only from institutions that are either accredited by agencies recognized by the U.S. Department of Education or recognized by the respective government as institutions of higher education, for internationally-based institutions. Credit hours accepted as transfers are not eligible for financial aid. For proper evaluation, students must provide supporting documents including college catalog, course description and/or course outline as required. Official transcripts for use in determining the transferability of credit must be received by the University by the end of the student’s first five weeks of their enrollment or the credits will not be evaluated for transfer. Credit hours transferred may be credited toward graduation if the following criteria are met:

#### **Undergraduate Level Coursework**

- The course is similar in content, objectives and credit hours.
- The course can be applied to graduation requirements.
- The letter grade for the course is “C” or higher.
- An official college transcript is received.
- The credits have been earned within the last 10 years unless otherwise approved by the Academic Dean.

Transfers from one California Aeronautical University campus to another will only be considered if all the University’s admissions requirements are met and the student is meeting satisfactory academic progress.

Credits accepted for transfer will be indicated by a grade of "TR" on the students' transcript.

## **Aviation Ground and Flight Instruction**

California Aeronautical University may accept transfer credit for prior ground and flight instruction according to the following policies:

### **Credit for Flight Instruction**

1. An applicant with previous flight time or an FAA Pilot Certificate must provide, to the Academics Department for review by the Director of Flight Instruction, copies of the FAA Certificate or rating that verifies completion of an FAA flight examination.
2. Credit will be awarded according to the "limitation" section of FAA FAR regulation Part 141.77.
3. Credit will only be considered for flight instruction for a Private Pilot certificate and an Instrument rating.
4. Applicants will only receive credit and subsequently scheduled into courses according to their performance on a flight evaluation conducted prior to the course start with an assigned CFI by the University.
5. The student is responsible for the expenses associated to any flight evaluation including instructor and aircraft costs.

### **Credit for Ground Instruction**

1. An applicant with previous ground instruction or an FAA Pilot Certificate must provide, to the Academics Department for review by the Director of Flight Instruction, copies of the FAA Certificate or rating that verifies completion of an FAA flight examination.
2. Credit will be awarded according to the "limitation" section of FAA FAR regulation Part 141.77.
3. Credit will only be considered for ground instruction for a Private Pilot certificate and an Instrument rating.

If extenuating circumstances occur while enrolled in a program of study, the University reserves the right to evaluate flight training certificates and ratings achieved outside of California Aeronautical University. A student may be required to demonstrate knowledge and flight skills appropriate to the certificate and/or rating. The student is responsible for the expenses associated to any flight evaluation including instructor and aircraft costs.

## ***Previous Credits Taken in Residence***

California Aeronautical University will evaluate credits earned in a previous enrollment at the main or branch campuses within the University and will determine accepting credits if the following criteria are met:

- The course is similar in content and objectives.
- The course can be applied to graduation requirements.
- Length of time since last enrollment.

Credits accepted from a previous enrollment in residence or online at the University may exceed 50 percent of new program credit for undergraduate programs.

## ***Advanced Standing Credit***

All bachelor's degree programs at California Aeronautical University require that students meet a minimum number of lower division credit hours in their discipline. Advanced standing credit towards a bachelor's degree is available for students that have completed an associate's degree in the same discipline at another accredited and Department of Education recognized college or university. Credits applied as advanced standing credit need to have been earned with a letter grade of "C" or higher and within the last 10 years unless otherwise approved by the Academic Dean. Students utilizing this policy will still need to meet all prerequisite requirements as outlined in the University Catalog. Advanced standing credit is denoted by a TC on the University transcript.

Advanced standing credits accepted may exceed 50 percent of new program credit for undergraduate programs. However, the total number of credits accepted through test out and transfer earned externally cannot exceed 75 percent for bachelor's degree programs.

## **Transferability of Credits and Credentials to Other Institutions**

The acceptance of credit by other institutions is unlikely and cannot be guaranteed unless a specific articulation agreement is made between the institutions.

The transferability of credits you earn at California Aeronautical University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earned in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Aeronautical University to determine if your credits, degree, diploma or certificate will transfer.

## **Articulation Agreements**

California Aeronautical University has not entered into any transfer or articulation agreements with any other college or university. However, the University retains the right to enter into agreements with other colleges or universities at any time. To determine if such agreements have been made, please contact the Academic Dean or view the list of institutions with articulation agreements on the University website at [www.calaero.edu](http://www.calaero.edu).

## **Intercampus Memorandum of Understanding**

California Aeronautical University has a Memorandum of Understanding between campuses.

The Mesa, Arizona branch campus has a Memorandum of Understanding (MOU) with the Bakersfield, California main campus for the purposes of having residential-campus students take courses through distance education. Students enrolling at the Mesa, Arizona campus will be scheduled for classes online, with the exception of flight lab courses, through the Bakersfield, California campus. At no time, however, will students take more than 25% of their program credits through the Bakersfield, California main campus.

The Mesa, Arizona campus will provide the academic credit for all courses taken in residence or online through the Bakersfield, California campus. Enrollment statuses (full-time, half-time, etc.) for students will be a combination of the credits taken residentially and online. The Mesa, Arizona campus will award the degree or diploma upon completion of the program.

There are no additional tuition costs for taking distance education courses. For financial aid packaging purposes, the Mesa, Arizona campus will calculate awards, disburse aid, monitor satisfactory academic progress and determine other student eligibility requirements based on the courses taken at the residential campus and through distance education at the Bakersfield, California campus.

Prior to enrolling in a distance education course, residential-campus students will receive academic advisement to ensure their preparedness for the online mode of delivery. Additionally, these students will receive an orientation prior to the course which includes information related to logging in, participation, discussions, and submission of assignments. If students have any questions about this arrangement, they should contact their residential campus.

## **Flight Lab Courses Delivered by Third-Party Contracted Flight Training Partner**

At the time of this publication, California Aeronautical University does not have a third-party contracted partners. The University reserves the right to offer flight lab courses using a third-party partner should circumstances be required.

## **Orientation of New Students**

Orientation is conducted prior to each start date as a means of introducing new students to California Aeronautical University. During this orientation, the University will familiarize students with the campus location, provide necessary information for student success and explain academic procedures and University regulations.



# Financial Services

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The Financial Services section of the University's catalog is applicable for Undergraduate and Graduate program students.

## College Affordability

Obtaining an education is one of the most important investments of time and money one will ever make. The University provides tools for students to ease the burden of affording the tuition, fees and other necessary expenses of higher education. California Aeronautical University is authorized to participate in each of the following programs listed in Title IV, Higher Education Act of 1965, as amended:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Federal Work-Study
- Federal Direct Loans

## General Eligibility Requirements

Eligibility for Student Financial Assistance (SFA) Programs (other than unsubsidized loans and parent loans) is based on financial need rather than academic achievement. To have his or her financial need determined, a student must complete and file a Free Application for Federal Student Aid (FAFSA). Additionally, to be eligible for SFA Program funds, a student must:

- Have a high school diploma or a GED, or the equivalency.
- Enroll as a regular student in an eligible degree or certificate program.
- Be a U.S. citizen or eligible noncitizen.
- Be registered with Selective Service (if required).
- Have a valid Social Security Number (SSN).
- Make satisfactory academic progress.
- Sign statements on the FAFSA regarding educational purpose, overpayments and defaults.

A student must be enrolled at least half-time to be eligible for a Direct Loan.

## Applying for Financial Assistance

When a student applies for federal student aid, the information he/she reports on the FAFSA is used in a formula, established by U.S. Congress, that calculates the student's Expected Family Contribution (EFC), an amount a student and his/her family are expected to contribute toward his/her education. The EFC is used in an equation to determine financial need:

$$\text{Cost of Attendance} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

The Financial Services Coordinator will subtract from a student's cost of attendance the amount the student and his/ her family are expected to contribute toward that cost to determine his/her financial need. In determining a student's need for aid from Student Financial Aid Programs, the Financial Services Coordinator must first consider other aid the student expects to receive.

## Cost of Attendance

Cost of attendance (COA) is the total amount it will cost a student to go to University. COA includes tuition, fees, housing and food allowance, an allowance for books, supplies, transportation, loan fees, dependent care, costs related to a disability, and miscellaneous expenses.

$$\text{Tuition, Books, Fees} + \text{Living Allowance} = \text{Cost of Attendance}$$

Each year, these monthly allowances are reviewed and the various components are updated to reflect changes in the economy.

## Living Allowances for 2020-2021 Academic Year

	Students Living At Home with No Dependents	On Campus Housing	Off Campus Housing
Housing and Food	976	1,028	1,842
Transportation	104	36	95
Supplies	120	120	120
Personal/Miscellaneous	358	290	420
<b>Total Living Allowance (monthly)</b>	<b>\$1,558</b>	<b>\$1,474</b>	<b>\$2,477</b>
<b>Tuition and Fees</b>	<i>Actual Institutional Charges</i>	<i>Actual Institutional Charges</i>	<i>Actual Institutional Charges</i>

Therefore, a typical budget for a student, living on campus during the 2020-2021 academic year would be:

<b>Tuition and Fees</b> <b>\$17,800*</b>	+	<b>Living Allowance</b> <b>\$11,792</b>	=	<b>Cost of Attendance</b> <b>\$29,592</b>
<i>*This is an example. Your amount may be different</i>		<i>\$1,474 x 8 months (Academic years are 8 months.)</i>		

## Living Allowances for 2021-2022 Academic Year

	Students Living At Home with No Dependents	On Campus Housing	Off Campus Housing
Housing and Food	1,009	1,071	1,917
Transportation	111	38	102
Supplies	125	125	125
Personal/Miscellaneous	364	293	427
<b>Total Living Allowance (monthly)</b>	<b>\$1,609</b>	<b>1,527</b>	<b>\$2,571</b>

  

<b>Tuition and Fees</b>	<i>Actual Institutional Charges</i>	<i>Actual Institutional Charges</i>	<i>Actual Institutional Charges</i>
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Therefore, a typical budget for a student, living on campus during the 2021-2022 academic year would be:

<b>Tuition and Fees</b> <b>\$17,800*</b>	+	<b>Living Allowance</b> <b>\$12,216</b>	=	<b>Cost of Attendance</b> <b>\$30,016</b>
<i>*This is an example. Your amount may be different</i>		<i>\$1,527 x 8 months (Academic years are 8 months.)</i>		

## Dependency Status

When students apply for aid, the answers to certain questions on the FAFSA will determine whether they are considered dependent on their parent(s) and must, therefore, report their parents' incomes and assets as well as their own; or whether they are considered independent and must, therefore, report only their income and assets and those of their spouse, if currently married.

## Items Needed to Apply for Assistance

The Free Application for Federal Student Aid (FAFSA) asks for information about the student (name, date of birth, address, etc.) and about the student's financial situation. Depending on the student's circumstances (for instance, when taxes were filed or what tax form was used), the student may need the following information or documents to fill out the FAFSA:

- Student's Social Security number
- Parents' Social Security numbers if the student is considered a dependent
- Student's driver's license or state identification number if he/she has one
- Student's Alien Registration Number if he/she is a Permanent Resident (eligible noncitizen)

- Federal tax information or tax returns including IRS W-2 information, for the student (student's spouse, if student is married), and for the student's parents if he/she is a dependent student:
  - IRS 1040
  - Foreign tax return, IRS 1040NR, or IRS 1040NR-EZ, or
  - Tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia, or Palau
- Records of untaxed income, such as child support received, interest income, and veteran's non-education benefits, for the student, and for his/her parents if the student is a dependent student
- Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate but not including the home in which the student or parent lives; and business and farm assets for the student, and for the student's parents, if the student is a dependent student. The student should keep these records as they may be needed again.

## *Apply for Aid*

There are a few ways to file the FAFSA:

- Online at [www.fafsa.gov](http://www.fafsa.gov) is faster and easier than using a paper application (recommended), or
- Complete a PDF FAFSA (Note: PDF FAFSAs must be mailed for processing (download a PDF FAFSA from [www.studentaid.gov](http://www.studentaid.gov)), or
- Order a paper FAFSA by calling (800)-4-Fed-Aid (800-433-3243).

The Financial Services Coordinator at the University can assist the student with completing and submitting the FAFSA.

Once the FAFSA is processed, the Department of Education will send the student a Student Aid Report (SAR), which is a summary of the FAFSA data submitted. The student must review the SAR to make sure there were no mistakes made on the FAFSA.

If the student made a mistake in what was reported on the FAFSA, the student will need to make a correction. Corrections can be made at [www.fafsa.gov](http://www.fafsa.gov), following the instructions for making corrections to the FAFSA.

The SAR will not inform the student how much financial aid he/she will receive. Instead, the University will calculate the aid and will notify the student of how much aid he/she is eligible to receive at the University utilizing a Financial Assistance Worksheet.

## **Financial Assistance Programs**

Students attending California Aeronautical University have access to a variety of federal, state and University sponsored student financial assistance programs. Some programs have specific eligibility guidelines that must be met in order to qualify. Amounts are subject to change based on funding.

### *A. Federal Pell Grants*

A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Pell Grant awards change yearly. For the 2020-2021 award year (July 1, 2020 to June 30, 2021), the maximum amount is \$6,345. Eligibility is determined by the student's EFC, financial need, cost of attendance, enrollment status (i.e., full-time, half-time, etc.) and anticipated school attendance for the full academic year or less.

## ***B. Federal Supplemental Educational Opportunity Grants***

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be repaid.

Students may receive between \$100 and \$4,000 per year, depending on the students' financial need, amount of other aid received, and the availability of funds. In order to be eligible for FSEOG, students must complete, sign and return the FAFSA, Financial Assistance Worksheet and enrollment agreement to the Office of Financial Services.

## ***C. Iraq and Afghanistan Service Grant***

Students may be eligible to receive the Iraq and Afghanistan Service Grant (IASG) if they are not eligible for a Federal Pell Grant on basis of their EFC; however, meet the remaining Federal Pell Grant eligibility requirements, and

- Their parent or guardian was a member of the US Armed Forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and
- The student was under 24 years old or enrolled in college at least part-time at the time of his/her parent's or guardian's death.

The grant amount is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed the student's cost of attendance for that award year. The maximum Federal Pell Grant award is \$6,345 for 2020-2021 award year; however, due to sequester, all Iraq & Afghanistan Service Grant award amounts first disbursed on or after October 1, 2018, and before October 1, 2019, are reduced by 6.2%; for awards made on or after October 1, 2019 and before October 1, 2020, awards are reduced by 5.9%. For example, a student otherwise eligible for a grant of \$6,345 (the maximum Scheduled Award for 2010-2021) the grant is reduced by \$374.36, resulting in a grant of \$5,970.64.

## ***D. Children of Fallen Heroes Scholarship Act***

Beginning with the 2018-2019 award year, an otherwise Pell-eligible student whose parent or guardian died as a result of active service in the line of duty as a Public Safety Officer (defined under 42 U.S.C. 3796b, or a fire police officer) may receive a maximum Pell Grant and increased amounts of other federal student aid, if the student was less than 24 years old when the parent or guardian died, or was enrolled at an institution of higher education at the time of the parent or guardian's death.

For purposes of calculating the Children of Fallen Heroes Scholarship, eligibility is determined on an EFC of zero (0), cost of attendance, enrollment status (i.e., full-time, half-time, etc.) and anticipated school attendance for the full academic year or less. For the 2020-2021 award year (July 1, 2020 to June 30, 2021), the maximum award amount is \$6,345.

## ***E. Federal Work-Study***

Federal Work-Study provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the students' courses of study. The program is available to students with a financial need. It provides part-time employment while students are enrolled in school. Students eligible to participate will earn at least the current minimum hourly rate, but it may be higher, depending on the type of work and skills required.

## ***F. William D. Ford Federal Direct Loan Program***

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is the lender. There are three types of Direct Loans available:

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at the University. Students must be enrolled at least half-time status to be eligible. The U.S. Department of Education will pay (subsidize) the interest that accrues on subsidized loans during certain periods. Depending on the students' financial need, they may receive both subsidized and unsubsidized loans for the same enrollment period, but the total amount of these loans may not exceed the

annual loan limit. Students attending school at least half-time will have a six-month grace period of time after they graduate, leave school, or drop below half-time enrollment status before they begin repayment.

- Direct Unsubsidized Loans are loans made to eligible undergraduate and graduate students; however, in this case, students do not have to demonstrate financial need to be eligible for the loan. Students must be enrolled at least half-time status to be eligible. Depending on the students' financial need, they may receive both subsidized and unsubsidized loans for the same enrollment period, but the total amount of these loans may not exceed the annual loan limit. Students attending school at least half-time will have a six-month grace period of time after they graduate, leave school, or drop below half-time enrollment status before they begin repayment.
- Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Students must be enrolled at least half-time status to be eligible. Borrowers will be required to pass a credit check to be eligible and may be able to pass with an endorser. The yearly limit for PLUS is equal to a student's cost of attendance minus any other financial aid for which the student is eligible. Students whose parent does not pass the credit check may receive an additional unsubsidized loan.

#### Maximum Annual Loan Limits - Subsidized and Unsubsidized Direct Stafford Loans

	Base Amount (Subsidized & Unsubsidized)	Additional (Unsubsidized Loan)
<b>Dependent Students</b> ( <i>excluding those whose parents cannot borrow PLUS</i> )		
First-year Undergraduate	\$3,500	\$2,000
Second-year Undergraduate	\$4,500	\$2,000
Third-year Undergraduate and Beyond	\$5,500	\$2,000
<b>Independent Students</b> ( <i>including dependent students whose parents cannot borrow PLUS</i> )		
First-year Undergraduate	\$3,500	\$6,000
Second-year Undergraduate	\$4,500	\$6,000
Third-year Undergraduate and Beyond	\$5,500	\$7,000
<b>Graduate Students</b>		
All Years	\$0*	\$20,500

\* Effective for loan periods beginning on or after July 1, 2012, graduate and professional students are not eligible for Direct Subsidized Loans.

Consult the Office of Financial Services for current Stafford and PLUS interest rates.

#### *G. TFC Financing*

TFC Credit Corporation will assist California Aeronautical University in collecting payments from students. TFC will collect monthly payments for all student accounts. Depending on the length of the payment obligation, students will be assessed five to eleven percent for financing their tuition payments.

## *H. California Aeronautical University Financing*

A student whose tuition is not fully covered by financial aid or other funding source(s) can make payments directly to California Aeronautical University without interest. Payment must be made in full within a specific-time frame to qualify. Students who make any payment to the University can expect to receive a computerized receipt immediately after payment is made. Payments made with a debit or credit card will be assessed a three percent convenience fee.

## **Institutional Scholarships**

California Aeronautical University has developed the following scholarship program to build goodwill for our University, drive interest in our programs, demonstrate our commitment to changing lives, and advance our public relations efforts.

The University will review applications and award scholarships based on academic ability, personal attributes, financial need, and scholarship requirements. For all scholarships, students must be enrolled full time and have no past due balances with the University and meet the admissions requirements for acceptance. Students may only receive one scholarship at a time from the University's Scholarship Program, however, may have other external scholarships in addition to those awarded by the University. Scholarship awards are generally split evenly among the terms or payment periods in the student's academic year, unless stated otherwise.

### *Career Path University Scholarship (High School Graduates/Recent GED Recipients)*

California Aeronautical University awards a \$2,000 Career Path University Scholarship to high school seniors, recent high school graduates and recent General Education Development (GED) recipients based on academic achievement and merit.

The following requirements must be met in full when applying for the Career Path University Scholarship:

1. Submit a completed scholarship application and scholarship agreement.
2. Submit a recommendation letter to be completed by the applicant's High School/GED Counselor, HS/GED Administrator or HS/GED Instructor.
3. Submit an official high school transcript with a statement of intention to graduate.
4. Submit a short essay to explain the desire to pursue the chosen area of study and describing any long-term goals.

Applicants may apply for only one scholarship, which may be applied to any California Aeronautical University diploma or degree program offered. The application deadline is within one year of the applicant's high school graduation date or date the student received their GED. Final awards are made by January 31. California Aeronautical University may award thirty-five \$2,000 scholarships per calendar year. The scholarship award will be split evenly among the terms or payment periods in the students in the student's academic year. All required documents must be submitted to the University's Office of Financial Services. Scholarships are applied to the first term and are applicable to the first academic year attending the University.

### *Public Safety/Emergency Responder Scholarship*

In recognition of service to our communities, California Aeronautical University is proud to offer the Public Safety/Emergency Responder Scholarship to students, and their immediate family. This scholarship is open to civil duty service professional households including law enforcement, fire fighters, and public safety employees and reservist. The University will honor ten (10) applicants with this scholarship in recognition of service.

This scholarship is awarded in the amount of \$3,000 per one academic year and it is applicable for the first academic year only. Students must enroll in one of the University's Bachelor's degree programs. The scholarship award will be split evenly among the terms or payment periods in the student's academic year.

The following requirements must be met in full when applying for the Public Safety/Emergency Responder Scholarship:

1. Submit a completed scholarship application and scholarship agreement.
2. Proof of Service.
3. Submit an essay to explain how earning your degree/diploma at California Aeronautical University will help you achieve your career goals.

All required documents must be submitted to the University's Office of Financial Services. The deadline for applying for the scholarship is the Friday immediately preceding the student's start date.

## **Verification Policy and Procedures**

As part of the financial service process at California Aeronautical University, students and their spouse or parents, if applicable, may be required to verify the information submitted on the Free Application for Federal Student Aid (FAFSA). Students selected to verify information submitted on the FAFSA will be notified in writing and will be provided guidance as to what required documentation is needed by the student, their spouse, and/or their parents.

The University requests that this documentation be submitted within one to two weeks of the request. However, the University also recognizes that sometimes it is necessary to contact outside sources which could result in additional delays. Therefore, students will have 45 days from the date they were notified to provide the requested documentation, except in instances where extenuating circumstances arise. Extenuating circumstances include but are not limited to situations beyond the applicant's control. In no case will any need based Title IV disbursement be made if the student's application has been selected for Verification and that verification process has not been completed. If the student and/or their family fail to provide the required documentation within the 45-day timeframe, financial aid disbursements will not be made and they will be expected to make other payment arrangements in lieu of receiving financial aid disbursements.

It is the University's policy to provide to students, in writing, a clear understanding of the forms and other documentation needed to verify their application. If students are unsure of what is needed, they should request further explanation until they understand. If the submitted data fails to meet requirements, the Office of Financial Services will contact the student, in writing. If corrections must be made, it will be necessary for the student, their spouse and/or their parents to make them on the application using FAFSA on the Web. The student will need to log in to do so. The Office of Financial Services can also submit the corrections for the student electronically using the FAA Access to CPS website.

If the student's award or loan amount changes after the verification procedures are complete, the Office of Financial Services will notify them of this change and the student will acknowledge this change by signing a new Financial Assistance Worksheet. If the verification process indicates that all information is correct and there are no outstanding issues or conflicting information, the student will also be notified.

The University is required by Federal regulations to make referrals to the Office of Inspector General of the Department of Education if it suspects that aid was requested under a false pretense. This institution is committed to the proper stewardship of Federal funds and will cooperate with government agencies in the full prosecution of students who are found to provide falsified data. Examples of this type of information are:

- False claims of independent student status;
- False claims of citizenship;
- Use of false identities;
- Forgery of signatures or certifications; and
- False statements of income; and



- Any credible information indicating that any employee, third-party servicer, or other agent of the institution that acts in a capacity that involves the administration of the Title IV, HEA programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving the Title IV, HEA programs. The type of information that an institution must refer is that which is relevant to the eligibility and funding of the institution and its students through the Title IV, HEA programs.

## **Disbursement Policy**

All required financial aid papers must be completed accurately and submitted to the Office of Financial Services before any financial aid disbursement is made. A student must also maintain satisfactory progress in order for any disbursement to be credited to the student's account or for the University to release funds to the student.

The student's account will be credited automatically for a student who is eligible for Federal Pell Grant and FSEOG. An enrolled student who is eligible for the Federal Pell and/or FSEOG programs will have his/her awards disbursed no earlier than ten days before the first day of each term.

For Stafford Loans, funds will be delivered to the University in equal installments as required by law. The first disbursement will be issued no earlier than ten days before the first day of the first term. The remaining installments will be issued no earlier than ten days before the first day of each term.

For PLUS Loans, loan funds will be delivered to the University in equal installments as required by law. All installments will be issued no earlier than ten days before the first day of each term.

A student, or parent, participating in the Stafford & PLUS Loan Program can have these funds disbursed in the form of an electronic funds transfer (EFT). Once the U.S. Department of Education electronically disburses the funds to the University, the University will notify the student of its receipt and the date of when it was credited to his/her account.

Currently the regulations provide a three-day period for disbursing and an additional 10-day period for returning Stafford Loan Program funds. If the student does not satisfy a programmatic requirement necessary to receive the funds and the University expects the student to satisfy that requirement within 10 days, an additional 10-day period will be included prior to returning the funds.

A student, or parent, may request Stafford Loan Program funds to be disbursed by check. The University will disburse the funds to an eligible student (or, for PLUS Loan funds, to parents of an eligible student) no later than 30 calendar days after the University receives the check.

## **Repeating Courses**

California Aeronautical University encourages all students to attend classes daily and complete all coursework as scheduled. At the same time, the University recognizes that students may occasionally have difficulties with successfully completing courses. However, students who withdraw or fail a class resulting in a grade of WP, WF, or F for one or more classes on their transcript must repeat and pay for each of these classes prior to graduation.

Repeating a course may have an effect on the students' financial aid. A student may receive financial aid for repeated courses, however the amount of aid may not be enough to cover any additional tuition charges and financial aid eligibility will differ for each student.

In some instances, courses in which a student has received a passing grade may also be repeated whether to meet the requirements of satisfactory academic progress or based on a student request. If the student is in a term based program, a repeated course may be counted towards enrollment status and financial aid may be awarded for this course. However, this aid may be for the first time only (i.e. one repetition per class).

For students that are required to repeat a flight lab course, the University will not apply additional tuition costs. However, students will be responsible to obtain the necessary funding for costs associated with flight lessons.

## **Loan Repayment Responsibility**

If a student obtains a loan to pay for an educational program, it is the responsibility of the student to repay the full amount of the loan plus any interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

## **Refund Policy**

As mandated by federal and state regulations, California Aeronautical University uses a fair and equitable refund policy. The refund amount will be the larger of the Federal "Return of Title IV Aid" or the state refund calculation.

## **The Federal Return of Title IV Aid Policy**

The Federal "Return of Title IV Aid" calculation is required if the student received student financial assistance program funds and the student withdrew on or before the 60 percent point in calendar time of the payment period.

A financial aid (Title IV) recipient who withdraws and who has completed 60 percent or less of the payment period is subject to federal refund regulations per 34 CFR 667, 682, 685, published November 1, 1999.

Federal regulations provide that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the University must calculate the following:

- A. Determine the percentage of the payment period completed. To determine the percentage of the payment period completed, the number of days\* attended in the payment period is divided by the total days\* in the payment period.

\*Days = calendar days for purposes of this formula and therefore include weekends and holidays. Only scheduled breaks of 5 consecutive days or more and approved leaves of absence are excluded.

- B. The net amount of Title IV funds disbursed and funds that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
- C. The earned Title IV aid is subtracted from the aid that was actually disbursed to, or on behalf of, the student. The amount remaining is unearned aid.
- D. The University determines the amount of unearned institutional charges. To determine the amount of unearned institutional charges, multiply the reciprocal of the percentage of the payment period completed by the institutional charges for that payment period from which the student withdrew. (The institutional charges for the payment period from which the student withdrew are determined by multiplying the cost per credit by the number of credits the student was attempting in payment period (term) before withdrawing. Add to the product the \$100 application fee.)
- E. The institution will return the lesser of the total unearned aid or the unearned institutional charges for the payment period.
- F. The University must return Title IV funds to the programs from which the student received aid during the payment period as applicable, in the following order, up to the net amount disbursed from each source:
  - 1. Direct Unsubsidized Stafford loans (other than PLUS loans)
  - 2. Direct Subsidized Stafford loans
  - 3. Direct PLUS loans
  - 4. Federal Pell Grants for which a return of funds is required
  - 5. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
  - 6. Iraq and Afghanistan Service Grant, for which a return is required

NOTE: After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50 percent. Unearned loan funds received by the student are paid back as per the terms of the borrower's promissory note.

*An example of the Federal Return of Funds Policy is as follows:*

Assume that a student started the University on January 3rd and was scheduled to complete the first payment period within 70 calendar days. However, because of unforeseen circumstances, the student withdrew on February 8th completing 37 calendar days. While in school, Title IV in the amount of \$3,062 was disbursed on the student's behalf (Federal Pell Grant of \$1,850, Federal SEOG of \$50 and Federal Stafford Loan of \$1,162). In order to calculate the unearned aid, the calculation would be as follows:

<b>37</b>	/	<b>70</b>	=	<b>52.85%</b>
<i>calendar days completed</i>		<i>calendar days in the payment period</i>		<i>percentage of earned Title IV aid</i>
<b>52.85%</b>	X	<b>\$3062</b>	=	<b>\$1619.80</b>
<i>percentage of earned Title IV aid</i>		<i>Title IV disbursed</i>		<i>Title IV earned</i>
<b>\$3062</b>	-	<b>\$1619.80</b>	=	<b>\$1442.20</b>
<i>Title IV disbursed</i>		<i>Title IV earned</i>		<i>Title IV aid to be returned (unearned aid)</i>

The University must then calculate the unearned institutional charges:

<b>\$3420</b>	X	<b>47.1%</b>	=	<b>\$1610.82</b>
<i>institutional charges for the payment period</i>		<i>reciprocal of percentage of earned Title IV aid</i>		<i>unearned institutional charges</i>

As required, the University must return the lesser of the total unearned aid or the unearned institution charges for the payment period. In this example, the University must return \$1,442.20 in the order specified by law (as indicated in section F above). It is important to note that in some cases, financial aid earned by the student may not cover the amount of tuition owed to the University for the portion attended. In these cases, it is necessary for the student to make satisfactory payment arrangements with the Office of Financial Services.

## Cancellation Policy\*

A student or perspective student has the right to cancel an enrollment agreement with California Aeronautical University if the student or prospective student submits a written notification to the University within three days, excluding Saturday, Sunday, and state and federal holidays, of signing the enrollment agreement.

No later than 30 calendar days after California Aeronautical University receives a written notice of cancellation as described above, the University shall provide to the student or the person that paid the student's tuition and student fees a refund of 100 percent of all student fees and tuition paid.

- A. Cancellation may occur when students provide a written notice of cancellation by mail or by hand delivery at the students' place of training:

California Aeronautical University, 4710 E. Falcon Drive, Suite 105, Mesa, AZ 85215

- B. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

- C. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.
- D. If the enrollment agreement is cancelled after the 3-day cancellation period has expired but prior to starting classes, the University will refund the student any money they paid, less an application fee not to exceed \$200.00. Flight costs are non-refundable after the initial enrollment cancellation period and students will be assessed a charge for any flight costs incurred.

*\*In accordance with R4-39-404. Tuition Refund Policy ARIZONA STATE BOARD FOR PRIVATE POSTSECONDARY EDUCATION*

## **Withdrawal from the Program**

A student who withdraws from all courses during the drop/add period will receive a full refund of the tuition paid for the term, less an application fee not to exceed \$200. A student who withdraws after the drop/add period has elapsed will not receive a tuition refund for the term.

For the purpose of determining a refund under this section, students shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the University.
3. The student has failed to attend class for 14 calendar days.
4. The student fails to return from a leave of absence.
5. The student fails to return to school after providing the University written confirmation of future attendance. The date of the school's determination that the student withdrew will be no later than the date the student was scheduled to resume attendance.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the payment period (total institutional charge, minus non-refundable fees, divided by the number of days in the payment period), multiplied by the number of days scheduled to attend, prior to withdrawal.

For programs beyond the current "payment period," if the student withdraws prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The University will refund funds for which it is responsible as soon as possible but no later than 45 days from the determination date of withdrawal.

## **Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day California Aeronautical University receives a request for access. A student should submit to the Academic Dean or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University's official will make arrangements for access and notify the student of the time and place where the records may be inspected.

If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
  - If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, or support staff position; a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
  - Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

The University may disclose, without consent, "directory" information. The University considers the following information directory information and may disclose this information to the public: student's name, dates of attendance, veteran status, if applicable, the degree or diploma earned and any possible awards the student has earned.

A student can request in writing to not disclose this information to the public. Requests must be made within 30 days of starting school.

## **SFA Policy on the Retention of Student Records**

Records for students receiving financial aid will be retained by California Aeronautical University for a minimum of five years from the end of the award year for which the student aid was awarded or five years from the end of the award year in which the student last attended — whichever is later. Student transcripts will be maintained permanently.

## **Privacy and Security**

Any information or data collected and stored by California Aeronautical University, and its service providers, is considered the property of the University. The data will not be used by the University in any manner not approved by the student and will not be shared with any third parties without prior consent of the student. Access to the data shall be restricted except to the extent that the University's associates must access the data to provide services for the student. In any event, the University maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized parties.

# *Academic Information*

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## **Faculty**

California Aeronautical University faculty members are selected for their academic qualifications and, whenever possible, real-world experience. In this way, the University faculty can provide a solid classroom education with real-world insights. Many of the faculty have advanced degrees, hold aviation or other industry certifications, or have excelled in their particular professional endeavors. As professionals in the fields in which they teach, these faculty members bring to the University students the benefits of their practical professional experiences.

## **Curriculum**

California Aeronautical University provides a specialized curriculum to meet the needs of career-oriented students. The curriculum is therefore structured to prepare graduates for specific employment opportunities in the workplace.

## **Classroom Size**

California Aeronautical University places maximum student to teacher ratios on classes to ensure an academically conducive learning environment for students and instructors. The maximum number of students in a lecture setting is 30. For a laboratory setting it is 25. The maximum number of students in a flight lesson is 2.

## **Equipment**

California Aeronautical University will make available to all students the equipment necessary to acquire the skills desired for gainful employment. Students are instructed, through a curriculum that is designed to provide a hands-on experience, to use, practice and understand different equipment. The University promotes proper care and respect in the use of any equipment.

All students are provided a tablet with Wi-Fi capabilities and Internet access. These devices ensure that each student has access to online learning resources including eBooks, electronic library databases, and course specific links required of the curriculum.

Television and video equipment, overhead projectors, and data projectors are available and may be used in instruction. All classrooms contain desks or tables and seating suited to the learning activities required for instruction. Classrooms are equipped with white boards and data projectors and may be used in instruction.

## **Computer and Internet Requirements**

California Aeronautical University believes in the use of digital technologies in business and education. All students pursuing degrees, either at the residential campus or in the distance education format, are being familiarized with a variety of applications, programs and course-submission mechanisms to ensure they are technologically savvy in a highly technical communication environment.

All students at the University will utilize, to some degree, internet-based platforms. Therefore, students must have access to a personal computer and have the ability to install new software. For specific courses, the University will provide software that must be downloaded and installed on the student's computer. Most companies, libraries and other public places do not allow users to download or install new software.

Students must adhere to the University's computer, internet and device usage policies and procedures.

To be successful, students enrolling at California Aeronautical University need the following recommended computer hardware, software and Internet requirements:

### **Hardware Requirements:**

#### **Windows**

- 1.6 GHz or faster, 4 GB RAM; 2 GB RAM (32-bit),
- 4 GB of available disk space,
- 1280 x 768 screen resolution (32-bit requires hardware acceleration for 4K and higher),
- Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 higher for Windows 10 Fall Creators Update),
- Windows 10 SAC, Windows 8.1
- For a better experience with video calls and online meetings, we recommend using a computer that has a 2.0 GHz processor and 4.0 GB RAM (or higher), and
- Microsoft Teams requires USB 2.0 video camera, a microphone, and an audio-output device in order to utilize its full range of calling and meeting features.

#### **MAC (may not work with all programs)**

- Intel processor,
- 4 GB RAM,
- 10 GB of available disk space; HFS+ hard disk format (also known as macOS Extended) or APFS Updates may require additional storage over time,
- 1280 x 800 screen resolution,
- No graphics requirements,
- One of the three most recent versions of macOS; when a new version of macOS is released, the macOS requirement becomes one of the then-current three most recent versions (the new version of macOS and the previous two versions);
- For a better experience with video calls and online meetings, we recommend using a computer that has a 2.0 GHz processor and 4.0 GB RAM (or higher), and
- Microsoft Teams requires USB 2.0 video camera, a microphone, and an audio-output device in order to utilize its full range of calling and meeting features.

### **Software Requirements:**

- For the best experience, use the most current build of any operating system specified above (product functionality and feature availability may vary on older systems),
- Current version of Microsoft Edge, Internet Explorer, Safari, Chrome, or Firefox,
- Some features may require .NET 3.5 or 4.6 and higher to also be installed; Microsoft Teams requires 4.6 or higher,
- Current version of Adobe Reader must be installed (free download),
- University provided current Microsoft 365 applications to include Word, Excel, PowerPoint, and Teams, and
- Current Anti-Virus Software (Norton, McAfee, etc.)

### **Internet Requirement:**

- Consistent and reliable Internet connection: cable connection preferred. DSL may not work depending on connectivity.

## **Attendance**

The University encourages its students to establish good attendance practices and believes that students must attend class if they are to be well-prepared for the workplace.

### ***Attendance Guidelines for Residential Campus Courses***

Attendance is taken every class meeting and any student not physically in class will be marked absent. California Aeronautical University does not differentiate between excused and unexcused absences. Each missed class meeting constitutes an absence and this absence is recorded in the student's permanent record. While the student is encouraged and advised to make up any assignments that were missed due to any absences; these absences cannot be removed from the attendance records.

A minimum of ninety percent (90%) attendance in each course is necessary in order to fulfill the requirements of the course and receive the earned grade. To meet the 90% attendance requirement, any classes missed in excess of ten percent (10%) of the scheduled hours must be made up through assignment completion as determined by the classroom instructor. Students are not allowed to be absent more than thirty-three percent (33%) of the total clock hours for each course. Exceeding that factor may result in automatic withdrawal from the course.

Policies regarding tardiness are established by the individual classroom instructors.

### ***Attendance Guidelines for Distance Education Courses***

At the beginning of each course, each instructor will provide students with a course outline specifying weekly activities, due dates and grading policy. Participation is required in order to receive weekly attendance. Participation is defined as submission of any coursework for the class. Additionally:

- The class week begins each Monday at 12:01 a.m. and ends on Sunday 11:59 p.m. (Pacific).
- Students are required to participate in assignments and discussions daily, as assigned, to earn attendance for the week.
- In order to have sufficient time to complete weekly assignments and participate in weekly activities, students are expected to login daily.
- If the student does not meet the weekly participation required by the instructor, the student may be withdrawn from that course and will be responsible for all incurred charges.

Policies regarding tardiness are established by the individual classroom instructors.

### ***Attendance Guidelines for Flight Lab Courses***

The University requires attendance of all scheduled flight lessons and/or on-time completion of the certificate or rating being sought in order to attain a satisfactory grade in a flight lab course. Attendance is taken for each lesson and recorded in the student's permanent record. Students must be physically present in order to earn attendance for a flight lesson.

## **Make-Up Work**

The University encourages students to make-up work missed due to an absence. The decision as to whether or not to accept the make-up work is ultimately left to the course instructor. The ability to make-up work is based on standards set by the instructor and outlined in the course syllabus. If used by the instructor, time limits or grade adjustments may be placed on make-up work. The major goal of make-up work is to give students an opportunity to acquire the missed information and demonstrate an understanding despite the absence within reason.



## Requests for Program Changes

All program changes must be approved by the Academics Department. Students who wish to make a program change should request the change in writing to the Academic Dean. A student may change programs a maximum of three times. Program changes require students to sign a new enrollment agreement and may affect the amount and disbursement dates of their financial aid. Consequently, a student must meet with a Financial Services Coordinator before a program change can be completed. All program changes are subject to admissions acceptance requirements and administrative approval.

## Add/Drop Period

Students may add or drop a course on or before 20% of the course's length (in calendar days) is completed. For example, for a 10-week course, students may add or drop a course on or before the fourteenth calendar day of the start of the term. For a 5-week course, students may add or drop a course on or before the seventh calendar day of the start of the term. The request must be made in writing.

If a student elects to add a course, the addition of one or more courses will cause an increase in the student's tuition charge for the term.

If a student elects to drop a course, it will no longer appear on the student's transcript. The student will not be charged tuition for the course. However, courses dropped after the Add/Drop period will appear on the student's transcript with a grade of Withdraw-Passing (WP) or Withdraw-Failing (WF). Tuition will be charged for any courses dropped after the Add/Drop period.

## Withdrawal Procedures

A student who officially withdraws from California Aeronautical University must complete an Application for Withdrawal, available from the Academics Department. Notification of withdrawal to an instructor does not constitute an official withdrawal.

Before withdrawing from a program, a student is encouraged to discuss this decision with instructors and to make use of available advising services. A student who withdraws from one or all courses will receive a grade of 'WP' or 'WF.'

A student who does not officially withdraw will be dropped automatically from enrollment and their determined date of withdrawal will occur when:

- the student has failed to attend class for 14 calendar days,
- the student fails to return from a leave of absence, or
- the student fails to return to school after providing the University written confirmation of future attendance. The date of the school's determination that the student withdrew will be no later than the date the student was scheduled to resume attendance.

## Grading Policy

Grades are recorded for each course as follows:

Grade	Scale	Point	Value
A	90 – 100	4.0	Excellent
B	80 – 89	3.0	Above Average

<b>C</b>	<b>70 – 79</b>	<b>2.0</b>	<b>Average</b>
<b>D</b>	<b>60 – 69</b>	<b>1.0</b>	<b>Below Average</b>
<b>F</b>	<b>59 and below</b>	<b>0.0</b>	<b>Failure</b>
<b>P</b>		<b>N/A</b>	<b>Pass</b>
<b>I</b>		<b>N/A</b>	<b>Incomplete</b>
<b>WP</b>		<b>N/A</b>	<b>Withdrawal – Passing</b>
<b>WF</b>		<b>N/A</b>	<b>Withdrawal – Failing</b>
<b>TC</b>		<b>N/A</b>	<b>Advanced-Standing Credit</b>
<b>TR</b>		<b>N/A</b>	<b>Transfer of Credit</b>
<b>TO</b>		<b>N/A</b>	<b>Test Out</b>

'P' is used for selected courses only (see course descriptions). Pass/Fail courses are counted as credits completed and credits attempted but not calculated in CGPA computation.

'TR' and 'TC' grades are applied to credit granted for transfer of credit.

'TO' grades are applied to credit granted for test out.

### ***Distance Education Grading Policy***

For students in distance education courses, in order to successfully complete all required assignments and attain a satisfactory grade in each course, additional logins and/or make-up assignments may be assigned by the instructor as course requirements. Student participation will be monitored and graded by the instructor and will include any or all of the following:

- Students must post responses to instructor's discussions and respond to classmates. If a student fails to attend, post, or does not show a substantive posting on the day of the post, the student may not receive grade points or credit for the assignment.
- Students will read materials posted online and complete course activities as needed.
- In order to be eligible to receive a full grade for any assignments, students must pay attention to submission deadlines. All assignments should be submitted and/or completed by the due date. (Students are advised not to procrastinate when completing or submitting assignments as technical problems, while not expected, may arise.)
- Courses are taught synchronously and asynchronously as required by instructors to meet course objectives.
- Up to two days will elapse between the institution's receipt of student lessons, projects, or Capstone and the institution's response or evaluation.

## Repeating Courses

California Aeronautical University encourages all students to attend classes daily and complete all coursework as scheduled. At the same time, the University recognizes that students may occasionally have difficulties with successfully completing courses. However, students who withdraw or fail a class resulting in a grade of WP, WF, or F for one or more classes on their transcript must repeat and pay for each of these classes prior to graduation.

Repeating a course may have an effect on a student's financial aid. A student may receive financial aid for repeated courses, however the amount of aid may not be enough to cover any additional tuition charges and financial aid eligibility will differ by student.

In some instances, courses in which a student has received a passing grade may also be repeated whether to meet the requirements of satisfactory academic progress or based on a student request. If the student is in a term based program, a repeated course may be counted towards enrollment status and financial aid may be awarded for this course. However; this aid may be for the first time only (i.e. one repetition per class).

For students that are required to repeat a flight lab course, the University will not apply additional tuition costs. However, students will be responsible to obtain the necessary funding for costs associated with flight lessons.

## Incomplete Courses

Students with extenuating circumstances may apply for an extension of fourteen (14) calendar days following the last day of a term to complete work for courses in which an "I" grade is received. Applications for extension must be submitted to the instructor and approved by the Academics Department no later than the last day of class. Courses indicating 'I' at the end of the fourteen (14) days will automatically become the earned grade and will be calculated in the Cumulative Grade Point Average (CGPA) as well as the Incremental Completion Rate (ICR).

Students are typically able to complete their flight lab courses as originally scheduled. However, if extenuating circumstances exist and impede the ability of the student to successfully complete the course within the original timeframe, the University reserves the right to continue the Incomplete ("I") grade not to exceed an additional consecutive term. Extenuating circumstances may include the following: Designated Pilot Examiner (DPE) availability; inclement weather; maintenance delays; closures; or other approved extenuating circumstances. If the appropriate certificate, rating or hours have not yet been achieved by the end of the additional term, the "I" grade will revert to an "F" and the student will be scheduled to re-take the course at the start the following term.

## Reentry

A student who withdraws from or is dismissed by California Aeronautical University may petition, in writing, for readmission to the Academic Dean. The written petition should address the reason(s) leading to the withdrawal or dismissal; how the student's situation has since changed; and the student's current plans to ensure successful completion of the program. The written petition, recommendation from the Academic Dean and the student file will be reviewed by the University's Admissions Review Committee. The Committee will also consider such factors as the student's prior satisfactory academic progress, previous attendance, and attitude in making a decision for readmission. The student will be notified in writing of the Committee's decision. The University is not obligated to readmit any student.

A student accepted for readmission will reenter with the same academic standing he/she had at the time of withdrawal or dismissal. Prior to reentry, a student must meet with a Financial Services Coordinator to determine financial aid eligibility and to sign a new enrollment agreement. After an evaluation by the Academics Department, the student may receive credit for coursework previously completed. A student may be readmitted one (1) time unless the Academic Dean determines that extenuating circumstances exist. Additionally, the student will be placed into the most current catalog version of the program.

## **Awarding of Degrees, Diplomas and Certificates**

Degrees and diplomas are awarded to full-program graduates. Certificates of completion are awarded to students who complete specific courses. The specific academic credential awarded upon successfully completing the graduation requirements is listed in the program description.

## **College Transcripts**

Students receive a complimentary transcript upon completion of their program. Additional unofficial copies are available at no charge upon request by the student. Additionally, an unofficial transcript may be secured for personal use at no charge using the student portal.

Official transcripts of a student's record from the University will be furnished only upon written authorization of the student with a \$5.00 fee for each request. Two business days are necessary to prepare a transcript. A student who has an outstanding balance with the University will need to make arrangements to pay off the balance or be in good standing on their existing payment plan before official transcripts will be issued.

## **Leaves of Absence**

Any time students are not in regular attendance, they jeopardize the quality of their program. Therefore, leaves of absence are not encouraged. Students may, however, be granted a leave of absence, the length of which may not be more than 160 calendar days.

Students may be granted more than one leave of absence. However, the leave of absence together with any additional leaves of absence must not exceed 160 calendar days during a 12-month period.

A leave of absence involves no additional charge to the student. All leaves must be requested by the student in writing. A student who wishes to request a leave of absence must arrange an interview with the Academic Dean.

A student should be aware that a leave of absence will affect the amount and disbursement dates of the student's financial aid awards. Leaves will also affect the time needed to complete a program, lead to an extension of a student's graduation date, or create inappropriate sequencing of classes. The leave of absence may affect a student's satisfactory academic progress if the leave results in the student receiving grade(s) of 'WP' or 'WF.'

## **Definition of Credit**

California Aeronautical University awards academic credit in quarter credits. For all purposes, 10 contact hours of direct instruction with an additional 20 hours of out-of-class student work = 1 quarter credit; 20 contact hours of work in laboratory activities = 1 quarter credit; and 30 hours of practicum (or externship) = 1 quarter credit. A contact hour is equal to 50 minutes of instruction.

## **Out-of-Class Student Work Expectation (Homework Policy)**

For every hour of classroom or direct faculty instruction, a minimum of two hours of out-of-class student work is required each week throughout the course. The out-of-class work represents the intended learning outcomes for the course and is verified by evidence of student achievement. Out-of-class work may include, but is not limited to learning activities such as outside reading, written assignments, research projects, and test preparation.

The University and its students have a shared responsibility for success. The University will provide students with the necessary learning resources, tutoring, and other student services. At the same time, students are expected to utilize these resources and services in a responsible manner in order to facilitate their success. Accordingly, the University requires that students understand what is expected of them as full-time students carrying a full load of classes.

All students are expected to attend class regularly. Furthermore, a significant amount of homework and preparation for class is required outside the class contact hours. Full-time students carrying a load of three to four classes should expect to dedicate between 36 and 45 hours of time every week to their schooling as follows:

<b>12 – 15</b>	<b>+</b>	<b>24 – 30</b>	<b>=</b>	<b>36 – 45</b>
<b>Contact Hours</b>		<b>Homework Hours</b>		<b>TOTAL Hours of Work Each Week</b>

It is evident from the above calculations that carrying a full-time course load at school is approximately equivalent to being employed full-time at a job. Therefore, students who are unable to meet these requirements and dedicate the necessary time to their studies should consider registering for less than a full-time course load. These students should meet with the Academics Department to discuss their schedule and specific needs.

## Student Conduct

Students attending the University must conduct themselves in an orderly and considerate manner at all times when on University premises. Students must be present for classes and flight labs in a coherent and receptive condition. Any behavior that disrupts the University's environment is not acceptable and may lead to probation, suspension or dismissal from the University. This includes:

- Cheating;
- Plagiarism;
- Disruptive behavior in classroom, labs, externship sites or on campus grounds;
- Harassment;
- Fighting;
- Use of profanity or abusive language;
- Habitual tardiness;
- Failure to make-up work;
- Failure to participate in classroom projects;
- Vandalism of University property;
- Theft of University property or another person's property;
- The use, sale, distribution or under the influence of alcohol or drugs;
- Invading another's privacy;
- Disrespect of faculty, staff or another student;
- Any type of sexual assault, domestic violence, dating violence and/or stalking, as described in the University's Annual Security Report;
- Possession of weapons on campus;
- Violation of the University Safety Policies, as described in the Annual Security Report;
- Violation of the Acceptable Use Policy or the Copyright Policies; and
- Any other reason determined to be in the best interests of the University, its staff or other students.

Use of cell phones is not permitted during any class or lab session and should be kept to a minimum while on campus. Faculty and staff have the right to confiscate cell phones used during scheduled class or lab periods.

Smoking in any building is also prohibited. Smoking is permitted only in designated areas.

In addition, children are not allowed in class or on campus at any time. Visitors to the University are not allowed in class unless the Academic Dean has been notified and their attendance is approved in advance.

Certain programs may have specific conduct policies, and violation of those specific conduct policies may result in disciplinary action.

## Satisfactory Academic and Financial Aid Progress

Satisfactory academic progress (SAP) is required of all students and is necessary in order to maintain eligibility for federal financial aid programs. The two components of satisfactory academic progress are the qualitative component (cumulative grade point average) and the quantitative component (earned credits divided by attempted credits or incremental completion rate). A student's progress will be evaluated at the end of each term or payment period to determine satisfactory academic progress. California Aeronautical University defines a payment period as a ten-week term. A student who does not meet the standards of SAP at any given evaluation point will be notified and placed on either financial aid warning/financial aid probation or be dismissed as a regular student.

### *Academic Year*

For undergraduate programs, federal regulations require the University to establish an academic year that meets the minimum requirements: 30 weeks and 36 quarter credits.

Program	Credits Hours	Weeks
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#### *Bachelor of Science Degree Programs*

Aeronautics	36 Credits	30
Business Administration	36 Credits	30

#### *Associate of Science Degree Programs*

Aviation Studies	36 Credits	30
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### *Enrollment Status*

For the University's undergraduate programs, the University defines full-time enrollment status as twelve (12) credit hours of regularly scheduled instruction or examination per term. Half-time enrollment is considered half of the full-time status.

### *Maximum Time Frame*

A student must complete all coursework in no more than 1.5 times the normal program length (referred to as maximum time frame), as measured by the credit hours required for completion of the program. For example, a student in a 111 quarter credit hour associate's degree program must complete the program in no more than 166 attempted credit hours.

### *Failure to Successfully Complete Program within Maximum Time Frame*

A student is not permitted to exceed the maximum time frame for completion of his/her program. The student will be dismissed from the program of study when it is determined he/she will not be able to complete the program without exceeding the maximum time frame.

### *Required Minimum Academic Achievement*

In order to be considered in satisfactory academic progress, a student must have earned the following cumulative grade point average (CGPA) and incremental completion rate (ICR) at the following evaluation points:

Required Evaluation Point	Minimum CGPA	Minimum ICR
The end of the first term	1.0	55%
The end of the second term	1.25	60%
The end of the third term	1.5	60%
The end of the fourth term	1.75	60%
The end of the fifth term and all subsequent terms	2.0	66.67%

### *Effect of Attendance on Satisfactory Academic Progress*

A student is expected to maintain good attendance and follow the established attendance policy. In the event a student fails to maintain the required attendance standard in any course, he/she will be withdrawn from the course, which will result in a 'WP' or 'WF' grade.

### *Effect of Grades on Satisfactory Academic Progress*

Courses with grades of 'F,' 'I,' 'WP,' or 'WF' are not counted as credits successfully completed, but are counted as credits attempted and will therefore affect the incremental completion rate. Grades of 'I,' 'P,' 'WP' and 'WF' are not used in the calculation of CGPA.

Students with extenuating circumstances may apply for an extension of fourteen (14) calendar days following the last day of a term to complete work for courses in which an "I" grade is received. Applications for extension must be submitted to the instructor and approved by the Academics Department no later than the last day of class. Courses indicating 'I' at the end of the fourteen (14) days will automatically become the earned grade and will be calculated in the CGPA as well as the incremental completion rate.

### *Effect of Credit for Previous Training on Satisfactory Academic Progress*

Credit for previous training (transfer credit) or test out credit will be counted as both completed and attempted credits when calculating the incremental completion rate and for determining the maximum time frame. However, the credits will not count in the CGPA.

### *Effect of Repeating a Course on Satisfactory Academic Progress*

A student is required to repeat any course in which he/she has received a grade of "F" or has withdrawn from prior to completion. The new grade will replace the original grade for the purpose of calculating the CGPA. However, both courses will be considered credits attempted for the purpose of determining incremental completion rate.

### *Effect of Program Change on Satisfactory Academic Progress*

A student who changes programs must submit a written request for a program change. The Academics Department will complete an Enrollment Modification Form identifying which courses have been completed and which, if any, count toward the graduation requirements of the new program. Depending on the program, one of the following procedures will apply:

All coursework that applies to the new program will be used in the calculation of satisfactory academic progress, including both the CGPA and incremental completion rate. The student will need to sign a new enrollment agreement for the new program; or

If there are no relevant courses applicable to the new program, the student will begin the new curriculum with a new normal program length, maximum time frame, CGPA and incremental completion rate. The student will need to sign a new enrollment agreement for the new program.

### *Additional Degree-Seeking Students*

Students who successfully complete a program at the University may be allowed to re-enroll in another program. In order to enroll, they must reapply to the University as a new enrollment following the completion of all admissions requirements. If admitted, all credits that apply to the new program of study will count as both completed and attempted when calculating the maximum time frame, CGPA, and incremental completion rate.

### *Financial Aid Warning, Appeals & Financial Aid Probation*

Financial Aid Warning, Appeals and Financial Aid Probation applies to all students who are enrolled in an academic program of study and are not maintaining satisfactory academic progress, regardless of whether or not the student receives financial aid.

#### *Financial Aid Warning*

A student who does not maintain satisfactory academic progress will be placed on warning for a maximum of one (1) term. A student placed on warning will be notified within ten (10) calendar days following the last day of the term in which he/she failed to maintain satisfactory academic progress. The student on warning will be advised and provided tutoring, if needed, in order to improve his/her CGPA and/or incremental completion rate. A student on warning will remain eligible for financial aid. At the end of the term in which the student is on warning, if the academic record is not in compliance with the standards of satisfactory academic progress, the student will be dismissed from the program of study. The student may submit a written appeal of the dismissal determination if mitigating circumstances have occurred. If granted, this would allow the student to remain enrolled in his/her program of study under a financial aid probation status.

#### *Appeals*

A student who wishes to appeal the determination that he/she is not making satisfactory academic progress due to mitigating circumstances, may submit a written appeal within ten (10) calendar days after the close of the current term to the Academics Department for review. The written appeal should include a detailed explanation and documentation of the following:

- Current academic status of the student.
- Mitigating circumstances that led to the student's current academic status.
- How the student's situation has changed.
- The student's plan for achieving required minimum standards of satisfactory academic progress.

The Academics Department is responsible for determining the appropriateness of the mitigating circumstances in regards to severity, timeliness, and the student's ability to avoid the circumstance. The result of the appeal (granted or denied) will be provided to the student and documented in the student's academic file. If the student's appeal is granted, he/she will be placed on financial aid probation and eligibility for financial aid will be reinstated for one (1) additional term.



## *Financial Aid Probation*

A student on financial aid probation may receive financial aid despite the determination that he/she did not maintain satisfactory academic progress. However, if it is determined that the student will not make satisfactory academic progress by the end of the term in which he/she is on probation, a written academic plan must be developed by the Academics Department and signed by the student within ten (10) calendar days after the close of the current term. The plan is designed to ensure the student will be able to meet the standards of satisfactory academic progress by a specified point in time. As part of the academic plan, the Academics Department may require the student to repeat some or all of the courses in which the student previously received a grade of 'D,' 'F,' 'WF,' or 'WP' before attempting any other courses in the program of study.

In order for the student to qualify for further financial aid, he/she must meet the required CGPA and incremental completion rate standards by the end of the term in which he/she is on probation or be successful in following the academic plan. If the requirements are not met, the student will be dismissed from the program of study.

## *Mitigating Circumstances*

Mitigating circumstances may include poor health, death in the family or other significant occurrence outside the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's academic performance. The student is responsible for providing any requested written verification of mitigating circumstances.

## *Non-Regular Enrollment Status*

A student who has failed to maintain the academic minimums outlined above and is therefore ineligible to remain in regular enrollment may apply to continue his/her studies at the University in a non-regular enrollment status. During this time, the student is not eligible to receive financial aid and must attempt to improve the deficient areas that led to the failure to maintain satisfactory academic progress by retaking courses he/she failed. Upon completion of the non-regular status term, a student who has re-established satisfactory academic progress may apply to the administration to return to a regular student status and reinstate his/her eligibility for financial aid. A meeting will be scheduled between the Academic Dean and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on financial aid warning for a period of one term.

## **Graduation Requirements**

To be eligible for graduation, a student must complete each of his/her courses with a passing grade. Further, he/she must have earned at least a cumulative grade point average of 2.0 for undergraduate programs and have satisfactorily taken care of all obligations to the University.

To receive an undergraduate degree or diploma, a student must:

- Be enrolled in a full program.
- Receive a passing grade for all required coursework.
- Achieve a "C" (2.0) cumulative grade point average or above.
- Meet the skill requirements, if any, of the program.
- Complete all coursework in no more than 150% of normal program length.

## **Academic Honors and Graduation Honors**

The Dean's List is compiled at the end of each term to honor undergraduate students who have completed 12 or more letter-graded credits during the term with a GPA of 3.5 or higher. High Honors is given to those students who have completed 12 or more letter-graded credits during the term with a GPA of 4.00.

Students who graduate with a cumulative grade point average (CGPA) of 3.5 or higher will be recognized at the graduation ceremony with one of the following honors:

High Honors – CGPA of 4.0

Honors – CGPA of 3.5 – 3.99

## **Requirements to Practice in the Field**

Graduates of the Bachelor of Science in Aeronautics and the Associate of Science in Aviation Studies programs are eligible to find gainful employment in many facets of the aviation industry. The aviation profession is a very broad industry and the job outcome of a pilot is only one narrow position in a field that graduates from the programs are eligible to pursue. For graduates pursuing a career as a pilot, both programs provide the necessary training to obtain the required certificates and ratings. At minimum, graduates must obtain their Federal Aviation Administration (FAA) Commercial Pilot Certificate in order to pursue a career as an entry-level pilot.

# *Programs*

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## **Degree Program Listings**

Bachelor of Science Aeronautics

Bachelor of Science Aeronautics - Distance Education

Bachelor of Science Business Administration

Bachelor of Science Business Administration – Distance Education

Associate of Science Aviation Studies

Associate of Science Aviation Studies – Distance Education

*The course content is the same for programs offered residually on campus and through the distance education mode of delivery.*

*California Aeronautical University may limit programs offered based on the number of students available to enter into a program.*

## Bachelor's Degree Programs

### *Aeronautics*

Bachelor of Science Degree	150 Instructional Weeks
C.I.P. Code 49.0102	Department of Labor Standard Occupational Classifications (SOC) Codes: 53-2011.00 Airline Pilots, Copilots and Flight Engineers; and 53-2011.00 Commercial Pilots

The Bachelor of Science in Aeronautics degree program is for students wishing to pursue a career in the aviation industry. Students receive aviation coursework to develop their aviation depth of knowledge and offers a solid core of business courses designed to provide a firm foundation into the “real” world of aviation business. In addition, this degree provides enhanced knowledge that meets the requirements of the Federal Aviation Administration (FAA) testing standards to earn a Private Pilot Certificate, Instrument Rating, Commercial Pilot Certificate, Multi-Engine Rating, and a Certificated Flight Instructor (CFI) certificate in single-engine land aircraft. Graduates will be well prepared for a wide variety of entry-level aviation career opportunities directly or indirectly related to flight operations.

Number	Course Title	Clock	Credits	Number	Course Title	Clock	Credits
AER 100	Introduction to Aviation Concepts	40	4	AER 320	Flight Safety Factors	40	4
AER 110	Intermediate Aviation Concepts	40	4	AER 325	Advanced Aircraft Systems	40	4
AER 115	Introduction to Aircraft Systems	40	4	AER 330	Airline Operations Management	40	4
AER 120A	Private Pilot Ground School I	30	3	AER 405	Human Factors in Aviation	40	4
AER 120B	Private Pilot Ground School II	30	3	AER 410	Safety Management Systems	40	4
AER 121A	Private Pilot Flight I	20	1	AER 420	Aviation Safety Analysis	40	4
AER 121B	Private Pilot Flight II	20	1	BUS315	Principles of Management	40	4
AER 121C	Private Pilot Flight III	20	1	BUS320	Principles of Supervision	40	4
AER 125	Cockpit Information Resources	40	4	BUS 325	Organizational Behavior	40	4
AER 200	Crew Resource Management	40	4	BUS 410	Human Resources Management	40	4
AER 210	Advanced Aviation Concepts	40	4	<i>Core Totals</i>		1,370	120
AER 220A	Instrument Pilot Ground School I	30	3	BUS 100	College Success	40	4
AER 220B	Instrument Pilot Ground School II	30	3	BUS 200	Professional Resource Development	40	4
AER 221A	Instrument Pilot Flight I	20	1	CIS 101	Computer Applications	50	4
AER 221B	Instrument Pilot Flight II	20	1	<i>General Studies Requirement Totals</i>		130	12
AER 221C	Instrument Pilot Flight III	20	1	COM 200	Speech Communications	40	4
AER 230A	Commercial Pilot Ground School I	20	2	ECN 210	Microeconomics	40	4
AER 230B	Commercial Pilot Ground School II	20	2	ECN 220	Macroeconomics	40	4
AER 231	Commercial Pilot Flight I	60	3	ENG 210	English Composition	40	4
AER 241	Commercial Pilot Flight II	60	3	ENG 310	Writing Argumentation	40	4
AER 252	Multi-Engine Flight	30	2	ENG 330	Introduction to Literature	40	4
AER 253	Commercial Pilot Flight III	40	2	HIS 210	American History	40	4
AER 260	Certified Flight Instructor Ground School I	40	4	MTH 110	Elementary Algebra	40	4

AER 261	Certified Flight Instructor Flight I	20	1	MTH 210	Intermediate Algebra	40	4
AER 270	Certified Flight Instructor Ground School II	20	2	PSY 200	General Psychology	40	4
AER 271	Certified Flight Instructor Flight II	20	1	PSY 210	Group Dynamics	40	4
AER 300	Advanced Aviation Weather	40	4	SOC 200	Introduction to Sociology	40	4
AER 305	High Performance Aerodynamics	40	4	SPN 200	Spanish I	40	4
AER 310	Next Generation Technology	40	4	SPN 210	Spanish II	40	4
AER 315	Aviation Law	40	4	General Education Totals		560	56
Bachelor's Degree Totals						2060	188

# Business Administration

Bachelor of Science Degree	150 Instructional Weeks
C.I.P. Code 52.0201	Department of Labor Standard Occupational Classification (SOC) Code(s): 11-1021.00 General and Operations Managers; 11-2022.00 Sales Managers; 11-3012.00 Administrative Services Managers; 11-3071.00 Transportation, Storage, and Distribution Managers; 11-3121.00 Human Resources Managers; 11-3131.00 Training and Development Managers; 11-9072.00 Entertainment and Recreation Managers; and 11-9151.00 Social and Community Service Managers

The Bachelor of Science in Business Administration degree program provides students with the knowledge, analytical, and interpersonal skills essential for success in a wide variety of sectors of business, industry, government, and non-profit organizations. Students will become proficient in the areas of accounting, finance, general management, marketing, and human resources, among others. Graduates of the program will be well prepared for entry-level supervisory or managerial positions. Graduates of the program will be well prepared for entry-level positions in the field, while also possessing the academic training and soft skills necessary to advance to supervisory or managerial positions.

Number	Course Title	Clock	Credits	Number	Course Title	Clock	Credits
ACC 100	Accounting Principles I	40	4	BUS 490	Capstone Project	60	
ACC 110	Accounting Principles II	40	4	CIS 110	Microsoft Excel	50	4
ACC 120	Payroll Accounting	40	4	CIS 140	Accounting Software	50	4
ACC 200	Financial Accounting	40	4	Core Totals		1120	108
ACC 300	Managerial Accounting	40	4	BUS 100	College Success	40	4
BUS 120	Introduction to Business	40	4	BUS 200	Professional Resource Development	40	4
BUS 210	Business Communication	40	4	CIS 101	Computer Applications	50	4
BUS 220	Consumer Behavior and Economics	40	4	General Studies Requirement Totals		130	12
BUS 230	Business Ethics	40	4	COM 200	Speech Communications	40	4
BUS 240	Business Law	40	4	ECN 210	Microeconomics	40	4
BUS 250	Principles of Marketing	40	4	ECN 220	Macroeconomics	40	4
BUS 260	Personal Finance	40	4	ENG 210	English Composition	40	4
BUS 315	Principles of Management	40	4	ENG 310	Writing Argumentation	40	4
BUS 320	Principles of Supervision	40	4	ENG 330	Introduction to Literature	40	4
BUS 325	Organizational Behavior	40	4	HIS 210	American History	40	4
BUS 340	Business Statistics	40	4	MTH 110	Elementary Algebra	40	4
BUS 345	Introduction to Finance	40	4	MTH 210	Intermediate Algebra	40	4
BUS 350	Business Information Systems	40	4	PSY 200	General Psychology	40	4
BUS 410	Human Resources Management	40	4	PSY 210	Group Dynamics	40	4
BUS 430	International Business	40	4	SOC 200	Introduction to Sociology	40	4
BUS 440	E-Business Concepts	40	4	SOC 310	Research Methods	40	4
BUS 445	Entrepreneurship	40	4	SPN 200	Spanish I	40	4
BUS 450	Strategic Management	40	4	SPN 210	Spanish II	40	4
BUS 455	Electronic Business Management	60	4	General Education Totals		600	60
Bachelor's Degree Totals						1850	180

## Associate's Degree Program

### *Aviation Studies*

Associate of Science Degree	90 Instructional Weeks
C.I.P. Code 49.0102	Department of Labor Standard Occupational Classifications (SOC) Codes: 53-2011.00 Airline Pilots, Copilots, and Flight Engineers; and 53-2012.00 Commercial Pilots

The Associate of Science Degree in Aviation Studies prepares students for a rewarding career in the aviation industry. Students will become proficient in the areas of understanding the federal regulations, weather, aerodynamics, and various aviation topics including modern aircraft technology, Crew Resource Management (CRM) principles and multi-crew cockpit orientation. Flight training is integrated into the program to prepare students to meet the requirements of the Federal Aviation Administration (FAA) testing standards to earn a Private Pilot Certificate, Instrument Rating, Commercial Pilot Certificate and Certificated Flight Instructor rating in single-engine land aircraft. Graduates will be well prepared for a wide variety of entry-level aviation career opportunities directly or indirectly related to flight operations.

Number	Course Title	Clock	Credits	Number	Course Title	Clock	Credits
AER 100	Introduction to Aviation Concepts	40	4	AER 253	Commercial Pilot Flight III	40	2
AER 110	Intermediate Aviation Concepts	40	4	AER 260	Certified Flight Instructor Ground School I	40	4
AER 115	Introduction to Aircraft Systems	40	4	AER 261	Certified Flight Instructor Flight I	20	1
AER 120A	Private Pilot Ground School I	30	3	AER 300	Advanced Aviation Weather	40	4
AER 120B	Private Pilot Ground School II	30	3	AER 305	High Performance Aerodynamics	40	4
AER 121A	Private Pilot Flight I	20	1	BUS 315	Principles of Management	40	4
AER 121B	Private Pilot Flight II	20	1	Core Totals		860	71
AER 121C	Private Pilot Flight III	20	1	BUS 100	College Success	40	4
AER 125	Cockpit Information Resources	40	4	BUS 200	Professional Resource Development	40	4
AER 200	Crew Resource Management	40	4	CIS 101	Computer Applications	50	4
AER 210	Advanced Aviation Concepts	40	4	General Studies Totals		130	12
AER 220A	Instrument Pilot Ground School I	30	3	COM 200	Speech Communications	40	4
AER 220B	Instrument Pilot Ground School II	30	3	ENG 210	English Composition	40	4
AER 221A	Instrument Pilot Flight I	20	1	MTH 110	Elementary Algebra	40	4
AER 221B	Instrument Pilot Flight II	20	1	PSY 200	General Psychology	40	4
AER 221C	Instrument Pilot Flight III	20	1	PSY 210	Group Dynamics	40	4
AER 230A	Commercial Pilot Ground School I	20	2	SOC 200	Introduction to Sociology	40	4
AER 230B	Commercial Pilot Ground School II	20	2	SPN 200	Spanish I	40	4
AER 231	Commercial Pilot Flight I	60	3	General Education Totals		280	28
AER 241	Commercial Pilot Flight II	60	3	<b>Associate's Degree Totals</b>		<b>1270</b>	<b>111</b>

# Course Descriptions

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## Course Abbreviations

Aeronautics (AER)	History (HIS)
Business (BUS)	Mathematics (MTH)
Communications (COM)	Psychology (PSY)
Computer Information Systems (CIS)	Sociology (SOC)
Economics (ECN)	Spanish (SPN)
English (ENG)	

## Course Numbering System

California Aeronautical University uses the following course numbering systems:

000-099	Non-Credit Courses
100-299	Lower Division Courses
300-499	Upper Division Courses

Higher course numbers represent increased levels of difficulty.

Courses having prerequisites and co-requisites are listed with the course description in the catalog.

Not all courses are offered each term.

## Course Mode of Delivery

All courses are available residually and through Distance Education with the exception of the Flight Lab Courses. The Flight Lab Courses include: AER 121A, AER 121B, AER 121C, AER 221A, AER 221B, AER 221C, AER 231, AER 241, AER 252, AER 253, AER 261 and AER 271.



# Accounting

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## **ACC 100     Accounting Principles I**

40 Hours, 4 Credit Hours

This course will provide students with knowledge and experience in basic accounting. Emphasis will be placed on transaction analysis, journalizing, posting, preparing trial balances and simple financial statements, and simple adjusting and closing entries for a service industry sole proprietorship.

## **ACC 110     Accounting Principles II**

40 Hours, 4 Credit Hours

This course will provide further development of journalizing and posting activities using both general and special journals. Particular emphasis will be given to completing the accounting cycle for a merchandising business, including purchase, sale, and valuation of inventory. Additionally, knowledge of internal controls and procedures for accounting for cash will be provided.

*Prerequisite: Accounting Principles I (ACC 100)*

## **ACC 120     Payroll Accounting**

40 Hours, 4 Credit Hours

This course provides students with the theory and practice of payroll accounting and recordkeeping. Emphasis will be placed on employees' earnings records, payroll registers, government forms, employee deductions, employers' payroll taxes, wage and hour regulations, and Social Security and disability laws. Students will apply their knowledge by completing manual and computerized payrolls.

## **ACC 200     Financial Accounting**

40 Hours, 4 Credit Hours

This course will provide knowledge of and information related to capital transactions for partnership and corporate entities and the preparation of journal entries for those transactions, financial statements for those entities and analysis and use of information from those financial statements. It will also provide knowledge about special topics including uncollectible accounts, notes and interest, and long term assets, to include computing and journalizing transactions related to these topics.

*Prerequisite: Accounting Principles II (ACC 110)*

## **ACC 300     Managerial Accounting**

40 Hours, 4 Credit Hours

This course will provide students an introduction to terminology and procedures used to develop and use accounting information for managerial purposes. Emphasis will be placed on cost classifications and behavior, operation of job and process cost accounting systems and budgeting and decision making tools.

*Prerequisite: Financial Accounting (ACC 200)*

# Aeronautics

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## **AER 099     NIFA Preparation and Advance Planning**

20 Hours, 0 Credit Hours

This course focuses on advanced flight planning and teaches students in-depth methods for planning accurate and complex VFR or IFR flights using both an aviation manual flight computer and an electronic flight planning device. The Course will teach rules, procedures and competition standards required to compete at NIFA (National Intercollegiate Flying Association). Flight planning is an enhancement of techniques and procedures taught in the prerequisite classes, and are in compliance with the FAA ACS (Airman Certification Standards). This course teaches appropriate techniques and prepares students to sharpen their flight planning skills through competition with their peers in collegiate aviation. This course leads the student to become eligible to compete in NIFA flight competitions. This course can be repeated up to three times. This course is not approved by ACICS as part of the institution's accreditation and is offered for the sole purpose of continuing education, professional development, or preparation. No Title IV funds are available for this course. This course does not contribute to a student's enrollment status for funding.

## **AER 100     Introduction to Aviation Concepts**

40 Hours, 4 Credit Hours

This course provides the student with a fundamental understanding of Federal Aviation Regulations (FARs) and the information contained in the Airman's Information Manual (AIM). Private Pilot privileges and limitations are addressed and flight operations to include radio communications, aeronautical charts and navigation by pilotage and dead-reckoning are understood. Students are introduced to accident reporting requirements under CFR Part 830. Initial recognition of critical weather conditions, collision avoidance and wake turbulence are presented in preparation for students' first solo flight and eventual preparation for the Private Pilot examination.

## **AER 110     Intermediate Aviation Concepts**

40 Hours, 4 Credit Hours

This course provides students with an advanced understanding of FARs and more in-depth knowledge of the AIM. Detailed interpretation of Aviation Meteorological Reports (METARs) is studied with emphasis on weather systems and their formation and the impact on aviation operations enroute and at airport destinations. Weather forecasts are understood with appreciation of impact on fuel requirements, declaration of alternates for landing and the responsibilities for reporting delays if encountered. Aircraft systems are introduced for fundamental understanding and the necessary response to system malfunctions is reviewed and the impact on safe conduct of extended cross-country operations. Aeronautical judgment is expanded with critical ADM application during simulated in-flight emergencies and the ATC services available in the event of system malfunctions or lost conditions. This course continues to build on the experience and maturity required for an instrument rating to an existing Private certificate.

*Prerequisite: Introduction to Aviation Concepts (AER 100)*

## **AER 115     Introduction to Aircraft Systems**

40 Hours, 4 Credit Hours

This course expands upon previous Single Engine Airplane systems knowledge. Complex aircraft systems operation is addressed to include advanced systems analysis of electrical, hydraulic, flight controls and avionics operations. Introduction to turbine-powered aircraft principles is conducted with the associated impact of high altitude flight operations on human physiology and inflight aircraft performance. Composite navigation for cross-country operations and operations at unfamiliar airports is expanded. Emphasis is placed on complex aircraft operations and the impact on Aeronautical Decision Making during faster paced aviation operations. Fundamental Crew Resource Management (CRM) principles are introduced.

## **AER 120A Private Pilot Ground School I**

30 Hours, 3 Credit Hours

This course will develop a detailed understanding of the knowledge and skills necessary to successfully complete Stage I of the student's private pilot training. The student will be prepared to successfully solo an aircraft and operate under 14 CFR. Emphasis is placed on areas of Weight and Balance (W&B), Aeronautical Decision-Making (ADM), aircraft performance, and a thorough understanding of the National Airspace System (NAS) and Air Traffic Control (ATC) operations for both towered and non-towered airports.

*Co-requisite: Private Pilot Flight I (AER 121A)*

## **AER 120B Private Pilot Ground School II**

30 Hours, 3 Credit Hours

This course will continue to develop the understanding and theoretical knowledge necessary to successfully complete Stage II and Stage III of the student's private pilot training. This course will also prepare the student for completing their cross country flight training. A detailed understanding of the terminology and practical application of aviation weather, aviation law and regulations as it applies to 14CFR61.65, aviation safety, human factors, as well as a more in depth understanding of aircraft performance and systems are covered. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.105(b)) to be eligible to sit for their FAA Private Knowledge Exam.

*Prerequisite: Private Pilot Ground School I (AER 120A) and Private Pilot Flight I (AER 121A)*

*Co-requisite: Private Pilot Flight II (AER 121B)*

## **AER 121A Private Pilot Flight I**

20 Hours, 1 Credit Hours

This course provides the initial instruction for students to develop the skills necessary to successfully solo an aircraft for the first time. Guided flight lessons ensure the student can properly analyze, evaluate and apply the areas of aircraft operations to include appropriate aircraft performance and system operations for both primary and secondary instrumentation and systems, Aeronautical Decision Making (ADM), Weight and Balance (W&B), and Air Traffic Control (ATC) communications and the proper use of a check list. This course is graded on a pass/fail basis.

*Co-requisite: Private Pilot Ground School I (AER 120A)*

## **AER 121B Private Pilot Flight II**

20 Hours, 1 Credit Hours

This course continues to provide instruction for students to develop the skills necessary to successfully pass a FAA Private Pilot Checkride. This course goes into detail ensuring that students have the ability to plan, analyze, evaluate, and apply all areas of safely operating aircraft. Students are introduced and will become proficient in cross-country flight planning and navigating through the National Airspace System (NAS). Emergency procedures and Cockpit Resource Management (CRM) are emphasized, as well as aircraft maneuverability, limitations, and external and/or human factors that may limit both the aircraft and/or pilot. This course is graded on a pass/fail basis.

*Prerequisite: Private Pilot Ground School I (AER 120A) and Private Pilot Flight I (AER 121A)*

*Co-requisite: Private Pilot Ground School II (AER 120B)*

## **AER 121C Private Pilot Flight III**

20 Hours, 1 Credit Hours

This course continues to further develop the students flying skills and aeronautical knowledge to become highly proficient in all Private Pilot Airmen Certification Standards (ACS) maneuvers and knowledge required to successfully complete a FAA Private Pilot Checkride. A review of all key areas are covered such as appropriate FAA regulations, aerodynamics, aircraft systems and performance, weight and balance, weather, cross-country flight planning, and human factors. An emphasis is placed on strict use of following checklists and taking appropriate action in emergency situations. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.107 & 61.109) to be eligible to take their FAA Private Pilot Checkride. This course is graded on a pass/fail basis.

*Prerequisite: Private Pilot Ground School II (AER 120B) and Private Pilot Flight II (AER 121B)*

## **AER 125     Cockpit Information Resources**

40 Hours, 4 Credit Hours

This course provides an overview of the historical evolution of cockpit design and content, to include all current cockpit information systems, i.e., TCAS, GPWS, SMIGS, TAWS, etc. The student will develop a foundation of modern in aircraft instruments, attitude instrument flying and modern navigation tools. The course will also introduce post-instrument students to recent developments in avionics technological and navigation systems which are intended to make flying safer, navigation and more precise and provide increased links to airspace Navigational Aids (NAVAIDs). Air Traffic Control procedures, National Airspace and analysis of aircraft accidents will also be a component of this course.

## **AER 200     Crew Resource Management**

40 Hours, 4 Credit Hours

This course introduces students to fundamental Crew Resource Management (CRM) concepts which expand upon previous Single Pilot Resource Management (SRM) principles. Emphasis is placed on directing the actions of a multi-crew environment during preflight operations, coordinating responses to inflight malfunctions and operating in the critical areas of takeoff/landing to promote aviation safety. The "Chain of Events" approach is introduced to analysis of documented aircraft accidents which promotes the understanding of the critical nature of crew communication in all phases of operations.

## **AER 210     Advanced Aviation Concepts**

40 Hours, 4 Credit Hours

This course provides students with a detailed understanding of FARs and the information contained in the AIM. Instruction is designed to promote command of FAA regulations and develop proficiency in the application of knowledge required of aviation professionals. In-depth interpretation of weather phenomenon, advanced aerodynamics and introduction to advanced-technology aircraft systems provides the basis of instruction. Students expand ADM (Aeronautical Decision-Making) with consideration of the implementation of automation in-flight and the critical impact of advanced systems' malfunctions. Instruction identifies potential hazards regarding Controlled Flight Into Terrain (CFIT), Threat Awareness Warning Systems (TAWS) and low-visibility instrument approaches. Course instruction prepares students for dynamic operational scenarios in commercial aviation.

*Prerequisite: Intermediate Aviation Concepts (AER 110)*

## **AER 220A     Instrument Pilot Ground School I**

30 Hours, 3 Credit Hours

This course provides students with the initial instruction on areas directly related to instrument flying. A thorough review of flight instrumentation and their interrelationships, basic attitude, and use of the magnetic compass will be covered. In addition, the use of Navigational Aids (NAVAIDs) to include VOR and GPS principles, the positive and negative uses of the autopilot, and appropriate FAR/AIM regulations will be discussed. Aeronautical Decision Making (ADM) will be heavily emphasized along with the ability to understand flying under Instrument Flight Rules (IFR). Students will be able to apply their knowledge in various situations, analyze and expect the outcome, and if necessary, formulate a new plan to achieve the desired outcome.

*Prerequisites: Private Pilot Ground School II (AER 120B) and Private Pilot Flight III (AER 121C)*

*Co-requisite: Instrument Pilot Flight I (AER 221A)*

## **AER 220B     Instrument Pilot Ground School II**

30 Hours, 3 Credit Hours

This course will dissect the procedures involved in executing the proper IFR clearances, instrument departures, holding patterns, and terminal procedures. Students will analyze and discuss both precision and non-precision instrument approaches. A review of the ATC system, pilot/controller responsibilities, the Instrument Landing System (ILS), aviation weather, and human factors will also be discussed. In addition, both enroute and IFR cross-country flight planning procedures will be reviewed in depth. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.65(b)) to be eligible to sit for their FAA Instrument Knowledge Exam.

*Prerequisite: Instrument Pilot Ground School I (AER 220A) and Instrument Pilot Flight I (AER 221A)*

*Co-requisite: Instrument Pilot Flight II (AER 221B)*

**AER 221A Instrument Pilot Flight I**

20 Hours, 1 Credit Hours

This course provides students with the initial flight training and experience needed to achieve their instrument rating. Emphasis is placed on exposing and ensuring a practical understanding of aircraft attitude control by sole use of referencing instrumentation. The student will become proficient in how to interpret all the required flight instruments to include the magnetic compass, VOR, GPS, and autopilot principles and practices. In addition, the student will review the applicable FAR/AIM regulations that apply to instrument flight and Instrument Flight Rules (IFR). This course is graded on a pass/fail basis.

*Prerequisites: Private Pilot Ground School II (AER 120B) and Private Pilot Flight III (AER 121C)*

*Co-requisite: Instrument Pilot Ground School I (AER 220A)*

**AER 221B Instrument Pilot Flight II**

20 Hours, 1 Credit Hours

This course continues to provide the student with the required flight training and experience needed to achieve their instrument rating. This course develops the student's ability to fly and put into practice IFR clearances and holding patterns, terminal procedures, and both precision and non-precision instrument approaches. In addition, the student will be expected to fully understand and demonstrate the use of the Instrument Landing System (ILS) as well as be able to explain the effects of weather and human factors on instrument flight. This course is graded on a pass/fail basis.

*Prerequisite: Instrument Pilot Ground School I (AER 220A) and Instrument Pilot Flight I (AER 221A)*

*Co-requisite: Instrument Pilot Ground School II (AER 220B)*

**AER 221C Instrument Pilot Flight III**

20 Hours, 1 Credit Hours

This course is the culmination of instrument flight training per the current Airmen Certification Standards (ACS) in order to achieve an instrument rating. This course summarizes and ensures that the student can recall all pertinent information, plan and execute an appropriate IFR plan, and has a strong Aeronautical Decision Making (ADM) process. The student will be putting into practice enroute and IFR cross-country flight planning procedures. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.65) to be eligible to take their FAA Instrument Checkride. This course is graded on a pass/fail basis.

*Prerequisite: Instrument Pilot Ground School II (AER 220B) and Instrument Pilot Flight II (AER 221B)*

**AER 230A Commercial Pilot Ground School I**

20 Hours, 2 Credit Hours

This course provides students with the knowledge, skill and aeronautical experience necessary to meet the requirements of the FAA Commercial Pilot Certificate with an Airplane, Single-Engine, Land rating per current Airmen Certification Standards (ACS). The student will focus on the flight environment to include advanced concepts as it relates to human factors that may affect the professional pilot, navigation, and aviation weather. The student is expected to master the concept of being a professional pilot and the Aeronautical Decision Making (ADM) process associated with it.

*Prerequisites: Instrument Pilot Ground School II (AER 220B) and Instrument Pilot Flight III (AER 221C)*

*Co-requisite: Commercial Pilot Flight I (AER 231)*

## **AER 230B Commercial Pilot Ground School II**

20 Hours, 2 Credit Hours

This course ensures that students have a thorough understanding of the aeronautical knowledge required in becoming a certificated commercial pilot. The student will master aerodynamic principles and considerations along with being able to predict aircraft performance by taking into account weather and weight and balance factors. This course will also ensure an understanding of high performance aircraft and complex aircraft as well as aircraft environmental and icing controls and emergency procedures. A review of the commercial FARs will be covered. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.125(b)) to be eligible to sit for their FAA Commercial Pilot Knowledge Exam.

*Prerequisite: Commercial Pilot Ground School I (AER 230A) and Commercial Pilot Flight I (AER 231)*

*Co-requisite: Commercial Pilot Flight II (AER 241)*

## **AER 231 Commercial Pilot Flight I**

60 Hours, 3 Credit Hours

This course is designed to increase the student's proficiency in VFR cross-country flight planning and procedures by performing extended cross-country flights. The student will also gain additional proficiency and accuracy with flights being performed during night operations. Additional review is performed to ensure an expertise in Aeronautical Decision Making (ADM) along with human factors and weather that can have an effect on either the plane or the pilot. This course is graded on a pass/fail basis.

*Prerequisites: Instrument Pilot Ground School II (AER 220B) and Instrument Pilot Flight III (AER 221C)*

*Co-requisites: Commercial Pilot Ground School I (AER 230A)*

## **AER 241 Commercial Pilot Flight II**

60 Hours, 3 Credit Hours

This course continues to provide the student with the advanced flight training required of a commercial pilot. During this course, the student will demonstrate a thorough understanding and proficiency in flight maneuvers, such as lazy eights, eights on pylons, chandelles, steep spirals, and steep turns. These skills being performed are to ensure that the student has developed enhanced coordination and control of the aircraft. This coordination will prepare the student for the next phase of commercial training in high performance and complex aircraft. This course is graded on a pass/fail basis.

*Prerequisites: Commercial Pilot Ground School I (AER 230A) and Commercial Pilot Flight I (AER 231)*

*Co-requisites: Commercial Pilot Ground School II (AER 230B)*

## **AER 252 Multi-Engine Flight**

30 Hours, 2 Credit Hours

This course prepares the student for multi-engine aircraft operations to include propulsion failures and the associated aerodynamic considerations to maintain safe aircraft control. Adverse aerodynamic flight characteristics are encountered and handled during the analysis and crew response to simulated engine malfunctions inflight. The student will build upon those skills achieved in the single-engine land (SEL) course and attain the skills, knowledge, and proficiency required for a multi-engine Commercial rating. Preparation for advanced turbine-powered aircraft operation is accomplished by applying the principles learned during this course. Students need their "Airplane Multi-Engine Land rating with High Performance endorsement." This course is graded on a pass/fail basis.

*Prerequisites: Commercial Pilot Ground School II (AER 230B) and Commercial Pilot Flight III (AER 253)*

## **AER 253 Commercial Pilot Flight III**

40 Hours, 2 Credit Hours

This course further develops the student's professionalism and flying skills with an increased level of knowledge and aeronautical decision making (ADM). The student will continue to perform and perfect his/her required aircraft control with the demonstration of required aircraft maneuvers as outlined in the current Airman Certification Standards (ACS). Students must demonstrate and perform at more narrow acceptable tolerance to meet the ACS standards. Students will also be required to become comfortable and familiar with complex aircraft, while demonstrating a secure understanding of the applicable FAR's for a commercial pilot. With the successful completion of this course, the student will have earned their required FAA endorsement (under 14CFR61.127 & 61.129) to be eligible to take their FAA Commercial Pilot Checkride. This course is graded on a pass/fail basis.

*Prerequisites: Commercial Pilot Ground School II (AER 230B) and Commercial Pilot Flight II (AER 241)*

### **AER 260      Certified Flight Instructor Ground School I**

40 Hours, 4 Credit Hours

This course provides the student with the flight instruction fundamentals, evaluation techniques and related skills necessary to conduct student aviation instruction. The basics of human learning theory and successful techniques to enhance efficient aviation instruction are introduced. Focus is maintained on assessing student training progression and corrective instruction techniques that result in positive, safe task completion by a prospective student.

*Prerequisites: Commercial Pilot Ground School II (AER 230B) and Commercial Pilot Flight II (AER 241)*

*Co-requisites: Certified Flight Instructor Flight I (AER 261)*

### **AER 261      Certified Flight Instructor Flight I**

20 Hours, 1 Credit Hours

This course provides students with the opportunity to practice the techniques and skills developed during ground classroom instruction in the training discipline. Students learn to apply self-critique principles and instruction self-assessment post-flight to develop the skills to be an effective aviation instructor. Flight instruction emphasizes accomplishment of stall entry and recognition, unusual attitude preparation, collision avoidance and wake turbulence awareness in promoting an ultimate safe flying instruction environment. Maturity and proficiency are developed to produce a highly effective aviation instructor. This course is graded on a pass/fail basis.

*Prerequisites: Commercial Pilot Ground School II (AER 230B) and Commercial Pilot Flight II (AER241)*

*Co-requisite: Certified Flight Instructor Ground School I (AER 260)*

### **AER 270      Certified Flight Instructor Ground School II**

20 Hours, 2 Credit Hours

This course prepares students to effectively instruct prospective students in the skills and experience to safely conduct aviation operations. Emphasis is maintained on compliance with all Federal Aviation Regulations (FARs) during instruction and relaying the necessary discipline to potential students. The course develops the maturity and experience for successful completion of the Certified Flight Instructor Rating Practical Test.

*Prerequisites: Certified Flight Instructor Ground School I (AER 260)*

*Co-requisites: Certified Flight Instructor Flight II (AER 271)*

### **AER 271      Certified Flight Instructor Flight II**

20 Hours, 1 Credit Hour

This course prepares students to successfully complete the FAA Certified Flight Instructor Rating Practical Test to be added to an existing FAA Certificate. This course is graded on a pass/fail basis.

*Prerequisites: Certified Flight Instructor Ground School I (AER 260) and Certified Flight Instructor Flight I (AER 261)*

*Co-requisite: Certified Flight Instructor Ground School II (AER 270)*

### **AER 300      Advanced Aviation Weather**

40 Hours, 4 Credit Hours

This course will cover advanced weather and forecasting with application to flight. Includes detailed applications of meteorological functions as applied to aviation. Emphasis is placed on jet streams, air masses, fronts, thunderstorms and their effects on aviation. Advanced weather observations, prediction and charting applications are also covered.

*Prerequisites: Intermediate Aviation Concepts (AER 110)*

### **AER 305      High Performance Aerodynamics**

40 Hours, 4 Credit Hours

This course studies the physical principles of airplane aerodynamics. The course involves examining the factors affecting aircraft performance, stability and control, and special flight conditions often experienced by commercial pilots of fixed-

wing aircraft. Stall/spin awareness and recovery, and commercial aircraft design and construction issues are emphasized. The course will deal primarily with low speed aerodynamics or incompressible flow.

*Prerequisites: Introduction to Aircraft Systems (AER 115)*

### **AER 310     Next Generation Technology**

40 Hours, 4 Credit Hours

This course is intended to provide students an updated and more focused look into current avionics and their use in the flight environment. Students will review a variety of topics to include: EWINS, ADSB, a variety of IPAD aviation applications, GPS, autopilot functions and examine the G1000 avionics system.

*Prerequisites: Introduction to Aircraft Systems (AER 115)*

### **AER 315     Aviation Law**

40 Hours, 4 Credit Hours

This course is designed to introduce the student to the United States legal system and the development of air law. The course will cover a broad range of topics related to aviation operations including constitutional law, administrative law, Federal Aviation Administration enforcement actions, aircraft ownership issues, products liability law, criminal law, contract law, and international law. Course activities include case reading, argument, and legal research.

### **AER 320     Flight Safety Factors**

40 Hours, 4 Credit Hours

This course provides a detailed introduction to aviation safety and the associated components of pilot psychology, physiology of flight, and human factors. Aircraft accidents due to human factors, adverse weather, runway incursions and mechanical failures are investigated. Situational awareness, hazardous attitudes, and flight physiology as they pertain to preventing aircraft accidents are emphasized.

### **AER 325     Advanced Aircraft Systems**

40 Hours, 4 Credit Hours

Aircraft Systems and Performance is designed to provide students with advanced aircraft systems knowledge including engine operation, limitations, and performance. Students will study theory of carbureted and turbo- charged reciprocating engines as well as turbine engine theory. Students learn advanced aerodynamics, the science of engine operation and aircraft performance in normal and abnormal situations including high altitude operations.

*Prerequisites: Introduction to Aircraft Systems (AER 115)*

### **AER 330     Airline Operations Management**

40 Hours, 4 Credit Hours

This course examines the four major areas of air carrier operations, including ground, technical, flight and system operations, as well as airline economics, utilizing a management simulation tool. There is an intensive examination of regional, point-to-point and network carrier operations. Topics covered will be: Overall Strategy; Marketing; Operations Management; Human Resource Development; Finance; Asset Management; and Behavioral Elements.

### **AER 405     Human Factors in Aviation**

40 Hours, 4 Credit Hours

This course will provide an in-depth study of human factors which impact the aviation industry. Students will have a thorough understanding of basic anatomy, sleep/fatigue, heat/cold extremes, gases, hearing, sight and other aspects of the human machine and how effect flight situations. Students will examine communications, CRM teamwork, Single-pilot CRM, aviation decision-making, and situational awareness. In addition, the student will learn how to properly utilize all available resources in order to conduct a safe and efficient flight.



**AER 410     Safety Management Systems**

40 Hours, 4 Credit Hours

This course provides instruction and practical application of Safety Management Systems (SMS) and how SMS relates to Accident Prevention Program Management. Students receive the necessary instruction required to design, develop, implement, manage, and foster an effective organizational level SMS and accident prevention program.

**AER 420     Aviation Safety Analysis**

40 Hours, 4 Credit Hours

This course will examine the various techniques and processes used to assess and predict organizational risk as it pertains to aviation operations. The role of quality assurance within a Safety Management System (SMS) will be also explored. An introduction to specific aviation safety assurance programs will be conducted and will include safety surveys; formalized observations; safety reporting; and flight data monitoring.

*Prerequisites: Safety Management Systems (AER 410)*

# Business

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## **BUS 100 College Success**

40 Hours, 4 Credit Hours

This course is designed to teach the value of self-assessment and personal responsibility relative to the skills to develop healthy positive relationships, solve problems, and achieve academic success. Emphasis is placed on how the human brain processes information, the development of a positive self-image and attitude, and the value of goal setting as it applies to college, work, and life success. Critical thinking, communication skills, and financial literacy are also explored and improved.

## **BUS 120 Introduction to Business**

40 Hours, 4 Credit Hours

This course is designed to provide students with a comprehensive overview of business management, including the management of people, information and resources. Emphasis will be placed on the understanding and utilization of entrepreneurial skills. Students will apply their knowledge by developing and presenting a business plan for the modern market place.

## **BUS 200 Professional Resource Development**

40 Hours, 4 Credit Hours

This course is designed to provide students with the tools and job search techniques necessary for obtaining employment in their chosen fields and fostering lasting career success. Emphasis will be placed on resume preparation, interviewing skills, networking, and professional attitudes.

## **BUS 210 Business Communication**

40 Hours, 4 Credit Hours

This course is designed to teach the student how to communicate effectively in the business world. Both written and oral communication is covered. Special emphasis is placed on “how to” communicate effectively: paying attention to visuals, words selected, sentence structure, fonts used, movement, tone, modulation, etc.

*Prerequisite: English Composition (ENG 210)*

## **BUS 220 Consumer Behavior and Economics**

40 Hours, 4 Credit Hours

This course is a comprehensive study of consumerism. It provides the student with a variety of perspectives related to human behavior and economics. The focus is placed on consumer: power, demographics, reasoned action, psychology, protection and responsibility. Additionally, the student will study various industries as they relate the consumer process to: product development, laws, marketing, ethics and technology.

## **BUS 230 Business Ethics**

40 Hours, 4 Credit Hours

This course introduces contemporary and controversial ethical issues influencing today's business environment. Topics will include critical thinking, ethical dilemmas, the role of stakeholders, and various aspects of business (marketing, operations, finance, management and employees) with and without ethics. The purpose of this course is to enhance the student perspective of the influence of ethics and business concerns on administrative practices and decision making. Additionally, this course should prepare students for ethically based decision making as employees and managers in the business world.

## **BUS 240 Business Law**

40 Hours, 4 Credit Hours

This course will provide business students with a survey of the principle areas of business law. It will explore the relationship between business and the law with respect to the following topics: torts, crimes, intellectual property, contracts, negotiable instruments, agency, employment, and forms of business organization. Students will also explore the relationship between business and the law with respect to ethics and social responsibility, government regulation, personal property, real property, and international trade. Students will gain a working knowledge of practical rules of law and legal terminology, as well as legal solutions for business-related issues.

**BUS 250 Principles of Marketing**

40 Hours, 4 Credit Hours

This course introduces the student to the purpose, function, process and responsibilities of marketing. Emphasis is placed on the assessment of marketing strategies and the importance of consumer behavior and relationships. Additional topics include: ethical responsibility, the impact and challenges of technology, and global marketing.

*Prerequisite: Introduction to Aviation Business (AER 140)*

**BUS 260 Personal Finance**

40 Hours, 4 Credit Hours

This course provides students with a basic understanding of personal finance so that students may properly manage their own financial affairs. This course will enable students to understand and practice the principles of money management, consumer credit, savings, investments, taxation, and consumer protection.

**BUS 315 Principles of Management**

40 Hours, 4 Credit Hours

This course introduces students to management philosophies in today's changing world. It includes globalization, ethics, diversity, customer service, and innovation from a managerial perspective.

**BUS 320 Principles of Supervision**

40 Hours, 4 Credit Hours

This course is designed to introduce students to the roles and responsibilities of supervisors. The course builds from a foundation of fundamental skills through a pyramid of understanding the expanded scope of responsibilities for first-time, first-line supervisors through the chairman of the board in private, service, or public organizations.

**BUS 325 Organizational Behavior**

40 Hours, 4 Credit Hours

This course examines organizational behavior as it relates to employees and management domestically and internationally. Studies of organization and behavioral theories, structures, and cultures provide the student greater understanding of business perspectives. Job satisfaction and the individual perspective of organizational cultures are explored. The course provides a comprehensive review of individual, group and organizational performance in relation to contemporary business settings.

*Prerequisite: General Psychology (PSY 200)*

**BUS 340 Business Statistics**

40 Hours, 4 Credit Hours

This course provides an introduction to statistical concepts and methods. Topics include data collection, presenting data in tables and charts, numerical descriptive measures, basic probability, discrete probability distributions and normal distribution.

*Prerequisite: Intermediate Algebra (MTH 210)*

**BUS 345 Introduction to Finance**

40 Hours, 4 Credit Hours

This is an introductory course that provides students with a foundational knowledge of financial management. The course covers key language and terminology, time-value of money, financial markets and securities, financial statements, financial analysis, risk and return, valuation of stocks and bonds, capital budgeting and valuation, cost of capital and capital structure, working capital management, dividend policy and international finance. Students are required to apply the various financial tools and understand how they impact financial decision-making.

*Prerequisite: Managerial Accounting (ACC 300)*

**BUS 350 Business Information Systems**

40 Hours, 4 Credit Hours

This course introduces the various information and communication technologies and explains how information systems are used to enhance business and solve business problems. Students will develop a strong understanding of technical components and terminology.

*Prerequisite: Computer Applications (CIS 101)*

**BUS 410 Human Resources Management**

40 Hours, 4 Credit Hours

This course is designed to give students a working knowledge of human resources management in medium to large businesses, small entrepreneurial environments, and global industries. Students learn the fundamentals of labor studies, job descriptions, recruitment, the interview process, background investigation, testing candidates, and the hiring process. Post hiring topics include: training and developing employees, performance appraisal, coaching, motivation of employees, and safety and health. The financial aspects of human resource management are also covered in the development of pay rates, employee incentives, and benefits packages. Broader topics include strategic planning, legal obligations, ethics, fair treatment, employee rights, and the unionization process.

*Prerequisite: Principles of Management (BUS 315)*

**BUS 430 International Business**

40 Hours, 4 Credit Hours

This course introduces students to the challenges and opportunities related to international business. Financial considerations including exchange rates, taxation, and banking law will be covered. Other topics include: cultural differences, political risks, and legal systems which play an important role in international business success/failure.

*Prerequisite: Business Ethics (BUS 230), Principles of Marketing (BUS 250), and Macroeconomics (ECN 220)*

**BUS 440 E-Business Concepts**

40 Hours, 4 Credit Hours

This course addresses current and emerging issues in business transactions utilizing a variety of electronic services. The e-commerce topics covered include: business models and concepts, infrastructure, marketing, security and encryption, retailing, supply chain, ethics, and social/political issues. This course also examines issues and topics in the functional areas of business as they relate to electronic commerce.

*Prerequisite: Principles of Marketing (BUS 250) and Business Information Systems (BUS 350)*

**BUS 445 Entrepreneurship**

40 Hours, 4 Credit Hours

This course prepares the student for the entrepreneurial experience. Students will gain an understanding of the terminology, processes, and responsibilities associated with building and owning their own business. Additional topics include intellectual property rights, partnerships, franchising, and ethical considerations.

*Prerequisite: Principles of Marketing (BUS 250); Principles of Management (BUS 315); Organization Behavior (BUS 325) and Business Information Systems (BUS 350)*

**BUS 450 Strategic Management**

40 Hours, 4 Credit Hours

In this course students learn about the challenges and opportunities facing organizations (of all sizes, cultures and locations) and the role strategic planning plays in their success. Strategic planning theories and systems are presented. In addition, students learn how to systematically develop a clear strategic plan.

*Prerequisite: Aviation Ethical Issues (AER 280); Principles of Marketing (BUS 250); Principles of Management (BUS 315); and Organization Behavior (BUS 325)*

**BUS 455     Electronic Business Marketing**

40 Hours, 4 Credit Hours

This course teaches students how to engage and listen to buyers, and how to use what they learn to improve their offerings in today's Internet- and social media-driven marketing environment. With a focus on the Internet and other technologies that have had a profound effect on how marketing is approached today, the course brings traditional marketing coverage up-to-date with a thorough, incisive look at e-marketing planning and marketing mix tactics from a strategic and tactical perspective.

*Prerequisite: Principles of Marketing (BUS250)*

**BUS 490     Capstone Project**

60 Hours, 4 Credit Hours

Each potential graduate will have a culminating experience in which he/she will demonstrate the ability to apply the knowledge gained during the baccalaureate program by analyzing and recommending solutions to issues central to businesses. This will be a research project documented by a formal written report which entails utilizing information from prior coursework and research. Students will also be required to present their research project.

*Prerequisite: All Core Coursework; Microeconomics (ECN 210); Macroeconomics (ECN 220); and Research Methods (SOC 310)*

# *Communications*

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## **COM 200    Speech Communications**

40 Hours, 4 Credit Hours

This general education course provides the student with an introduction to the theories and practice of effective communication. Emphasis is placed on how to appropriately select a topic, research, organize, outline, and effectively write a variety of speeches.

*Prerequisite: English Composition (ENG 210)*

# Computer Information Systems

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## **CIS 101      Computer Applications**

50 Hours, 4 Credit Hours

This course is designed to integrate computer concepts and applications into practical combinations of concepts and skills in the context of a job. With this approach, students learn how to work in the real world where they will solve problems using computer concepts *and* skills related to the Internet, Microsoft Office applications, collaboration, social media, and cloud computing.

## **CIS 110      Microsoft Excel**

50 Hours, 4 Credit Hours

This course is designed to provide students with the hands-on experience and skills necessary to perform complex tasks using Microsoft Excel. Students will learn to perform basic and advanced functions by creating, editing and presenting worksheets. Emphasis will be placed on formulas, functions, lists and charts, and performing analysis of data.

## **CIS 140      Accounting Software**

50 Hours, 4 Credit Hours

This course is designed to provide a realistic approach to automated accounting principles using the computer. Emphasis is placed on general ledger, accounts payable and receivable, payroll, depreciation, inventory, and financial statements.

*Prerequisite: Accounting Principles I (ACC 100)*

# *Economics*

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## **ECN 210     Microeconomics**

40 Hours, 4 Credit Hours

This general education course provides an introduction to microeconomics, the branch of economics which deals with the market behavior of individuals and firms. The main goal of this course is to provide the student with the ability to apply the basic concepts of economics to real life situations. Topics include resource allocation, monopolies and the role of government in regulating and supplementing the price system.

## **ECN 220     Macroeconomics**

40 Hours, 4 Credit Hours

This general education course is designed to introduce the analytical framework used by economists to examine macroeconomic issues. Emphasis is placed on the market system, inflation, economic growth, economic fluctuations, fiscal policy, monetary policy and international trade. This course will provide a solid foundation from which students can thoughtfully and intelligently examine issues affecting economies throughout the world.



# English

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## **ENG 210     English Composition**

40 Hours, 4 Credit Hours

This general education course equips the student to understand, create, and develop English essays. Students will connect and combine paragraphs into cohesive, coherent, and developed essays. In addition, students will develop vital research skills that can be used both in college and the workplace.

## **ENG 310     Writing Argumentation**

40 Hours, 4 Credit Hours

This general education course is designed to strengthen the student's understanding of argumentation and the expression of reasoning in written media. This course emphasizes reading arguments, writing arguments, understanding visual arguments, understanding and avoiding logical fallacies and creating argumentative research projects.

*Prerequisite: English Composition (ENG 210)*

## **ENG 330     Introduction to Literature**

40 Hours, 4 Credit Hours

This general educational course presents the elements and examples of three genres of literature: fiction, poetry, and drama. Students will learn the origins of literature and the purposes of the study of literature. Students will associate the study of literature and thinking skills, such as critical reading. Students will utilize thinking skills to research and apply literary criticism, to analyze and critique various literary works, in the context of discussing and writing about literature.

*Prerequisite: English Composition (ENG 210)*

# *History*

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## **HIS 210      American History**

40 Hours, 4 Credit Hours

This general educational course is designed to provide students with a survey of American history with emphasis on United States social, economic and institutional developments from 1865 to the present. Areas of study consist of Reconstruction, the Gilded Age, Progressivism, World Wars, the New Deal, the Cold War, civil rights, gender, social class, and 21st century issues. This course also includes factual understanding of these historical periods through the use of primary sources and historic documents.

# Mathematics

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## **MTH 110    Elementary Algebra**

40 Hours, 4 Credit Hours

This general education course provides students with the key concepts of college algebra. Students will be introduced to the fundamental concepts of algebra, solving and graphing equations and inequalities, and solving systems of linear equations in two variables.

## **MTH 210    Intermediate Algebra**

40 Hours, 4 Credit Hours

This general education course provides an overview of intermediate algebra topics. Topics include rational expressions and equations, functions and graphs, systems of equations, radical expressions, and quadratic equations. This course will emphasize a problem-solving approach for problem analysis and solution.

*Prerequisite: Elementary Algebra (MTH 110)*

# *Psychology*

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## **PSY 200     General Psychology**

40 Hours, 4 Credit Hours

This general education course presents principles and concepts of psychology, the science concerned with understanding and explaining mental processes and behavior. Topics include human development, learning, thinking, motivation, sensation, and perception.

## **PSY 210     Group Dynamics**

40 Hours, 4 Credit Hours

This general education course presents the study of current theories and techniques relative to small group interaction. Included are analyses of background factors, external forces, dynamic interplay and group results. Additionally, the decision making processes, conflict management theories and group process evaluations are explored.

# *Sociology*

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## **SOC 200     Introduction to Sociology**

40 Hours, 4 Credit Hours

This general education course is designed to provide students with an introduction to the discipline of Sociology including research methods, data analysis and theories developed. The impact of various diversity models, poverty, power and politics on societies, world economies and the environment will be studied. Special emphasis will be placed on critical thinking and ethical considerations.

## **SOC 310     Research Methods**

40 Hours, 4 Credit Hours

This general education course offers a step-by-step, systematic approach to conducting research. Emphasis is on using critical thinking, efficient and appropriate research techniques and the Internet to produce a factual, relevant in-depth white paper. Students will develop and evaluate data collection methods.

*Prerequisite: English Composition (ENG 210)*

# Spanish

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## **SPN 200 Spanish I**

40 Hours, 4 Credit Hours

This general education course provides an introduction to the Spanish language and cultures which use Spanish as the primary language. The main focus is on the basics of the Spanish language. Vocabulary, grammar, and sentence structure are studied. This course also prepares the student for a smooth transition to more advanced Spanish language learning.

## **SPN 210 Spanish II**

40 Hours, 4 Credit Hours

This general education course gives the student experience with more advanced Spanish. Extensive practice writing using advanced Spanish terms and phrases are provided. The primary focus is on advanced vocabulary, grammar, and complex sentence structure. This course also prepares the student for using Spanish on a regular basis in the business world.

*Prerequisite: Spanish I (SPN 200)*



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